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CG-7/NHQ-PCG

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STANDING OPERATING PROCEDURES
NUMBER.....02-21

**GUIDELINES DURING THE CONDUCT OF HUMANITARIAN ASSISTANCE AND
DISASTER RESPONSE (HADR) OPERATIONS**

I. REFERENCES:

- A. NDRRMC Memo Circular Nr. 04 dated 28 March 2012 (Implementing Guidelines on the Use of Incident Command System (ICS) as an On-Scene Disaster Response and Management Mechanism under the Philippine Disaster Risk Reduction and Management System (PDRRMS))
- B. HPCG/CGAC SOP Nr 08-16 dated 04 Aug 2016 (Activation of Crisis Management Committee)
- C. NHQ-PCG/CGPAO SOP Nr. 14-19 dated 30 August 2019 (Guidelines for Philippine Coast Guard Designated Spokespersons, Public Affairs Officers and Point of Contacts (POCs) during Media Interview)
- D. RA 9993, or the "Philippine Coast Guard Law of 2009"

II. PURPOSE:

To prescribe the procedures in connection with the responsibilities of the Philippine Coast Guard in organizing, training, equipping, deploying and maintaining units for humanitarian assistance and disaster response operations.

III. SCOPE AND APPLICABILITY:

This Standing Operating Procedure (SOP) applies to units that are coordinating, providing or employing resources of the Philippine Coast Guard (PCG) for humanitarian assistance and disaster response operations.

IV. DEFINITION OF TERMS:

- A. Disaster – a widespread economic loss of human life, property as well as environmental damage causing serious disruption to the community affecting the ability to cope of using its own resources.
- B. Disaster Response – emergency services and/or public assistance rendered during or after a disaster in order to prevent further loss of life and property, rescue survivors, reduce health impacts, ensure public safety and meet the basic

subsistence of the community. It is predominantly focused on immediate, short-term "disaster relief".

- C. Humanitarian Assistance – refers to activities conducted to relieve or reduce human suffering, disease, hunger or privation created by conditions that might present a serious threat to life or that can result in great damage or loss of property.
- D. Hazard - is any source of potential damage, harm or adverse health effects on something or someone that may cause injury or loss of life including other health impacts, property damage, loss of livelihood and services, environmental damage, which are all adverse and detrimental to the social and economic development and progression of the Republic of the Philippines.
- E. Hazard Mapping – the process of identifying calamity or disaster prone areas in the community and usually situated near river banks, low-lying villages, earthquake fault lines and those proximate to active volcanoes.
- F. Incident Command – responsible for the overall management of the situation and headed by the Incident Commander, either single or unified command, and with assigned supporting staff.
- G. Incident Command System – a standardized, on-the-scene, hazard incident management concept, allowing its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS shall be a non-permanent unit and activated only as a response to disaster or when emergency arises.
- H. Indicators – the state or condition pertaining to the recovery, improvement or development of the affected areas as a result of the initial disaster response i.e., resumption of peace and order, restoration of governance, accessibility of road networks, among others.
- I. Multi-National Coordinating Cell (MNCC) – any coordinating body which is primarily responsible on establishing linkages with foreign entities to the concerned agencies and stakeholders.
- J. Preparedness – pre-disaster actions, activities, and measures being undertaken to address any impending incident deemed as a disaster or calamity.
- K. Prevention – proactive activities or actions involving outright avoidance of the adverse impact of hazards and/or disaster to minimize environmental, technological and biological related risk.
- L. Recovery Operations – decisions and actions taken after a disaster intended in restoring or improving post-disaster living conditions of stricken communities, while facilitating necessary adjustments to further reduce the risk of disaster.
- M. Relief Operations – the rendering of assistance after a disaster in order to preserve the basic subsistence of the people affected.
- N. Rescue Operations – the rendering of assistance during and after a disaster to prevent further loss of life, and damage to property and the environment.
- O. Risk – the probability of harmful consequence, or expected loss including but not limited to death, injury, damage to property or livelihood, disruption of economic

activity or environmental damage resulting from interactions between natural or human-induced hazards and vulnerable conditions.

V. RESPONSIBILITIES

A. **Commander, Coast Guard Districts**

- 1.) Support respective UCs and RDRRMCs in the conduct of HADR operations;
- 2.) Review and update disaster preparedness and contingency plans to address volcanic eruption, typhoon, tsunami, landslide, floods, and sea disasters for ready reference;
- 3.) Organize and deploy QRT for HADR operations;
- 4.) Organize train and sustain QRT to include OPCON units for deployment in support of RDRRMCs in the conduct of HADR operations;
- 6.) Assist the LGUs in identifying risk areas and environmental hazards in their community and further assist in coming up with their disaster preparedness plans to mitigate the effects of disasters;
- 7.) Pursue activities to assist in the training of Emergency Responders in communities within their AOR under the framework of Emergency Management (Prevention, Preparedness, Response and Recovery);
- 8.) Adopt a proactive stance in disaster management by encouraging Community participation in government-initiated emergency management activities to promote awareness, reduce vulnerabilities and mitigate effects of disasters to the community;
- 9.) Assists the LGUs in establishing and Emergency/Incident Coordination Center during disasters to facilitate and synergize the efforts of the government agencies, fire authority, emergency services and volunteer organizations;
- 10.) Disseminate answers to the Commanders of the PCG units within AOR during the following phases: Disaster Prevention and Mitigation, Disaster Preparedness, Disaster Response, Rehabilitation and Recovery;
- 11.) Disseminate the Disaster Impact/Damage Assessment to the Commanders of PCG Units within AOR during the following phases:
 - Disaster Response,
 - Rehabilitation and Recovery;
- 12.) Establish communications link with PCG Command Center and Deputy Chief of Coast Guard Staff for Operations, CG-3;
- 13.) Ensure readiness of HF and VHF radios;
- 14.) In coordination with respective OCD Regional Offices, conduct ICS training to respective CG personnel within AOR;
- 15.) Align disaster preparedness, plans and contingency plans to LDRRMCs

- 16.) Conduct regular drills for earthquake, tsunami, volcanic eruption etc., in coordination with respective LGUs;
- 17.) Assume OPCON to PCG Auxiliaries during HADR operations; and
- 18.) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

B. Commander, Coast Guard Surface Support Force

- 1.) Ensure the readiness of floating assets to support the requirements of humanitarian assistance and disaster response operations;
- 2.) Ensure readiness of floating assets for maritime search and rescue, sealift, and as the HADR ship-based command center;
- 3.) Be prepared to conduct combined HADR Operations; and
- 4.) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

C. Commander, Coast Guard Weapons, Communications, Electronics and Information Systems Command

- 1) Organize, train, and sustain Quick Response Team (QRT) for HADR operations;
- 2) On orders, deploy QRT in designated area for HADR operations in adjacent communities;
- 3) Provide CEIS support to QRTs at specific AOR;
- 4) Provide CEIS support to designated Advance Command Post;
- 5) Provide quality and integrated WCEIS repair and technical knowledge/ assistance capability in order to sustain the conduct of HADR operations; and
- 6) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

D. Commander, Coast Guard Education, Training and Doctrine Command

- 1) Incorporate in POI of courses under cognizance the basic instructions on HADR operations;
- 2) Organize, train and sustain QRT for HADR operations;
- 3) On orders, deploy QRT in designated area for HADR operations in adjacent Communities; and
- 4) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

E. Commander, Coast Guard Civil Relations Service

- 1) Ensure readiness of all Auxiliary Districts for HADR operations;
- 2) Conduct training for Auxiliarists regarding HADR operations;
- 3) Organize, train and sustain organic personnel into QRT for HADR;
- 4) Integrate Auxiliary Districts to Coast Guard Districts during HADR operations;
- 5) Temporarily relinquish control of available Auxiliary Districts to Coast Guard Districts during HADR operations;
- 6) Ensure readiness of Civil Relations Groups for HADR Operations;
- 7) Strengthen inter-agency coordination and multi-sectoral engagement to support the conduct of HADR operations;
- 8) Develop a strategic communications plan to convey the PCG's role in HADR efforts;
- 9) Designated as Point of Contact of all CRGs in all HADR operations;
- 10) Responsible for the sustainability of the PCG's HADR operations;
- 11) Engage the print, broadcast and social media to highlight HADR efforts and other related activities;
- 12) Overall in charge on the accounting of all donated for proper distribution of supply and to determine which affected area needs urgent assistance; and
- 13) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

F. Commander, Coast Guard Intelligence Force

- 1) Provide the CCIRs of the Commandant, Philippine Coast Guard during HADR operations;
- 2) Develop and incorporate in POI of courses under cognizance basic instructions on Disaster Impact/Damage Assessment;
- 3) Provide the Disaster Impact/Damage Assessment to the CPCG during the following phases: Disaster Response, Rehabilitation and Recovery;
- 4) Direct subordinate intelligence units to provide CCIRs/PIRs of respective Commanders, Coast Guard Districts during the following phases: Disaster Prevention and Mitigation, Disaster Preparedness, Disaster Response, Rehabilitation and Recovery;
- 5) Direct subordinate intelligence units to provide the Disaster Impact/Damage Assessment to respective Coast Guard Districts during the following phases: Disaster Response, Rehabilitation and Recovery; and

- 6) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

G. Commander, Coast Guard Public Affairs Office

- 1) Keep the general public informed about the PCG's ongoing operations and programs to foster understanding and support for all our missions;
- 2) Take an active role in community activities and challenges;
- 3) Promote saving lives and properties, most especially at sea, by educating and informing the public, thus reducing accidents and casualties;
- 4) Serve as spokesperson in the absence of the District/Station Commander and conduct media relations Programs at the district/area level;
- 5) Provide public affairs support to all Coast Guard units located within the geographic boundaries of the area or district;
- 6) Respond to inquiries from the media and the public at all times to assist and respond in urgent and crisis situations;
- 7) Deploy personnel to collect information and conduct photo/video coverage to unexpected events (oil spills, major search and rescue, etc.)
- 8) Maintain regular contact with the units within their area of responsibility during any response to crisis or critical incident in which the units are involved.

H. Commander, Coast Guard Medical Service

- 1) On orders, be prepared to provide appropriate and qualified medical and health personnel who will provide direct medical services in support to HADR operations;
- 2) Provide appropriate equipment/PPE for the responders to ensure their safety and well-being; and
- 3) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

I. DCCGS for Operations, CG-3

- 1) Responsible for the deployment of PCG assets to be utilized for HADR operations;
- 2) Monitor the deployment of PCG assets and personnel; and
- 3) Performed other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

J. DCCGS for Civil Relations Service, CG-7

- 1) Monitor the participation of the Philippine Coast Guard Axillary Districts for HADR operations;
- 2) Monitor the readiness of Civil Relations Groups HADR Operations;
- 3) Perform other functions as deemed necessary, in accordance with PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".
- 4) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

K. Director, PCG Command Center

- 1) Responsible for receiving, processing and reporting of relevant and related data and provide reports in the conduct of HADR operations;
- 2) Ensure that QRTs/DRGs are intact and properly accounted for deployment;
- 3) Ensure hotlines/feedback mechanisms are operational and properly manned;
- 4) Ensure prompt dissemination of weather bulletins to all CG Districts and coordination with concerned agencies such as NDRRMC and AFP units;
- 5) Report all incidents in real-time and provide regular updates regarding the status of deployment; and
- 6) Perform other functions as deemed necessary, in accordance with the PCG mandates under Republic Act No. 9993, otherwise known as the "Philippine Coast Guard Law".

VI. POLICIES

A. The Philippine Coast Guard HADR operations shall be in accordance with Republic Act No 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 under the National Disaster Risk Reduction Management Program (NDRRMP), to wit:

- 1) Disaster Prevention and Mitigation – key strategic actions that give importance to activities revolving around hazards evaluation and mitigation, vulnerability, analysis, identification of hazard-prone areas and mainstreaming DRRM into development plans;
- 2) Disaster Preparedness – key strategic actions that give importance to activities revolving around community awareness and understanding; contingency planning; conduct of local drills, and the development of a national disaster response plan. At the frontlines of preparedness are the local government units, local chief executives and communities;
- 3) Disaster Response – activities during the actual disaster response operations which needs assessment from search and rescue, relief operations, to early recovery activities. The success and realization of this priority area rely heavily on the completion of the activities under both the prevention and mitigation and preparedness aspects, including among others the coordination and communication mechanisms to be developed. On-the-ground partnerships

and the vertical and horizontal coordination work between and among key stakeholders will contribute to successful HADR operations and its smooth transition towards early and long term recovery work.

- 4) Rehabilitation and Recovery – covers areas like employment and livelihoods, infrastructure and lifeline facilities, housing and resettlement, among others. These are recovery efforts done when people are already outside of the evacuation centers.
- B. HADR Operations is one of the social responsibilities of the PCG, thus, it should ensure that:
- 1) Unique capabilities designed for maritime operations but can also be employed for HADR operations shall be maintained as the PCG's principal HADR operations posture;
 - 2) Peculiar HADR capabilities will be maintained by all Coast Guard Units and PCG personnel shall be trained in the operation and maintenance of HADR Equipment;
 - 3) Unique and peculiar capabilities are to be sustained and programmed in the PCG Annual Plan and Budget;
- C. PCG shall adopt the alert and warning protocols used by NDRRMC and other civil agencies for specific types of disasters, calamities, or unnatural phenomena as basis for its actions.
- D. PCG Units shall use the DENR Geo-Hazard Map, PAG-ASA Typhoon Profile and PHIVOLCS Earthquake Prone Zones as the template to identify and to assess the potential risks in their AOR.
- E. Command Relationships
- 1) At the national-strategic level, the NDRRMC is supported by the DOTr.
 - 2) At the regional and local levels, the RDRRMC and LDRRMC are supported by the Coast Guard Units in the area.
- F. In case the disaster is of national significance, a Task Force shall be activated by the Commandant, PCG.
- G. In other cases, CGCRS may recommend the activation of a crisis committee subject for approval of CPCG based from the Crisis Management Committee Policy of the Command.
- H. PCG Units shall...
- 1) Be equipped with continuous communication and information management system to ensure a robust communications posture;
 - 2) Maintain a list of contact numbers of inter-agency partners and non-government organizations in their respective AOR;
 - 3) Be encouraged to establish a Memorandum of Agreement with civilian communication groups to enhance unit communication and situational awareness;

- 4) Be encouraged to establish inter-agency linkages and collaborate with adjacent communities and stakeholders in developing a "whole of community" approach to HADR operations;
- 5) Program training for their units in the following areas: Incident Command System (ICS) for C2, and HADR Team training for various situations, such as floods, earthquakes, volcanic eruption, among others.
- 6) Concerned PCG Training Units shall develop the Program of Instructions (POIs) for the following subjects:
 - I. Medical First Responder Training
 - II. Waterborne Search and Rescue Training
 - III. Collapsed Structure Search and Rescue Training
 - IV. Basic Rope Rescue Training
 - V. Incident Command System Training
- I. Philippine Coast Guard Auxiliary (PCGA) members shall be employed as force multipliers particularly in areas where the availability of regular forces is unable to cope but shall be limited only to safety, and search and rescue.
- J. Unit Commanders shall ensure that HADR Teams under their ADCON and OPCON are prepared accordingly to wit:
 - I. Provided with periodic refresher training;
 - II. Provided with medical requirements to mitigate effects of disasters such as diseases and accidents while conducting HADR missions;
 - III. Provided with provisions to sustain it for at least 72 hours;
 - IV. Rotated after 24 hours deployment whenever possible.

VII. PROCEDURES

- A. Indicators of impending disasters include, but not limited to the following: forecast of arriving typhoon, continuous heavy rainfall, tsunami, volcanic eruption, among others. PCG Units shall decide when to put their units on alert.
- B. At the onset of forecasted disaster, as per PCG Disaster Mitigation Protocol, the initial action of all PCG Unit is to:
 - I. Secure its ships, aircraft, equipage, facilities, personnel and dependents from the effects of a pending disaster;
 - II. Relocate ships, aircraft, and associated personnel to safer haven if the disaster is forecasted to affect a unit's immediate location;
 - III. Evacuate other personnel and dependents to secured areas or facilities.
- C. During post-disaster events, PCG Units shall conduct a damage assessment, clear affected areas of debris, direct ships, aircraft and associated personnel to return to proper station and begin transition for recovery and rehabilitation phase.

- D. PCG Units that are far from impending impact of a disaster or unaffected of its effects are to:
- I. Mobilize HADR Teams for deployment, in coordination with Respective RDRRMC and LDRRMC and/or UCS
 - II. Mobilize their personnel as follow-on forces that are on standby for deployment by higher headquarters at short notice
 - III. If deemed necessary, HADR Teams maybe pre-deployed in projected impact of a disaster to enhance timely response.
- E. On receipt of orders from the NDRRMC, NHQ and RDRRMC, concerned PCG Unit shall initiate the planning process, specifically:
- I. Unit Command and Staff will review existing HADR Plans for relevance and applicability to current situation
 - II. Fragmentary Orders (FRAGO) are issued to provide specific instructions based on existing HADR Plans
 - III. Crisis Action Planning is conducted to develop specific plan for the current situation not addressed by existing plans.
 - IV. Planning for independent operations may be conducted if no directives are forthcoming from the UCS for the RDRRMCs
- F. While planning, the following concurrent preparations are conducted:
- I. If the Unit is part of a joint or inter-agency HADR posture, the Unit Commander shall report to the supported PCG Unit or agency for initial instructions;
 - II. If practicable, deploy a Communications team to link up with the Emergency/Incident Coordination Center of concerned LGUs;
 - III. Determine the composition and size of HADR Teams depending on the type and degree/magnitude of disaster;
 - IV. Coordinate with the RDRRMC or LDRRMC of affected areas; and
 - V. Develop movement plan bypassing the affected areas
- G. On deployment, the OIC of the HADR Team, upon arrival at the area, shall undertake the following:
- I. Report to the LDRRMC supervisor for situation briefing;
 - II. Brief on the capabilities of the HADR Team including its equipage;
 - III. Identify the specific areas/barangay/village affected;
 - IV. Determine the resources available at the disaster site, i.e heavy engineering equipment, rubber boat, etc.
 - V. Determine the initial response made by the LGU and the type/s of assistance required; and

VI. Establish communications with other responders

H. During the disaster response phase, the concerned LGU executive is expected to assume as Incident Commander. However, in the absence of any authority on-scene, the most senior ranking PCG Officer on-scene should be prepared to assume duties of an Incident Commander until properly relieved.

I. During the re-deployment phase, HADR Team shall recover personnel and equipment and be prepared to shift to another affected area on orders.

J. During termination phase, concerned PCG units shall return to proper station and shall submit their After Operations Report to NHQPCG (Attn: O/CG-7) NLT seven (7) days after the termination of the operations.

VIII. **SEPARABILITY CLAUSE**

If for any reason, any provision of this guidelines is declared unconstitutional or invalid, or inconsistent with Republic Act 9993, otherwise as the Philippine Coast Guard Law, such parts not affected thereby shall remain in full force and effect".

IX. **REPEALING CLAUSE**

Any SOP, policies and directives or parts thereof which are inconsistent with the provision of this Circular are hereby repealed, amended or modified accordingly. This circular shall be periodically reviewed by a technical working group which may recommend necessary amendments to the Commandant.

X. **RESCISSION**

Any SOP, policies and directives or parts thereof inconsistent with the provision of this Circular are hereby rescinded and modified accordingly. This circular shall be periodically reviewed by a technical working group which may recommend to the Commandant for amendment as necessary.

XI. **EFFECTIVITY**

This SOP shall immediately take effect upon its approval and official announcement in the radio messaging device of the Philippine Coast Guard.

BY COMMAND OF ADMIRAL URSABIA JR:

OFFICIAL:


LIEZEL B. BAUTISTA
CDR PCG
Coast Guard Adjutant

ROLANDO LIZOR N PUNZALAN JR
RADM PCG
Chief of Coast Guard Staff