



Office of the Executive Secretary

MESSAGE



Congratulations to the Philippine National Police for the preparation and publication of the PNP Critical Incident Management Action Flowcharts and Checklists Handbook.

This initiative has spurred the formulation of more stringent measures in dealing with various crisis situations that are essential in maintaining a climate of peace and order in our country.

Law enforcement is a great responsibility and one of the top priorities of President Benigno S. Aquino III, as reflected in the Administration's efforts to improve the capability of the PNP to deliver public safety services. This handbook complements these efforts, and I am confident that it will succeed in preparing PNP personnel for crisis situations that may arise in the future.

Rest assured that the men and women of the PNP will continue to receive the President's support in its efforts to ensure the safety and security of every citizen.

Mabuhay kayong lahat!

PAQUITO M. OCHOA, JR.



Republic of the Philippines
Department of Interior and Local Government
Francisco Gold Condominium II
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Quezon City



MESSAGE




I wish to convey my congratulations to the Philippine National Police for coming up with the PNP Critical Incident Management Action Flowcharts and Checklists Handbook.

For the past years, the various measures undertaken by the PNP in accomplishing the daunting task of ensuring the safety and security of the community is admirable.

I know that the PNP is continuously searching for ways to effectively address various issues and concerns particularly in crisis management. Your efforts have taken a huge step forward through the creation of this PNP Critical Incident Management Action Flowcharts and Checklists Handbook, further professionalizing the institution and achieving our goal of building safer and secure communities.

I am confident that the PNP will continue their commendable undertakings as they continue onwards their transformation to a more capable, effective and credible police organization.

Mabuhay ang Pambansang Pulisya!


J. EDGAR OBREDO
Secretary, DILG and
Chairman, NAPOLCOM



Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City



MESSAGE




Effective law enforcement entails not only the efficient conduct of day-to-day police operations but, more importantly, the ability to properly and expeditiously deal with and manage crisis situations.

While there may be no single template for crisis management given the varying factors characterizing crisis incidents, this **PNP Critical Incident Management Action Flowcharts and Checklists Handbook** will certainly go a long way in serving as a necessary guide for our personnel in efficiently and effectively addressing crisis incidents.

The publication of this Handbook is another significant step in the Philippine National Police's (PNP) continuing journey towards becoming a truly capable, effective and credible organization and an important achievement in our reform efforts. I congratulate the Directorate for Operations and the resource persons for this laudable project.

Let us continue to seek new and better ways to serve and protect our countrymen always along the ideals of service, honor and justice, and with *serbisyong tapat at pagbabagong sapat* foremost in our hearts and minds.

Mabuhay ang PNP!


ATTY RAUL M. BACALZO, Ph.D.
Police Director General
Chief, Philippine National Police



Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE DEPUTY CHIEF PNP FOR OPERATIONS
Camp Crame, Quezon City



MESSAGE




The capability of the police force has been tested in various crisis situations in the past years. These incidents brought attention to the urgent need of crafting a practical guide for personnel that would address any form of crisis incident.

The creation of the PNP Critical Incident Management Action Flowcharts and Checklists Handbook manifests the strong desire and commitment of the PNP in performing its sworn mandate to serve and protect as well as ensure public safety and security.

I am confident that with these action flowcharts and checklists, our personnel especially the commanders will be more efficient and capable in handling crisis situations in the future.

To those who took part in the realization of this laudable endeavor, I commend everyone for their efforts. Your hard work and perseverance is highly appreciated.


ATTY RAUL L CASTAÑEDA, CESE
Police Deputy Director General
Deputy Chief PNP for Operations



Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR OPERATIONS



Camp Crame, Quezon City

MESSAGE




Among the areas of law enforcement, the field of operations has always been one of the hardest. Ensuring the safety of every citizen is no easy feat under regular circumstances but it is even more daunting if one is faced with a crisis situation.

Crisis incidents that transpired for the past years, some even developed into international issues, became a huge wake-up call for the national police. These events prompted the formulation of more streamlined protocols and its strict implementation.

The Directorate for Operations has initiated the formulation of PNP Critical Incident Management Action Flowcharts and Checklists Handbook to further educate PNP personnel at all levels in dealing with crisis incidents.

The step-by-step guide and operational framework provides comprehensive instructions without the bulk of the common manuals, thus preventing operational lapses and ensuring successful crisis management.

We hope that this PNP Critical Incident Management Action Flowcharts and Checklists Handbook will be instrumental in achieving our ultimate goal of transforming the PNP into a more capable, effective, and credible police organization.


LEOCADIO SC SANTIAGO, JR. CESE
Police Director
The Acting Director for Operations

FOREWORD

For the past years, the country has been faced with various crisis incidents that tested the resilience and challenged the mettle of the law enforcement sector particularly the Philippine National Police. In its effort to stay true to its mandate of serving and protecting the community, the PNP continues to create measures that would ensure the safety and security of every citizen most especially if lives are at stake.

The PNP Critical Incident Management Action Flowcharts and Checklists Handbook was created as a comprehensive guide for commanders and police personnel at the lower levels of command in handling various crisis situations.

Designed to provide the necessary steps in the management of crisis incidents, it encompasses various scenarios including disasters, civil disturbance, kidnapping, hostage-taking, major road incidents, and destabilization, among others.

Resource persons in their respective fields of expertise were consulted and have shared their invaluable insights in the subject. These checklists and action flowcharts are an amalgam of principles, applications, and even personal experiences by those involved in the process. Though each incident calls for a different approach, the prevailing notions are specified in this compilation.

The Technical Working Group
PNP Critical Incident Management Action Flowcharts and Checklists
Handbook 2011 Edition

ACKNOWLEDGMENT

I would like to extend my gratitude to all the PCOs, PNCOs, and NUPs and other individuals who took part in the process of creating this PNP Critical Incident Management Action Flowcharts and Checklists Handbook.

Majority of the work was supervised and managed by PCSUPT MARCELO P GARBO JR, Deputy Director for Operations and PCSUPT DANILO S CONSTANTINO, Executive Officer of the Directorate for Operations.

The formulation of the action flowcharts and checklists will not be completed without the invaluable contributions of the Executive Officers of the various Directorates: PCSUPT NOEL O DELOS REYES, Directorate for Intelligence; PCSUPT RICARDO C MARQUEZ, Directorate for Investigation and Detective Management; PCSUPT BENJAMIN B MAGALONG, Directorate for Police Community Relations; PCSUPT JESUS GORDON P DESCANZO, Directorate for Integrated Police Operations - Northern Luzon; PCSUPT FRANCISCO A UYAMI, Directorate for Integrated Police Operations - Southern Luzon; PCSUPT MARK EDISON B BELARMA, Directorate for Integrated Police Operations - Eastern Mindanao; PCSUPT FRANCISCO R CRISTOBAL, Directorate for Integrated Police Operations - Western Mindanao; and PSSUPT AUDIE E ARROYO, Directorate for Integrated Police Operations – Visayas.

The other officers and Division Chiefs of this Directorate, namely: PCSUPT MELITO M MABILIN, Chief, National Operations Center; PSSUPT MIGUEL C ANTONIO, JR., Asst Chief, National Operations Center; PSSUPT ROLANDO B FELIX, Chief, Law Enforcement Division; PSSUPT DANILO T ESTAPON, Chief, Special Operations Division; PSSUPT DANILO S PELISCO, Chief, Internal Security Operations Division; PSUPT BENJAMIN D SANTOS JR, Chief, Budget and Fiscal Section; PSUPT ALETA F ASTRONOMO, Administrative Officer; PSUPT RICO C BRACAMONTE; PCINSP JOEL V CABURNAY; PCINSP RENANTE F PINUELA; PSINSP JOHANNES GOLD LAQUINO; PINSP MICHAEL T VITUDAZO and NUP Gina D Graza, OIC, Statistics and Research Division, have also shared their significant inputs in this endeavor.

I also wish to acknowledge the resource persons who imparted their knowledge and experiences, namely: PSSUPT ANTONIO L GUMIRAN, EPD; PSSUPT JONATHAN G MIANO, DC; PSSUPT ARTURO M EVANGELISTA, AVSEGROU; PSSUPT IRENEO R NEREZ, PACER; PSSUPT IGNACIOS D FERRO, CIDG; PSSUPT JOSELITO T NICODEMUS, MG; PSSUPT MORO VIRGILIO M LAZO, SAF; PSUPT ORLANDO O YEBRA, PACER; PSUPT NIÑO DAVID L RABAYA, DPCR; PSUPT FREDERICK E OBAR, PMO; PSUPT RAYNOLD A ROSERO, DIDM; PSUPT LOI SOLOMON GARCIA, HS; and PSUPT JOSE B MACANAS, HPG.














The Secretariat headed by PSSUPT ANSELMO SIMEON P PINILI, Chief, Public Safety Division and composed of the following members: PSUPT CHRISTIAN V HAVERIA, PCINSP IGMEDIO B BERNALDEZ, PO3 Rosabelle M Bitayo, NUP Hericka Joy T Delfin, NUP Ariel DG Amit, NUP Edna M Panaligan, and NUP John Vincent DG Jose for their hard work and dedication in finishing this handbook.

May this handbook be an indispensable tool in the delivery of our public safety services as we continue our pursuit for a more capable, effective, and credible police organization.

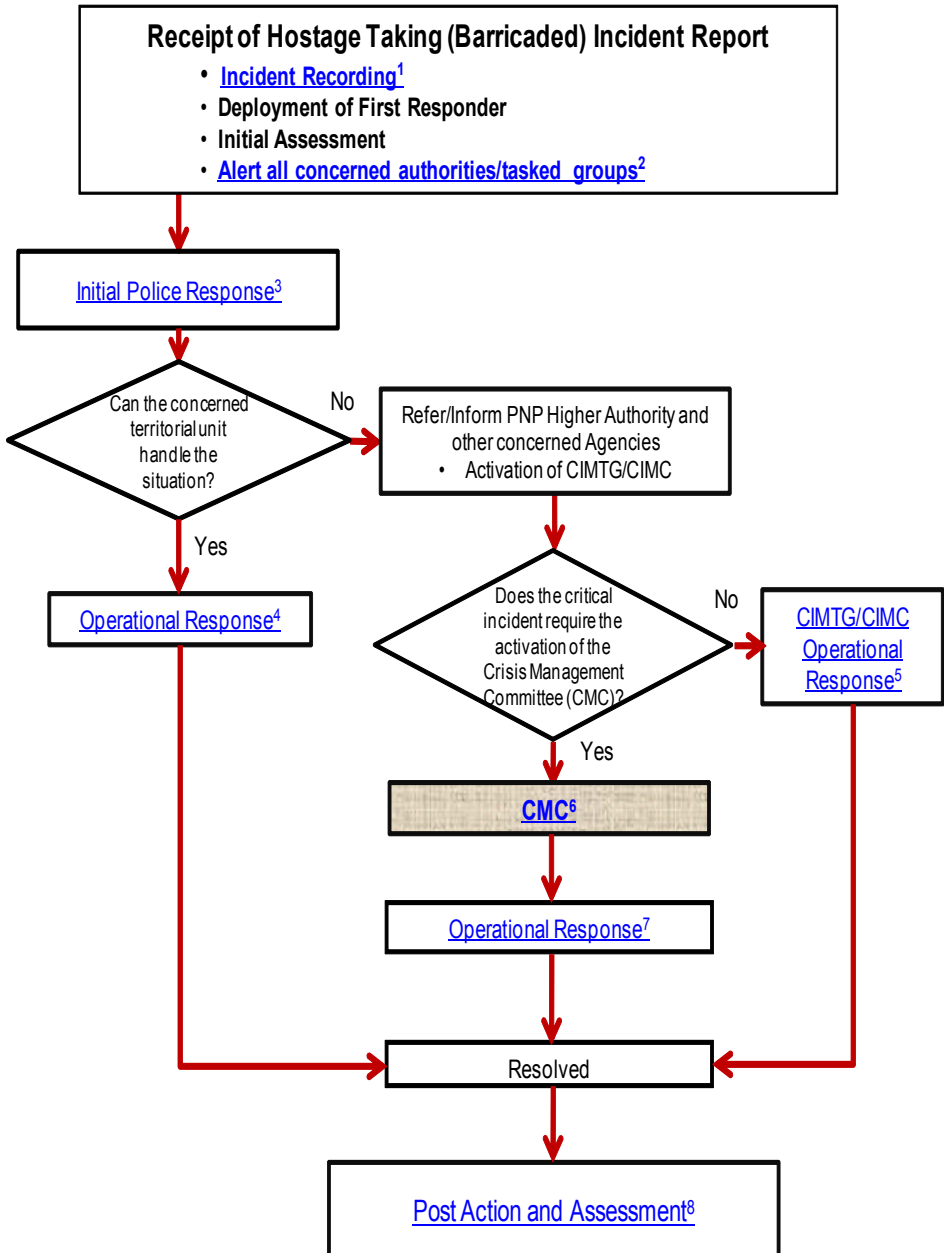


LEOCADIO S. SANTIAGO, JR. CESE
Police Director
The Acting Director for Operations

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MANAGEMENT OF HOSTAGE TAKING (BARRICADED) INCIDENT



MANAGEMENT OF HOSTAGE TAKING (BARRICADED) INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer performs the following:

- Incident recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who are involved? (Perpetrators/Victims) (Who) _____
 - Nature of incident (What) _____
 - Time and date of incident (When): _____
 - Location of incident (Where): _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report, the First Responder shall:
 - ❖ Identify exact location of incident/crime
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene, the First Responder shall:
 - ❖ Conduct incident/crime scene safety and assessment
 - ❖ Notify higher headquarters of the situation
 - ❖ Perform life saving measures, if necessary
 - ❖ Conduct incident/crime scene security and control

2. Notify/alert all concerned authorities/tasked groups

- COP/CD/PD/ RD-PRO
- Chairman, CMC/local POC
- Heads of other concerned agencies
- C, PNP, if necessary
- Executive Secretary/Chairman, Standing Committee for National Crisis Management (SCNCM) if necessary

3. Initial police response

- Inform immediate commander of the situation
- Assess and continue setting up police line
- Continue to assess crowd control to preserve the incident/crime scene
- Identify the victim/s and suspect/s, if possible
- Establish contact with the hostage taker, if possible
- Evacuate other victim/s not taken as hostage/s, if any
- Gather information to support future investigation
- Continue to assess ground situation
- Render situation report

4. Operational Response

- Chief of Police (COP) of local police station shall act as the On-Scene/Ground Commander
- The On-Scene/Ground Commander shall:
 - Establish On-scene Command Post (OSCP) and activate their local CIMTG-STG organizational structure
 - ❖ Designate Negotiation Team and Liaison Team
 - Team Leader
 - Primary Negotiator
 - Secondary Negotiator
 - Recorder
 - Psychologist
 - Family Liaison Officer (Hostage Takers/Victims)
 - ❖ Operations Group
 - Tactical Team
 - Security Team
 - EOD/Breaching Team
 - Utility Team
 - ❖ Service Support Group
 - Intelligence
 - Investigation
 - Legal
 - Crowd control
 - Logistics
 - Communications
 - Medical
 - ❖ Media Center
 - Incident Spokesperson
 - Media control
 - Public Information
 - Establish contact with suspect/s
 - Conduct Intelligence Operations to determine the profiles of the group:
 - ❖ Motive
 - ❖ Organization
 - ❖ Leader/s
 - ❖ Demand
 - ❖ Means of negotiation
 - Supervise the conduct of negotiation
 - ❖ Objectives:
 - Seek the safe release of the victim
 - Set an organized approach and pace of negotiation
 - Provide the intelligence information required in the investigation and follow-up police operation
 - ❖ Guiding principles:
 - Seek the Proof of Life before agreeing to terms
 - Work on the limit as to what the family can provide
 - Observe patience and perseverance
 - Follow the chain of command

- Comply with “the need to know”
- Orchestrate/supervise the preparations for the tactical response through the CIMC/CIMTG
 - ❖ Equipment check
 - ❖ Table Top Exercises
 - ❖ Rehearsal
 - ❖ Assault
- Supervise MEDEVAC
- Secure crime scene and turnover to SOCO
- Initiate legal action
- Issue press release and conduct press conference
- Others

5. CIMC/CIMTG Operational Response

- The PD/CD/DD/RD in the local level and/or the sub-committee chairman CIMC in the national level shall act as the On-Scene/Ground Commander
- The On-Scene/Ground Commander shall:
 - Establish On-scene Command Post (OSCP) and activate their CIMTG-STG organizational structure
 - ❖ Designate Negotiation Team and Liaison Team
 - Team Leader
 - Primary Negotiator
 - Secondary Negotiator
 - Recorder
 - Psychologist
 - Family Liaison Officer (Hostage Takers/Victims)
 - ❖ Operations Group
 - Tactical Team
 - Security Team
 - EOD/Breaching Team
 - Utility Team
 - ❖ Service Support Group
 - Intelligence
 - Investigation
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 - Crowd control
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 - ❖ Media Center
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 - ❖ Equipment check
 - ❖ Table Top Exercises
 - ❖ Rehearsal
 - ❖ Assault
- Supervise MEDEVAC
- Secure crime scene and turnover to SOCO
- Initiate legal action
- Issue press release and conduct press conference
- Others

6. Activation of CMC

- Upon the activation of the CMC, the Chairman, CMC shall:
 - Assume responsibility over the crisis situation
 - ❖ Designate On-Scene/Ground Commander
 - ❖ Activate Crisis Management Operations Center (CMOC)
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies to address the operational demands
 - Ensure all government actions are coordinated and complementary

7. Operational Response

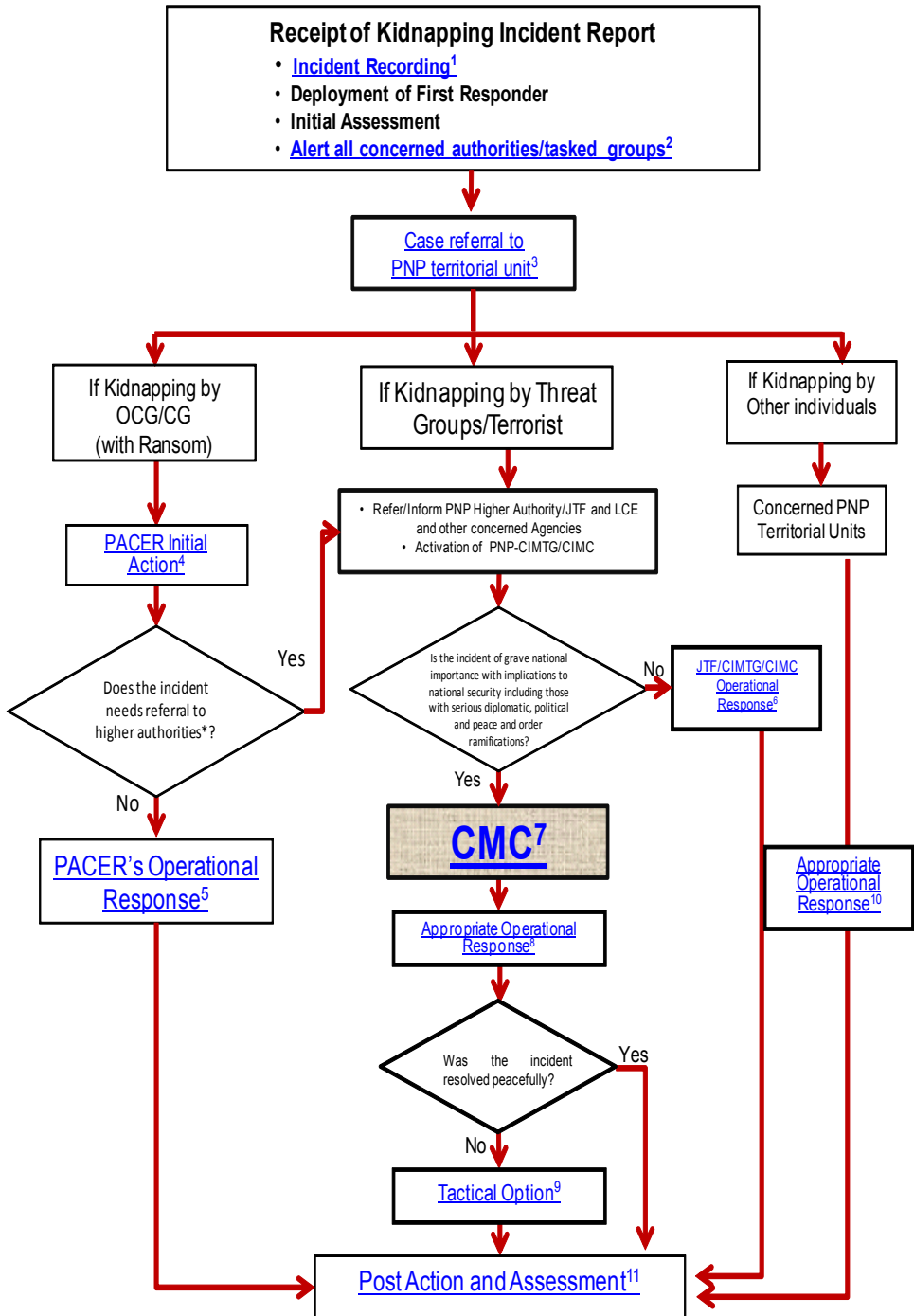
- The On-Scene/Ground Commander designated by the Chairman, CMC shall:
 - Establish On-scene Command Post (OSCP) and activate their CIMTG-STG organizational structure
 - ❖ Designate Negotiation Team and Liaison Team
 - Team Leader
 - Primary Negotiator
 - Secondary Negotiator
 - Recorder
 - Psychologist
 - Family Liaison Officer (Hostage Takers/Victims)

- ❖ Operations Group
 - Tactical Team
 - Security Team
 - EOD/Breaching Team
 - Utility Team
- ❖ Service Support Group
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 - Crowd control
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- ❖ Media Center
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- Supervise the conduct of negotiation
 - ❖ Objectives:
 - Seek the safe release of the victim
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 - Provide the intelligence information required in the investigation and follow-up police operation
 - ❖ Guiding principles:
 - Seek the Proof of Life before agreeing to terms
 - Work on the limit as to what the family can provide
 - Observe patience and perseverance
 - Follow the chain of command
 - Comply with “the need to know”
- Orchestrate/supervise the preparations for the tactical response through the CIMC/CIMTG
 - ❖ Equipment check
 - ❖ Table Top Exercises
 - ❖ Rehearsal
 - ❖ Assault
- Supervise MEDEVAC
- Secure crime scene and turnover to SOCO
- Initiate legal action
- Issue press release and conduct press conference
- Others

8. Post action and assessment:

- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF KIDNAPPING INCIDENT



MANAGEMENT OF KIDNAPPING INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer performs the following:

- Incident recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who are involved? (Perpetrators/Victims) (Who) _____
 - Nature of incident (What) _____
 - Time and date of incident (When): _____
 - Location of incident (Where): _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report
 - ❖ Identify exact location of incident
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene
 - ❖ Incident/Crime scene safety and assessment
 - ❖ Notify Higher Headquarters of the situation
 - ❖ Life saving measures
 - ❖ Incident/Crime scene security and control

2. Alert all concerned authorities/tasked groups

- PNP Territorial Units
- PNP CIDG
- PACER

3. Case Referral to PNP Territorial Unit

- Make Assessment of the classification of types of kidnapping incident.
- Confirm if kidnapping incident is true.
- Refer case to PACER, other concerned PNP territorial units or to higher authority.

4. PACER Initial Action

- Receipt of complaint report
 - Name of person who received the information _____
 - Name of Informant _____ Age ___ Gender ___ Civil Status _____
Relationship of informant to victim _____ Address _____
Telephone number of the informant _____
Time/date of incident _____
Time/date reported _____ Place of incident _____

- Name of victim _____ Age __ Gender__ Civil status _____
Nationality _____ Address of victim _____
Profession/occupation _____ Office/business address _____
- Name of suspect _____
- Group affiliation _____
- Vehicle used _____
- Firearms _____
- Witnesses _____
- Ransom _____
- Deadline _____
- Mode of communication
Cell phone Landline Letters/Courier Others (specify) _____

- Validation/Evaluation
- Submission of Initial Report to NHQ

5. PACER Operational Response

- Family Liaising
- Victimology
- Filling-up of Complaint Sheet
- Activation of PACER Action Group
- Coordination with other Law Enforcement Agencies
- Negotiation
- Neighborhood Investigation
- Intelligence Gathering
- Information Management/Operation Investigation (optional)
- Pay-off and/or rescue
- Submission of Progress Report to NHQ

6. JTF/CIMC/CIMTG Operational Response

- Conduct Intelligence Operations to locate victim/s and suspect/s
- Once the location of victim/s and suspect/s has been determined, the following shall apply for operational response:
 - ❖ Neighborhood Investigation
 - ❖ Seal and contain the area
 - ❖ Coordination with other Law Enforcement Agencies
 - ❖ Negotiation for diversionary tactics
 - ❖ Rescue the victim/s
 - ❖ Apprehend the suspect/s

7. Activation of CMC

Upon the activation of the CMC, the Chairman, CMC shall designate Incident Commander and activate Crisis Management Operations Center (CMOC).

8. Appropriate Operational Response

- Direct the mobilization of necessary government resources
- Set the mode of inter-operability between concerned agencies to ensure the operational demands
- Ensure all government actions are coordinated and complementary
- If resolved, conduct post-action and assessment
- If not, conduct tactical option

9. Tactical Option

- Formulation and Implementation of Plans
 - Tactical/Assault Plans
 - Recovery/Collection Plans
 - Surrender Plans
 - Evacuation Plans

10. Appropriate Operational Response

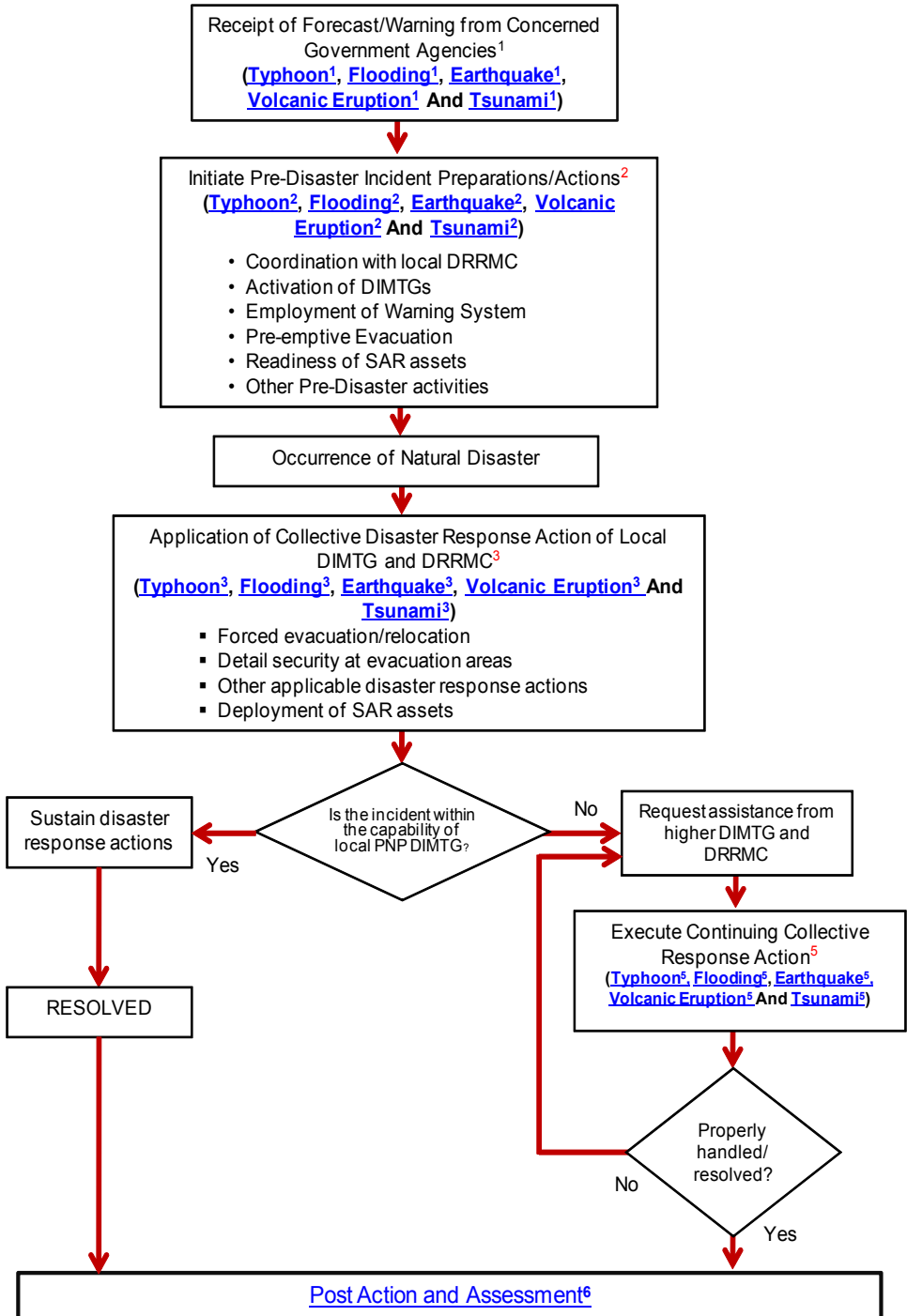
- Direct the mobilization of necessary government resources
- Set the mode of inter-operability between concerned agencies to ensure the operational demands
- Ensure all government actions are coordinated and complementary
- If resolved, conduct post-action and assessment
- If not, conduct tactical option

11. Post action and assessment:

- Conduct debriefing on all involved personnel;
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Damage control, assessment and recovery
- Handling of media and management of press releases
- Case Assessment;
- Case Build-up;
- Case Filing;
- Report to NHQ;
- Case Monitoring;
- Manhunt/Follow-up; and
- Determine/Identify lessons learned and best practices for future reference and police actions.

MANAGEMENT OF DISASTER INCIDENT

(TYPHOON, FLOODING, EARTHQUAKE, VOLCANIC ERUPTION and TSUNAMI)



PNP DISASTER RESPONSE CHECKLIST (TYPHOON)

1. Upon Receipt of Forecast/Warning from Government Forecast Agencies

- Incident recording:
 - Information received/monitored from: _____
 - Name of person who received/monitored the information: _____
 - Time and date received/monitored the report: _____
 - Location(s) of typhoon areas (Where): _____
 - Extent of affected area: _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____
- Deploy first responders, if necessary
- Alert all concerned tasked groups
 - COP/CD/PD/ RD-PRO
 - Chairman, CMC/local POC
 - Heads of other concerned agencies

2. Preparations for and impending Typhoon/Tropical Storm:

- Activation of Disaster Incident Management Task Groups in areas expected to be hit by the serious weather disturbance prior to the expected landfall
- Declaration of full disaster response status of PNP units in affected area until the situation normalizes
- Employ alarm and warning systems as stipulated under DILG MC 2009-165:
 - ❖ Patrol car sirens
 - ❖ Ringing of church bells
 - ❖ Use of megaphones
- Coordinate with local DRRMC for advisory and to support its disaster response
- Activation of Command Center by Task Groups whose area is hit by the disaster
- Assist in the forced relocation/pre-emptive evacuation of residents in flood-prone areas in coordination with corresponding LDRRMC
- Institute police visibility in vacated areas
- Provide security at designated Evacuation Centers
- Ensure readiness of the SAR equipment and supplies (ex. Rubber boat, utility rope, floating device, multi-tool items, flashlights with extra battery, communications equipment, first aid kit, sugar-high food, etc.)

3. Application of Collective Disaster Response Action of Local DIMTG and DRRMC:

- Assist in the imposition of forced relocation in coordination with the local DRRMC of remaining residents to evacuation centers
- Deploy SAR assets for timely and rapid disaster response according to needs in the area
- Maintain contact with lower, adjacent and higher units
- Assist in the conduct of Search and Rescue operations
- Provide other assistance as requested

4. If situation is beyond the capability of local PNP DIMTG and DRRMC, request assistance from higher DIMTG and DRRMC

5. Execute Continuing Collective Response Action from higher DIMTG and DRRMC (refer to para 3)

6. Post Action and Assessment:

- Assist in the conduct of damage assessment
- Assist in the conduct of medical and relief operations
- Continued presence of security at evacuation centers
- Assist in the clearing of roads from debris and obstacles
- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Compile lessons learned and best practices
- Document disaster response activities

PNP DISASTER RESPONSE CHECKLIST (FLOODING)

1. Upon Receipt of Forecast/Warning from Government Forecast Agencies

- Incident recording:
 - Information received/monitored from: _____
 - Name of person who received/monitored the information: _____
 - Time and date received/monitored the report: _____
 - Location(s) of flooded areas (Where): _____
 - Extent of affected area: _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deploy first responders, if necessary
- Alert all concerned tasked groups
 - COP/CD/PD/ RD-PRO
 - Chairman, CMC/local POC
 - Heads of other concerned agencies

2. Preparations Upon Receipt of Flood Warning (flooding will occur soon in the area):

- Coordinate with the local Disaster Risk Reduction and Management Council (DRRMC);
- Alert residents thru previously established warning system;
 - ❖ Patrol car sirens
 - ❖ Ringing of church bells
 - ❖ Use of megaphones
- Assist in the conduct of pre-emptive evacuation of residents in flood-prone areas in coordination with concerned agencies;
- Institute police visibility in vacated areas;
- Provide security at designated Evacuation Centers;
- As the situation may require, activate Disaster Incident Management Task Group (as per LOI 35/10 Saklolo Revised); and
- Ensure readiness of the SAR equipment and supplies ex. rubber boat, utility rope, floating device, multi-tool items, flashlights with extra battery, communications equipment, first aid kit, sugar-high food, etc.).

3. Application of Collective Disaster Response Action of Local DIMTG and DRRMC:

- Assist in the forced relocation of remaining residents to evacuation centers in coordination with the local DRRMC;
- Deploy SAR assets for timely and rapid disaster response;
- Maintain contact with lower, adjacent and higher units;

- Assist in the conduct of Search and Rescue operations;
- Provide other assistance as requested
- Adjacent PNP units/offices to assist severely affected areas until such time that the local police units affected have recovered from the disaster and are ready to handle the incident.

4. If situation is beyond the capability of local PNP DIMTG and DRRMC, request assistance from higher DIMTG and DRRMC

5. Execute Continuing Collective Response Action from higher DIMTG and DRRMC (refer to para 3)

6. Post Action and Assessment:

- Assist in the conduct of damage assessment
- Assist in the conduct of medical and relief operations
- Continued presence of security at evacuation centers
- Assist in the clearing of roads from debris and obstacles
- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Compile lessons learned and best practices
- Document disaster response activities

PNP DISASTER RESPONSE CHECKLIST (EARTHQUAKE)

1. Upon Receipt of Forecast/Warning from Government Forecast Agencies

- Incident recording:
 - Information received/monitored from: _____
 - Name of person who received/monitored the information: _____
 - Time and date received/monitored the report: _____
 - Location(s) of earthquake areas (Where): _____
 - Extent of affected area: _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____
- Deploy first responders, if necessary
- Alert all concerned tasked groups
 - COP/CD/PD/ RD-PRO
 - Chairman, CMC/local POC
 - Heads of other concerned agencies

2. Preparations that a PNP member or unit should do:

- Establishment of primary and secondary evacuation centers in coordination with concerned agencies and LGUs;
- Capability and capacity enhancement:
 - ❖ Earthquake drills/simulation exercises
 - ❖ Inventory of SAR equipment
- Meetings and coordination with concerned agencies and LGUs;
- Public Information Effort on earthquake preparations thru community visits;
- Identify safe places in your home or workplace. **Practice drop, cover and hold.** (under a piece of furniture, against an interior wall away from windows, bookcases or tall furniture that could fall on you); and
- Ensure readiness of the SAR equipment and supplies.

3. Application of Collective Disaster Response Action of Local DIMITG and DRRMC:

- Collective Disaster Response/Action
 - Activation of respective DIMITGs following the level of activation as per LOI 35/10 “SAKLOLO REVISED”
 - Establishment of Command Center by DIMITG whose area is hit by the earthquake
 - Employment of Alarm system (police sirens, ringing of church bells, megaphones, whistles) for pre-emptive evacuation especially in beach front areas as tsunami may occur

- Provide security at Evacuation Centers
 - Provide traffic advisory to prevent motorists from entering the danger zone/restricted areas
 - Mobilize SAR assets for disaster response and Search & Rescue operations
 - Assist concerned agencies in the conduct of medical assistance
 - Maintain contact with lower, adjacent and higher units
 - Adjacent PNP units/offices to assist severely affected areas
 - All PNP units in affected area shall be on full disaster response status until the situation normalizes
- Personal Safety Measures/Actions:
 - If you are inside a building:
 - ❖ Drop, cover and hold.
 - ❖ Move as little as possible.
 - ❖ Stay away from windows to avoid being injured by shattered glass.
 - ❖ Stay indoors until the shaking stops and you are sure it is safe to exit.
 - ❖ If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages or other damage.
 - If you are outdoor when the earthquake occurs:
 - ❖ Find a clear spot (away from buildings, power lines, trees, streetlights) and drop to the ground. Stay there until the shaking stops.
 - ❖ If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines if possible. Stay inside with your seatbelt fastened until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
 - ❖ If a power line falls on your vehicle, do not get out. Wait for assistance.
 - ❖ If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris. Landslides are often triggered by earthquakes.
 - Expect and prepare for potential aftershocks, landslides or even a tsunami. Each time you feel an aftershock, drop, cover and hold on. Aftershocks frequently occur minutes, days, weeks and even months following an earthquake.

4. If situation is beyond the capability of local PNP DIMTG and DRRMC, request assistance from higher DIMTG and DRRMC

5. Execute Continuing Collective Response Action from higher DIMTG and DRRMC (refer to para 3)

6. Post Action and Assessment:

- Coordinate with other agencies for damage assessment
- Assist in the conduct of medical and relief operations
- Continued presence of security at evacuation centers

- Assist in the clearing of roads from debris and obstacles
- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Compile lessons learned and best practices
- Document disaster response activities

PNP DISASTER RESPONSE CHECKLIST (VOLCANIC ERUPTION)

1. Upon Receipt of Forecast/Warning from Government Forecast Agencies

- Incident recording:
 - Information received/monitored from: _____
 - Name of person who received/monitored the information: _____
 - Time and date received/monitored the report: _____
 - Location(s) of earthquake areas (Where): _____
 - Extent of affected area: _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____
- Deploy first responders, if necessary
- Alert all concerned tasked groups
 - COP/CD/PD/ RD-PRO
 - Chairman, CMC/local POC
 - Heads of other concerned agencies

2. Preparations for an Impending Volcanic Eruption:

- Activate Disaster Incident Management Task Group (as per LOI 35/10 Saklolo Revised)
- Coordinate with the local Disaster Risk Reduction and Management Council
- Alert residents thru previously established warning system:
 - ❖ Patrol car sirens
 - ❖ Ringing of church bells
 - ❖ Use of megaphones
- Assist in the pre-emptive evacuation of residents in danger zones/areas
- Institute safety measures in vacated areas
- Provide security at designated evacuation centers;
- Ensure readiness of the disaster supplies (ex. pair of goggles, throw-away breathing mask, dust mask, utility rope, multi-tool items, flashlights with extra battery, communications equipment, first aid kit, sugar-high food, etc.)
- Provide traffic advisory to prevent motorists from entering the danger zone/restricted areas

3. Application of Collective Disaster Response Action of Local DIMITG and DRRMC

- Collective disaster response Actions:
 - Assist other government agencies in the forced evacuation of residents in areas affected by the volcanic eruption

- Mobilize PNP SAR assets for the conduct of timely and rapid disaster response
 - Declare full disaster response status of PNP units in affected area until the situation normalizes
 - Establish Command Center by Task Groups whose area is hit by the volcanic eruption
 - Provide security at evacuation centers
 - Adjacent PNP units/offices to assist severely affected areas
 - Upgrading of level of DIMTGs following the level of activation as per LOI 35/10 “SAKLOLO REVISED”
- Personal Safety Measures/Actions:
 - As a personal protection, observe the following:
 - ❖ If caught indoors:
 - Close all windows, doors, and dampers.
 - Put all machinery inside a garage or barn.
 - ❖ If trapped outdoors:
 - Seek shelter indoors.
 - If caught near a stream, be aware of mudflows.
 - Move up slope and avoid river valleys and low lying areas.
 - ❖ Protect yourself during ashfall:
 - Wear long-sleeved shirts and long pants.
 - Use goggles to protect your eyes.
 - Use a dust mask or hold a damp cloth over your face to help breathing.
 - Keep car or truck engines off.

4. If situation is beyond the capability of local PNP DIMTG and DRRMC, request assistance from higher DIMTG and DRRMC

5. Execute Continuing Collective Response Action from higher DIMTG and DRRMC (refer to para 3)

6. Post Action and Assessment:

- Assist in the conduct of damage assessment
- Assist in the conduct of medical and relief operations
- Continued presence of security at evacuation centers
- Assist in the clearing of roads from debris and obstacles
- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used

- Technical investigative capability
- Handling of media and management of press releases
- Compile lessons learned and best practices
- Document disaster response activities

PNP DISASTER RESPONSE CHECKLIST (TSUNAMI)

1. Upon Receipt of Forecast/Warning from Government Forecast Agencies

- a. Incident recording:
 - Information received/monitored from: _____
 - Name of person who received/monitored the information: _____
 - Time and date received/monitored the report: _____
 - Location(s) of tsunami areas (Where): _____
 - Extent of affected area: _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____
- b. Deploy first responders, if necessary
- c. Alert all concerned tasked groups

2. Preparations that a PNP unit/element should do upon receipt of advisory that a tsunami is imminent:

- Activate Disaster Incident Management Task Group (as per LOI 35/10 Saklolo Revised);
- Alert residents thru previously established warning system;
 - Patrol car sirens
 - Ringing of church bells
 - Use of megaphones
- Assist in the immediate evacuation using the pre-designated escape routes towards designated evacuation centers or to higher grounds in coordination with concerned government agencies;
- Provide security at designated evacuation centers;
- Provide traffic advisory to prevent motorists from entering the danger zone/restricted areas;
- Maintain law and order; and
- Maintain contact with lower, adjacent and higher units.

3. Application of Collective Disaster Response Action of Local DIMTG and DRRMC:

- Assist in the imposition of forced relocation of remaining residents to evacuation centers
- Get to higher ground as far inland as possible
- Avoid watching a tsunami approaching. It could put you in grave danger. If you can see the wave, you are too close to escape it
- Adjacent PNP units/offices to assist severely affected areas

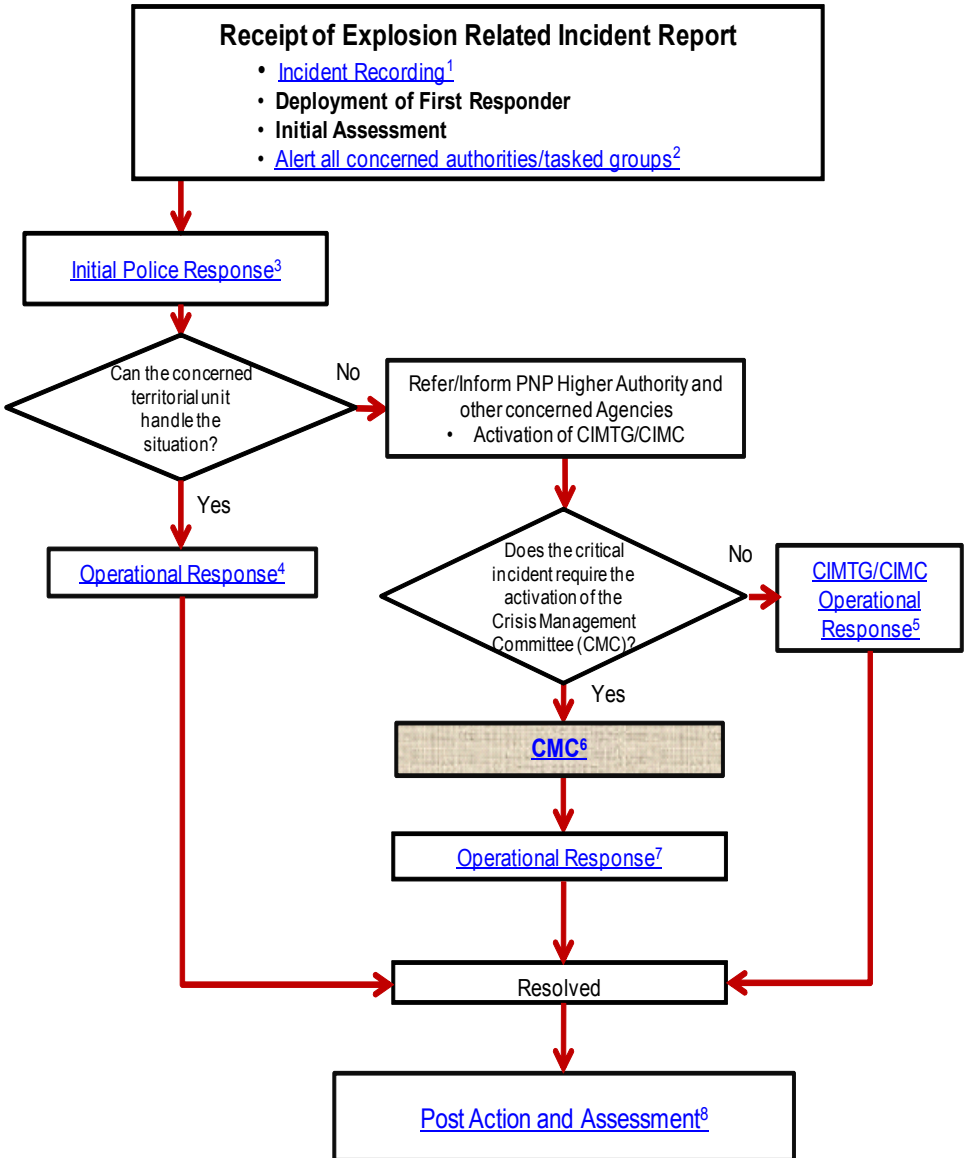
4. If situation is beyond the capability of local PNP DIMTG and DRRMC, request assistance from higher DIMTG and DRRMC

5. Execute Continuing Collective Response Action from higher DIMTG and DRRMC (refer to para 3):

6. Post Action and Assessment:

- Assist in the conduct of damage assessment
- Assist in the conduct of medical and relief operations
- Continued presence of security at evacuation centers
- Assist in the clearing of roads from debris and obstacles
- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Compile lessons learned and best practices
- Document disaster response activities

MANAGEMENT OF EXPLOSION RELATED INCIDENT



MANAGEMENT OF EXPLOSION RELATED INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer records the following:

- Incident Recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who are involved? (Perpetrators/Victims) (Who) _____
 - Nature of incident (What) _____
 - Time and date of incident (When): _____
 - Location of incident (Where): _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report
 - ❖ Identify exact location of incident
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene
 - ❖ Incident/Crime scene safety and assessment
 - ❖ Notify Higher Headquarters of the situation
 - ❖ Life saving measures
 - ❖ Incident/Crime scene security and control
 - ❖ Initiate immediate investigation if investigators have not yet arrived and determine the following:
 - Time of detonation/explosion
 - Time when the call for bomb threat was received
 - Type of device

2. Alert all concerned authorities/tasked groups

- COP/CD/DD/PD/ RD-PRO
- EOD/Bomb Squad (PNP and AFP)
- Emergency Medical Services and Hospitals
- PNP-SOCO
- National Operations Center (NOC)
- Chairman, CMC/local POC

3. Initial Police Response:

- Reinforce incident/crime scene security and control measures
- Deploy EOD/Bomb Squad to conduct Render Safe Procedure (RSP)
- Apprehend suspect(s), if any
- Deploy Emergency Medical Services (EMS) to save and preserve life
- Conduct initial incident/crime scene investigation

4. Operational Response

- Investigator-on-Case (IOC)
 - Assumes responsibility over the incident/crime scene upon arrival
 - Request debriefing from incident/crime scene first responder
 - Conducts assessment of the incident/crime scene in coordination with EOD/Bomb Squad and SOCO
 - Requests for technical assistance from SOCO/EOD/PBI to process the incident/crime scene
 - Conducts interviews and gathers information. Jots down important facts, maintains record and look for other witnesses
 - Evaluates testimonies of witnesses
 - Supervises the transport and subsequent custody of pieces of evidence
 - Requests laboratory examination of evidence as necessary
 - Ensures that appropriate inventory of evidence is maintained
 - Removes the cordon at the crime scene only after completion of the final survey and proper documentation
 - Release of the crime scene only upon appropriate written clearance from SOCO/PBI

- Post-Blast Investigator's Action
 - Determines the circumstances about the explosion before going to and upon arrival at the scene. Finds out what the area looks like before the explosion.
 - Obtains drawings, pictures, etc.
 - Assesses the risk of secondary explosion/s
 - Prepares an action plan
 - Extends the existing cordoned area, if necessary
 - Maintains a list of people who enter the explosion site
 - Conducts preliminary study of the explosion damage and decide whether to call-in other experts
 - Conducts preliminary assessment to determine the type of explosive/s, the explosion center, effects of the blast, etc.
 - Photographs and videos the area before any debris is removed
 - Ensures that there are no undetonated explosives at the primary detonation site
 - Removes all debris from the primary detonation site
 - Documents blast craters, if any

5. CIMTG/CIMC Operational Response

- On-Scene/Ground Commander:
 - Establishes On-Scene Command Post (OSCP)
 - Designates Sub-Task Group (STG) Commanders and its members
 - Directs EOD Team and K-9 Unit to conduct paneling for clearing operation
 - Directs the mobilization of medical, search and rescue, and other support groups, if needed
 - Establishes Media Center and designates the Incident Spokesperson who will:
 - ❖ Identify limitations of media movement in their designated area

- ❖ Provide periodic updates on the incident
- ❖ Issue press release and conduct press conference
- Updates the higher headquarters in the conduct of CIMTG/CIMC operations
- Supervises the conduct of necessary follow-up operation and legal action against the suspect/s

6. Activation of CMC

- Upon the activation of the CMC, the Chairman, CMC shall:
 - Assume responsibility over the crisis situation
 - ❖ Designate On-Scene/Ground Commander
 - ❖ Activate Crisis Management Operations Center (CMOC)
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies to address the operational demands
 - Ensure all government actions are coordinated and complementary

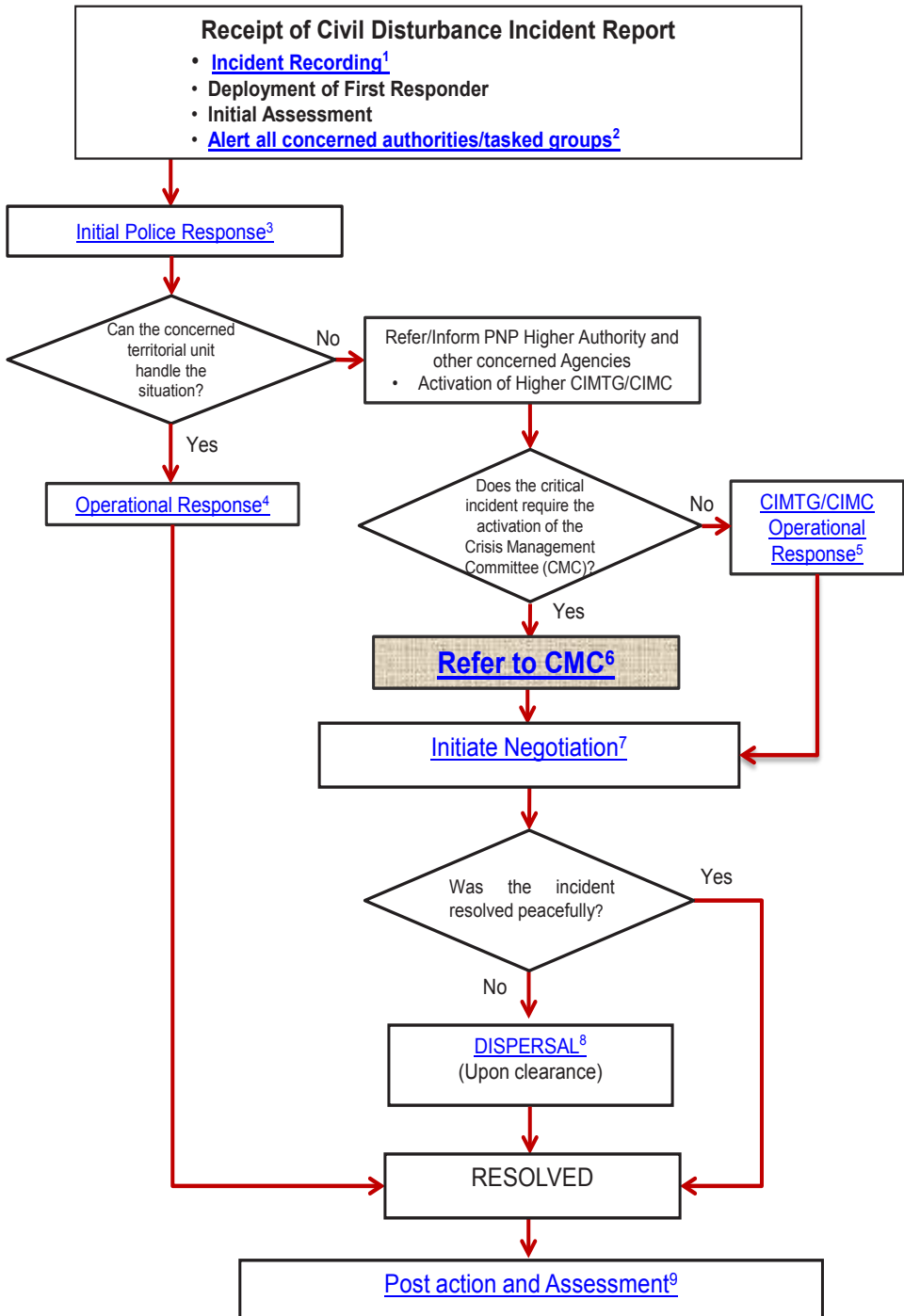
7. Operational Response

- On-Scene/Ground Commander:
 - Establishes On-Scene Command Post (OSCP)
 - Designates Sub-Task Group (STG) Commanders and its members
 - Directs EOD Team and K-9 Unit to conduct panning for clearing operation
 - Directs the mobilization of medical, search and rescue, and other support groups, if needed
 - Establishes Media Center and designates the Incident Spokesperson who will:
 - ❖ Identify limitations of media movement in their designated area
 - ❖ Provide periodic updates on the incident
 - ❖ Issue press release and conduct press conference
 - Updates the CMC and the higher headquarters in the conduct of CIMTG/CIMC operations
 - Supervises the conduct of necessary follow-up operation and legal action against the suspect/s

8. Post Action and Assessment:

- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF CIVIL DISTURBANCE INCIDENT



MANAGEMENT OF CIVIL DISTURBANCE INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer performs the following:

- Incident recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who/what are involved? (groups) _____
 - Who are the leaders/organizers? _____
 - Estimated number of participant: _____
 - Time and duration of the civil disturbance: _____
 - Where are the converging areas? _____
 - Where is the actual staging of the civil disturbance? _____
 - Is there a valid permit for the mass action? _____
 - If any who issued the permit? _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report, the First Responder shall:
 - ❖ Identify exact location of incident/crime
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene, the First Responder shall:
 - ❖ Conduct incident/crime scene safety and assessment
 - ❖ Notify higher headquarters of the situation
 - ❖ Perform life saving measures, if necessary
 - ❖ Conduct incident/crime scene security and control

2. Alert all concerned authorities/tasked groups

- COP/CD/PD/ RD-PRO
- Chairman, CMC/local POC
- Heads of other concerned agencies
- C, PNP, if necessary
- Executive Secretary-Chairman, Standing Committee for National Crisis Management (SCNCM), if necessary

3. Initial Police Response:

- Inform immediate commander of the situation
- Continue crowd control
- Identify the personalities involved
- Continue to assess ground situation
- Gather intelligence as to the background of the personalities/group(s) involved based on previous incidents
- Render situation update

4. Operational Response

- Designate the On Scene/Ground Commander who will act as the incident manager
- Organize and deploy CDM contingent
 - ❖ K9 units and Bomb Squad
 - ❖ Provisions of non lethal weapons such as tear gas, rubber bullets, flash bombs, smoke grenades
 - ❖ Provision of CDM equipments
 - ❖ Availability of service support such as medical teams, ambulance, fire and tow trucks
 - ❖ Availability of Camera and Video Cam
- Establish CDM Operations Center
- Preposition CDM contingent in the designated strategic area
- Prepare arresting group and swat teams
- Conduct coordinating conferences with the units involved and if necessary and practical with the leaders/organizers of the mass actions

Preparation Stage (On Standby Alert)

- The On Scene Commander shall establish Advance Command Post (ACP) and pre position the CDM contingent in designated strategic area at least one hour before the start of the mass action
- Conduct accounting and inspection of personnel to ensure completeness of CDM equipment and see to it that nobody carries firearms
- Alert support units such as BFP, EMS, local intelligence units, SWAT, LGU service support
- Ensure the readiness of the CDM reserve force on standby at the designated areas
- CDM Commander shall coordinate with the on scene commander as frequently as necessary
- Determine whether there is a need to call for additional deployment of reserve force based on the size of the crowd and its potentials to create trouble
- CDM contingent shall remain intact at the alert area always ready to react when the need arises
- The OSC shall remind the organizers/leaders thirty (30) minutes before the voluntary dispersal
- Final notice shall be given at least ten (10) minutes before the deadline of the termination of the mass action
- Request for extension may be granted on a case to case basis

Perform Stage (Actual Deployment)

• Non-violent demonstrators

- Deploy the CDM contingent at the area to prevent them from advancing to the restricted area
- Dialogue with the leaders/organizers to remind them of the do's and don'ts in the conduct of mass actions and as stipulated in the permit

- Remind the leaders/organizers at least 30 minutes before the deadline for them to voluntarily disperse
- Extension for the voluntary dispersal shall be granted on a case to case basis
- Remind leaders/organizers of the rally ten (10) minutes before deadline of the agreed voluntary dispersal
- CDM contingent shall remain at the area until cleared of any rallyists
- Account CDM personnel prior leaving the area
- Make a report of the incident to higher headquarters

- **Violent demonstrators**

- Warn the whole group preferably by the use of megaphone that they will be dispersed if they will continue with their illegal mass action
- Observe maximum tolerance
- Alert support units and positioned at their designated area
- Use of water or tear gas in dispersal operations shall be at the discretion of the CDM Commander
- Appropriate CDM formation shall be employed as required by the situation
- Arrest leaders/organizers and members
- Initiate legal action
- Make a report of the incident to higher headquarters

5. CIMC/CIMTG Operational Response

- The On-Scene/Ground Commander:
 - Establishes On-Scene Command Post (OSCP) and designate STG Commander and its members
 - Establishes Media Center and designate Incident Spokesperson
 - Provides the information required in the investigation and follow-up police operation
 - Supervises the mobilization of EMS
 - Supervises relief efforts
 - Initiates legal action

6. Activation of CMC

- Upon the activation of the CMC, the Chairman, CMC shall:
 - Assume responsibility over the crisis situation
 - ❖ Designate On-Scene/Ground Commander
 - ❖ Activate Crisis Management Operations Center (CMOC)
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies to address the operational demands
 - Ensure all government actions are coordinated and complementary

7. Initiate Negotiation

- Deploy the CDM contingent at the area to prevent them from advancing to the restricted area.

- Dialogue with the leaders/organizers to remind them of the do's and don'ts in the conduct of mass actions and as stipulated in the permit in order to minimize/prevent misbehavior of their members and prevent troubles.
- Remind the leaders/organizers at least 30 minutes before the deadline line for them to voluntarily disperse when the mass action is conducted without any untoward incidents.
- If there is a need to give an extension of time for the voluntary dispersal by the leaders/organizers, the same shall be granted on a case to case basis taking into consideration the security on both the participants and of the place or personality which is the subject of the mass action.
- Ten (10) minutes before time of voluntary dispersal, conduct dialogue again with the leaders/organizers reminding them of such deadline.
- During the voluntary dispersal, CDM contingent shall remain at the area until cleared of any participants and will disengage only when practicable.
- Accounting of personnel shall be conducted before dispersal from the area.

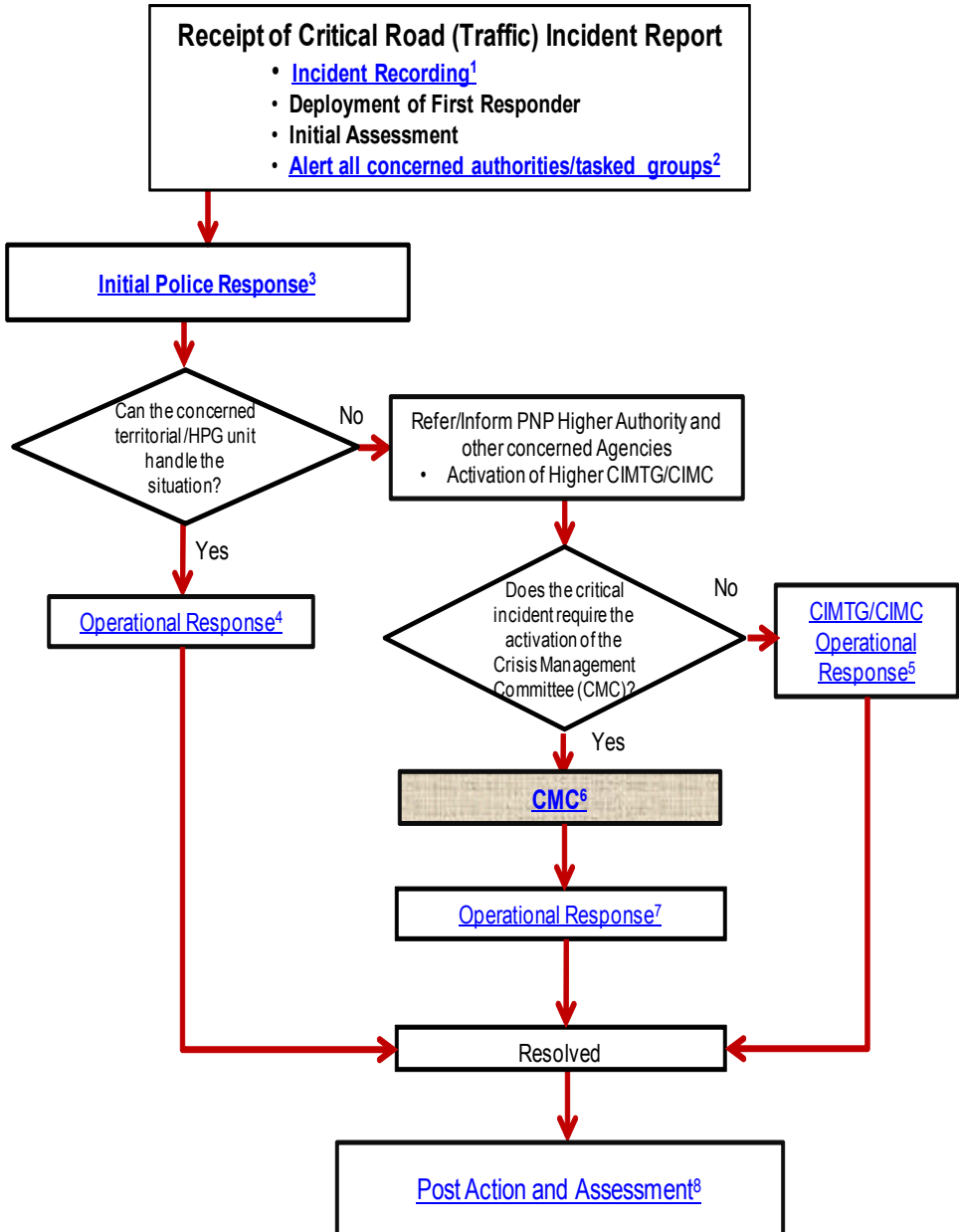
8. Dispersal (Upon Clearance)

- CDM Contingents shall commence dispersal operations upon clearance from higher authorities.
- Maximum tolerance shall always be observed.
- Alert support units and positioned at their designated area.
- Appropriate CDM formation shall be employed as required by the situation.
- The options to use of water or tear gas in dispersal operations shall be on the discretion of the CDM Commander.
- Non-lethal weapons and equipment maybe used to suppress violence, to protect live and further damage to properties.
- Arrest shall be made on leaders/organizers and members as when there is a violation of laws.

9. Post action and assessment:

- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF CRITICAL ROAD (TRAFFIC) INCIDENTS



MANAGEMENT OF CRITICAL ROAD (TRAFFIC) INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer performs the following:

- Incident Recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who are involved? (Perpetrators/Victims) (Who) _____
 - Nature of incident (What) _____
 - Time and date of incident (When): _____
 - Location of incident (Where): _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report, the First Responder shall:
 - ❖ Identify exact location of incident/crime
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene, the First Responder shall:
 - ❖ Conduct incident/crime scene safety and assessment
 - ❖ Notify higher headquarters of the situation
 - ❖ Perform life saving measures, if necessary
 - ❖ Conduct incident/crime scene security and control

2. Alert all concerned authorities/tasked groups

- COP/CD/PD/ RD-PRO
- Chairman, CMC/local POC
- Heads of other concerned agencies
- C, PNP, if necessary
- Executive Secretary-Chairman, Standing Committee for National Crisis Management (SCNCM) if necessary

3. Initial Police Response:

- Save and preserve life
- Request support immediately from emergency medical services (EMS)
- Secure the incident scene to prevent entry of unauthorized persons within the cordoned area
- Apprehend suspects, if any
- Cordon the crime scene with whatever available materials like ropes, straws, human barricade, police line, wood and chain
- Conduct traffic direction and control
- Brief and assist the Traffic Investigator-on-Case (TIOC)
- Maintain security and crowd control

- Preserve evidence and take custody of witness/suspects
- Take note of names of possible witnesses and/or suspects and other information to support future investigation
- Render situation report as necessary

4. Operational Response:

- Conduct traffic direction and control
- Provide information required in the investigation and follow-up police operation
- Designate competent Traffic Investigator on Case (TIOC)
- Supervise the mobilization of Emergency Medical Services (EMS)
- Maintain security and crowd control
- Preserve evidence and take custody of witnesses/suspects
- Take note of names of possible witnesses and/or suspects and other information to support future investigation
- Supervise relief efforts, if necessary
- Initiate legal action
- Render situation report as necessary

(Note: Turn-over the case to the District/Local Traffic Enforcement Unit (TEU) if within National Capital Region (NCR) and to HPG if the accident happened along the national highways outside NCR for the completion of the procedural investigation and disposition. PROs shall remain responsible in the investigation of all road traffic accidents that transpired along the Municipal and Barangay roads within their respective jurisdictions)

5. CIMC/CIMTG Operational Response:

- The On-Scene/Ground Commander :
 - Establishes On-Scene Command Post (OSCP) and designate STG Commander and its members
 - Establishes Media Center and designate Incident Spokesperson
 - Provides the information required in the investigation and follow-up police operation
 - Designates competent TIOC
 - Supervises the mobilization of EMS
 - Supervises relief efforts
 - Initiates legal action

6. Refer to CMC

- Upon the activation of the CMC, the Chairman, CMC shall:
 - Assume responsibility over the crisis situation
 - ❖ Designate On-Scene/Ground Commander
 - ❖ Activate Crisis Management Operations Center (CMOC)
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies to address the operational demands
 - Ensure all government actions are coordinated and complementary

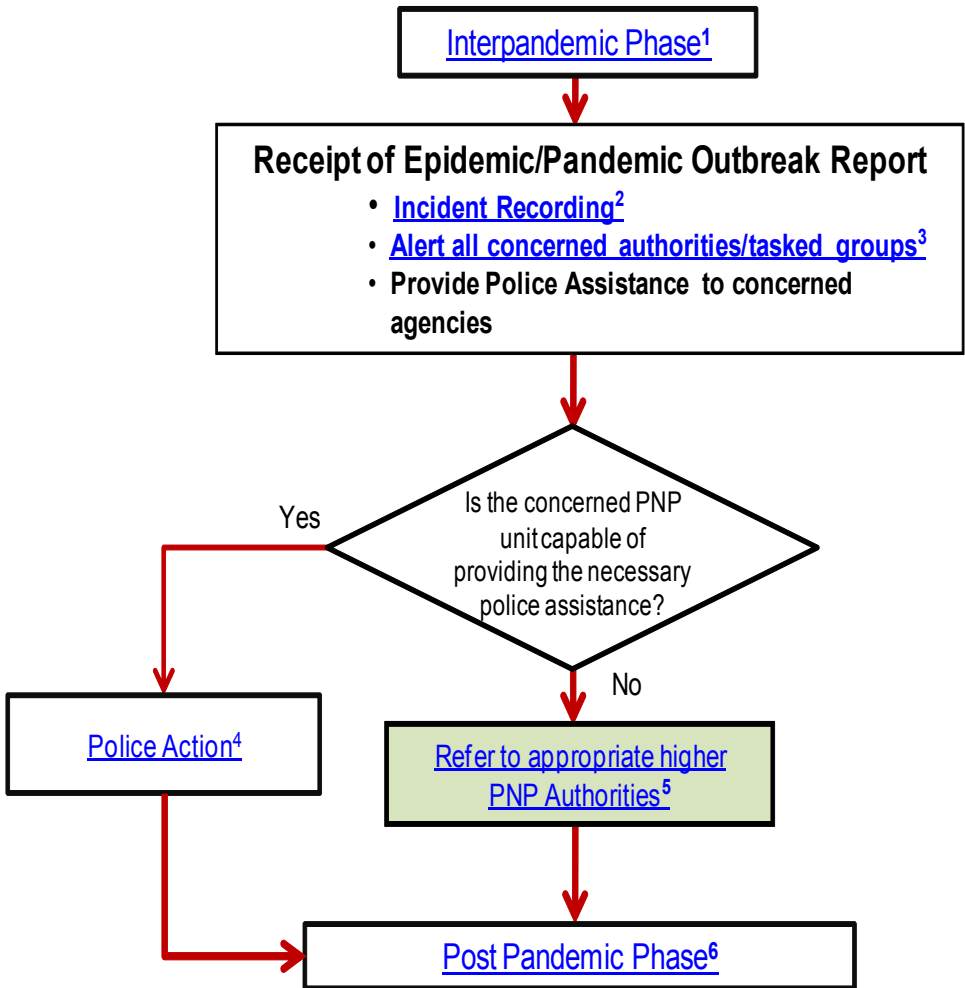
7. Operational Response

- Incident Response
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies
 - Ensure all government actions are coordinated and complementary
- Relief and rehabilitation
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies
 - Ensure all government actions are coordinated and complementary.

8. Post Action and Assessment

- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF EPIDEMIC/PANDEMIC OUTBREAK INCIDENT



MANAGEMENT OF PANDEMIC/EPIDEMIC OUTBREAK INCIDENT CHECKLIST

1. Interpandemic Phase

PREPANDEMIC STAGE- ALERT LEVEL 1 (Reference: World Health Organization Alert Level)

NHQ

- Master Plan REVISED SAKLOLO as reference
- Direct/inform operating units in all areas to be watchful for entry of biologic agent based on official health advisories
- Conduct community preparedness and disaster prevention
- Conduct info campaign thru tri-media and production/dissemination of information materials
- Coordinate with DOH and other concerned government agencies
- Direct lower units to submit periodic reports to NHQ
- Inventory of PPEs and stockpiling of medicines

Lower Units

- Implement local IMPLAN for CIM
- Assist in the conduct of information campaign thru tri-media and production/dissemination of information materials
- Assist in the community preparedness and disaster prevention
- Conduct briefings, and training of Quick Response Teams
- Coordinate with LGUs, NGOs and POs
- Submit periodic reports to NHQ
- May be called for perimeter security and law enforcement in case of requests for quarantine of farms, communities, etc.
- Perform other tasks as directed

PREPANDEMIC STAGE- ALERT LEVEL 2

NHQ

- Monitoring of cases in coordination with DOH and DA and other concerned agencies if requested
- Direct lower units to establish checkpoints in coordination with DOH and DA
- Continuous conduct of information campaign thru tri-media and production/dissemination of information materials and prevention awareness
- Train NHQ units on Rapid Containment and Quarantine Procedures
- Direct lower units to submit periodic reports to NHQ

Lower Units

- Establish checkpoints in coordination with DOH and DA
- Assist in restricting movements of suspected carriers of infected meats/coordinate with local DOH/DA office and other concerned government agencies
- Assist in the continuous conduct of information campaign thru tri-media and production/dissemination of information materials

- Assist in the continuous conduct of disaster prevention awareness
- Provide security coverage to avoid contamination
- Procurement of appropriate protection equipments
- Train NHQ units on Rapid Containment and Quarantine procedures
- Submit periodic reports to NHQ

Proactive management of poultries and livestock (keeping bird flu free)

- Watchful for entry of biological agents:
 - Assist in biosecurity measures
 - Enforcing hygienic activities like standardized footbath
 - Confiscation and destruction of unlicensed cargo
 - Banning of all poultry and poultry products from positive infected countries
 - Assist in border surveillance
 - Conduct vaccination for all poultry workers and handlers
- Domestic fowl level
 - Determine and monitor individuals at risk such as poultry handlers/workers; sellers; aviary workers; cullers; people living poultry farms and any individuals in close contact with infected birds
 - Educate proper disposal and practice hygiene when dealing with animals
 - Look for displacement of domestic and wild animals due to environmental changes and conditions
 - Immunize if necessary
 - Use of personal protective equipments
 - Assist in the control of animal carriers and animal reservoirs (quarantine)
 - Community mobilization

CHECKLIST NO. 9

- Verify the occurrence of the disease outbreaks through its Centers for Health Development
- Deploy health personnel and investigate further
- Continuous surveillance of health crisis to determine case movement and propagation of disease in question
- Analyze and interpret its occurrence as to the magnitude/damage and its effect to the entire population
- Act decisively in accordance of the existing policies of HEMS
- Continuous monitoring of cases identified
- Issue updated advisories
- Inventory of resources for effective treatment and response
- Implement plans to expand the command post activities
- Feedback to Higher Authorities

2. Upon receipt of information, Duty/Desk Officer performs the following:

- Confirmation of reports by the LGU concerned with the Municipal Health Officer

- Incident recording shall include:
 - Name of Medical Health Officer and contact information
 - Name of person who receive the information
 - Time and date of the report/call
 - Who and how many persons/family affected
 - Location of the incidence of outbreak
 - What is the extent of the reported case
 - Action taken
 - Other pertinent/significant information (brief description)

- Deploy first responders and report to Higher authorities
 - Immediate response resources
 - Identify and secure the area
 - Establish Incident Command System
 - Identify needed resources and assistance needed to anticipate escalation
 - of events for effective treatment and response
 - Encourage networking for support function that will improve surveillance
 - Problems encountered/health situation
 - Prepare incident action plan

3. Alert all concerned authorities/tasked groups

- Territorial Units, COP/CD/PD/ RD-PRO
- DILG, DND, PNP-HS, EMS, OCD
- DOST, DENR, DOH, DA, DSWD, DBM, DOF, DOLE
- Chairman, CMC/local POC
- Other concerned agencies and law enforcement units as maybe appropriate or needed
- Executive Secretary-Chairman, Standing Committee for National Crisis Management (SCNCM) if necessary

4. Police Action:

PANDEMIC ALERT LEVEL 3

NHQ

- Activation of OPLAN SAKLOLO REVISED Subcommittee on Epidemic / Pandemic Response
- Liaison with DOH regarding Pandemic Preparedness Plans
- Conduct training on Rapid Containment, Quarantine Safety and Force Protection
- Monitoring of cases in coordination with DOH and DA
- Direct lower units to establish checkpoints in coordination with DOH and DA
- Continuous conduct of information campaign thru tri-media and production/dissemination of information materials for Prevention Awareness
- Prepare for Quarantine and Rapid Containment
- Direct lower units to submit periodic reports to NHQ

Lower Units

- Establish checkpoints in coordination with DOH and DA
- Assist in restricting movements of suspected carriers of infected meats coordinate with local DOH/DA office and other concerned government agencies
- Assist in the continuous conduct of information campaign thru tri-media and production/dissemination of information materials for Prevention awareness
- Provide security coverage to avoid contamination
- Procurement of appropriate protection equipment
- Prepare for Quarantine and Rapid Containment
- Submit periodic reports to NHQ

QUARANTINE CHECKLIST 1

- Activate CIM for Epidemics
- Coordinate with requesting agencies DOH, DA, etc.
- Threat-specific Training
- Equipage of proper PPE
- Dissemination of information for protective measures c/o PNP HS
- May conduct simultaneous Rapid Containment

RAPID CONTAINMENT CHECKLIST 1

- Activate CIM for Epidemics
- Coordinate with requesting agencies DOH, DA, etc.
- Threat-specific Training
- Equipage of proper PPE
- Dissemination of information for protective measures c/o PNP HS
- May conduct simultaneous Rapid Containment
- Create team of PNP personnel to provide security units for Rapid Containment
- Formulation of Tactical Procedures

HOTZONE CHECKLIST

PNP OPERATION DUTIES INSIDE THE HOTZONE

- Maintain Peace and Order
- Provide Security for Requesting agency
- Conduct normal Police operations but personnel should use appropriate PPEs & appropriately briefed on Preventive Measures
- Health Service will provide free protection and Healthcare
- Assist in the overall Pandemic response effort

5. CIMC/CIMTG Operational Response

PANDEMIC ALERT LEVEL 4

NHQ

- Activate the Crisis Management Committee
- Activate deployment of Task Forces

- Declare alert status in coordination with NDRRMC
- Issuance of appropriate protective equipment
- Continuous conduct of information campaign thru tri-media and production/dissemination of information materials
- Continuous conduct of Prevention awareness
- Continuous monitoring of cases in affected areas
- Linkages and coordination with DOH/DA and other concerned government agencies
- Formation of rapid containment Team and put on alert status
- Continuous conduct of on threat/risk assessment
- Direct lower units to submit periodic reports

Lower Units

- Formation of Rapid Containment Team and put on alert status
- Restriction of movement (entering and leaving of persons in affected areas, as directed)
- Cordon, isolation and security of affected areas
- Conduct threat/risk assessment
- Issuance of appropriate protective equipment
- Assist in evacuation
- Assist in the conduct of information campaign thru tri-media and production/dissemination of information materials
- Assist in the continuous conduct of prevention awareness and submit periodic reports to NHQ

ALERT LEVEL 5 (WHO PHASE 5)

NHQ

- Activate the Crisis Management Committee
- Activate Task Forces
- Declare alert status in coordination with NDRRMC
- Issuance of appropriate protective equipment
- Continuous conduct of information campaign thru tri-media and production/dissemination of information materials
- Continuous conduct of prevention awareness
- Continuous monitoring of cases in affected areas
- Linkages and coordination with DOH/DA and other concerned government/ agencies
- Continuous conduct of on threat/risk assessment
- Rapid Containment Team on Full Alert status
- Direct lower units to submit periodic reports

Lower Units

- Restriction of movement (entering and leaving of persons in affected areas, as directed)
- Cordon, isolation and security of affected areas
- Confiscation and immediate destruction of affected fowls/meats in coordination with DOH and DA
- Conduct threat/risk assessment
- Issuance of appropriate protective equipment
- Assist in evacuation

- Assist in the conduct of information campaign thru tri-media and production/dissemination of information materials
- RAPID Containment Team on Full Alert status
- Assist in the continuous conduct of prevention awareness and submit periodic reports to NHQ

QUARANTINE (2a)

- Activate CIMT for Epidemics
- Coordinate with concerned agencies (DOH, DA)
- Conduct threat analysis and formulate force protection guidelines and issue to all personnel
- Procure appropriate PPEs
- Assign Personnel to provide assistance to partner agencies if requested
- Continue monitoring cases
- Establish rules/regulations for biosecurity for all PNP facilities

HOTZONE CHECKLIST

PNP OPERATION DUTIES INSIDE THE HOTZONE

- Maintain Peace and Order
- Provide Security for Requesting agency
- Conduct normal Police operations but personnel should use appropriate PPEs & appropriately briefed on Preventive Measures
- Health Service will provide free protection and Healthcare
- Assist in the overall Pandemic response effort

RAPID CONTAINMENT CHECKLIST 2

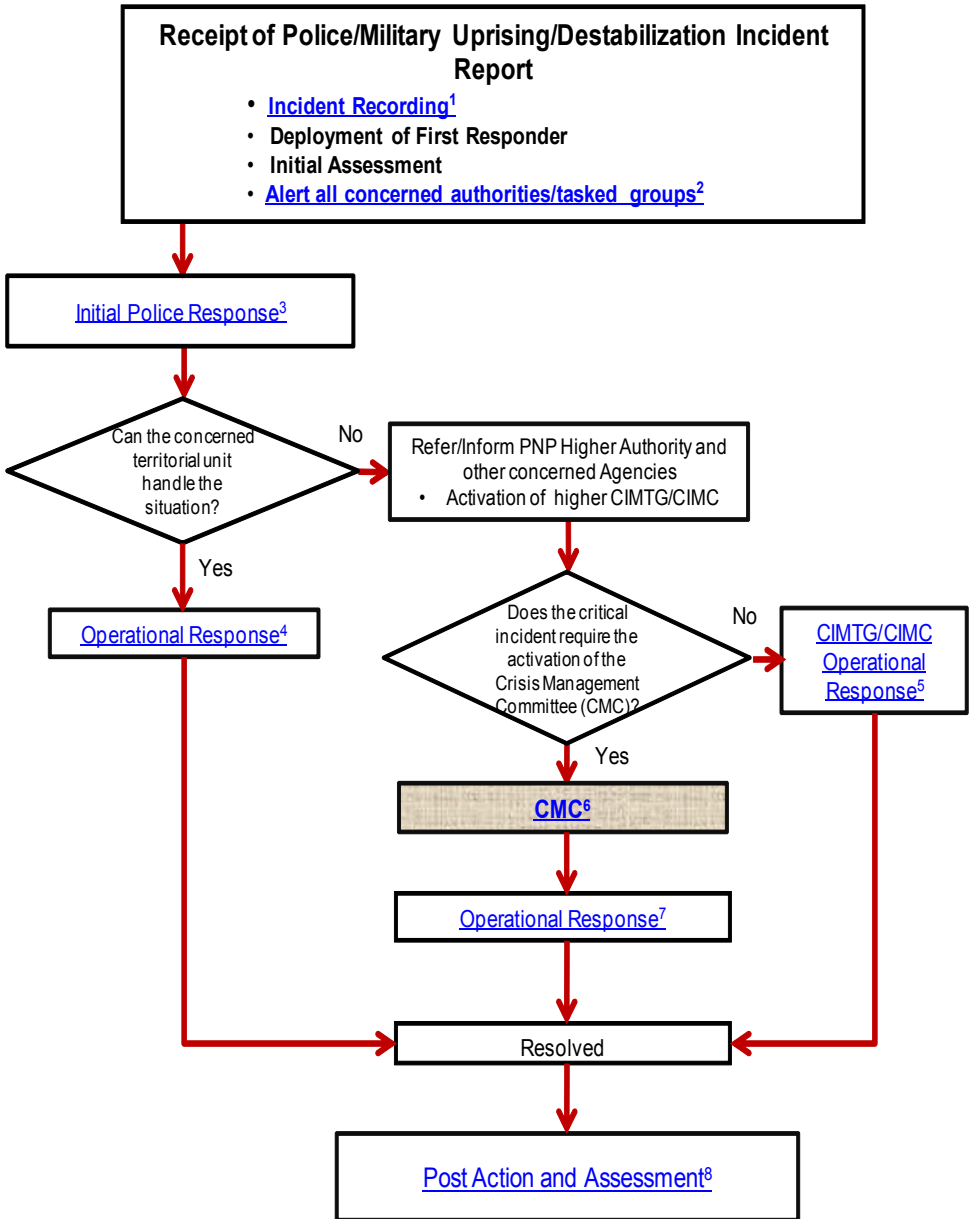
- Activate CIMT for Epidemics
- Coordinate with concerned agencies (DOH, DA)
- Conduct threat analysis and formulate force protection guidelines and issue to all personnel
- Procure appropriate PPEs
- Establish a composite PNP Unit for rapid containment composed of line and technical personnel from:
 - ❖ PNP HS
 - ❖ PNP CL
 - ❖ SAF, Maritime Group, RMG and other Line Units
- Conduct training
- Deploy when needed and requested

6. Post Action and Assessment:

- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed

- Appropriate training of personnel
- Suitability of equipment used
- Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF POLICE/MILITARY UPRISING/DESTABILIZATION INCIDENT



MANAGEMENT OF POLICE/MILITARY UPRISING/DESTABILIZATION INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer performs the following:

- Incident recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who/what are involved? (groups) _____
 - Who are the leaders/organizers? _____
 - Estimated number of groups: _____
 - Time and duration of the military uprising/destabilization: _____
 - Where is the staging area of the military uprising/destabilization?

 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report, the First Responder shall:
 - ❖ Identify exact location of incident/crime
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene, the First Responder shall:
 - ❖ Conduct incident/crime scene safety and assessment
 - ❖ Notify higher headquarters of the situation
 - ❖ Perform life saving measures, if necessary
 - ❖ Conduct incident/crime scene security and control

2. Alert all concerned authorities/tasked groups

- COP/CD/PD/ RD-PRO
- Chairman, CMC/local POC
- Heads of other concerned agencies
- C, PNP, if necessary
- Executive Secretary-Chairman, Standing Committee for National Crisis Management (SCNCM) if necessary

3. Initial Police Response:

- Conduct intelligence build-up on the following:
 - ❖ Groups/sectors
 - ❖ Leaders and core groups
 - ❖ Source of funds and logistics
 - ❖ Linkages
 - ❖ Strength
 - ❖ Location of safe houses of coup plotters
- Act as initial negotiator, if applicable
- Continue to assess ground situation

- Render situation update

4. Operational Response:

- Contain the incident as much as possible
- Isolate the enemies and ensure that their influence will be limited. Prevent them from exploiting the media
- Evacuate persons that may be affected to avoid civilians from being caught in the crossfire
- Negotiate for the surrender if possible
- Apprehend suspected leaders and members of the group
- Gather evidences that will warrant filling of criminal charges
- Mitigate the impact of the incident
- Manage the media properly

5. CIMC/CIMTG Operational Response

- The Tactical Ground Commander:
 - Establishes Tactical Command Post (TCP) and designate STG Commander and its members
 - Establishes Media Center and designate Incident Spokesperson
 - Provides the information required in the investigation and follow-up police operation
 - Supervises the mobilization of Emergency Medical Services (EMS)
 - Supervises relief efforts for the affected persons
 - Initiates legal action

6. Activation of CMC

- Upon the activation of the CMC, the Chairman, CMC shall:
 - Assume responsibility over the crisis situation
 - ❖ Designate On-Scene/Ground Commander
 - ❖ Activate Crisis Management Operations Center (CMOC)
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies to address the operational demands
 - Ensure all government actions are coordinated and complementary

7. Operational Response:

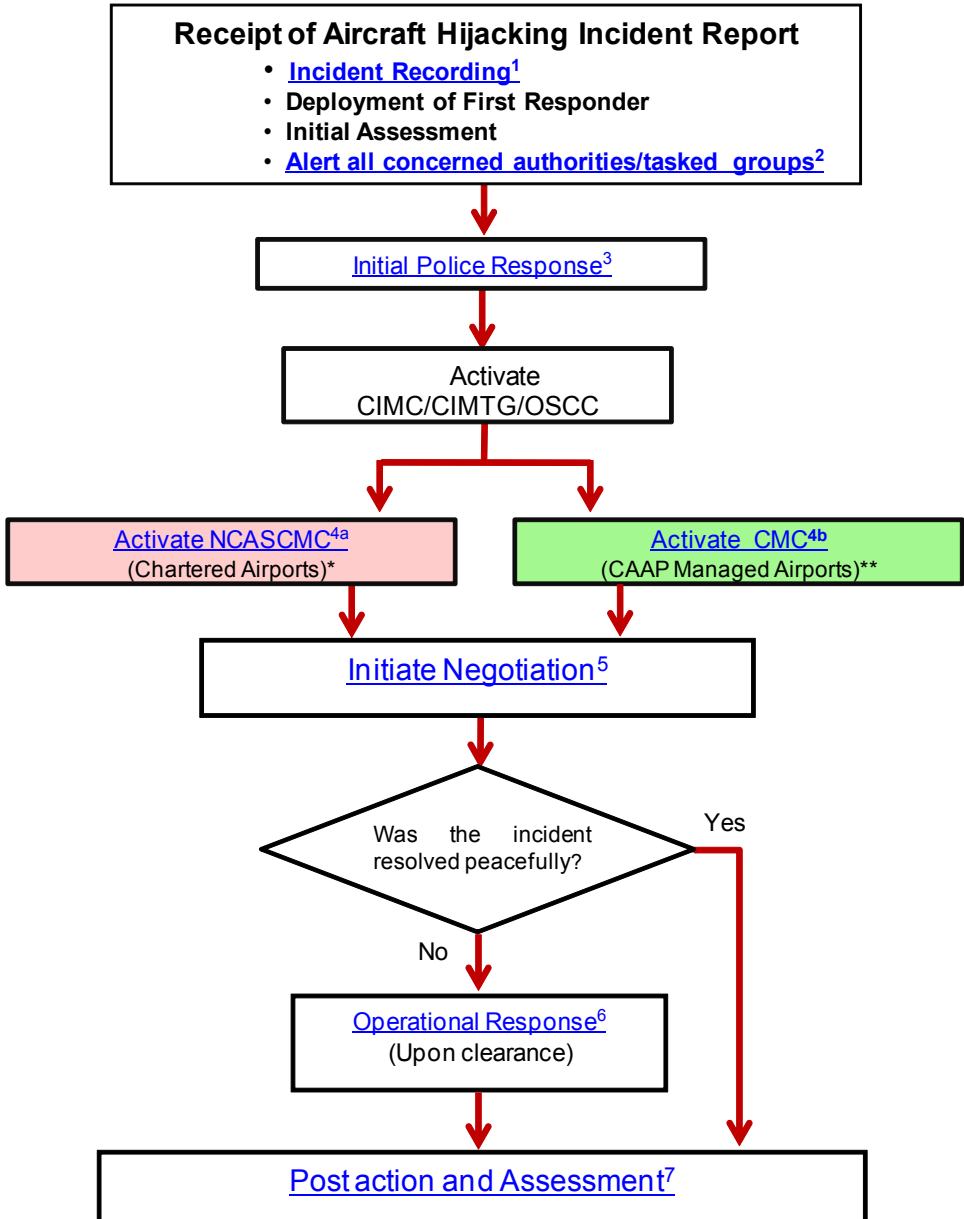
- Contain the incident as much as possible
- Isolate the enemies and ensure that their influence will be limited. Prevent them from exploiting the media
- Evacuate persons that may be affected to avoid civilians from being caught in the crossfire
- Negotiate for the surrender if possible
- Mitigate the impact of the incident
- Apprehend suspected leaders and members of the group
- Gather evidences that will warrant filling of criminal charges

- Conduct of investigation shall be done in order to determine the civil liability of those who participated
- Manage the media properly

8. Post action and assessment:

- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF AIRCRAFT HIJACKING INCIDENT



*Chartered Airports – MIAA, MCIAA, SBMA, CIAC

**CAAP Managed Airports - all other airports

- Unusual pools of liquid
 - Unusual odors
 - Dead animals, insects, vegetation
 - Large number of casualties and amount of damage
 - Isolate the incident scene, evacuate the victims in a holding area for quarantine in coordination with other emergency services
 - Secure, protect and preserve the incident scene
 - Control sightseers and traffic flow
 - Do not go any closer than absolutely necessary
 - Apprehend suspect(s), if any
- Investigator-on-Case (IOC)
 - Assumes responsibility over the crime scene upon arrival
 - Conducts assessment of the crime scene
 - Conducts interviews and gather information. Jots down important facts and maintain record
 - Looks for other witnesses
 - Requests for technical assistance in crime scene processing from CBRN experts
 - Briefs the HAZMAT Team Leaders on the initial information gathered about the crime incident
 - Conducts documentation (Photography, Sketching, note taking, videography)
 - Tags and documents pieces of evidence collected by the HAZMAT Team
 - Evaluates evidence and interrogation results at the Crime Scene
 - Ensures the custody and transport of pieces of evidence by designated Evidence Custodian
 - Requests laboratory examination of evidence as necessary
 - Examines the recovered physical evidence by PNP Crime Laboratory SOCO upon clearance by Hazmat Team of contamination
 - Ensures that appropriate inventory is maintained and provided
 - Releases the crime scene only after the completion of the final survey, proper documentation, decontamination and written clearance from competent authorities
 - Records casualties
 - Supervises family liaising
 - CBRN/Hazmat Teams' Action
 - Save lives through search and rescue
 - Render humanitarian services
 - Manage safety concerns within the inner cordon
 - Put out fire, if necessary
 - Seek technical/scientific advice from experts regarding HAZMAT incidents
 - Conduct salvage, safety and damage control
 - Perform risk assessment of the affected area
 - Keep an action plan
 - Maintain a list of people who enter the incident site

~~□ Assess the type of hazardous materials at the incident site~~

3. Initial police response:

- Control the different access points
- Assess the establishment of inner and outer perimeter security
- Advise control tower to direct pilot in command to bring the aircraft to Isolated Parking Area (IPA)
- Initiate counter intelligence operation
- Activate Emergency Operations Center (EOC)
- Deploy Snipers, Negotiation Team, Tactical Teams, and other Support Groups

4. Activation of CMC/NCASCMC

- Activation of National Civil Aviation Security Crisis Management Committee (NCASCMC)*, for chartered airports, including the following
 - On-Site Coordinating Committee
 - Critical Incident Management Task Group (CIMTG)
 - Emergency Operations Center (EOC) and ACP
 - Negotiation Team
- Activation of CMC
Upon the activation of the CMC, the Chairman, CMC shall designate On-Scene/Ground Commander and activate Crisis Management Operations Center (CMOC) for CAAP managed airports.

5. Initiate Negotiation:

- Designate Hostage Negotiator
- Set an organized approach and pace of negotiation
- Establish communication with the hijackers/suspects
- Identify hijackers and determine their weapons
- Identify and account passengers being held hostage
- Determine motives, objectives and demands of hijackers
- Seek the safe release of the hostages
- Provide the intelligence information required to support tactical operations and subsequent investigation and follow-up operations

6. Operational Response:

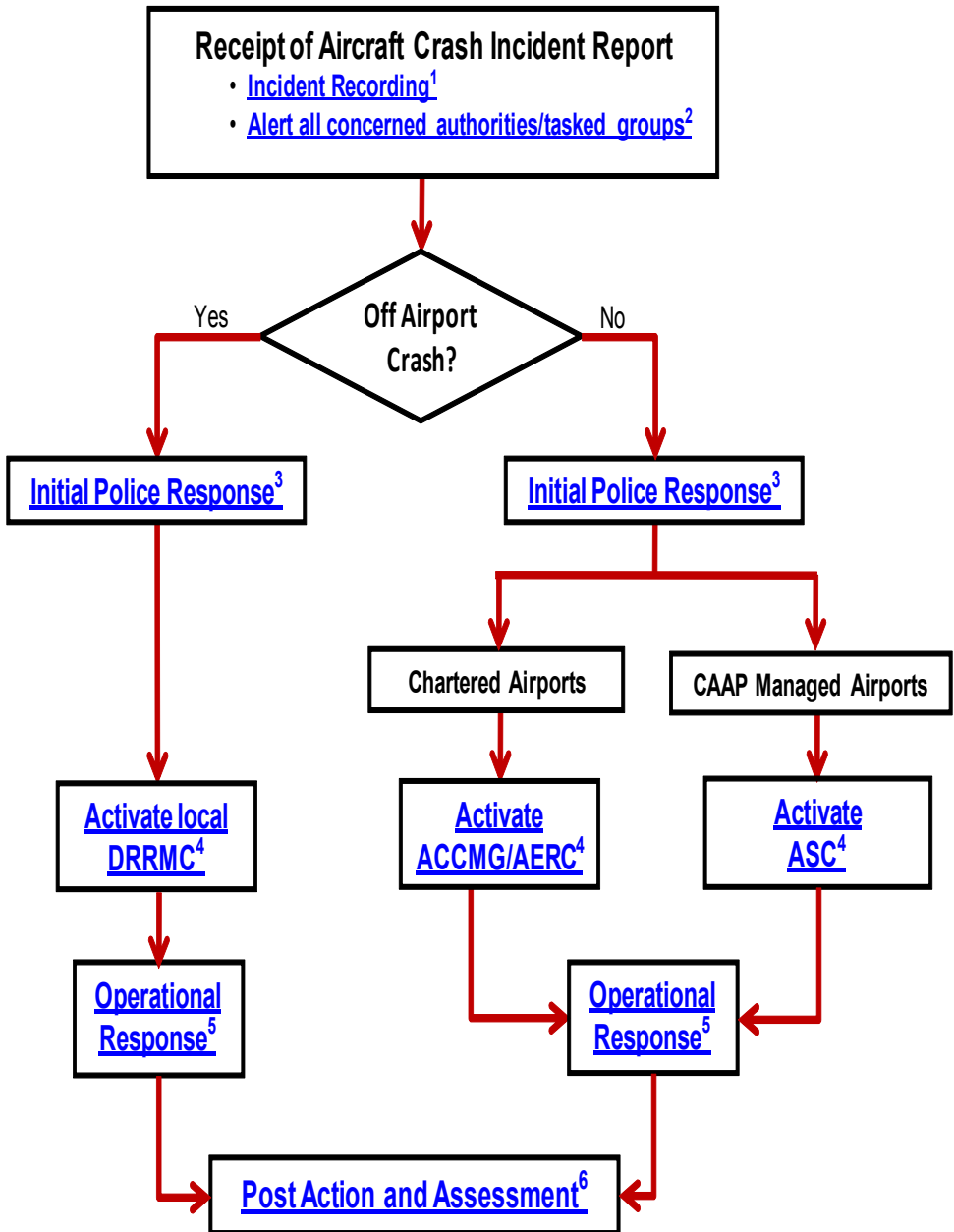
- Pre-assault:
 - Request clearance for the implementation of final option from the CMC/(NCASCMC as approved by the President)
 - Alert tactical team/s
 - Ground Commander to conduct pre-assault briefing to all support unit heads
 - SOCO to brief the members of the tactical teams re evidence preservation
 - Chief tactical team to conduct pre assault briefing of his members
 - Ensure frangible ammunition to minimize bullet penetration

- Develop emergency assault plan and conduct rehearsals in an aircraft similar to the hijacked plane
- Assault:
 - Deploy assault teams to neutralize the suspects
 - Employ cover and concealment
 - Assault execution upon signal
 - Avoid friendly fire hazards
 - Deploy back-up forces
 - Preserve evidence

7. Post Action and Assessment:

- Contain/check if the area still poses imminent danger
- Recover and bring all passengers to the holding area for processing
- Segregate and physically examine all passengers
- Account and evacuate the wounded to the nearest hospital
- Secure the area to preserve the crime scene
- Panel the aircraft and its vicinity for possible presence of explosives
- Conduct scene of the crime operations
- Interview/Investigate/debrief crew and passengers
- Account personnel and equipment
- Redeploy to the tactical holding area and return to base
- Investigate and file appropriate charge/s in court against the hijackers/hostage takers as evidence warrant
- Conduct follow-up operations
- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF AIRCRAFT CRASH INCIDENT



MANAGEMENT OF AIRCRAFT CRASH INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer performs the following:

- Incident recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who are involved? (Perpetrators/Victims) (Who) _____
 - Nature of incident (What) _____
 - Time and date of incident (When): _____
 - Location of incident (Where): _____
 - Flight details: _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report, the First Responder shall:
 - ❖ Identify exact location of incident/crime
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene, the First Responder shall:
 - ❖ Conduct incident/crime scene safety and assessment
 - ❖ Notify higher headquarters of the situation
 - ❖ Perform life saving measures, if necessary
 - ❖ Conduct incident/crime scene security and control

2. Inform and alert the following:

- Within NCR:
 - COP/DD/RD NCRPO
 - LCE
 - Dir, AvSeGroup
 - GM, MIAA
 - Administrator, OTS
 - Dir. General, CAAP
 - Other concerned Agencies (PCG/PN/PAF/PA/PNP-MG/BFP/MMDA etc.)

- Outside NCR:
 - COP/PD/RD, PRO
 - LCE/DRRMC
 - PNP-AvSeGroup
 - CAAP/Airport Manager
 - Other concerned Agencies (PCG/PN/PAF/PA/PNP-MG/BFP etc.)

3. Initial police response:

In responding to this kind of incident, the first responder shall ensure that there is no threat to his safety and security against hazards such as chemical spill, possible explosions and fire by wearing safety gears (combat shoes, helmet, gloves, and eye protectors).

- **In case of Land Crash (Off-Airport):**

- **Category 1 (with survivors)**

- ❖ Assist in extricating the victims from the scene, away from the fire
 - ❖ Assist in the evacuation priorities of victims for medical attention
 - ❖ Cordon, secure and preserve the crash site
 - ❖ Coordinate/follow-up assistance from other responding units
 - ❖ Establish ACP in coordination with local officials
 - ❖ Conduct initial interview of survivors, witnesses and account number of victims
 - ❖ Document (take photographs/video) the scene and victims
 - ❖ Conduct briefing to the lead investigating authority prior to turn-over of responsibility
 - ❖ Prepare and submit incident report

- **Category 2 (without survivors)**

- ❖ Cordon, secure and preserve the crash site
 - ❖ Coordinate/follow-up assistance from other responding units
 - ❖ Establish ACP in coordination with local officials
 - ❖ Conduct initial interview of witnesses and account number of fatalities
 - ❖ Document (take photographs/video) the scene and victims
 - ❖ Conduct briefing to the lead investigating authority prior to turn-over of responsibility
 - ❖ Prepare and submit incident report

- **In case of Land Crash (On-Airport):**

- **Local PNP:**

- ❖ Coordinate with PNP-AvSeGroup
 - ❖ Render police assistance
 - ❖ Submit initial report

- **PNP-AvSeGroup:**

- ❖ Assist in securing and preserving the crash site
 - ❖ Assist in extricating victims from the scene, away from the fire
 - ❖ Assist in determining the evacuation priorities of victims for medical attention
 - ❖ Coordinate/follow-up assistance from other responding units
 - ❖ Conduct initial interview of survivors, witnesses and account number of victims
 - ❖ Document (take photographs/video) the scene and victims
 - ❖ Conduct briefing to the lead investigating authority prior to turn-over of responsibility
 - ❖ Submit initial report

*Note: *Chartered and CAAP managed airports have their own contingency and emergency plans, embodied in their respective Airport Security Program (ASP) as specified under the National Civil Aviation Security Program (NCASP).*

** Undershoot/Overshoot crash landing, if within the immediate proximity of the airport complex is considered as “on-airport crash landing”.*

- **In case of Water Crash:**

- Mobilize local folks, all available allied units and force multipliers with watercrafts/water assets and proceed to the crash site
- Rescue victims on-site and determine their evacuation priorities for medical attention
- Exert efforts to preserve the crash site and secure passengers personal effects if possible
- Coordinate/follow-up assistance from other responding units
- Establish ACP within the nearest shoreline in coordination with local officials
- Conduct initial interview of survivors, witnesses and account number of victims
- Document (take photographs/video) the scene and victims
- Conduct briefing to the lead investigating authority prior to turn-over of responsibility
- Prepare and submit incident report

4. Activation of ACCMG/ASC/Local DRRMC

- **On-Airport**

- Activation of Airport Crisis Control Management Group (ACCMG) for MIAA
- Activation of Airport Emergency Response Committee (AERC) for MCIA, CIAC, SBIA and GPRA
- Activation of Airport Security Committee (ASC) for CAAP Managed Airports

- **Off-Airport**

- The Local Disaster Risk Reduction and Management Council (DRRMC) shall be the OPR on all air crash incidents off-airport.

5. Operational Response:

- **Off-Airport:**

- **Local PNP:**

- ❖ Brief the Chairman of the local DRRMC of the situation and of the action taken in the area
- ❖ Render maximum support to the local DRRMC
- ❖ Render assistance to the lead investigating unit/Aircraft Accident Investigation Board (AAIB/CAAP)
- ❖ Ensure the presence of the SOCO Team and render assistance in the processing of the scene;
- ❖ Conduct interview/investigation in reference to Chapter 3.14.4 of the PNP Criminal Investigation Manual (Investigation Procedures for Aviation Disaster)
- ❖ Perform other tasks as directed

- **PNP-AvSeGroup:**

- ❖ Coordinate with airport authority and other airport stakeholders
- ❖ Send a team of investigators to complement the CAAP-AAIB and the local PNP
- ❖ Perform other tasks as directed

- **On-Airport:**

- **Local PNP:**

- ❖ Coordinate with PNP-AVSEGROUP
 - ❖ Maintain peace and order at the land side area of airport complex
 - ❖ Perform other tasks as directed
 - ❖ Submit report

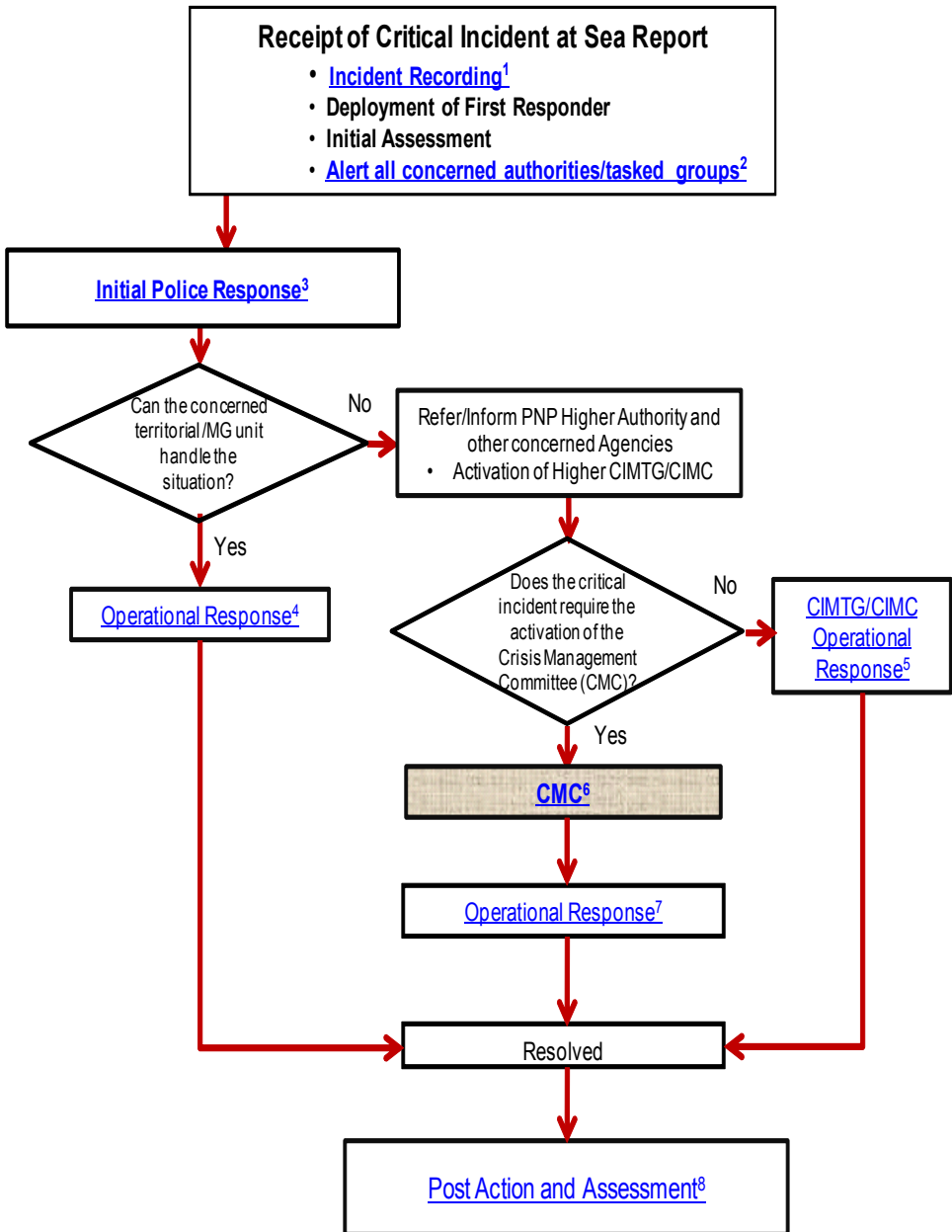
- **PNP-AvSeGroup:**

- ❖ Secure and check the area whether still poses imminent danger
 - ❖ Assist in the rescue, relief and retrieval operations
 - ❖ Assist in identifying and accounting of passengers and crew
 - ❖ Conduct initial interview of survivors (if there's any), witnesses and account number of victims
 - ❖ Document (take photographs/video) the scene and victims
 - ❖ Assist in investigation in coordination with the Aircraft Accident Investigation Board, CAAP
 - ❖ Conduct investigation in reference to Chapter 3.14.4 of the PNP Criminal Investigation Manual (Invest Procedures for Aviation Disaster)
 - ❖ Perform other tasks as directed
 - ❖ Submit report.

6. Post Action and Assessment:

- Conduct debriefing on all involved PNP personnel
- Conduct evaluation to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF CRITICAL INCIDENTS AT SEA



MANAGEMENT OF CRITICAL INCIDENTS AT SEA CHECKLIST

(Sea Mishap/Sea Jacking/Anti Piracy/Hostage Situation)

1. Upon receipt of information, Duty/Desk Officer performs the following:

- Incident Recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who are involved? (Perpetrators/Victims) (Who) _____
 - Nature of incident (What) _____
 - Time and date of incident (When): _____
 - Location of incident (Where): _____
 - Name of vessel/s involve in the incident: _____
 - Name of shipping company involve in the incident: _____
 - Details of Port of Origin and Destination to include Manifest:
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report, the First Responder shall:
 - ❖ Identify exact location of incident/crime
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene, the First Responder shall:
 - ❖ Conduct incident/crime scene safety and assessment
 - ❖ Notify higher headquarters of the situation
 - ❖ Perform life saving measures, if necessary
 - ❖ Conduct incident/crime scene security and control

2. Inform and alert the following:

- Director, Maritime Group, Command Group and members of DIMTG
- Regional Maritime Offices nearest to the incident
- Chief, PNP
- The Directorate for Operations thru National Operations Center
- Philippine Coast Guard (PCG)
- Maritime Industry Authority (MARINA)
- Philippine Ports Authority (PPA)
- Local Government Agency (LGA)
- Shipping company involve in the incident
- Other concerned agencies

3. Initial Police Response:

- Conduct preliminary evaluation of the incident scene
- Secure the incident scene
- Conduct Search and Rescue Operations if needed

- Administer life saving measures by giving necessary first aid to the injured and medical evacuation when necessary
- Stay in the incident scene for the maintenance of security, crowd control and preservation of evidence until such time the investigation is completed
- Cordon the incident scene by continuous patrolling or putting available materials like floating containers, ropes and bouy
- Prevent entry of unauthorized vessels within the cordoned area
- Do not go any closer than absolutely necessary
- Record information gathered and arrival time
- Prepare to brief the investigator on the initial data gathered upon his arrival

4. Operational Response

- Assume responsibility over the incident scene upon arrival
- Conduct assessment of the incident scene
- Conduct interviews and gather information. Jot down important facts and maintain record
- Locate and took custody of Boat Captain to include key personnel aboard the vessel
- Look for other witnesses
- Evaluate evidence and interrogation results at the incident scene
- Custody and transport of pieces of evidence by designated Evidence Custodian
- Request laboratory examination of evidence as necessary
- Lifting of the cordon at the crime scene will be accomplished only after completion of the final survey, proper documentation, and clearance from concerned authorities
- Release of the incident scene shall be in writing with the notion that there is only one chance to perform the job correctly and completely
- Identification of rescued person/s and casualties
- File appropriate criminal charges to the person/s who are found liable to the incident
- Family liaison

5. CIMC/CIMTG Operational Response

- Assist in identifying and accounting of passengers and crew
- Deployment of Technical and Communication Teams
- Contain the area/check whether the area still poses imminent danger
- Conduct interview/investigation/debriefing of survivors, if practicable

6. Activation of CMC

- Upon the activation of the CMC, the Chairman, CMC shall:
 - Assume responsibility over the crisis situation
 - ❖ Designate On-Scene/Ground Commander
 - ❖ Activate Crisis Management Operations Center (CMOC)
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies to address the operational demands

- Ensure all government actions are coordinated and complementary

7. Operational Response

- Assist in identifying and accounting of passengers and crew
- Deployment of Technical and Communication Teams
- Contain the area/check whether the area still poses imminent danger
- Conduct interview/investigation/debriefing of survivors, if practicable
- Neutralize the situation

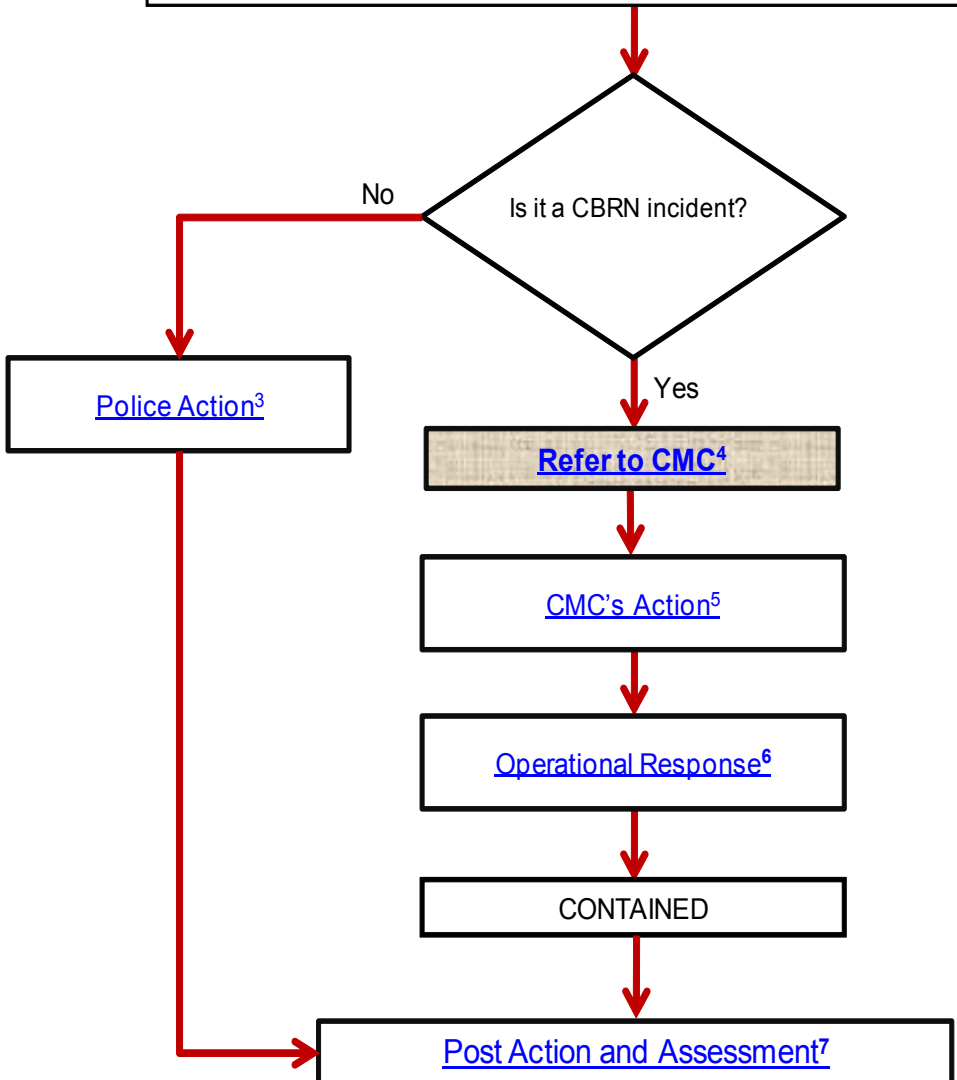
8. Post Action and Assessment

- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF CBRN RELATED INCIDENT

Receipt of CBRN Related Incident Report

- [Incident Recording¹](#)
- Deployment of First Responder
- Initial Assessment
- [Alert all concerned authorities/tasked groups²](#)



MANAGEMENT OF CBRN RELATED INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer performs the following

- Incident Recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who are involved? (Perpetrators/Victims) (Who) _____
 - Nature of incident (What) _____
 - Time and date of incident (When): _____
 - Location of incident (Where): _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____
- Deployment of First Responder:
 - Upon receipt of the report, the First Responder shall:
 - ❖ Identify exact location of incident/crime
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene, the First Responder shall:
 - ❖ Conduct incident/crime scene safety and assessment
 - ❖ Notify higher headquarters of the situation
 - ❖ Perform life saving measures, if necessary
 - ❖ Conduct incident/crime scene security and control

2. Notify/Alert all concerned authorities/tasked groups

- Territorial Units, COP/CD/PD/ RD-PRO
- DILG, DND, PNP-HS, EOD, EMS, OCD
- BFP, PNRI, DOST, DENR, DOH, DA, DSWD, DPWH, DBM, DOF, DOLE
- Chairman, CMC/local POC
- Other concerned agencies and law enforcement units as maybe appropriate or needed
- Executive Secretary-Chairman, Standing Committee for National Crisis Management (SCNCM) if necessary

3. Initial Police Response

- First Responders' Action:
 - Assess the situation by determining the presence of CBRN attack/incident indicators:
 - Many casualties with similar symptoms
 - Abandoned spraying devices or packages
 - Suspicious package
 - Abandoned protective equipment
 - Unusual fogs, clouds or mists

- Unusual pools of liquid
 - Unusual odors
 - Dead animals, insects, vegetation
 - Large number of casualties and amount of damage
 - Isolate the incident scene, evacuate the victims in a holding area for quarantine in coordination with other emergency services
 - Secure, protect and preserve the incident scene
 - Control sightseers and traffic flow
 - Do not go any closer than absolutely necessary
 - Apprehend suspect(s), if any
- Investigator-on-Case (IOC)
 - Assumes responsibility over the crime scene upon arrival
 - Conducts assessment of the crime scene
 - Conducts interviews and gather information. Jots down important facts and maintain record
 - Looks for other witnesses
 - Requests for technical assistance in crime scene processing from CBRN experts
 - Briefs the HAZMAT Team Leaders on the initial information gathered about the crime incident
 - Conducts documentation (Photography, Sketching, note taking, videography)
 - Tags and documents pieces of evidence collected by the HAZMAT Team
 - Evaluates evidence and interrogation results at the Crime Scene
 - Ensures the custody and transport of pieces of evidence by designated Evidence Custodian
 - Requests laboratory examination of evidence as necessary
 - Examines the recovered physical evidence by PNP Crime Laboratory SOCO upon clearance by Hazmat Team of contamination
 - Ensures that appropriate inventory is maintained and provided
 - Releases the crime scene only after the completion of the final survey, proper documentation, decontamination and written clearance from competent authorities
 - Records casualties
 - Supervises family liaising
- CBRN/Hazmat Teams' Action
 - Save lives through search and rescue
 - Render humanitarian services
 - Manage safety concerns within the inner cordon
 - Put out fire, if necessary
 - Seek technical/scientific advice from experts regarding HAZMAT incidents
 - Conduct salvage, safety and damage control
 - Perform risk assessment of the affected area
 - Keep an action plan
 - Maintain a list of people who enter the incident site
 - Assess the type of hazardous materials at the incident site
 - Decide whether to call-in other experts
 - Ensure that there are no combustible materials which can aggravate the situation

- Maintain emergency services throughout the affected area
- Facilitate the return to normalcy at the earliest time possible

4. Activation of CMC

Upon the activation of the CMC, the Chairman, CMC shall designate On-Scene/Ground Commander and activate Crisis Management Operations Center (CMOC).

5. CMC's Actions:

- Incident response
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies
 - Ensure all government actions are coordinated and complementary
- Relief and rehabilitation
 - Direct the mobilization of necessary government resources
 - Set the mode of inter-operability between concerned agencies
 - Ensure all government actions are coordinated and complementary

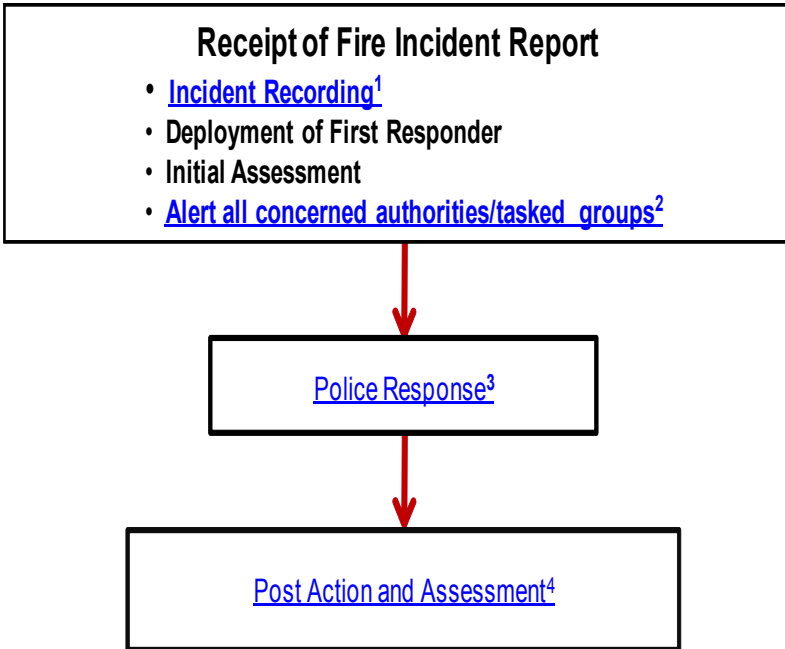
6. Operational Response

- The On-Scene/Ground Commander:
 - Designates Sub-Task Group (STG) Commanders and its members
 - Establishes On-Scene Command Post (OSCP)
 - Establishes Media Center and designates Incident Spokesperson who will:
 - Identify limitations of media movement in their designated area
 - Give periodic updates on the incident
 - Issue press releases and conduct press conference
 - Provides information required in the investigation and follow-up police operation
 - Initiates legal action
 - Coordinates with other CBRN experts for technical support

7. Post Action and Assessment

- Conduct debriefing on all involved personnel
- Conduct critique to determine the following:
 - Effectiveness of organization, systems and procedures employed
 - Appropriate training of personnel
 - Suitability of equipment used
 - Technical investigative capability
- Handling of media and management of press releases
- Lessons learned and best practices
- Documentation

MANAGEMENT OF CBRN RELATED INCIDENT



MANAGEMENT OF FIRE INCIDENT CHECKLIST

1. Upon receipt of information, Duty/Desk Officer performs the following:

- Incident recording:
 - Name and contact number of informant: _____
 - Name of person who received the information: _____
 - Time and date of the report/call: _____
 - Who are involved? (Perpetrators/Victims) (Who) _____
 - Nature of incident (What) _____
 - Time and date of incident (When): _____
 - Location of incident (Where): _____
 - Other pertinent/significant information (How and Why): _____
 - To whom the report was relayed for action? _____

- Deployment of First Responder:
 - Upon receipt of the report, the First Responder shall:
 - ❖ Identify exact location of the fire incident
 - ❖ Notify Higher Headquarters of the situation
 - Upon arrival at the scene, the First Responder shall:
 - ❖ Conduct incident scene safety and assessment
 - ❖ Notify Higher Headquarters of the situation
 - ❖ Conduct incident scene security and control
 - ❖ Conduct traffic management

2. Alert all concerned authorities

- COP/CD/DD/PD/ RD-PRO
- Local Electric Power providers (e.g. MERALCO, local electric cooperatives, etc)
- Emergency Medical Services and Hospitals, if necessary
- Chairman, CMC/local POC

3. Police Response:

- Inform BFP and other rescue and emergency medical services (EMS)
- Inform immediate commander of the situation
- Assist BFP and other rescue and emergency medical services in the evacuation
- Manage/control the crowd/spectators
- Maintain traffic management
- Protect fire fighters from physical harm by the fire victims
- Monitor and apprehend possible looters
- Assist in the preservation of affected area for the subsequent investigation
- Coordinate with the BFP for facts about the incident
- Gather information in support to BFP investigation
- Assist in relief operations
- Render situation report as necessary

ABBREVIATIONS

AAIB - Aircraft Accident Investigation Board
ACCMG - Airport Crisis Control Management Group
ACP – Advance Command Post
AERC - Airport Emergency Response Committee
AFP – Armed Forces of the Philippines
ASC – Airport Security Committee
ASP - Airport Security Program
AVSEGROUP – Aviation Security Group
BFP – Bureau of Fire Protection
CAAP – Civil Aviation Authority of the Philippines
CBRN – Chemical, Biological, Radiological and Nuclear
CDM – Civil Disturbance Management
CG – Criminal Group
CIAC – Clark International Airport Corporation
CIDG – Criminal Investigation and Detection Group
CIMC – Critical Incident Management Committee
CIMTG – Critical Incident Management Task Group
CMC – Crisis Management Committee
CMOC – Crisis Management Operations Center
COP – Chief of Police
DA – Department of Agriculture
DBM – Department of Budget and Management
DD – District Director
DENR – Department of Environment and Natural Resources
DILG – Department of Interior and Local Government
DIMTG – Disaster Incident Management Task Group
DND – Department of National Defense
DOF – Department of Finance
DOH – Department of Health
DOLE – Department of Labor and Employment
DOST – Department of Science and Technology
DPWH – Department of Public Works and Highways
DRRMC – Disaster Risk Reduction and Management Council
DSWD – Department of Social Welfare and Development
EMS – Emergency Medical Services
EOC – Emergency Operations Center
EOD – Explosive and Ordnance Division
GM – General Manager
GPRA – Godofredo P Ramos Airport
HAZMAT – Hazardous Material
HPG – Highway Patrol Group
HS – Health Service
IOC – Investigator-on-Case
IPA – Isolated Parking Area
JTF – Joint Task Force

LCE – Local Chief Executive
LDRRMC – Local Disaster Risk Reduction and Management Council
LGA – Local Government Agency
LGU – Local Government Unit
MARINA – Maritime Industry Authority
MCIA – Mactan Cebu International Airport
MCIAA - Mactan Cebu International Airport Authority
MEDEVAC – Medical Evacuation
MG – Maritime Group
MIAA – Manila International Airport Authority
MMDA – Metropolitan Manila Development Authority
NCASCMC – National Civil Aviation Security Crisis Management Committee
NCASP - National Civil Aviation Security Program
NCR – National Capital Region
NCRPO – National Capital Region Police Office
NHQ – National Headquarters
NOC – National Operations Center
OCD – Office of Civil Defense
OCG – Organized Crime Group
OPR – Operator
OSCP – On-Scene Command Post
OTS – Office for Transportation Security
PA – Philippine Army
PACER – Presidential Anti-Crime Emergency Response
PAF - Philippine Air Force
PBI – Post-Blast Investigator
PCAS – Police Center for Aviation Security
PCG – Philippine Coast Guard
PD – Provincial Director
PN – Philippine Navy
PNP – Philippine National Police
PNRI – Philippine Nuclear Research Institute
POC – Peace and Order Council
PPA – Maritime Industry Authority
PRO – Police Regional Office
RD – Regional Director
RSP – Render Safety Procedure
SAR – Search and Rescue
SBIA – Subic Bay International Airport
SBMA – Subic Bay Metropolitan Authority
SCNCM – Standing Committee for National Crisis Management
SOCO – Scene of the Crime Operations
STG – Sub-Task Group
SWAT – Special Weapons and Tactics
TCP – Tactical Command Post
TEU – Traffic Enforcement Unit
TIOC – Traffic Investigator-on-Case

Chapter 4. Section One, of the Crisis Management Manual adopted on November 15, 2000 is hereby amended dated 22 Mach 2011 to read as follows:

CHAPTER 4

CRISIS MANAGEMENT ORGANIZATION

Section One. NATIONAL LEVEL ORGANIZATION

4.1 General

As a matter of policy, natural calamities and disasters shall be the responsibility of the National Disaster Risk Reduction Management Council (NDRRMC) while man-made crises shall be addressed in accordance with this memorandum order.

- 4.1.1. For purposes of this order, a crisis or emergency is defined as a situation arising from an incident or a series of incidents of grave national importance with implications on national security including those with serious diplomatic, political, and peace and order ramifications. This shall be the responsibility of the Standing Committee for National Crisis Management.
- 4.1.2. For this purpose, a permanent Cabinet Cluster to address this type of crisis/emergency is established to be called the Standing Committee for National Crisis Management (SCNCM). It shall be composed of the following:

Chairman: Executive Secretary

Members:

Vice President

Secretary of Foreign Affairs

Secretary of National Defense

Secretary of the Interior and Local Government

Secretary of Justice

Secretary of Health

Secretary of Social and Welfare and Development

Secretary of Finance

National Security Adviser

Head/s, Communications Group

- 4.1.3. The SCNCM shall served as the policy and decision making body for crisis prevention and management. The SCNCM shall provide the President with updates on developments concerning as a crisis or emergency and decision inputs on the resolution of-such crisis or The Head/s, Communication Group shall develop an appropriate Crisis/Emergency Communications Plan which shall be implemented and strictly adhered to by the SCNCM, NCMC and all other government officials or agents.

4.2. Peace and Order Councils

- 4.3.1. As a general rule, the Peace an Order Councils (POC), which were reorganized under Executive Order No. 309, series 1987, as amended, shall serve as the operational or implementing arm of the SCNCM at the regional, provincial, city or municipality, and barangay level.
- 4.3.2. For this purpose, the POCs shall organize at the regional, provincial city or municipality and barangay leves Crisis Management Committees (CMC) whose structure is similar to that provided for in this order. In the case of Metro Manila, the MMDA Chairman or whoever is designated by the President as Chairman of the Regional POC shall serve as Chairman of the regional CMC.
- 4.3.3. The local CMC shall be responsible for mobilizing resources, coordinating inter-agency or government efforts; ensuing that the operational demands during the crisis period are met and all actions are coordinated and complementary at the local level. The local CMC shall provide timely and verified reports at regular intervals to the SCNCM.

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