



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

MEMORANDUM FOR THE SECRETARY OF NATIONAL DEFENSE AND  
CHAIRPERSON, NDRRMC

THRU :  
HONORABLE HONORIO S AZCUESTA  
Undersecretary of National Defense

HONORABLE EDUARDO G BATAOGA  
Undersecretary for Civil, Veterans and Retiree Affairs

FROM :  
UNDERSECRETARY ALEXANDER P PAMA  
Executive Director

SUBJECT :  
Memorandum Circular regarding Policy on Rapid Damage  
Assessment and Needs Analysis (RDANA)

DATE :  
27 OCT 2014

1. References:
- a. Section 9, Powers and Functions of OCD under RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010) regarding the formulation of standard operating procedures for the deployment of rapid assessment teams, information sharing among different government agencies, and coordination before and after disasters at all levels; (TAB A)
  - b. Approval of the National Disaster Response Plan (NDRP) during the full Council Meeting on 11 June 2014 at the DND Conference Room.
  - c. Memorandum No. 236, s.2014, Subject: Creation of the RDANA Technical Working Group, dtd 03 April 2014. (TAB B)
  - d. Series of presentations and meetings with Technical Management Group, NDRRMC and RDANA Technical Working Group (TWG) directly involved in the RDANA Operations.
  - e. TMG, NDRRMC Meeting on 11 September 2014 at the NDRRMC Conference Room, Camp general Emilio Aguinaldo, Quezon City. (TAB C)
2. As prescribed in para 1a, OCD particularly is tasked to take the lead in the policy formulation for the Rapid Damage Assessment and Needs Analysis (RDANA) Operations. The overarching objective of proposed guideline is to put in place a mechanism for triggering the systematic and harmonized conduct of a NDRRMC-led RDANA missions composed of national, regional, and local government units' representatives. The results of these rapid damage assessment and needs



analysis should serve as the basis for the conduct of follow-on in-depth Post Disaster Needs Assessment (PDNA). The proposed guideline in the form of Memorandum Circular aims to achieve the following specific objectives:

- a. Develop a system for the conduct of RDANA.
  - b. Define the roles and responsibilities of key actors involved in the conduct of RDANA for improved cooperation and coordination
  - c. Efficient utilization of available resources to warrant maximum impact through the identification of priorities for response activities.
  - d. Ensure that the situation in the affected areas are rapidly and timely reported to the proper authorities as basis for Humanitarian Assistance/Disaster Response (HA/DR).
3. The final draft of the Memorandum Circular to be approved by the Chairperson, NDRRMC was completed on 18 July 2014. It is a product of ten (10) series of meetings with TMG, NDRRMC and consultations from other government agencies, and even international partners who are directly involved in the RDANA Operations.
4. On 11 September 2014, the final draft of the RDANA Operational Guidelines was approved by the TMG, NDRRMC during a meeting at the NDRRMC Conference Room.
5. The identified action plans and way forward of the RDANA activities are the following:
- a. Upon approval of the Memorandum Circular, the OCD and its Regional Directors, NDRRMC and member agencies shall disseminate this Memorandum Circular to all LGUs within their territorial jurisdiction.
  - b. The RDANA Technical Working Group will formulate a RDANA Operations Manual or Handbook to be used as the singular reference in the conduct of disaster response operations in the affected areas.
  - c. The Manual or Handbook will be propagated from national down to local level through the conduct of continuous trainings, seminars, workshops, scenario-based exercises using the established DRRM network.
6. From the foregoing, recommend the approval and signature of the Chairperson, NDRRMC on the Memorandum Circular on the Rapid Damage Assessment and Needs Analysis (RDANA) (TAB D).
7. For the SND's approval and signature on item 6.

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|-------------------|
| APPROVED          |
| DISAPPROVED       |
| SND               |
| DATE: NOV 04 2014 |

PAMA

|                |            |
|----------------|------------|
| CONCUR         | NOT CONCUR |
| USND           |            |
| Date: 08/10/14 |            |



SECRETARY OF  
NATIONAL DEFENSE



VTG-146676

(p) Task the OCD to conduct periodic assessment and performance monitoring of the member-agencies of the NDRRMC, and the Regional Disaster Risk Reduction and Management Councils (RDRRMCs), as defined in the NDRRMP, and

(q) Coordinate or oversee the implementation of the country's obligations with disaster management treaties to which it is a party and see to it that the country's disaster management treaty obligations be incorporated in its disaster risk reduction and management frameworks, policies, plans, programs and projects.

*SEC. 7. Authority of the NDRRMC Chairperson.* - The Chairperson of the NDRRMC may call upon other instrumentalities or entities of the government and nongovernment and civic organizations for assistance in terms of the use of their facilities and resources for the protection and preservation of life and properties in the whole range of disaster risk reduction and management. This authority includes the power to call on the reserve force as defined in Republic Act No. 7077 to assist in relief and rescue during disasters or calamities.

*SEC. 8. The Office of Civil Defense.* - The Office of Civil Defense (OCD) shall have the primary mission of administering a comprehensive national civil defense and disaster risk reduction and management program by providing leadership in the continuous development of strategic and systematic approaches as well as measures to reduce the vulnerabilities and risks to hazards and manage the consequences of disasters.

The Administrator of the OCD shall also serve as Executive Director of the National Council and, as such, shall have the same duties and privileges of a department undersecretary. All appointees shall be universally acknowledged experts in the field of disaster preparedness and management and of proven honesty and integrity. The National Council shall utilize the services and facilities of the OCD as the secretariat of the National Council.

*SEC. 9. Powers and Functions of the OCD.* - The OCD shall have the following powers and functions:

- (a) Advise the National Council on matters relating to disaster risk reduction and management consistent with the policies and scope as defined in this Act;
- (b) Formulate and implement the NDRRMP and ensure that the physical framework, social, economic and environmental plans of communities, cities, municipalities and provinces are consistent with such plan. The National Council shall approve the NDRRMP;
- (c) Identify, assess and prioritize hazards and risks in consultation with key stakeholders;
- (d) Develop and ensure the implementation of national standards in carrying out disaster risk reduction programs including preparedness, mitigation, prevention, response and rehabilitation works, from data collection and analysis, planning, implementation, monitoring and evaluation;
- (e) Review and evaluate the Local Disaster Risk Reduction and Management Plans (LDRRMPs) to facilitate the integration of disaster risk reduction measures into the local Comprehensive Development Plan (CDP) and Comprehensive Land-Use Plan (CLUP);
- (f) Ensure that the LGUs, through the Local Disaster Risk Reduction and Management Offices (LDRRMOs) are properly informed and adhere to the national standards and programs;
- (g) Formulate standard operating procedures for the deployment of rapid assessment teams, information sharing among different government agencies, and coordination before and after disasters at all levels;
- (h) Establish standard operating procedures on the communication system among provincial, city, municipal, and barangay disaster risk reduction and management councils, for purposes of warning and alerting them and for gathering information on disaster areas before, during and after disasters;
- (i) Establish Disaster Risk Reduction and Management Training Institutes in such suitable location as may be deemed

appropriate to train public and private individuals, both local and national, in such subject as disaster risk reduction and management among others. The Institute shall consolidate and prepare training materials and publications of disaster risk reduction and management books and manuals to assist disaster risk reduction and management workers in the planning and implementation of this program and projects.

The Institute shall conduct research programs to upgrade knowledge and skills and document best practices on disaster risk reduction and management.

The Institute is also mandated to conduct periodic awareness and education programs to accommodate new elective officials and members of the LDRRMCs;

(j) Ensure that all disaster risk reduction programs, projects and activities requiring regional and international support shall be in accordance with duly established national policies and aligned with international agreements;

(k) Ensure that government agencies and LGUs give top priority and take adequate and appropriate measures in disaster risk reduction and management;

(l) Create an enabling environment for substantial and sustainable participation of CSOs, private groups, volunteers and communities, and recognize their contributions in the government's disaster risk reduction efforts;

(m) Conduct early recovery and post-disaster needs assessment institutionalizing gender analysis as part of it;

(n) Establish an operating facility to be known as the National Disaster Risk Reduction and Management Operations Center (NDRRMOC) that shall be operated and staffed on a twenty-four (24) hour basis;

(o) Prepare the criteria and procedure for the enlistment of accredited community disaster volunteers (ACDVs). It shall include a manual of operations for the volunteers which shall be developed by the OCD in consultation with various stakeholders;

(p) Provide advice and technical assistance and assist in mobilizing necessary resources to increase the overall capacity of LGUs, specifically the low income and in high-risk areas;

(q) Create the necessary offices to perform its mandate as provided under this Act; and

(r) Perform such other functions as may be necessary for effective operations and implementation of this Act.

SEC. 10. *Disaster Risk Reduction and Management Organization at the Regional Level.* – The current Regional Disaster Coordinating Councils shall henceforth be known as the Regional Disaster Risk Reduction and Management Councils (RDRRMCs) which shall coordinate, integrate, supervise, and evaluate the activities of the LDRRMCs. The RDRRMC shall be responsible in ensuring disaster sensitive regional development plans, and in case of emergencies shall convene the different regional line agencies and concerned institutions and authorities.

The RDRRMCs shall establish an operating facility to be known as the Regional Disaster Risk Reduction and Management Operations Center (RDRRMOC) whenever necessary.

The civil defense officers of the OCD who are or may be designated as Regional Directors of the OCD shall serve as chairpersons of the RDRRMCs. Its Vice Chairpersons shall be the Regional Directors of the DSWD, the DILG, the DOST, and the NEDA. In the case of the Autonomous Region in Muslim Mindanao (ARMM), the Regional Governor shall be the RDRRMC Chairperson. The existing regional offices of the OCD shall serve as secretariat of the RDRRMCs. The RDRRMCs shall be composed of the executives of regional offices and field stations at the regional level of the government agencies.

SEC. 11. *Organization at the Local Government Level.*  
 – The existing Provincial, City, and Municipal Disaster Coordinating Councils shall henceforth be known as the Provincial, City, and Municipal Disaster Risk Reduction and Management Councils. The Barangay Disaster Coordinating Councils shall cease to exist and its powers and functions shall henceforth be assumed by the existing Barangay Development



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE**  
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

03 ADD 2014

MEMORANDUM  
No. 236s, 2014

TO : All Concerned  
SUBJECT : Creation of the RDANA Technical Working Group

Hereby reconstituted is the RDANA Technical Working Group that is tasked to develop a standard assessment tool to be used by the RDANA Team in assessing the damages and needs in disaster affected areas:

Head: LTC Edwin C. Sadang, Operations Division

Members: Dir. Susana M. Cruz, OCD-NCR

Ms. Susana Quiambao, Education & Training Division  
Mr. Joemar Perez, Education & Training Division  
Mr. Relan Jay Asuncion, NDRRMS  
Mr. Francis Pedro Rodriguez, NDRRMS  
Ms. Jacqueline Manara, Operations Division  
Mr. Sonny Patron, Operations Division

For guidance and compliance.

  
USEC EDUARDO D DEL ROSARIO  
Administrator

Telefax: NDRRMC OpCen (+632) 911-1406; 912-2665; 912-5668; NDRRMC Secretariat (+632) 912-0441; 912-5947;

Office of the Administrator, OCD (+632) 912-6675

Email: [opcen@ndrrmc.gov.ph](mailto:opcen@ndrrmc.gov.ph) Website: [www.ndrrmc.gov.ph](http://www.ndrrmc.gov.ph)



**NOTICE OF MEETING**

**10 SEP 2014**

AUTHORITY : **SECRETARY OF NATIONAL DEFENSE AND  
CHAIRPERSON, NDRRMC**

TO PRESIDE : **Usec Alexander P Pama**

TO ATTEND : **Representative of NDRRMC Member-Agencies:**

Usec. Carlo A. Carag, DOF  
Asec. Matanog M. Mapandi, DOE  
Asec Jesus Ernesto B. Gaviola, DOTC  
Asec Reynaldo D. Laguda, DepEd  
Asec Jesus Domingo, DFA  
Asec Vilma Cabrera, DSWD  
Asec Tina Rose Marie L. Canda, DBM  
Comm. Gammaliel A. Cordoba, NTC  
Dir. Thelisa Biolena, DSWD  
Dir. Edgar Allan Tabell, DILG  
Dir. Renato U. Solidum Jr., PHIVOLCS  
Dr. Vicente Malano, PAGASA  
Dr. Arnel Rivera, DOH  
Dir. Ernesto Gregorio, Jr., DPWH  
Dir. Ramon Santiago, MM/DA  
Dir Rodolfo Guiob, DA  
Atty. Virgilio Mendez, NBI  
Atty Jaime G. Hofileña, ASOG

Exec. Dir. Loreine B. Dela Cruz, CDP  
Exec. Dir. Josias Dela Cruz, World Vision  
Exec. Dir. Conchita Ragragio, CNDR  
Administrator Arthur O. Juan, NFA  
Ms. Adelina Sevilla-Alvarez, DRRNet Philippines  
Ms. Girlie Guyong-Bangunan, PIA  
Mr. Roderic Salve, PRC  
Gov. Alfonso V. Umali, LPP  
Ms. Czarina Medina-Guce, ULAP  
Ms. Raifal Ruth M. Flores, LMP  
Mr. Alvin F. Asis, LCP  
Mr. Jose H. Silverio, LNB  
LT Gen William K Hotchkiss III AFP (Ret), CAAP  
MGen Oscar T Lactao, AFP OJ3  
PCSupt Danilo S Constantino, PNP  
FCSupt Carilito Romero, BFP  
Capt Oscar G Endona, PCG  
LTC Edwin C Sadang GSC (SC) PA, OCD-Ops Div

DATE : **11 September 2014, 9:00 AM**


VENUE : **2<sup>nd</sup> Floor, NDRRMC Conference Room  
NDRRMC Building, Camp Aguinaldo, Quezon City**

AGENDA : **NDRRMC-TMG Disaster Response Meeting Part 2**

As agreed upon by the TMG Representatives during the last meeting on 13 August 2014, the remaining agenda will be discussed on above-stated date.

For inquiries and confirmation of attendance please contact **Ms. Lucky Amor D. Dela Cruz** or **Ms. Mary Grace I. Somido** at telephone nos. 912-2665, 911-1406, 912-5668, 912-2965 or 911-1873.

By Authority of the Chairperson, NDRRMC:

  
**USEC ALEXANDER P PAMA**  
Executive Director





REPUBLIC OF THE PHILIPPINES

## **NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

NOV 0 4 2014

Memorandum Circular

No. \_\_\_\_\_, s.2014

TO : All Concerned

SUBJECT : GUIDELINES IN THE CONDUCT OF RAPID DAMAGE  
ASSESSMENT AND NEEDS ANALYSIS (RDANA)

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### **1.0 Rationale**

The year 2013 has been manifested by major disasters as the country bore the effect of a monstrous typhoon and deadly earthquake that killed thousands and left billions of pesos in damages. The destructive disasters, both natural and human-induced, have revealed our weaknesses in our post-disaster mechanisms in the country. The unprecedented deployment of assets in support of humanitarian response to natural and human-induced disasters, following an increasing trend over the years, confirmed the need for a Standing Operating Procedure (SOP) for the institutionalization of a Rapid Damage Assessment and Needs Analysis (RDANA).

In the aftermath of a disaster, it is imperative that rapid damage and needs assessment be conducted immediately. A rapid assessment provides general information on priority needs, as well as identifies available resources and services, for immediate emergency measures to preserve and save lives and alleviate the sufferings of the affected population. RDANA results serve as basis for project planning and implementation of humanitarian assistance. The integrated approach of a rapid assessment addresses these needs for assistance in a joint manner and aims to satisfy RDANA in the best way possible through actions that can resolve the assessment simultaneously and not independently by sector.

RDANA is a disaster response tool that is used immediately during the early and critical state of a disaster as soon as the conditions allow disaster survey teams to operate. It aims to determine the immediate relief and response requirements and is dependent upon the type of disaster. It is broad in scope and focuses on overall patterns and trends. It identifies the magnitude of a disaster (without necessarily delivering exact figures) by focusing on the general impact on the society and the people's capacity to cope.

RDANA is composed of the following:

- a. Damage Assessment – this depicts the overall picture of the incident/situation by providing a “snapshot” of the disaster’s magnitude and impact on population and infrastructure. It answers the question “what has happened?”

*Guidelines for Rapid Damage Assessment and Needs Analysis (RDANA)*

b. Needs Analysis – this defines the level and type of immediate assistance required for the affected population. It answers the question “what needs to be done?”

RDANA comprises situation, resource, and needs analysis in the early and critical stage of a disaster and is intended to determine the type of immediate response and relief needed and appropriate follow-on actions. The assessment provides information about the needs, possible intervention strategies and resource requirements, and aims to identify the following:

- a. General overview of the damage in terms of:
  - nature of a disaster;
  - extent of damage and the secondary threats;
  - impact to availability of resources and local response capacity; and
  - the level of continuing or emerging threats.
- b. Assessment of the situation and recommendation on the ff:
  - most urgent relief needs;
  - potential methods for delivery or priorities for action;
  - utilization of resources for immediate response;
  - options for relief assistance;
  - need for detailed assessment of specific geographical areas or sectors; and
  - need for international assistance.

Recent experiences have highlighted the need to develop guidelines in the conduct of RDANA and the use of cluster approach.

The development of RDANA assessment guidelines and protocols related to the conduct of Joint and Coordinated Rapid Damage Assessment and Needs Analysis (definition) shall be the responsibility of the NDRRMC Technical Working Group (TWG).

The following prescribes the purpose of this guideline:

- a. To develop a system for the conduct of RDANA;
- b. To define the roles and responsibilities of key actors involved in the conduct of RDANA for improved cooperation and coordination;
- c. To efficiently utilize available resources to warrant maximum impact through the identification of priorities for response activities; and
- d. To ensure that the situation in the affected areas are rapidly and timely reported to the proper authorities as basis for Humanitarian Assistance/Disaster Response (HA/DR).

## 2.0 Legal Bases and References

This Memorandum Circular (MC) is hereby promulgated based on the following legal provisions:

- 2.1 Section 9, Powers and Functions of OCD under RA 10121 (Philippine

Disaster Risk Reduction and Management Act of 2010)

*Formulate standard operating procedures for the deployment of rapid assessment teams, information sharing among different government agencies, and coordination before and after disasters at all levels;*

2.2 Section 3, Rule 4 IRR of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)

*The RDRRMC Chairperson may tap the facilities and resources of other government agencies and private sectors, for the protection of life and properties in pursuit of disaster risk reduction and management.*

2.3 Section 3G, Rule7, IRR of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)

*OCD shall “formulate standard operating procedures for the deployment of rapid damage assessment and needs analysis (DANA) teams, information sharing among different government agencies, and coordination before and after disasters at all levels.”*

2.4 Section 4, Para 21 IRR of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)

*Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes.*

2.5 Outcome 13 of Thematic Area 3: Disaster Response, National DRRM Plan 2011-2028

*Adequate and prompt assessment of needs and damages at all levels.*

### **3.0 Definition of Terms**

*Capacity – a combination of all strengths and resources available within a community, society or organization that can reduce the level of risk, or effects of a disaster. Capacity may include infrastructure and physical means, institutions, societal coping abilities, as well as human knowledge, skills and collective attributes such as social relationships, leadership and management. Capacity may also be described as capability.*

*Cluster - operationally defined as a group of agencies that gather to work together towards common objectives within a particular sector of emergency response.*

*Cluster Approach – aims to harmonize and strengthen the efforts of the the identified agencies of the Philippine Government in providing assistance to affected population during disasters. These clusters will facilitate all coordination in the delivery of humanitarian and disaster response services.*

*Disaster Response* – R.A. 10121 defines that it is the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of people affected. It predominantly focused on immediate and short term needs and is sometimes called disaster relief.

*Disaster* – a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, Social and economic disruption and environmental degradation.

*Emergency* – as per R.A 10121, it is defined as unforeseen or sudden occurrence, especially danger, demanding immediate action.

*First Responders* – there are two types. The first refers to those who are on the scene of the incident (anybody who is coincidentally on the scene); the second refers to certified responders who are on standby for such occurrence (as mandated). The first responder carries out the immediate and timely response needed in addressing an incident. The first responder's performance covers that point in time when the level of incident shifts either to a higher level or towards elimination of crisis. The first responder also secures the scene of incident and conveys the appropriate communication to respective channels, primarily, to an Incident Commander or to the Local Chief Executive. The definition is derived from the HADR Plan of the AFP.

*Humanitarian Assistance* – the use of capabilities to save lives, alleviate sufferings and maintain and protect human dignity during and in the aftermath of disaster, calamities or any types of emergencies.

*Incident Command System (ICS)* – a standardized, on-scene, all hazard incident management concepts; allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is non-permanent organization and is activated only in response to disasters and emergencies.

*Operations Center* – an operating facility to be established by the NDRRMC, DRRMC and LDRRMCs as required by RA 10121. It shall be operated and staffed on a twenty-four (24) hour basis. During emergencies, the Operations Center shall be activated into an "Emergency Operations Center."

*Private Sector* – in the R.A. 10121, it is the key actor in the realm of the economy where the central social concern and process are the mutually beneficial production and distribution of goods and services to meet the physical needs of

human beings. The private sector comprises private corporations, households and nonprofit institutions serving households.

*Quick Response Fund (QRF)* – stand-by fund for relief and recovery programs in order that situation and living conditions of people in communities or areas stricken by disasters, calamities, epidemics, or complex emergencies, may be normalized as quickly as possible.

*State of Calamity* - a condition involving mass casualty and/or major damages to property, disruption of means of livelihoods, roads and normal way of life of people in the affected areas as a result of the occurrence of natural or human-induced hazard. The definition is derived from the R.A. 10112.

*Support to other Agencies* – it is operationally defined as the efforts to provide support for developmental, environmental protection and law enforcement activities in pursuit of disaster risk reduction and management programs of the government.

#### **4.0 General Strategies**

This guideline is designed to address disaster scenarios in the country. Once approved, RDANA Handbook will be crafted that will extend and broaden the detailed discussions on its operational coordination.

The following guidance and arrangements will apply for the conduct of joint rapid assessment missions in disaster affected areas:

- 4.1 Rapid damage assessment missions shall be conducted jointly and in coordination with the national and/or regional government agencies, the affected local government(s) using the approved assessment form.
- 4.2 National/Regional/Local DRRM Councils shall organize, equip, and train RDANA teams.
- 4.3 RDANA teams shall be mobilized and deployed to affected areas.
- 4.4 Deploy and utilization of technology through the use of DRONE and satellite imagery shall be implemented, as necessary.
- 4.5 Collection, collation and analysis of data shall be conducted.
- 4.6 Preparation and submission of RDANA Report shall be held. Copies of which will be provided to the affected LGUs and responding agencies on the ground.

#### **5.0 Operational Guidelines and Procedures**

5.1 **Triggers** - Any one of the following conditions triggers a joint RDANA in the affected area(s):

- 5.1.1 Declaration of a State of Calamity;
- 5.1.2 Request for assistance from the Local DRRM Council Chairpersons to the NDRRMC or its member agencies;
- 5.1.3 Request from a regional agency and from the RDRRMC Chairperson present on the ground.

5.1.4 As directed by the NDRRMC Chairperson or the NDRRMC Executive Director.

5.1.5 No contact in six (6) hours in areas expected and/or suspected to be severely affected.

5.1.6 Devastation as depicted in Pre-Disaster Risk Assessment (PDRA) and as reported by more than one media reports.

## **5.2 Mobilization and Deployment**

### **5.2.1 Pre-mobilization**

5.2.1.1 Upon confirmation and recommendation of the Pre-Disaster Risk Assessment (PDRA) Core Group and/or of any one of the triggers and/or categories, the Chairperson, NDRRMC through the Executive Director calls for an emergency meeting with all concerned NDRRMC member agencies and Response Cluster Leads to discuss and determine the following:

5.2.1.1.1 *Situation* – based on initial information on the disaster or event, initial report of damages, local response and projected developments in the emergency situation, including secondary risks.

5.2.1.1.2 *Mission Objectives* - shall reflect the RDANA Teams' Terms of Reference (TOR) and include the specific objectives of the mission based on the direction by the Chairperson, NDRRMC through the Executive Director the estimate of the evolving emergency situation and LGU support requirements. The mission objectives shall indicate the main focus of the mission, the duration, main activities, areas to be covered, and data collection methodology, and form of daily outputs required.

5.2.1.2 The Executive Director, NDRRMC briefs the Chairperson, NDRRMC on the results of the emergency meeting and recommends appropriate actions to be taken and deployment of the RDANA team based on the PDRA Core Group assessment of the situation.

5.2.1.3 The PDRA will determine the possible area of deployment of the RDANA teams. And provide guidance with the mission objectives, assessment tools, logistics, reporting and any other concerns.

5.2.1.4 The Executive Director, NDRRMC and the PDRA Core Group informs the concerned OCD Regional Office and local DRRMC of the organization, terms of reference and deployment of the RDANA Teams in its operational area and advises the same of the logistical support that needs to be extended to the RDANA Team while on mission within its AOR.

5.2.1.5 The PDRA Core Group through the National Disaster Risk Reduction and Management Service (NDRRMS) recommend areas most likely to be affected by the impact of disaster. Hence, Operations Division shall coordinate with the concerned OCD Regional Directors to determine the possible deployment of the National RDANA Teams. Further, arrange all administrative and logistical arrangements to the team to be deployed.

5.2.1.5.1 Contact persons and details in areas to be visited;

5.2.1.5.2 Maps of mission areas;

5.2.1.5.3 A satellite-based communications kit and one (1) DRONE per team with an operator (should more than one kit be required, the CEIS Division through the NDRRMC should liaise with partners from the Emergency Telecommunications Cluster such as WFP for availability of communications kit and operators);

5.2.1.5.4 Transport arrangements (for missions by land from Manila); and,

5.2.1.5.5 Flight reservations and transport arrangements on ground (for missions requiring air travel and vehicles on the ground).

5.2.1.6 The NDRRMC-led RDANA Teams shall be composed of inter-agency representatives coming from the different Response Clusters represented by national government agency representatives (including regional offices) and if necessary, Cluster partners from the international humanitarian partners and ASEAN.

5.2.1.7 The PDRA Core Group briefs the Chairperson, NDRRMC and its members on the conduct of the assessment, including team composition, organization and deployment.

5.2.1.8 All RDANA Teams shall have one common briefing from the Executive Director, NDRRMC and PDRA Core Group prior to departure which covers, but not limited to, the following:

5.2.1.8.1 Assessment mission and deliverables;

5.2.1.8.2 Duration;

5.2.1.8.3 Communications channels between the RDANA Teams and NDRRM OpCen;

5.2.1.8.4 Key contacts on the ground and at NDRRM OPCEN and mode of communications;

5.2.1.8.5 Reporting and frequency;

5.2.1.8.6 Support to RDANA Teams such as personal provision, personal protective equipment (PPE), maps, communications kit, GPS, vaccination, insurance, transport, contact details of key personalities on the ground, operational and contingency funds;

5.2.1.8.7 Fund disbursement procedures and clearing of expenditures; and,

5.2.1.8.8 Mission termination and debriefing.

5.2.1.9 The NDRRMC Building located at Camp General Emilio Aguinaldo, Quezon City shall be the marshalling area as well as the staging point of all RDANA Teams at the national level mission.

5.2.1.10 The respective Regional and Local Emergency Operations Center (EOC) shall be the marshalling area as well as the staging point of all RDANA Teams at the Regional and Local level mission.

5.2.1.11 At the National and Regional level missions, all costs related to the conduct of these missions for NDRRMC-member agency representatives shall be charged against the OCD Quick Response Funds (QRF).

### **5.2.2 Mobilization**

RDANA Teams shall be headed by the Office of Civil Defense and shall consist of the following agencies: DRRMCs, DSWD, AFP, ATO, CSOs, DA, DepEd, DPWH, LGUs, PCG, DILG, BFP, PNP, DOST, MGB-DENR, PAGASA-DOST, PHIVOLCS-DOST, DOH and PRC. The composition of the team may vary, depending on the nature of disaster.

5.2.2.1 Once the RDANA Teams are constituted and Team Leaders are designated, the Team Leaders shall develop a Plan of Action (PoA) on how to achieve the mission objectives based on their TORs.

5.2.2.2 Upon arrival in the disaster affected areas, the Team Leader shall report to the local DRRMC Chairperson and discuss the team's TOR, PoA and how best to achieve the team's mission objectives.

5.2.2.3 The RDANA Teams shall submit daily updates to the concerned RDRRMC. It shall likewise consolidate and analyze updates to the Operations Division to be submitted to the Executive Director, NDRRMC copy furnished NDRRM OpCen.

5.2.2.4 Regional and Local Emergency Operations Center (EOC) shall closely monitor their respective RDANA Teams while on mission and consolidate, analyze and evaluate daily reports to the RDRRMC or local DRRMC Chairperson.

5.2.2.5 The RDANA Form 1 for Phase 1 for direct observation and Form # 2 for Phase 2, attached as (Annex A), shall be guide in carrying out the rapid damage assessment and needs analysis mission.

5.2.2.6 Accomplished RDANA Form 1 shall be submitted to the concerned RDRRMC for consolidation and analysis within 72 hours upon deployment and 24 hours thereafter. RDANA Form 2 shall be submitted within 2 weeks after deployment. All forms should be submitted by the RDRRMC co-signed by the RDANA Team Leader to Operations Division, OCD.

### **5.2.3 Termination**

5.2.3.1 Upon mission termination at the national level, the Executive Director, NDRRMC directs the Operations Division, OCD to facilitate the conduct of a debriefing at the NDRRM OPCEN and submits an After Mission/Debriefing Report to the Chairperson, NDRRMC highlighting what went well



and identified areas for improvement in the conduct of future missions;

5.2.3.2 At the regional level, the Chairperson facilitates the conduct of a debriefing at the Regional OPCEN and submits an After Mission/Debriefing Report to the Chairperson, NDRRMC through the Executive Director, NDRRMC highlighting what went well and identified areas for improvement in the conduct of future missions;

5.2.3.3 At the local level, the Chairperson facilitates the conduct of a debriefing at the local OPCEN and submits an After Mission/Debriefing Report to the RDRRMC Chairperson, highlighting what went well and identified areas for improvement in the conduct of future missions;

5.2.3.4 RDANA Team Leaders shall submit an accounting of all mission-related expenditures during the debriefing session.

## **6.0 Roles and Responsibilities:**

6.1 At the national level, the Executive Director, NDRRMC shall ensure the effective and efficient implementation of this guideline.

6.2 At the regional down to the local level, the Chairpersons, RDRRMC and local DRRMC shall ascertain effective and efficient implementation of this guideline.

6.3 Executive Director, NDRRMC shall be responsible for the following:

6.3.1 Operationalize the provisions of this Memorandum Circular and guarantee the smooth conduct of RDANA missions, including extending operational support coordination needed to make all missions productive and successful.

6.3.2 Submit regular progress reports to the undersigned on the implementation of this Memorandum Circular based on feedback from the clusters, mission debriefings, and partners.

6.3.3 Continually enhance conduct of rapid and sectoral needs assessment, and make appropriate changes.

6.3.4 Response Clusters shall maintain a ready pool of personnel for the conduct of rapid and sectoral assessments. OCD shall undertake measures to keep Cluster members equally competent in the conduct of RDANA.

6.3.5 R/P/MDRRMC Chairpersons shall designate principal and alternate regional, provincial, and city/municipal focal points in the conduct of rapid damage assessment and needs analysis missions whose names shall be submitted to the Operations Division, OCD within 30 days upon publication of this Memorandum Circular. The identified Focal Persons shall be trained on how to conduct RDANA by the Education and Training Division, OCD.

## 9.0 Repealing Clause

All existing issuances, which are inconsistent herewith are hereby superseded.

Any future reference with respect to their issuances in relation to the Operational Guidelines for the RDANA during disaster response operations shall be made in reference to this Memorandum Circular.

## 10.0 Dissemination

The OCD and its Regional Directors, NDRRMC and member agencies shall disseminate this Memorandum Circular to all LGUs within their territorial jurisdiction.

## 11.0 Effectivity

This Memorandum shall take effect immediately for information, guidance and widest dissemination.

  
VOLTAIRE T. GAZMIN  
Secretary, DND and  
Chairperson, NDRRMC



VTG-146677

**Enclosures:**  
Annex A - RDANA Forms  
Annex B - Mission Kits  
Annex C - Benefits

**Distribution:**  
DSWD  
DOH  
DA  
DepEd  
DPWH  
National Response  
Cluster Leads

OCD Regional Offices  
OCD Divisions  
AFP/AFPCC  
DND  
DND  
Private Sector Disaster  
Management Network  
(PSDMN)

PRC  
Regional Offices: DSWD, DOH, DA, DepEd, DPWH  
RDRRMC, PDRRMC and MDRRMC Chairpersons







|   |   |                                      |                  |                               |                   |
|---|---|--------------------------------------|------------------|-------------------------------|-------------------|
| Farming   | High  | Medium                               | Low              | Male                          | Families Affected |
| Cattle Raising  |   |                                      |                  |                               |                   |
| Fishing   |   |                                      |                  |                               |                   |
| Industrial  |   |                                      |                  |                               |                   |
| Commerce  |   |                                      |                  |                               |                   |
| Manual Labor  |   |                                      |                  |                               |                   |
| Skilled Labor   |   |                                      |                  |                               |                   |
| Others  |   |                                      |                  |                               |                   |
| Main Needs in Livelihood  |   |                                      |                  |                               |                   |
| Needs   | Estimated Quantity                                      | Estimated No. of Families to Benefit | Observations     |                               |                   |
|   |   |                                      |                  |                               |                   |
|   |   |                                      |                  |                               |                   |
|   |   |                                      |                  |                               |                   |
|   |   |                                      |                  |                               |                   |
| Impact on Livelihood: High ; Medium; Low; None  |   |                                      |                  |                               |                   |
| Early Recovery Issues:  |   |                                      |                  |                               |                   |
| Observations/Recommendations:   |   |                                      |                  |                               |                   |
| <b>XI. PROTECTION</b>   |   |                                      |                  |                               |                   |
| Situation of Children   |   |                                      |                  |                               |                   |
|   | Total Number  | Boys                                 | Girls            | Identification/ documentation |                   |
| Orphans   |   |                                      |                  |                               |                   |
| Separated from Parents  |   |                                      |                  |                               |                   |
|   |   |                                      |                  | Observations                  |                   |
| Have there been instances, registration or monitoring of mistreatment, rape and sexual abuse? |   |                                      |                  |                               |                   |
| Are there organizations that work in psychosocial support?                                    |   |                                      |                  |                               |                   |
| Are there organizations that work for the protection of rights?                               |   |                                      |                  |                               |                   |
| Main barriers for the fulfillment of basic protection principles and actions                  |   |                                      |                  |                               |                   |
|   |   | Main Needs in Protection             |                  | Barriers                      |                   |
| Needs   | Quantity  | No. of Families                      | Observations     |                               |                   |
|   |   |                                      |                  |                               |                   |
|   |   |                                      |                  |                               |                   |
|   |   |                                      |                  |                               |                   |
| Impact on Protection: High ; Medium; Low; None  |   |                                      |                  |                               |                   |
| Early Recovery Issues:  |   |                                      |                  |                               |                   |
| Observations/Recommendations:   |   |                                      |                  |                               |                   |
| <b>XII. EDUCATION</b>   |   |                                      |                  |                               |                   |
| Impact on Schools (partial results as of _____ )  |   |                                      |                  |                               |                   |
|   | Baseline  | Damaged                              | Percent Damaged  |                               |                   |
| Number of schools   |   |                                      |                  |                               |                   |
| Number of classrooms  |   |                                      |                  |                               |                   |
|   | Baseline  | Affected*                            | Percent Affected |                               |                   |
| Number of learners  |   |                                      |                  |                               |                   |
| Number of personnel   |   |                                      |                  |                               |                   |
| * Affected learners and personnel are based on municipalities with reported damages           |   |                                      |                  |                               |                   |
| Immediate Needs in Education (partial results as of _____ )                                   |   |                                      |                  |                               |                   |
|   | Immediate Needs   | Number of Individuals/Units          |                  |                               |                   |
|   | Psychosocial Intervention                               |                                      |                  |                               |                   |
|   | Repair of Classroom with minor damages (repairs, tarps) |                                      |                  |                               |                   |
|   | Makeshift classroom, TLS and tents                      |                                      |                  |                               |                   |

| Learning materials                                |        |             |         |            |      |                     |           |          |        |  |
|---|--------|-------------|---------|------------|------|---------------------|-----------|----------|--------|--|
| XIII. ORGANIZATION AND COORDINATION               |        |             |         |            |      |                     |           |          |        |  |
| Organization                                      | Health | WASH        | Shelter | Protection | Food | Livelihood          | Education | Security | Others |  |
| Provincial Clusters                               |        |             |         |            |      |                     |           |          |        |  |
| PDCC  |        |             |         |            |      |                     |           |          |        |  |
| CDCC  |        |             |         |            |      |                     |           |          |        |  |
| MDCC  |        |             |         |            |      |                     |           |          |        |  |
| BDCC  |        |             |         |            |      |                     |           |          |        |  |
| Others  |        |             |         |            |      |                     |           |          |        |  |
| Information Flow (Check if existing and X if not) |        |             |         |            |      |                     |           |          |        |  |
| NGOs  | NGOs   | UN Agencies | BDCC    | MDCC       | CDCC | Provincial Clusters | PDCC      |          |        |  |
| UN Agencies                                       |        |             |         |            |      |                     |           |          |        |  |
| BDCC  |        |             |         |            |      |                     |           |          |        |  |
| MDCC  |        |             |         |            |      |                     |           |          |        |  |
| CDCC  |        |             |         |            |      |                     |           |          |        |  |
| Provincial Clusters                               |        |             |         |            |      |                     |           |          |        |  |
| PDCC  |        |             |         |            |      |                     |           |          |        |  |
| Main Needs in Coordination:                       |        |             |         |            |      |                     |           |          |        |  |
| Impact on Coordination: High ; Medium; Low; None  |        |             |         |            |      |                     |           |          |        |  |
| Early Recovery Issues:                            |        |             |         |            |      |                     |           |          |        |  |
| Observations/Recommendations:                     |        |             |         |            |      |                     |           |          |        |  |

## **ANNEX B – MISSION KITS**



## **ANNEX C – BENEFITS**

## RAPID DAMAGE ASSESSMENT AND NEEDS ANALYSIS INITIAL REPORT

### I. PROFILE OF THE DISASTER

Site Location/Address \_\_\_\_\_

Time of RDANA Team Arrival \_\_\_\_\_

Time of RDANA Team Departure \_\_\_\_\_

Local authorities/persons interviewed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GPS Coordinates \_\_\_\_\_

Type of Disaster \_\_\_\_\_

Date and Time of Occurrence \_\_\_\_\_

Summary of Disaster/Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### II. INITIAL EFFECTS

|                      |       |          |       |       |       |      |       |
|----------------------|-------|----------|-------|-------|-------|------|-------|
| Total Population     | _____ | children | _____ | women | _____ | PWDS | _____ |
| Affected Population  | _____ | children | _____ | women | _____ | PWDS | _____ |
| Displaced Population | _____ | children | _____ | women | _____ | PWDS | _____ |
| Dead                 | _____ | children | _____ | women | _____ | PWDS | _____ |
| Missing              | _____ | children | _____ | women | _____ | PWDS | _____ |
| Injured              | _____ | children | _____ | women | _____ | PWDS | _____ |

### III. STATUS OF LIFELINES AND CRITICAL FACILITIES

|                       |  |
|-----------------------|--|
| Roads and Bridges     |  |
| Electricity           |  |
| Communication Network |  |
| Hospitals             |  |

|                     |  |
|---------------------|--|
| Schools             |  |
| Airports            |  |
| Sea Ports           |  |
| Water Supply System |  |
| Market              |  |
| Residential Houses  |  |
| Others              |  |

### III. INITIAL NEEDS ASSESSMENT CHECKLIST

|                    | Summary of Damages | Priority Needs |
|--------------------|--------------------|----------------|
| Health             |                    |                |
| Food and Nutrition |                    |                |
| WASH               |                    |                |
| Shelter and NFIs   |                    |                |
| Protection         |                    |                |
| Others             |                    |                |

### IV. INITIAL RESPONSE ACTIONS

Response groups involved  
 Assets deployed  
 Number of families served  
 Extent of local assistance

.....  
 .....  
 ..... children ..... women ..... PWDS  
 .....

**References:**

NDRRMC Report Development Workshop – Forms I and II  
ASEAN-ERAT Daily Assessment Form for ARF DIREX  
ASEAN RDANA Manual Quick Reference Guide December 2008  
Initial Needs Assessment Checklist (INAC) – Version 06/05/10