

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

HPCG/CG3/CGA

STANDING OPERATING PROCEDURE)

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**CREATION/ ORGANIZATION OF HPCG, DISTRICT AND STATION
COMMAND CENTERS**

I. PURPOSE:

This SOP sets forth the rationale for the creation/organization of the HPCG/ District/ Station Command Centers and prescribes the procedures in their administration and operation.

II. SITUATION:

The PCG maintains a **24-hour distress monitoring, and coordinating center for SAR, humanitarian assistance and disaster response and relief operations, marine environmental protection, law enforcement operations, and other operational and administrative activities of the Command.** Thus, there is a need to develop an integrated monitoring and coordinating center to effectively carry out this function.

The Commands' past experiences during maritime incidents and natural calamities, maritime law enforcement operations, and administrative activities necessitate the integration of all efforts into a Command Center primarily to improve the lines of communications in terms of monitoring, coordination and response to maritime incidents, situations or administrative requirements between or among PCG operating units, uniformed services, other government agencies, NGOs and private sector.

III. CONCEPT OF IMPLEMENTATION:

a. General.

(1) The HPCG Command Center shall be organized out of existing facilities and other resources, and merely integrates offices, facilities and their corresponding functions for improved communications, command and control.

(2) Located within the HPCG Command Center are the Office of the Deputy Chief of Coast Guard Staff for Operations, CG-3 (DCS-OPNS); Office of the Director, Coast Guard Action Center (D, CGAC); Maritime Rescue Coordinating Center (MRCC); Radio Room; Data Center; Command Duty Officer (CDO) Office; Situation Room; and Conference Room.

b. Specific guidelines

(1) The HPCG Command Center shall operate as the Command's main communications dispatch, monitoring, and coordinating center. The HPCG Command Center shall constantly monitor nationwide PCG operations and activities, and current events especially of maritime interest, to include deployments and movements of PCG assets among others, and shall promptly keep the Commandant, PCG informed or updated on maritime incidents and significant developments in the maritime environment in aid of information/data gathering and decision-making. The Command Center caters to coordinative requirements of PCG operations particularly on maritime search and rescue, maritime safety, marine environment protection, maritime security and law enforcement.

(2) The Office of DCS-OPNS formulates and administers the implementation of Command operational doctrines, policies and plans, and establishes standards against which to measure operational performances.

(3) During weekends, holidays and off office hours, the CDO will directly oversee the overall conduct of watchkeeping/ watchstanding at the Command Center.

IV. STAFF SUPERVISION:

a. CG-1 - OPR for the fill-up of the staffing/manning requirement of the Command Center.

b. CG-3 - Over-all OPR for the Command Center's activities.

c. CG-4 - OPR for the equipment requirements of the Command Center.

d. CG-6 - OPR for the corresponding fund requirement.

e. CG-11- OPR for the proper maintenance of communications and electronic equipment of the Command Center.

V. ESTABLISHMENT OF DISTRICT/ STATION COMMAND CENTERS:

a. General guidelines:

(1) The Districts and Stations shall likewise develop their respective Command Centers.

(2) Important information particularly on maritime incidents shall be promptly relayed by the District/ Station Command Centers to the HPCG Command

Center, thus allowing the Command to have clear and total operating picture of the marine environment.

b. Specific guidelines:

(1) All Districts and Stations Command Centers shall strictly be manned on 24/7 basis.

(2) The District or Station Command Centers shall as much as possible integrate the following functional facilities:

- (a) Operations Center
- (b) Action Center
- (c) MRCC
- (d) Radio Room
- (e) Conference Room/Situation Room
- (f) Computer Room/Data Center
- (e) Sleeping Quarters for CDO/ODO/OOD and duty personnel.

(3) The District/Station Command Centers shall be placed under the administrative and operational control of the Operations Officers who receive or take orders/ instructions from their District/Station Commanders.

b. District Command Center basic requirements:

- (1) Two TV sets for monitoring of current events by personnel on duty
- (2) At least one operating fax machine
- (3) At least one dedicated hotline
- (4) At least one dedicated number for hot text
- (5) At least two PC in the action/operations center
- (6) Internet access
- (7) One set of nautical charts on display covering the District AOR
- (8) Large weather chart
- (9) At least one VHF and HF radio
- (10) VSAT phone
- (11) Tide and Current Table; Coast Pilot Manual; List of Light Stations

- (12) AM/FM Radio Set
- (13) PCG Telephone/Cellphone Directory
- (14) Stand-by Generator

c. Station Command Center basic requirements:

- (1) At least one TV set
- (2) One AM/FM Radio set
- (3) At least one landline telephone
- (4) At least one dedicated cellphone
- (5) At least two operational PC
- (6) Internet access
- (7) At least one set of nautical charts on display covering the Station AOR.
- (8) PCG Telephone/Cellphone Directory.
- (9) Stand-by Generator

VI. RESCISSION:

All publications in conflict with this SOP are hereby rescinded.


VII. EFFECTIVITY:

This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO:

OFFICIAL:

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