



SASOP

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



ONE VISION, ONE IDENTITY, ONE COMMUNITY

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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
INSARAG	-	International Search and Rescue Advisory Group
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

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, good 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

¹ AADMER, Article 9

² AADMER, Article 8.2

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.

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.

³ AADMER, Article 20.1

III. DISASTER PREPAREDNESS

7. 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

8. 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.

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. 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 reports/situation updates from/to AHA Centre or other Parties, particularly off-duty hours and days. Regular exercises shall be conducted by AHA Centre to test connectivity with the national operation centres.
10. Each Party shall use TEMPLATE 1 (see 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 Capacities^{9,10}

11. Each Party shall use the following templates to update information on earmarked assets and capacities every January and July of the year, or whenever there are any significant changes.
 - (i) **Emergency Response/Search and Rescue Directory**
12. Each Party shall use TEMPLATE 2 (see Annex B) to voluntarily provide information on the key government and private or civil society agencies that have emergency response and search and rescue capacities that can be engaged, involved or mobilised to support the regional standby arrangements. Details required include the roles and functions of these agencies e.g. trained and skilled to perform search and rescue operations, emergency

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. The database has been developed by the ASEAN Secretariat and currently is available on a restricted webpage at <http://standby.aseansec.org/>. Information updates can be uploaded directly onto the on-line database by the Parties administrator (who can obtain the on-line access rights from the database administrator at the ASEAN Secretariat) or communicated to the database administrator via fax at +62 21 7230985 or email at disaster-release@asean.org. This function will eventually be transferred to and managed by the AHA Centre.

medical handling and treatment of casualties at incident site and evacuation centres, and contact details for the agency focal points.

(ii) Military and Civilian Assets and Capacities

13. Each Party shall use TEMPLATE 3 (see Annex C) to provide the description of the capabilities, quantity and specifications of the military and civilian assets and capacities that are earmarked for regional standby arrangements to support joint disaster relief and emergency response operations. Details required are for assets and capacities in the water and sanitary, medical, transportation, communications, utilities, bulk storage and staging facilities categories.

(iii) Emergency Stockpiles of Disaster Relief Items

14. Each Party shall use TEMPLATE 4 (see Annex D) to provide the description of the capabilities, quantity, and specifications of emergency stockpiles of disaster relief items that are earmarked for regional standby arrangements to support joint disaster relief and emergency response operations. Details required are for emergency stockpiles of Equipment and Materials (communications, transportation, power supply, medical, water and sanitary) and Consumables (food and nutrition, medical, water and sanitary, clothing and bedding, household items and rescue capability) that may be supplied directly from suppliers or through a supply chain from pre-positioned storage facilities that may already be part of the Party's emergency stockpile.

(iv) Disaster Management Expertise and Technologies

15. Each Party shall use TEMPLATE 5 (see Annex E) to provide data on expertise and technology resources available for disaster management which can be deployed to support the joint disaster relief and emergency response operations. Details required are specific expertise of the disaster management professionals and practitioners e.g. specialties in rapid disaster assessment, incident command, coordination and communications, emergency public health, search and rescue, casualty and

trauma management and; available technologies to support the disaster relief and emergency response operations
e.g. information technology and telecommunications hardware, forensic capabilities.

C. Network of Pre-Designated Areas¹¹

16. Each Party shall use TEMPLATE 6 (see Annex F) to update AHA Centre with information on a network of pre-designated areas as entry points for supplies and expertise from Assisting Entities¹² every January and July of the year, or whenever there are any significant changes.
17. Each Party shall ensure that the Operational Focal Points at these pre-designated areas have been notified and are ready with pre-arranged procedures to facilitate the transit or entry through its facility of duly notified personnel, equipment, facilities and materials involved or used in the assistance to the Requesting or Receiving Party and shall exempt from taxation, duties and other charges of a similar nature for such equipment, facilities and materials¹³.

¹¹ AADMER, Article 9.4

¹² Assisting Entity is a State, international organisation, and any other entity or person that offers and/or renders assistance to a Receiving Party or a Requesting Party in the event of a disaster emergency (AADMER, Article 1). While the procedure in the SASOP is only applicable to Parties, Assisting Entities outside ASEAN are encouraged to follow the procedure in the SASOP if they find it useful. ASEAN would explore the possibility of making NGOs as recognised partners of ASEAN, and that these partners should follow the procedures as stipulated in the SASOP.

¹³ AADMER, Article 16.1

IV. ASSESSMENT AND MONITORING

18. The provision of reports 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

19. The NFP of the Party affected by a disaster shall immediately provide an initial report to the AHA Centre within 3 hours of the occurrence of the incident using FORM 1¹⁴ (see Annex G). 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 AHA Centre that can be used to transmit the reports:
 - a. Facsimile (Fax) : +62-21-3521374
 - b. Telephone (Direct Line) : +62-21-3520862
20. The AHA Centre shall analyse the initial report received from the NFP of the affected Party and then prepare and notify the other Parties of the disaster situation using FORM 2¹⁵ (see Annex H). AHA Centre may also use other sources of information, such as the UN Virtual On-Site Operations and Coordination Centre (Virtual OSOCC), to gather facts on the developing situation of the disaster.

¹⁴ The NFP of the affected Party shall clearly indicate that this is the Initial Report by deleting the word 'Situation Update' on the cover page of the report.

¹⁵ The AHA Centre shall clearly indicate that this is the Initial Report by deleting the word 'Situation Update' on the cover page of the report.

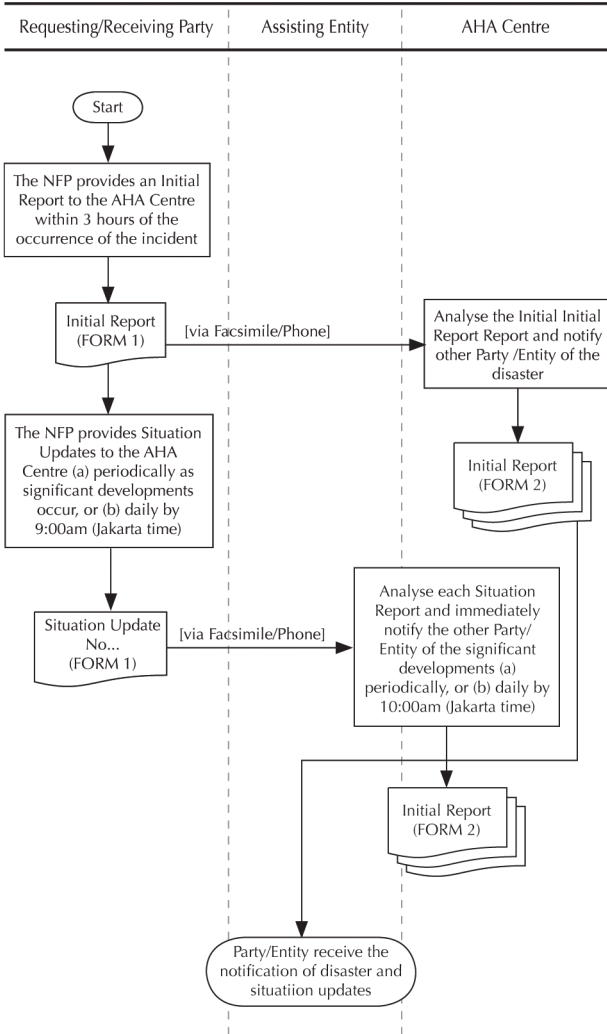
B. Situation Updates

21. The NFP of the Party affected by the disaster shall, as the disaster situation develops, continue to use FORM 1¹⁶ to periodically update the AHA Centre of any significant developments to the disaster. The frequency of the situation updates from the NFP of the affected Party to the AHA Centre would depend on the development of events arising from the disaster. Otherwise, a regular Situation Update should reach the AHA Centre daily by 9:00 am Jakarta time.
22. The AHA Centre shall analyse each Situation Update received from the NFP of the affected Party and then immediately notify the other Parties of the significant developments to the disaster using FORM 2¹⁷. Otherwise it shall prepare and disseminate regular Situation Updates to the other Parties daily by 10:00am Jakarta time. The above steps are described in Flowchart 1. Where appropriate, AHA Centre may also use some information contained in FORM 2 to inform other entities, particularly through the relevant ASEAN website and Virtual OSOCC, to update the international emergency response system of the ongoing disaster situations in the ASEAN region.

¹⁶ The NFP of the affected Party shall clearly indicate that this is the Situation Update No # by deleting the word 'Initial Report' on the cover page of the report.

¹⁷ The AHA Centre will have to indicate that this is the Situation Report No # by deleting the word 'Initial Report' on the cover page of the report.

Flowchart 1: Notification of Disaster & Situation Updates



V. EMERGENCY RESPONSE

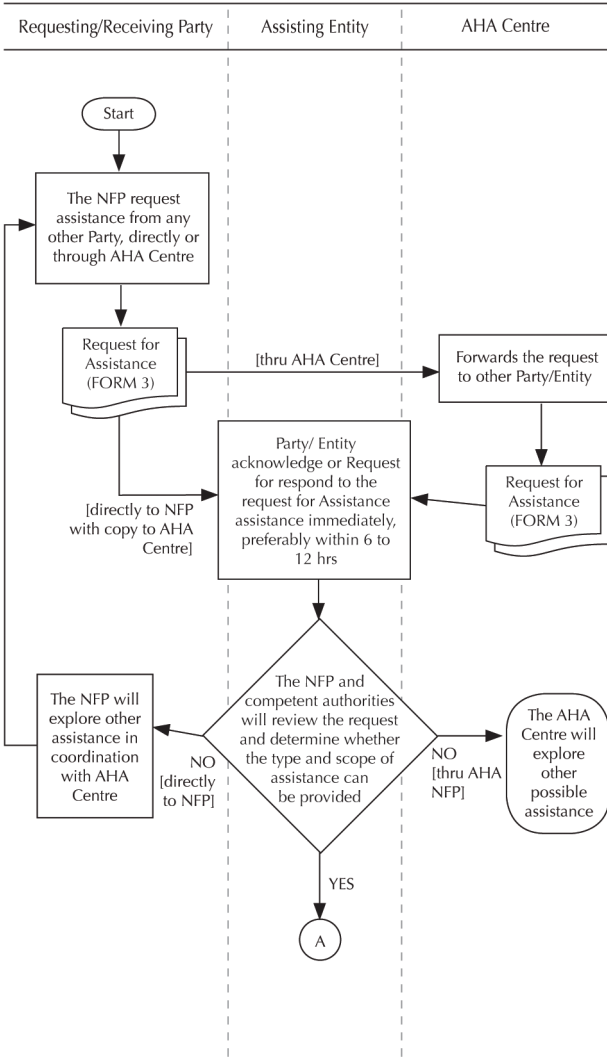
A. Request for Assistance/Offer of Assistance¹⁸

23. 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 entities¹⁹ using FORM 3 (see Annex I). The Assisting Entity shall acknowledge or respond to the request immediately, preferably within 6 to 12 hours.
24. 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 FORM 4 (see Annex J) 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.

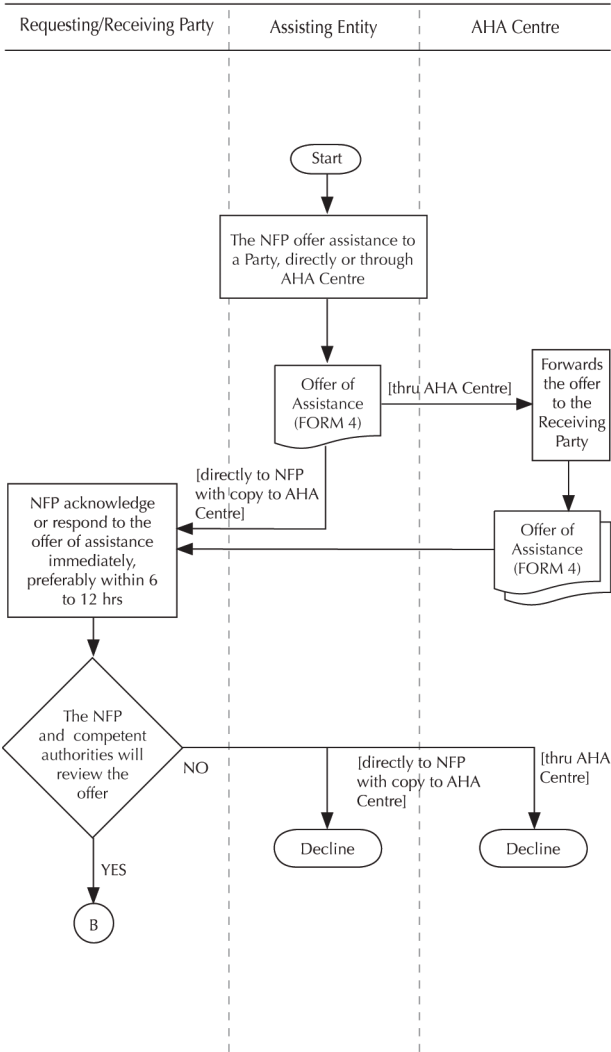
¹⁸ The trigger point for the action to request for assistance/offer of assistance will vary between countries as resources and internal capacities to handle a disaster differ. By actively monitoring and reporting the disaster situation using FORM 1 and FORM 2, the affected Party, AHA Centre and other 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.

¹⁹ AADMER, Article 11.1

Flowchart 2: Request for Assistance



Flowchart 3: Offer of Assistance



25. 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 request²⁰. 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.²¹

B. Joint Assessment of Required Assistance

26. Assessment shall be conducted to primarily ascertain the nature and extent of the disaster, the emergency situation that has occurred or likely to arise from the disaster, the type of assistance required to mitigate the disaster and cope with the emergency situation, and the type of co-ordination required i.e. operational, logistical etc. to ensure resources mobilised are effective in the disaster relief and emergency response operations.
27. 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 assess and decide upon the scope and type of assistance required²². Upon the request and consent of the Requesting or Receiving Party, the AHA Centre could also facilitate the mobilisation of a joint Emergency Rapid Assessment Team (ERAT) to facilitate the joint assessment²³.

²⁰ AADMER, Article 20.2

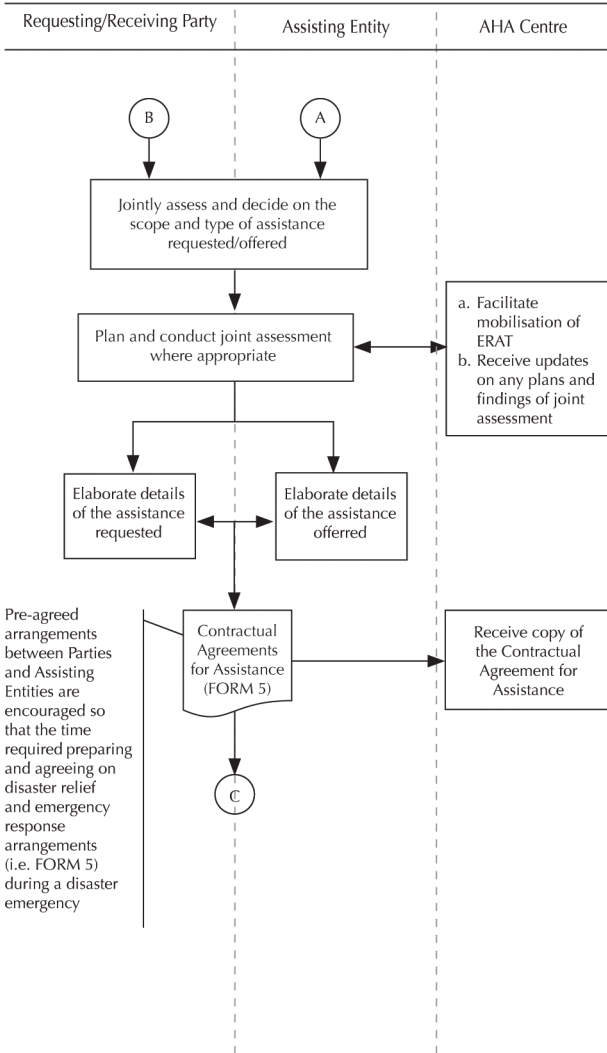
²¹ AADMER, Article (IX) - (X) to Article 20.3

²² AADMER, Article 11.3

²³ The operational procedure for the establishment and deployment of the ASEAN ERAT is being developed and will eventually be linked to the SASOP.

28. 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.
29. Any arrangements agreed and consented upon by the Parties concerned shall be finalised by accomplishing and signing FORM 5 (see Annex K). The AHA Centre shall be notified by the Assisting Entities of the agreed arrangements in this form.
30. Pre-agreed arrangements between Parties and Assisting Entities are encouraged so that the time required preparing and agreeing on disaster relief and emergency response arrangements (i.e. FORM 5) during a disaster emergency could be reduced. This can be done, among others, by specifying in the terms and conditions as part of information submitted for the Inventory of Earmarked Assets and Capacities (see Section III.B). 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 FORM 5. The above steps are described in Flowchart 4.

Flowchart 4: Joint Assessment of Required Assistance



C. Mobilisation of Assets and Capacities

31. 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 utilisation²⁴. 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.

(i) Response Time

32. To ensure the effective and timely response of assistance upon the confirmation of the request for assistance/offer of assistance, the Assisting Entity shall ensure coordinated efforts are made with the Requesting or Receiving Party for the immediate response of the standby assets and capacities.

33. 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 within 10 hours of notification of mobilisation²⁵.

34. For any other type of response to assist deliver assets and capacities for 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 in the inventory of earmarked assets and capacities the response timings they can achieve to the best of their ability to ensure the effective and timely response of the assistance.

²⁴ AADMER, Article 12.4

²⁵ INSARAG Guidelines dated May 2007 accessed from Virtual OSOCC at <http://www.reliefweb.int>

(ii) Customs, Immigration and Quarantine

35. 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 FORM 5 shall be used as the primary documents 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 FORM 5 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 of the Requesting or Receiving Party shall provide the entry checkpoints with the signed copies of FORM 5 and alert them of incoming assistance. The NFP of the Assisting Entity shall also provide the signed copies of FORM 5 to its team leader.
36. 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 Entity²⁶.
37. The Assisting Entity may use the registration and easily identifiable licence plates of aircraft and vessels without tax, licences and/or any other permits²⁷. These aircraft and vessels shall have the appropriate insurance coverage for use in the territory of the Requesting or Receiving Party.

²⁶ AADMER, Article 15.2

²⁷ AADMER, Article 15.3

38. 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 assistance²⁸.
39. 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 assistance²⁹. In this regard, the AHA Centre should deploy an on-site liaison personnel to facilitate coordination between the Assisting Entity and Requesting or Receiving Party. AHA Centre 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 process³⁰.

²⁸ AADMER, Article 14

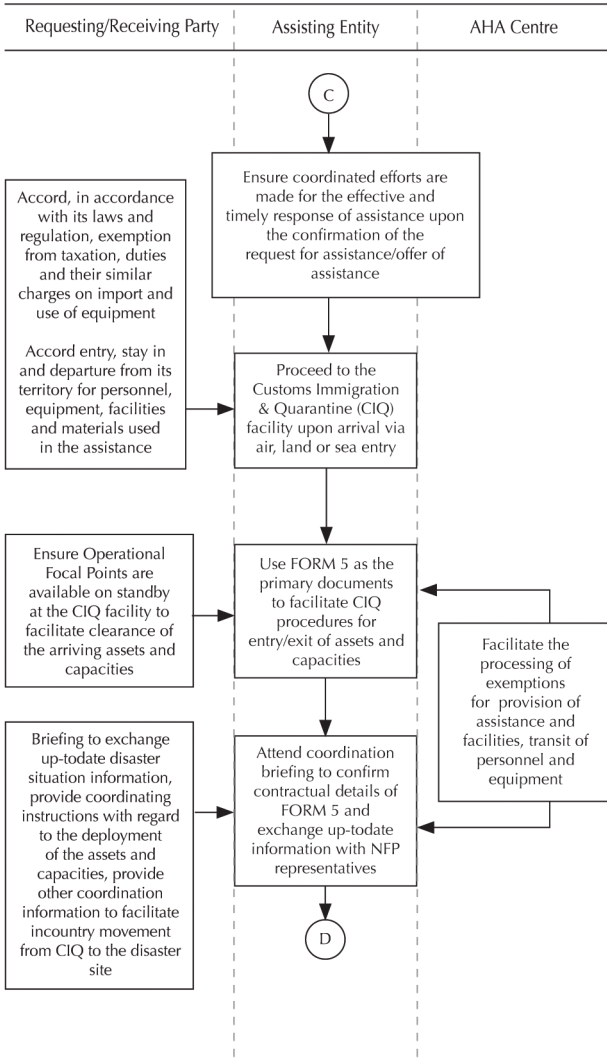
²⁹ AADMER, Annex (xi) – (xii) to Article 20.3

³⁰ AHA centre shall make arrangements with UN OCHA's field coordination Support Section (FCSS) 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

(iii) Briefing and Coordination

40. The NFP of the Requesting or Receiving Party shall designate official(s) to provide an initial briefing to the Assisting Entity at a staging point immediately after the completion of the CIQ processes, to ensure seamless on-site coordination and inter-operability of the Parties. The briefing shall among others confirm details of the contractual agreements of the assistance as specified in FORM 5; provide up-to-date information with regards to the development of the disaster situation; give coordinating instructions with regards 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, 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 on-site liaison personnel deployed by AHA Centre could help the Requesting or Receiving Party in providing such an initial briefing to the Assisting Entity, in coordination with the on-site UNDAC team, as appropriate. The above steps are described in Flowchart 5.

Flowchart 5: Mobilisation of Assets and Capacities



D. On-site Deployment of Assets and Capacities

41. The Incident Manager 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 Assisting Entity. 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.

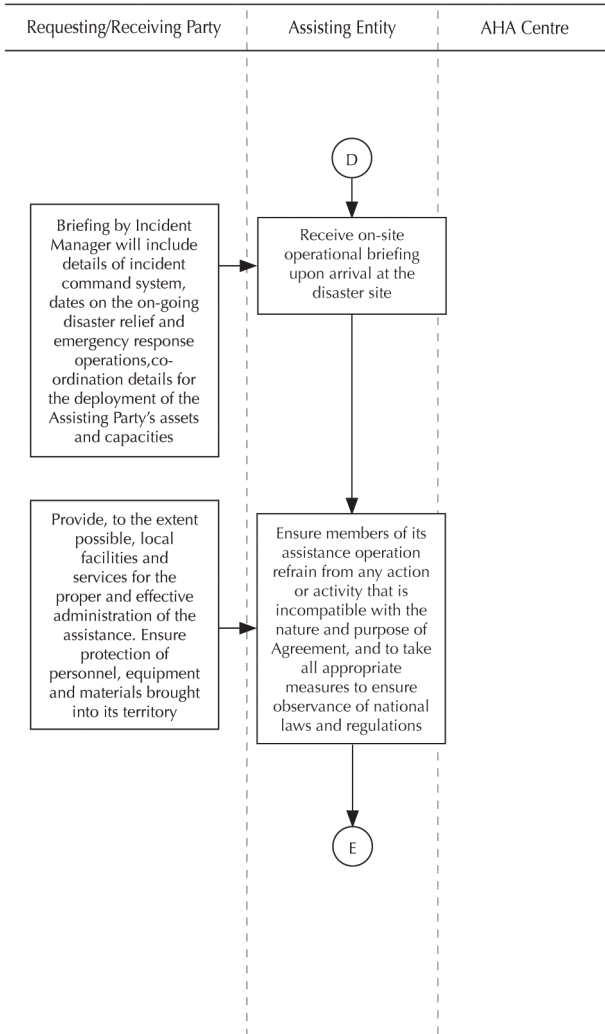
42. The Requesting or Receiving Party shall provide, to the extent possible, local facilities and services for the proper and effective administration of the assistance. It shall also ensure the protection of personnel, equipment, and materials brought into its territory by or on behalf of the Assisting Entity for such purposes. Such military personnel and related civilian officials are not to carry arms³¹.

43. The Assisting Entity shall ensure that the members of its assistance operation 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 regulations³². The above steps are described in Flowchart 6.

³¹ AADMER, Article 12.2

³² AADMER, Article 13

Flowchart 6: On-Site Deployment of Asset and capacities



E. Direction and Control of Assistance

44. 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.

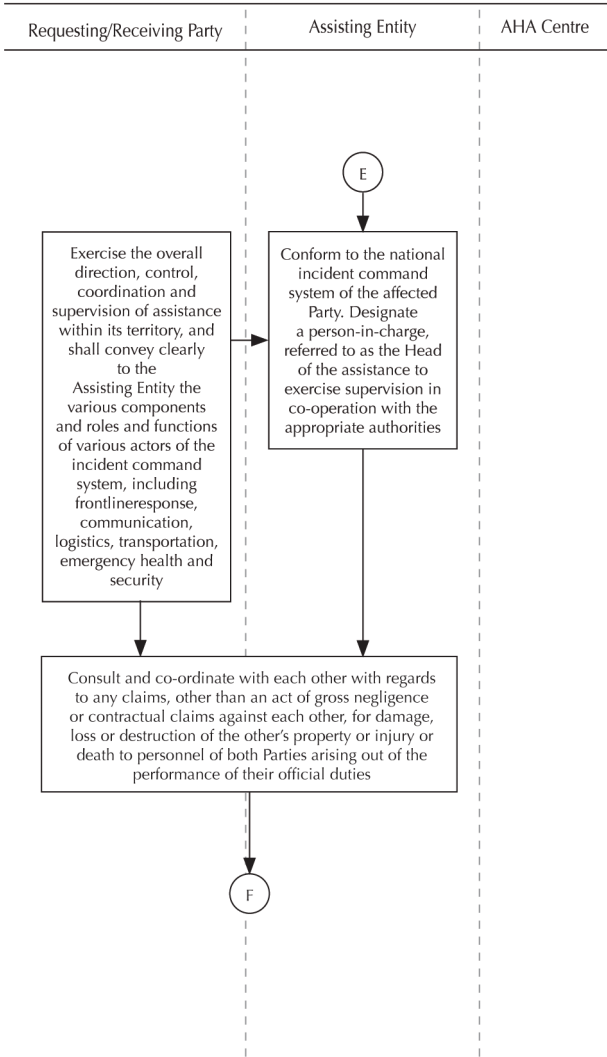
45. The Assisting Entity shall conform to the national incident command system of the affected Party and where the assistance involves military personnel and related civilian officials, designate in consultation with the Requesting or Receiving Party, a person who shall be in charge of and shall retain 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 Party³³.

46. 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 duties³⁴. The above steps are described in Flowchart 7.

³³ AADMER, Article 12.1

³⁴ AADMER, Article 12.3

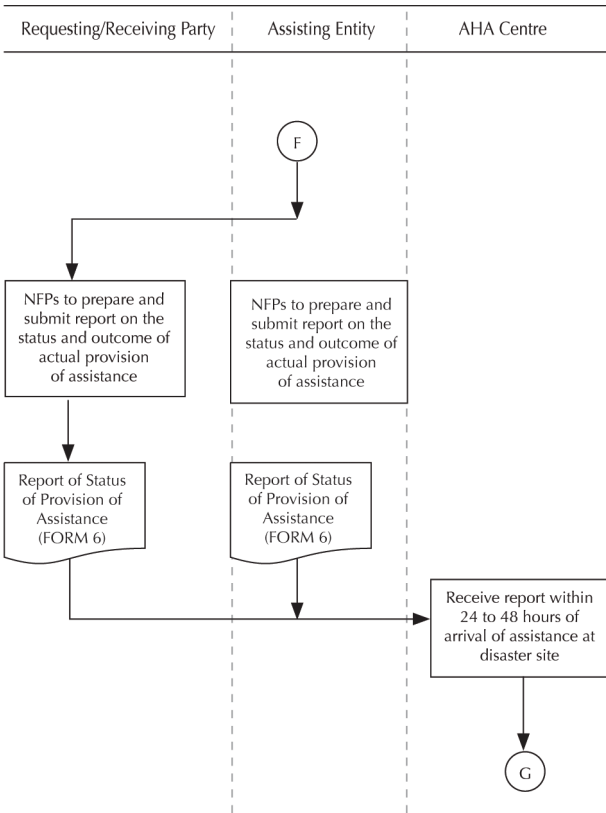
Flowchart 7: Direction and Control of Assistance



F. Disaster Situation Update

47. The Requesting or Receiving Party and the Assisting Entity, through their designated NFPs, shall prepare and submit to the AHA Centre a report on the status and outcome of actual provision of assistance using FORM 6 (see Annex L) within 24 to 48 hours of their arrival at the site of the disaster. The above steps are described in Flowchart 8.

Flowchart 8: Disaster Situation Update



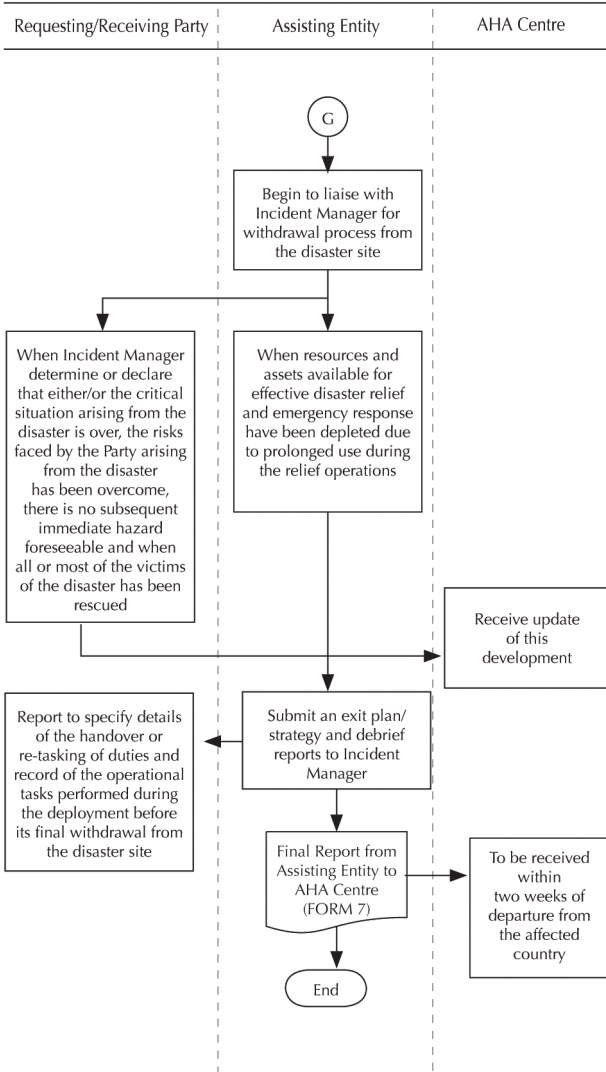
G. Demobilisation of Assistance

48. The Assisting Entity shall begin the withdrawal process from the disaster site when the Incident Manager of the Requesting or Receiving Party has determined and declared that either/or the critical situation arising from the disaster emergency is over, the risks faced by the Party arising from the disaster has been overcome, there is no subsequent immediate hazard foreseeable and when all or most of the victims of the disaster has been rescued.
49. The Assisting Entity shall also liaise with the Incident Manager of the Requesting or Receiving Party for the withdrawal of its team/s from the operations when its resources and assets available for effective disaster relief and emergency response have been depleted due to prolonged use during the relief operations. The Assisting Entity shall update the AHA Centre of this development through the NFP.

H. Reporting

50. The Assisting Entity shall where applicable submit to the Incident Manager of the Requesting or Receiving Party with an exit plan/strategy and debrief reports 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.
51. The Assisting Entity shall also upon final withdrawal prepare their final report using FORM 7 (see Annex M) 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 & reporting



I. Review of Operations, Experiences and Lessons Learnt

52. The AHA Centre shall, in the case of mobilisation of regional standby arrangements, resources and facilities, prepare a comprehensive report of the deployment with inputs from all Parties that responded to the operations. The report should indicate the following main details:
- Introduction
 - Chronology of Significant Events
 - Details of Disaster Coordination Activities
 - Details of Operations Conducted
 - Lessons Learnt
 - Recommendations
 - Attachments
53. 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 (see Annex N). The review shall also serve as inputs for the periodic review of regional standard operating procedures³⁵.

³⁵ AADMER, Annex (vi) to Article 20.3

VI. FACILITATION AND UTILISATION OF MILITARY ASSETS AND CAPACITIES

This Standard Operating Procedure (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 the ASEAN Agreement on Disaster Management and Emergency Response (AADMER). Should any part of these procedures contravene the AADMER, the latter shall prevail.

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 military 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

54. 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 United Nations (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 Affected State.
 - 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 Affected State.
- 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 states 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 States shall support purely immediate needs and shall avoid creating long-term dependence on foreign military assets by the Affected State's population and civilian humanitarian organisations because this may impact long term recovery and development.
- f. Assisting States shall pave the way for civilian agencies to take over following the initial critical phases of HADR.

B. ROLE OF THE AFFECTED STATE

- 55. Prior to any disaster, the Affected State, through its National Focal Point (NFP), should have developed a national disaster plan, including mechanisms to establish a Local Emergency Management Authority (LEMA).
- 56. The Affected State 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 Emergency Operation Centres (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 Affected State's military as a coordinating platform to facilitate assistance from militaries of the Assisting States. The MNCC shall support the EOC and work under the direction of the NFP.

57. 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.
58. In the event that the Affected State makes a request for international assistance, it can be directed by its NFP directly or through the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre), using FORM 3, or, where appropriate, from other entities.
59. The Affected State shall specify the scope and type of military assistance required and, where practicable, provide the Assisting State 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 Affected State to specify the scope and type of assistance required, the Affected State and Assisting State 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 Emergency Response and Assessment Team (ERAT), which may include ERAT-trained military personnel.

60. The Affected State should facilitate HADR operations by the militaries of Assisting States 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 Customs, Immigration and Quarantine (CIQ) process is a critical component to the success of the provision of HADR. The Affected State 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 States.
61. The Affected State 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 State for such purposes. The Affected State 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 STATE'S MILITARY

62. The focus of the Assisting State's military will be the emergency phase of the HADR with the provision of military assets that the Affected State may not have.
63. All militaries of Assisting States will conduct designated HADR operations with the full consent and knowledge of the Affected State. If required, Liaison Officers from the Affected State can be deployed to assist in the coordination of tasks to be undertaken for the HADR operation.

64. The Assisting State shall:

- a. Respect the culture and religious sensitivities of the Affected State,
- b. Abide by the principle of "Do No Harm,"
- c. Through its NFP, coordinate its HADR operations with the Affected State'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 Affected State's local authorities.
- e. In coordination with the Affected State, 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 Affected State,
 - (4) Gain a commercial advantage, or
 - (5) Gather sensitive political, economic or military information irrelevant to the HADR operation.

D. USE OF MILITARY ASSETS

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

66. 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 State and the Affected State 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

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

68. For the purpose of entry into and departure from the territory of the Affected State, 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 State.

- b. A personal identity card issued by the appropriate authorities of the Assisting State.
 - 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 Affected State.
69. Aircraft and vessels used by the military personnel the Assisting State 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 Affected State's authorities. These vehicles (aircrafts and vessels) involved in the HADR operations must get official permission for entry and exit from the Affected State and any movements must be under authority of the Affected State.

F. GUIDELINES FOR MEDICAL ASSISTANCE

70. Medical assistance guidelines in HADR operations should be, where practicable, in accordance to the Affected State's policy for the provision of healthcare and assistance. All medical assistance rendered would require the Assisting State'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

71. Members of HADR operation shall refrain from any action or activity incompatible with the nature and purpose of AADMER and this SOP.
72. 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 Affected State shall cooperate to ensure that members of the HADR operation observe national laws and regulations.

H. ASSESSMENT

73. Assisting States deploying military forces in support of HADR should seek initial and on-going assessments from the Affected State and/or the AHA Centre. Where appropriate, any assessment conducted by the Assisting States 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 States and AHA Centre to minimise duplication, confusion and gaps in support. Joint military assessments, including participation in Affected State's assessments, if possible, are strongly recommended.
74. Planning should be conducted from the onset of HADR operations to ensure a successful disengagement from or transition to the Affected State, 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 Affected State and Assisting States.

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

I. COORDINATION WITH AFFECTED STATE

76. The Affected State shall exercise overall direction, control, coordination and supervision of the HADR operation within its territory. The Assisting States shall conform to the national incident command system of the Affected State and designate, in consultation with the Affected State, 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 Affected State or through the AHA Centre.
77. Militaries from the Assisting States shall inform the respective NFP and/or AHA Centre on assistance provided and actions taken.

J. MILITARY-TO-MILITARY COORDINATION

78. Information sharing and coordination with all Assisting Entities should be initiated as soon as possible, even before Assisting States' military assets are deployed. Where there are multiple militaries from Assisting States, they are expected to liaise, communicate and coordinate with the Affected State'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 States coordinate through the MNCC.

79. The military-to-military coordination is usually undertaken by the Affected State's military in support of the Affected State'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

80. Military-to-military coordination will be led by the Affected State's NFP. The military will work with civilian partners through the civil-military coordination cell of the MNCC.

ANNEX A

TEMPLATE 1: 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>	

ANNEX A

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

TEMPLATE 2: Emergency Response/Search and Rescue Directory

S/No	Key Agencies	Roles & Functions	Contact Details	Remarks

NOTES :

- Key Agencies** List the agencies of the government, private sector, and civil societies engaged to support the regional standby arrangements in providing and deploying emergency response and search and rescue teams.
- Roles & Functions** Briefly describe the respective mandated roles and functions of the key agencies.
- Contact Details** Indicate the 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.

TEMPLATE 3: Military and Civilian Assets and Capacities

S/NO	CATEGORY	DESCRIPTION OF ASSETS AND CAPABILITIES	QUANTITY	SPECIFICATION	RESPONSIBLE AGENCY	TERMS AND CONDITION FOR DEPLOYMENT
1	Water, Sanitation & Hygiene					
2	Shelter & Settlement					
3	Medical Equipment, Supplies & Services					
4	Transportation					
5	Communication					
6	Utilities					
7	Bulk Storage & Staging Facilities					
8	Others (please specify)					

ANNEX C

ANNEX C

NOTES :

Category	Add new category if the present range of items does not match the category of assets and capacities to be declared.
Description of Assets	Provide a brief description of the type of the earmarked assets and capabilities.
Quantity	Indicate the amount or number of assets made available at any given time.
Specifications	Describe the condition for use of the assets made available e.g. the particular equipment supplied can be used for search and rescue work.
Responsible Agency	Identify the particular agency of the government or civil society which earmarks and maintains the assets and capabilities. Indicate if the agency is part of the military.
Terms & Conditions for Deployment	Describe the required terms and conditions to facilitate deployment of the assets to the disaster site.

TEMPLATE 4: Emergency Stockpiles of Disaster Relief Items

SNO	CATEGORY	DESCRIPTION OF RELIEF ITEMS	QUANTITY	SPECIFICATION	RESPONSIBLE AGENCY	TERMS AND CONDITION FOR DEPLOYMENT
A EQUIPMENT / MATERIALS						
1	Water, Sanitation & Hygiene (water storage, purification devices, portable latrines)					
2	Shelter & Settlement (human, livestock)					
3	Medical Equipment, Supplies & Services (surgical equipment, mobile clinics, refrigerator, sterilisation)					
4	Transportation (land based vehicles)					
5	Communication (portable radio transmitters, cellular and satellite phones, radios)					

ANNEX D

ANNEX D

S/NO	CATEGORY	DESCRIPTION OF RELIEF ITEMS	QUANTITY	SPECIFICATION	RESPONSIBLE AGENCY	TERMS AND CONDITION FOR DEPLOYMENT
6	Utilities (power generation equipment and electrical device)					
7	Others (please specify)					
B CONSUMABLE MATERIALS						
8	Water, Sanitation & Hygiene (drinking water, toilet supplies)					
9	Food and Nutrition (pre-packed meals, rice, sugar, milk powder)					
10	Non-Food Items (clothing & bedding, personal hygiene, cooking & eating utensils, stoves, fuel and lighting, tools & equipment)					
11	Medical Equipment, Supplies & Services (first aid kits, drugs, blood supply, supplements & vitamins)					
12	Others (please specify)					

ANNEX D

NOTES:

Category	Add new category if the present range of items does not match the category of assets and capacities to be declared. Commonly used items are already listed in the brackets.
Description of Relief Items	Provide a brief description of the type of the Equipment/Materials and Consumable Supplies earmarked for the standby arrangements.
Quantity	Indicate the amount or number of assets made available at any given time.
Specifications	Describe the condition for use of the assets made available e.g. the particular equipment supplied can be used for search and rescue work.
Responsible Agency	Identify the particular agency of the government or civil society which earmarks, maintains or purchases the assets and capabilities.
Terms & Conditions for Deployment	Describe the required terms and conditions to facilitate deployment of the assets to the disaster site.

TEMPLATE 5: Disaster Management Expertise and Technologies

ANNEX E

S/NO	TYPE OF EXPERTISE/ TECHNOLOGIES	CAPABILITY DESCRIPTION	RESPONSIBLE AGENCY	TERMS AND CONDITIONS FOR DEPLOYMENT
A	Disaster Management Expertise			
B	Disaster Management Technologies			

ANNEX E

NOTES :

Type of Expertise / Technologies	List the specific (a) field of expertise or profession which the Party possesses and shall share under the regional standby arrangements and (b) kind or nature of the disaster management technology the Party would make available for the regional standby arrangements. IT equipment, state-of-the-art logistics systems etc could come under this category.
Capability Description	Describe the specific (a) skills or training received by the experts or professionals for a particular type of disaster. Where possible the number of available experts/ professionals should be indicated and (b) capabilities and effectiveness of the indicated technology.
Responsible Agency	Identify the agency where the (a) expertise is sourced from or connected to and (b) the agency that is responsible for the operation, maintenance and repair of the available technologies.
Terms & Conditions for Deployment	Indicate the time i.e. no of hours or days required to deploy the earmarked expertise and technologies to a disaster site in the region, and limitations to the deployment period, if any.

ANNEX F

TEMPLATE 6: Network of Pre-Designated Areas

DESIGNATED ENTRY POINT	OPERATIONAL FOCAL POINT
AT AIRPORT	
Airport Name:	Name:
Location/Address:	Designated:
	Address
	Phoe/Fax:
	Mobile Phone:
	E-mail:

AT LAND CHECKPOINT	
Land checkpoint name:	Name:
Location/Address:	Designated
	Address
	Phoe/Fax:
	Mobile Phone:
	E-mail:

AT SEA PORT	
Sea port name:	Name:
Location/Address:	Designated
	Address
	Phoe/Fax:
	Mobile Phone:
	E-mail:

ANNEX F

NOTES:

Each Party shall also input the various airports, land checkpoints and sea ports available for pre-designated areas as entry points for supplies and expertise, and the respective operational focal points; and update the information every January and July of each year, or whenever there are any significant changes.

ANNEX G

FORM 1

INITIAL REPORT / SITUATION 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:

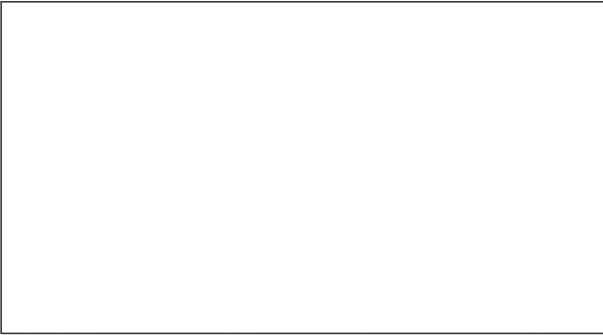
3. General Description of Disaster Event (Please state briefly the type(s) of hazard, the specific location(s), date, time and duration of impact, and the factors or circumstances that triggered or brought about the disaster event.)

Delete where applicable.

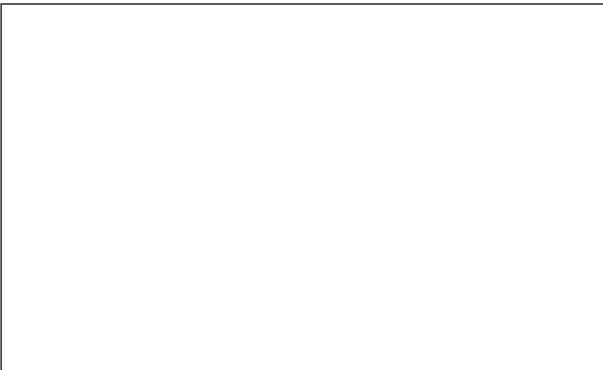
Page G-1

ANNEX G

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

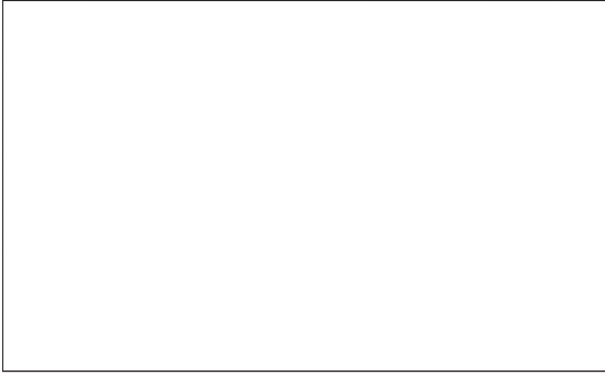


5. **Impact on Housing, Property and Livelihoods** (Please state briefly the estimated number of houses completely destroyed and damaged houses, the estimated cost of losses in housing, property and sources of livelihoods).

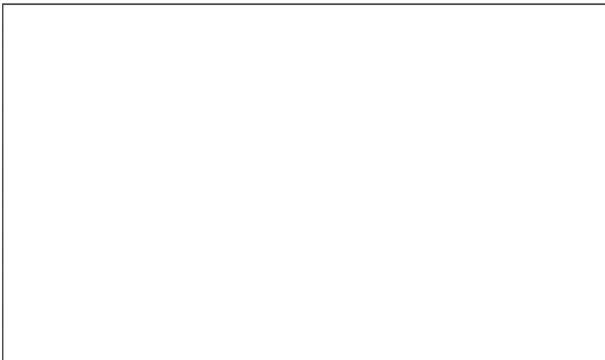


ANNEX G

6. **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.)

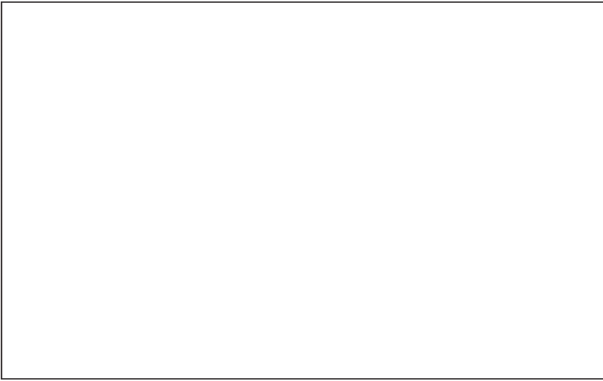


7. **Impact on the Environment** (Please describe any immediate, short-term or long-term impacts or consequences of the disaster event on the environment.)



ANNEX G

- 8. 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.)



- 9. 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.)



ANNEX G

10. 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 H

FORM 2

INITIAL REPORT / SITUATION UPDATE NO _____#
OF AHA CENTRE TO THE NATIONAL FOCAL POINTS

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.

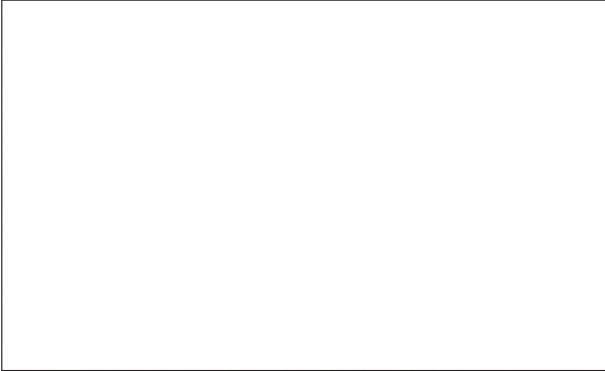
See attachment. (Please attach relevant information.)

Delete where applicable.

Page H-1

ANNEX H

- 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.)

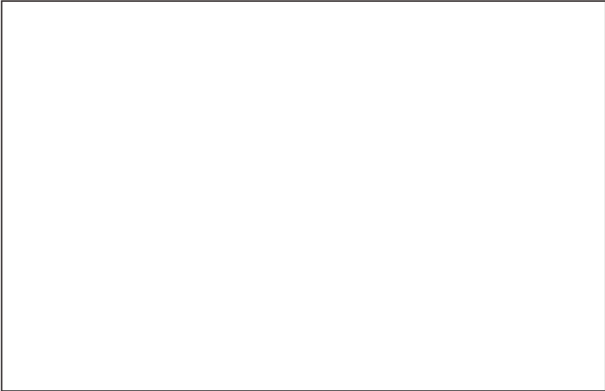
- 4. Assessment of Needs** (Please assess the current and anticipated needs of the reporting Parties to respond to the disaster situation.)



See attachment. (Please attach relevant information.)

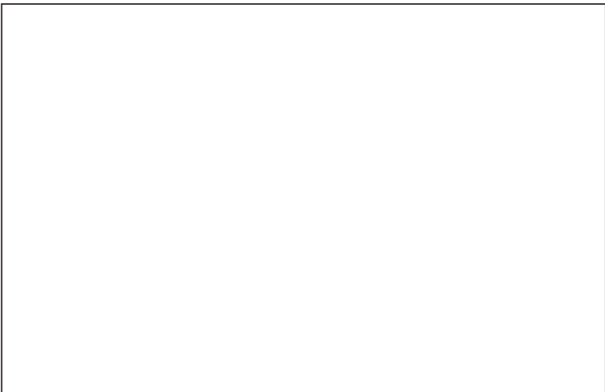
ANNEX H

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.)

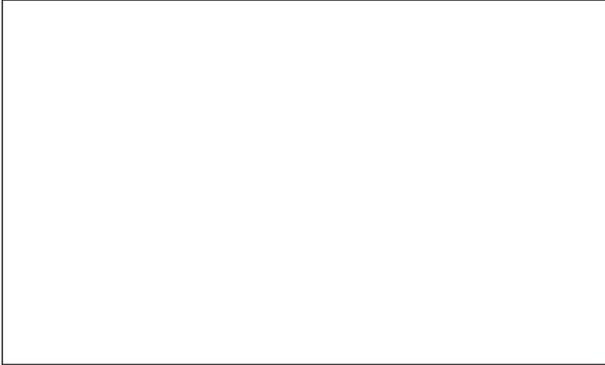
6. **Others** (Please provide relevant information received from third party, i.e. other countries, international organisations, media, etc., that may be useful for the National Focal Points to know.)



See attachment. (Please attach relevant information.)

ANNEX H

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.



Signed by

signature
(Name)
AHA Centre

ANNEX I

FORM 3

REQUEST FOR ASSISTANCE

1. General Information

Office Reference Number:

From:

To:

Day / Date / Time:

Disaster Event Name/ Location(s):

2. Requesting Party

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.)

ANNEX I

4. Disaster Emergency Related Information

1. Disaster Event :
2. Location(s) :
3. Description :

4. Resources currently mobilised/ actions taken:

5. Additional resources needed or required (please list according to priority):

5. Requested Resources (Please give details of the requested resources and other relevant information)

a. Personal						
No	Skills (Please specify expected skills and qualifications: i. Basic; ii. Advanced; iii. Specialised Skills; iv. Command Skills)	Number of Personnel	Targeted Deployment Location(s) (Where the assisting personnel will proceed upon arrival)	Specific Tasks to be Assigned	Anticipated Duration of Assignment	
1	2	3	4	5	6	

ANNEX I

ANNEX I

b. Equipment and Materials					
No	Type of equipment/ materials	Number of equipment/ materials	Targeted Deployment Location(s) (Where the assisting personnel will proceed upon arrival)	Purpose of Use	Anticipated Duration of Assignment
1	2	3	4	5	6

ANNEX I

6. Administrative Arrangements (please indicate information on administrative arrangements)

a. Expected arrival of requested resources (Please indicate when resources are needed to be sent)
b. Contact person at disaster event location or deployment site Name: Designation: Institution: Address: Phone/ Mobile Phone/ Fax:
c. Funding Arrangements (Please indicate how the resources will be funded, whether the requesting Party will shoulder the cost (some/ all) or whether the assisting Party is expected to shoulder the costs (some/ all), etc.)

Signed by

signature
(Name)
[National Focal Point], [Party]

ANNEX J

FORM 4

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:

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

Page J-1

ANNEX J

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

a. Personal			
No	Skills (Please specify skills and qualifications: i. Basic; ii. Advanced; iii. Specialised Skills; iv. Command Skills)	Number of Personal	Remarks
1	2	3	5

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	5

Add additional sheets as necessary.

ANNEX J

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 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 personal, etc.)

Signed by

Signature

(Name)

[Focal point], [Entity]

Page J-3

ANNEX K

FORM 5

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

ANNEX K

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.

ANNEX K

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 arrival of the assisting resources)

Date		Time		Transportation Method	Port of Arrival
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.)

ANNEX K

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)

ANNEX K

- 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)

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

Requesting/Receiving Party
signature

(Name)
[National Focal Point], [Country]

Assisting Entity
signature

Name)
[Focal Point], [Entity]

ANNEX L

FORM 6

REPORT OF STATUS OF PROVISION OF ASSISTANCE

1. General Information

Office Reference Number:

From:

To:

Day / Date / Time:

Disaster Event Name/ Location(s):

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

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

ANNEX L

- 4. Evaluation of the Role of the ASEAN Centre and/ or Other Party** (Please evaluate the role of the ASEAN Centre and/ or the other Party in the facilitation of the exchange of resources)

- 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 of resources, and in handling the situation e.g. CIQ processes, in-country logistics support, command, control and coordination, etc.)

ANNEX L

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)

Submitted by#:

Requesting/Receiving Party

Assisting Entity

signature

signature

(Name)

(Name)

[National Focal Point], [Country]

[Focal Point], [Entity]

-Delete where applicable

Page L-3

ANNEX M

FORM 7

FINAL REPORT FROM ASSISTING ENTITY TO AHA CENTRE

1. General Information

Office Reference Number:

From:

To:

Day / Date / Time:

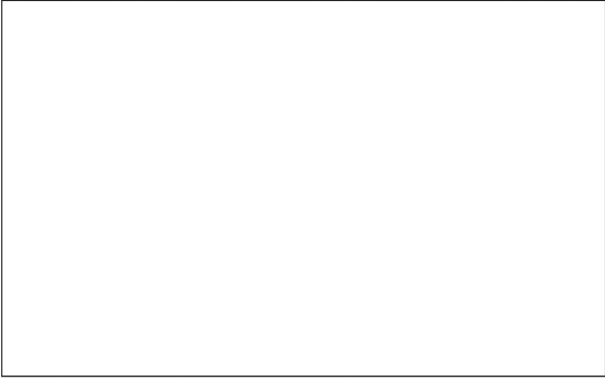
Disaster Event Name/ Location(s):

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.)

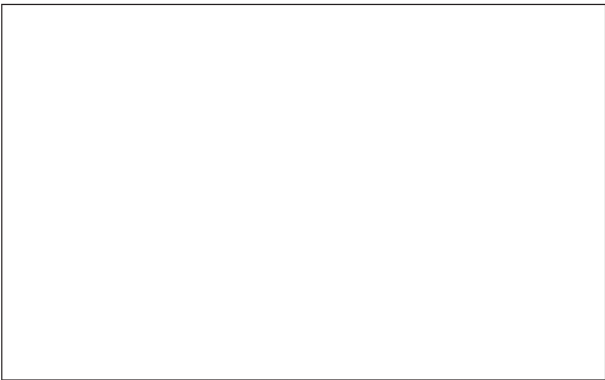
3. Actions Taken (Please describe disaster response and impact mitigation activities)

ANNEX M

- 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)

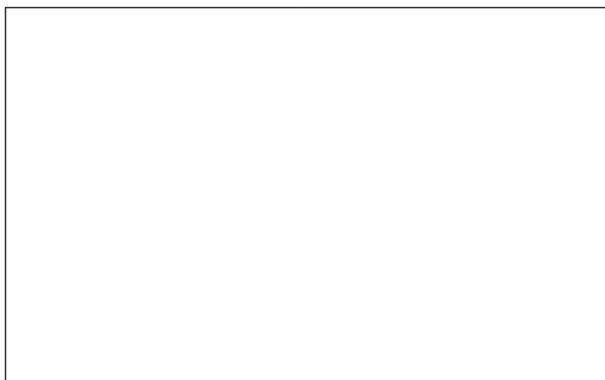


- 5. Analysis of Resource Mobilisation and Utilisation** (Please provide analysis of the relevance and utility of resources mobilised, whether the resources were adequate and effective to respond to the situation, whether resources provided by the Assisting Entities could fill the gaps/ needs by the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



ANNEX M

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

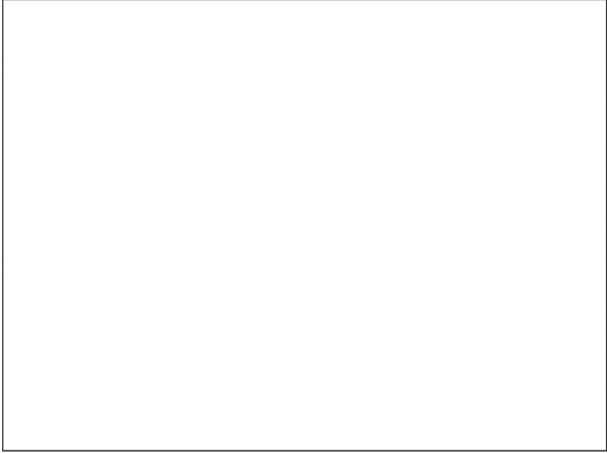


7. **Other Observations** (Please provide other observations that do not fall into the above categories)



ANNEX M

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



Signed by:

Signature

(Name)

[Focal Point], [Entity]

ANNEX N

ASEAN REGIONAL DISASTER EMERGENCY RESPONSE SIMULATION EXERCISE

A. BACKGROUND

1. Within the framework of the implementation of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) that was signed by the Foreign Ministers of ASEAN in Vientiane, Lao PDR in July 2005, the ASEAN Committee on Disaster Management (ACDM) has determined the need to regularly conduct a disaster simulation exercise code-named ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX).
2. The first exercise (ARDEX-05) was conducted in Selangor, Malaysia in September 2005, the second exercise (ARDEX-06) was held in Kandal Province, Cambodia in September 2006, the third exercise (ARDEX-07) was held in Singapore in October 2007, and the fourth exercise (ARDEX-08) was held in Rayong Province Thailand in August 2008.

B. AIM

3. The aim of the exercise is to practice, evaluate and review the SASOP, in facilitating a close and effective collaboration amongst the host country, other ASEAN Member States and between ASEAN and the relevant United Nations and international organisations in handling a major disaster.

C. TARGET AUDIENCE

4. The disaster response agencies from the host country, participating ASEAN Member States, and invited teams and observers from the United Nations and international organisations.

D. ELEMENTS OF THE EXERCISE

5. Pre-Exercise
 - Identifying and preparation of exercise scenario
 - Preparation of concept paper
 - Identifying exercise referees
 - Preparation of exercise control checklists
 - Confirmation of exercise participants and observers
 - Conduct of Exercise Planning Meetings (EPT)
6. During the Exercise
 - Coordination of the request and offer of assistance involving ACDM Focal Points, AHA Centre and national operation centres of ASEAN Member States and relevant UN and international organisations.
 - Synchronising and validating response mechanisms as per procedures set in the SASOP in particular disaster information updates, facilitation of assistance through entry/exit points in countries and on-site coordination of various responding assets and capacities during mobilisation and operations.
7. Post-Exercise
 - Conducting de-briefing to review performance of exercise players, coordination and communications processes, documents used etc.
 - Enhancing the SASOP with inputs from the learning points surfaced.

E. TYPICAL TIME LINE FOR PREPARATION OF ARDEX

Month	Activity
1	Preparation of concept paper by host country
2	
3	Conduct 1 st EPT Meeting in host country.
4	
5	Conduct 2 nd EPT Meeting (via video conferencing)
6	
7	Conduct 3 rd EPT Meeting (via video conferencing)
8	Conduct of ARDEX
9	Submission of exercise evaluation report to ASEAN Secretariat by host country

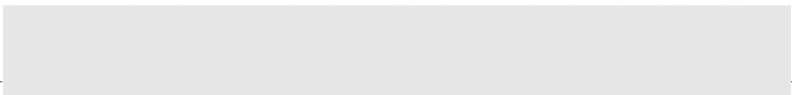
F. SAMPLE PROGRAMME FOR ARDEX

Day	Timing	Activity
1	am	Pre-Ex activity to coincide with arrival of participants - Sub-communication Exercise. - Mobilisation and cross border activities.
	pm	
2	am	
	pm	
3	am	<ul style="list-style-type: none"> • Official opening ceremonies officiated by VIP from host country. • Refresher training (content based on exercise scenario).
	pm	<ul style="list-style-type: none"> • Conduct Table Top Exercise.

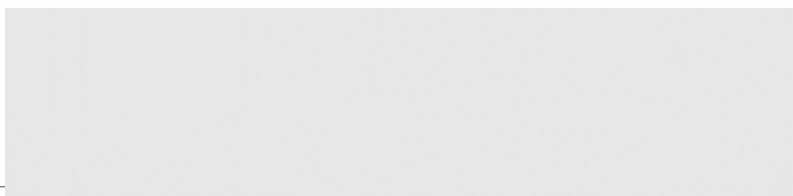
4	am	<ul style="list-style-type: none"> • Briefing on Exercise scenario. • Site visit and tactical exercise. • Conduct of on-site hands-on training (where applicable).
	pm	<p>Exercise briefing sessions for Exercise Management Staff comprising (where applicable):</p> <ul style="list-style-type: none"> - Exercise Director - Chief Controller - Chief Referee - Deputy Chief Referee - Team Leaders
5	am	ARDEX
	pm	Demobilisation and end of exercise
6	am	<p>Conduct of Evaluation Meeting</p> <ul style="list-style-type: none"> - Chairman : Exercise Director - Facilitator : Chief Controller & Chief Referee - In attendance : Deputy Chief Referee Referees Team Leaders
	pm	Dinner Reception hosted by an official from the host country.

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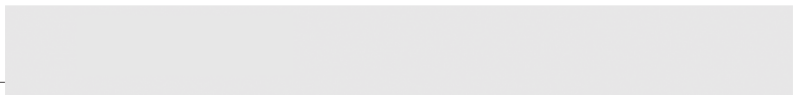
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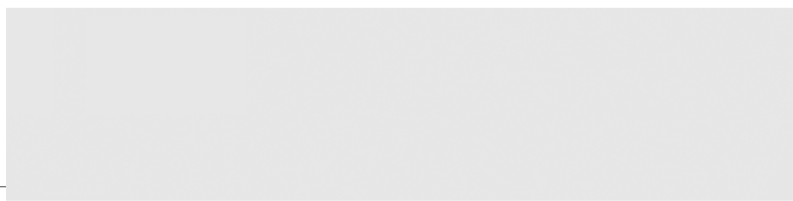
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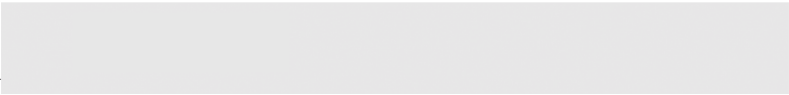
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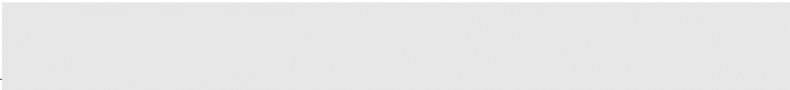
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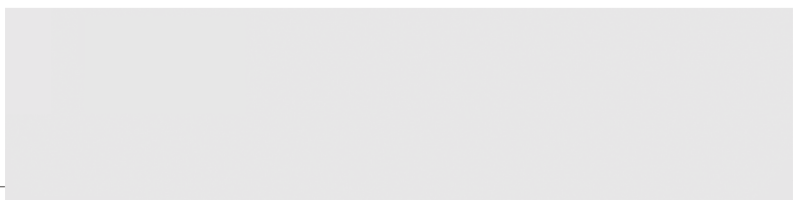
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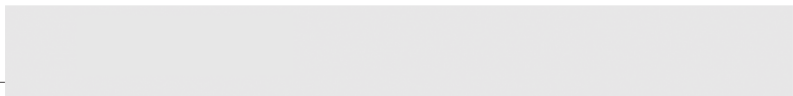
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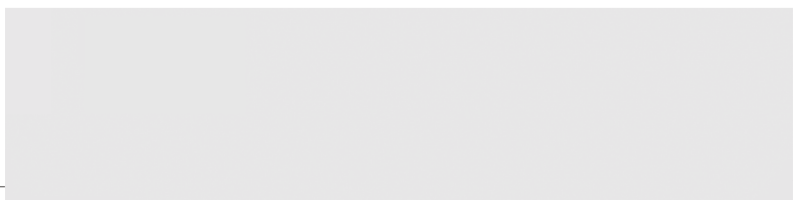
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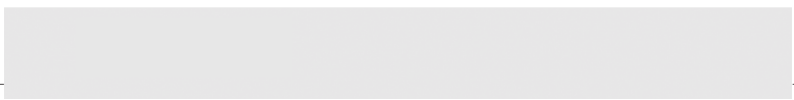
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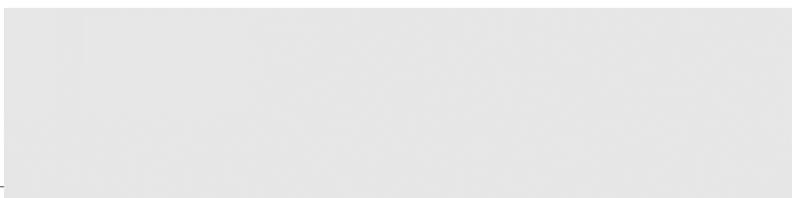
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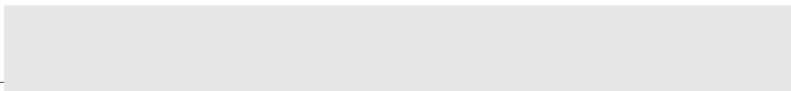
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English to Metric

To convert	Into	multiply by
Lengths		
inches	millimeters	25.4
inches	centimeters	2.54
inches	meters	0.0254
feet	meters	0.3048
yards	kilometers	0.0009
yards	meters	0.9144
miles	kilometers	1.6093
Surfaces		
square inches	square centimeters	6.4516
square feet	square meters	0.0929
square yard	square meters	0.8361
square miles	square kilometers	2.5900
acres	hectameters	0.4047
Volumes		
clubic inches	cubic centimeters	16.387064
clubic inches	liters	0.016387
clubic feet	cubic meters	0.028317
clubic feet	liters	26.316847
clubic yards	cubic meters	0.764555
liquid ounces	cubic centimeters	29.573530
gallons (USA)	cubic meters	0.003785
gallons (USA)	liters	3.785412
teaspoons	millimeters	4.928922
tablespoons	millimeters	14.786765
fluids ounces	millimeters	29.573530
cups	liters	0.236589
pints	liters	0.473176
quarts	liters	0.946353
Weights		
grants	grams	0.064799
ounces	grams	28.349523
ounces	kilograms	0.028350
pounds	kilograms	0.453592
pounds	tons (metric)	0.000454
tons (USA)	kilograms	907.184740
tons (USA)	tons (metric)	0.907185
tons (long)	kilograms	1016.046909
tons (long)	tons (metric)	1.016047

