

# CHAPTER V

## RDANA&PDNA

### 1. RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (RDANA)

*(NDRRMC Memorandum Circular (unnumbered), s. 2014 dated November 4, 2014)*

- a. A rapid assessment provides general information on priority needs, as well as identifies available resources and services, for immediate emergency measures to preserve and save lives and alleviate the sufferings of the affected population. RDANA results serve as basis for project planning and implementation of humanitarian assistance. The integrated approach of a rapid assessment addresses these needs for assistance in a joint manner and aims to satisfy RDANA in the best way possible through actions that can resolve the assessment simultaneously and not independently by sector.
- b. Rapid Damage Assessment and Needs Analysis (RDANA) is a disaster response tool that is used immediately during the early and critical state of a disaster as soon as the conditions allow disaster survey teams to operate. It aims to determine the immediate relief and response requirements and is dependent upon the type of disaster. It is broad in scope and focuses on overall patterns and trends. It identifies the magnitude of a disaster (without necessarily delivering exact figures) by focusing on the general impact on the society and the people's capacity to cope.
- c. This tool is composed of the following:
  - i. **Damage assessment** - depicts the overall picture of the incident situation by providing a "snapshot" of the disaster's magnitude and impact on population and infrastructure. It answers the question "what has happened?"; and
  - ii. **Needs analysis** - defines the level and type of immediate assistance required for the affected population. It answers the question "what needs to be done?"
- d. RDANA comprises situation, resource, and needs analysis in the early and critical stage of a disaster and is intended to determine the type of immediate response and relief needed and appropriate follow-on actions. The assessment provides information about the needs, possible intervention strategies and resource requirements, and aims to identify the following:

- *General overview of the damage in terms of:*
  1. the nature of the disaster;
  2. its extent of damage and the secondary threats;
  3. its impact on the availability of resources and local response capacity; and
  4. the level of continuing or emerging threats.
  
- *Assessment of the situation and recommendation of the following:*
  1. most urgent relief and psychological needs of men, women, children and other vulnerable sectors;
  2. potential methods for delivery or priorities for action;
  3. utilization of resources for immediate response;
  4. options for relief assistance;
  5. need for detailed assessment of specific geographical areas or sectors; vulnerable sectors (i.e. women, pregnant, ad/or lactating women, children, PWDs, elderly, sick, marginalized); and
  6. need for international assistance.

**e. General Strategies**

- i. Rapid damage assessment missions shall be concluded jointly and in coordination with the national and/or regional government agencies, the affected local government/s using the approved assessment form;
  
- ii. Cordillera RDRRMC shall organize, equip, and train RDANA Teams;
  
- iii. RDANA Teams shall be mobilized and deployed to affected areas;
  
- iv. Deploy and utilization of technology through the use of DRONE and satellite imagery shall be implemented, as necessary;
  
- v. Collection, collation and analysis of data shall be concluded; and
  
- vi. Preparation and submission of RDANA Report shall be held. Copies of which will be provided to the affected LGUs and responding agencies on the ground.

## **f. Operational Guidelines and Procedures**

- i. Triggers** – Any of the following conditions triggers a joint RDANA in the affected area/s:
  - 1. Declaration of a state of calamity;
  - 2. Request for assistance from the LDRRMC Chairpersons to the Cordillera RDRRMC or its member agencies;
  - 3. Request from a regional agency to the Chairperson of the Cordillera RDRRMC;
  - 4. As directed by the NDRRMC Chairperson or the NDRRMC Executive Director;
  - 5. No contact in six (6) hours in areas affected and/or suspected to be severely affected; and
  - 6. Devastation as depicted in Pre-Disaster Risk Assessment (PDRA) and as reported by more than one media reports.

## **g. Mobilization and Deployment**

### **i. Pre-Mobilization**

- 1. Upon confirmation and recommendation of the Pre-Disaster Risk Assessment (PDRA) Core Team and/or of any one of the triggers and/or categories, the Chairperson of the Cordillera RDRRMC calls for an emergency meeting with all concerned member-agencies an response cluster leads to discuss and determine the following;
  - a. Situation** – based on initial information on the disaster or event, initial report of damages, local response and projected developments in the emergency situation, including secondary risks; and
  - b. Mission Objectives** – shall reflect the RDANA Teams' Terms of Reference (TOR) and include the specific objectives of the mission based on the direction of the Chairperson of the Cordillera RDRRMC, the estimate of the evolving emergency situation and LGU support requirements. The mission objectives shall indicate the main focus of the mission, the duration, main activities, areas to

be covered, and data collection methodology, and forms of daily outputs required.

2. The PDRA will determine the possible area of deployment of the RDANA Teams. And provide guidance with the mission objectives, assessment tools, logistics, reporting and any other concerns;
3. The Chairperson of the Cordillera RDRRMC informs the LDRRMC of the organization, terms of reference and deployment of RDANA Teams in its operational area and advises the same of the logistical support that needs to be extended to the RDANA Team/s while on mission within its AOR;
4. Possible augmentation from the national government shall be in discretion of the Chairperson of the Cordillera RDRRMC; and
5. At the regional level missions, all costs (transportation, equipment, gears, etc.) related to the conduct of these missions shall be charged against OCD-CAR Quick Response Funds (QRF).

## **ii. Mobilization**

RDANA Teams shall be headed by the OCD-CAR and shall consist of the following agencies: LDRRMCs/LGUs, DSWD-CAR, AFP, CSOs, DA-CAR, DepEd-CAR, DPWH-CAR, DILG-CAR, BFP-CAR, PNP-PROCOR, DOST-CAR, MGB-CAR, DENR-CAR, PAGASA, PHIVOLCS, DOH-CAR and PRCs. The composition of the team may vary, depending on the nature of disaster.

1. Once the RDANA Teams are constituted and Team Leaders are designated, the Team Leaders shall develop a Plan of Action (PoA) on how to achieve the mission objectives based on their TORs;
2. Upon arrival in the disaster affected areas, the Team Leader shall report to the LDRRMC Chairperson and discuss the team's TOR, PoA and how best to achieve the team's mission objectives;

3. The RDANA Teams shall submit daily updates to the Cordillera RDRRMC EOC for consolidation, analysis and reporting;
4. PoA should be gender-sensitive;
5. RDANA Forms should be properly filled out and signed.

### **iii. Termination**

1. Upon mission termination at the regional level, the Chairperson of the CRDRRMC directs the OCD-CAR to facilitate the conduct of debriefing at the Cordillera RDRRMC EOC and submits an After Mission/Debriefing Report to the Chairperson of the Cordillera RDRRMC, highlighting what went well and identified areas for improvement in the conduct of future missions;
2. RDANA Team Leaders shall submit an accounting of all mission-related expenditures during the debriefing session; and
3. There shall be a psychosocial/stress debriefing for the deployed RDANA Teams.

## **2. POST DISASTER NEEDS ASSESSMENT (PDNA)**

- a. The key objective of the PDNA is to assess the impact of the disaster and chart out a holistic and viable recovery strategy. The PDNA will address areas such as funding implications, livelihood restoration, economy and services, rehabilitation and reconstruction of housing and infrastructure, while ensuring resilient recovery based on the concept of “Build Back Better”, among others. Finally, it will present recommendations on institutional mechanisms and policy options required for efficient, effective and resilient growth promoting reconstruction.
- b. The other objectives of this tool are to:
  - i. identify the capacity of the LGU to undertake on its own all recovery and rehabilitation programs and activities;
  - ii. help the CordilleraRDRRMC determine whether national assistance should be requested or ascertain whether to recommend international assistance to the NDRRMC;



# CHAPTER VI

## CORDILLERA RDRRMC EOC GUIDELINES

### 1. IMPLEMENT ALERT SYSTEM

- a. The Cordillera Regional Disaster Risk Reduction and Management Council Emergency Operations Center (Cordillera RDRRMC EOC) shall, upon directive or recommendation to raise the alert status (e.g. PDRA meeting result, due to sudden onset disaster), notify all member-agencies and concerned stakeholders thru all means of communication; and
- b. Consequently, an approved/signed Memorandum re raising the alert status shall be disseminated to concerned agencies and offices thru all means of communication.

### 2. PREPAREDNESS ACTIVITIES

- a. Monitors the preparedness activities of the Local DRRM Councils; preparations and actions of CordilleraRDRRMC member-agencies; and the disaster response requirements in the disaster-stricken areas;
- b. Directs all Response Agencies to immediately report their available assets for immediate deployment to the threatened areas upon receipt of initial warnings/alerts/advisories issued by surveillance/ warning agencies. Further concerned government agencies shall evaluate their existing resources and reinforce its local counterparts if needed, and direct them to preposition bulk of their respective assets within accessible and safe distance to the areas that are likely to be affected;
- c. Maintains a close coordination and partnership with private transport companies (air and land) for further augmentation of transport services of response agencies to expedite the immediate delivery and distribution of necessary supplies and equipment in the threatened/disaster-affected areas; and
- d. The CordilleraRDRRMC Chairperson shall convene the PDRA Core Group for a meeting on the council's preparedness measures and appropriate course of actions.

### 3. DURING DISASTER PHASE

- a. Process warnings/alerts/advisories issued by surveillance/response agencies for dissemination to all stakeholders;

- b. Prepares CordilleraRDRRMC Situational Reports for the CordilleraRDRRMC Chairperson, NDRRMC Chairperson and to all concerned member-agencies;
- c. Coordinates with implementing agencies to maximize mobilization of resources to the disaster-affected areas;
- d. Monitors and documents the Regional and Local DRRMC's response and early recovery efforts;
- e. Recommends the declaration of State of Calamity to the provincial government as the need arises;
- f. Facilitates CordilleraRDRRMC meetings to effectively address requirements in the affected areas;
- g. Ensures that the requirements of affected communities in terms of search, rescue and retrieval (SRR) resources, logistics, relief and medical supplies, and other basic services are immediately referred to appropriate agencies on duty in Cordillera RDRRMC EOC; and
- h. In coordination with CordilleraRDRRMC Member-Agencies and OCD-CAR, ensures that the status of ongoing disaster operations and the evolving situations in the affected areas are properly monitored and reflected in the progressive CordilleraRDRRMC Situation Report/s, to include the following information (in any order):
  - i. **STATUS OF DAM (PAGASA)**
    1. Name of Dam
    2. Observation Time and Date
    3. Normal Water Level
    4. Current Water Level
    5. Remarks (Gate Opened/Closed with Date and Time)
  - ii. **STATUS OF FLOODED AREAS (DOST-CAR, DPWH-CAR, DILG-CAR, MGB-CAR, LGUs)**
    1. Province
    2. City/Municipality
    3. Barangay
    4. Flood Level
    5. Remarks



- iii. **STATUS OF LIFELINES** (DPWH-CAR, DICT-CAR, NTC-CAR, DOTr-CAR, NGCP, Local Water Utilities, Electric Cooperatives, LGUs)
  - 1. Roads (Description, Location, Situation/Status, Actions Taken, Remarks)
  - 2. Bridges (Description, Location, Situation/Status, Actions Taken, Remarks)
  - 3. Power (Affected Province, City/Municipality, Barangay, Date and Time of Interruption, Date and Time Restored, Remarks)
  - 4. Communications (Affected Province, City/Municipality, Barangay, Date and Time of Interruption, Date and Time Restored, Remarks)
  - 5. Water (Affected Province, City/Municipality, Barangay, Date and Time of Interruption, Date and Time Restored, Remarks)
  
- iv. **SUSPENSION OF CLASSES**(DepEd-CAR, CHED-CAR)
  - 1. Province, City/Municipality, Barangay
  - 2. Level (Class)
  - 3. Remarks
  - 4. Date of Suspension/ Resumption
  
- v. **PRE-EMPTIVE EVACUATION** (DILG-CAR, DSWD-CAR, DepEd-CAR)
  - 1. Province, City/Municipality
  - 2. Number of Barangay
  - 3. Number of Families and Persons
  - 4. Number of Evacuation Centers
  - 5. Date of Pre-Emptive Evacuation
  - 6. Remarks
  
- vi. **AFFECTED POPULATION** (DSWD-CAR, DILG-CAR)
  - 1. Province, City/Municipality
  - 2. Affected Barangay, Families and Persons  
(To provide further classified into number of males or females (pregnant or lactating) indicating age bracket (i.e. 0-5, 6-14, 15-18, 19-59), elderly, PWD or sick)
  - 3. Number of Evacuation Centers
  - 4. Served Inside Evacuation Centers (Families and Persons)
  - 5. Served Outside Evacuation Centers (Families and Persons)
  - 6. Total Served Inside and Outside Evacuation Centers (Families and Persons)
  
- vii. **CASUALTIES** (DILG-CAR, DOH-CAR, LGUs)
  - 1. Province, City/Municipality, Barangay

2. Name (except those of military personnel, leftists, high profile personalities and foreigners)
3. Nationality (in case of incidents involving foreigners)
4. Sex
5. Age
6. Address
7. Cause/Date/ Remarks

**viii. COST OF DAMAGES** (DA-CAR, DPWH-CAR, DepEd-CAR, DOH-CAR, OCD-CAR)

1. Infrastructure (Roads, Bridges, and Other Structures)
2. School Facilities
3. Health Facilities
4. Agriculture (Crops, Livestock, High Value Commercial Crops, Fisheries, other agricultural facilities /equipment)
  - a. *With indicated area damaged/affected in hectares, number of trees, physical number of livestock, poultry, etc.*
5. Other Properties (Private Properties)

**ix. DAMAGED HOUSES** (DSWD-CAR, NHA)

1. Province, City/Municipality, Barangay
2. Number of Totally Damaged Houses
3. Number of Partially Damaged Houses

**x. COST OF ASSISTANCE EXTENDED**

1. OCD-CAR
2. DSWD-CAR
3. DOH-CAR
4. NHA
5. LGUs
6. NGOs

**xi. RESPONSE ASSETS DEPLOYED** (Response Clusters)

1. Response Agency/Office/Unit
2. Areas of Deployment
3. Assets Deployed (Personnel, Vehicles, others)

**xii. ANIMALS EVACUATION** (DA-CAR)

1. Province, City/Municipality, Barangay
2. Number of Animals (Farm Animals/Domestic Animals)
3. Number of Evacuation Centers

**xiii. DECLARATION OF STATE OF CALAMITY** (Official Document)

1. Province, City/Municipality, Barangay
2. Resolution Number and Title
3. Effectivity Date/Date of Issuance

**xiv. RESULTS OF RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS (Response Cluster)**

1. Consolidated RDANA Report

**xv. OTHER RELEVANT/VALUABLE INFORMATION**

**4. REPORTING INCIDENTS**

- a. Immediately disseminates information to all concerned stakeholders through SMS, fax, e-mail or any available means of communication;
- b. Prepares a report through a Memorandum which shall include actions in terms of dissemination, coordination, and response actions, for the CordilleraRDRRMC Chairperson, and if applicable to concerned member-agency/ies;
- c. Upon approval/signature, the said report shall be sent to the NDRRMOC;
- d. Monitors possible effects and actions taken by local DRRMCs and CordilleraRDRRMC member-agencies for inclusion in the next report; and
- e. **In case of ARMED CONFLICT/COMPLEX EMERGENCY/MILITARY or POLICE OPERATIONS, the following must be STRICTLY observed or applied:**

**i. STAFF DUTY OFFICER**

1. Informs the Chairperson of CordilleraRDRRMC for possible actions and recommendations.

**ii. CORDILLERA RDRRMC EOC**

1. Upon the go signal of the Chairperson of CordilleraRDRRMC, the Cordillera RDRRMC EOC submits report to the NDRRMOC of any incidents resulting from the above-mentioned incidents;
2. The report must contain the following information:
  1. What
  2. When
  3. Where
  4. Why
  5. How the incident happened
  6. What steps were initially undertaken
3. Provide situational report on a regular basis.

### iii. CONFIDENTIALITY

1. Said report is **NOT TO BE UPLOADED** to any website, thus, **NOT FOR PUBLIC CONSUMPTION** and **SHALL BE REPORTED ONLY TO SND/NDRRMC CHAIRPERSON** through **NDRRMOC/OCD KEY OFFICIALS**, unless otherwise instructed by the higher-authorities.

## 5. REPORTING ADVISORIES

- a. Immediately disseminates information to all concerned stakeholders through SMS, fax, e-mail or any available means of communication;
- b. Prepares a report through a Memorandum which shall include actions in terms of dissemination, coordination, and response actions, for the CordilleraRDRRMC Chairperson, and if applicable to concerned member-agency/ies; and
- c. Indicates in the SDO report the specific actions made per report received (example: Prepared memorandum and disseminated the same to member agencies concerned).

## 6. GUIDELINES DURING ACTIVATION PERIOD

- a. Disseminates initial information of an emerging disaster thru SMS prioritizing the Cordillera RDRRMC Chairperson, CordilleraRDRRMC Vice Chairpersons, council members and concerned LGU/s;
- b. Disseminates alert notices to the CordilleraRDRRMC member-agencies' Detailed Duty Officers: PAGASA, PHIVOLCS, DSWD-CAR, DILG-CAR, DOH-CAR, DepEd-CAR, PROCOR, BFP-CAR, AFP, and other bureaus, as needed to render duty at the Cordillera Regional Disaster Risk Reduction and Management Operations Center to facilitate coordination with their respective Officers for the needed requirements/assistance in the affected areas;
- c. Refer to the CordilleraRDRRMC member-agencies' DDOs on dut at Cordillera RDRRMC EOC the immediate needs/requirements of the affected areas in terms of transportation, search and rescue (SAR) equipment, logistics, relief supplies (FNI, drugs and medicines, and medical supplies), and other basic services;
- d. Coordinates with CordilleraRDRRMC Response Cluster for the needed disaster response requirements/operations (e.g. prioritization of relief goods, SAR personnel/equipment, delivery of basic services to the disaster-affected areas with the concerned agencies and private partners);

- e. Monitors the status of the prevailing disaster operations and the evolving situations in the affected areas in the progressive CordilleraRDRRMC situational report; and
- f. Submits the final documentation of every major disaster to NDRRMOC within two (2) weeks after the termination of the disaster operations.

## **7. DOCUMENT TRACKING SYSTEM**

- a. Log all disaster and non-disaster related incoming documents and communication in separate folders provided for easy tracking;
  - i. *Disaster related documents* shall be filed and properly recorded in an Operations Logbook;
  - ii. *Non-disaster related documents* are documents regarding workshops, request for data, request for assistance, etc. which should be recorded in the Administrative Logbook and be routed to where the document is addressed; and
  - iii. *Specific binders* for disaster and non-disaster documents, be it incoming or outgoing, should be utilized for proper recording, duplication and file safekeeping.
- b. OCD Duty Personnel shall ensure that all coordination and feedback, using the Cordillera Regional DRRM Operations Center Communication Work Flow (Figure 3.0), are validated, recorded in the Operations Logbook, and reported for inclusion in the situational report; and
- c. OCD Duty Personnel shall endorse the Operations Logbook, monitored incidents (if any) and other recording logbooks to the incoming duty personnel for continuity.

## **8. TELEPHONE/PHONE CALL COURTESY**

- a. All duty personnel shall observe telephone/phone call courtesy, regardless of who the callers are:
  - i. Answer promptly (by the second ring);
  - ii. Maintain a pen and paper near the phone for note taking purposes;
  - iii. Before picking up the receiver, end any other side conversations and ignore distractions;
  - iv. Never talk with anything in your mouth;

- v. Be sensitive with the tone of your voice;
- vi. Be polite and courteous;
- vii. Always identify yourself and office at the beginning of all calls (see example);
- viii. Respectfully request for the caller's full identity;
- ix. Address the caller properly (i.e. Ma'am, Sir, Ms., and/or Mr.) and never address an unfamiliar caller by his or her first name;
- x. Listen carefully to the message of the caller. You may repeat his/her message for clarification;
- xi. Speak clearly especially when leaving message;
- xii. Always ask if you can put the caller on hold;
- xiii. Never leave the person on hold for more than a few seconds or they may become upset and hang up; and
- xiv. Smile. – It shows, even through the phone lines.

- b. Personal phone calls using the office's landlines and mobile phones are STRICTLY PROHIBITED. Should there be any need to do so (due to emergencies), inform first the OCD-CAR Operations Chief / Senior Staff Duty Officer present.

## 9. EMAIL, FACSIMILE/TELEFAX& SMS

- a. All duty personnel shall properly acknowledge receipt of any information, updates, and reports received thru email, SMS and facsimile/telefax; and
- b. Incidents which require decision-making by high officials shall be reported or coordinated through the fastest means of communication.

### i. E-mail

1. Use only the official email address in sending reports such as Situational Reports, Incident Monitored, CordilleraRDRRMC Advisories and Updates, etc. This shall also be applied at the local levels;
2. Reports such as situation reports, incident monitored and other necessary reports from the Local Disaster Risk Reduction and Management Councils shall be sent to the official email address/es of the Cordillera RDRRMC EOC;
3. Begin with an acknowledgement and **always maintain a cordial tone** in composing an email;
4. The complete name of the sender must be indicated;

5. Coordination thru phone calls must be reiterated and sent thru email for tracking purposes, liability and accountability; and
6. Emails received especially with attached reports/documents must be acknowledged properly (see example):

*“Dear Sir/Ma’am,*

*This is to acknowledge receipt of your message.*

*Thank you and regards!*

*Juan dela Cruz*

*Cordillera RDRRMC EOC Duty Officer”*

## **ii. Facsimile/Telefax**

1. Observe telephone courtesy and politely request for the identity of the recipient;
2. After transmitting your message/information thru fax, make a follow-up call to the recipient to confirm receipt;
3. When you received a fax in error, let the sender know by giving them a call and properly dispose any faxes received in error; and
4. Do not leave faxed reports lying around where others could potentially see them which may lead to misinformation/confusion.

## **iii. Short Message Service (SMS)**

1. Reporting information and updates thru SMS should be accurate, clear and concise. Avoid using too much abbreviation (shortcuts);
2. **Always maintain cordial tone in composing a text message;**
3. Always cite or include the source of the information;
4. When receiving an update/report through the Operations mobile phones, acknowledge it properly (e.g. *“Noted, Ma’am/Sir.”*, *“This is duly noted. Thank you!”*);

5. Significant changes/updates on reports sent thru SMS shall still be reflected on the submitted official/signed report to Cordillera RDRRMC EOC/NDRRMOC for proper tracking, liability, and accountability.

## **10. TOUR OF DUTY / DUTY RELIEF SYSTEM**

- a. The OCD-CAR Operations Section Chief in coordination with the OCD-CAR Human Resource Officer shall be responsible in the preparation of schedule of duty of OCD-CAR Personnel and shall constantly coordinate with the OCD-CAR Regional Director or any authorized officer;
- b. OCD-CAR Duty Personnel shall report for duty ahead of the prescribed time of duty:
  - i. **DAY SHIFT:**8:00 AM to 5:00 PM of the same day
  - ii. **GRAVEYARD SHIFT:**5:00 PM to 8:00 AM of the following day
- c. Outgoing duty personnel shall not leave their posts until the incoming duty personnel arrives and shall observe proper turn-over of documents and responsibilities. Each member of the duty personnel shall personally endorse/turn-over any unfinished business before leaving the port to ensure continuity of the work assigned;
- d. The duty personnel shall prioritize his/her duty at Cordillera RDRRMC EOC in case the duty personnel is/are required by other Offices (outside) and OCD-CAR Sections/Divisions to attend meetings and participate to activities (even with prior issuance of Travel/Memo Order);
- e. All duty personnel shall stay at the Cordillera RDRRMC EOC during their entire tour of duty and shall refrain from doing other unofficial business outside the operations center. In case of emergency, concerned personnel shall inform the senior official/s prior to leaving the office premises;
- f. OCD-CAR Operations Section Alert Team member/s shall immediately inform the team leader (SSDO/SDO) if he/she cannot report for duty in the event of an emergency and the team leader shall subsequently inform the OCD-CAR Operations Section Chief;



| <b>FOR SPECIAL/PLANNED EVENT/HOLIDAY ACTIVATIONS</b>   |                    |                    |
|--|--------------------|--------------------|
| <b>TEAM A</b>  | <b>TEAM B</b>      | <b>TEAM C</b>      |
| <b>Senior Staff Duty Officer</b>                       |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>Staff Duty Officer/Report Developer</b>             |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>Coordinator/s</b>                                   |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>ICT/Logistics Officer</b>                           |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>Detailed Duty Officer/s</b>                         |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>Public Information Officer</b>                      |                    |                    |
| <b>Driver/s</b>  |                    |                    |
| <b>FOR TYPHOON/EARTHQUAKE (and others) ACTIVATIONS</b> |                    |                    |
| <b>TEAM A</b>  | <b>TEAM B</b>      | <b>TEAM C</b>      |
| <b>Senior Staff Duty Officer</b>                       |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>Staff Duty Officer/Report Developer</b>             |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>Coordinator/s</b>                                   |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>ICT/Logistics Officer</b>                           |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>Detailed Duty Officer/s</b>                         |                    |                    |
| <i>Personnel X</i>                                     | <i>Personnel X</i> | <i>Personnel X</i> |
| <b>Public Information Officer</b>                      |                    |                    |
| <b>Driver/s</b>  |                    |                    |

Table 9.0: **Alert Teams Compositions** (to be crafted by the OCD-CAR Operations Section Chief and to be approved by the CordilleraRDRRMC Chairperson)

- g.** Personnel on official travel or official leave (trainings/seminars, scheduled medical services, vacation) shall be removed on the duty schedule. OCD-CAR Operations Section Chief shall immediately issue the revised duty schedule and subsequently inform concerned personnel on the change of schedule;
- h.** Personnel who will not be able to render duty due to personal reasons shall look for replacement ahead of time, at least two (2) days before his/her scheduled duty. A written agreement shall likewise be submitted to the OCD-CAR Operations Section Chief;

| <b><u>STAFF DUTY OFFICER SUBSTITUTE FORM</u></b>  |                                 |                            |
|---|---------------------------------|----------------------------|
| <b>DUTY STAFF OFFICER</b>   |                                 |                            |
| Name: _____   | Position/Designation: _____     |                            |
| Section: _____  | Duty Schedule :(mm-dd-yy) _____ |                            |
| <i>Reason for failure to render duty:</i>   |                                 |                            |
| _____   |                                 |                            |
| _____   |                                 |                            |
| <b>SUBSTITUTE DUTY STAFF OFFICER</b>  |                                 |                            |
| Name: _____   | Position/Designation: _____     |                            |
| Section: _____  |                                 |                            |
| _____   | _____                           | _____                      |
| Signature of Assigned SDO   | Signature of Substitute SDO     | Noted by: Operations Chief |
| <small>Note: Please attaché this form to your Staff Duty Officer Checklist Form</small> |                                 |                            |

Figure 8.0: **Staff Duty Officer Substitute Form**

- i. Duty driver and a corresponding vehicle shall be dedicated for the Cordillera RDRRMC EOC during blue and red alert status and shall not be used for other purposes. All trips shall be with the consent of the OCD-CAR Operations Section Chief, SSDO/SDO; and
- j. Leaving the Cordillera RDRRMC EOC premises during the tour of duty shall be subject to corresponding disciplinary action or penalty to be determined by the OCD-CAR Operations Section Chief with the approval of the Cordillera RDRRMC Chairperson.

**11. ATTIRE DECORUM**

- a. All duty personnel shall wear appropriate attire and Identification Cards (IDs) during office hours: Office uniform during normal condition and prescribed Cordillera RDRRMC/OCD polo shirt with collar and pants during emergency conditions (preferably with Operations Vest);
- b. Personnel who attend related meetings at Operations Center or at any office and messengers who deliver reports and communications to these offices shall wear the prescribed dress code; and
- c. Wearing of shorts and slippers at the Cordillera RDRRMC EOC is prohibited at all times.

## **12. COMPULSORY TIME-OFFS AND MEAL PROVISIONS**

- a.** Compensatory Time-off refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay:
- b.** All duty personnel who have rendered 24 hours duty shall be entitled to a half day off the following day;
- c.** During Fridays, the assigned duty personnel may report for duty at 1:00 PM;
- d.** During WHITE Alert, all duty personnel shall be provided with monetary allowance, as agreed upon by the OCD-CAR Regional Director, Finance Chief and Operations Chief: and
- e.** During BLUE or RED alert, all duty personnel shall be provided with food during their tour of duty.

## **13. ATTENDANCE TO FLAG RAISING CEREMONY**

- a.** On normal condition (regular duty), all duty personnel who render duty until 8:00 AM Monday shall be automatically excused from attending the flag raising ceremony; and
- b.** During emergency condition (BLUE/RED Alert), incoming and outgoing duty personnel for 8:00 AM Monday duty are likewise excused from attending the flag raising ceremony.

# CHAPTER VII

## MEETINGS, CONFERENCES, MEDIA MANAGEMENT & THE SOCIAL MEDIA

### 1. MEETINGS

#### a. Pre-Disaster Risk Assessment (PDRA) Meeting

- i. Notification, coordination, facilitation of PDRA meetings (Core Group/Extended) shall be spearheaded by the Cordillera RDRRMC Secretariat with the assistance of the OCD-CAR Operations Service, SSDO and SDO in order to capture important discussion points, instructions, and agreements.

#### b. Emergency Meeting (during Emergency Condition)

- i. Notification, coordination, facilitation of emergency meetings shall be spearheaded by the Cordillera RDRRMC Secretariat with the assistance of the OCD-CAR Operations Service and shall be supported accordingly by other OCD-CAR sections and DDOs:
  1. Cordillera RDRRMC Secretariat shall accomplish necessary documents (i.e. Notice of Meeting, Provisional Agenda, and Purchase Request);
  2. Concerned OCD-CAR sections shall facilitate the Financial, Administrative and other Logistical requirements; and
  3. DDOs at the Cordillera RDRRMC EOC shall coordinate with their respective offices re Emergency Meeting.

### 2. CONFERENCES

#### a. Press Conferences

- i. Facilitation of press conference and media coverage shall be spearheaded by the OCD-CAR Public Information Officer (PIO) during blue and red alert status with the assistance of PIA-CAR;
- ii. The press conference shall be facilitated by OCD-CAR PIO and PIA-CAR personnel other than the CordilleraRDRRMC Chairperson, to brief and manage the media, as well as the proceedings. The facilitator shall ensure that the media will be given ample time to ask questions; and

- iii. Area for press conference shall be identified and established by the OCD-CAR PIO in coordination with other OCD-CAR section services.

### **3. MEDIA MANAGEMENT**

#### **a. Media Interview and Coverage at the Cordillera RDRRMC EOC**

- i. Media personnel are strictly not allowed in the report development area of the Cordillera RDRRMC EOC in order to avoid unwanted /untimely disclosure of information that still necessitates further verification and validation. They shall stay at the designated area for the media;
- ii. Request for media coverage inside the Cordillera RDRRMC EOC facility shall be coursed through the OCD-CAR PIO and PIA-CAR for approval of the CordilleraRDRRMC Chairperson or any authorized high official;
- iii. Recording of videos, taking of pictures, media staff and crew will be guided accordingly by the OCD-CAR PIO and PIA-CAR observing the restrictions inside the Cordillera RDRRMC EOC;
- iv. All pictures and videos shall be sensitive to the dignity of the subject and, if necessary, shall conceal the identity of the subject;
- v. Media personnel are required to stay at the lobby of the Cordillera RDRRMC EOC. Entering the Cordillera RDRRMC EOC without permission is strictly prohibited; and
- vi. Members of the Alert Teams and other duty personnel are not allowed to entertain questions from the media. Only the Chairperson of CordilleraRDRRMC, OCD-CAR PIO and designated Spokesperson/Official are authorized to accommodate interviews.

#### **b. Before an interview, the following must be STRICTLY OBSERVED:**

- i. **The Chairperson of Cordillera RDRRMC, OCD-CAR PIO or any designated Spokesperson/Official must be informed first of any significant changes and updates.**

- ii. Information and figures especially on casualties (disaggregated), damages and affected population **must be verified and validated first**; and

#### **4. THE SOCIAL MEDIA**

- a. Social media (Facebook, Twitter, etc) are utilized for alert, monitoring, and information management purposes;
- b. Member-agencies of Cordillera RDRRMC are advised to utilize with effectiveness and efficiency their official social media accounts in disseminating disaster information for the public; and
- c. All posts on the official social media account should be gender-sensitive and maintain the dignity of every subject.

# CHAPTER VIII

## REPORTING SYSTEM

### 1. GUIDELINES IN REPORTING DISASTER INCIDENTS

- a. The Cordillera Regional Disaster Risk Reduction and Management Council Emergency Operations Center (Cordillera RDRRMC EOC) is the repository of all disaster information in the regional level. Disaster data/information comes from the Cordillera Regional Disaster Risk Reduction and Management Council (CordilleraRDRRMC) member-agencies and Local Disaster Risk Reduction and Management Councils (LDRRMCs). Any data/information received from various sources needs to be reported/coordinated with the concerned member-agencies and LDRRMCs for verification and validation. Once validated and verified, said information is then processed by the Cordillera RDRRMC EOC into an official CordilleraRDRRMC report for the information of stakeholders.
- b. The CordilleraRDRRMC Report has the following objectives:
  - i. To process information received from various sources and provide an analysis so that stakeholders get a clear picture of the magnitude of the situation as well as identify gaps and emergency needs in addressing the requirements of the affected area/population;
  - ii. To reduce the risks and effectively manage the consequences of disasters and ensure “near real-time reporting”;
  - iii. To recommend appropriate actions to be undertaken in order to expedite the decision-making process; and
  - iv. To capture and store useful and valuable data/information in various forms (soft and hard copies [filename and location of the file in a storage for easy retrieval]) for statistical purposes to include sex disaggregated data and to serve as basis for decision-making by responsible authorities, readily available for sharing and dissemination to all concerned.

### 2. Policies and Guidelines in Reporting

- a. All major and minor incidents, both natural and human-induced are properly:

- i. **Monitored;**
- ii. **Recorded;**
- iii. **Documented;**and
- iv. **Reported.**

b. The Office of Civil Defense Cordillera (OCD-CAR) shall:

- i. Automatically determine if incidents are worth reporting following the criteria for reporting incidents. If so, ensure that they are reported on a near real-time basis for the immediate information of:

- 1. CordilleraRDRRMC Chairperson;
- 2. OCD-CAR Operations Service Chief; and
- 3. OCD-CAR PIO.

- ii. Consolidate all reports gathered form CordilleraRDRRMC member-agencies and LDRRMCs and subsequently translate it into an official report;

- iii. Incidents which require decision-making by high authorities shall be reported through the fastest means of communications;

- iv. All planned events/observance/Holidays which have the potential for an emergency situation shall be:

- 1. Clearly monitored;
- 2. Documented; and
- 3. Reported by concerned DRRM Operation Centers.

- v. New entries/updates in a progress and situational reports shall be typed in **bold and in blue (#0000ff Color Hex Blue)**; and

- vi. All press releases should be cleared or approved by the Cordillera RDRRMC Chairperson.

### 3. Reporting Major and Minor Incidents at the Cordillera RDRRMC EOC

a. **MAJOR INCIDENT CATEGORY** with any of the following conditions:

- i. **Criteria:**

- 1. At least 10 persons died in the incident, with or without report of injuries and missing;
- 2. At least 10 injured and/or 10 missing without report of deaths;



3. At least 50 families or 250 persons are affected and/or displaced;
4. At least 50 houses damaged (partially and totally);
5. At least more than Php 5,000,000.00 worth of damage to the means of livelihood, shelter, critical infrastructures, major roads and bridges, agricultural production, as well as disruption of lifelines (water, electricity, transportation, and communication systems) which cannot be restored within 24 hours; and
6. All the data should be disaggregated as sex, age, PWDs, elderly, etc.

- ii. When there is a call for assistance for disaster operations by LGU to CordilleraRDRRMC;
- iii. When there is a need for the declaration of affected areas under State of Calamity by the Local Sanggunian;
- iv. An incident of suspected case of communicable disease which can possibly cause an outbreak shall fall under the major incident category when there is clustering of cases in given area or among specific group of people over a particular period of time, regardless of the number of deaths or hospitalized persons as validated by the DOH-CAR;
- v. A slow-onset condition such as drought affecting at least 40% of the agricultural productive area, or as confirmed by the DA-CAR, severely affecting low-income farmers as certified by RDANA team conducting socio-economic indices in an entire province;
- vi. Volcanic activity, earthquake incidents, severe weather bulletin of tropical cyclones with or without effects (casualties or damages incurred), chemical/ biological/ radiological/ nuclear/ explosive incidents, shall automatically fall under major incidents and reported to the CordilleraRDRRMC Chairperson through the fastest means of communications; and
- vii. All reports on major incidents (including progress/updates) shall be signed by the CordilleraRDRRMC Chairperson before sending to the NDRRMOC.

**b. MINOR INCIDENT CATEGORY** with any of the following conditions:

- i. All incidents reported that are considered to be important BUT did not satisfy the criteria shall be consolidated together with

major incidents by OCD-CAR Operations Section to be submitted semi-monthly (every first and 16<sup>th</sup> day of the month) to the NDRRMOC; and

- ii. OCD-CAR Operations Section shall have its own database of all recorded major and minor incidents for safekeeping and statistical purposes.

**4. Reporting Special Events** (e.g. Panagbenga, Holy Week, All Saints and Souls’ Day, and other high profile/high-density gatherings)

- a. All directly related incidents which transpired during the period or observance of the event shall be included in the Situational Report (SitRep); and
- b. Self-inflicted incidents (i.e. under the influence of intoxicated liquor/drugs, etc.) shall not be included in the SitRep even though it transpired during the period or observance of the event.

**5. Reportorial Requirements**

OCD-CAR shall submit the following reports to the NDRRMOC:

- a. **Initial Report** is submitted within two (2) hours to confirm whether the incident has actually occurred. It includes information on who, what, when, where, why and how the incident happened, and what steps were initially taken. *(See Annex for a Sample Initial Report)*
- b. **Situational Report (SitRep) including Preparedness Measures** in cumulative form shall be submitted by CordilleraRDRRMC member-agencies and LDRRMCs whenever there are updates/changes. It shall indicate the prevailing situation, weather condition, consolidated effects, emergency response, and issues and concerns with corresponding recommendations (if there’s any). Subsequently, CordilleraRDRRMC SitRep shall be submitted to the NDRRMOC at the prescribed coverage and time of releases as indicated in the periodic submission and release of reports below. *(See Annex for a Sample Situational Report)*

|             |                |                              |   |
|-------------|----------------|------------------------------|---|
| <b>TIME</b> | <b>NDRRMOC</b> | <b>Cordillera<br/>RDRRMC</b> | <b>CordilleraRDRRMC Members &amp;<br/>LDRRMCs</b> |
|-------------|----------------|------------------------------|---|

|   |          | <b>EOC</b>                    |   |
|---|----------|-------------------------------|---|
| <b>1<sup>st</sup> Week of Disaster Operations (every 6 hours)</b> | 06:00 AM | Not later than (NLT) 03:00 AM | As earlier as possible than the required sending time of the Cordillera RDRRMC EOC to NDRRMOC |
|   | 12:00 NN | NLT 09:00 AM                  |   |
|   | 06:00 PM | NLT 03:00 PM                  |   |
|   | 12:00 MN | NLT 09:00 PM                  |   |
| <b>After a Week of Disaster Operations (every 12 hours)</b>       | 06:00 AM | NLT 03:00 AM                  |   |
|   | 06:00 PM | NLT 03:00 PM                  |   |
| <b>After 2 weeks of Disaster Operations (once a day)</b>          | 06:00 AM | NLT 03:00 AM                  |   |

Note: The subsequent periodic reporting may change upon the discretion/directive from the Office of the President (OP), NDRRMC Chairperson and CordilleraRDRRMC Chairperson.

Table 10.0: **Subsequent Periodic Reporting**

**c. Final Report/Terminal Report** is the summary of previous reports with lessons learned two (2) weeks after the termination of disaster operations taking in consideration of the following but not limited to:

- i. Majority of severely affected areas in bunkhouses, initial resumption of business activity;
- ii. Partial restoration of electricity, power and water, and there is predictability and manageability of the situation with complete and cumulative information/statistics /documentation of effects (damages, affected population, affected lifelines, casualties, assistance provided, etc.); and
- iii. Disaster operation activities (photos/pictures, declaration of status of calamity with resolution, damages and needs analysis/assessment reports, narrative reports, etc.) in disaster-stricken areas for record purposes or future references.

## 6. Reporting Casualties, Affected Population and Damages

a. **Casualties** (dead, injured, missing WITH IDENTITY (disaggregated data))

| <b>Casualties</b>           | <b>Regional Level</b>                           | <b>National Level</b>  |
|-----------------------------|---|--|
| <b>DEAD</b>                 | Official and consolidated report from DILG-CAR  | Official and consolidated report from DILG-Central Office  |
| <b>INJURED</b>              | Official and consolidated report from DILG-CAR  | Official and consolidated report from DILG<br><br>Official consolidated CordilleraRDRRMC report thru OCD-CAR |
| <b>MISSING (identified)</b> | Official and consolidated reports from DILG-CAR | Official and consolidated report form DILG-Central Office  |

Table 11.0: **Reporting Casualties**

- i. Through the approved Guidelines on the Management of the Dead and the Missing Persons (MDM)(NDRRMC Memorandum Circular No. 19, s. 2016), the DILG-CAR, with the support of other agencies and offices, shall submit the official consolidated report on casualties and shall be the source of Cordillera RDRRMC EOC;
- ii. Only reported missing persons WITH IDENTITY will be reflected in the CordilleraRDRRMC SitRep. However, Cordillera RDRRMC EOC may still reflect the number of missing persons (without identity) with an intent only to provide advance information to the NDRRMOC;
- iii. The number of unidentified dead casualties can be reported/noted “*subject for validation/confirmation*”; and
- iv. Reporting of casualties to the media – prior to an interview and/or disclosure of update on casualties thru local media and social media (Facebook, Twitter, etc), Cordillera RDRRMC EOC must ensure first that the CordilleraRDRRMC Chairperson, OCD-CAR PIO and other high officials are well-informed/updated before disclosure to avoid discrepancies in the report.

**b. Population affected and/or displaced shall be:**

- i. Validated and confirmed by the DSWD-CAR;
- ii. Subsequently, cross-checked by the Cordillera RDRRMC EOC duty team and DSWD-DROMIC personnel; and
- iii. Disaggregated in terms of sex, age, and PWD as much as possible.

**c. Cost of damages submitted by LDRRMCs shall be:**

- i. Reconciled by the OCD-CAR with the local engineering office, DPWH-CA, DA-CAR, DepEd-CAR, DOH-CAR and DILG-CAR before reporting to NDRRMOC; and
- ii. Subsequently, cross-checked by the Cordillera RDRRMC EOC duty team and DPWH-CAR (infrastructure), DA-CAR (agriculture), DepEd-CAR (education), and DOH-CAR (health) duty personnel.