MEMORANDUM
No **149** s. 2022

FOR	:	**ALL MEMBERS OF REGIONAL, PROVINCIAL, CITY, MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS AND BARANGAY DRRM COMMITTEES OF MIMAROPA**
SUBJECT	:	**NDRRMC HARMONIZED DISASTER RESPONSE STANDARD OPERATING PROCEDURES (SOP)**
DATE	:	**September 22, 2022**

Reference: NDRRMC Memorandum No. 139 s 2022 dated September 9, 2022

This Memorandum is hereby issued to disseminate the attached **NDRRMC Harmonized Disaster Response Standard Operating Procedures (SOP)**. The SOP is a one-page document that summarizes the checklist of response actions to be undertaken by DRRMCs at all levels and across the pre-impact, impact, and post impact phases of Disaster Response.

All concerned stakeholders are hereby enjoined to adhere to the recommended checklist of response actions in accordance with the Harmonized SOP and all relevant policies, guidelines and issuances.

For your information and guidance.

MGEN. RUBEN L CARANDANG PAF (Ret)
Chairperson, RDRRMC MIMAROPA
Regional Director, OCD MIMAROPA, DND
Chairperson, RTF MIMAROPA

Enclosure: as stated

SEP 09 2022

MEMORANDUM
No. 139, s. 2022

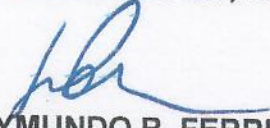|		
TO	:	**ALL MEMBERS OF DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS AT THE NATIONAL, REGIONAL, PROVINCIAL, CITY, MUNICIPAL LEVELS AND BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEES, HEADS OF NATIONAL GOVERNMENT AGENCIES, CONSTITUTIONAL OFFICES, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT OWNED AND/OR CONTROLLED CORPORATIONS, AND PRIVATE STAKEHOLDERS**
SUBJECT	:	**DISSEMINATION OF NDRRMC HARMONIZED DISASTER RESPONSE STANDARD OPERATING PROCEDURES (SOP)**

This Memorandum is hereby issued to disseminate the attached **NDRRMC Harmonized Disaster Response Standard Operating Procedures (SOP).** The SOP is a one-page document that summarizes the checklist of response actions to be undertaken by DRRMCs at all levels and across the pre-impact, impact, and post-impact phases of Disaster Response.

All concerned stakeholders are hereby enjoined to adhere to the recommended checklist of response actions in accordance with the Harmonized SOP and all relevant policies, guidelines and issuances.

For information and guidance.

FOR THE CHAIRPERSON, NDRRMC:

USEC RAYMUNDO B. FERRER
Executive Director, NDRRMC and
Administrator, OCD

NDRRMC HARMONIZED DISASTER RESPONSE STANDARD OPERATING PROCEDURES

		PRE-IMPACT PHASE Actions before the occurrence of the disaster (for disasters with lead time for warning)	IMPACT PHASE Actions when the disaster has taken place (also for sudden onset disasters)	POST-IMPACT PHASE Actions after the emergency period (gradual return to normalcy)
S T R A T E G I C	**NDRRMC** (Key Officials such as Dirs, Asecs, Usecs, Secs and Agency heads)	◊ Lead the Pre-Disaster Risk Assessment (PDRA) ◊ Direct for emergency preparedness and early action ◊ Direct for activation of contingency plan ◊ Direct for activation of public service continuity plan ◊ Determine priority needs and address the gaps of the Regional DRRM Councils ◊ Direct for activation of Emergency Operations Center, Response Clusters and Incident Management Team based on PDRA results	◊ Direct for the operations of Emergency Operations Center, Response Clusters and Incident Management Team, as appropriate ◊ Direct for Rapid Damage Assessment and Needs Analysis ◊ Authorize deployment of augmenting teams in accordance with Incident Command System ◊ Identify response priorities with focus on life safety, incident stabilization and property preservation ◊ Recommend for declaration of State of Calamity in affected regions for approval of the President, based on assessment	◊ Direct for conclusion of emergency response actions ◊ Direct for deactivation of Emergency Operations Center, Response Clusters and Incident Management team, as appropriate ◊ Authorize commencement and/or sustainment of Early Recovery ◊ Direct for post-disaster needs assessment, if needed
	RDRRMC (Regional Directors and other Regional Officials)	◊ Lead the Pre-Disaster Risk Assessment ◊ Direct for emergency preparedness and early action ◊ Direct for activation of contingency plan ◊ Direct for activation of public service continuity plan ◊ Determine priority needs and address the gaps of the Local DRRM Councils ◊ Direct for activation of Emergency Operations Center, Response Clusters and Incident Management Team based on PDRA results	◊ Direct for the operations of Emergency Operations Center, Response Clusters and Incident Management Team, as appropriate ◊ Direct for Rapid Damage Assessment and Needs Analysis ◊ Authorize deployment of augmenting teams in accordance with Incident Command System ◊ Identify response priorities with focus on life safety, incident stabilization and property preservation ◊ Recommend to NDRRMC the declaration of State of Calamity within the regional area of responsibility based on assessment	◊ Direct for conclusion of emergency response actions ◊ Direct for deactivation of Emergency Operations Center, Response Clusters and Incident Management team, as appropriate ◊ Authorize commencement and/or sustainment of Early Recovery ◊ Direct for post-disaster needs assessment, if needed
	LDRRMC (Local Chief Executives)	◊ Lead the Pre-Disaster Risk Assessment ◊ Direct for preemptive evacuation ◊ Direct for prepositioning of resources ◊ Direct for class/work suspension ◊ Direct for activation of contingency plan ◊ Direct for activation of public service continuity plan ◊ Perform functions based on Operation LISTO ◊ Determine priority needs and address the gaps of the Barangays ◊ Direct for activation of Emergency Operations Center, Response Clusters and Incident Management Team based on PDRA results	◊ Direct for the operations of Emergency Operations Center, Response Clusters and Incident Management Team, as appropriate ◊ Direct for Rapid Damage Assessment and Needs Analysis ◊ Authorize deployment of augmenting teams in accordance with Incident Command System ◊ Identify response priorities with focus on life safety, incident stabilization and property preservation ◊ Declare State of Calamity within the local area of responsibility based on assessment	◊ Direct for conclusion of emergency response actions ◊ Direct for deactivation of Emergency Operations Center, Response Clusters and Incident Management team, as appropriate ◊ Authorize commencement and/or sustainment of Early Recovery ◊ Direct for post-disaster needs assessment, if needed
O P E R A T I O N A L	**NDRRMC** (EOC managers, coordinators, action officers, technical specialists)	◊ Recommend for Pre-Disaster Risk Assessment (PDRA) ◊ Analyze the risk and generate scenarios ◊ Issue warnings and advisories ◊ Ensure functionality of communications ◊ Ensure readiness of response facilities ◊ Coordinate for advance prepositioning ◊ Organize response teams according to Response Clusters ◊ Ensure readiness of Regional Offices ◊ Raise Blue or Alert Status at the Emergency Operations Center for emergency preparedness	◊ Manage the Emergency Operations Center at Blue or Red Alert Status ◊ Coordinate for the conduct of Rapid Damage Assessment and Needs Analysis ◊ Obtain information for casualties, affected population and other effects ◊ Monitor response facilities and capacities such as evacuation centers ◊ Monitor the transportation, water, power and communications ◊ Develop and release Disaster Situational Report ◊ Coordinate for resources mobilization through the Response Clusters and in accordance with Incident Command System protocols	◊ Lower Alert Status at the Emergency Operations Center ◊ Coordinate for deactivation of Response Clusters and downscaling of operations ◊ Monitor early recovery situation at the regional and local levels ◊ Coordinate for return of teams to home units ◊ Consolidate requirements for post-disaster needs assessment, if needed
	RDRRMC (EOC managers, coordinators, action officers, technical specialists)	◊ Recommend for Pre-Disaster Risk Assessment ◊ Analyze the risk and generate scenarios ◊ Issue warnings and advisories ◊ Ensure functionality of communications ◊ Ensure readiness of response facilities ◊ Coordinate for advance prepositioning ◊ Organize response teams according to Response Clusters ◊ Ensure readiness of LGUs ◊ Raise Blue or Alert Status at the Emergency Operations Center for emergency preparedness	◊ Manage the Emergency Operations Center at Blue or Red Alert Status ◊ Coordinate for the conduct of Rapid Damage Assessment and Needs Analysis ◊ Obtain information for casualties, affected population and other effects ◊ Monitor response facilities and capacities such as evacuation centers ◊ Monitor the transportation, water, power and communications ◊ Develop and release Disaster Situational Report ◊ Coordinate for resources mobilization through the Response Clusters and in accordance with Incident Command System protocols	◊ Lower Alert Status at the Emergency Operations Center ◊ Coordinate for deactivation of Response Clusters and downscaling of operations ◊ Monitor early recovery situation at the local levels ◊ Coordinate for return of teams to home units ◊ Consolidate requirements for post-disaster needs assessment, if needed
	LDRRMC (EOC managers, coordinators, action officers, technical specialists)	◊ Recommend for Pre-Disaster Risk Assessment ◊ Analyze the risk and generate scenarios ◊ Issue warnings and advisories ◊ Ensure functionality of communications ◊ Ensure readiness of response facilities ◊ Coordinate for advance prepositioning ◊ Organize response teams according to Response Clusters ◊ Ensure readiness of barangays ◊ Coordinate for implementation of Operation LISTO ◊ Raise Blue or Alert Status at the Emergency Operations Center for emergency preparedness	◊ Manage the Emergency Operations Center at Blue or Red Alert Status ◊ Coordinate for the conduct of Rapid Damage Assessment and Needs Analysis ◊ Obtain information for casualties, affected population and other effects ◊ Monitor response facilities and capacities such as evacuation centers ◊ Monitor the transportation, water, power and communications ◊ Develop and release Disaster Situational Report ◊ Coordinate for resources mobilization through the Response Clusters and in accordance with Incident Command System protocols	◊ Lower Alert Status at the Emergency Operations Center ◊ Coordinate for deactivation of Response Clusters and downscaling of operations ◊ Monitor early recovery situation at the barangay levels ◊ Coordinate for return of teams to home units ◊ Consolidate requirements for post-disaster needs assessment, if needed
T A C T I C A L	**NDRRMC** (Response Cluster teams, leaders and members)	◊ Check availability of resources and stockpiles ◊ Ensure self-sufficiency of response teams ◊ Be organized as part of Incident Management Team ◊ Be deployed as augmentation to Regions and LGUs based on needs	◊ Check-in to the Incident Commander in accordance with Incident Command System protocols ◊ Commence response operations (rescue, relief, health, etc.) ◊ Provide assistance to affected families and individuals ◊ Ensure functionality of critical lifelines and facilities ◊ Request for augmentation, if needed	◊ Downscale and demobilize teams ◊ Commence early recovery operations (such as livelihood assistance) ◊ Turnover/transition command in accordance with Incident Command System protocols
	RDRRMC (Response Cluster teams, leaders and members)	◊ Check availability of resources and stockpiles per Cluster ◊ Ensure self-sufficiency of response teams ◊ Be organized as part of Incident Management Team ◊ Be deployed as augmentation to LGUs based on needs ◊ Request for augmentation to NDRRMC, if needed	◊ Check-in to the Incident Commander in accordance with Incident Command System protocols ◊ Commence response operations (rescue, relief, health, etc.) ◊ Provide assistance to affected families and individuals ◊ Ensure functionality of critical lifelines and facilities ◊ Request for augmentation, if needed	◊ Downscale and demobilize teams ◊ Commence early recovery operations (such as livelihood assistance) ◊ Turnover/transition command in accordance with Incident Command System protocols
	LDRRMC (Response Cluster teams, leaders and members)	◊ Check availability of resources and stockpiles ◊ Ensure self-sufficiency of response teams and resources ◊ Cascade warnings to the households ◊ Be organized as part of Incident Management Team ◊ Be deployed as augmentation to barangays based on needs	◊ Assume command as first responder in accordance with Incident Command System protocols ◊ Commence response operations (rescue, relief, health, etc.) ◊ Provide assistance to affected families and individuals ◊ Ensure functionality of critical lifelines and facilities	◊ Downscale and demobilize teams ◊ Commence early recovery operations (such as livelihood assistance) ◊ Turnover/transition command in accordance with Incident Command System protocols