



Version 2.0, April 2018

**STANDARD OPERATING PROCEDURE FOR REGIONAL
STANDBY ARRANGEMENTS AND COORDINATION OF
JOINT DISASTER RELIEF AND EMERGENCY
RESPONSE OPERATIONS
(SASOP)**



ONE ASEAN ONE RESPONSE

RECORD OF CHANGES

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CONTENTS

LIST OF ACRONYMS & ABBREVIATIONS

I. INTRODUCTION

II. INSTITUTIONS

- A. Parties**
- B. AHA Centre**
- C. ASEAN Emergency Response and Assessment Team (ERAT)**
- D. Joint Operations and Coordination Centre of ASEAN (JOCCA)**

III. DISASTER PREPAREDNESS

- A. Designation of National Focal Points and Competent Authorities**
- B. Inventory of Earmarked Assets and Capacities**

IV. ASSESSMENT AND MONITORING

- A. Notification of Disaster**
- B. Situation Updates**

V. EMERGENCY RESPONSE

- A. Request for Assistance/Offer of Assistance**
- B. Joint Assessment of Required Assistance**

C. Mobilisation of Assets and Capacities

- (i) Response Time
- (ii) Customs, Immigration and Quarantine
- (iii) Briefing and Coordination

D. On-Site Deployment of Assets and Capacities

E. Direction and Control of Assistance

F. Disaster Situation Update

G. Demobilisation of Assistance

H. Updating

I. Review of Operations, Experiences and Lessons Learnt

VI. FACILITATION AND UTILISATION OF MILITARY ASSETS AND CAPACITIES

VII. ANNEXES

Annex A - Designation of National Focal Points and Competent Authorities

Annex B - AJDRP Module 1. Search and Rescue

Annex C - AJDRP Module 2. Water, Sanitation, and Hygiene Services

Annex D - AJDRP Module 3. Health and Medical Services

Annex E - AJDRP Module 4. Food Assistance

Annex F - AJDRP Module 5. Non-Food Items (NFIs)

Annex G - AJDRP Module 6. Early Recovery

- Annex H - AJDRP Module 7. Logistics
- Annex I - AJDRP Module 8. Emergency Telecommunications
- Annex J - AJDRP Module 9. Expertise

- Annex K - "Update" to the AHA Centre
- Annex L - "Update" from the AHA Centre
- Annex M - "Offer" of Assistance
- Annex N - Contractual Arrangements for Assistance
- Annex O - "End of Mission" from Assisting Entity to the AHA Centre

LIST OF ACRONYMS & ABBREVIATIONS

AADMER	-	ASEAN Agreement on Disaster Management and Emergency Response
AHA Centre	-	ASEAN Coordinating Centre for Humanitarian Assistance on disaster management
ARDEX	-	ASEAN Regional Disaster Emergency Response Simulation Exercises
CA	-	Competent Authorities
CIQ	-	Customs, Immigration and Quarantine
DELSA	-	Disaster Emergency Logistics System for ASEAN
DMRS	-	Disaster Monitoring and Response System
ERAT	-	Emergency Response and Assessment Team
INSARAG	-	International Search and Rescue Advisory Group
ICLT	-	In-Country Liason Team
JOCCA	-	Joint Operation and Coordination Centre of ASEAN
NFP	-	National Focal Point
OCHA	-	Office for the Coordination of Humanitarian Affairs
OSOCC	-	On-site Operations and Coordination Centre
SAR	-	Search and Rescue
SOP	-	Standard Operating Procedure
UN	-	United Nations
UNDAC	-	United Nations Disaster Assessment and Coordination

- USAR** - Urban Search and Rescue
- ASEAN WebEOC** - **ASEAN Web Emergency Operation Centre**

I. INTRODUCTION

1. ASEAN Member States signed the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) on 26 July 2005 in Vientiane, Lao PDR. The Agreement seeks to provide effective mechanisms to achieve substantial reduction of disaster losses in the social, economic, and environmental assets of the Parties, and to jointly respond to disaster emergencies through concerted national efforts and intensified regional and international cooperation.
2. To ensure preparedness for effective response, the Agreement requires for the establishment of the ASEAN Standby Arrangements for Disaster Relief and Emergency Response where Parties, on a voluntary basis, shall identify and earmark assets and capacities which may be made available and mobilised for disaster relief and emergency response¹.
3. The Agreement also requires the preparation of this Standard Operating Procedure that shall guide the actions of Parties and the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) in implementing (i) the regional standby arrangements for disaster relief and emergency response; (ii) the utilisation of military and civilian personnel, transportation and communication equipment, facilities, goods and services, and the facilitation of their trans-boundary movement; and (iii) the co-ordination of joint disaster relief and emergency response operations².
4. This Standard Operating Procedure (SOP) provides (i) the guides and templates to initiate the establishment of the ASEAN Standby Arrangements for Disaster Relief and Emergency Response, (ii) the procedures for joint disaster relief and emergency response operations, (iii) the procedures for the facilitation and utilisation of military and civilian assets and capacities, and (iv) the methodology for the periodic conduct of the ASEAN Regional Disaster Emergency Response Simulation Exercises (ARDEX) which shall test the effectiveness of this procedure.

¹ AADMER, Article 9

² AADMER, Article 8.2

II. INSTITUTIONS

A. Parties

5. The Parties in this Agreement are ASEAN Member States who have ratified and consented to be bound by the Agreement. They shall cooperate in developing and implementing measures to reduce disaster losses; immediately respond to a disaster occurring within their territory; promptly respond to a request for assistance from an affected Party; and take legislative, administrative and other measures as necessary to implement their obligations under the Agreement.

B. AHA Centre

6. The AHA Centre shall facilitate co-operation and co-ordination among the Parties, and with relevant United Nations and international organisations, in promoting regional collaboration³.

C. ASEAN Emergency Response and Assessment Team (ERAT)

7. ASEAN-ERAT is a rapidly deployable response team to support the Parties during major sudden and slow on-set disasters. Within 24-hours upon request/approval from the Party affected by the disaster, ASEAN-ERAT can be mobilised to support in the initial phase of emergency. ASEAN-ERAT is collectively owned by the Parties and managed by the AHA Centre.

D. Joint Operations and Coordination Centre of ASEAN (JOCCA)

8. The Joint Operations and Coordination Centre of ASEAN (JOCCA) is an on-site coordination system to enhance ASEAN collective response particularly during large-scale disaster emergencies in the ASEAN region to support the government of the Party affected by the disaster. The JOCCA will provide direct coordination interface between an ASEAN response and the NDMO/ local disaster management office of the Party affected the disaster. This coordination system allows ASEAN entities to effectively support the affected government's response efforts. In the spirit of solidarity and collective response, JOCCA is a functional symbol of the "home" of the ASEAN on the ground. JOCCA will be primarily focusing on facilitating international assistance from within ASEAN region.

³ AADMER, Article 20.1

III. DISASTER PREPAREDNESS

9. The quality and efficiency of joint disaster relief and emergency response operations require constant preparedness, planning, capacity building, and testing of the response plans, systems and mechanisms at national and regional levels. Hence Parties shall, jointly or individually, develop strategies and contingency/response plans to reduce losses from disasters⁴, and each Party shall regularly inform the AHA Centre of its available resources for the regional standby arrangements for disaster relief and emergency response⁵.

A. Designation of National Focal Points and Competent Authorities

10. The NFP is an entity designated and authorised by each Party to receive and transmit information pursuant to the provision of the Agreement⁶. NFP therefore plays an important role in facilitating communication with other Parties and the AHA Centre, and serves as the single point of contact for the country. The NFP is also required to coordinate with the Competent Authorities (CAs), for example with regard to approval for processing request and offer of assistance, and on other matters not within their jurisdiction. Hence each Party shall designate a NFP and one or more CAs⁷, and inform other Parties and the AHA Centre of its NFP and CAs, and of any subsequent changes in their designations⁸.

11. In addition to the above, the NFP shall provide contact details of the national operation centre that shall work on 24/7 basis (24 hours 7 days a week). These operation centres will help the NFPs, among others, in receiving or transmitting initial updates/situation updates from/to the AHA Centre or other Parties, particularly off-duty hours and days. Regular exercises shall be conducted by the AHA Centre to test connectivity with the national operation centres.

12. Each Party shall use ANNEX A to provide the above information and update it every January and July of the year, or whenever there are any significant changes.

B. Inventory of Earmarked Assets and Capacities⁹¹⁰

13. The Disaster Emergency Logistics System for ASEAN (DELSA) is a key mechanism for the swift provision of relief items to ASEAN countries facing post-disaster emergency situations. Launched on 7 December 2012, DELSA was established to develop a regional relief item stockpile and to support capacity enhancements of the AHA Centre and among the Parties in emergency logistic operations. Out of various aspects of logistics, DELSA focuses on three main elements — regional stockpiles, institutional

⁴ AADMER, Article 8.1

⁵ AADMER, Article 8.4

⁶ AADMER, Article 1

⁷ AADMER, Article 22.1

⁸ AADMER, Article 22.2

⁹ AADMER, Article 9.1

¹⁰ The AHA Centre will co-ordinate with the Parties to consolidate, update and disseminate the information for the standby arrangements for disaster relief and emergency response with the other Parties in this Agreement.

capacity building, and communications. Regional stockpiles, which are warehoused in Subang, Malaysia, allow the Parties to immediately access DELSA relief goods as soon as, or even before disaster strikes. The AHA Centre coordinates with the NFP of the Party affected by the disaster to distribute those relief goods as needed to support emergency response efforts.

14. Each Party shall use the ASEAN Joint Disaster Response Plan (AJDRP) modules to update information on earmarked assets and capacities every January and July of the year, or whenever there are any significant changes. These modules were identified and categorised based on initial concept note of the AJDRP endorsed by the ACDM, practices from other region (i.e. European Union), the UN's cluster system and also from the inputs from practitioners and government representatives that participated in the AJDRP workshop in February 2016. Each items in the modules should be capable of working self-sufficiently for a given period of time, be quick to deploy, and interoperable. In order to enhance the interoperability of modules, further standardisation will be needed at regional and country levels by using existing international standards as reference.

15. The AJDRP Modules consist of :

- i. Search and Rescue (ANNEX B)
This module includes: Urban Search and Rescue (USAR) Team, fire fighting teams and equipment, Chemical Biological Radiological and Nuclear (CBRN), and flood response teams.
- ii. Water, Sanitation, and Hygiene Services (ANNEX C)
This module includes: high capacity pumps, water treatment unit, water bladder, wash team toolkit set, rapid larine set and family hygiene kit.
- iii. Health and Medical Services (ANNEX D)
This module includes: EMT type 1,2,3, Medical tents/field hospital, aerial evacuation, body bags for cadavers, and Disaster Victim Identification (DVI) unit.
- iv. Food Assistance (ANNEX E)
This module includes: any type of ready-to-eat food.
- v. Non Food Items (NFIs) (ANNEX F)
This module includes: tarpauline, family tent, family kit, and kitchen kit.
- vi. Early Recovery (ANNEX G)
This module includes: structural/civil engineers and waster/debris management specialist.
- vii. Logistics (ANNEX H)
This module includes: generator, tents for mobile office, Unmanned Aerial Vehicle (UAV), air, sea, and land transport, temporary tent storage, procurement officer, warehouse manager, transport and fleet managemet, ground handling capacity at the airport, and customs.
- viii. Emergency Telecommunications (ANNEX I)

This module includes: Information Technology officer and Emergency telecommunication team and equipments.

- ix. Expertise (ANNEX J)
This module includes: humanitarian coordination, Incident Command System (ICS) expert, information management, civil-military coordination, communication, and camp coordination and camp management specialist.

IV. ASSESSMENT AND MONITORING

14. The provision of updates by the NFP of the Party affected by a disaster emergency to the AHA Centre will allow close monitoring of disaster situation in the region and facilitate quick mobilisation of regional standby assets and capacities for joint disaster relief and emergency response operations. Hence, the AHA Centre shall periodically receive and consolidate data on identified hazards and risks levels from the NFPs and analyse possible regional-level implications of their prevalence, occurrence or likely disaster impact.

A. Notification of Disaster

15. The NFP of the Party affected by a disaster shall immediately provide an initial update to the AHA Centre within 3 hours of the occurrence of the incident using "Update" to the AHA Centre form (see ANNEX K) or any other means available according to internal procedures of the Party affected by the disaster such as through official situation update disseminated through website or through official social media accounts such as official Facebook page or official Twitter. These include breaking news of disasters, even if these incidents do not require follow-up actions for assistance. The following are the contact details of the AHA Centre that can be used to transmit the updates:

- | | | |
|----------------------------|---|-----------------------------|
| a. Telephone (Direct Line) | : | +62-21-21012278 ext 114 |
| b. Email | : | operationroom@ahacentre.org |

16. The AHA Centre shall analyse the update received from the NFP of the affected Party and then prepare and notify the other Parties of the disaster situation using "Update" from the AHA Centre form (see ANNEX L). The AHA Centre may also use other sources of information, such as the Disaster Monitoring and Response System (DMRS), ASEAN WebEOC, and UN Virtual On-Site Operations and Coordination Centre (Virtual OSOCC), to gather facts on the developing situation of the disaster.

B. Situation Updates

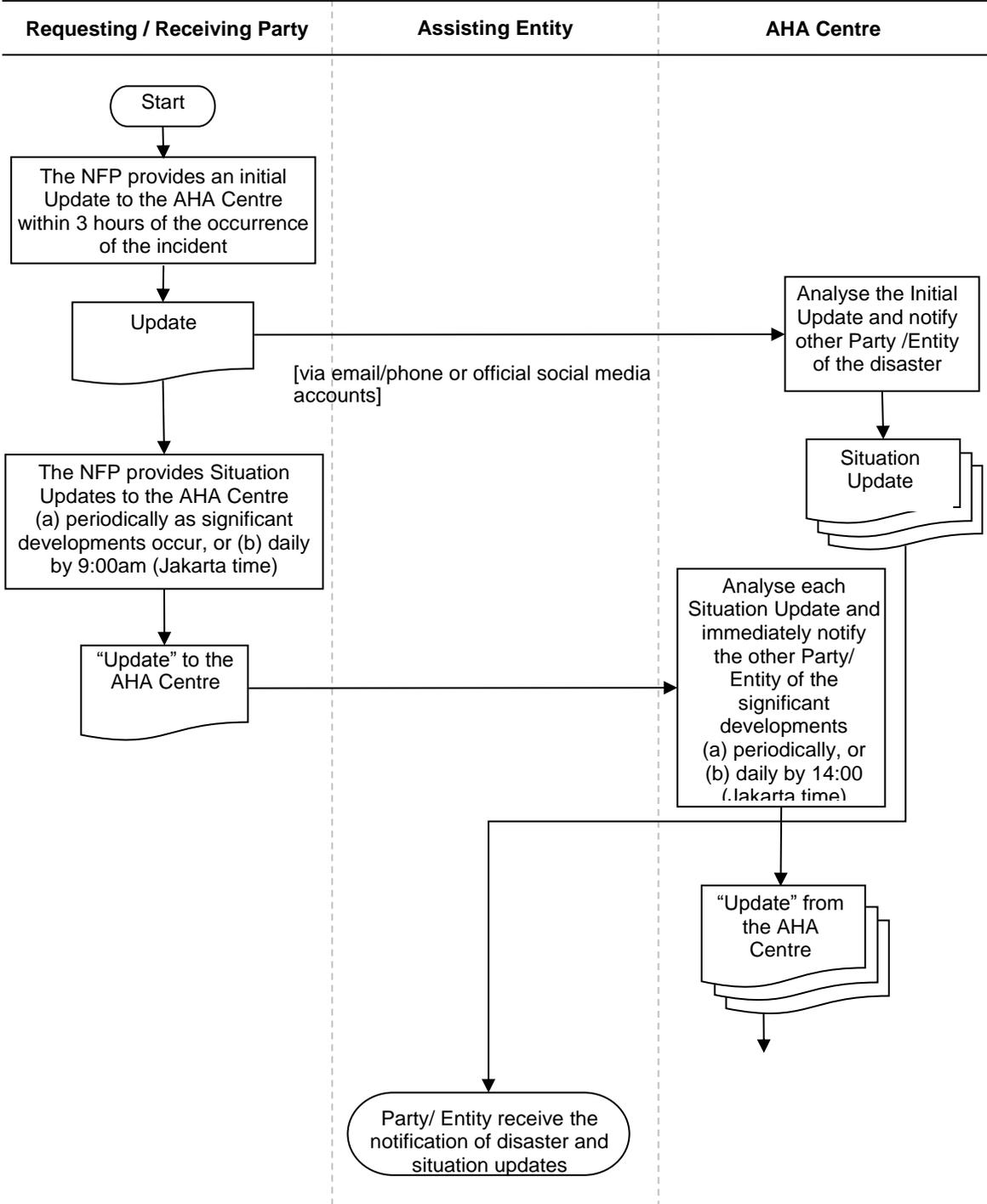
17. The NFP of the Party affected by the disaster shall, as the disaster situation develops, continue to use "Update" to the AHA Centre form to periodically update the AHA Centre of any significant developments to the disaster. The frequency of the situation updates from the NFP of the Party affected by the disaster to the AHA Centre would depend on the development of events arising from the disaster. Ideally, a regular Situation Update should reach the AHA Centre daily by 9:00 am Jakarta time.

18. The AHA Centre shall analyse each Situation Update received from the NFP of the Party affected by the disaster or other reliable secondary sources of information and

As of 28 Jun 2018

then immediately notify the other Parties of significant developments using “Update” from the AHA Centre form through regular Situation Updates to the other Parties daily by 14:00 Jakarta time. The above steps are described in Flowchart 1. Where appropriate, the AHA Centre may also use some information contained in “Update” from the AHA Centre form to inform other entities, particularly through the relevant ASEAN website, ASEAN WebEOC and Virtual OSOCC, to update the international community of the ongoing disaster situation in the ASEAN region.

Flowchart 1: Notification of Disaster & Situation Updates



V. EMERGENCY RESPONSE

A. Request for Assistance/Offer of Assistance¹¹

19. The NFP of the affected Party shall, if it needs assistance in the event of a disaster emergency within its territory, request such assistance from any other Party, directly or through AHA Centre, or, where appropriate, from other entities¹². The NFP of the affected Party may reflect this in the “Update” to the AHA Centre form to request for assistance or through published national situation updates, direct correspondence (email) or a general declaration on welcoming international assistance. The Assisting Entity shall acknowledge or respond to the request immediately, preferably within 6 to 12 hours.

20. An Assisting Entity may also initiate an offer of assistance to mobilise its earmarked assets and capacities and other resources not previously earmarked for disaster relief and emergency response but being made available by submitting the “Offer” of Assistance form(see ANNEX M) directly to the Receiving Party or through the AHA Centre. The Receiving Party shall acknowledge or respond to the offer of assistance immediately, preferably within 6 to 12 hours. The above steps are described in Flowchart 2 and Flowchart 3.

21. The AHA Centre shall work on the basis that the Party will act first to manage and respond to disasters. In the event that the Party requires assistance to cope with such a situation, in addition to the direct request to any Assisting Entity, it may seek assistance from the AHA Centre to facilitate such a request¹³. When this happens, the AHA Centre shall provide critical coordination information and recommend courses of action to facilitate mobilisation of these standby assets and capacities for disaster relief and emergency response. This will include the mobilisation of ASEAN ERAT upon consent from the Party affected by the disaster.¹⁴

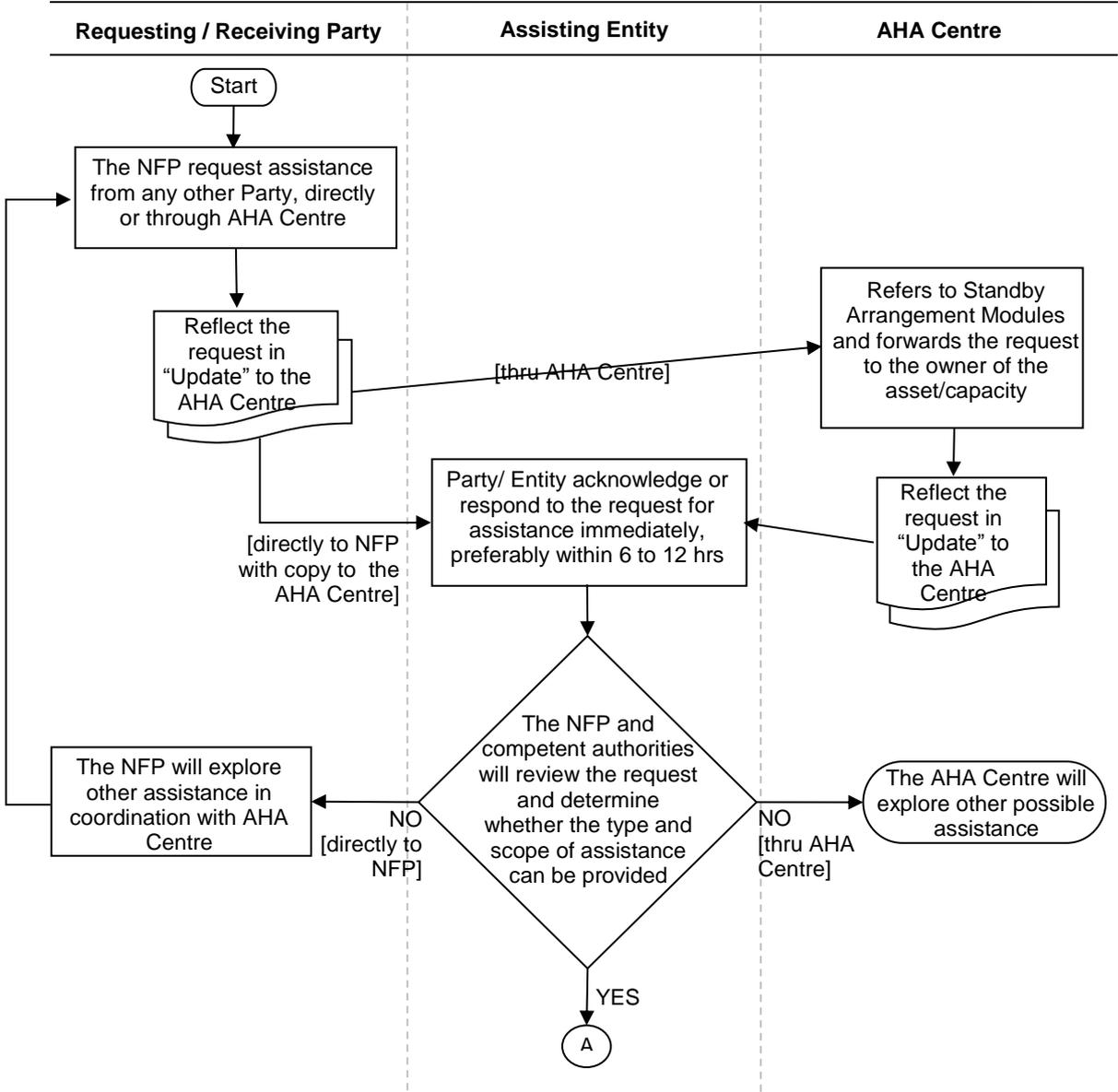
¹¹ The trigger point for the action to request for assistance/offer of assistance will vary between countries as resources and internal capacities to handle a disaster differ. By actively monitoring and updating the disaster situation using “Update” form to and from the AHA Centre, the affected Party, AHA Centre and other Parties can be regularly updated on the developments of the disaster and monitor the capacity of response the affected Party has to handle the disaster. The trigger for activation of the assistance shall occur when the following set of forms is released.

¹² AADMER, Article 11.1

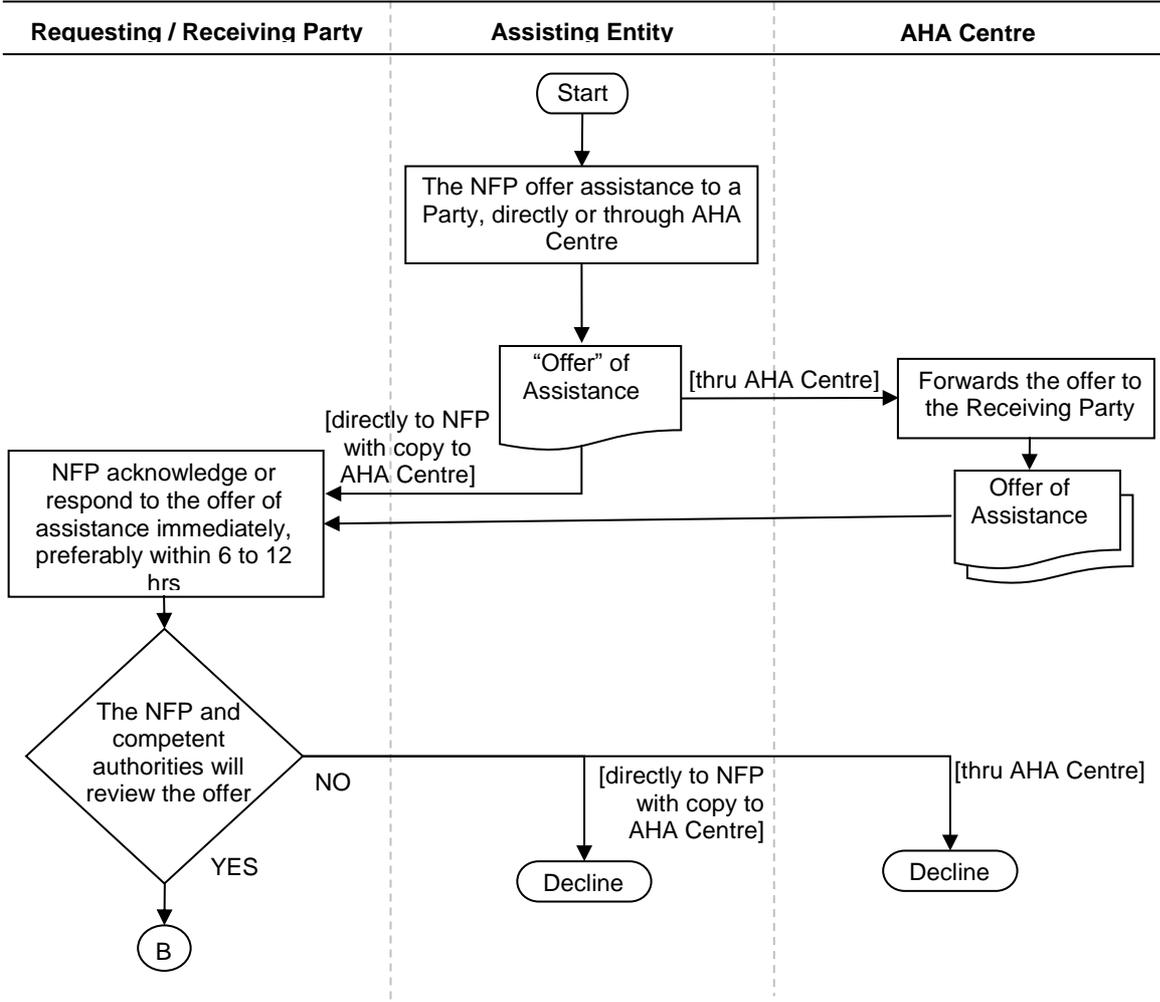
¹³ AADMER, Article 20.2

¹⁴ AADMER, Annex (ix) – (x) to Article 20.3

Flowchart 2 : Request for Assistance



Flowchart 3 : Offer of Assistance



B. Joint Assessment of Required Assistance

22. Assessment shall be conducted to primarily ascertain the impact and severity of the disaster, the evolving emergency situation that may likely to arise from the disaster, the type of assistance required to save lives or alleviate sufferings, and the level of co-ordination required to ensure resources mobilised are effective in the disaster relief and emergency response operations.

23. The Requesting Party shall specify the scope and type of assistance required and, where practicable, provide the Assisting Entity with such information as may be necessary for that Party to determine the extent to which it is able to meet the request. In the event that it is not practicable for the Requesting Party to specify the scope and type of assistance required, the Requesting Party and Assisting Entity shall, in consultation, jointly decide upon the scope and type of assistance required¹⁵. Upon the request and consent of the Requesting or Receiving Party, the AHA Centre could also facilitate the deployment of the ASEAN stockpile and the ASEAN-ERAT to support in coordinated assessments and to facilitate incoming support from the Parties¹⁶.

24. Where appropriate the AHA Centre shall be updated by the Parties on any plans and findings of joint assessments so that the AHA Centre could ensure that any multiple assessments can be coordinated and organised systematically without gaps and duplication and that all sectors of activity are competently assessed. (to clarify with the WG in line with the ERAT guidelines where coordinated assessment is recommended)

25. Any arrangements agreed and consented upon by the Parties concerned shall be finalised by accomplishing and signing the Contractual Arrangements form (see ANNEX N) prior to the deployment of any assistance to ensure that both Parties agree to expected responsibilities. The AHA Centre shall be notified by the Assisting Entities of the agreed arrangements in this form. Otherwise, the AHA Centre can facilitate this process on behalf of the Parties.

26. The signing of the Contractual Arrangements form between the Party affected by the disaster through the NFP or his/her designated representative and the Assisting Entities are encouraged so that the confusion and misinterpretation of responsibilities can be avoided. Any plan for new deployment of assets and capacities by the Assisting Entities shall be informed to and agreed by the Requesting or Receiving Party through submission of the new Contractual Arrangements form. The above steps are described in Flowchart 4.

¹⁵ AADMER, Article 11.3

¹⁶ The operational procedure for the establishment and deployment of the ASEAN EERAT is being developed and will eventually be linked to the SASOP.

C. Mobilisation of Assets and Capacities

27. The Assisting Entity shall ensure that the assets and capacities provided to the Requesting or Receiving Party meet the standards for quality and validity requirements for consumption and utilisation¹⁷. Assisting Entities shall also ensure that responding capabilities assisting in the joint disaster relief and emergency response are self-sufficient with their subsistence requirements so as not to further burden the Requesting or Receiving Party in the course of operating within its territory.

28. The AHA Centre, upon request or acceptance of offer of assistance, can mobilise its stockpile to support the Requesting or Receiving Party. The type and quantity of stocks that will be deployed will be based on the priorities identified by the Requesting or Receiving Party. Various transport modalities will be explored by the AHA Centre to ensure that the relief items reach the intended beneficiaries the soonest time possible.

(i) Response Time

29. To ensure the effective and timely response, upon confirmation of the request for assistance/offer of assistance, the Assisting Entity shall coordinate directly with the Requesting or Receiving Party or through the AHA Centre for the immediate deployment of its assets and capacities.

30. The mobilisation of an Assisting Entity's heavy capacity Urban Search and Rescue (USAR) team, which is set up based on United Nations (UN) Office for the Coordination of Humanitarian Affairs (OCHA) International Search and Rescue Advisory Group (INSARAG) guidelines, shall be in accordance with INSARAG guidelines.

31. For any other type of response to support humanitarian relief or support USAR operations i.e. assisting with only specific USAR response components of technical search, canine search, specialist rescuers, field medical capability or supply of Search and Rescue (SAR) equipment, Parties are requested to specify the response timings they can achieve to the best of their ability to ensure the effective and timely deployment of the assistance.

(ii) Customs, Immigration and Quarantine

32. The Assisting Entity arriving in the territory of the Requesting or Receiving Party via air, land or sea entry checkpoints shall immediately proceed to the Customs, Immigration and Quarantine (CIQ) facility for the necessary immigration procedures, customs clearance and quarantine checks. The arrangements agreed by the Parties in the Contractual Arrangement form shall be used as the primary document to facilitate the CIQ procedures for entry/exit of assets and capabilities from the territory of the Assisting Entity into the territory of the Requesting or Receiving Party. Signed copies of the Contractual Arrangement form shall be used by the Assisting Entity or Requesting or Receiving Party for verification of the movement of assets and capabilities. In this regard, the NFP or his/her authorised representative of the Requesting or Receiving Party shall provide the entry checkpoints with the signed copies of the Contractual Arrangement form and alert them of incoming assistance. The NFP of the Assisting Entity shall also provide the signed copies of the Contractual Arrangement form to its team leader.

¹⁷ AADMER, Article 12.4

33. The Assisting Entity shall be required to have for its members, for the purpose of entry and departure from the territory of the Receiving Party an individual or collective movement order issued by or under the authority of the Head of the assistance operation or any appropriate authority of the Assisting Entity; and a personal identity card issued by the appropriate authorities of the Assisting Entity¹⁸.

34. The Assisting Entity may use the registration and easily identifiable licence plates of aircraft and vessels without tax, licences and/or any other permits¹⁹. These aircraft and vessels shall have the appropriate insurance coverage for use in the territory of the Requesting or Receiving Party.

35. The Requesting or Receiving Party shall in accordance with its national laws and regulations accord the Assisting Entity (i) exemption from taxation, duties and other similar charges of a similar nature on the importation and use of equipment including vehicles and telecommunications, facilities and materials brought into the territory of the Requesting or Receiving Party for the purpose of assistance; and (ii) entry into, stay in and departure from its territory of personnel and equipment, facilities and materials involved or used in the assistance. The Requesting or Receiving Party shall also cooperate with the AHA Centre, where appropriate, to facilitate the processing of exemptions and facilities in respect of the provision of the assistance²⁰.

36. The Requesting or Receiving Party shall also ensure that the Operational Focal Points are available on standby at the CIQ facility during this process to facilitate the clearance of the arriving assets and capacities. Where necessary and appropriate, the AHA Centre shall facilitate the processing of exemptions and facilitate the process for transit or personnel, equipment, facilities and materials in respect of the provisions of the assistance²¹. In this regard, the AHA Centre should deploy an In-Country Liaison Team (ICLT) to facilitate coordination between the Assisting Entity and Requesting or Receiving Party. The ASEAN-ERAT shall, as appropriate, coordinate with the on-site UN Disaster Assessment and Coordination (UNDAC) team to help the Requesting or Receiving Party in the above process²².

(iii) Briefing and Coordination

37. The NFP of the Requesting or Receiving Party shall designate representatives, where possible, to provide an initial briefing to the Assisting Entity at the Reception and Departure Centre (RDC) immediately after the completion of the CIQ processes. The briefing shall among others confirm details of the contractual agreements of the assistance as specified in the Contractuan Arrangement form; provide up-to-date information with regard to the development of the disaster situation; give co-ordinating instructions with regard to the deployment of the assets and capacities from the Assisting Entity; and provide other coordination information that the Assisting Entity must be aware of and assistance e.g. location maps, communications equipment, liaison personnel,

¹⁸ AADMER, Article 15.2

¹⁹ AADMER, Article 15.3

²⁰ AADMER, Article 14

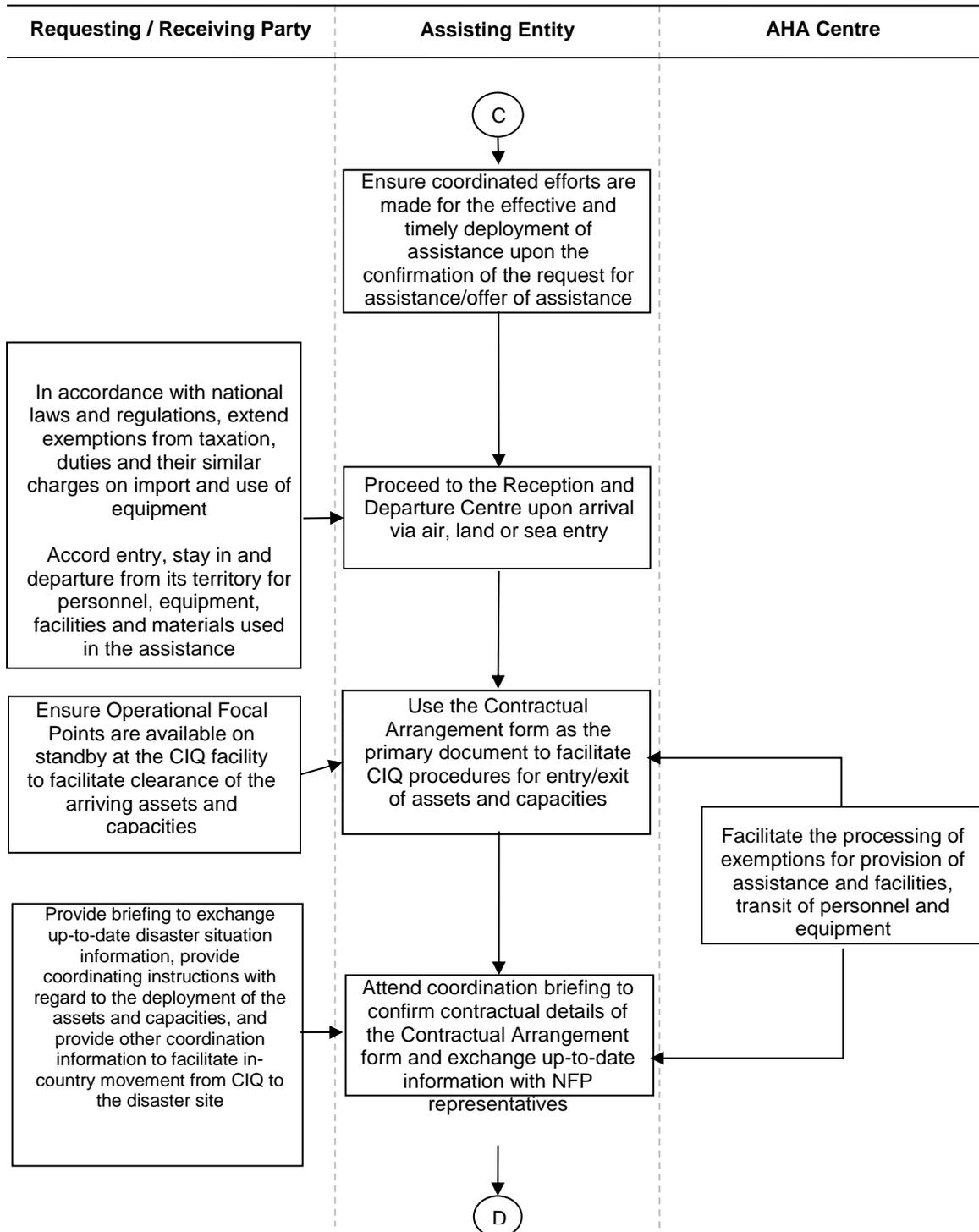
²¹ AADMER, Annex (xi) – (xii) to Article 20.3

²² AHA Centre shall make arrangements with UNOCHA to specify coordination between AHA Centre and UNDAC team in helping the local authorities during the entry/exit of assistance and the movement of assisting teams to the disaster site.

interpreter, security and mobile escorts etc. that will facilitate the in-country movement for the Assisting Entity from the CIQ to the disaster site. Upon the request of the Requesting or Receiving Party, the ICLT deployed by the AHA Centre or the ASEAN-ERAT could help provide the initial briefing to the Assisting Entity, in coordination with the on-site UNDAC team, as appropriate. The above steps are described in Flowchart 5.

38. Upon consent by the Party affected by the disaster, the AHA Centre can establish the Joint Operations and Coordination Centre of ASEAN (JOCCA) to support the Requesting or Receiving Party to coordinate the ASEAN response. The JOCCA will provide direct coordination interface between ASEAN response teams and the NFP of the Requesting or Receiving Party. Essentially, JOCCA aims to support the coordination role of the NFP with regard to the ASEAN response entities.

Flowchart 5 : Mobilisation of Assets and Capacities



D. On-site Deployment of Assets and Capacities

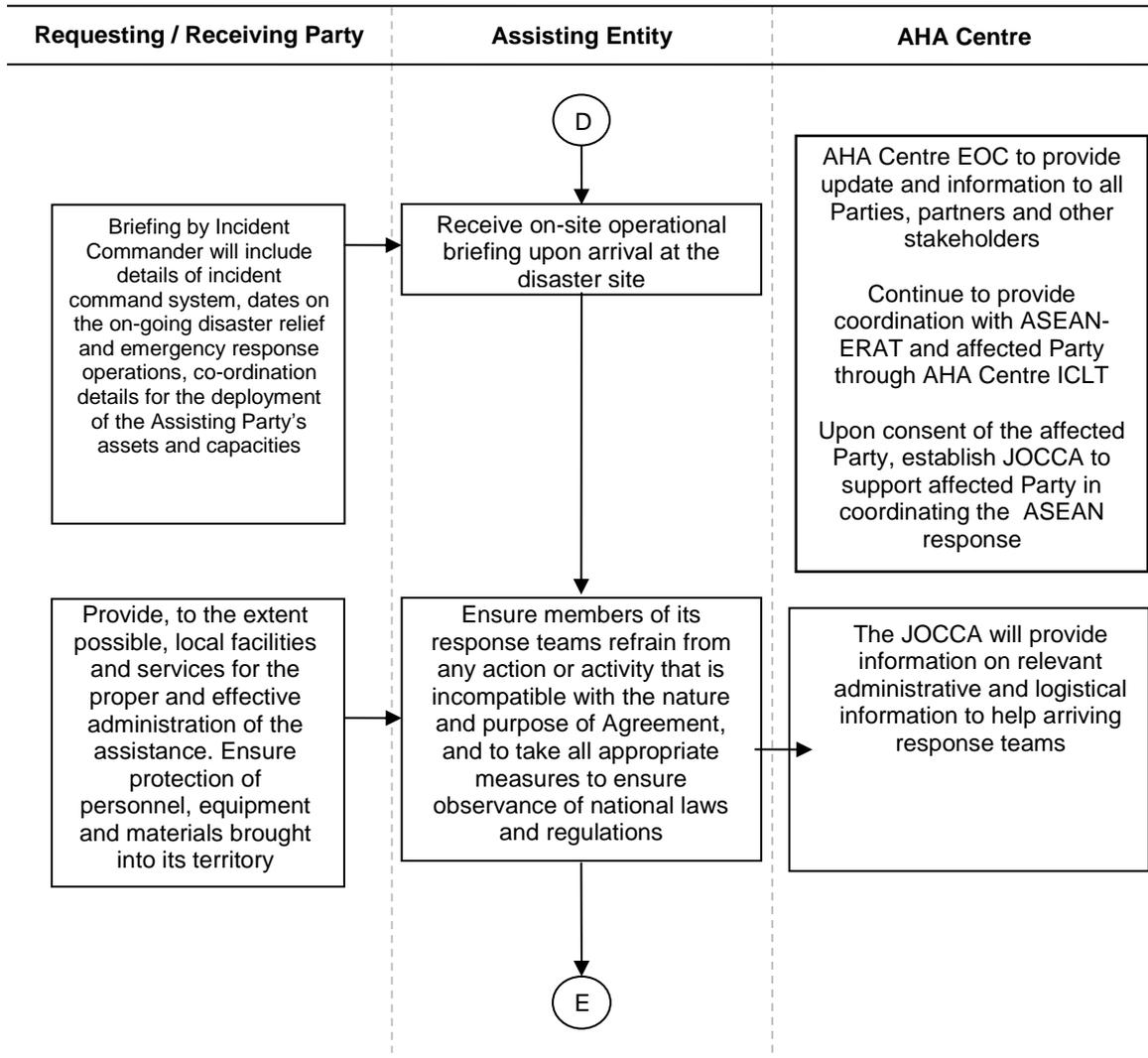
39. The Incident Commander or his/her representative of the Requesting or Receiving Party shall, upon the arrival of the Assisting Entity at the disaster site, conduct an on-site operational briefing to the incoming teams. The briefing shall include details of the incident command system, updates on the on-going disaster relief and emergency response operations, co-ordination details for the deployment of the Assisting Entity's asset and capabilities to support the on-going disaster relief and emergency response efforts.

40. The Requesting or Receiving Party shall provide, to the extent possible, local facilities and services for the proper and effective administration of the assistance. It shall also ensure the protection of personnel, equipment, and materials brought into its territory by or on behalf of the Assisting Entity for such purposes. Alternatively, the responding teams may get the logistics information from the JOCCA.

41. The Assisting Entity shall ensure that all members of its response team refrain from any action or activity that is incompatible with the nature and purpose of this Agreement, and take all appropriate measures to ensure observance of national laws and regulations²³. The above steps are described in Flowchart 6.

²³ AADMER, Article 13

Flowchart 6 : On-Site Deployment of Assets and Capacities



E. Direction and Control of Assistance

42. The Requesting or Receiving Party shall exercise the overall direction, control, coordination and supervision of the assistance within its territory. The Requesting or Receiving Party, however, shall convey clearly to the Assisting Entity the various components and roles and functions of various actors of the incident command system, including frontline response, communication, logistics, transportation, emergency health and security. The Requesting or Receiving Party may task the JOCCA to provide the coordination interface between the NFP of the Requesting or Receiving Party and the response teams from the Assisting Entities.

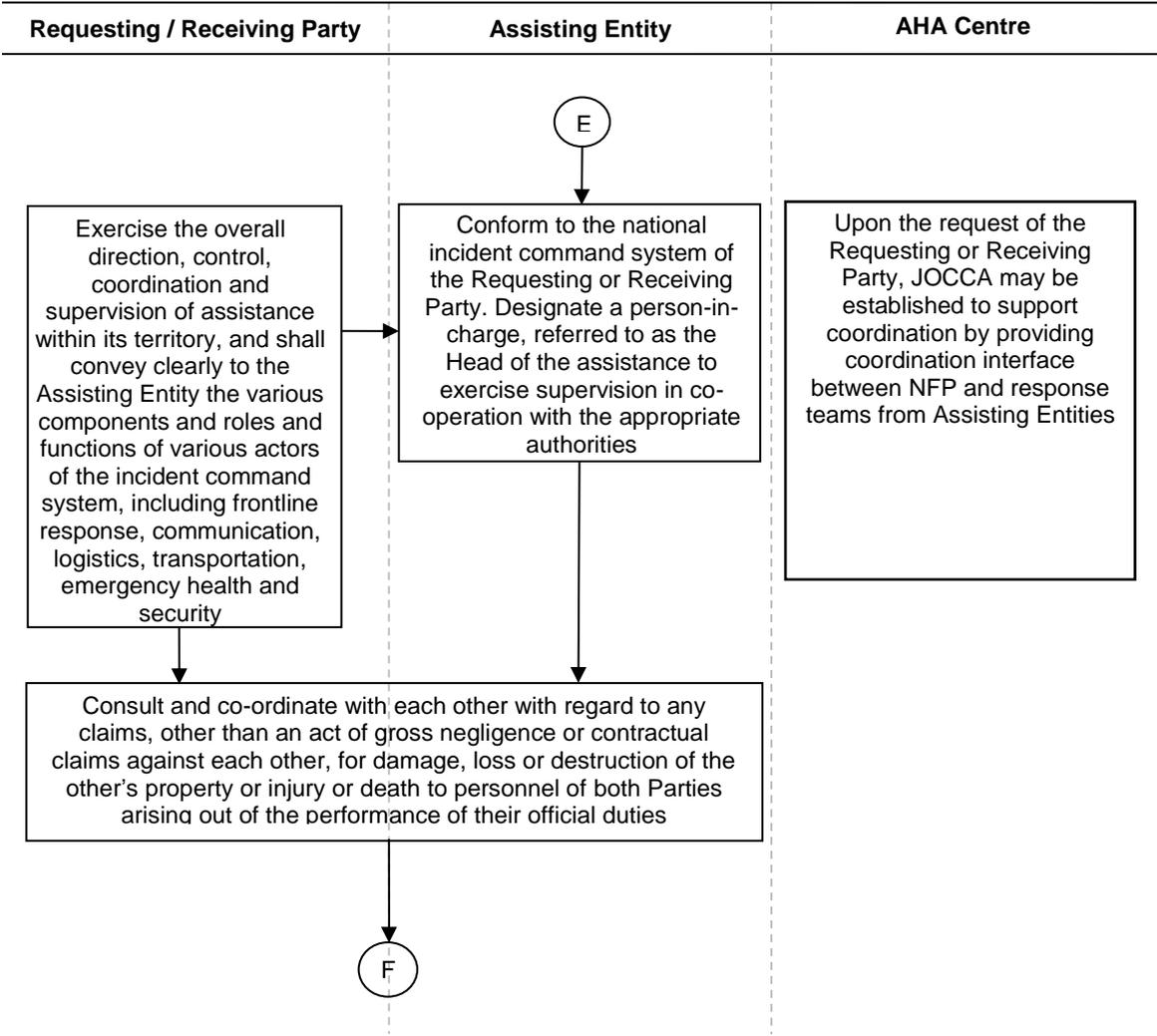
43. The incoming response teams from Assisting Entity shall conform to the national incident command system of the Requesting or Receiving Party. It is essential that the Assisting Entity designate a person who shall be in charge of and shall retain immediate operational supervision over the personnel and the equipment provided by it. The designated person, referred to as the Head of the assistance operation, shall exercise such supervision in co-operation with the appropriate authorities of the Requesting or Receiving Party²⁴. The AHA Centre shall be informed by the Assisting Entity of the name and contact details of the Head of the Assisting Entity in the field.

44. The Assisting Entity and the Requesting or Receiving Party shall consult and co-ordinate with each other with regard to any claims, other than an act of gross negligence or contractual claims against each other, for damage, loss or destruction of the other's property or injury or death to personnel of both Parties arising out of the performance of their official duties²⁵. The above steps are described in Flowchart 7.

²⁴ AADMER, Article 12.1

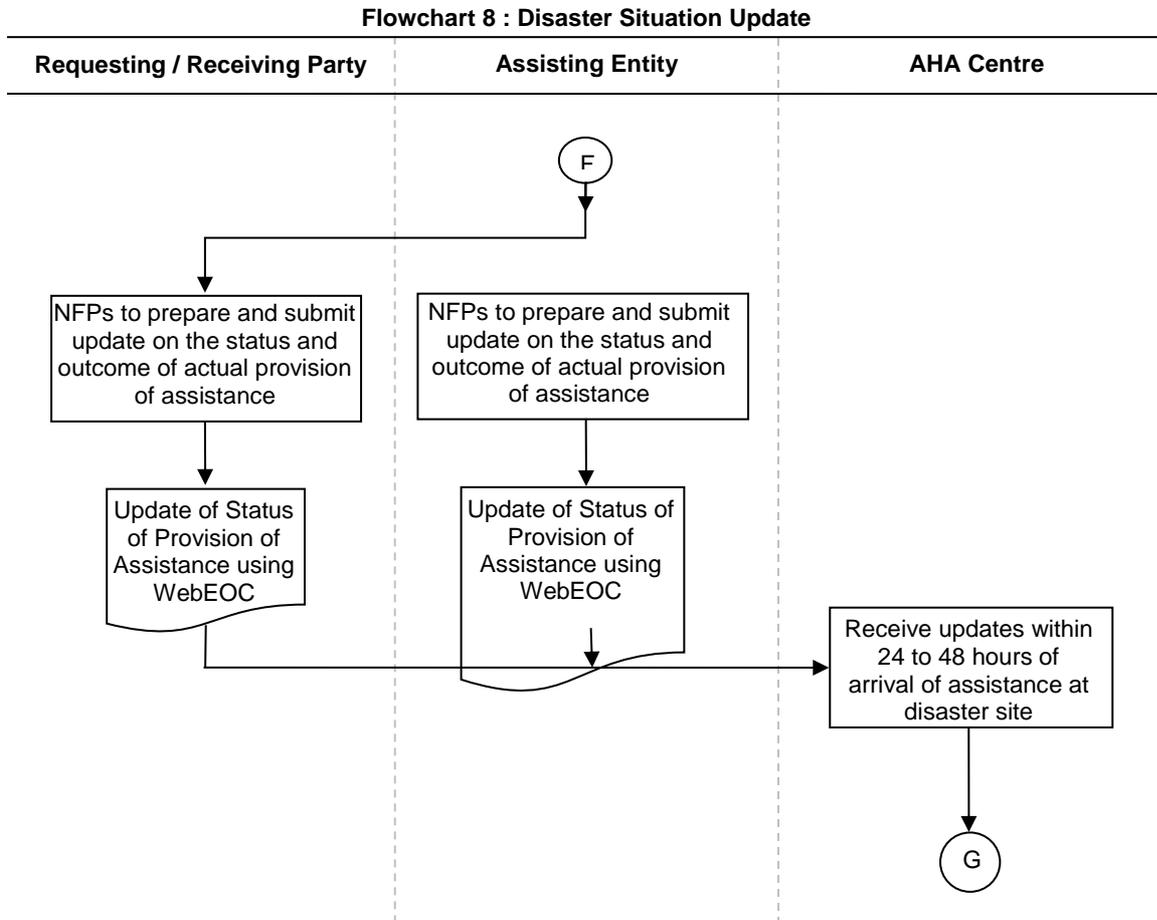
²⁵ AADMER, Article 12.3

Flowchart 7 : Direction and Control of Assistance



F. Disaster Situation Update

45. The Requesting or Receiving Party and the Assisting Entity, through their designated NFPs, shall prepare and submit to the AHA Centre and other AMS an update on the status and outcome of actual provision of assistance using ASEAN WebEOC within 24 to 48 hours of their arrival at the site of the disaster. The above steps are described in Flowchart 8.



G. Demobilisation of Assistance

46. The Assisting Entity shall begin the withdrawal process from the disaster site when the Incident Commander of the Requesting or Receiving Party has determined and declared that emergency phase is over and that national capacities can fully manage the situation.

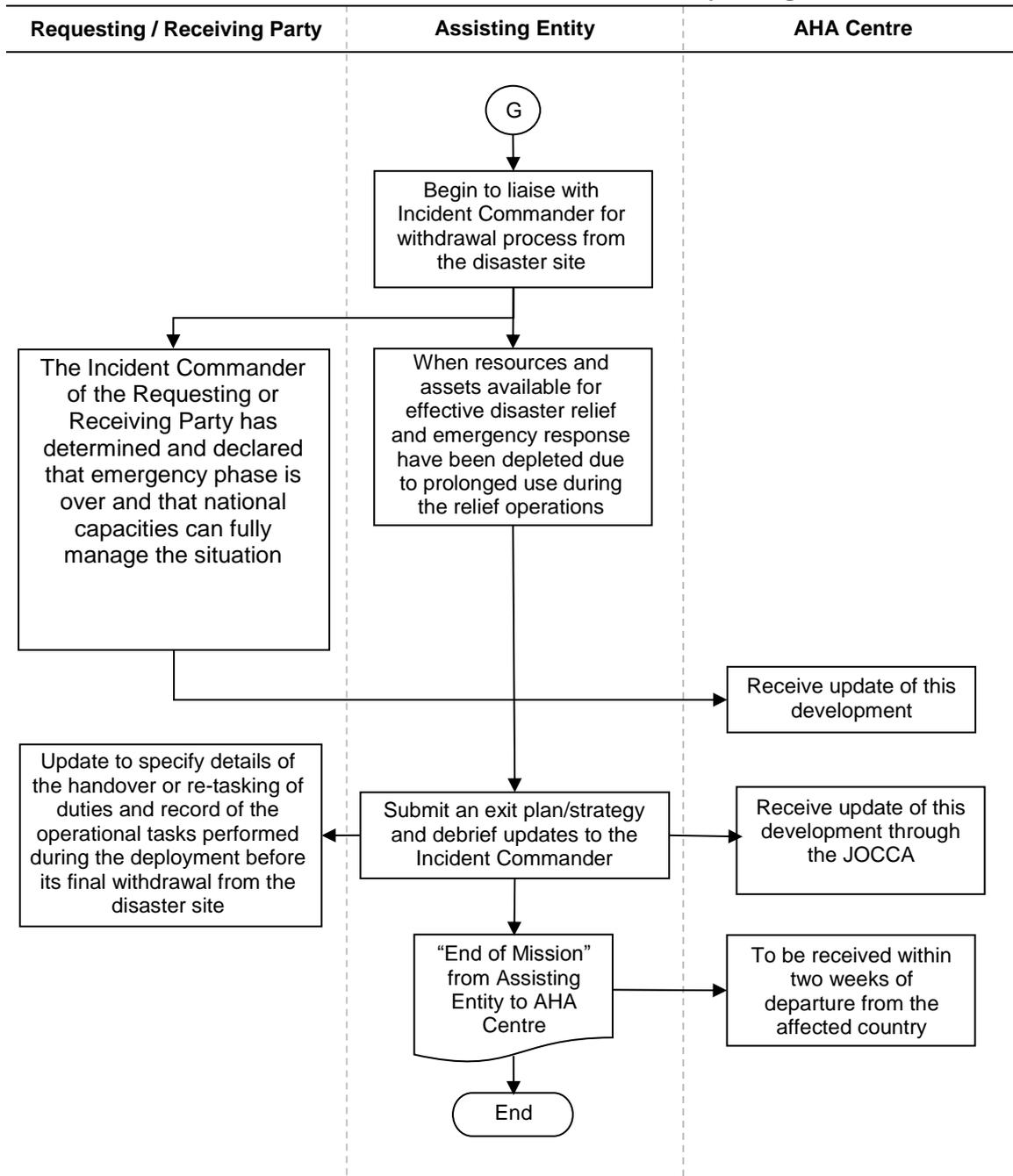
47. The response teams from the Assisting Entities shall also inform the AHA Centre through the JOCCA of its plan to demobilise to ensure that the withdrawal process is properly documented.

H. Updating

48. The response teams from Assisting Entities shall where applicable submit to the Incident Commander of the Requesting or Receiving Party an exit plan/strategy and debrief updates to specify the details of the handover or re-tasking of duties and record of the operational tasks performed during the deployment before its final withdrawal from the disaster site. Whenever possible, the response teams from Assisting Entities shall also furnish the AHA Centre through the JOCCA a copy of their respective exit plans.

49. The Assisting Entity shall also upon final withdrawal prepare their final update using the “End of Mission” form(see ANNEX O) and furnish them to the AHA Centre for consolidation within two weeks of departure from the affected country. The above steps are described in Flowchart 9.

Flowchart 9 : Demobilisation of Assistance & Updateing



I. Review of Operations, Experiences and Lessons Learnt

50. The AHA Centre shall, in the case of mobilisation of regional standby arrangements, resources and facilities, prepare a comprehensive update of the deployment with inputs from all Parties that responded to the operations. The update should indicate the following main details:

- Introduction
- Chronology of Significant Events
- Details of Disaster Coordination Activities
- Details of Operations Conducted
- Lessons Learnt
- Recommendations
- Attachments

51. After completing this process, the AHA Centre shall compile the lessons learnt from the operations for dissemination in future regional meetings, forum, capacity-building activities, and planning for simulation exercises. The review shall also serve as inputs for the periodic review of regional standard operating procedures²⁶.

52. Any changes in SASOP will be tested every two years during ARDEX

²⁶ AADMER, Annex (vi) to Article 20.3

VI. FACILITATION AND UTILISATION OF MILITARY ASSETS AND CAPACITIES

53. This SOP sets out the principles and procedures to governing the use of military assets in the provision of Humanitarian Assistance and Disaster Relief (HADR) and is based on AADMER. Should any part of these procedures contravene the AADMER, the latter shall prevail.

54. This SOP was developed by the ASEAN Defence Senior Officials Meeting (ADSOM) and endorsed by the 9th ASEAN Defence Ministers' Meeting (ADMM) on 16 March 2015 in Langkawi, Malaysia "as a constructive input for Chapter VI of SASOP in providing for a more systematic utilisation of militaries capacities in joint disaster relief operations". The SOP has also incorporated inputs from the ACDM and endorsed by the 27th ACDM Meeting on 14 December 2014 in Cambodia.

A. OVER-ARCHING PRINCIPLES

55. In the provision and receipt of military assets and assistance, the following principles shall be adhered to:

- a. The sovereignty, territorial integrity and national unity of States must be fully respected in accordance with the Charter of the UN and the Treaty of Amity and Cooperation in Southeast Asia. In this context, HADR shall only be provided upon the request or with the consent of the Receiving or Requesting Party.
- b. Foreign military assets involved in HADR operations remain under their own national command and control. They must be relevant to the scope and scale of the disasters.
- c. The militaries of states assisting in HADR operations shall not carry arms as well as vehicles and items or substances that are non-compliant with the customs, rule and the law of the Receiving or Requesting Party.

- d. Humanitarian principles shall be adhered to in the provision of HADR:
 - (1) Humanity: Human suffering shall be addressed wherever it is found, with particular attention to the most vulnerable in the population, such as children, women and the elderly. The dignity and rights of all victims must be respected and protected.
 - (2) Neutrality: HADR shall be provided without engaging in hostilities or taking sides in controversies of a political, religious or ideological nature.
 - (3) Impartiality: HADR shall be provided without discrimination as to ethnic origin, gender, nationality, political opinions, race or religion. Relief of the suffering must be guided solely by needs, and priority must be given to the most urgent cases of distress.
 - (4) Do No Harm: The militaries of Assisting Parties shall be aware of the possibility that the provision of HADR which is intended to produce positive outcomes can have unintended negative effects. Assisting militaries shall strive to avoid harmful unintended consequences.
- e. Assisting Parties shall support purely immediate needs and shall avoid creating long-term dependence on foreign military assets by the Affected State's Requesting or Receiving Party's population and civilian humanitarian organisations because this may impact long term recovery and development.
- f. Assisting Parties shall pave the way for civilian agencies to take over following the initial critical phases of HADR.

B. ROLE OF THE REQUESTING OR RECEIVING PARTY

56. Prior to any disaster, the Receiving or Requesting Party, through its NFP, should have developed a national disaster plan, including mechanisms to establish a Local Emergency Management Authority (LEMA).

57. The Receiving or Requesting Party will exercise authority for the overall direction, coordination and supervision of disaster response within its territory and normally does so through its NFP. The NFP will, through its LEMA, activate or establish an EOC, immediately prior to

or during a disaster. The On-Site Operations Coordination Centre (OSOCC) and Civil-Military Operations Centre (CMOC) support the LEMA and work under its direction. The EOC shall be the focal point for coordinating all national relief efforts including international assistance. A Multi-National Coordination Centre (MNCC) could be established by the Requesting or Receiving Party's military as a coordinating platform to facilitate assistance from militaries of the Assisting Parties. The MNCC shall support the EOC and work under the direction of the NFP.

58. Consistent with the International Law, the Guiding Principles for the Affected State are that it:

- a. Has the responsibility to take care of victims of disasters occurring within its territory,
- b. Has the right and primary role in initiating, organising, coordinating, implementing, regulating and monitoring HADR to include international assistance within its territory and
- c. Can request (or when offered) consider assistance from the international community.

59. In the event that the Receiving or Requesting Party makes a request for international assistance, it can be directed by its NFP directly or through the AHA Centre, reflected in the "Update" form, or, where appropriate, from other entities.

60. The Receiving or Requesting Party shall specify the scope and type of military assistance required and, where practicable, provide the Assisting Party with such information as may be necessary to determine the extent to which it is able to meet the request. In the event that it is not practicable for the Receiving or Requesting Party to specify the scope and type of assistance required, the Receiving or Requesting Party and Assisting Party shall, in consultation, jointly assess and decide upon the scope and the type of assistance required. In line with Chapter V of SASOP, the AHA Centre could also facilitate the mobilisation of a joint ASEAN-ERAT, which may include ERAT-trained military personnel.

61. The Receiving or Requesting Party should facilitate HADR operations by the militaries of Assisting Parties by simplifying, as appropriate, the customs and administrative procedures related to entry, transit, stay and exit as well as utilisation of airspace, use of communications, equipment, certification of specialist personnel as required, etc. The rapid and efficient CIQ process is a critical component to the success of the provision of HADR. The Receiving or Requesting Party can be supported by AHA Centre, in line with Article 14 (c) and

Article 16 (2) of AADMER, to facilitate CIQ process for the militaries of Assisting Parties.

62. The Receiving or Requesting Party shall provide, where possible, local facilities and services for the proper and effective administration of the HADR operation. It shall also ensure the protection of personnel, equipment, and materials brought into its territory by or on behalf of the Assisting Party for such purposes. The Receiving or Requesting Party may include stipulations indicating the settlement of disputes or the right of claims exemption in case of damages, losses, injuries or deaths caused by the operations.

C. ROLE OF THE ASSISTING PARTY'S MILITARY

63. The focus of the Assisting Party military will be the emergency phase of the HADR with the provision of military assets that the Receiving or Requesting Party may not have.

64. All militaries of Assisting Parties will conduct designated HADR operations with the full consent and knowledge of the Receiving or Requesting Party. If required, Liaison Officers from the Requesting or Receiving Party can be deployed to assist in the coordination of tasks to be undertaken for the HADR operation.

65. The Assisting Party shall:

- a. Respect the culture and religious sensitivities of the Receiving or Requesting Party,
- b. Abide by the principle of "Do No Harm,"
- c. Through its NFP, coordinate its HADR operations with the Receiving or Requesting Party's NFP in accordance with their national disaster plan,
- d. Be self-supporting for the duration of the HADR operation in terms of transport, fuel, food rations, water and sanitation, maintenance and communications in order to avoid placing additional stress on the Receiving or Requesting Party's local authorities.
- e. In coordination with the Receiving or Requesting Party, take into account the environmental impact of its HADR operation, and
- f. Provide HADR without seeking to:

- (1) Obtain financial reimbursement,
- (2) Further a political or religious viewpoint,
- (3) Intervene in the internal affairs of the Receiving or Requesting Party,
- (4) Gain a commercial advantage, or
- (5) Gather sensitive political, economic or military information irrelevant to the HADR operation.

D. USE OF MILITARY ASSETS

66. In the ASEAN region, military forces are often required to provide HADR. When required to do so, the Assisting Party's military should seek advice from and work closely with the Receiving or Requesting Party's NFP and relevant Competent Authorities. The Receiving or Requesting Party's NFP would be the lead but Receiving or Requesting Party could also appoint any other relevant authorities or subject matter expert to work on the HADR situation.

67. HADR operations by the military can be divided into three broad categories:

- a. Direct Assistance - face to face distribution of goods and services,
- b. Indirect Assistance - is at least one step removed from the population and involves such activities as transporting relief goods or relief personnel, and
- c. Infrastructure Support - Involves providing general services, such as road repair, airspace management and power generation that facilitate relief efforts.

Cognizant that there are various types of military support for HADR operations, the Assisting Party and the Receiving or Requesting Party will refer to ADMM implementing mechanisms, including the ADMM Logistics Support Framework and future ASEAN initiatives related to HADR operations.

E. IDENTIFICATION AND VEHICLE MARKINGS

68. Military personnel involved in the HADR operation shall be permitted to wear uniforms with distinctive identification while performing official duties.

69. For the purpose of entry into and departure from the territory of the Receiving or Requesting Party, members of the HADR operation shall be required to have:

- a. An individual or collective movement order issued by or under the authority of the Head of the HADR operation or any appropriate authority of the Assisting Party.
- b. A personal identity card issued by the appropriate authorities of the Assisting Party.
- c. Foreign military personnel involved in HADR operations must have official permission for entry from national authority and any movements must be under authority of the Receiving or Requesting Party.

70. Aircraft and vessels used by the military personnel the Assisting Party will be allowed to use its registration and easily identifiable license plate without tax, licenses and/or any other permits. All authorised foreign military aircraft will be treated as friendly aircraft and will receive open radio frequencies and Identification Friend or Foe (IFF) by the Receiving or Requesting Party's authorities. These vehicles (aircrafts and vessels) involved in the HADR operations must get official permission for entry and exit from the Receiving or Requesting Party and any movements must be under authority of the Receiving or Requesting Party.

F. GUIDELINES FOR MEDICAL ASSISTANCE

71. Medical assistance guidelines in HADR operations should be, where practicable, in accordance to the Receiving or Requesting Party's policy for the provision of healthcare and assistance. All medical assistance rendered would require the Assisting Party's military medical team to maintain proper records so that appropriate follow-up could be rendered upon its departure. The ASEAN Centre of Military Medicine (ACMM) may facilitate military medical activities in HADR operation among AMS by supporting medical information, developing joint plans, as well as coordinating other military medical services and activities.

G. RESPECT OF NATIONAL LAWS AND REGULATIONS

72. Members of HADR operation shall refrain from any action or activity incompatible with the nature and purpose of AADMER and this SOP.

73. Members of the HADR operation shall respect and abide by all national laws and regulations. In this regard, the Head of the HADR operation shall take all appropriate measures to ensure observance of national laws and regulations. The Receiving or Requesting Party shall cooperate to ensure that members of the HADR operation observe national laws and regulations.

H. ASSESSMENT

74. Assisting Parties deploying military forces in support of HADR should seek initial and on-going assessments from the Receiving or Requesting Party and/or the AHA Centre. Where appropriate, any assessment conducted by the Assisting Parties should be shared with other Assisting Entities; likewise, military response to any Request for Assistance (RFA), should be coordinated with the militaries of other Assisting Parties and AHA Centre to minimise duplication, confusion and gaps in support. Joint military assessments, including participation in Receiving or Requesting Party's assessments, if possible, are strongly recommended.

75. Planning should be conducted from the onset of HADR operations to ensure a successful disengagement from or transition to the Receiving or Requesting Party, as soon as they can fully resume or assume the required tasks. Such time and/or condition based transition should be planned and jointly agreed upon by the Receiving or Requesting Party and Assisting Parties.

76. Assessments should be needs driven, complementary to and coherent with HADR operations.

I. COORDINATION WITH REQUESTING OR RECEIVING PARTY

77. The Receiving or Requesting Party shall exercise overall direction, control, coordination and supervision of the HADR operation within its territory. The Assisting Parties shall conform to the national incident command system of the Receiving or Requesting Party and designate, in consultation with the Receiving or Requesting Party, a person who shall be in charge of and retain immediate operational supervision over the personnel and the equipment provided by it. The Head of HADR operation shall exercise such supervision in cooperation with the appropriate authorities of the Receiving or Requesting Party or through the AHA Centre.

78. Militaries from the Assisting Parties shall inform the respective NFP and/or AHA Centre on assistance provided and actions taken.

J. MILITARY-TO-MILITARY COORDINATION

79. Information sharing and coordination with all Assisting Entities should be initiated as soon as possible, even before Assisting Party's military assets are deployed. Where there are multiple militaries from Assisting Parties, they are expected to liaise, communicate and coordinate with the Receiving or Requesting Party's NFP and military, civilian Assisting Entities, and with each other to develop and utilise one common set of practices and procedures. In large-scale emergencies, the militaries of Assisting Parties coordinate through the MNCC.

80. The military-to-military coordination is usually undertaken by the Receiving or Requesting Party's military in support of the Receiving or Requesting Party's NFP. It is encouraged that liaison officers and/or planning teams be placed at the MNCC and AHA Centre.

K. MILITARY-TO-CIVILIAN COORDINATION

81. Military-to-civilian coordination will be led by the Receiving or Requesting Party's NFP. The military will work with civilian partners through the civil-military coordination cell of the MNCC.

ANNEX A: Designation of National Focal Point and Competent Authorities

NATIONAL FOCAL POINT	
Name	
Designation	
Institution	
Address	
Phone / Fax	
Mobile Phone	
E-mail	

24/7 OPERATIONS CENTRE	
Institution	
Address	
Phone / Fax	
Mobile Phone	
E-mail	
<i>The contact details provided for this segment should be for the Duty Officer that is on standby at the 24/7 Operations Centre.</i>	

COMPETENT AUTHORITIES		
1.	Institution	
	Contact Person	
	Designation	
	Address	
	Phone / Fax	
	Mobile Phone	
	E-mail	
2.	Institution	
	Contact Person	
	Designation	
	Address	
	Phone / Fax	
	Mobile Phone	
	E-mail	
3.	Institution	
	Contact Person	
	Designation	
	Address	
	Phone / Fax	
	Mobile Phone	
	E-mail	

ANNEX B:

AJDRP Module 1. Search and Rescue

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>Medium USAR teams</i>				
2.	<i>Heavy USAR teams</i>				
3.	<i>Fire fighting equipment and personnel</i>				
4.	<i>Flood rescue personnel and equipment</i>				
5.	<i>Flood containment</i>				
6.	<i>Flood pumps</i>				
7.	<i>Hazardous Material detection and handling (HAZMAT)</i>				
8.	<i>Search and Rescue in HAZMAT environment</i>				
9.	<i>Chemical, biological, radiological and nuclear (CBRN) detection and handling</i>				
10.	<i>Equipment for livestock and animal rescue and handling</i>				

NOTES :

Contact Details - Indicate the agency name, name, designation, address, phone/fax, mobile phone and e-mail address.

Remarks - Indicate the highest decision making body, the National Focal Point, Competent Authorities and other information as necessary.

ANNEX C: AJDRP Module 2. Water, Sanitation, and Hygiene Services

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>High Capacity Pumps</i>				
2.	<i>Water treatment units</i>				
3.	<i>Water Bladders</i>				
4.	<i>WASH team toolkit set</i>				
5.	<i>Rapid Latrine Set</i>				
6.	<i>Hygiene parcel (kit)</i>				

ANNEX D: AJDRP Module 3. Health and Medical Services

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>Specialised health teams for assessments, surveillance, and coordination</i>				
2.	<i>Emergency Medical Teams Type 1 for Outpatient Emergency Care</i>				
3.	<i>Emergency Medical Teams Type 2 for Inpatient Surgical</i>				

	<i>Emergency Care</i>				
4.	<i>Emergency Medical Teams Type 3 for Complex Inpatient Referral Care</i>				
5.	<i>Medical tents/ health posts and field hospitals</i>				
6.	<i>Medical aerial evacuation of disaster victims</i>				
7.	<i>Body bags for cadavers</i>				
8.	<i>Disaster Victim Identification Team</i>				

ANNEX E: AJDRP Module 4. Food Assistance

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>Ready to eat food</i>				

ANNEX F: AJDRP Module 5. Non-Food Items (NFIs)

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>Tarpaulin / plastic sheet</i>				
2.	<i>Family tent</i>				
3.	<i>Family kit parcel</i>				
4.	<i>Kitchen kit parcel</i>				

ANNEX G: AJDRP Module 6. Early Recovery

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>Structural/Civil Engineers</i>				
2.	<i>Waster and Debris Management Specialist</i>				

ANNEX H: AJDRP Module 7. Logistics

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>Generator</i>				
2.	<i>Tent for Mobile Office</i>				
3.	<i>Mini / Micro Unmanned Aerial Vehicle (UAV) / Drones</i>				
4.	<i>Air Transport</i>				
5.	<i>Sea Transport</i>				
6.	<i>Land Transport</i>				
7.	<i>Tent for temporary storage</i>				
8.	<i>Procurement Officer</i>				
9.	<i>Warehouse Manager</i>				
10.	<i>Transport and Fleet Management</i>				
11.	<i>Ground Handling at the airport</i>				
12.	<i>Import and Export (Customs)</i>				

ANNEX I: AJDRP Module 8. Emergency Telecommunications

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>Information Technology Officer</i>				
2.	<i>Emergency Telecommunication Team and equipment</i>				

ANNEX J: AJDRP Module 9. Expertise

S/NO	ITEMS	CAPACITY	AGENCY	CONTACT DETAILS	REMARKS
1.	<i>Humanitarian Coordinator</i>				
2.	<i>Incident Command System</i>				
3.	<i>Information Management</i>				
4.	<i>Civil Military Coordination</i>				
5.	<i>Communicaitons</i>				
6.	<i>Camp Coordination and Camp Management including tracking and monitoring displacement and family reunification</i>				

ANNEX K



ONE ASEAN
ONE RESPONSE

“UPDATE” NO _____ # TO AHA CENTRE

1. General Information

Office Reference Number:
From:
To:
Day / Date / Time:
Disaster Event Name/ Location(s):

2. Submitting Authority

National Focal Point
Name:
Designation:
Institution:
Address:
Phone/ Fax:
Email:

3. General Description of Disaster Event (Please state briefly the type(s) of hazard, the specific location(s), date, time and duration of impact, and the factors or circumstances that triggered or brought about the disaster event.)

Delete where applicable.

3 Impact on Human Lives (Please state briefly the estimated number of people affected, estimated number of people evacuated, the updated number of dead, injured and missing persons, per disaster event location as appropriate)

4 Impact on Housing, Property and Livelihoods (Please state briefly the estimated number of houses completely destroyed and damaged houses, the estimated cost of losses in housing, property and sources of livelihoods.)

5 Impact on Lifelines and Public Infrastructures (For lifelines, please state briefly the present state of water sources, power generation, telephone and other communication services, transportation services, among others. For public infrastructures, please indicate the condition of roads and bridges, major irrigation facilities, schools, hospitals and community health facilities, among others.)

6 Impact on the Environment (Please describe any immediate, short-term or long-term impacts or consequences of the disaster event on the environment.)

7 Immediate Needs (Please list in order of priority the specific needs to manage or cope with the current emergency. This may include emergency response teams or expertise, emergency logistics, equipment and supplies, and water and sanitation facilities, among others.)

8 Actions Taken (Please state the specific actions or steps taken by the Government to respond to the emergency situation, including any declaration of state of emergency. Indicate the national, local and international agencies or organisations and their respective resources that have been mobilised for disaster response.)

9 Relevant Maps (Please attach the location maps of the disaster site(s). Indicate any websites where the maps could be viewed.)

Signed by

signature

(Name)

[National Focal Point], [Party]

ANNEX L



SITUATION “UPDATE” NO _____ # FROM THE AHA CENTRE

1. General Information

Office Reference Number:
From:
To:
Day / Date / Time:
Disaster Event Name/ Location(s):

2. **Summary of Disaster Event** (Please state briefly the type(s) of hazard, the specific location(s), date, time and duration of impact, the factors or circumstances that triggered or brought about the disaster event, and the general extent of losses.)
-

- See attachment. (Please attach relevant information.)
Delete where applicable.

3. **Assessment of Disaster Impact** (Please assess and summarise the impact of the disaster event on human lives, housing and property and livelihoods, lifelines and public infrastructures, and the environment.)
-

- See attachment. (Please attach relevant information.)

4. Assessment of Needs (Please assess the current and anticipated needs of the updating Parties to respond to the disaster situation.)

See attachment. (Please attach relevant information.)

5. Actions Taken and Resources Mobilised (Please summarise the actions taken and resources mobilised by Parties concerned, including any request for or offer of humanitarian assistance.)

See attachment. (Please attach relevant information.)

6. Others (Please provide relevant information received from third party, i.e. other countries, international organisations, media, etc., that may be useful for the National Focal Points to know.)

See attachment. (Please attach relevant information.)

7. Recommendations (Please provide assessments of possible or anticipated resource requirements of the Parties concerned and the necessity to mobilise earmarked assets and capacities of Parties under the Regional Standby Arrangements)

(Name)
AHA Centre

THE REQUEST FOR ASSISTANCE FORM is DELETED and the request for assistance will be indicated in situation update or through email

ANNEX M



ONE ASEAN
ONE RESPONSE

“OFFER” OF ASSISTANCE

1. General Information

Office Reference Number:

From:

To:

Day / Date / Time:

Disaster Event Name/ Location(s):

2. Assisting Entity

National Focal Point / Country / Organisation:

Name:

Designation:

Institution:

Address:

Phone/ Fax:

Email:

Head of Assistance Operation:

(Please inform the name and contact details of the Head of Assistance Operation in the field, in line with paragraph no. 43)

Name:

Designation:

Institution:

Address:

Phone/ Fax:

Email:

3. General Description of Assistance Offered (Please indicate the type and scope of assistance being offered)

4. Offered Resources (Please indicate the type, specification and scope of assistance offered)

a. Personnel			
No	Skills (Please specify skills and qualifications: i. Basic; ii. Advanced; iii. Specialised Skills; iv. Command Skills)	Number of Personnel	Remarks
1	2	3	4

b. Equipment and Materials			
No	Type of equipment/ materials	Number of equipment/ materials	Remarks (Please provide further description of the capabilities of the equipment and materials)
1	2	3	4

- Add additional sheets as necessary.

5. Administrative arrangements (Please indicate information on the administrative arrangements)

a. Maximum duration of assistance

b. Funding Arrangement (Please indicate the funding arrangements, such as whether the Assisting Party will shoulder the costs related to the use of the resources or whether the Receiving Party will need to shoulder some/ all of the costs, etc)

c. Terms and Conditions (Please indicate the conditions for the Receiving Party to use the personnel and equipment/ materials, such as arrangement for maintenance/ usage of the equipment, limits of liability, protection of personnel and equipment, local services and facilities for personnel, etc.)

Signed by

signature

(Name)

[Focal Point], [Entity]

ANNEX N



ONE ASEAN
ONE RESPONSE

CONTRACTUAL ARRANGEMENTS FOR ASSISTANCE

1. General Information

Office Reference Number:

From:

To:

Day / Date / Time:

Disaster Event Name/ Location(s):

2. Resources to be Mobilised

a. Personnel				
No	Name/ID number	Designation/ Institution	Description (Please indicate the skills, qualification and specific task personnel assigned)	Destination locations
1	2	3	4	5

b. Equipment and Materials				
No	Type	Description (Please indicate the specification and type of resource to be mobilised, its capabilities and purpose and its use for the incident)	Quantity	Destination Locations
1	2	3	4	5

Add additional sheets as necessary.

3. Transportation of Assisting Resources

3a. Mobilisation (Please indicate details on transportation method, time of departure and arrival, and port of arrival of the assisting resources)

Date		Time		Transportation Method	Port of Arrival
Depart	Arrive	Depart	Arrive		

3b. Demobilisation (Please indicate details on transportation method, time of departure and arrival, and port of departure of the assisting resources)

Date		Time		Transportation Method	Port of Departure
Depart	Arrive	Depart	Arrive		

4. Customs and Immigrations (Please indicate agreed arrangements for customs and immigration, such as exemptions and facilities for the personnel, exemptions from taxation, duties and other charges on the equipment and materials, etc.)

5. Logistic Support (Please indicate logistic support to be given by the Requesting/Receiving Party to assist the assisting personnel, such as food, accommodation, transportation, communication arrangements, local contacts and hosting authorities, the consignee and retrieval of the equipment and materials if they are sent through cargo, etc.)

6. Other Support (Please indicate other support to be given by the Requesting/Receiving Party to assist the assisting personnel, such as security of personnel, handling and protection for equipment and materials, etc.)

7. Funding Arrangements (Please describe funding arrangements for the assistance)

8. Others (Please indicate other details that do not fall into the above categories)

9. Contact Person (Please indicate Contact Person that will be in-charge of the overall operation as well as personnel, equipment and materials)

<p><u>Requesting/Receiving Party:</u></p> <p>Name: Designation: Institution: Address:</p> <p>Office Phone: Facsimile: Mobile Phone:</p>	<p><u>Assisting Entity:</u></p> <p>Name: Designation: Institution: Address:</p> <p>Office Phone Facsimile: Mobile Phone:</p>
---	--

Requesting/Receiving Party

Assisting Entity

signature

signature

(Name)

[National Focal Point], [Country]

(Name)

[Focal Point], [Entity]

THE UPDATE OF STATIS OF PROVISION FORM is deleted and the update will be provided through ASEAN WebEOC

ANNEX O



“END OF MISSION” FORM FROM ASSISTING ENTITY TO THE AHA CENTRE

1. General Information

Office Reference Number:

From:

To:

Day / Date / Time:

Disaster Event Name/ Location(s):

2. General Description of Disaster Event (Please describe the disaster event, what happened, the cause of event, location of the event, size of affected area, casualties, etc.)

3. Actions Taken (Please describe disaster response and impact mitigation activities)

4. Evaluation of the Role of AHA Centre and/or Other Party (Please evaluate the role of the AHA Centre and/ or the other party in the facilitation of resource mobilisation)

5. Analysis of Resource Mobilisation and Utilisation (Please provide analysis of the relevance and utility of resources mobilised, whether the resources were adequate and effective to respond to the situation, whether resources provided by the Assisting Entities could fill the gaps/ needs by the Requesting/Receiving Party)

6. Problems and Constraints (Please indicate problems and constraints in mobilising/demobilising the resources, and in handling the situation using the resources)

7. Other Observations (Please provide other observations that do not fall into the above categories)

8. Recommendations (Please provide recommendations for future actions and improvements)

Signed by:

Signature

(Name)

[Focal Point], [Entity]

**ASEAN REGIONAL DISASTER EMERGENCY
RESPONSE SIMULATION EXERCISE (ARDEX)**

PLEASE REFER TO THE ARDEX HANDBOOK

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