

HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpilan Tanod Baybayin)
139 25th Street, Port Area
1018 Manila

HPCG/CG-3/CG-8/CGAC

APR 04 2012

STANDING OPERATING PROCEDURES

NUMBER : 01-12

PCG ALERT AND RESPONSE PROCEDURES

I. GENERAL:

By virtue of its mandate, capabilities and resources, the PCG must be prepared at all times to deal with maritime incidents, disasters, security threats, and related crisis situations brought about by natural and man-made factors. Any such incident, crisis situation or imminent threat may be prevented or its adverse affect significantly minimized through the PCG's well planned anticipation, preparedness, prompt action and implementation of prescribed guidelines and procedures in handling such situations.

II. AUTHORITY: RA 9993 (COAST GUARD LAW OF 2009)

III. REFERENCES:

- a. DOTC Department Order No. 2012-01 dated 09 January 2012: Mandating the Strict Implementation of Precautionary, Safety and Security Measures to Ensure Safe, Fast, Efficient and Reliable Transportation Services; The Immediate Implementation of Quick Response Protocols; and the Immediate Investigation of Transportation-Related Incidents
- b. HPCG/CG-3 SOP Nr. 002-09 dated 22 July 2009: Interim Guidelines on PCG Alert Condition / Levels
- c. CG-3 SOP dated 19 July 2011: SAR Alert and Execution
- d. HPCG/CG-3 dated 15 October 2010: Letter of Instructions Nr. 26-2010 (PCG Crisis Management Committee)

IV. PURPOSE:

This Standing Operating Procedures sets forth the guidelines on the determination of appropriate alert status and procedures to be adopted in order to have a more uniform, consistent or commensurate system of declaring alert status or condition level, and for more effective preparations, response, dissemination,

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coordination, and or collaborative efforts with other government organizations, the maritime community, non-government organizations, and the riding public.

V. SCOPE: This SOP shall apply to all PCG units.

VI. INCIDENT CATEGORIZATION:

1. Transportation-related incidents shall be categorized as **Level 1** or Guarded Alert, **Level 2** or Heightened Alert, and **Level 3** or Full Alert, based on the general criteria listed below.

2. For transportation-related incidents or situations categorized as **Level 1** or **Guarded Alert**:

a. Situations where the possibility of damage to life and property is slight if precautionary, safety and security measures are not observed or properly implemented.

b. Incidents where the damage of life and property already caused is minor to less serious.

c. Incidents or situations where their effect or potential effect is slight interference or interruption in the normal operations.

d. Incidents or situations which can be resolved as tie allows using standard operating procedures with minimal management supervision and without adversely affecting operations.

e. Examples of such incidents or situations are Low Pressure Area or Inter-tropical Convergence Zone (Maritime); an emergency call from an aircraft (Air); common breakdown of equipment due to wear and tear (Rail); minor road mishaps that do not result in loss of live or damage to property (Road).

3. For transportation-related incidents or situations categorized as **Level 2** or Heightened Alert:

a. Situations where damage to life and property is certain if precautionary, safety and security measures are not observed or properly implemented.

b. Incidents where the damage to life or property already caused is serious.

c. Incidents or situations where their effect or potential effect is considerable interference or interruption in the normal operations.

d. Incidents or situations where their resolution will require the activation of on-call procedures and the used of additional agency resource to resolve.

e. High passenger volume season such as Holy Week, opening of classes in June, All Saint's Day/All Soul's Day (Undas), Christmas break, long weekends, and the like.

f. Whenever there is a weather disturbance in the scale of PSWS 1; or incidents of major marine casualty of considerable magnitude or increased risk to the public and facilities brought about by a security incident or threat. Examples of such incidents or situations are engine breakdown or agrounding of a vessel; a distress call from an aircraft; power outage/train breakdown resulting in a major disruption of operations; major mishaps resulting in loss of lives and damage to property.

g. Any other incidents as may be declared as Level 2 or Heightened Alert by SOTC.

4. For transportation-related incidents or situations categorized as **Level 3 or Full Alert**:

a. Situations where damage to life and property is certain even if precautionary, safety and security measures are observed or properly implemented.

b. Incidents where grave or extensive damage to life or property has already been caused.

c. Incidents or situations where their effect or potential effect is a major interference or interruption in the normal operations.

d. Incidents or situations where their resolution requires immediate action using contingency plans and all resources of the concerned agency with the support of other agencies.

e. Whenever there is a severe weather disturbance in the scale of PSWS 2 and above; or incidents of major marine casualty or related maritime disasters of significant magnitude or security incident or threat of alarming proportion. Examples of such incidents or situations are sinking of passenger vessels, collision involving a passenger vessel at sea, bombing of passenger vessel or a passenger terminal, major oil spill; crash of a commercial plane, strike of Air Traffic Controllers, shut down of a major port/airport; passenger train derailment, bombing of passenger train or train station, train collision;

transportation strikes, bombing of a passenger vehicle or a passenger terminal; traffic re-routing/closure due to floods or mishaps; fire, floods, building collapse due to an earthquake or any major damage to facilities caused by natural calamities.

f. Any other incident as may be declared as Level 3 or Full Alert Status by the SOTC.

VII. QUICK RESPONSE PROCEDURES AND PROTOCOLS, DELINEATION OF ROLES AND RESPONSIBILITIES

A. GENERAL PROCEDURES:

1. The following are general standard responses which shall be implemented for alert situations or incidents:

a. The designated action officers and personnel of PCG units shall immediately report any alert situation or incident to CPCG and implement the appropriate quick response procedures and protocols.

b. CPCG shall assess the situation or incident and its effect on the agency's operations, monitors the implementation of quick response procedures and protocol and reports to the SOTC, through the Undersecretary of Operations, every hour or as necessary.

2. The DOTC Operations Center shall automatically be activated by the Undersecretary for Operations during Level 2 (Heightened Alert) and Level 3 (Full Alert) transportation-related incidents or situations.

a. The DOTC Operations Center shall be responsible for coordinating and monitoring all activities in relation to the implementation of quick response procedures and protocols by all sectoral and attached agencies and corporations.

b. All operations or action centers of sectoral and attached agencies and corporations shall be under the operational control of the DOTC Operation Center during Level 2 and Level 3 transportation –related incidents and alert situations.

3. The DOTC Operations Center shall have s Secretariat headed by the Assistant Secretary for Administration. The Secretariat shall perform the following functions:

a. Establish efficient communication lines and facilities among operations or action centers and action officers to ensure that communication lines are

kept open in order that all relevant information are relayed in a timely manner;

b. Schedule coordinating meetings and liaise with other government agencies:

c. Manage and analyses the database or reports on transportation-related incidents in support of decision-making; and,

d. Relay all relevant information about the alert situation or incident to the DOTC Public Information Division (PID). The Public Information Office of the agency concerned shall coordinate with the DOTC PID in answering queries from media in relation to the incident or situation, and in issuing media releases/reports.

4. During Level 2 and Level 3 alert situations, the PCG shall submit hourly reports by Short Message Service (SMS or text message), phone or email, and a written consolidated report at the end of the day, on the implementation of their quick response procedures and protocols and the status of their operations to the Secretary, through the Undersecretary of Operations, and the Secretariat.
5. All public information/media officers of sectorial and attached agencies and corporations shall coordinate and course all press and media releases through the DOTC PID.
6. For Level 3 or Full Alert situations or incidents, the SOTC may convene an Emergency/Crisis Committee with the heads of the concerned agencies as among its members, especially in cases where the assistance and support of other government agencies, the National Government or the President may be required to come up with a coordinated response plan to address the incident or situation.

B. SPECIFIC PROCEDURES:

1. In case of nationwide crisis situation, SOTC or the Command shall prescribe the appropriate alert status/ condition.
2. While the alert status or condition will normally be prescribed by the Commandant, PCG, in the absence of such orders, Unit Commanders shall exercise prudent judgment in declaring alert status or condition as deemed necessary and appropriate under the existing circumstances in their respective AORs and shall inform CPCG Attn: CGAC of such action as soon as possible.

3. On Level 2 or Heightened Alert, units' respective OPCON assets such as available vessels and aircraft, and transport vehicles / ambulances shall be ready for deployment while deployable response teams of CGSOG / CGATU, CGK-9, SMART / Medical Teams, MEPGRU / OSRT, Sea Marshals and Boarding Teams, to include respective Action Centers and Crisis Management Committees shall be in full manning complement. Logistical requirements of OPCON assets such as POL products, and other peculiar provisions and supplies shall be filled-up in accordance with current command policies.
4. On Level 3 or Full Alert, in addition to the preparations and requirements enumerated in paragraph 2 above, units shall ensure that all other uniformed personnel with their peculiar equipment / equipage shall be physically present on board their respective Headquarters / Offices and shall be ready for deployment in case of maritime incidents / disasters.
5. In both alert levels, all units shall render SITREP every four (4) hours. Maritime incidents shall be reported as soon as possible to CPCG Attn: CGAC, with emphasis on the particulars of the incident and the action taken by cognizant unit(s).
6. During heightened and full alert condition, cognizant units shall strictly observe 24-hour monitoring / listening watch using all available means of communications. Likewise, same shall monitor significant / relevant developments in respective AOR through the use of tri-media.
7. Respective units' PIOs shall prepare press releases (Copy furnished CPCG Attn: CGPIO) on the preparations undertaken, and in case of maritime incidents, to focus on the action taken by cognizant units with progress reports rendered as necessary until the conduct of operations is officially terminated. In all cases, the overall objective of unit and personnel vigilance and preparedness, effective capability deployment, and achieving optimum mission performance shall be of utmost consideration.
8. When an LPA or ITCZ is affecting AOR or locality, cognizant District, Station and Detachment Commanders shall ensure fill-up logistical requirements and preparedness of available equipment, OPCON vessels/aircraft, vehicles and deployable response teams as per existing Command policies, procedures and guidelines.
9. When PSWS Nr One (1) is raised by PAG-ASA within AOR, cognizant District and/or Station / Detachment Commanders shall automatically declare and implement Level 2 or Heightened Alert Status or Condition. On the other

hand, when PSWS Nr Two (2) and above is raised within AOR, cognizant District, Station and Detachment Commanders shall automatically declare and implement Level 3 or Full Alert Status. All units shall strictly implement the Guidelines on Movement of Vessels During Heavy Weather (HPCG MC Nr. 01-09 and its amendments).

10. Should other situations warrant, such as in the case of major maritime incidents or disasters where SAR and/ or oil spill response operations are essential, and or when a security incident or threat is obtaining or becomes imminent within AOR, the District, Station and Detachment Commanders shall likewise exercise utmost discretion in declaring and implementing the appropriate alert condition or status as may be necessary.
11. Effective means of communication shall be well established during the actual conduct of operations
12. Uniform during both alert conditions and actual conduct of operations shall be working blue or appropriate peculiar uniform as approved by the Uniform Board.
13. CGFLT, MEPCOM, MSSC, CGWCEISS, and other support commands shall be proactive in providing necessary assistance to the operating units.
14. CGAC shall closely monitor all preparations, movements, action taken, and the result/progress of operations of cognizant units relative to the implementation of the guidelines and procedures contained in this SOP and shall submit report to CPCG Attn: CGAC on the progress of unit preparations and/ or conduct of actual operations.

VIII. POST-INCIDENT PROTOCOLS:

1. Upon the resolution/termination of the incident or situation, all units concerned must submit a comprehensive incident report to CPCG through VCO for onward submission to SOTC, with the following details of the incident:

- 1.1. Name of Vessel(s) involved;
- 1.2. Date and time of the Incident;
- 1.3. Place of the incident;
- 1.4. Weather situation;
- 1.5. Type of public transportation vehicle involved;
- 1.6. Age and condition of the public transport vehicle;
- 1.7. Owner/operator of the public transport vehicle and the captain/driver and crew on board;
- 1.8. Number of passenger on board;

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- 1.9. Probable cause of the incident;
- 1.10. Detailed description of how it transpired;
- 1.11. Detailed description of incident resolution;
- 1.12. Results of inquiries/investigation conducted by the unit concerned, if any; and,
- 1.13. Disciplinary measures to be imposed by the unit concerned, if any.

2. For all incidents declared as Level 3 or Full Alert, or upon the directive of CPCG or SOTC, an assessment shall automatically be held the following morning at the Office of the Secretary, to be presided by SOTC, or in his absence, the, Undersecretary for Operations. Among the matters to be discussed in the said conference are updated information about the incident, such as:

- 2.1. The type of public transport vehicle involved
- 2.2. Identity of the public transport vehicle
- 2.3. The owners/operators of the vehicle/vessels/aircrafts, etc.
- 2.4. The number of passengers/crew on board
- 2.5. The number of fatalities/injured/rescued (passengers bystanders), their identities and other personal circumstances
- 2.6. Date and time of the incident
- 2.7. Place of the incident
- 2.8. Probable cause of the incident
- 2.9. Detailed description of how it transpired
- 2.10. The emergency actions taken by the unit concerned
- 2.11. Remedial measure, e.g. injured rescued brought to the hospital, fatalities brought to funeral parlor, families of victims given compensation, etc.
- 2.12. Prevention measures, e.g. preventive suspension of other vehicles/vessels under the Certificate of Public Convenience pending audit/investigation, etc.
- 2.13. Investigation, e.g. hearing before the Special Board of Marine Inquiry (SBMI), etc.

3. A DOTC press release on the incident shall be given after the post-incident conference but not later than 1400H, stating the details of the incident and the remedial and preventive measures taken and the investigation to be conducted. Prior to this, the PCG should refrain from making official statements to the media or if unavoidable, clear all statements with the DOTC PID.

4. A Post-Incident Review/Directive from the SOTC shall be issued after each conference, detailing the actions to be undertaken.

VIII. RESCISSION:

All publications in conflict with this SOP are hereby rescinded.

IX. EFFECTIVITY:

This SOP takes effect upon approval.

BY COMMAND OF VICE ADMIRAL TAN

A. T. Reconquista
AARON T RECONQUISTA
COMMO PCG
Chief of Staff

OFFICIAL:

[Signature]
ALEJANDRO L ARICA
LT PCG
Coast Guard Adjutant
(ACTING) *01/14/17*