



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



20 July 2012

HPCG/CGAC

STANDING OPERATING PROCEDURES

NUMBER 07-12)

**COMMUNICATION PROTOCOL BETWEEN THE PCG AND DOTC DURING
EMERGENCY SITUATIONS**

1. PURPOSE:

To prescribe policies, guidelines and procedures to ensure an efficient, effective and timely transmission and dissemination of information from the Philippine Coast Guard (PCG) to the Department of Transportation and Communications (DOTC) during emergency situations.

2. SCOPE:

This procedure covers the flow of communication from the PCG to DOTC regarding PCG response to the following emergency situations:

- a. Maritime Incidents.
- b. Sea jacking, hostage taking, piracy and bombing incident or any other related threats.
- c. Oil spill and related incidents that would result to the destruction of marine environment and resources.
- d. Natural calamities such as flood, earthquake, typhoon and tsunamis.
- e. Civil disturbances such as mass actions, demonstrations and rallies that may affect port operations.

3. TERMS AND DEFINITIONS:

- a. **Emergency Situation** – The occurrence of severe weather condition, disaster at sea, terroristic activity or any serious threat against ports, harbors, ships, passenger terminals or any other government facility.
- b. **Operating Units** – First responding units during emergency situation.
- c. **PCG Districts** - Major operating units of the PCG. They manage and operate CG Stations, CG Detachments, CG vessels, small crafts and special units under its operational control to perform all PCG functions and accomplish the PCG mission within their area of responsibility.
- d. **PCG Stations** – The main operating units of the CG District. They implement functions of the PCG within the prescribed area of responsibility.
- e. **PCG Detachments** – Permanent or mobile operating units of the CG Station headed by Senior Petty Officers. They perform the functions of the PCG within a prescribed area.
- f. **Maritime incident** – Any occurrence involving a vessel which results in damage to the vessel, its apparel and gear and or passengers and crew, and includes inter alia sinking, collision, stranding, grounding, fondering, heavy weather damage, fire, explosion, failure of gear and equipment and any damage which might affect and or impair the seaworthiness thereof.
- g. **MARPOL Incident** – Any incident involving damage to the marine environment, either through the intentional or unintentional introduction to the sea or a body of water of oil and other hazardous substances.
- h. **MARSAR Operation** – Operation that requires determination of position or location of missing individuals, looking for proof of life and eventually exhausting all possible efforts to provide assistance during maritime disasters at sea or in land during severe flooding.

- i. **Recovery Operation** – Recovery when securing vessels or parts or cargo thereof that sunk at a certain position after a maritime incident.
- j. **Retrieval Operation** – Is the continuation of Search and Rescue operations and the stage of retrieval of casualties from sunken or capsized vessels.
- k. **PCG SAR Vessel** – Any commissioned self-propelled Coast Guard vessel of the Republic of the Philippines commanded by a Commissioned Officer of the PCG.
- l. **Monitoring** – Updating the position report of the vessel in case of a maritime incident or getting updates of any other emergency situation involved thru radio or cellular phone as secondary means of communication.

4. **POLICIES:**

A. Whenever an emergency situation or maritime incident transpires at sea or in port, the safety of life and property is always paramount. As such, immediate reporting by fastest available means of communication is necessary in order for the higher headquarters to initiate broader measures to contain the incident and alert other operating units to provide complementary assistance.

B. Timely dissemination of information by PCG Operating Units shall enable the PCG to immediately inform the DOTC regarding the incident and for the DOTC and PCG Spokesmen to prepare and schedule a Press Release, as appropriate and to be able to answer promptly any queries from the media/public. Fast and accurate transmission of information on the incident or occurrence and the PCG's response is required for the purpose of providing real time information to the DOTC and to the media for public awareness.

C. Continuous updates on the ongoing operation by PCG Units shall be provided to the DOTC and to the media to ensure accuracy and correctness of news in print and in the broadcast media.

5. RESPONSIBILITIES:**A. CG Districts, Stations, Detachments**

1. Immediately transmit to the Coast Guard Action Center any available information on an emergency situation, maritime incident, or any serious threat to ship, port, harbor, passenger terminal, or any other government facility that has come to the knowledge of the CG District, Station or Detachment.
2. Gather and validate information regarding the emergency situation, maritime incident or threat within their respective AOR.
3. Report immediately to the higher headquarters (CGAC) all additional pertinent data and relevant information gathered regarding the incident and the action taken. Endeavor to follow up coordination made with sources of information and avoid just waiting for updates or information which may not arrive unless pressed or pursued.
4. Submit continuing regular updates and maintain coordination with other agencies with mutual concerns on the incident.
5. Submit After Operation Report to HPCG (Attn:CG3/CGAC) not later than 24 hours after the termination of the operation.

B. Other PCG Operating Units tasked to assist in the MARSAR/MARPOL/MARLEN operation (SAR Vessels, Small Craft, SOG, EOD, K9, OSRT, DRG)

1. Establish contact, coordinate and submit situation report to the Commander of OPCON Units and the higher headquarters (CGAC) by fastest available means, either through onboard radio communication equipment, satellite phone, cellular phone or e-mail.
2. Provide regular updates and result of the ongoing operation.
3. Submit After Operation Report to HPCG (Attn: CG3/CGAC) after the termination of the operation.

C. Coast Guard Action Center (CGAC)

1. Upon receipt of the information of an emergency situation, maritime incident, or serious threat, immediately inform CPCG, VCO, VCA, CCGS, CG3, DOTC and CGPAO regarding the incident by fastest available means of communication (Cellphone Call, Text Message, E-Mail).
2. Inform the DOTC Spokesman by fastest available means the initial report regarding the incident and action taken by PCG Units.
3. Gather and consolidate all available information and prepare a Memorandum for the CPCG copy furnished CCGS, VCA, VCO detailing the chronological events and action taken by PCG Units.
4. Prepare a separate Memorandum for the SOTC and NDRRMC which should be dispatched immediately by the Command Duty Officer.

D. Coast Guard Public Affairs Office (CGPAO)

1. Coordinate with DOTC Spokesman on all matters that need to be immediately transmitted to the media.
2. Assist CGAC in the preparation of the Final Report for submission to DOTC Spokesman intended for Press Release.
3. Assist CGAC in the preparation of information or report in media format that are being required by DOTC Spokesman for Press Release.

5. PROCEDURES:

- a. An emergency situation or maritime incident develops or a serious threat on a ship, port, harbor, passenger terminal, or any government facility in the AOR of CG Districts/Stations/Detachments is received.
- b. Initial information regarding the incident should be reported to the Districts/Stations/Detachments.
- c. The initial information is transmitted ASAP to CGAC with a note that it is subject to confirmation, if still unverified. This should be strictly followed.

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- d. Validation of information shall be conducted immediately by Districts/Stations/Detachments to ensure its veracity and follow-up reports should immediately follow.
- e. Initial Incident Report in memorandum form or radio message shall be forwarded ASAP by concerned District to CGAC by fastest available means of communication either through Cellphone/Satphone Call, Text Message or E-Mail for speedy dissemination.
- f. CGAC shall record all the incoming and outgoing messages and address the prevailing emergency through directives to concerned PCG Units/Districts/Stations/Detachments to take the initial action and respond to the prevailing situation per guidance of the CPCG, assisted by the VCO and the Command Duty Officer.
- g. CGAC shall immediately inform CPCG, VCO, VCA, CCGS, CG3 about the incident by fastest means, initially through Cellphone Call, Text Message or E-Mail for speedy dissemination followed by a formal Maritime Incident Report in the form of a Memorandum detailing the chronological events and initial action taken by concerned PCG unit/s.
- h. CCGS shall assess the operational and administrative requirements to address the incident and direct appropriate Staff Officers to perform tasks as necessary, and report to CPCG, VCO and VCA all actions taken.
- i. CGAC/CGPAO shall inform the DOTC Spokesman regarding the incident by fastest available means, through Cellphone Call, Text Message or E-Mail followed by a Memorandum to SOTC re Maritime Incident Report detailing the chronological events and initial action taken by PCG Unit/s (Districts, Stations, Detachments, SAR Vessels, Craft, SOG, EOD, K9, OSRT, DRG).
- j. CGPAO shall get from CGAC all PAGASA Weather Bulletins and Gale Warning Advisories for immediate transmission to media and for repeated pronouncements on the danger of affected water areas.
- k. The DOTC Spokesman will conduct Press Release through broadcast, television and print media for public awareness. The public is informed to take precautionary measures and are forewarned of the dangers regarding the incident and maybe requested to assist in the ongoing MARSAR/MAPOL/ MARLEN/MARSEC operation.

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- i. Succeeding reports and updates on the incident will be gathered by CGAC from responding PCG Units for consolidation and immediate transmission/submission to the DOTC Spokesman through Cellphone Call, Text Message, E-Mail and Memorandum.
 - m. The DOTC Spokesman will provide updates to the media. All inquiries coming from the media will be handled by the DOTC Spokesman in order to shield/relieve the PCG of pressures coming from media personalities, thereby enabling the PCG to concentrate in responding to the emergency situation.
 - n. The PCG will advise the media to direct their inquiries regarding the incident to the DOTC Spokesman as he is the designated person authorized to provide the information and updates.
 - o. CGAC will require the PCG Operating Units to submit POSREP/SITREP for updates every hour or as may be necessary. The latest information shall be forwarded immediately to the CPCG, VCO, VCA, CCGS, CG3 and to the DOTC Spokesman and DOTC USEC for Operations through Cellphone, Text Message, E-Mail and Memorandum.
 - p. Result of the MARSAR/MAREP/MARLEN operation by respective PCG units and any important events that transpired in the ongoing operation shall be communicated immediately by responding units to CGAC for transmission/submission to CPCG, VCO, VCA, CCGS, CG3, SOTC, USEC for Operation and DOTC Spokesman.
 - q. CGAC will require the Districts/Stations/Detachments and other responding PCG Units to submit an After Operation Report (Final Report) not later than 24 hours upon the termination of operation for consolidation prior submission to CPCG and SOTC. However, a sanitized version of the Final Report deleting confidential information regarding the PCG operation shall be prepared separately by CGAC/CGPAO for submission to the DOTC Spokesman who shall release the information for public awareness.
 - r. All reports and updates forwarded to DOTC Spokesman shall be properly recorded for reference.
9. **RESCISSION:** This SOP shall be rescinded, as circumstances would deem necessary.

10. **EFFECTIVITY:** This procedure shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL TAN:

AARON T RECONQUISTA
COMMO **PCG**
Chief of Staff

OFFICIAL:


ALGIER D. RICAFRENTE
LCDR **PCG**
Coast Guard Adjutant

Annexes:

- A – Maritime Incident Report Format
- B - MARPOL Incident Report Format
- C - Unusual Incident Report Format
- D - Contact Number/ E-Mail Address

ANNEX A

MARITIME INCIDENT REPORT
(SOP No. ____ Form A)

(PCG Reporting Unit)

A. NATURE OF INCIDENT/CAUSE, IF ESTABLISHED _____

B. INFO SOURCE OF REPORTING UNIT _____

C. NAME OF VES/GRT/NT _____

D. DATE/TIME/PLACE OF INCIDENT (INCL LAT/LONG) _____

E. OWNER/S OF VES _____

F. REGISTRY/HOMEPORT/ADDRESS _____

G. NAME OF SHIP'S CAPT _____

H. WEATHER CONDITION IN THE ACCIDENT AREA _____

I. TOTAL NUMBER OF CREW/PASSENGER ON BOARD _____

J. CARGO ON BOARD _____

K. PORT OF ORIGIN _____

L. PORT OF DESTINATION _____

M. COMMERCIAL VES FIRST TO RESPOND AND/OR ON-SCENE _____

N. OTHER CONCERNED AGENCIES ON-SCENE _____

O. ON-SCENE COMMANDER _____

P. ACTION TAKEN BY REPORTING UNIT (OTHER RELEVANT
INFO) _____

FOR SAR OPERATIONS ONLY:

Q. TOTAL NUMBER OF SURVIVORS RESCUED _____

R. NUMBER OF CASUALTIES RECOVERED _____

S. NUMBER OF MISSING _____

REPORT SUBMITTED BY: _____

(SIGNATURE OVER PRINTED NAME)

REPLY TEL/FAX NUMBER: _____

ANNEX B

MARPOL INCIDENT REPORT
(SOP No. ____ Form C)

(PCG Reporting Unit)

- A. DATE/TIME OF REPORT _____
- B. INFO SOURCE OF REPORTING UNIT _____
- C. PLACE OF INCIDENT (LAT/LONG) _____
- D. TYPE OF POLLUTION (OIL, OTHERS) _____
- E. CAUSE OF POLLUTION _____
- F. APPROX QTY SPILLED _____
- G. EXTENT OF AFFECTED AREA _____
- H. PREVAILING SEA/WEATHER CONDITION _____
- I. NAME OF VES/GRT/NT _____
- J. TYPE OF VES/OFF SHORE INSTALLATION _____
- K. REGISTRY/HOMEPORT/ADDRESS _____
- L. PORT OF ORIGIN _____
- M. PORT OF DESTINATION _____
- N. ON-SCENE COMMANDER _____
- O. ACTION TAKEN BY REPORTING UNIT _____
- P. OTHER REMARKS _____

REPORT SUBMITTED BY: _____
(SIGNATURE OVER PRINTED NAME)

REPLY TEL/FAX NUMBER: _____

ANNEX C

UNUSUAL INCIDENT REPORT
(SOP No. ____ Form B)

(PCG Reporting Unit)

- A. DATE/TIME OF REPORT _____
B. NATURE OF INCIDENT/CAUSE, IF ESTABLISHED _____
C. PLACE OF INCIDENT _____
D. INFO SOURCE OF REPORTING UNIT _____

FOR PERSONNEL INVOLVEMENT:

- E. NAME OF PERSON/S INVOLVED _____
F. STATUS/CONDITION OF PERSON/S INVOLVED _____
G. ACTION TAKEN BY REPORTING PCG UNIT _____
H. NUMBER OF CASUALTY/IES (IDENTIFY AS FRIENDLY OR ENEMY) _____

FOR UNIT/PROPERTY INVOLVEMENT:

- I. IDENTITY OF PERSON/GROUP INVOLVED _____
J. STATUS OF UNIT/PROPERTY INVOLVED _____
K. ACTION TAKEN BY REPORTING UNIT _____
L. EST AMT OF DAMAGE _____

FOR OTHER UNSUAL OCCURRENCES:

- M. IDENTITY OF PERSON/GROUP INVOLVED _____
N. NAME OF COMPANY/IES AFFECTED _____
O. DEMANDS INVOLVED (IF ANY) _____
P. FRIENDLY AND/OR OTHER FORCES ENGAGED _____
Q. ASSESSMENT OF THREAT _____

REPORT SUBMITTED BY: _____
(SIGNATURE OVER PRINTED NAME)

REPLY TEL/FAX NUMBER: _____

ANNEX D

COAST GUARD DISTRICTS CONTACT NUMBERS AND E-MAIL ADDRESS

CG DISTRICT	CONTACT NUMBERS	E-MAIL ADDRESS
CGDNCR-CL	(02) 243-0474/243-0465 09279671505	cgdncrcl@yahoo.com
CGDCEV	(032) 416 - 6566 09158228480	viscom_opns@yahoo.com
CGDSWM	(062) 993-1004 09296864129	hcgdswm@yahoo.com
CGDPAL	(048) 433-2974 09296864291	cgdpal@yahoo.com
CGDWV	(033) 3376029 09296864200	cgdwv_iloilo@yahoo.com
CGDSTL	(043) 723 - 5624 09296742217	hcgdstl_opn@yahoo.com
CGDNWLZ	(072) 700 - 4474 09296742136	cgdnorthernluzon@yahoo.com
CGDSEM	(082) 235 - 0002 09217439444	cgdsem_8@yahoo.com
CGDBCL	(052) 820 - 6346 09296742309	cgd.bicol@yahoo.com
CGDNM	(088) 880 - 5956 09177062902/09296864236	cgdnmopns@yahoo.com
CGDEV	(053)561 - 4213 09296742264	cgsormoc@yahoo.com
CGDNELZN	(078) 888-0320 09493643289	cgdnortheasternluzon@ymail.com

UNIT	CONTACT NUMBERS	E-MAIL ADDRESS
CGAC	(02) 5278481 local 6136/6137 09177243682 09189674697	cgac@coastguard.gov.ph
CGPAO	(02) 5278481 local 6291/6292 09177304218	cgpao@coastguard.gov.ph piopcg@yahoo.com