Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE - CARAGA
RECEIVED
JUL 01 2021
By: Date:

July 1, 2021

REGIONAL MEMORANDUM
No. 454, s. 2021

To: SCHOOL DIVISION SUPERINTENDENTS
This Region

AMENDED GUIDELINES ON THE CONDUCT OF THE
PRE-DISASTER RISK ASSESSMENT (PDRA)

1. Attached herewith is the copy of the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 63, s. 2021 informing all members of the Regional Disaster Risk Reduction and Management Council (RDRRMC) to include DepEd-Caraga and its Schools Division Offices of the **Amended Guidelines on the Conduct of Pre-Disaster Risk Assessment (PDRA)** for reference.

2. Should there be any concern or clarification, contact the Office of the Civil Defense (OCD)-Caraga via e-mail address: civildefensecaraga@gmail.com, thru landline tel. no. (085) 342-8753 or its hotline no. 09147-946-8145.

3. For information dissemination.

EVELYN R. FETALVERO, CESO IV
Regional Director

Encl/s.: RMC No. 36, s. 2021
Reference/s: NDRRMC MC No. 63, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

DRRM PDRA

ESS/mpb
07/01/2021

Republic of the Philippines
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT OPERATIONS CENTER
Caraga Region
109 T. Calo Extension, Butuan City
Tel/Fax/Hotline Numbers: (085) 342-8753 / 0947-946-8145
E-mail Address: civildefensecaraga@gmail.com
Facebook Page: Civil Defense Caraga

OFFICE OF CIVIL DEFENSE
Caraga Region
RELEASED
Date: 6/30/2021
Time: 4:13 pm
By:

RDRRMC Memorandum Circular
No. 36, series of 2021

To	:	Chairpersons, Provincial/City/Municipal DRRM Councils/Barangay DRRM Committees All Members, RDRRMC
From	:	RDRRMC Chairperson
Subject	:	**Dissemination of Amended Guidelines on the Conduct of Pre-Disaster Risk Assessment (PDRA)**
Date	:	June 30, 2021

As update on the recent national issuance, copy of **NDRRMC Memorandum Circular No. 63, s. 2021 dated June 29, 2021 with subject:** ***Amended Guidelines on the Conduct of Pre-Disaster Risk Assessment (PDRA)*** is provided to all concerned for information.

All Local DRRM Councils and RDRRMC Members are hereby requested to ensure widest dissemination of this issuance to their regional and local counterparts in their respective area of responsibility/operation.

For guidance and strict compliance.

DIR. LIZA R. MAZO
Chairperson, RDRRMC Caraga
Regional Director, OCD

REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

MEMORANDUM CIRCULAR
No. 63, s. 2021

JUN 2 9 2021

TO : **ALL MEMBER AGENCIES AND OFFICES OF THE DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS AT THE NATIONAL, REGIONAL AND LOCAL LEVELS**

SUBJECT : **AMENDED GUIDELINES ON THE CONDUCT OF PRE-DISASTER RISK ASSESSMENT (PDRA)**

1. REFERENCES

1.1. Priority 1, Item 23, Sendai Framework for Disaster Risk Reduction (SFDRR) 2015 – 2030

1.2. Republic Act (RA) No. 10121, Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010

1.3. National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 17, s. 2014: Institutionalization of the Pre-Disaster Risk Assessment (PDRA)

1.4. National Disaster Response Plan (NDRP)

1.5. Department of the Interior and Local Government (DILG) Operation LISTO

1.6. NDRRMC After Action Review for 2020 Disaster Response Operations

2. RATIONALE

With the enactment of RA 10121 in 2010, the NDRRMC underwent a paradigm shift from a reactive disaster management stance to a proactive DRRM approach, which includes the conduct of disaster risk assessment. Specifically, in Section 2, Items k and l, of the said law, it is stated that the state shall recognize the local risk pattern across the country and strengthen our capacities to respond. Moreover, in Section 6, Item j, the law provides for the need to develop assessment tools on existing and potential hazards and risks.

To operationalize the requirements of the law, the NDRRMC issued Memorandum No. 17, s. 2014. Signed on 18 August 2014, the issuance formally institutionalizes Pre-Disaster Risk Assessment (PDRA) as a DRRM mechanism in our country. PDRA is a tool and a process to evaluate and determine the risk brought about by a hazard and its possible impacts on particular areas and population. The conduct of PDRA is also provided for in the SFDRR 2015 – 2030. Under Priority 1, Item 23, it states that *"Policies and practices for disaster risk management should be based on an understanding of disaster risk in all its dimensions of vulnerability, capacity,*

exposure of persons and assets, hazard characteristics and the environment. Such knowledge can be leveraged for the purpose of pre-disaster risk assessment, for prevention and mitigation, and the development and implementation of appropriate preparedness and effective response to disasters."

The use of PDRA has been useful in terms of coming up with risk-informed decisions especially in times of disasters. Thus, succeeding policies and protocols of the NDRRMC have been anchored on the PDRA as baseline methodology. Further, through the years of constant practice of PDRA from the national down to the local levels, its scope and coverage had expanded not just for hydrometeorological hazards but even for geological hazards and even planned events.

Based on the NDRRMC After Action Review for Disaster Response organized by the Office of Civil Defense (OCD) through the Operations Service (OS) on 14 January 2021, among the agreements was to review the NDRRMC issuance for PDRA way back in 2014 and come up with amended guidelines.

In this regard, this NDRRMC Memorandum Circular is hereby issued.

3. **PURPOSE**

The purpose of this NDRRMC Memorandum Circular is to provide the amended guidelines on the conduct of PDRA.

4. **OBJECTIVES**

The objectives of this NDRRMC Memorandum Circular are as follows:

4.1. To determine the conditions that trigger the conduct of PDRA;

4.2. To determine the attendees to PDRA meeting at the national, regional, and local levels;

4.3. To set the minimum Order of Bussiness for PDRA meetings;

4.4. To determine the procedures for assising risk levels in the context of PDRA; and

4.5. To specify the actions to be undertaken by the DRRMCs, which correspond to the Emergency Preparedness and Response (EPR).

5. **SCOPE AND COVERAGE**

This NDRRMC Memorandum Circular shall apply to DRRMCs at all levels, from the respective Chairpersons down to the members and partner stakeholders. Pursuant to RA 10121, said DRRMCs are mandated to implement risk assessment activities according to their respective levels of jurisdiction. The provisions largely apply to hazards that are slow-onset in nature or emergency situations with a lead time for preparation. For planned events and other disasters with sudden onset occurrence, usual Disaster Response Protocols shall apply.

6. DEFINITION OF TERMS

6.1. **Capacity:** a combination of all strengths and resources available within a community, society, or organization that can reduce the level of risk, or effects of a disaster.

6.2. **Disaster:** a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.

6.3. **Disaster Risk Reduction:** the concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters, including through reduced exposures to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events.

6.4. **Disaster Risk Reduction and Management (DRRM):** the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and provided coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Prospective DRRM refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not put in place.

6.5. **Disaster Risk Reduction and Management Council (DRRMC):** organized and authorized body of government agencies, to include civil society organizations and private sector, mandated to undertake DRRM activities from the national to local levels. The composition, powers and functions of the DRRMC are defined in RA 10121.

6.6. **Disaster Preparedness:** the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. Preparedness action is carried out within the context of disaster risk reduction and management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response to sustained recovery.

6.7. **Disaster Prevention and Mitigation:** Disaster Prevention is the outright avoidance of adverse impacts of hazards and related disasters. Disaster Mitigation is the lessening or limitation of the adverse impacts of hazards and related disasters.

6.8. **Disaster Response:** the provision of emergency services and public assistance during or immediately after a disaster in order to save lives; reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief."

6.9. **Disaster Risk:** the potential disaster losses in lives, health status, livelihood, assets and services, which could occur to a particular community or a Society over some specified future time period.

6.10. **Emergency Preparedness and Response (EPR):** provides specific measures to be undertaken in anticipation of an emergency situation such as risk analysis and monitoring, resource inventory, mustering of resources, stockpiling, preemptive evacuation, and information dissemination.

6.11. **Exposure:** the degree to which the elements at risk are likely to experience hazard events of different magnitudes.

6.12. **Hazard:** 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, or environmental damage.

6.13. **Impact:** immediate consequence of an event that require extraordinary response, augmentation and assistance.

6.14. **Pre-Disaster Risk Assessment (PDRA):** a process 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 as basis to determine the appropriate level of response actions from the national level government agencies down to the local government units (LGUs).

6.15. **PDRA Analyst Group:** inter-agency body composed of technical personnel (staff level) that provide support for the PDRA Core Group in coming up with joint decisions and recommendations during PDRA meetings and other relevant activities.

6.16. **PDRA Core Group:** inter-agency body with authority to initiate joint decisions and recommended actions for adoption of the DRRMC based on information about the hazards and the capacities of the areas to be affected.

6.17. **Planned Events**: events involving high profile personalities and/or large scale of people, including High Density Population Gatherings, which may pose threat to the security and reputation of the country and/or may result to mass casualties as determined by the DRRMC.

6.18. **Probability:** chance or possibility for the hazard or event to occur in the given area.

6.19. **Quick Response Fund:** a standby fund to be used for the rehabilitation and relief programs and projects, including prepositioning of goods, emergency response units, activation of Incident Command System (ICS), and other allied support items and equipment to immediately address impending impacts of extreme weather events or other natural hazards, in order that the situation and living conditions of people in communities or areas affected by natural or human-induced calamities, epidemics, crises and catastrophes, which

occurred in the last quarter of the immediately preceding year and those occurring during the current year may be normalized as quickly as possible.

6.20. **Response Clusters:** part of the NDRRMC's strategic action for providing humanitarian assistance and disaster response services. These are organized groups of government agencies that are designated to undertake coordination functions at the strategic level and to provide resource support for tactical response.

6.21. **Risk Assessment:** a methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihood and the environment on which they depend.

6.22. **Risk Level:** the combination of the probability of the occurance of the hazard or event and its impact to the affected DRRMC.

6.23. **Vulnerability:** the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.

7. POLICY STATEMENT

The current and emerging trends in DRRM call for the need for the NDRRMC to enhance its risk assessment activities, including the conduct of PDRA. This is to align with the NDRRMC's vision of safer, adaptive, and disaster-resilient Filipino communities towards sustainable development. The attainment of community resilience remains as the overall goal of the NDRRMC, which can be attained starting with the conduct of science-based, responsive, and streamlined disaster risk assessment.

8. GENERAL GUIDELINES

8.1. For purposes of standardization, Pre-Disaster Risk Assessment-Actions, Plans, and Protocols (PDRA-APP), Pre-Disaster Risk Assessment-Emergency Response Preparedness (PDRA-ERP), and all other associated nomenclatures, whether by practice or written, shall now be only referred to as Pre-Disaster Risk Assessment (PDRA).

8.2. PDRA shall be anchored on the understanding of disaster risk as a result of the consequence of the interaction of hazard, vulnerability, and exposure all over capacity.

8.3. The N/RDRRMC[1] through the OCD, upon recommendation by the warning agencies, technical experts, and other relevant offices/organizations, shall initiate and lead the conduct of PDRA at the national/regional levels. At the local levels, the conduct of PDRA shall be initiated by the Local Disaster Risk

[1] With respect to Metro Manila and BARMM DRRMC, the OCD Regional Office, in coordination with the warning agencies, technical experts and other relevant offices/organizations, shall recommend the conduct of PDRA to the MMDA and BARMM Government, respectively.

Reduction and Management Councils (LDRRMCs) through their respective Local Disaster Risk Reduction and Management Offices (LDRRMOs).

8.4. Depending on hazard information and situation updates, 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.

8.5. PDRA results have to be immediately reported to the next higher DRRMC level to anticipate potential situation escalation if any.

8.6. PDRA meetings shall be attended by the PDRA Core Group, at the minimum. Other agencies and non-government stakeholders may be invited to join as meeting attendees, as necessary.

8.7. Physical meetings or alternative arrangements such as but not limited to video teleconferencing may be employed when conducting PDRA meetings.

8.8. Expenses for the conduct of PDRA meetings and other related activities in the context of pre-emergency shall be charged against Quick Response Fund (QRF). Given the nature of the PDRA as one of the tools used for disaster response operations, the use of QRF shall be essential to properly plan and anticipate imminent impacts and to be able to provide initial projections for relief operations and rehabilitation programs.

9. SPECIFIC GUIDELINES

9.1. Triggers for PDRA

9.1.1. The decision to conduct PDRA shall be based on any of the following triggers:

9.1.1.1. Threat of hydro-meteorological hazards such as Low-Pressure Area (LPA) or any other weather disturbance;

9.1.1.2. Existence of slow-onset geological hazards such as the threat of volcanic eruption;

9.1.1.3. Threat to disruption of lifelines such as food supply chain, electricity, potable water system, transport system, communication system, and other related systems;

9.1.1.4. Threat of incidence of a certain disease, whether communicable or non-communicable, within a community;

9.1.1.5. Threat of degradation to environment and natural resources; and

9.1.1.6. Existence of other natural and human-induced hazards with slow-onset characteristics.

9.1.2. The above triggers shall serve as bases to call for a PDRA meeting by the DRRMC through the OCD or LDRRMO. Concerned warning/science agencies and relevant technical experts shall provide a particular recommendation to the OCD or LDRRMO if any of the above triggers necessitate the convening of the DRRMC for PDRA.

9.1.3. In addition to any of the above triggers, the Chairperson of the DRRMC shall have the discretion to call for the conduct of the PDRA meeting, as necessary.

9.2. **Attendees to PDRA Meetings:**

All PDRA meetings shall be attended by the following:

9.2.1. **Presiding Officer:** Presiding Officers for PDRA meetings shall be composed of senior-level officials from key agencies/offices, as follows:

NATIONAL	REGIONAL[2]	LOCAL
DND or OCD	OCD Regional Office (RO)	Local Chief Executive or LDRRMO

9.2.2. **Secretariat:**

9.2.2.1. The Secretariat for PDRA meetings shall perform all relevant documentation and administrative support functions, such as but not limited to the following:

9.2.2.1.1. Sending Notice of Meeting to PDRA Core Group and Meeting Attendees, including attendance confirmation;

9.2.2.1.2. Preparation of logistical requirements such as venue, communication equipment, and supplies;

9.2.2.1.3. Moderation of the PDRA meeting;

9.2.2.1.4. Documentation of proceedings;

9.2.2.1.5. Preparation of Highlights /Minutes of the Meeting;

9.2.2.1.6. Filing of all PDRA records and references; and

9.2.2.1.7. Performance of other functions as may be necessary or directed.

9.2.2.2. The composition of the Secretariat shall be identified and specified; and will come from key agencies/offices, as follows:

[2] In the case of Metro Manila DRRMC and Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) DRRMC, it will be the Metropolitan Manila Development Authority (MMDA) and BARMM Government, unless otherwise delegated.

NATIONAL	REGIONAL[3]	LOCAL
OCD	OCD RO	LDRRMO

9.2.3. **PDRA Core Group:**

9.2.3.1. The PDRA Core Group shall initiate joint decisions and recommended actions for the adoption of the DRRMC based on information about the hazards and the capacities of the areas to be affected.

9.2.3.2. The PDRA Core Group shall be composed of senior-level officials or personnel vested with decision-making authority from key agencies/offices, as follows:

NATIONAL	REGIONAL[4]	LOCAL
OCD (Lead) DILG DSWD Relevant warning agencies or technical agencies such as: • DOST-PHIVOLCS • DOST-PAGASA • DENR-MGB • Other national agencies with expertise on the hazard	OCD RO (Lead) DILG RO DSWD RO Relevant warning agencies or technical agencies such as: • DOST-PHIVOLCS Field Office • DOST-PAGASA Field Office • DENR-MGB RO • Other regional agencies with expertise on the hazard	LDRRMO (Lead) Local Social Welfare Office (LSWO) Local Government Operations Office (LGOO) Relevant warning agencies or technical agencies operating at the local level

9.2.4. **PDRA Analyst Group**

9.2.4.1. The PDRA Analyst Group shall serve as the support for the PDRA Core Group in coming up with joint decisions and recommendations during PDRA meetings and other relevant activities. Specific duties of the PDRA Analysis Group shall be as follows:

- Regularly gather and analyze information about the hazard vis-à-vis the degrees of exposure, vulnerabilities, and capacities of the areas to be affected; and
- Come up with recommendations to determine the levels of risk for key areas to be affected.

9.2.4.2. The PDRA Analyst Group shall be composed of the technical personnel / action officers from key agencies/offices, as follows:

[3] Ibid.

[4] In the case of BARMM DRRMC, the attendees will be represented by the regional agency counterparts of the BARMM Government.

NATIONAL	REGIONAL[5]	LOCAL
OCD (Lead) DILG DSWD Relevant warning agencies or technical agencies such as: • DOST-PHIVOLCS • DOST-PAGASA • DENR-MGB • Other national agencies with expertise on the hazard	OCD RO (Lead) DILG RO DSWD RO Relevant warning agencies or technical agencies such as: • DOST-PHIVOLCS Field Office • DOST-PAGASA Field Office • DENR-MGB RO • Other regional agencies with expertise on the hazard	LDRRMO (Lead) LSWO LGOO Relevant warning agencies or technical agencies operating at the local level

9.2.5. **PDRA Attendees**

9.2.5.1. The PDRA Attendees shall be composed of representatives from key DRRMC member agencies, offices and organizations, particularly those involved in preparedness and response, such as but not limited to:

NATIONAL	REGIONAL[6]	LOCAL
National Agencies: • AFP • BFP • CHED • DA • DepEd • DICT • DOE • DOH • DOTr • DPWH • DTI • PCG • PNP Communication Groups: • NDRRMC Spokesperson • OCD PAO • PCOO • PIA Leagues (Provinces/Cities/Municipalities/Barangays) ULAP RDRRMCs to be affected/exposed: • BARMM Government	Regional Agencies: • AFP • BFP • CHED • DA • DepEd • DICT • DOE • DOH • DOTr • DPWH • DTI • PCG • PNP Communication Groups: • RDRRMC Spokesperson • PIA • Accredited Radio Communications Group LDRRMCs to be affected/exposed	Concerned Province/City/Municipal/ Barangay DRRMO All LDRRMC Offices Local Response Clusters OCD Focal Person/Coordinator at the LDRRMC level

[5] Ibid
[6] Ibid

• MMDA • OCD Regional Offices Telephone Companies		

9.2.5.2. The agencies, offices, and organizations represented by the PDRA Attendees shall be responsible for the implementation of corresponding emergency preparedness and response actions based on agreements.

9.2.5.3. Non-government organizations (NGOs), civil society organizations (CSOs), and private sector groups may also be invited as PDRA Attendees, as necessary.

9.2.5.4. Public and private media groups shall not be allowed to join PDRA meetings. However, the DRRMC may initiate media or press releases once the agreements have been officialized after the PDRA meeting.

9.3. **PDRA Meeting Order of Business**

9.3.1. The following shall be the minimum Order of Business for PDRA meetings:

Particulars	In-Charge
1. Call to Order	Presiding Officer
2. Acknowledgement of Attendees	Secretariat
3. Agenda: a. Hazard Situation	PDRA Core Group
b. Anticipated Needs	
c. Risk Matrix	
d. Emergency Preparedness and Response (EPR) Protocols	
4. Other Matters	All
5. Summary of Agreements	Secretariat
6. Adjournment	Presiding Officer

9.3.2. Other agenda items may be added as necessary, subject to the approval of the presiding officer of the PDRA meeting.

9.3.3. To ensure the rationalization and streamlining of PDRA meetings, measures shall be undertaken such as but not limited to the following:

9.3.3.1. 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;

9.3.3.2. Technical/ action officers or representatives from DRRMCs to be affected shall join the PDRA Analyst Group meeting to present in advance the anticipated needs and validate the Risk Matrix results;

9.3.3.3. During the formal PDRA Meeting, the Chair shall supervise adherence to the Order of Businiess and agreed agenda; and

9.3.3.4. Should there be other emergency-related matters requiring lengthier discussions beyond the PDRA agenda, the Chair may call for meeting adjournment to proceed with the proper meeting.

9.4. Risk Level Assessment Procedures

9.4.1. Upon identification and confirmation of the triggers for the conduct of PDRA, the Analyst Group shall be convened to conduct initial risk assessment in the context of PDRA. The assessment shall be in accordance with the DRRMC levels as follows:

PDRA Level	DRRMC Level to be Assessed
National DRRMC PDRA	Regional DRRMC
Regional DRRMC PDRA	Provincial DRRMC
Provincial DRRMC PDRA	City/ Municipal DRRMC
City/ Municipal DRRMC PDRA	Barangay DRRM Committee

9.4.2. Based on all information available, the PDRA Analyst Group shall assess the risk level by determining the probability and impact of the hazard or event to the concerned DRRMCs. **ANNEX A**[7] contains the recommended minimum rating scales for probability and impact.

9.4.3. Upon determination of the rates for probability and impact, the PDRA Analyst Group shall plot the DRRMCs in the Risk Matrix in **ANNEX B**. For this purpose, consultation shall be made with the concerned DRRMCs.

9.4.4. After the accomplishment of the Risk Matrix and determination of the risk levels, the PDRA Analyst Group shall recommend for the conduct of PDRA meeting for immediate and appropriate scheduling by the Secretariat. Further, the Analyst Group shall report the results of the initial risk assessment to the Core Group counterparts in preparation for the PDRA Meeting.

9.4.5. During the PDRA meeting, the Core Group shall present the risk levels to all attendees for finalization, decision, and action. It is expected that the initial assessment made by the PDRA Analyst Group may change based on the discussions and manifestations during the meeting.

9.4.6. After the PDRA Meeting, the Analyst Group shall continue the assessment of risk levels to apprise the Core Group and the DRRMC and may recommend for the conduct of another meeting, as necessary.

[7] The rating scales for probability and impact shall be subjected to enhancement, customization, and contextualization according to the requirements of the DRRMC as agreed upon by the PDRA Core Group through the technical assistance of the Analyst Group, based on all available data and latest scientific information.

9.5. Emergency Preparedness and Response (EPR)[8] Protocols

9.5.1. Based on the risk levels as depicted in the Risk Matrix, the EPR Protocols shall subsequently be implemented by the N/RDRRMC. Details of the EPR Protocols are in **ANNEX C**.

- Standby Protocol (Green) for areas at low risk
- ALPHA Protocol (Yellow) for areas at medium risk
- BRAVO Protocol (Orange) for areas at high risk
- CHARLIE Protocol (Red) for areas at extreme risk

9.5.2. The EPR protocols shall be presented by the PDRA Core Group during the meeting for implementation by concerned agencies, offices, and organizations.

9.5.3. The EPR protocols may be customized by the PDRA Core Group through the technical assistance of the Analyst Group, as necessary, based on the hazard and the requirements of the emergency situation.

9.5.4. NGOs, CSOs, and private sector groups may offer assistance to the DRRMCs in terms of resource augmentation following the EPR protocols.

9.5.5. At the local level, determination of risk levels and the EPR protocols shall correspond to the protocols required by the DILG's Operation LISTO. Details are in **ANNEX D.**

10. INSTITUTIONAL ARRANGEMENTS

10.1. The Department of Science and Technology (DOST), as the Vice-Chairperson for Disaster Prevention and Mitigation, shall lead other warning and science agencies in providing accurate and timely assessment of hazards and other relevant information.

10.2. The Department of the Interior and Local Government (DILG), as the Vice-Chairperson for Disaster Preparedness, shall ensure the readiness and operational capacities of the LGUs as LDRRMCs to simultaneously respond to disasters in accordance with the Operation LISTO, the National Disaster Preparedness Plan, and other relevant issuances and guidelines.

10.3. The Department of Social Welfare and Development (DSWD), as the Vice-Chairperson for Disaster Response, shall exercise leadership in the performance of response operations in accordance with the National Disaster Response Plan and other relevant issuances and guidelines.

10.4. The Office of Civil Defense (OCD), as the Executive Arm and Secretariat of the NDRRMC, shall work with the member agencies, Response Clusters, and other stakeholders to develop the necessary tools, templates, procedures, and process flows to operationalize the provisions of this Memorandum.

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[8] The EPR protocols were adapted from DILG's Operation LISTO

10.5. The Presidential Communications Operations Office (PCOO) at the national level and the Philippine Information Agency (PIA) at the regional level shall develop the necessary protocols for risk and strategic communications in accordance with the requirements of the PDRA.

10.6. All concerned warning and technical agencies shall:

10.6.1. Determine key officials and representatives who will constitute the PDRA Core Group and Analyst Group, respectively; and

10.6.2. Work with the OCD and relevant agencies in determining the specific indicators per hazard that will warrant the trigger/s to initiate PDRA.

10.7. All member agencies and offices of the DRRMC at the national, regional, and local levels shall implement the provisions stated in this Memorandum Circular and undertake parallel dissemination to respective stakeholders.

11. REPEALING CLAUSE

All existing issuances inconsistent herewith are hereby repealed or modified accordingly.

12. SEPARABILITY CLAUSE

In the event that any provision or part of this NDRRMC Memorandum Circular is deemed invalid by a court of law or competent authority, the remaining provisions hereof which are not affected thereby shall continue to be in full force and effect.

13. EFFECTIVITY

This NDRRMC Memorandum Circular shall be effective immediately.

DELFIN N. LORENZANA
Secretary, DND and
Chairperson, NDRRMC

DEPARTMENT OF NATIONAL DEFENSE
DNL-214360

ANNEX A: RATING SCALES FOR PROBABILITY AND IMPACT

PROBABILITY

Rating Scale	Description
4 Certain/ Imminent	There is 100% possibility that the event will affect 2 or more areas within the jurisdiction of the DRRMC in the next 72 hours (based on RA 10121 protocols)
3 Highly Likely	There is more than 50% possibility that the event will happen; Around 51 to 75% of the area of jurisdiction of the DRRMC will be exposed.
2 Less Likely	There is less than 50% possibility that the event will affect 2 or more areas within the jurisdiction of the DRRMC in the next 72 hours (based on RA 10121 protocols)
1 Unlikely	The event will not happen anywhere in the jurisdiction of the DRRMC in the next 72 hours.

IMPACT

Rating Scale	Description
4 Catastrophic	The DRRMC will be overwhelmed by the impacts, immediate and full assistance/augmentation of needs is required.
3 Major	The DRRMC can manage the impacts, but minimal or progressive assistance/augmentation of needs is required.
2 Minor	The DRRMC can entirely manage the impacts, no assistance/augmentation of needs is required.
1 Negligible	No expected casualties or damage to properties.

Note: The rating scales for probability and impact shall be subjected to enhancement, customization, and contextualization according to the requirements of the DRRMC as agreed upon by the PDRA Core Group through the technical assistance of the Analyst Group, based on all available data and latest scientific information.

ANNEX B: RISK MATRIX

PROBABILITY				
4				
3				
2				
1				
	1	2	3	4

IMPACT

Color	Description	Action
Red	Extreme Risk	Requires immediate action
Orange	High Risk	Requires high priority for action
Yellow	Medium Risk	Requires planning and preparatory action
Green	Low Risk	Requires monitoring and standby for assistance

References:

Climate change effects and impacts assessment: A guidance manual for local government in New Zealand. (2008). <https://www.oecd.org/gov/risk/G20disasterriskmanagement.pdf>

Disaster Risk Assessment and Risk Financing: A G20 / OECD Methodological Framework

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ANNEX C: EMERGENCY PREPAREDNESS AND RESPONSE (EPR) PROTOCOLS

STANDBY PROTOCOL

Category: Low Risk

N/RDRRMC CHECKLIST OF ACTIONS

OCD[1]	Warning / Science / Technical Agencies	PCOO/PIA; Spokesperson; Information Officers of Agencies	DILG	Response Clusters (led by DSWD), Member Agencies and Partners
☐ Conduct situation monitoring ☐ Direct the DRRMC member agencies to maintain standby protocol and anticipate response for any eventuality	☐ Continue to provide latest updates about the hazard / threat ☐ Monitor for other hazards that may be affecting the area	☐ Cascade information about the latest situation, with emphasis for the public to remain calm	☐ Direct LGUs to update resource inventory ☐ Upon the directive of the DRRMC, the DILG shall enjoin unaffected LGUs to provide assistance to disaster-affected LGUs through emergency mutual aid response arrangements or other prearranged methods with affected LGUs	☐ Undertake resource inventory ☐ Conduct situation monitoring and respond to requests for assistance/ augmentation following coordination protocols

[1] In the case of BARMM DRRMC, the Secretariat of the BARMM Government will undertake the functions, with support from OCD BARMM and other agencies. Further, in the case of MMDRRMC, it will be led by the MMDA with support from OCD NCR.

ALPHA PROTOCOL

Category: Medium Risk

N/RDRRMC CHECKLIST OF ACTIONS

OCD[2]	Warning / Science / Technical Agencies	PCOO/PIA; Spokesperson; Information Officers of Agencies	DILG	Response Clusters (led by DSWD), Member Agencies and Partners
☐ Disseminate warning messages, advisories and relevant directives ☐ Initiate succeeding PDRA and other emergency meetings as needed ☐ Direct the DRRMC member agencies to anticipate response for any eventuality ☐ Periodically develop and release Situational Report for the event ☐ Reflect in Situational Report the preparedness measures undertaken by the DRRMC	☐ Continue to provide latest updates about the hazard / threat	☐ Conduct risk communication ☐ Cascade information about the latest situation, with emphasis for the public to remain calm and follow LGU protocols ☐ Promote and cascade information about the preparedness measures undertaken by the DRRMC	☐ Direct LGUs to implement preparedness measures based on Operation LISTO and other issuances	☐ Undertake resource inventory ☐ Conduct situation monitoring and respond to requests for assistance/ augmentation following coordination protocols

[2] In the case of BARMM DRRMC, the Secretariat of the BARMM Government will undertake the functions, with support from OCD BARMM and other agencies. Further, in the case of MMDRRMC, it will be led by the MMDA with support from OCD NCR.

CHARLIE

MINIMUM CRITICAL PREPARATION

LEGEND: Linear action; In relation, in coordination with; Reference boxes; Team Responsible for "Prepare Actions"; Team Responsible for "Response Actions"; Prepare Actions; Response Actions; Monitor, Report, Coordinate Actions

UPON ALERT | BEFORE | DURING | AFTER

48 HOURS (LEAD TIME)

WITHIN 24 HOURS AFTER ALERT | WITHIN 24 HOURS BEFORE LANDFALL | WITHIN 12 HOURS AFTER LANDFALL

PREPARE

- A — 1. Issue directives
- B — 2. Convene LDRRMC: Instruct LDRRMO to coordinate with members of the LDRRMC
- Conduct Pre-Disaster Risk Assessment; tap province and OCD for assistance
- Activate Emergency Operations Center
- C — Activate Incident Management Team (IMT) and other response clusters
- P — Issue the following:
  - Suspension of classes and work
  - Fishing ban
  - Sea, land and air travel ban
- 3. Prepare administrative and logistical support (Logistics Team)
  - Budget and Finance (budget officer + accountant)
  - Supply and Asset Management (general services officer + supply officer)
- D — Prepare cash advance and vouchers
- Check list of resources needed
- Check inventory of supplies, vehicles and relief goods
- Procure or borrow additional resources; revisit MoA with private sector
- Conduct LDRRMC meeting to discuss updates on the critical preparations of LGU

RESPOND — COORDINATE OPERATIONS (LDRMO)

- HOBILIZE TEAMS & ENLIST VOLUNTEERS → EQUIP & CHECK FUNCTIONALITY → PREPOSITION & DEPLOY OF TEAMS

TASK GROUP 1 — Security, Law and Order, Lifeline, SAR, MDM

- E — Search, Rescue and Retrieval Team (BFP, PNP, LDRRMO, DILG, AFP, Coast Guard, Marina)
  - N — Start preemptive and Voluntary Evacuation
  - If possible, assist in evacuating livelihood stocks
  - Tap the AFP, Coast Guard, Marina and other agencies concerned for assistance
- F — Security, Law and Order Team (PNP, Tanods, Public Safety Office, AFP, Coast Guard, Marina)
  - Patrol communities and evacuation centers
  - Provide updates on status of public safety
  - Secure jail facilities
- G — Clearing Operations Team (DPWH, Engineering Office, BFP)
  - K — Ensure unobstructed routes for safe and faster response actions and service delivery
  - Ensure adequate markers to guide evacuees and operation teams
  - Assess other structures or places in addition to the pre-identified evacuation centers
  - L — Deploy teams that will monitor landslide and flood-prone areas
  - Secure communications, power, and water supply

TASK GROUP 2 — Welfare and Humanitarian Services

- H — Camp Coordination and Camp Management Team (HSWDO and school representatives); Food and Non-Food Items Team (HSWDO)
  - Estimate no. of evacuees
  - O — Prepare evacuation centers
  - Prepare list and profile of evacuees
- I — Health Emergency Response Team (WASH, SRH, Nutrition, and PSI MHPSS including: MHO, sanitary inspector, MHAO)
  - Ensure sufficient medicine, equipment and supplies in the evacuation centers and affected areas
  - Provide medical assistance to evacuation centers and other affected areas, if needed
  - Ensure areas is safe and clean water for drinking and hygiene in the evacuation centers
  - Ensure that facilities such as toilets in the evacuation centers are clean and functional

TASK GROUP 3 — Communication and Public Awareness

- J — Communication and Public Awareness Team, Emergency Telecommunications Team (public information officer, media relations)
  - T — Issue alerts and warn communities
  - Announce preemptive or voluntary evacuation
  - Tap radio/media group to also announce alerts and warnings, if any
  - Announce the following, if necessary:
    - Suspension or cancellation of classes and work
    - Ban on fishing and other water related activities
    - Ban on sea, land and air travel

MONITOR REPORT COORDINATE

- L — Monitor alerts and risk maps
  - Monitor weather advisories and bulletins from DOST-PAGASA and MGB; review risk maps
- R — Coordinate and report
  - Continue external coordination with neighboring LGUs, province, and NGAs
  - Submit PDRA report to the province and other agencies concerned
  - Gather and consolidate reports from cluster heads and submit status and situation report to province and NGAs
  - Continue monitoring location and time of landfall and other local alerts and advisories from PAGASA, MGB, NDRRMC and DILG
  - Continue updating and timely submission of situational reports to CPHLGOO; continue external coordination to Province

TEAMS ON STANDBY AND ON ALERT (LANDFALL)

- M — 100% of people in high risk areas evacuated; if necessary, enforce mandatory evacuation
- Conduct patrol
- Secure people's residences and properties from other threats
- Stop traffic in landslide and flood-prone areas
- Cut off power, electric and water supply lines
- Continue profiling of evacuees and advise them to stay indoors
- Distribute relief packs and conduct mass feeding
- Continue providing warning and advisory to the communities
- Ensure that 100% of the information and advisories reached the communities
- U — Provide feedback to DOST-PAGASA and MGB on the accuracy of their advisory based on the actual LGU situation
- Coordinate and report the status and needed support and assistance to the CPHLGOO and the province

- Conduct RDANA; tap regional OCD and province for assistance
- Conduct LDRRMC meeting to discuss the LGU situation and emergency response plan
- D — Buy additional resources as needed: refer to MoA with the private sector

DEPLOYMENT

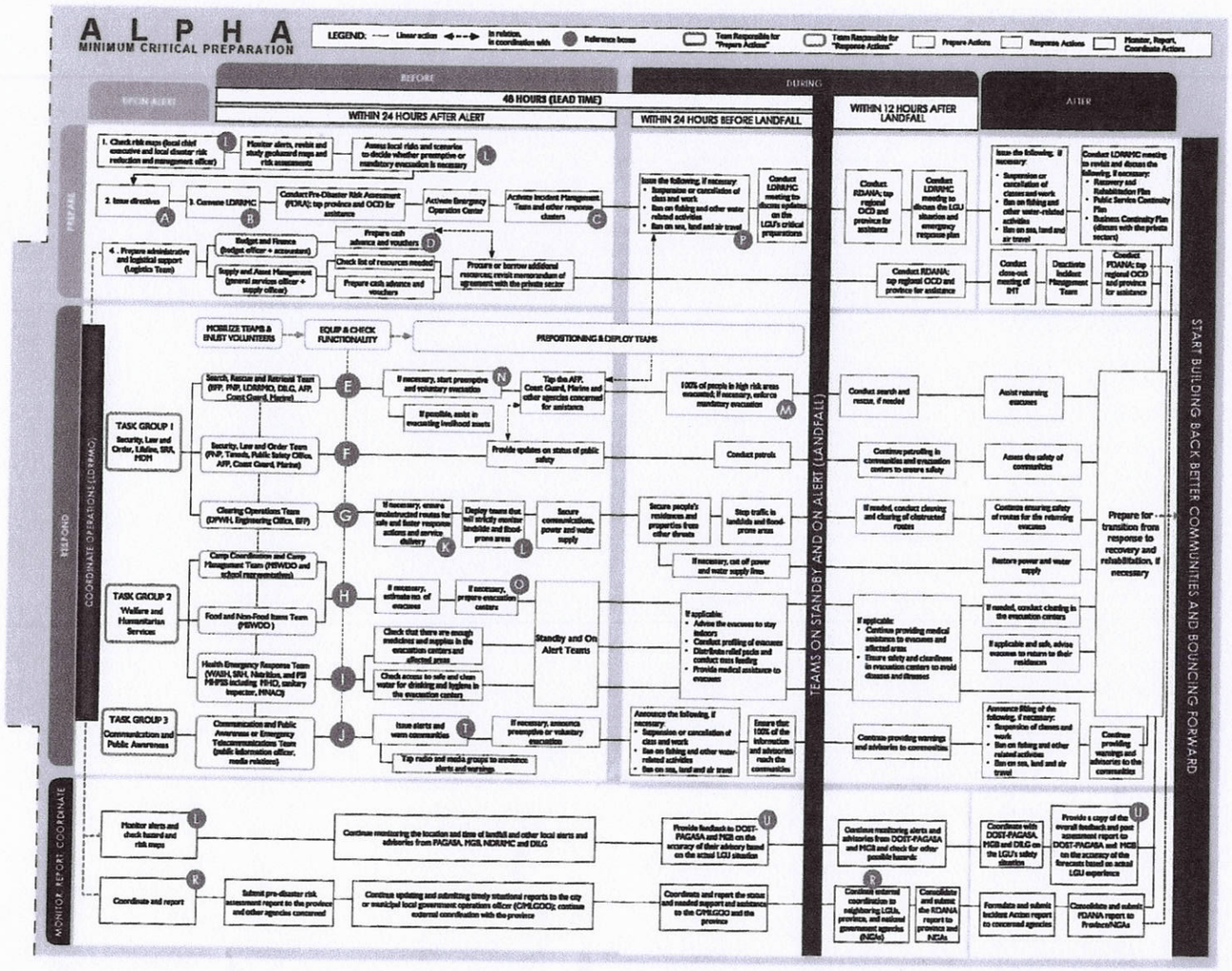
- Conduct Search and rescue, if needed
- Assist in the delivery of potable water to the evacuation centers
- Provide head count of injured, missing and other casualties as needed
- Q — Coordinate conduct of MDM, if necessary
- Tap the PNP, NBI, and province for assistance
- Continue patrolling in communities and evacuation centers to ensure safety
- Assist SAR teams in searching for persons trapped in collapsed structures, if necessary
- Conduct clearing and clearing of obstructed routes
- Procure additional relief goods, if needed; coordinate with Logistics Team
- Continue distributing relief packs and water rationing
- Continue providing medical assistance to evacuees
- Coordinate with district or provincial hospitals for admission of injured individuals and processing of dead bodies
- Ensure safety and cleanliness in the evacuation centers; avoid diseases and diseases
- Continue providing warning and advisory to the communities
- Continue monitoring of alerts and advisories from DOST-PAGASA and MGB and check for other possible hazard
- Continue external coordination with neighboring LGUs, province, and NGAs
- R — Consolidate and submit the RDANA report to the province and NGAs concerned

- S — Declare state of calamity
- Issue order lifting the following:
  - Suspension of classes and work
  - Fishing ban
  - Sea, land and air travel ban
  - Declaration of state of calamity
- Conduct LDRRMC meeting to revisit and discuss the following:
  - Recovery and Rehabilitation Plan;
  - Public Service Continuity Plan
  - Business Continuity Plan (discuss with the private sectors, including small and medium-sized enterprises)
- Conduct close out meeting of ICS (Deactivate)
- Deactivate Incident Management Team (IMT)
- Conduct PDANA; (tap regional OCD and province for assistance)
- Mobilize and manage donations
- Assist the rescuing evacuees, if needed
- Assist in the distribution of donated goods, if available and necessary
- Assess the safety of communities
- Continue ensuring the safety of routes
- Restore power and water supply
- Coordinate with electric and water cooperatives to repair damaged water and power lines
- If deemed safe, advise the evacuees to return to their residences
- Conduct clearing in the evacuation centers
- Conduct distribution of the donated goods, if available and necessary
- Conduct mass feeding; soup or community kitchen
- Provide psycho-social care to affected communities, as needed
- Announce the following, if necessary:
  - Suspension or cancellation of classes and work
  - Fishing and other water-related activities ban
  - Sea, land and air travel ban
- Continue providing warnings and advisories to the communities
- Coordinate with DOST-PAGASA, MGB and DILG regarding the LGU's safety
- Formulate and submit Incident Action Report to concerned agencies
- Provide a copy of the overall feedback and post assessment report to DOST-PAGASA and MGB on the accuracy of the advisories based on actual weather experience
- U — Consolidate and submit the PDANA report to the province and NGAs

Prepare for transition from Response to Recovery and Rehabilitation

START BUILDING BACK BETTER COMMUNITIES AND BOUNCING FORWARD

ANNEX D: OPERATION LISTO PROTOCOLS



BRAVO

MINIMUM CRITICAL PREPARATION

LEGEND: Linear action; In relation, in coordination with; Reference boxes; Team Responsible for "Prepare Actions"; Team Responsible for "Response Actions"; Prepare Actions; Response Actions; Monitor, Report, Coordinate Actions

BEFORE

UPON ALERT

48 HOURS (LEAD TIME)

WITHIN 24 HOURS AFTER ALERT

WITHIN 24 HOURS BEFORE LANDFALL

DURING

WITHIN 12 HOURS AFTER LANDFALL

AFTER

PREPARE

1. Issue directives (A)
2. Convene LDRRMC: instruct LDRRMO to coordinate with members of the LDRRMC (B)
   - Conduct Pre-Disaster Risk Assessment (PDRA); tap province and OCD for assistance
   - Activate Emergency Operations Center
   - Activate Incident Management Teams and other response clusters (C)
3. Prepare administrative and logistical support (Logistics Team)
   - Budget and Finance (budget officer + accountant)
   - Supply and Asset Management (general services officer + supply officer)
   - Prepare cash advance and vouchers (D)
   - Check list of resources needed
   - Check inventory of supplies, vehicles and relief goods
   - Procure or borrow additional resources; revisit MoA with private sector

Issue the following:
- Suspension or cancellation of classes and work (P)
- Fishing ban
- Sea, land and air travel ban

Conduct LDRRMC meeting to discuss updates on the LGU's critical preparations

Conduct PDANA; tap regional OCD and province for assistance

Conduct LDRRMC meeting to discuss the LGU situation and emergency response plan

Buy additional resources as needed; refer to MoA with the private sector (D)

Declare state of calamity, if necessary (S)

Issue orders lifting the following, if necessary:
- Suspension of classes and work
- Fishing ban
- Sea, land and air travel ban
- Declaration of state of calamity

Conduct LDRRMC meeting to revisit and discuss the following:
- Recovery and Rehabilitation Plan
- Public Service Continuity Plan
- Business Continuity Plan (discuss with the private sector, including with small and medium enterprises)

Conduct close-out meeting of ICS deactivate

Deactivate IMT

Conduct PDANA; tap regional OCD and province for assistance

Mobilize and manage donations, if necessary

RESPOND

MOBILIZE TEAMS & ENLIST VOLUNTEERS → EQUIP & CHECK FUNCTIONALITY → PREPOSITION & DEPLOY TEAMS

COORDINATE OPERATIONS (LDRRMO)

TASK GROUP 1 — Security, Law and Order, Lifeline, SRA, MDM

- Search, Rescue and Retrieval Team (BFP, PNP, LDRRMO, DILG, AFP, Coast Guard, Marine) (E)
  - If necessary, start preemptive or voluntary evacuation (N)
  - If possible, assist in evacuating livelihood stocks
  - Tap the AFP, Coast Guard, Marine and other agencies concerned for assistance
- Security, Law and Order Team (PNP, Tanods, Public Safety Office, AFP, Coast Guard, Marine) (F)
  - Patrol communities and evacuation centers
  - Provide updates on the status of public safety
  - Secure jail facilities
- Clearing Operations Team (DPWH, Engineering Office, BFP) (G)
  - Ensure unobstructed routes for safe and faster response actions and service delivery (K)
  - Ensure adequate markers to guide evacuees and operation teams
  - Assess other structures or places as additional to the pre-identified evacuation centers
  - Deploy teams that will strictly monitor landslide and flood-prone areas (L)
  - Secure communications, power and water supply

TASK GROUP 2 — Welfare and Humanitarian Services

- Camp Coordination and Camp Management Team (HSWDO and school representatives)
- Food and Non-Food Items Team (HSWDO)
- (H)
  - If necessary, estimate no. of evacuees
  - If necessary, prepare evacuation centers (O)
  - If necessary, prepare list and profile of evacuees
- Health Emergency Response Team (WASH, SRH, Nutrition, and PSI MHPSS including: MHO, sanitary inspector, MHAO) (I)
  - Ensure enough medicine and supplies in the evacuation centers and affected areas
  - Provide medical assistance in evacuation centers and other affected areas
  - Ensure access to safe and clean water for drinking and hygiene in the evacuation centers
  - Ensure that facilities such as toilets in the evacuation centers are clean and functional

TASK GROUP 3 — Communication and Public Awareness

- Communication and Public Awareness or Emergency Telecommunications Team (public information officer, media relations) (J)
  - Issue alerts and warn communities (T)
  - If necessary, announce preemptive or voluntary evacuation
  - Tap radio and media groups to announce alerts and warnings

100% of people in high risk areas evacuated. If necessary, enforce mandatory evacuation (M)

Secure people's residences and properties from other threats

Stop traffic in landslide and flood-prone areas

If necessary, cut off power, and water supply lines

Continue profiling of evacuees and advise them to stay indoors

If necessary, distribute relief packs and conduct mass feeding

Announce the following, if necessary:
- Suspension or cancellation of classes and work
- Ban on fishing and other water-related activities
- Ban on sea, land and air travel

Ensure that 100% of the information and advisories reach the communities

TEAMS ON STANDBY AND ON ALERT (LANDFALL)

DEPLOYMENT

- Conduct search and rescue, if needed
- If necessary, assist in the delivery of potable water in evacuation centers
- Provide head count of injured, missing and other casualties as needed
- Coordinate Management of the Dead and Missing, if necessary (Q)
- Tap the PNP, NBI, and province for assistance
- Continue patrolling in communities and evacuation centers to ensure safety
- Assist SRA teams in locating persons trapped in collapsed structures, if necessary
- If needed, conduct clearing and clearing of obstructed routes
- Conduct mass feeding: soup or community kitchen
- Procure Additional Relief goods, if needed; coordinate with Logistics Team
- If necessary, continue distributing relief packs and water rationing
- Continue providing medical assistance to evacuees
- Coordinate with district or provincial hospitals for admission of injured individuals and processing of dead bodies
- Ensure safety and cleanliness in the evacuation centers, avoid diseases and illnesses
- Continue providing warning and advisories to the communities

- Assist returning evacuees
- Assist in the distribution of donated goods, if available and necessary
- Determine safety of communities
- Continue ensuring the safety of routes for returning evacuees
- Restore power and water supply
- Coordinate with electric and water cooperatives to repair damaged water and power lines
- If deemed safe, advise the evacuees to return to their residences
- Conduct cleaning in the evacuation centers
- Conduct distribution of the donated goods, if available and necessary
- Provide psycho-social care to affected communities, as needed

Announce the following, if necessary:
- Suspension or cancellation of classes and work
- Ban on fishing and other water-related activities
- Ban on sea, land and air travel

Prepare for transition from response to recovery and rehabilitation, if necessary

MONITOR, REPORT, COORDINATE

- Monitor alerts and risk maps (L)
  - Continue monitoring of alerts and advisories from DOST-PAGASA and MGB and check for other possible hazards
  - Continue monitoring the location and time of landfall and other local alerts and advisories from PAGASA, MGB, NDRRMC and DILG
- Coordinate and report (R)
  - Continue external coordination with neighboring LGUs, province, and NGAs
  - Submit PDRA report to the province and other agencies concerned
  - Gather and consolidate reports from cluster heads and submit status report to the province and NGAs
  - Continue updating and submitting timely situational reports to CHLGOO; continue external coordination with the province

Provide feedback to DOST-PAGASA and MGB on the accuracy of their advisory based on the actual LGU situation (U)

Coordinate and report the status and needed support and assistance to the province

- Continue monitoring of alerts and advisories from DOST-PAGASA and MGB and check for other possible hazard
- Continue external coordination with neighboring LGUs, province and NGAs (R)
- Consolidate and submit the RDANA report to the province and concerned NGAs

- Check with DOST-PAGASA, MGB and DILG whether the LGU is safe
- Formulate and submit Incident Action Report to concerned agencies
- Provide a copy of the overall feedback and post assessment report to DOST-PAGASA and MGB on the accuracy of the advisories based on actual weather experience (U)
- Consolidate and submit the PDANA report to the province and NGAs concerned

START BUILDING BACK BETTER COMMUNITIES AND BOUNCING FORWARD

BRAVO PROTOCOL

Category: High Risk

N/RDRRMC CHECKLIST OF ACTIONS

OCD[3]	Warning / Science / Technical Agencies	PCOO/PIA; Spokesperson; Information Officers of Agencies	DILG	Response Clusters (led by DSWD), Member Agencies and Partners
☐ Disseminate warning messages, advisories and relevant directives ☐ Activate DRRMC EOC and raise to BLUE Alert ☐ Initiate succeeding PDRA and other emergency meetings as needed ☐ Periodically develop and release Situational Report for the event ☐ Reflect in Situational Report the preparedness measures undertaken by the DRRMC ☐ Activate the inter-agency response teams to be on standby and respond when needed *(to be enumerated such as but not limited to the following)*: • Incident Management Team • Rapid Damage Assessment and Needs Analysis Team • Emergency Telecommunications Team	☐ Continue to provide latest updates about the hazard / threat ☐ Conduct regular hazard briefing to the DRRMC *(indicate frequency of briefing, for example: at least twice per operational period)*	☐ Conduct aggressive risk communication ☐ Cascade information about the latest situation, with emphasis for the public to remain calm and follow LGU protocols ☐ Activate the Joint Information Center at DRRMC EOC ☐ Conduct media briefings and press releases as needed ☐ Mobilize public and private media groups ☐ Mobilize radio and communications groups ☐ Promote and cascade information about the preparedness measures undertaken by the DRRMC	☐ Direct LGUs to implement preparedness measures based on Operation LISTO and other issuances ☐ Direct LGUs to initiate work suspension as needed ☐ Reiterate instructions for pre-emptive evacuation as needed	☐ Activate Response Clusters based on situation requirements *(to be enumerated such as but not limited to the following):* ☐ Food and Non-Food Items • Camp Coordination and Camp Management • IDP Protection • Health • Logistics • Law and Order • Search, Rescue and Retrieval • Management of the dead and Missing ☐ Provide assistance/ augmentation to affected areas following the coordination protocols ☐ Submit significant reports on situation updates and actions taken to DRRMC EOC

[3] In the case of BARMM DRRMC, the Secretariat of the BARMM Government will undertake the functions, with support from OCD BARMM and other agencies. Further, in the case of MMDRRMC, it will be led by the MMDA with support from OCD NCR.

CHARLIE PROTOCOL

Category: Extreme Risk

N/RDRRMC CHECKLIST OF ACTIONS

OCD[4]	Warning / Science / Technical Agencies	PCOO/PIA; Spokesperson; Information Officers of Agencies	DILG	Response Clusters (led by DSWD), Member Agencies and Partners
☐ Disseminate warning messages, advisories and relevant directives ☐ Activate DRRMC EOC and raise to RED Alert ☐ Initiate succeeding PDRA and other emergency meetings as needed ☐ Periodically develop and release Situational Report for the event ☐ Reflect in Situational Report the preparedness measures undertaken by the DRRMC ☐ Activate, mobilize and strategically preposition inter-agency response teams in advance *(to be enumerated such as but not limited to the following)*: • Incident Management Team • Rapid Damage Assessment and Needs Analysis Team • Emergency Telecommunications Team	☐ Continue to provide latest updates about the hazard / threat ☐ Conduct regular hazard briefing to the DRRMC *(indicate frequency of briefing, for example: at least twice per operational period)*	☐ Conduct aggressive risk communication ☐ Cascade information about the latest situation, with emphasis for the public to remain calm and follow LGU protocols ☐ Activate the Joint Information Center at DRRMC EOC ☐ Conduct media briefings and press releases as needed ☐ Mobilize public and private media groups ☐ Mobilize radio and communications groups ☐ Promote and cascade information about the preparedness measures undertaken by the DRRMC	☐ Direct LGUs to implement preparedness measures based on Operation LISTO and other issuances ☐ Direct LGUs to initiate work suspension as needed ☐ Reiterate instructions for pre-emptive evacuation and forced evacuation as needed	☐ Activate Response Clusters based on situation requirements *(to be enumerated such as but not limited to the following)*: • Food and Non-Food Items • Camp Coordination and Camp Management • IDP Protection • Health • Logistics • Law and Order • Search, Rescue and Retrieval • Management of the dead and Missing ☐ Mobilize and strategically preposition resources and teams in advance to affected areas following coordination protocols ☐ Submit significant reports on situation updates and actions taken to DRRMC EOC

[4] In the case of BARMM DRRMC, the Secretariat of the BARMM Government will undertake the functions, with support from OCD BARMM and other agencies. Further, in the case of MMDRRMC, it will be led by the MMDA with support from OCD NCR.