



# The Chief PNP's Message



Republic of the Philippines  
Department of the Interior and Local Government  
NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**OFFICE OF THE CHIEF, PHILIPPINE NATIONAL POLICE**  
Camp Crame, Quezon City

I would like to commend the Directorate for Operations under PDIR LEOCADIO SC SANTIAGO JR for coming out with the revised “PNP NOC Incident Management and Monitoring Handbook” which was carefully modified to keep abreast with the demands of the times.



Threats to lives and property, to peace and security continue to evolve. Natural threats occur unexpectedly and without notice. The PNP continues to face increasing threats from adversaries who employ capabilities ranging from cutting-edge, emerging technologies to relatively crude and simple tactics. Combating these threats require a focused and integrated use of the full capabilities of the police force. Many of these capabilities have not been leveraged extensively in the past, so we are starting the task now. The PNP is constantly implementing measures to improve its delivery of service to the people. Programs to educate and train police personnel to improve their skills are under way. Equipment and law enforcement tools are continuously upgraded.

Good manners and right performance of duty remain to be the philosophy of the PNP's day-to-day service. And to perform right, our men need not only be equipped with the proper knowledge but be guided by the proper tools as well. The PNP NOC Incident Management and Monitoring Handbook is one of the law enforcement tools revised to improve the NOC personnel's forecasting, emergency planning and incident management capabilities.

The protection of life and property must be the main priority in managing emergencies so it is important that all tasked personnel be fully guided on how to deal with these situations. This manual will be a straightforward guide which will come in handy when the need arises.

I am confident that with this handbook, lapses in police operations will be minimized if not totally eradicated and no policeman will again be branded as ineffective and inefficient.

Congratulations!

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



# TDCO's Message



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

I wish to congratulate the Directorate for Operations for coming out with the PNP NOC Incident Management and Monitoring Handbook.

This is a timely undertaking considering the various changes in today's law enforcement requirements. Our responsibilities have gone beyond mere safeguards of peace and security. On our shoulders, too, rest the responsibility of preserving lives and properties during natural and man-made emergencies. This task is even made more critical because of the element of "uncertainty" – these emergencies, most of the time, are unexpected and the damage cannot be precisely calculated. Our best defense then, is preparedness. We have to make sure that we are not caught flat footed when these emergencies come.



Past emergency experiences have brought much lessons not only to the PNP but the nation as a whole. But while some of these lessons were learned the painful way, the bottom line is that the mistakes will not be repeated. Aside from being ready at all times, the PNP has learned that collaboration with the citizenry and other agencies play an important role in mitigating the destruction inherent to these emergencies.

With the stern commitment of all police personnel to the PNP's mandate, strong partnership with the citizenry and enhanced tools and equipment, we will see the realization of our goals. This handbook is among the helpful tools that will guide our men in the performance of their duties, especially during emergencies.

Again, to the brains behind this manual, congratulations!

RAUL L CASTAÑEDA  
Police Deputy Director General  
The Deputy Chief for Operation



# TDO's Message



Republic of the Philippines  
 Department of the Interior and Local Government  
 NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**OFFICE OF THE DIRECTORATE FOR OPERATIONS**  
 Camp Crame, Quezon City



Emergencies of varying magnitude, man-made and natural, are realities of life and during these critical moments, the police is always at the frontline. The police then must be prepared in order to avoid tragedy where possible and minimize loss of life and property when emergencies occur.



The PNP National Operations Center, being the “nerve center” of the operation of the whole police organization, must be able to assist the Chief, PNP in giving the guidelines, if not directions, when contingencies occur. The Directorate makes sure that proper police resources are deployed and proper responses are employed in every crisis situation. The requirements of each situation change from time to time so it is imperative that the PNP must modify its strategies and approaches to address these.

In this PNP NOC Incident Management and Monitoring Handbook, new approaches in managing crises were integrated while best practices were retained. Strategic framework for preparedness, response and recovery planning, operational coordination and community participation in relation to all hazards were improved. However, the handbook is not a set of fixed rules, but rather a flexible and dynamic methodology which can cater for an escalation or change in the severity of any emergency. It ensures a coordinated response, which will protect life and well-being with mitigation of property and environmental damage.

Many emergencies have significant social, economic and environmental consequences for communities and the country as a whole. While we cannot prevent them, we can prepare to better address the situation into acceptable consequences.

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



## Preface

The Philippine National Police is an evolutionary organization. As such, it continuously reviews its policies and makes these adoptable to the current policing needs of the society.

Anchored on this ideal, the PNP NOC Incident Management and Monitoring Handbook of the Directorate for Operations was revised –to keep abreast with the demands of the times. This handbook represents an extended and improved version of the 2002 COC Command and Control Manual. The key idea is to guide the police officers and men of the National Operations Center in dealing with complex situations in easy-to-check conditions. It was developed to provide assistance to law enforcers in planning, preparing and managing various emergency incidents that may occur anytime.



Planning for emergencies is paramount to preserve life and properties. The need for revising the manual was recognized during past emergency experiences that beset the country, when it became apparent that some strategies need to be modified as situations change.

To meet this need, the PNP National Operations Center gathered experts in crisis and emergency management to review the 2002 COC Command and Control Manual and incorporate modifications in some areas as deemed necessary and appropriate.

Under the guidance and leadership of the Director for Operations, POLICE DIRECTOR LEOCADIO SC SANTIAGO JR., this handbook has been revised, updated and expanded.

The highlight of the revised edition is the incorporation of ten (10) significant incidents considered critical which were not included in the first edition. These are the following: 1) incidents involving prominent personalities such as national and local government officials, foreign nationals (diplomats, ambassadors, consuls, attaches tourists and balikbayans), religious leaders from various religious congregations, and other personalities whose involvement in incidents may result to controversies; 2) incidents involving national security such as attacks on vital installations and prominent personalities; 3) jailbreaks; 4) arson cases or structural fires; 5) heinous crimes involving prominent personalities; 6) robbery hold-up perpetrated by syndicated groups; 7) election related violation of laws; 8) disaster/calamity incidents including relief and rescue operations; 9) surrender of enemy personalities and notorious criminals wanted by law; and 10) land, air and water mishaps.

Another prime revision is the inclusion of concerned government and non-government entities as partners of the PNP in managing emergencies.



This Directorate would like to thank the members of the working group and the review committee who have contributed their time in putting this handbook together. A great deal of experience among the members was put on this handbook for the NOC personnel to use. But just as the demands of policing change, future revisions are imminent to make it even better and more effective.

MELITO M MABILIN  
Police Chief Superintendent  
Chief, National Operations Center



## Acknowledgement

I would like to acknowledge the work put in by several PCOs, PNCOs, and NUP in the preparation of this PNP NOC incident Management and Monitoring Handbook.

Much of this work was initiated by PCSUPT MELITO M MABILIN, Chief, National Operations Center, PSSUPT MIGUEL C ANTONIO, JR, Assistant Chief, National Operations Center and PSINSP JOHANNES GOLD L AQUINO, Chief, Operations Section, National Operations Center. This was enriched by PCSUPT MARCELO P GARBO, JR, Deputy Director for Operations, Executive Officers of Quad Staff namely: PCSUPT DANILO S CONSTANTINO (ODO); PCSUPT NOEL O DELOS REYES (ODI); PCSUPT RICARDO C MARQUEZ (ODIDM); PCSUPT BENJAMIN B MAGALONG (ODPCR), and PSSUPT ISAGANI R NEREZ, Chief, PACER.

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There were others who, in one way or another, contributed to the establishment of this work namely: PSSUPT PETRONIO A RETIRADO (HPG), PSSUPT MANOLITO C LABADOR (ODIDM), PSSUPT JONATHAN FC MIANO (ODC), PSSUPT RENATO A GUMBAN (PACER), PSSUPT VERT T CHAVEZ (ODI), PSSUPT JONATHAN M URETA (ODI-PBDC), PSSUPT ALBERT ID FERRO (MG), PSSUPT ARNI DEAN DC EMUCK (IG), PSSUPT PRUDENCIO TOM T BAÑAS (AIDSOTF), PSSUPT JONATHAN V ABLANG (ODPCR), PSSUPT RICARDO ZAPATA JR (ODIDM), PSSUPT RENATO A GUMBAN (PACER), PSUPT JOSHUA F ALEJANDRO (SAF), PSUPT ESMERALDO P OSIA, JR (AvSeGroup), PSUPT RAUL S CACUTAN (MG), PSUPT ORLANDO YEBRA (PACER), PSUPT IRENE C RIGONAN (ODI-PBDC), PSUPT NIÑO DAVID L RABAYA (ODPCR), PSUPT JOSE EMBANG (BFP), PSUPT ANGELES V HERNANDEZ (CLG), PSUPT MARLON S SAPLA (ODI), PSUPT VIRGILIO V VILORIA (ODI), PCINSP RENATO C ARELLANO (ODI-PBDC), PCINSP MELCHOR B CANTIL (CIDG), PCINSP RICO B PANGILINAN (PSPG), PCINSP HERYL L BRUNO (SAF), PCINSP FRANCIS A BUNAG (HPG), PCINSP JONATHAN P PABLITO (PMO), PCINSP MARK Q MAPACPAC (SAF), PCINSP ARIEL ILUMIN (CIDG), PCINSP DWIGHT D MONATO (AIDSOTF), PCINSP GENELLE M GUMATICO (ODIDM-WCPC), PCINSP JAY S VERASQUEZ (ODI), PCINSP RONALDO FULO (ODIDM), PCINSP MARCELIANO DESAMITO JR (PACER), PSINSP FREDELITO M UBANA (PACER), PSINSP CHRISTOPHER L NAVIDA (SAF), PSINSP MAY G GENIO (ODIDM-WCPC), PINSP JIM A GALICIA (ES), Director Vicente F Tomazar (OCD-4A), LTJG ROMMEL S MENDOZA (CGAC-PCG), EWS MAKARADAT L UDDIN (CGAC-PCG), Ms Esperanza O Cayanan (PAGASA), Ms Emilia S Tadeo (OCD), Mr Relan Jay Asuncion (OCD), Mr Frederick M Bragas (OCD-4A) and Ms Amor B Rosana (OCD-4A).

I envision that this handbook shall continuously be enriched so that it will always be relevant to making police actions effective and efficient.

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



One of the most predictable things in life is that the unexpected will sometimes happen. It is almost inevitable that every year many incidents that disrupt peace and order happen. These emergencies often happen very suddenly and may have a major impact on the public. To mitigate the effects, emergency planning is necessary.

What is emergency planning?

Emergency planning is defined as the critical path to preparedness. It is a process achieved through consultation, equipping, training, exercise and critiques. It involves the charting of an emergency plan which outlines the systems which are in place to enable responders to respond in as calm and professional manner as possible.

The first and foremost concern of emergency planning is to be able to predict the likelihood of emergencies occurring through the continuous gathering/updating of inputs and analysis. The inputs basically consist of intelligence and events. All significant information on events/incidents which could have a bearing on the types of emergencies herein addressed, on data obtained during occurrence of similar or actual crisis serve as inputs which can facilitate analysis necessary for formulating preventive measures, security procedures and probable courses of action when similar incidents occur.

Based on the results of the preventive activities, the police should establish passive and active security measures and system to lessen the chances of crises/emergencies. Despite proactive measures, however, emergencies still occur so concerned units must be prepared to perform emergency management in accordance with their plans consisting of initial action, action and post action activities.

Initial Action Stage

1. Take immediate appropriate action to resolve the problem.
2. The unit should take necessary measures to initially contain the situation.
3. The unit shall monitor and report progress of the incident.
4. The unit shall secure the scene, establish perimeter security and command, evacuate civilians and prevent the escape of perpetrators.
5. On Scene Command Post is established at a suitable area within the incident scene.

Action Stage

The Action Stage begins as soon as the OSCP is established and the reaction/intervention and support units and negotiation team arrive and are deployed. The OSC relieves the initial action unit commander and completes the staffing of the OSCP. The OSC discusses the incident with his Commander and staff and decides on plans and actions to take. The Action Stage consists of two distinct and independent activities: negotiation and tactical action/intervention which can take place either simultaneously or in succession.

Post Action Stage

This stage begins as soon as the perpetrators surrender or when they are captured or neutralized. The OSC shall accomplish the following:

- a) Processing and debriefing



- o Hostages/victims
  - o Perpetrators
  - o Witnesses
  - o Key participants in the incident
- b) Protection of the incident scene
  - c) Investigation of the incident
  - d) Documentation
  - e) Filing and prosecution of cases

The key to success in any emergency is a coordinated response which is why it is essential that all concerned units should carefully read and understand the emergency plan.





# NOC INCIDENT MONITORING CHECKLIST

## ABDUCTION

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest PNP unit to determine the following:
  - 1. Validity of the report and details of the incident, as available
  - 2. Initial actions/security measures undertaken
  - 3. Name and contact number of Officer-on-Case
  - 4. Status and disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Alert/inform the concerned unit of the incident:
  - 1. DIPOs/PROs/Units
  - 2. PACER
  - 3. CIDG
  - 4. IG
  - 5. MG
  - 6. SAF
  - 7. AvSeGrp
  - 8. HPG

E. Follow-up concerned unit on:



1. Submission of Initial Written Report (complete details answering the 5Ws and 1H)
  2. Activation of CIMTG and/or CMC, if necessary
  3. Additional security measures undertaken
  4. Latest status and disposition of the case
- F. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

- A. Monitor development and facilitate coordination of all concerned units on:
  1. Latest update on the incident and submission of Progress Report
  2. Joint operations, if necessary
  3. Status of operations
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECKLIST

## AIRPLANE CRASH

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Action taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs and AvSeGroup to submit situation update to DO/NOC
  
- C. Coordinate with other concerned government agencies:
  - 1. In case of water crash:
    - a. Office of Transportation Security (OTS), DOTC
      - i. Civil Aviation Authority of the Philippines (CAAP)
      - ii. Philippine Coast Guard (PCG)
      - iii. Maritime Industry Authority (MARINA)
    - b. Armed Forces of the Philippines
      - i. Philippine Air Force (PAF)
      - ii. Philippine Navy (PN)
  
  - 2. In case of land crash:
    - a. Office of Transportation Security (OTS), DOTC
      - i. Civil Aviation Authority of the Philippines (CAAP)
      - ii. Philippine Coast Guard (PCG)
    - b. Armed Forces of the Philippines
      - i. Philippine Air Force
      - ii. Philippine Army



c. Bureau of Fire Protection

D. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:

1. C, PNP
2. TDCA
3. TDCO
4. TCDS
5. Directors, Quad Staff
6. C, NOC
7. SCDO (during weekends and holidays)

E. Alert/inform the concerned unit of the incident:

1. DIPOs/PROs/Units
2. MG
3. SAF
4. AvSeGrp
5. CLG - SOCO

F. Monitor development undertaken by the DIPO/PRO involved regarding the deployment of:

1. Search and Rescue (SAR) Teams
2. AFP and PNP territorial units concerned
3. MEDIVAC Teams
4. BFP – Search and Rescue Unit

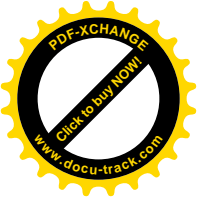
G. Follow-up PRO on:

1. Result of security and safety measures undertaken
  - a. Deployment of security personnel
  - b. Deployment of Search and Rescue Teams
    - i. Number of fatalities/survivors
    - ii. Identification and status of fatalities/survivors
    - iii. Disposition of fatalities/survivors
2. Investigation of the incident
  - a. PRO to coordinate with CAAP re result of aircraft accident investigation
  - b. Inform DI-PBDC (If cause of crash was IED-related)
  - c. Extent of damage to properties
3. Activation of CIMTG and/or CMC, if necessary

H. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

II. Subsequent Actions:

- A. Monitor development of the incident
- B. Monitor the operation of all concerned government agencies



C. Prepare Incident Folder

D. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## AIRPLANE HIJACKING

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call Aviation Security Group and concerned unit/PRO to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Action taken and status/disposition of the incident/case
  - 3. Submit situation update to DO/NOC
  
- B. Coordinate with concerned government agencies:
  - 1. Office of Transportation Security (OTS), DOTC
    - a. Civil Aviation Authority of the Philippines (CAAP)
    - b. Respective Airport Authorities
  - 2. Airlines Operator
  - 3. Philippine Air Force (PAF), when necessary
  - 4. Bureau of Fire and Protection (BFP), when necessary
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Direct concerned units to assist the AvSeGroup
  - 1. PROs
  - 2. SAF
  - 3. HS/Medical
  - 4. CIDG
  - 5. IG
  - 6. MG
  - 7. PIO
  - 8. EOD Team



## 9. CLG/SOCO

### E. Follow-up AvSeGroup on:

1. Flight Details
2. Current situation
  - a. Hostages (manifest - names of crew and passengers)
  - b. Identities of hijackers/hostage takers, if obtained
  - c. Deployment of operating units

### F. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report.

## II. Subsequent Actions:

### A. Monitor development:

1. Call AvSeGroup and concerned unit/PROs to determine the following:
  - a. Activation of the Crisis Incident Management Group (CIMTG) and/or CMC
  - b. Location of Command Post
2. Situation update
3. Demand of hijackers/hostage takers

### B. Direct AvSeGroup and/or concerned unit/PROs to submit written report on said incident

### C. Prepare Incident Folder

### D. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## ARMORED VAN ROBBERY

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Identification and subsequent interview of witnesses
  - 5. Identification and apprehension of probable suspect/s
  - 6. Traffic Management
  
- E. Direct the following to conduct joint police operation such as dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:
  - 1. Adjacent PNP units
  - 2. NSUs
    - a. HPG
    - b. Sky Police/PNP Air unit
    - c. SAF





- d. CIDG
- e. MG, in case suspects use water as a means of escape

NOTE: When the incident evolves into a more complicated situation such as, hostage situation, arson, homicide, explosion, etc., refer to the appropriate NOC Incident Monitoring Checklist for the above case.

F. Direct concerned unit/PRO to submit:

- 1. Initial Written Report (complete details answering the five 5Ws and one 1H)
- 2. Report of activation of CIMTG and/or CMC
- 3. Additional security measures undertaken
- 4. Status and disposition of the case

G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report.

## II. Subsequent Actions:

A. Follow-up concerned unit on:

- 1. Items taken and estimated value
- 2. Recovered items and pieces of evidence, if any
- 3. Identification of victims/suspects/witnesses
- 4. Police operation being undertaken
- 5. Submission of situation update to DO/NOC
- 6. Case build-up

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## ASSASSINATION

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Identity of victim/s
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/ROTCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Identification and subsequent interview of witnesses
  - 5. Identification and apprehension of probable suspect/s
  
- E. Direct the following to conduct joint police operation such as dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:
  - 1. Adjacent PNP units
  - 2. NSUs
    - a. CIDG - Creation of Special Investigation Task Group (SITG)
    - b. HPG



- c. Sky Police/PNP Air unit (if the incident happened in Metro Manila during daytime)
  - d. SAF
  - e. PSPG
  - f. CLG - SOCO
- F. Direct concerned unit/PRO to submit:
- 1. Initial Written Report (complete details answering the five 5Ws and one 1H)
  - 2. Additional security measures undertaken
  - 3. Status and disposition of the case
- G. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report.

## II. Subsequent Actions:

- A. Follow-up concerned unit on:
- 1. Recovered items and pieces of evidence, if any
  - 2. Identification of victims/suspects/witnesses
  - 3. Police operation being undertaken
  - 4. Submission of situation update to DO/NOC
  - 5. Investigation and case build-up
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## BANK ROBBERY

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Identification and subsequent interview of witnesses
  - 5. Identification and apprehension of probable suspect/s
  - 6. Traffic Management
  
- E. Direct concerned units to conduct police operation such as dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:
  - 1. Adjacent PNP units/stations
  - 2. NSUs
    - a. HPG
    - b. SAF



- c. CIDG
- d. CLG - SOCO
- e. IG
- f. MG

NOTE: When the incident evolves into a more complicated situation such as, hostage situation, arson, homicide, explosion, etc., refer to the appropriate NOC Incident Monitoring Checklist for the above case.

- F. Direct concerned unit/PRO to submit:
  - 1. Submission of Initial Written Report (complete details answering the five 5Ws and one 1H)
  - 2. Report of activation of CIMTG and/or CMC
  - 3. Additional security measures undertaken
  - 4. Status and disposition of the case
  
- G. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report.

## II. Subsequent Actions:

- A. Follow-up concerned unit on:
  - 1. Items taken and estimated value
  - 2. Recovered items and pieces of evidence, if any
  - 3. Identification of victims/suspects/witnesses
  - 4. Police operation being undertaken
  - 5. Submission of situation update to DO/NOC
  - 6. Case build-up
  
- B. Prepare Incident Folder
  
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## BOMB THREAT

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

Date/Time of the Threat (mm/dd/yy/24-hour): \_\_\_\_\_

Target of the Threat (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Date/Time that the threat was brought to the attention of the PNP (mm/dd/yy/24-hour): \_\_\_\_\_

PNP Unit that took cognizance of the threat: \_\_\_\_\_

PNP/AFP and other agencies that responded to the threat: \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

A. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the threat:

- |           |  |
|-----------|--|
| 1. C, PNP | 5. Directors, Quad Staff               |
| 2. TDCA   | 6. C, NOC                              |
| 3. TDCO   | 7. SCDO (during weekends and holidays) |
| 4. TCDS   |  |

B. Call concerned/nearest unit to determine the following:

1. Validity of the report and initial details of the incident as available
  - a. Identity and contact number of the Office-in-Charge in the scene
  - b. Ascertain the exact location of the reported bomb
  - c. Type/kind of bomb
  - d. Probable target
  - e. How the information acquired by the caller
2. Record the action taken and status/disposition of the incident/case, if confirmed
  - a. Evacuation of person/s
    - i. Where evacuated?
  - b. Deployment of bomb squad
    - i. Name and contact number of Team Leader
    - ii. Number of K-9 employed (if any)
    - iii. Equipment used
  - c. Paneling of the threatened area
    - i. Conduct search



- ii. Render safe procedure (if suspected IED is found)
    - o Remote Removal
    - o Blast in Place
    - o Hand Entry
  - d. If search yielded negative or threat is a hoax, declare the area clear of threat
- C. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

- A. Follow-up concerned unit on:
1. Recovered items and pieces of evidence, if any
  2. Identification of victims/suspects/witnesses, if any
  3. Submission of EOD report to PBDC
  4. Investigation
  5. Police operation being undertaken
  6. Submission of situation update to DO/NOC particularly on the details of the incident
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## CARGO HIJACKING

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest PNP unit to determine the following:
  - 1. Validity of the report and details of the incident, as available
  - 2. Initial actions measures undertaken
  - 3. Status and disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/ROTCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Direct the following to conduct joint police operation such as dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:
  - 1. Adjacent PNP units
  - 2. NSUs
    - a. HPG
    - b. Sky Police/PNP Air unit
    - c. SAF
    - d. CIDG
  
- E. Direct concerned unit/PRO to submit:
  - 1. Initial Written Report (complete details answering the five 5Ws and one 1H)
  - 2. Additional security measures undertaken
  - 3. Status and disposition of the case





- F. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report.

## II. Subsequent Actions:

- A. Follow-up concerned unit on:
  - 1. Items taken and estimated value
  - 2. Recovered items and pieces of evidence, if any
  - 3. Identification of victims/suspects/witnesses
  - 4. Police operation being undertaken
  - 5. Submission of situation update to DO/NOC
  - 6. Investigation and case build-up
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## CARNAPPING

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. Dir, HPG
4. TCDS	8. SCDO (during weekends and holidays)
  
- D. Direct the following to effect police action/operation such as conduct of dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:
  - 1. Adjacent PNP territorial units
  - 2. NSUs
    - a. HPG
    - b. SAF
    - c. IG
    - d. CIDG
  
- E. Direct HPG/PRO to submit the following:
  - 1. Initial Written Report (complete details answering the five 5Ws and one 1H)
  - 2. Status and disposition of the case



F. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

II. Subsequent Actions:

A. Follow-up concerned unit on:

1. Items taken and estimated value
2. Recovered items and pieces of evidence, if any
3. Identification of victims/suspects/witnesses
4. Police operation being undertaken
5. Submission of situation update to DO/NOC
6. Investigation and case build-up

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## CHEMICAL/BIOLOGICAL/RADIOLOGICAL/NUCLEAR (CBRN) INCIDENT

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Casualties and damages, if there are any
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
  - 1. C, PNP
  - 2. TDCA
  - 3. TDCO
  - 4. TCDS
  - 5. Directors, Quad Staff
  - 6. C, NOC
  - 7. SCDO (during weekends and holidays)
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Traffic management
  - 5. Initial coordination made
  
- E. Inform the concerned LGU
  
- F. Direct/coordinate with concerned specialized agencies and units:
  - 1. DND - OCD



2. DILG - BFP
  - a. Special Rescue Unit (SRU)
  - b. Hazardous Materials (HAZMAT) Unit
3. DOH (Research Institute for Tropical Medicine [RITM])
4. DENR (Environmental Management Bureau [EMB])
5. DOST (Philippine Nuclear Research Institute [PNRI])
6. PNP SOCO Team

G. Follow-up concerned PRO on:

1. Situation Update
  - a. No. of casualties and disposition
  - b. Identification and status of victims/casualties
  - c. Location of evacuation center/hospital
  - d. Damages to properties, infrastructure, livelihood, etc.
  - e. Extent of contamination (food and water supply, air, etc.)
2. Security measures taken

H. Status of incident

- I. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

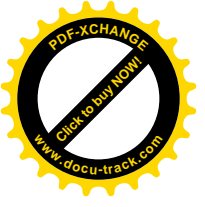
II. Subsequent Actions:

A. Monitor development:

1. Direct concerned unit to prepare and submit the following:
  - a. Progress report on the said incident
    - i. Identity of materials used
    - ii. Identities of victim/s, if there is/are any
    - iii. Extent of damage
2. Peace and order situation

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## CIVIL DISTURBANCE

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

(Commence voice recording of communication/coordination log)

#### A. Call concerned/nearest unit to determine/require the following:

##### 1. Validity of the report and initial details of the incident as available

a. Type \_\_\_\_\_ of \_\_\_\_\_ Mass

Action/Disturbance: \_\_\_\_\_

b. Group's \_\_\_\_\_ Identity:

c. Current \_\_\_\_\_ status \_\_\_\_\_ of \_\_\_\_\_ incident:

d. Route or direction of the group/s (if mobile): \_\_\_\_\_

e. Known \_\_\_\_\_ personalities involved: \_\_\_\_\_

f. Estimated \_\_\_\_\_ number:

g. Demands/issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h. Number and types of vehicles used:

i. Implements/weapons \_\_\_\_\_ (if any):

j. Injured person/s (if there are any): \_\_\_\_\_



2. Record the action taken and status/disposition of the incident/case
  - a. Deployment of CDM personnel
    - i. Responding Unit
    - ii. Name and contact number of Officer-in-Charge on-scene
    - iii. Number of personnel deployed
  - b. Injuries (if any)
    - i. Number of person/s evacuated
    - ii. Where evacuated
    - iii. Brief description of injuries
  
- B. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
  1. C, PNP
  2. TDCA
  3. TDCO
  4. TCDS
  5. Directors, Quad Staff
  6. C, NOC
  7. SCDO (during weekends and holidays)
  
- C. Monitor actions of First Responder's Team (Refer to POP Manual – CDM Operations)
  1. Secure likely targets
  2. Control crowds
  3. Establish area control
  4. Neutralize special threats
  
- D. Direct and coordinate with PNP/government agencies concerned to undertake the following:
  1. Deployment of:
    - a. Security personnel
      - i. PNP SAF
      - ii. PNP CDM
      - iii. HPG
      - iv. PNP Health Service
      - v. DI-IG
        - o Coordinate with local and AFP intelligence unit
        - o Organize tracker/monitoring team
      - vi. Concerned agency or LGU
  2. Coordination with:
    - a. Traffic units
      - i. MMDA (if in NCR)
      - ii. Local traffic/auxiliary units (outside NCR)
    - b. MEDIVAC Teams
      - i. DOH
      - ii. Red Cross



- iii. LGU
- c. Dispersal units
  - i. BFP

E. Direct concerned unit/PRO to submit:

- a. Initial Written Report (complete details answering the five 5Ws and one 1H)
- b. Progress/status and disposition of the case

F. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

A. If incident escalates resulting in violence, death or injuries, follow-up concerned unit on:

- 1. Recovered items and pieces of evidence, if any
- 2. Identification of victims/suspects/witnesses
- 3. Police operation being undertaken
- 4. Submission of situation update to DO/NOC
- 5. Investigation, if necessary

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer





# NOC INCIDENT MONITORING CHECK LIST

## COLLAPSED STRUCTURES/CONSTRUCTION ACCIDENTS

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Casualties and damages, if there are any
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Traffic management
  - 5. Initial coordination made
  
- E. Direct/coordinate with concerned government agencies/units:
  - 1. BFP (Special Rescue Unit [SRU])
  - 2. PNP



- a. Local police unit/Barangay Peacekeeping Action Teams (BPATs - Disaster Response, Relief and Mitigation Component)
  - b. HPG
  - c. SOCO teams
  - d. SAF Search and Rescue teams
  3. DPWH
  4. MMDA (if in Metro Manila)
  5. Philippine National Red Cross
  6. Provincial/City/Municipal Engineering Office
  7. Local DRRMCs
- F. Follow-up concerned unit/PRO on:
1. Situation Update
    - a. Building particulars
    - b. No. of casualties and disposition
    - c. Identification and status of victims/casualties
    - d. Present condition in the area
  2. Security measures taken
  3. Status and disposition of the case
- G. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

- A. Monitor development:
1. Direct concerned unit to prepare and submit progress report on the said incident
    - a. Location of evacuation center/hospital
    - b. Extent of damage and casualties
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## COMMOTION

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Number and age groupings of victim/s
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/ROTCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Traffic management
  - 5. Identification and subsequent interview of witnesses
  - 6. Identification and apprehension of possible suspect/s
  
- E. Monitor and record coordination made by responding units with, if necessary:
  - 1. BFP
  - 2. Local Health and Emergency Medical Services (HEMS)
  - 3. HPG
  - 4. LGU (Medical and Traffic Unit)
  - 5. MEDIVAC teams



6. Media for public advisory

F. Direct/coordinate with the following to act on and investigate the incident:

1. PRO and other PNP units
2. NSUs
  - a. CIDG
  - b. CLG - SOCO
3. BFP (in case of fire)

G. Monitor development undertaken by the units involved:

1. Deployment of:
  - a. MEDIVAC teams
  - b. BFP
  - c. HPG
  - d. CIDG
  - e. CLG - SOCO
2. Status and disposition of victim/s

H. Follow-up PRO/concerned PNP units on:

1. Result of security and safety measures undertaken
2. Identification of victim/s
3. Extent of damage to properties
4. Investigation of the incident

I. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

II. Subsequent Actions:

A. Monitor development and coordination of all concerned government/non-government agencies:

1. Get latest development on the incident
2. Get status of operations

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## DISTANT TSUNAMI

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Alert/inform the concerned units of the areas likely to be affected
- B. Call concerned units to take the following actions:
  - 1. Monitor the prevailing sea condition/behavior
  - 2. Secure advisories/updates from PHIVOLCS/NDRRMC
  - 3. Implement Disaster Preparedness Plan
  - 4. Submit situation report and actions taken
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
- D. Direct concerned units to do the following:
  - 1. Maritime Group (MG) to advise and prevent watercrafts from venturing out into the sea/river/lakes
  - 2. Warn communities along the coastal areas for possible tsunami and seek higher ground
  - 3. Assist in the evacuation of affected communities
  - 4. Provide security at evacuation centers

Note: In case of tsunami impact (devastation), refer to Tsunami Checklist

- E. Prepare initial written report to the TDCA cc C, PNP, TDCO, TCDS and Quad Staff within one (1) hour upon receipt of the report



## II. Subsequent Actions:

- A. Monitor advisories/updates from PHIVOLCS/NDRRMC
- B. Follow-up concerned PRO on:
  - 1. Situation Update
    - a. Location of evacuation center/hospital
    - b. Extent of damage and casualties (if any)
  - 2. Security measures taken
- C. Advise affected/evacuated families to return to their communities after the Alert Level has been lowered
- D. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## EARTHQUAKE

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

#### A. Call affected PROs to determine the following:

1. Validity of the report
  - a. Initial effects/damages
  - b. Areas affected
  - c. Affected population
  - d. Casualties
  - e. Damage to properties
2. Status of lifelines/utilities
  - a. Power
  - b. Communication
  - c. Transportation
  - d. Water
  - e. Food supply
  - f. Roads, bridges and railway system
3. Courses of action taken
  - a. Activation of the Disaster Incident Management Task Group
  - b. Deployment of personnel
    - i. Security
    - ii. Search and rescue
    - iii. Medical team
    - iv. Evacuation team
  - c. Coordination with other government agencies
    - i. NDRRMC
    - ii. PHIVOLCS
    - iii. OCD
    - iv. Local DRRMC
  - d. Assessment of the peace and order situation in affected area
  - e. Assessment on the condition in the evacuation centers



- B. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
1. C, PNP
  2. TDCA
  3. TDCO
  4. TCDS
  5. Directors, Quad Staff
  6. C, NOC
  7. SCDO (during weekends and holidays)
- C. Monitor Actions of Responding Teams (Refer to PNP Disaster Response Handbook):
1. Disaster area safety assessment and evaluation
  2. Life saving measures
  3. Disaster area security and control
  4. Traffic management
  5. Deployment of PNP special units
    - a. PNP SAF
    - b. HSS (in Metro Manila)
    - c. HS
    - d. AvSeGroup
    - e. MG
    - f. CLG (Disaster Victim Identification Team)
- D. Coordination made to support the Local Disaster Risk Reduction Management Council operations:
- a. Local Engineering Office
  - b. MMDA (if in NCR)
  - c. DPWH
  - d. DOH
  - e. BFP
  - f. Private Sector/NGOs
- E. Prepare initial written report to the TDCA cc C, PNP, TDCO, TCDS and Quad Staff within one (1) hour upon receipt of the report

## II. Subsequent Actions:

- A. Monitor the prevailing situation in affected area
- B. Follow-up concerned PRO on:
1. Regular Situation Update (every 2 hours or as soon as obtained)
    - a. No. of casualties and disposition
    - b. Identification and status of victims/casualties
    - c. Location of evacuation center/hospital
    - d. Extent of damages to properties (houses, infrastructure, agriculture, etc.)
  2. Status of lifelines





3. Courses of actions taken
4. Problems encountered, recommended solutions and actions taken
5. Security measures taken

C. Prepare written progress report to C, PNP

D. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## EXPLOSION

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Casualties and damages, if there are any
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Alert/inform the concerned unit of the incident
  
- E. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Traffic Management
  
- F. Direct/coordinate with concerned specialized units to determine the cause/nature of explosion:
  - 1. Bomb Technicians/EOD Elements/Post Blast Investigators
  - 2. BFP
    - a. Special Reaction Unit (SRU)
    - b. Hazardous Materials (HAZMAT) Unit



### 3. CLG - SOCO

NOTE: In cases of Chemical, Biological, Radiological and Nuclear (CBRN) incidents the lead agency would be the following:

1. Chemical related incident:
  - a. DENR – Environmental Management Bureau (EMB)
2. Biological related incident:
  - a. DOH – Health Emergency Management Service (HEMS)
3. Nuclear and Radiological related incident:
  - a. DOST - Philippine Nuclear Radiological Institute (PNRI)

#### G. Follow-up concerned PRO on:

1. Situation Update
  - a. Number of casualties and disposition
  - b. Identification and status of victims/casualties
  - c. Name of evacuation center/hospital
2. Security measures taken
3. Status and disposition of the case

H. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

#### II. Subsequent Actions:

##### A. Monitor developments:

1. Direct concerned unit to prepare and submit the following:
  - a. Progress report on the said incident
    - i. Identities of suspects, if any
    - ii. Identities of additional casualties/victims, if any
    - iii. Post Blast Investigation Report
    - iv. Extent of damage to property
2. Peace and order situation

##### B. Prepare Incident Folder

##### C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## FIRE INCIDENT

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Casualties and damages, if there are any
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual)
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Traffic management
  - 5. Initial coordination made
  
- E. Direct/coordinate with concerned units to suppress fire and control the area:
  - 1. BFP
    - a. Firefighting units
    - b. Special Rescue Unit (SRU)
  - 2. Fire Volunteers
  - 3. PNP



- a. Local police unit/Barangay Peacekeeping Action Teams (BPATs - Disaster Response, Relief and Mitigation Component)
  - b. HPG
  - c. SOCO Team
  - d. SAF Search and Rescue Teams
4. MMDA (if in Metro Manila)
- F. Follow-up concerned PRO on:
1. Situation Update
    - a. No. of casualties and disposition
    - b. Identification and status of victims/casualties
  2. Security measures taken
  3. Status and disposition of the case
- G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

- A. Monitor development:
1. Direct concerned unit to prepare and submit the following:
    - a. Progress report on the said incident
      - i. Location of evacuation center/hospital
      - ii. Extent of damages
  2. Peace and order situation
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## FLOODS

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Actions taken
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Call concerned units to take the following actions:
  - 1. Monitor the prevailing weather condition and updates from PAGASA
  - 2. Implement disaster preparedness plan
  - 3. Submit situation report and actions taken
  - 4. Disseminate warnings from dam authorities
  - 5. Report the effects of the weather disturbance
    - a. Flooded areas
    - b. Road conditions
    - c. Power/communication interruptions
    - d. Affected/displaced population
    - e. Casualties
  - 6. Assist in the evacuation of affected communities
  - 7. Provide security personnel at evacuation centers
  - 8. Conduct search and rescue operations for missing person/s
  - 9. Secure and assist in the conduct of relief operations



E. Prepare initial written report to the TDCA cc C, PNP, TDCO, TCDS and Quad Staff within one (1) hour upon receipt of the report

## II. Subsequent Actions:

A. Monitor the prevailing weather condition and the latest development on the on-going disaster operations

B. Follow-up concerned PRO on:

1. Situation Update

- a. Number of casualties and disposition
- b. Identification and status of victims/casualties
- c. Location of evacuation center/hospital
- d. Extent of damages to properties (houses, infrastructure, agriculture, etc.)

2. Progress Report (complete details answering the 5Ws and 1H)

3. Security measures taken

C. Prepare Incident Folder

D. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## GENDER BASED SEXUAL VIOLENCE

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned PRO (WCPD) to determine the following:
  - 1. Validity of the report and initial details of the incident as available
    - a. Rape
    - b. Violence Against Women and Children (VAWC)
    - c. White Slavery
    - d. Acts of Lasciviousness
    - e. Pedophile
    - f. Sexual Harassment
    - g. Others: (specify) \_\_\_\_\_
  - 2. Identity of victim/s
  - 3. Identity of suspect/s
  - 4. Actions taken
  
- B. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report
  - 1. For rape cases:
    - a. C, PNP and TDIDM
  - 2. All other cases:
    - a. C, PNP; TDCA; TDCO; TCDS; TDO; TDIDM – WCPC; TDPCR, C, NOC; and SCDO (during weekends and holidays)
  
- C. Follow-up PRO (WCPD) on:
  - 1. Submission of Progress Report
  - 2. Status and disposition of the case
  - 3. Status of victim/s (disposition of victim/s)
  - 4. Disposition of suspect/s
  
- D. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report





## II. Subsequent Actions: (as necessary)

- A. Monitor development and facilitate coordination of all concerned units:
  - 1. Get latest development on the incident
  - 2. Get status of operations
  - 3. Direct all other units concerned to assist
  
- B. Prepare Incident Folder
  
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## HIGHWAY ROBBERY

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest PNP unit to determine the following:
  - 1. Validity of the report and details of the incident, as available
  - 2. Initial actions/security measures undertaken
  - 3. Status and disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/ROTCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Identification and subsequent interview of witnesses
  - 5. Identification and apprehension of probable suspect/s
  - 6. Traffic management
  
- E. Direct the following to conduct joint police operation such as dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:
  - 1. Adjacent PNP units
  - 2. NSUs
    - a. HPG
    - b. Sky Police/PNP Air unit



- c. SAF
- d. CIDG

NOTE: When the incident evolves into a more complicated situation such as, hostage situation, arson, homicide, explosion, etc., refer to the appropriate NOC Incident Monitoring Checklist for the above case.

F. Direct concerned unit/PRO to submit:

1. Initial Written Report (complete details answering the five 5Ws and one 1H)
2. Report of activation of CIMTG and/or CMC
3. Additional security measures undertaken
4. Status and disposition of the case

G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report.

## II. Subsequent Actions:

A. Follow-up concerned unit on:

1. Items taken and estimated value
2. Recovered items and pieces of evidence, if any
3. Identification of victims/suspects/witnesses
4. Police operation being undertaken
5. Submission of situation update to DO/NOC
6. Investigation and case build-up

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## HOSTAGE-TAKING

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and details of the incident, as available
  - 2. Initial actions/security measures undertaken
  - 3. Was the concerned Area Commander duly informed?
  - 4. Name and contact number of Team Leader of First Responder
  - 5. Name and contact number of Officer-on-Case
  - 6. Status and disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Alert/inform the concerned unit of the incident:
  - 1. DIPOs/PROs/Units
  - 2. PACER
  - 3. CIDG
  - 4. IG
  - 5. MG
  - 6. SAF
  - 7. AvSeGrp
  - 8. HPG



E. Follow-up concerned unit on:

1. Submission of Initial Written Report (complete details answering the 5Ws and 1H)
2. Activation of CIMTG and/or CMC, if necessary
3. Location and contact number of Command Post
4. Additional security measures undertaken
5. Latest status and disposition of the case

F. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

II. Subsequent Actions:

A. Monitor development and facilitate coordination of all concerned units on:

1. Latest update on the incident and submission of Progress Report
2. Joint operations, if necessary
3. Status of operations

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## ILLEGAL DRUGS RELATED REPORT/INFORMATION

Clandestine Labs/Controlled Precursor and Essential Chemicals (CPECs)  
Warehouse/500gms up (Shabu, Cocaine, Heroin)/10kgs up of MJ/500  
(Tablets/Capsules) of ATS i.e. Ecstasy, etc./Involving Foreign Nationals and  
Prominent Personalities (Gov't Officials, Showbiz Personalities, etc.)/Raids  
on Drug Dens/Dives

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

A. Call the concerned PRO (RAIDSOTG) and AIDSOTF to determine the following:

1. Relay/validate/confirm the report
2. Actions taken
3. Result of actions taken

B. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:

- |           |  |
|-----------|--|
| 1. C, PNP | 5. Directors, Quad Staff               |
| 2. TDCA   | 6. C, NOC                              |
| 3. TDCO   | 7. SCDO (during weekends and holidays) |
| 4. TCDS   |  |

C. Follow-up concerned PROs/AIDSOTF on development/progress report

D. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report



## II. Subsequent Actions:

- A. Monitor operational requirements of RAIDSOTG/AIDSOTF and facilitate coordination with all concerned units, if necessary
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## INCIDENTS WHEREIN GOVERNMENT OFFICIALS/VIPs ARE INVOLVED

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and the nature and initial details of the incident as available
  - 2. Identity of the involved person/s
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual)
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Identification and subsequent interview of witnesses
  - 5. Coordination made
  
- E. Direct the following to effect necessary police/military action/operation and investigation in their respective jurisdiction:
  - 1. PNP units/stations
  - 2. AFP units
  - 3. NSUs





- a. CIDG - Creation of Special Investigation Task Group (SITG)
  - b. IG
  - c. SAF
  - d. PSPG
  - e. CLG - SOCO
  - f. AvSeGrp
  - g. MG
- F. Direct concerned unit/PRO to submit:
- 1. Initial Written Report (complete details answering the five 5Ws and one 1H)
  - 2. Additional security measures undertaken
  - 3. Status and disposition of the case
- G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

- A. Follow-up concerned unit on:
- 1. Recovered items and pieces of evidence, if any
  - 2. Identification of victims/suspects/witnesses
  - 3. Police operation being undertaken
  - 4. Submission of situation update to DO/NOC
  - 5. Investigation and case build-up
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## KIDNAPPING FOR RANSOM

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

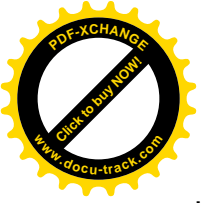
Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest PNP unit to determine the following:
  - 1. Validity of the report and initial details of the incident, as available
  - 2. Initial actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/ROTCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Alert/inform the concerned unit of the incident:
  - 1. PACER
  - 2. DIPOs/PROs/Units
  - 3. CIDG
  - 4. IG-DI
  - 5. MG
  - 6. PNP SAF
  - 7. AvSeGrp
  - 8. HPG
  - 9. CLG
  
- E. Follow-up PACER on:
  - 1. Submission of Progress Report directly to C, PNP and TDO
  - 2. Latest status and disposition of the case



## II. Subsequent Actions:

- A. Monitor operational requirements of PACER and facilitate coordination with all concerned units, if necessary:
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## KILLING INCIDENT

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Identity of the victim/s
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/ROTCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Identification and subsequent interview of witnesses
  - 5. Identification and apprehension of probable suspect/s
  
- E. Direct the following to conduct joint police operation such as dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:
  - 1. Adjacent PNP units
  - 2. NSUs
    - a. CIDG
    - b. IG-DI
    - c. CLG-SOCO



- F. Direct concerned unit/PRO to submit:
  - 1. Initial Written Report (complete details answering the five 5Ws and one 1H)
  - 2. Additional security measures undertaken
  - 3. Status and disposition of the case
  
- G. Prepare initial written report to C, PNP within one (1) hour upon receipt of the report.

## II. Subsequent Actions:

- A. Follow-up concerned unit on:
  - 1. Recovered items and pieces of evidence, if any
  - 2. Identification of victims/suspects/witnesses
  - 3. Police operation being undertaken
  - 4. Submission of situation update to DO/NOC
  - 5. Investigation and case build-up
    - a. Murder
    - b. Homicide
    - c. Parricide
    - d. Infanticide
  
- B. Prepare Incident Folder
  
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## MAJOR ROAD TRAFFIC ACCIDENT

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/ROTCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	6. C, NOC
2. TDCA	7. SCDO (during weekends and holidays)
3. TDCO	8. RD, NCRPO (incident in Metro Manila)
4. TCDS	9. Concerned RD, PRO and D, HPG (incident outside Metro Manila)
5. Directors, Quad Staff	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Traffic Management
  
- E. Direct and coordinate PNP/government agencies to undertake the following:
  - 1. Deployment of:
    - a. Security personnel
    - b. Search and Rescue (SAR) Teams
      - i. AFP, PNP and Local Government Units concerned
      - ii. BFP-SRU
    - c. MEDIVAC Teams
      - i. DOH



- ii. Red Cross
- iii. LGU
- d. Investigation (refer to SOP Number ODO 2011-001)

F. Direct HPG/PRO to submit:

- 1. Submission of Initial Written Report (complete details answering the 5Ws and 1H)
- 2. Status and disposition of the case

G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

A. Follow-up concerned unit on:

- 1. Recovered items and pieces of evidence, if any
- 2. Identification of victims/suspects/witnesses
- 3. Police operation being undertaken
- 4. Submission of situation update to DO/NOC
- 5. Investigation

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## MARITIME PIRACY

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call Philippine Navy, Philippine Coast Guard, Maritime Group and the concerned unit/PRO to determine/require the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Coordinate with concerned government agencies:
  - 1. DOTC
    - a. Office of Transportation Security (OTS)
    - b. Philippine Coast Guard (PCG) for Notice to Mariners
    - c. Maritime Industry Authority (MARINA)
  - 2. DND - Philippine Navy (Coast Watch Center)
  
- D. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- E. Direct concerned units to assist the Maritime Group:
  - 1. PROs
  - 2. SAF
  - 3. HS/Medical Units
  - 4. CIDG
  - 5. IG
  - 6. EOD Team (if necessary)





## 7. CLG - SOCO

NOTE: When the incident evolves into a more complicated situation such as; hostage situation, arson, homicide, explosion, etc., refer to the appropriate NOC Incident Monitoring Checklist for the above case.

### F. Follow-up Maritime Group on:

1. Ship's Particulars
2. Progress of Operations
3. Current situation
4. Passenger manifest
5. Identities of seajackers, if obtained
6. Deployment of operating units

G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

A. Monitor development and progress of action taken of all concerned agencies:

1. Latest development on the incident
2. Status of operations

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## MASSIVE TRAFFIC GRIDLOCK

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

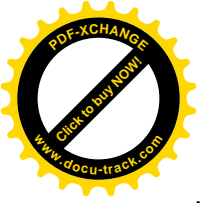
### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
    - a. Cause of the traffic gridlock
    - b. Time the traffic gridlock developed
    - c. Extent of the affected area
  - 2. Identity of Ground Team Leader/Officer-in-Charge in the area
  - 3. Identity of the victim/s, if any
  - 4. Initial actions taken and status of the incident/event
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Call concerned government unit and non-government organization:
  - 1. HPG (outside Metro Manila)
  - 2. MMDA
  - 3. PNCC/SKYWAY
  - 4. TOLLWAYS
    - a. NLEX
    - b. SLEX
    - c. STAR
    - d. SCTEX
    - e. CAVITEX
  - 5. Local Traffic Management Units



- D. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
1. C, PNP
  2. TDCA
  3. TDCO
  4. TCDS
  5. Directors, Quad Staff
  6. C, NOC
  7. SCDO (during weekends and holidays)
- E. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
1. Crime scene assessment and safety
  2. Life saving measures
  3. Crime scene security and control
  4. Identification and subsequent interview of witnesses
  5. Identification and apprehension of possible suspect/s
  6. Coordination made with towing company/ies
- F. Direct/coordinate with the following to act on and investigate the incident:
1. PRO and other PNP units
  2. NSUs
    - a. HPG (if major traffic accident is the cause of the gridlock)
    - b. CLG - SOCO
  3. BFP (in case of fire)
  4. MEDIVAC teams
- G. Monitor development of incident/subsequent actions undertaken by the units involved:
1. Deployment of:
    - a. Traffic/police personnel
    - b. BPATs
    - c. Local traffic management unit
    - d. Towing services
    - e. BFP
    - f. Emergency Medical Teams (EMTs)
  2. Status and disposition of victim/s, if any
- H. Follow-up PRO/concerned PNP units on:
1. Result of actions taken
  2. Identification of victim/s, if any
  3. Investigation of the incident
- I. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report



## II. Subsequent Actions:

- A. Monitor development and coordination of all concerned government/non-government agencies:
  - 1. Get latest development on the incident
  - 2. Get status of operations
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## MISSING PERSON/S AT SEA

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call Philippine Navy, Philippine Coast Guard, Maritime Group and the concerned unit/PRO to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Coordinate with concerned government agencies:
  - 1. DOTC
    - a. Philippine Coast Guard (PCG)
      - i. Notice to Mariners
      - ii. Conduct of search and rescue operations
    - b. Maritime Industry Authority (MARINA) for vessel's plans and registration
  - 2. DND
    - a. Philippine Navy (Coast Watch Center)
    - b. Philippine Air Force (Search and Rescue)
  - 3. DOST
    - a. PAGASA
  
- D. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- E. Direct concerned territorial units to effect the following:
  - 1. Request Coast Guard authorities in the AOR to conduct search and rescue



2. Assist the lead agencies/units in the search and rescue operations
3. Inform and organize local fisher folks to extend assistance to the rescue teams

F. Request Coast Guard on:

1. Identity of the missing person/s
2. Incident particulars
  - i. Including position of the ship, if possible, in case of man overboard
  - ii. Obtain copies of Master's Oath of Safety Departure MOSD/Passenger Manifest/Crew List
3. Progress of the search and rescue operations

G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

II. Subsequent Actions:

- A. Monitor development and facilitate coordination of all concerned government agencies:
  1. Get latest development on the incident
  2. Get status of operations
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## MUTINY/COUP D' ETAT

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

#### A. Call all concerned units for the following:

1. Validate the report
2. Advise to take all necessary security measures
3. Direct to implement camp defense plan
4. Require all PROs thru ROPDs/Operation Center to report situation and troop movements
5. Prevent unauthorized troop movements by setting-up road blocks
6. Detect dissention and possible defection in their respective units

#### B. Coordinate with JOC, AFP for additional details

#### C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:

- |           |  |
|-----------|--|
| 1. C, PNP | 5. Directors, Quad Staff               |
| 2. TDCA   | 6. C, NOC                              |
| 3. TDCO   | 7. SCDO (during weekends and holidays) |
| 4. TCDS   |  |

#### D. Follow-up all PNP units on:

1. Actions taken
  - a. Identification of leaders, plotters and sympathizers
  - b. Organization of counter reactionary forces
  - c. Accounting of personnel
  - d. Security of vital installations
  - e. Control of war materiel
  - f. Prevent mass movements
  - g. Prevent defection among uniformed personnel
  - h. Establish chokepoints/checkpoints/strong points



E. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

## II Subsequent Actions:

A. Monitor development and facilitate coordination of all concerned units:

1. Get latest development on the incident
2. Get status of operations
3. Direct all other units concerned to assist

B. Prepare Incident Folder (call log)

C. Proper turn-over to the incoming Duty Officer





# NOC INCIDENT MONITORING CHECK LIST

## POWER BLACK-OUT

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

#### A. Call affected PROs to determine/require the following:

1. Validity of the report
2. Cause of the Power Black-Out
3. Extent of affected areas
4. Peace and order situation
5. Security measures being undertaken
6. Hourly situation report

#### B. Call concerned government/private agencies to determine extent and cause of the Power Black-Out:

1. DOE – NAPOCOR
2. National Grid Corporation of the Philippines (NGCP)
3. National Electrification Administration (NEA)
4. Meralco and other local power distributors/cooperatives

#### C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:

- |           |  |
|-----------|--|
| 1. C, PNP | 5. Directors, Quad Staff               |
| 2. TDCA   | 6. C, NOC                              |
| 3. TDCO   | 7. SCDO (during weekends and holidays) |
| 4. TCDS   |  |

#### D. Alert concerned units:

1. All PROs affected
2. NSUs
  - a. AvSeGrp
  - b. SAF
  - c. CSG
  - d. CES



- e. HSS
- f. CIDG
- g. IG
- h. HPG
- i. MG
- j. PIO

E. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

## II Subsequent Actions:

- A. Monitor development:
  - 1. Update on the ongoing repair/rehabilitation of power lines/facilities
  - 2. Date/time of Power restoration in the affected areas
- B. Prepare the development report to C, PNP cc: concerned D-Staff
- C. Prepare Incident Folder
- D. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## RAIDS/ATTACKS/AMBUSH/ENCOUNTERS

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

A. Call concerned PRO/unit and/or nearest unit to determine the following:

1. Validity of the report
2. Current peace and order situation
3. Implemented security measures
4. Counter-actions undertaken by PNP unit
5. Casualties (government and enemy side)

B. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:

- |           |  |
|-----------|--|
| 1. C, PNP | 5. Directors, Quad Staff               |
| 2. TDCA   | 6. C, NOC                              |
| 3. TDCO   | 7. SCDO (during weekends and holidays) |
| 4. TCDS   |  |

C. Direct the following to conduct joint police operation such as dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:

- a. DIPO/PRO
- b. NSUs
  - i. HPG
  - ii. Sky Police/PNP Air unit
  - iii. SAF
  - iv. CIDG
  - v. MG
  - vi. PNP-CLS

D. Monitor Actions of the First Responders' Team (Refer to Responders' Manual)

1. Crime scene assessment and safety
2. Life saving measures
3. Crime scene security and control



4. Identification and subsequent interview of witness
5. Identification and apprehension of probable suspect/s
6. Traffic Management

- E. Direct concerned unit to submit Initial Written Report (complete details answering the five 5Ws and one 1H).
- F. Prepare the initial written report to C, PNP w/in one (1) hour upon receipt of report.

## II Subsequent Actions:

- A. Monitor development and require concerned PRO/unit to submit written report of the incident
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## ROBBERY

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

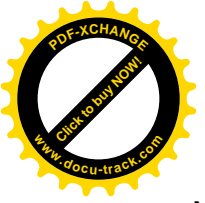
Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest PNP unit to determine the following:
  - 1. Validity of the report and details of the incident, as available
  - 2. Initial actions/security measures undertaken
  - 3. Status and disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/ROTCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  
- E. Facilitate coordination among concerned units
  - 1. PROs/PPOs/CPOs/CPS/MPS
  - 2. NSUs
    - a. CIDG
    - b. CLG - SOCO
    - c. HPG
    - d. MG
    - e. IG
    - f. SAF



NOTE: When the incident evolves into a more complicated situation such as, hostage situation, arson, homicide, explosion, etc., refer to the appropriate NOC Incident Monitoring Checklist for the above case.

F. Follow-up concerned unit on:

1. Submission of Initial Written Report (complete details answering the five 5Ws and one 1H)
2. Activation of CIMTG and/or CMC, if necessary
3. Additional security measures undertaken
4. Latest status and disposition of the case

G. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

II. Subsequent Actions:

A. Follow-up concerned unit on:

1. Crime scene investigation report
2. Identification of victims/suspects/witnesses
3. Police operation being undertaken
4. Submission of situation update to DO/NOC

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## SEA MISHAP

Nature of incident: (Agrounding, Vessel Sinking, Collision, Flooding, Capsizing, Fire at Sea/Port (Explosion), Heavy Weather Damage, etc.) \_\_\_\_\_

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

(*Commence voice recording of communication/coordination log*)

- A. Call Philippine Coast Guard, Philippine Navy, Maritime Group and the concerned unit/PRO to determine/require the following:
  - 1. Validity of the report and initial details of the incident as available including the last known position of the ship when the maritime disaster occurred and the current position
  - 2. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Coordinate with concerned government agencies:
  - 1. DOTC
    - a. Office of Transportation Security (OTS)
    - b. Philippine Coast Guard (PCG)
      - i. Notice to Mariners
      - ii. Conduct of search and rescue operations
    - c. Maritime Industry Authority (MARINA)
  - 2. DND
    - a. Philippine Navy (Coast Watch Center)
    - b. Philippine Air Force
  - 3. DILG
  - 4. Bureau of Fire Protection (BFP)



D. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:

1. C, PNP
2. TDCA
3. TDCO
4. TCDS
5. Directors, Quad Staff
6. C, NOC
7. SCDO (during weekends and holidays)

E. Direct the following concerned units to assist the Coast Guard:

1. PROs
2. SAF
3. HS/Medical Units
4. CIDG
5. IG
6. EOD Team (if necessary)
7. CLG - SOCO

NOTE: When the incident evolves into a more complicated situation such as; explosion, arson, hostage situation, homicide, etc., refer to the appropriate NOC Incident Monitoring Checklist for the above case.

F. Request MARINA/Coast Guard on:

1. Ship's Particulars (Ship's Plan and Registration)
2. Progress of Operations
3. Current situation
  - a. Obtain copies of Master's Oath of Safety Departure (MOSD)/Passenger Manifest/Crew List
  - b. Deployment of operating units

G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

II. Subsequent Actions:

A. Monitor development and facilitate coordination of all concerned government agencies:

1. Get latest development on the incident
2. Get status of operations

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer





# NOC INCIDENT MONITORING CHECK LIST

## SHOOTING INCIDENT

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Identity of the victim/s
  - 3. Action taken and status/disposition of the incident/case
  
- B. Submission of situation update to DO/NOC by concerned PROs thru ROPDs/RTOCs.
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
  - 1. C, PNP
  - 2. TDCA
  - 3. TDCO
  - 4. TCDS
  - 5. Directors, Quad Staff
  - 6. C, NOC
  - 7. SCDO (during weekends and holidays)
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Identification and subsequent interview of witnesses
  - 5. Identification and apprehension of probable suspect/s
  
- E. Direct the following to conduct joint police operation such as dragnet operations, chokepoints/checkpoints, pursuit operations, investigation, etc.:
  - 1. Adjacent PNP units/stations
  - 2. NSUs
    - a. CIDG
    - b. IG-DI
    - c. HPG



- d. SAF
- e. CLG-SOCO

F. Direct concerned unit/PRO to submit:

1. Initial Written Report (complete details answering the five 5Ws and one 1H)
2. Additional security measures undertaken
3. Status and disposition of the case

G. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report.

## II. Subsequent Actions:

A. Follow-up concerned unit on:

1. Recovered items and pieces of evidence, if any
2. Identification of victims/suspects/witnesses
3. Police operation being undertaken
4. Submission of situation update to DO/NOC
5. Investigation and case build-up

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## STAMPEDE

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Number and age groupings of victim/s
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of First Responder's Team (Refer to First Responder's Manual):
  - 1. Crime scene assessment and safety
  - 2. Life saving measures
  - 3. Crime scene security and control
  - 4. Traffic management
  - 5. Identification and subsequent interview of witnesses
  - 6. Identification and apprehension of possible suspect/s
  
- E. Monitor and record coordination made by responding units with, if necessary:
  - 1. BFP
  - 2. Local Health and Emergency Medical Services (HEMS)
  - 3. HPG
  - 4. LGU (Medical and Traffic Unit)
  - 5. Media for public advisory



F. Direct/coordinate with the following to act on and investigate the incident:

1. PRO and other PNP units
2. NSUs
  - a. HPG
  - b. HS
  - c. CIDG
  - d. CLG - SOCO
3. BFP (in case of fire)
4. MEDIVAC teams

G. Monitor development undertaken by the units involved:

1. Deployment of:
  - a. MEDIVAC teams
  - b. BFP
  - c. HPG
  - d. CIDG
  - e. CLG (SOCO)
2. Status and disposition of victim/s

H. Follow-up PRO/concerned PNP units on:

1. Result of security and safety measures undertaken
2. Identification of victim/s
3. Extent of damage to properties
4. Investigation of the incident

I. Prepare the initial written report to the C, PNP within one (1) hour upon receipt of the report

II. Subsequent Actions:

A. Monitor development and coordination of all concerned government/non-government agencies:

1. Get latest development on the incident
2. Get status of operations

B. Prepare Incident Folder

C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## TORNADO

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following:
  - 1. Validity of the report and initial details of the incident as available
  - 2. Actions taken
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation update to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
  
- D. Monitor Actions of Responding Teams (Refer to PNP Disaster Response Handbook – Safety and Response General Guidelines):
  - 1. Disaster area safety assessment and evaluation
  - 2. Life saving measures
  - 3. Disaster area security and control
  
- E. Direct concerned unit to submit the following:
  - 1. Documentation of the incident
    - a. Photos of the location
    - b. Interview of witnesses
  - 2. Report on casualties (if there are any)
  - 3. Assessment of damages
  - 4. Security measures taken



F. Prepare initial written report to the TDCA cc C, PNP, TDCO, TCDS and Quad Staff within one (1) hour upon receipt of the report

II. Subsequent Actions:

- A. Monitor the prevailing weather condition and the latest development on the situation
- B. Prepare Incident Folder
- C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## TROPICAL DEPRESSION/TYPHOON

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Alert/inform the concerned units of the areas likely to be affected
- B. Call concerned units to take the following actions:
  - 1. Monitor the prevailing weather condition and updates from PAGASA
  - 2. Implement Disaster Preparedness Plan
  - 3. Submit situation report and actions taken
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
- D. Direct concerned units, when weather disturbance intensifies to a more severe condition on the affected areas, to do the following:
  - 1. Maritime Group (MG) to advise and prevent watercrafts from venturing out into the sea/river/lakes
  - 2. Warn communities in low lying areas for possible floods and along the mountain slopes for possible landslides
  - 3. Warn communities along the coastal areas for possible storm surge/big waves
  - 4. Disseminate warnings from dam authorities
  - 5. Report the effects of the weather disturbance
    - a. Flooded areas
    - b. Road conditions
    - c. Power/communication interruptions
    - d. Affected/displaced population
    - e. Casualties
  - 6. Assist in the evacuation of affected communities



7. Provide security personnel at evacuation centers
8. Conduct search and rescue operations for missing person/s
9. Secure and assist in the conduct of relief operations

E. Prepare initial written report to the TDCA cc C, PNP, TDCO, TCDS and Quad Staff within one (1) hour upon receipt of the report

## II. Subsequent Actions:

- A. Monitor the prevailing weather condition and the latest development on the ongoing disaster operations
- B. Follow-up concerned PRO on:
  1. Situation Update
    - a. No. of casualties and disposition
    - b. Identification and status of victims/casualties
    - c. Location of evacuation center/hospital
    - d. Extent of damages to properties (houses, infrastructure, agriculture, etc.)
  2. Security measures taken
- C. Prepare Incident Folder
- D. Proper turn-over to the incoming Duty Office





# NOC INCIDENT MONITORING CHECK LIST

## TSUNAMI

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

#### A. Call affected PROs to determine the following:

1. Initial effects/damages
  - a. Areas affected
  - b. Affected population
  - c. Casualties
  - d. Damage to properties
2. Status of lifelines/utilities
  - a. Power
  - b. Communication
  - c. Transportation
  - d. Water
  - e. Food supply
  - f. Roads, bridges and railway system
3. Courses of action taken
  - a. Activation of the Disaster Incident Management Task Group
  - b. Deployment of personnel
    - i. Security
    - ii. Search and rescue
    - iii. Medical team
    - iv. Evacuation team
  - c. Coordination with other government agencies
    - i. NDRRMC
    - ii. PHIVOLCS
    - iii. OCD
    - iv. Local DRRMC
  - d. Assessment of the peace and order in affected area
  - e. Assessment of the condition in the evacuation centers



- B. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
1. C, PNP
  2. TDCA
  3. TDCO
  4. TCDS
  5. Directors, Quad Staff
  6. C, NOC
  7. SCDO (during weekends and holidays)
- C. Monitor Actions of Responding Teams (Refer to PNP Disaster Response Handbook):
1. Disaster area safety assessment and evaluation
  2. Life saving measures
  3. Disaster area security and control
  4. Traffic management
  5. Deployment of PNP special units
    - a. PNP SAF
    - b. HSS (in Metro Manila)
    - c. HS
    - d. AvSeGroup
    - e. MG
    - f. CLG (Disaster Victim Identification Team)
- D. Coordination made to support the local Disaster Risk Reduction Management Council operations:
1. Local Engineering Office
  2. MMDA (if in NCR)
  3. DPWH
  4. DOH
  5. DSWD
  6. BFP
  7. Private Sector/NGOs
- E. Prepare initial written report to the TDCA cc C, PNP, TDCO, TCDS and Quad Staff within one (1) hour upon receipt of the report

## II. Subsequent Actions:

- A. Monitor the prevailing weather condition
- B. Follow-up concerned PRO on:
1. Regular Situation Update (every 2 hours or as soon as obtained)
    - a. No. of casualties and disposition
    - b. Identification and status of victims/casualties
    - c. Location of evacuation center/hospital
    - d. Extent of damages to properties (houses, infrastructure, agriculture, etc.)



2. Status of lifelines/utilities
  3. Courses of actions taken
  4. Problems encountered, recommended solutions and actions taken
  5. Security measures taken
- C. Allow affected/evacuated families to return to their communities only when higher authorities/officials have declared the area safe.
- D. Prepare written progress report to C, PNP
- E. Prepare Incident Folder
- F. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## VEHICULAR ACCIDENT INVOLVING PROMINENT PERSONS AND FOREIGN DIPLOMATS

Date/Time Information Received (*mm/dd/yy/24-hour*): \_\_\_\_\_

Date/Time of Incident (*mm/dd/yy/24-hour*): \_\_\_\_\_

Location of Incident (*Street/Brgy/Mun or City/Prov*): \_\_\_\_\_

Source of Information (*Reporting Agency/Person/News*): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Call concerned/nearest unit to determine the following
  - 1. Validity of the report and the nature and initial details of the incident as available
  - 2. Identity of the involved person/s
  - 3. Actions taken and status/disposition of the incident/case
  
- B. Require concerned unit/PROs thru ROPDs/RTOCs to submit situation updates to DO/NOC
  
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	6. C, NOC
2. TDCA	7. SCDO (during weekends and holidays)
3. TDCO	8. RD, NCRPO (incident in Metro Manila)
4. TCDS	9. Concerned RD, PRO and D, HPG (incident outside Metro Manila)
5. Directors, Quad Staff	
  
- D. Monitor Actions of First Responder's Team:
  - 1. Accident scene assessment and safety
  - 2. Life saving measures
  - 3. Accident scene security and control
  - 4. Traffic Management
  
- E. Monitor and record coordination made by responding units with, if necessary:
  - 1. BFP
  - 2. Local Health and Emergency Medical Services (HEMS)
  - 3. HPG
  - 4. LGU (Medical and Traffic Unit)



## 5. LTO

### F. Direct the following to conduct investigation:

1. Concerned PNP units/stations
2. NSUs
  - a. HPG
  - b. CIDG

NOTE: When the incident evolves into a more complicated situation such as; hostage situation, arson, homicide, explosion, etc., refer to the appropriate NOC Incident Monitoring Checklist for the above case.

### G. Direct concerned unit/PRO to submit:

1. Initial Written Report (complete details answering the five 5Ws and one 1H)
2. Status and disposition of the case

### H. Prepare initial written report to the C, PNP within one (1) hour upon receipt of the report

## II. Subsequent Actions:

### A. Follow-up concerned unit on:

1. Recovered items and pieces of evidence, if any
2. Identification of victims/suspects/witnesses
3. Submission of situation update to DO/NOC
4. Investigation and case build-up

### B. Prepare Incident Folder

### C. Proper turn-over to the incoming Duty Officer



# NOC INCIDENT MONITORING CHECK LIST

## VOLCANIC ERUPTIONS

Date/Time Information Received (mm/dd/yy/24-hour): \_\_\_\_\_

Date/Time of Incident (mm/dd/yy/24-hour): \_\_\_\_\_

Location of Incident (Street/Brgy/Mun or City/Prov): \_\_\_\_\_

Source of Information (Reporting Agency/Person/News): \_\_\_\_\_

### I. Initial Actions:

*(Commence voice recording of communication/coordination log)*

- A. Alert/inform the concerned units of the areas likely to be affected
- B. Call concerned units to take the following actions:
  - 1. Monitor/secure advisories/updates from PHIVOLCS/NDRRMC regarding the prevailing condition/behavior of the volcano
  - 2. Implement Disaster Preparedness Plan according to Eruption Alert Level
  - 3. Submit situation report and actions taken
- C. Inform the following personally or by phone/text message immediately upon receipt and confirmation of the report:
 

1. C, PNP	5. Directors, Quad Staff
2. TDCA	6. C, NOC
3. TDCO	7. SCDO (during weekends and holidays)
4. TCDS	
- D. Follow-up concerned unit/PRO on:
  - 1. Police response as called for in the Disaster Preparedness Plan according to the prevailing Alert Level
  - 2. Extent of affected areas/damages
  - 3. Peace and order situation
- E. Prepare initial written report to the TDCA cc C, PNP, TDCO, TCDS and Quad Staff within one (1) hour upon receipt of the report

### II Subsequent Actions:

- A. Monitor advisories/updates from PHIVOLCS/NDRRMC



B. Follow-up concerned PRO on:

1. Situation Update

a. Location of evacuation center/hospital

b. Security measures taken

C. Advise affected/evacuated families to return to their communities after the Alert Level has been lowered to normal

D. Prepare Incident Folder

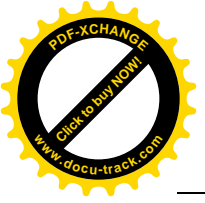
E. Proper turn-over to the incoming Duty Officer



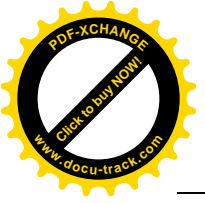
## TELEPHONE NUMBERS

UNIT/OFFICE	CONTACT NUMBER
DI	722-1204 (Director's Office)
	723-8109 (IOD)
	725-3849 (FLD)
	412-0065 (PBDC)
DIPO Northern Luzon	5577 (Director's Office)
	3944 (Opns Div)
DIPO Southern Luzon	411-6598 (Director's Office)
	4466 (Opns Div)
DIPO Visayas	470-2603
	3477
DIPO Eastern Mindanao	5335 (Director's Office)
	5355 (Opns Div)
DIPO Western Mindanao	5365 (Director's Office)
	5385 (Opns Div)
SAF	839-0468 (Director's Office)
	837-9450 (Opns Div)
PNP Air Unit	852-3515
CIDG	722-0988/722-0877 (Director's Office)
	722-8983 (Opns Div)
IG	721-8528/724-2494 (Director's Office)
	725-0479 (Opns Div)
CLG	3126 (Director's Office)
	4216 (Opns Div)
CES	721-8580 (Director's Office)
	3070 (Opns Div)
CSG	721-8562 (Director's Office)
	4283 (Opns Div)
HSS	722-4110 (Director's Office)
	722-5244/722-0853 (Opns Div)
HPG	3149 (Director's Office)
	726-1261/723-2824 (Opns Div)
MG	724-8778/3021 (Director's Office)
	722-1074 (Opns Div)
AvSeGroup	697-2217 (Director's Office)
	851-1062 (Opns Div)
HS	3116 (Director's Office)
	3416 (Opns Div)
PSPG	4207 (Director's Office)
	4282/4317 (Opns Div)
PIO	725-3179 (Director's Office)
PACER	724-7338 (Director's Office)
	724-7366 (Opns Div)

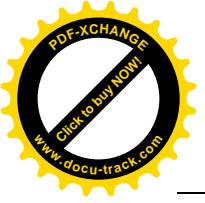




AIDSOTF	5671 (Director's Office)
	3396 (Opns Div)
Women's Children Protection Center (WCPC)	410-3213
NCRPO	838-0428/838-0434/8380251 (Director's Office)
	838-0437 (DRDO)
	838-1505 (ROD)
	838-3354/837-2003/838-8786 (RTOC)
NPD	287-3816 (Director's Office)
	287-3359 (DDDO)
	287-3806 (DOPD)
	287-4444/285-2838 (DIOC)
QCPD	921-7474 (Director's Office)
	925-8327/433-2102 (DDDO)
	921-5267 (DOPD)
	925-8417 (DIOC)
MPD	521-0209/523-1367 (Director's Office)
	523-5433 (DDDO)
	523-5611 (DOPD)
	523-3378 (DIOC)
SPD	817-2065 (Director's Office)
	817-2061 (DDDO)
	810-2961 (DOPD)
	893-7484 (DIOC)
EPD	643-6082 (Director's Office)
	641-0121 (DDDO)
	641-0171 (DOPD)
	641-0877 (DIOC)
PRO COR	(074) 422-1977 (Director's Office)
	(074) 422-7158 (DRDO)
	(074) 422-5515 (ROPD/RTOC)
PRO 1	(072) 607-6556 (Director's Office)
	(072) 700-0518 (ROPD/RTOC)
PRO 2	(078) 844-1596 (Director's Office)
	(078) 844-1376 (DRDO)
	(078) 844-2897 (ROPD/RTOC)
PRO 3	(045) 961-2980/860-2943 (Director's Office)
	(045) 860-2945 (DRDO)
	(045) 860-2941 (ROPD/RTOC)
PRO 4A	(049) 834-1601 loc 6100/6020 (Director's Office)
	(049) 834-1601 loc 6023 (DRDO)
	(049) 531-2293 (ROPD/RTOC)
PRO 4B	(043) 288-1730 (Director's Office)
	(043) 288-1046 (DRDO)
	(043) 288-1405 (ROPD/RTOC)



PRO 5	(052) 820-4602/820-1091 (Director's Office)
	(052) 820-6294 (DRDO)
	(052) 820-1528 (ROPD)
	(052) 820-6460/481-7470 (RTOC)
PRO 6	(033) 335-0970/337-1228 (Director's Office)
	(033) 338-1101 (DRDO)
	(033) 337-9300 (ROPD)
	(033) 337-8182 (RTOC)
PRO 7	(032) 231-9705 (Director's Office)
	(032) 253-8536 (DRDO)
	(032) 255-3943 (ROPD)
	(032) 255-1645/255-4831 (RTOC)
PRO 8	(053) 323-3036/323-3800 (Director's Office)
	(053) 323-6781 (DRDO)
	(053) 323-7267 (ROPD)
	(053) 323-5669 (RTOC)
PRO 9	(062) 991-3002/926-1977 (Director's Office)
	(062) 926-1977
	(062) 991-3003 (ROPD/RTOC)
PRO 10	(088) 856-3183 (Director's Office)
	(088) 72-2268 (DRDO)
	(088) 856-5049 (ROPD/RTOC)
PRO 11	(082) 235-2515 (Director's Office)
	(082) 234-9275 (DRDO)
	(082) 234-9224 (ROPD/RTOC)
PRO 12	(083) 302-2011 (Director's Office)
	(083) 304-0453 (ROPD)
	(083) 302-2013
PRO 13	(085) 342-1367 (Director's Office)
	(085) 342-3731 (DRDO)
	(085) 815-2376 (ROPD)
	(085) 815-2510 (RTOC)
ARMM	(064) 425-0078 (Director's Office)
	(064) 425-0080 (ROPD/RTOC)
Office of Transportation Security (OTS), DOTC	855-2418/855-2735 (Hotline Nr)
Civil Aviation Authority of the Philippines (CAAP)	879-9104 (Hotline Nr)
Philippine Coast Guard (PCG)	527-8481/527-3866/527-3906 (Hotline Nr)
Maritime Industry Authority (MARINA)	523-8651 to 60 (Hotline Nr)
AFP Command Center	911-0003/911-6001 loc 6935
PAF	851-9007
PN	523-4987
PA	845-9555
BFP	995-7961



MMDA	882-4151 to 77/136 (Hotline Nr) 0917-5618711 (Duty Officer)
DOH	651-7800
Research Institute for Tropical Medicine (RITM)	809-7599/807-2628 to 32
Health Emergency Management Service (HEMS)	711-1001
DENR	929-6626/928-0691 to 93
Emergency Management Bureau (EMB)	928-3782
DOST	837-2071 to 82/837-8937
Philippine Nuclear Radiological Institute (PNRI)	929-6011
PAGASA	434-2696
PHIVOLC	426-1468 to 79
NAPOCOR	921-3541
National Electrification Administration (NEA)	929-2171/929-1909 loc 124
National Disaster Risk Reduction Management Center (NDRRMC)	911-1406/912-2665/912-5668
National Grid Corporation of the Philippines (NGCP)	981-2100/981-2143/981-4496/922-0487
MERALCO	16211
Philippine Red Cross	143 (Hotline Nr) 527-0000 (Trunk Line Nr)
NLEX	479-3000
SLEX	751-0371/7519593
STAR TOLL	(043) 757-2277/756-7870
SCTEX	362-9997/362-2246 (Hotline Nr) 0920-96-SCTEX / (045) 865-2030 (Emergency)
PNCC/SKYWAY	824-2482/824-2418
Directorate for Operations	3383 (LED)
	3683 (ISOD)
	3493 (SOD)
	3483 (SRD)
National Operations Center	3233 (PSD)
	722-0504/721-8576/725-3176/724-8749 3393



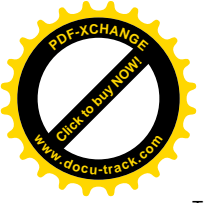
## GLOSSARY

### I

- Abduction – the taking away of a person by persuasion, fraud or open force or violence
- Airplane Crash – an incident in which an aircraft makes a landing in an abnormal manner substantially damaging or wrecking the aircraft that cause fatal or serious injury to person (either inside or outside the aircraft)
- Airplane Hijacking - the unlawful seizure or control of an aircraft by an individual or a group
- Ambush – the act of waiting in a concealed position in order to launch a surprise attack; the act of lying in wait to attack by surprise; a sudden attack made from a concealed position.
- Armored Van Robbery – a robbery incident involving armored vans
- Assassination – the killing of person, usually prominent person, by a sudden and/or secret attack, often for political reasons; the act of deliberately killing someone, especially a public figure, usually for hire or for political reasons
- Attack – an armed assault on government troops/installations launched by enemy forces.
- Bank Robbery – entering a bank for the purpose of obtaining money either by using force, violence, threat or intimidation
- Bomb Threat – a threat, usually verbal or written, to detonate an explosive or incendiary device to cause property damage, death, injuries, panic or fear whether or not such a device actually exists
- Cargo Hijacking – the stealing of goods from a cargo vehicle
- Carnapping – the taking, with intent to gain, of a motor vehicle belonging to another without the latter's consent, or by means of violence against or intimidation of persons, or by using force upon things
- Chemical/Biological/Radiological/Nuclear (CBRN) incident – an incident in which any of these four hazards are present. The term CBRN is a replacement for the cold war term NBC (nuclear, biological, and chemical), which had replaced the term ABC (atomic, biological, and chemical) that was used in the fifties
- Civil Disturbance – any incident committed or being committed by a group of persons that disrupts a community requiring police intervention to maintain law and order and ensure public safety
- Collapsed Structure – a structure that loses its functional integrity caused by an earthquake, poor design or inferior material or any combination thereof resulting in the entrapment of victims under dense rubbles
- Commotion – a tumultuous act of violence or activity; a state of agitated, confused or noisy disturbance
- Construction Accident – a sudden and unexpected event in a constructions site that results in personal injury or property damage
- Coup d'état – a swift attack, accompanied by violence, intimidation, threat, strategy or stealth, directed against duly constituted authorities of the Republic of the Philippines, or any military camp or installation, communications networks, public utilities or other facilities needed for the exercise and continued possession of power, singly or simultaneously carried out anywhere in the Philippines by any person or persons, belonging to the military or police or holding any public office or employment, with or without civilian support or participation, for the purpose of seizing or diminishing state power
- Distant Tsunami – a tsunami that originates from a distant source which is generally more than 1,000 kms away from Philippine territory (or more than 3 hours tsunami travel time from its source)
- Earthquake – a sudden movement of the earth's crust caused by the release of stress accumulated along geologic faults or by volcanic activity; a sudden release of energy in the earth's crust or upper mantle, usually caused by movement along a fault plane or by



- volcanic activity and resulting in the generation of seismic waves which can be destructive
- Encounter – is a general term for an armed confrontation or engagement between government security forces and insurgents or criminal elements
- Explosion – a violent bursting followed by a loud noise or sharp sound caused by internal pressure or gas expansion or involving bomb, explosives, explosives ingredients or combustible substances
- Fire Incident – a rapid, persistent chemical change that releases heat and light and is accompanied by flame and/or smoke due to burning or heating of a combustible substance or materials
- Flood – is an overflow of an expanse of water that submerges a considerable large area of land
- Gender Based Sexual Violence – any act that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life
- Highway Robbery – the taking away of the property of another by means of violence against or intimidation of persons or force upon things or other unlawful means, committed by a person on any Philippine Highway
- Hostage-Taking – an incident wherein a person or group of persons is held by another as a guarantee that certain actions or promises will or will not be carried out
- Illegal Drugs – are drugs whose production or use are prohibited or strictly controlled via prescription
- Incident Wherein Government Officials/VIPs are Involved – an incident committed by or against an elected or appointed government official or dignitary
- Kidnapping – the act of detaining a person, or in any other manner depriving him of his liberty
- Kidnap for Ransom - the act of detaining a person, or in any other manner depriving him of his liberty for the purpose of extorting ransom
- Killing Incident – an incident committed by a person or group of persons resulting in death
- Major Traffic Accident – any accident occurring in a traffic way involving motor vehicle/s resulting in (1) multiple deaths and serious injuries; (2) damage to properties of such magnitude; and (3) traffic accident that gained national attention
- Maritime Piracy – any attack upon or seizure of any vessel on Philippine waters or the high seas, or the taking away of its cargo, personal belongings, equipment by means of violence or any form of hostilities
- Massive Traffic Gridlock – a state of severe traffic congestion arising from continuous queues of vehicles, blocking an entire network of intersecting streets, bringing traffic in all directions to a complete standstill covering major road networks or thoroughfares
- Missing Person/s at Sea – are persons who disappeared as a result of sea mishap or who have perished while aboard a vessel
- Mutiny – the term is commonly used for a rebellion among members of the military or police against their superior officer(s), but can also occasionally refer to any type of rebellion against the authority of its commander
- Power Black-out – a cutoff of supply of electricity in considerable length of time affecting a large area, as a result of shortage, accident or mechanical failure
- Raid – a sudden assault or attack upon a place, structure or compound purposely to seize something or suppress an activity
- Robbery – the taking of personal property belonging to another, with intent to gain, by means of violence against, or intimidation of any person, or using force upon things
- Sea Mishap – an unforeseen event or accident which occurred in the seas
- Shooting Incident – a situation in which a person is injured or killed with the use of a firearm
- Stampede – a sudden rush or movement of people at a common impulse resulting in injuries or death



- Tornado - a violent, dangerous, rotating column of air that is in contact with both the surface of the earth and a cumulonimbus cloud or often referred to as a twister or a cyclone
- Tropical Depression/Cyclone –A tropical cyclone having sustained surface winds less than 39 mi (63 km) per hour
- Tsunami – a series of water commonly generated by under-the-sea earthquakes and whose heights could be greater than 5 meters. It is commonly called tidal waves and sometimes mistakenly associated with storm surge
- Vehicular Accident Involving Prominent Persons and Foreign Diplomats – a vehicular incident involving prominent persons or foreign diplomats
- Volcanic Eruptions – the sudden occurrence of a violent discharge of steam and volcanic material

## GLOSSARY

### II

- Adjacent –not distant; nearby
- Aground - onto or on a shore, reef, or the bottom of a body of water: a ship that ran aground; a ship aground offshore
- Ambassador –a diplomatic official of the highest rank, sent by one sovereign or state to another as its resident representative or sent on a special or temporary mission
- Arrest – taking of a person into custody in order that he may be bound to answer for the commission of an offense
- Belated Report – a report regarding significant incidents sent by PNP units to the National Operations Center already beyond the prescribed time of 24 hours
- Briefing - an act or instance of giving precise instructions or essential information
- Calamity –a disaster or misfortune, especially one causing extreme havoc, distress, or misery
- Capsize –overturn; tip over; roll over
- Cargo – goods or produce transported, generally for commercial gain, by ship, aircraft, train, van or truck. In modern times, containers are used in most intermodal long-haul cargo transport
- Casualty –a person who meets a fatal accident or receives a serious injury
- Checklist - is a type of informational job aid used to reduce failure by compensating for potential limits of human memory and attention. It helps to ensure consistency and completeness in carrying out a task
- Checkpoint –a location where the search, which is duly authorized by the PNP, is conducted to deter/prevent the commission of crimes, enforce the law, and for other legitimate purposes
- Chokepoint –a location that forces an enemy through a restricted area of travel
- Collision - a violent impact between two (2) or more moving vehicles
- Conflagration –A large destructive fire
- Consul – an official appointed by the government of a country to look after its commercial interests and the welfare of its citizens in another country
- Contraband – anything prohibited by law from being transported, delivered, imported or exported
- Covert –not openly shown, engaged in, or avowed; secret; hidden
- Crisis –come from a Greek word crises means “to separate”, is a turning point in the progress of an affair or a series of events
- Crisis Management –is a continuing activity to address crisis situations in two (2) phases, the proactive phase and the active phase that progress the four (4) stages: Prediction, Prevention, Preparation and Performance



Derailment –is an accident in which a train comes off the track on which it is running

Detainees –a person who is held in custody

Diplomat –a person appointed by a national government to conduct official negotiations and maintain political, economic, and social relations with other countries

Disaster – calamitous event, especially one occurring suddenly and causing great loss of life, damage or hardship, such as flood, airplane crash, or business failure

Election Related Violent Incident (ERVI) – incidents that can affect/disrupt the electoral proceedings in the area or create a form of political tension that could eventually upset the electoral process

Evidence - the documentary or oral statements and the material objects admissible as testimony in a court of law; a thing or things helpful in forming a conclusion or judgment.

First Responder - the first person to arrive at an emergency scene; used as a general term for all emergency service personnel who are expected to respond to medical emergencies or large-scale disasters

Flash flood –a sudden and often destructive surge of water down a narrow channel or sloping ground, usually caused by heavy rainfall

Hazardous - full of risk; perilous; risky

Heinous Crimes –crimes that are utterly reprehensible or evil; odious; abominable.

Hold-up –to rob a person using violence or threats

Hostage –the act of holding a person as security for the fulfillment of certain conditions or terms, promises, by another

Jail Break –an escape from prison by forcible means

Manifest - a list of cargo or passengers carried on a ship or plane

Maritime Disaster –is an event which usually involves a ship or ships that result to marine casualty

Mass Action –an assembly of people in a certain place in order to express their grievances or opinions; rallies; demonstrations

Master’s Oath of Safety Departure (MOSD) –is a document submitted to the PCG by all domestic vessels prior departure from any port in the country and it contains relevant information on vessel safety including number of passengers and crew together with Passenger’s Manifest and Crew List

Medical Evacuation (MEDIVAC) – the timely and efficient movement and en route care provided by medical personnel to the wounded being evacuated from the battlefield or to injured patients being evacuated from the scene of an accident to receiving medical facilities using medically equipped ground vehicles (ambulances) or aircraft (air ambulances)

Pursuit - the act or an instance of chasing or pursuing

Prominent Personalities –important, or well-known people

Raze - to destroy or level a building or settlement completely

Sabotage – is a deliberate action aimed at weakening another entity through subversion, obstruction, disruption, or destruction

Shipwreck –is what remains of a ship that has wrecked, either sunk or breach

Significant Incident – major incidents which demand a response beyond the routine, resulting from uncontrolled developments in the course of the operation of any establishment or transient work activity

Storm Surge - an offshore rise of water associated with a low pressure weather system, typically tropical cyclones and strong extratropical cyclones. Storm surges are caused primarily by high winds pushing on the ocean's surface

Structure - refers to any large, man-made object permanently fixed to Earth's surface or in its orbit, as a result of construction

Vessel - craft, especially one larger than a rowboat, designed to navigate on water



Vessel's Plan – contains the configuration/lay-out of the vessel which is required by MARINA for vessel registration for documented vessels only (more than 3 Gross Tons). This can be useful in the conduct of search and rescue operations  
Watercraft - craft for water transport





## Review Committee

### Revision of the PNP Critical Incident Management Handbook

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Vice Chairman

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