REPUBLIC OF PALAU

# NATIONAL DISASTER RISK MANAGEMENT FRAMEWORK 2010

*(Amended 2016)*

Vision: Safe, Resilient and Prepared Communities in Palau

# Republic of Palau
## Office of the President

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It is with pleasure that I present the newly enhanced Palau National Disaster Risk Management Framework to the People of the Republic of Palau. It is with consensus by the entire Republic that the call for new establishments and improvements to our previous framework must be addressed, incorporated, and implemented, in correspondence with the patterns, affects and impacts of the unpredictability, severity, and frequency of natural disasters that Palau has been experiencing.

Over the past five years, the Republic of Palau has experienced more natural disasters than it ever has in its recorded history. The ever changing global climate and the extreme weather conditions produced by these changes have deemed indeed, that Palau, lies in one of the world's most vulnerable regions when it comes to risk of disaster due to climate change. These disasters have affected Palau and its region with dramatic revenue loss across sectors such as agriculture, water resources, forestry, tourism and other industry-related sectors.

With two super typhoons devastating the country within one year, five more typhoons which barely missed us, and coming through the most severe drought we have ever experienced in this century, we must heed to the warnings and advance our disaster resilience methods with improved and enhanced preparedness activities. The need to encourage timely, cost-effective means to protect and save lives, reduce property damage, and limit disaster costs has never been more apparent, particularly with the prospect of extreme weather events becoming more frequent and severe. Evidently, in spite of past efforts, the need has grown evermore to renew and improve the framework for setting long-term national goals and the improvement of technical standards and systems of progress evaluation.

I must pronounce that this call for a higher national priority for hazard mitigation, prevention and preparedness is an appeal to the people of the entire Republic to work collectively to ensure our own safety and resiliency and the protection of our resources. Cooperative working groups of stakeholders among public and private sector organizations, particularly key departments and sectors of government at National and State levels need to come together to examine the application of these tools for the optimum effect.

For millennia our people have adapted to and overcome the destructive powers of nature. Our very existence today is testament to the unwavering resolve and wisdom of our people. I am certain that we, today, still possess the very same virtues as they did and we must put them to work today. Only as a people, working together, can we overcome these modern forces of nature. Only we as a people, working together, can ensure that Palau is prepared and resilient and will survive through disasters with its people, culture, resources, and identity, intact for generations to come.

Sincerely,

Tommy E. Remengesau, Jr.
President of the Republic of Palau

**Antonio Bells**

**VICE PRESIDENT**
REPUBLIC OF PALAU

As the Chairman of the National Emergency Committee, I am responsible for the DRM Framework activities in the nation, with the assistance of the National Emergency Committee and National Emergency Management Office. I ask all government agencies, non-profit organizations, the private sector and above all individuals to be serious, prepare their families and their communities and to collaborate with the NEC and NEMO in achieving our vision, "Safe, Resilient and Prepared Communities in Palau."

To support you in your endeavours the 2010 Palau National Disaster Risk Management Framework has been reviewed to ensure it reflects lessons learned from both Super Typhoons Bopha and Haiyan. Disasters provide us with a unique opportunity to review how we prepare, respond to and recover from such events, and I am pleased to present to you the 2016 edition of the Palau National Disaster Risk Management Framework for Disaster Management and Disaster Risk Reduction. The DRM framework, for short, provides for disaster risk management structures and mechanisms to facilitate improved emergency/disaster preparedness, response, and recovery including integration of a more effective disaster risk reduction considerations into the national development planning and budgetary process and into the National Arrangements.

Mounting frequency and severity of natural disasters as a result of accelerated climate change conditions have placed pressures at the global, regional and national level, to shift from the traditional concept of disaster response and recovery to a more pro-active approach of disaster risk reduction. Disasters challenge us as a nation to strengthen the resilience of our communities in the face of extreme meteorological and geological, hydrological, and technological events. There will be specific focus on the implementation of the Framework to ensure the aspirations we hold that "Palau is ready at all times to respond effectively to ensure protection of lives and the environment as well the promotion of sustainable development", is achieved and we have implemented mechanisms to review our progress and ensure continual improvement in the way we reduce disaster risk.

The DRM Framework review is an initiative of the National Emergency Committee (NEC) and NEMO with the assistance of the Secretariat of the Pacific Community (SPC) to ensure global developments and lessons learned from regional disasters are incorporated within the DRM Framework.

I strongly recommend that all government agencies, non-government organizations, private sector, state governments and local communities tasked with emergencies and disaster roles and responsibilities to become familiar with arrangements in the Framework. Development of the necessary procedures and plans under the DRM Framework are essential as is the requirement to exercise these plans to ensure we all accept our responsibilities in a whole of government, whole of country approach to disaster risk reduction.

**The Honorable Antonio Bells**
Vice President
Republic of Palau

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# GLOSSARY OF TERMS

**Climate Change Adaptation:** the reduction of vulnerability to the increasing risks of climate change and climate variability through adaptation processes and strengthening human and institutional capacities to assess, plan and respond to the challenges.

**Command:** the direction of members and resources of an organization in the performance of its agreed roles and tasks. The authority to command is established in legislation or by agreement within an organization.

**Control:** the direction of emergency management activities in a designated emergency situation. The authority for control is established in legislation or in an emergency (or disaster) plan, and carries with it responsibility for tasking and coordinating other organizations in accordance with the needs of the situation.

**Contingency Planning**: the process of describing roles/responsibilities and arrangements for the performance of key response functions specific to a designated major threat (e.g. tsunamis, droughts, major fires, hazardous materials incidents, airport/port emergencies, animal/plant disease, marine pollution, etc.).

**Coordination:** the bringing together of organizations to ensure effective emergency management response and recovery, with primary concern for systematic acquisition and application of resources (people, material, equipment, etc.) in accordance with requirements imposed by the threat or impact of an emergency or disaster.

**Disaster**: a serious disruption of the functioning of a community or a society, causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources. A disaster is a function of the risk process. It results from the combination of hazards, conditions of vulnerability and insufficient capacity or measures to reduce the potential negative consequences of risk.

**Disaster Management (also known as Emergency Management):** the organization and management of resources and responsibilities for dealing with all aspects of emergencies/disasters, particularly preparedness, response, relief and recovery.

**Disaster Risk Management**: the performance of all forms of activities, including structural and non-structural measures, to avoid (prevention) or to limit (mitigation and preparedness) risks and lessen the impacts of natural, man- made, environmental and technological disasters.

**Disaster Risk Reduction:** the minimizing of vulnerabilities and disaster risks to avoid or reduce the adverse impacts of hazards within the broad context of sustainable development.

**Emergency:** an event that requires a multi-agency response. The management of an emergency requires a well- coordinated approach but can be managed with the resources that are available.

**Global Humanitarian Response Arrangements:** Founded by the UN General Assembly in 1991, they are the coordination system that enhances predictability, accountability and partnerships

between impacted nations and UN clusters. These clusters comprise UN and non-UN humanitarian organizations which address the main sectors of humanitarian Response Action.

**Hazard:** a potential or existing condition that may cause harm to people or damage to property or the environment.

**Hazard Mitigation:** measures designed to reduce vulnerability by preventing or reducing the adverse impacts of hazards. Mitigation is wide ranging and covers community-based risks as well as underlying risks to national development. It operates within the broad context of sustainable development.

**Incident**: a routine event that is responded to by a single agency or a small number of agencies. A routine event may not need much resources and coordination at the incident scene.

**Lead Response Agency:** an agency designated as primarily responsible for the management of a specific function or for the control role in a specified type of event.

**National Emergency Operations Center (NEOC):** a facility from which the control of national emergency or disaster operations and coordination of resources are carried out.

**Preparedness:** the arrangements and systems to ensure that communities are prepared should an emergency occur and all those resources and systems which are needed to cope with the effects can be efficiently mobilized and deployed.

**Prevention:** the regulatory and physical measures to ensure that disasters are prevented, or their effects mitigated. While it is not possible to prevent all risks, there are many examples of activities such as health-related and fire prevention education programs that can eliminate risks.

**Recovery:** the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

**Relief**: the coordinated process of providing humanitarian relief and basic community support services during and immediately after the impact of a disaster.

**Response:** the actions taken in anticipation of, during, and immediately after, an emergency or disaster to ensure that its effects are minimized and that people affected are given immediate relief and support.

**Risk**: the likelihood of harmful consequences arising from the interaction of hazards and vulnerable elements (people, infrastructure or the environment).

**Standard Operating Procedures:** the prescribed routine action to be followed by staff during emergency operations.

**Support Response Agency:** An agency designated in a plan as undertaking a support role to the lead agency in relation to a specific function or in a specified type of event

**Vulnerability**: the extent to which a community's structure, services or environment is likely to be damaged or disrupted by the impact of a hazard.

# ACRONYMS

| | |
|---|---|
| ARFF | Aircraft Rescue and Fire Fighting |
| BoA1 | Bureau of Agriculture |
| BoA2 | Bureau of Aviation |
| BAD&G | Bureau of Ageing, Disability and Gender |
| BPMBO | Bureau of Program Management and Budget Office |
| BDA | Bureau of Domestic Affairs |
| BEA | Bureau of Education Administration |
| BPH | Bureau of Public Health |
| BPS | Bureau of Public Safety |
| BMR | Bureau of Marine Resources |
| CCA | Climate Change Adaptation |
| CCG | Central Control Group |
| CDA | Comprehensive Damage Assessment |
| DEC | Disaster Executive Council |
| DM | Disaster Management |
| DRM | Disaster Risk Management |
| DRR | Disaster Risk Reduction |
| EDP | Economic Development Plan |
| EIA | Environmental Impact Assessment |
| EIS | Environmental Impact Statement |
| EQPB | Environmental Quality Protection Board |
| IC | Incident Commander |
| ICP | Incident Command Post |
| IDA | Initial Damage Assessment |
| LRA | Lead Response Agency |
| MNRET | Ministry of Natural Resources, Environment and Tourism |
| MOE | Ministry of Education |
| MOF | Ministry of Finance |
| MOH | Ministry of Health |
| MOJ | Ministry of Justice |
| MOU | Memorandum of Understanding |
| MPIIC | Ministry of Public Infrastructure, Industries and Commerce |
| NDC | National Disaster Coordinator |
| NDMO | National Disaster Management Office |
| NEC | National Emergency Committee |
| NEMO | National Emergency Management Office |

| | |
|---|---|
| NEOC | National Emergency Operations Center |
| NGO | Non-Governmental Organization |
| NPC | National Planning Commission |
| NWS | National Weather Service |
| PAN | Protected Areas Network |
| PCC | Palau Community College |
| PCOC | Palau Chamber of Commerce |
| PIO | Public Information Officer |
| PNCC | Palau National Communications Corporation |
| PNDRMF | Palau National Disaster Risk Management Framework |
| PPUC | Palau Public Utilities Corporation |
| PRCS | Palau Red Cross Society |
| SOP | Standard Operating Procedures |
| SPC | Secretariat of the Pacific Community |
| SRA | Support Response Agency |
| UXO | Unexploded and Explosive Remnants of War |
| WSP | Water Safety Plan |

# Part 1

# General

## 1.1 Background

This revised version of the PNDRMF builds upon the objectives of the 2010 National Disaster Risk Management Framework, by focusing on 'the strengthening of national disaster risk management structures and mechanisms to support the improved integration of disaster management and climate change adaptation to more effectively integrate disaster risk considerations into the national development planning and budgetary allocation process.'

The review incorporates the Palau experiences from both Super Typhoons Bopha and Haiyan, it is mindful of the 2013 National Progress Report on the implementation of the Hyogo Framework for Action (2005-2015) and the Sendai Framework for Disaster Risk Reduction (2015-2030).

The Framework is presented in 5 Parts and detailed in the matrix below.

| | |
|---|---|
| **Part 1** | **General** |
| | The Framework provides for the strengthening of national disaster risk management structures and mechanisms to support improved disaster/emergency preparedness, response and recovery as well as the more effective integration of disaster risk considerations into the national development planning, including budgetary allocation processes. |
| **Part 2** | **The Framework 2016** |
| | This Framework is intended to assist the process of effectively managing both natural and human-induced hazards and related risks in the Republic of Palau. The document is set out in such a way that it allows government and non-government agencies and organizations to refer to relevant parts in order to assist in the development of integrated approach to all emergency responses, preparedness, hazard mitigation, relief and recovery plans and programs. |
| **Part 3** | **Disaster Management** |
| | The aim of disaster management is to strengthen the resilience of the whole nation to impact of hazards, disasters and emergencies through the development of effective preparedness, response, relief and recovery programs and activities. This requires the development, review and testing of all emergency response plans. It also includes contingency plans for business continuity during and following national disasters. This will ensure an effective response to a given threat and that measures are in place for the protection of lives, property, environment, and major assets. |
| **Part 4** | **Disaster Risk Reduction** |
| | The aim of disaster risk reduction is to prevent or mitigate the impact of hazards on communities and thereby reduce underlying risks to national development by changing social, economic, and environmental conditions. |
| **Part 5** | **Appendices** |
| | Appendix 1 - Term of Reference for NEMO Coordinator<br>Appendix 2 - ROP National Emergency Operations Center Standard Operating Procedure<br>Appendix 3 - ROP National Tsunami Support Plan<br>Appendix 4 - Outline Template for the Preparation of Agency Response Plans<br>Appendix 5 - Examples of Support Plan Development<br>Appendix 6 - Disaster Risk Management Arrangements for the State Level<br>Appendix 7 - List of Existing Disaster Risk Reduction Activities and Response Agencies<br>Appendix 8 - Checklist for NEC to assess the level of mainstreaming disaster risk reduction in development planning and decision making processes.<br>Appendix 9 - Executive Order No. 397 |

The framework is premised on risk and governance principles. The risk process commences with the national hazard profile. The subsequent risk assessments provide information to advise the

decision making processes through national planning and public investment processes. Utilizing existing committee structures the framework provides guidance as to the manner in which committees communicate and report to the National Emergency Committee on all aspects of disaster risk management and climate change adaptation.

## 1.2 National Hazard Profile

The Republic of Palau is vulnerable to a number of both human-induced and natural disasters, which potentially have a large impact on the economy and population. Over the past forty years, Palau has experienced disasters such as typhoons or tropical storms, droughts, and the collapse of the Koror-Babeldaob Bridge. While disasters in the past have been mostly 'natural' events, human-induced or technological disasters are expected to increase in the future, if national development is not regulated or mitigated properly.

Palau, like many other Pacific Islands, is particularly vulnerable to the effects of disasters, including the impacts of climate change. Therefore, every effort should be made to recognize this danger and to protect lives and resources from the effects of extreme and disastrous events.

The following natural and man-made hazards and risks have been identified through stakeholder consultation as being those most likely to affect the Republic of Palau. They have been rated in terms of their risk potential as high, medium or low.

| **Natural Hazards** | **Level of Risk** |
|---|---|
| Storm Surge | High |
| Drought | High |
| Typhoon | High |
| Sea level rise (sea water intrusion/soil Saline/coastal inundation & erosion | High |
| Tsunami | Low |
| Earthquake | Low |

| **Human-induced Hazards** | **Level of Risk** |
|---|---|
| Oil spill | High |
| Water contamination including sewerage | High |
| Solid waste disposal | High |
| Wildlife affecting aircraft movement | High |
| Increased sedimentation of watershed/ coastal waters | High |
| Fire (industrial areas) | High |
| Fire (residential) | Medium |
| Invasive species | Medium |
| Hazardous substances spill | Medium |
| Emerging/infectious disease | High |
| Terrorism/Civil Unrest/UXO | Low |
| Structural collapse:<br>Bridges/causeways<br>Water dams | <br>Low<br>Low |
| Power | Low |
| Communication | Low |
| Landslides | Low |
| Airport/port incidents | Low |
| Civil uprising | Low |
| Political instability | Low |

This Framework focuses on all types of hazards, human-induced and natural. Historically, disasters have seriously impacted Palau's major assets and infrastructures, setting back the national sustainable development and diverting small national budget for recovery. It is also pertinent to note that the impact of natural hazards may compound the effects of human-induced hazards; for example, a typhoon may impact on the solid waste disposal systems and causing further proliferation of waste.

## 1.3 Vision

A vision has been established for this Framework through stakeholder consultation. It is intended to serve as the key focus of undertaking the process of change in relation to disaster risk management

The vision is "**Safe, Resilient and Prepared Communities in Palau."**

## 1.4 Implementation of the Framework

The effective implementation of the provisions of the Framework is a primary concern. Critical to this is the strengthening of the National Emergency Management Office and other departments and agencies at all levels. The NEMO will develop PNDRMF Implementation Plan for implementation immediately following the approval of the framework.

## 1.5 Plan Development and Maintenance

It is the responsibility of the NEMO to ensure plans and procedures required under this Framework are developed and updated as necessary.

Under the PNDRMF there are requirements for supporting plans to be developed at many levels. To ensure these plans are developed consistently and use common terminology, a guide on the development of supporting plans is included in Section 2.4.1 The Role of NEMO is to provide technical advice and guidance in the development of these plans and conduct an annual compliance audit to ensure that plan 'owners' have undertaken an annual review for accuracy and currency of all aspects of the plan and to advise of any exercise management 'tests' that have been conducted. These results will be part of an annual report to the NEC from NEMO on Framework maintenance and monitoring. **The NEC must approve any changes to this Framework.**

## 1.6 Authorities and References

There are certain documents that serve as authorities and references for this Framework. The documents include the following:

- Constitution, Republic of Palau, Article VIII, Section 14
- Executive Order 166-99/National Disaster Plan
- Executive Order No. 397/ 2016 Palau National Disaster Risk Management Framework
- 2020 Palau National Master Development Plan
- Palau Climate Change Policy 2015
- The Sendai Framework. The successor instrument to the:
    - Hyogo Framework for Action (HFA) 2005-2015: Building the Resilience of Nations and Communities to Disasters.
    - Pacific Disaster Risk Reduction and Disaster Management Framework for Action 2005–2015 (Madang Framework) and any successor strategy
- Pacific Islands Framework for Action on Climate Change 2006–2015

## 1.7 Review of the PNDRMF

The environment constantly changes which in turn can compromise the accuracy of the PNDRMF; examples may include, portfolio changes in government resulting in changed DRM roles and responsibilities; new and emerging hazards and risks; increase or reductions in existing risks; new technologies or restructuring that improves/changes response arrangements.

NEMO has the responsibility of maintaining version control of the PNDRMF. The source version will be available on-line; any changes and or amendments will require endorsement by the NEC.

It is the responsibility of those who maintain plans within state governments, departments, agencies and sectors to ensure any changes are initially advised to NEMO Coordinator and subsequently endorsed by the proper authority as indicated in the governance framework below.

Annually the NEC will conduct a review of the PNDRMF and review the hazard profile.

# Part 2

# The Framework

## 2.1 Plan Purpose and Legislative Requirement

The Framework outlines the institutional arrangements to enable effective coordination and collaboration in preparing for, responding to, and recovering from the impact of any hazard to Palau. The Framework also provides for the effective coordination and guidance for decision makers in the development of emergency response plans and procedures and disaster risk reduction strategies by government and non-government agencies that have mandated responsibilities for such activities.

**This Framework is given full effect by Executive Order No. 397.**

Regional and international partner and donor organizations, in consideration of providing support to Palau in any aspect of disaster risk management, are **mandated** to follow the structures and systems established under this Framework.

## 2.2 Objectives

The objectives of the Framework are to:

- Establish a mechanism for effective control, coordination, decision making, accountability, and organizational arrangements for all aspects of disaster management and disaster risk reduction.
- Describe organizational arrangements that maximize the use of available resources to strengthen mitigation, preparedness, response, relief and recovery planning based on an all hazards basis and through an integrated approach.
- Promote integrated planning and collaboration for disaster management and disaster risk reduction across and within all levels of government, departments, sectors and communities.
- Support the successful implementation of existing and future relevant national, regional and international policy frameworks for disaster risk management and for sustainable development such as the 2020 Palau National Master Development Plan (PNMDP), et al., (refer to Section 1.6).
- Integrate climate change adaptation and disaster management planning and strategy

## 2.3 Disaster Risk Management in the Context of Development Planning and Decision Making

The national development priorities of the Republic of Palau are provided for specifically in the 2020 Palau National Master Development Plan (PNMDP) and numerous national, state and community development plans where economic, social, cultural and environmental goals and targets are specified.

This Framework has direct linkages to all of these development plans and ensures their sustainability during and after disasters. All development plans should include reports/statements on disaster risk assessments and plans on mitigation, preparedness, response and recovery (refer to Part 4).

A central mechanism to ensure the incorporation of DRM in development planning and decision-making is the Hazard Mitigation Subcommittee (HMSC) of the National Emergency Committee. Thus, the NEC provides the drive for integration of disaster risk management considerations for socio-economic and environmental risks into development planning, resource allocation and decision-making.

The broad risk profile for Palau (Part 1, Section 1.2) warrants an in-depth assessment as risks can greatly reduce the ability of the Republic of Palau to achieve its sustainable development goals. The challenge of achieving sustainable development goals, including the reduction of poverty, increase in economic growth and protection of the environment, will be undermined unless consideration of

the potential hazard risks is integrated into the development planning and resource allocation processes. Disaster risk management is a sustainable development issue and thus is a critical consideration in the development planning and decision making processes. The NEC is the mechanism to ensure the incorporation of DRM considerations in development planning processes.

Palau's 2020 Master Plan sets out national development goals, strategies and targets over specific period. Each agency within the Government develops medium-term and annual programs from these overarching national strategies and targets. The challenge is to ensure greater sustainable development by integrating disaster risk management considerations into the national planning and budgetary system. It is therefore essential that all development planning approval or permitting policies should be amended to include **assessment of disaster risks**. To refrain from this would potentially undermine all types of development.

## 2.4 Relationship with Other Plans

This Framework is intended to establish the platform from which sector policies, plans, and programs can be developed. The Framework is also intended to complement the various efforts already being undertaken across various sectors in relation to DRR and DRM by providing the national institutional and governance framework. The Framework introduces roles and responsibilities that are required of various agencies in addition to other roles, responsibilities and powers they may have under other plans, mandates and legislation.

The Framework should also be supported by response agency plans, community plans, hazard-specific contingency plans, and standard operating procedures. Any formal relationship that the Government may wish to enter into with NGOs, private sector or community groups for the purpose of DRM should be in line with and support the principles of this Framework.

## 2.5 Disaster Risk Management Model

### 2.5.1 General

The disaster risk management model that supports this Framework provides for an all-hazard, integrated, whole-of-government and whole-of-country approach that embraces all aspects of the disaster risk reduction and disaster management and requires the commitment of all levels of the community to engage in the conscious management of risk as an ongoing process to strengthen resilience and reduce vulnerability to hazards.

### 2.5.2 The DRM Model

The global concept of ***disaster risk management (DRM)*** consists of two components, as shown in Figure 1.

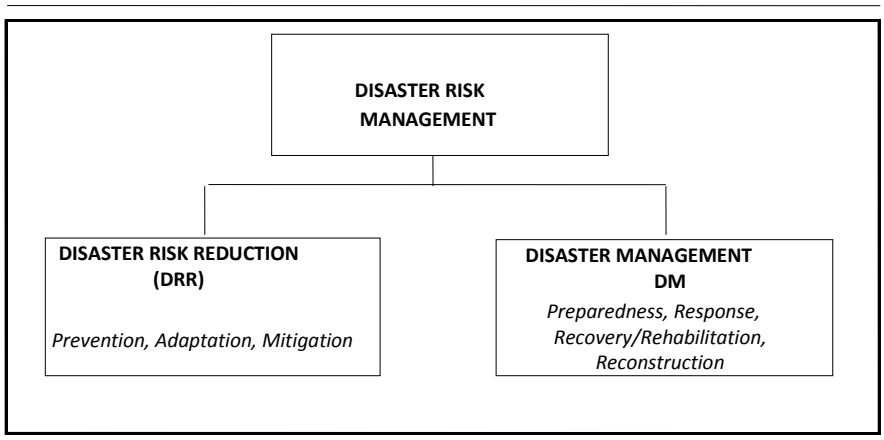



Figure 1: The Disaster Risk Management Model

It is important to note that, while DRM has been defined as comprising DRR and DM, there is a fine line separating the two. The DRR component of DRM highlights a focus on the pre-disaster period whereas DM presents a heavier focus in terms of managing the situation immediately before and after a disaster. The elements of the two, however, are somewhat fluid and often activities or actions related to DM give rise to the identification of options for DRR.

**Disaster Risk Management (DRM)** refers to 'all forms of activities, including structural and non-structural measures, to avoid (prevention) or to limit (mitigation and preparedness)' risks so as to 'lessen the impacts of natural hazards and related environmental and technological disasters.'

**Disaster Risk Reduction (DRR)** refers to 'minimizing or lessening vulnerabilities and disaster risks the adverse impacts of hazards within the broad context of sustainable development.'

Examples are:

- Prevention: relocation of people from high-risk areas.
- Mitigation: development and enforcement of building codes/standards.
- Adaptation: development and implementation of coastal zone protection plans to help address issues in relation to coastal degradation.

**Disaster Management (DM)** refers to 'the organization and management of resources and responsibilities for dealing with all aspects of emergencies/disasters, in particular preparedness, response and recovery.'

Examples are:

- Preparedness: Pre-positioning of emergency supplies/stock; training; and exercising.
- Response: Saving lives, property and environment; effective conduct of damage assessments.
- Recovery/Rehabilitation: Repair damaged schools, power, and water.
- Reconstruction: Major capital works to restore transport and water reticulation systems.

**Successful implementation of the DRM Model requires the following:**

- Collaborative and coordinated decision making for all aspects of disaster risk reduction (prevention, mitigation and adaptation) and disaster management (preparedness, response, relief and recovery) across all levels and all sectors of government.
- Integration of national, state and community disaster risk management arrangements.
- Understanding of roles and responsibilities by all lead and support agencies.
- Commitment and involvement of members of designated committees and working groups.
- Defined and prioritized hazard mitigation plans.
- Application of appropriate hazard analysis and vulnerability assessment tools.
- Development and testing of emergency response plans for all hazards.
- Command, control and coordination protocols.
- Appropriate agency response plans and standard operating procedures.
- Effective early warning and communication systems.
- Public education, training and preparedness programs.
- Relief and recovery programs.
- Collaboration and coordination between national government, international and regional partners.

## 2.6 Key Guiding Principles for Disaster Risk Management

- Disaster risk management is a sustainable development issue requiring a coordinated and collaborative approach in addressing social, economic, and environmental goals by supporting communities in understanding and managing their hazards and disasters.
- Disaster risk management is everyone's business and requires the entire government and the entire country to be committed to address issues across all sectors and levels.
- Effective disaster risk management requires a strong governance framework with clear policies and legislation, accountability, institutional and organizational arrangements and connections across and within levels of government, sectors and communities.
- Disaster risk management addresses all hazards and comprises disaster risk reduction, which includes prevention, mitigation and adaptation, and disaster management, which includes setting arrangements for self-help in preparedness, response and recovery and for receiving relief support into the community level.
- Integrating disaster risk management and capacity development into national planning and budgetary processes, state plans and community development plans, is essential to enhance sustainable national development.
- Developing real time hazard information and undertaking risk and vulnerability assessments, supported by traditional knowledge as a basis for underpinning key decisions by national, state governments, NGOs, communities and individuals. Encouraging the relevance and value of traditional knowledge and its integration with scientific information in the design of risk reduction and risk management strategies and activities at all levels.
- Adoption of regulatory and incentive-based disaster risk management instruments in DRR and DM.
- Promoting and creating public, private and community partnerships for reducing risk.
- Empowering communities to address their risks through the development of capacity and knowledge (traditional and scientific) and through the provision of support for local involvement in developing and implementing disaster management strategies.
- Disaster risk management integrates climate change adaptation and disaster management planning.
- Recognizing that gender/vulnerable groups are a core factor in disaster risk

# Part 3

# Disaster Management

## 3.1 General

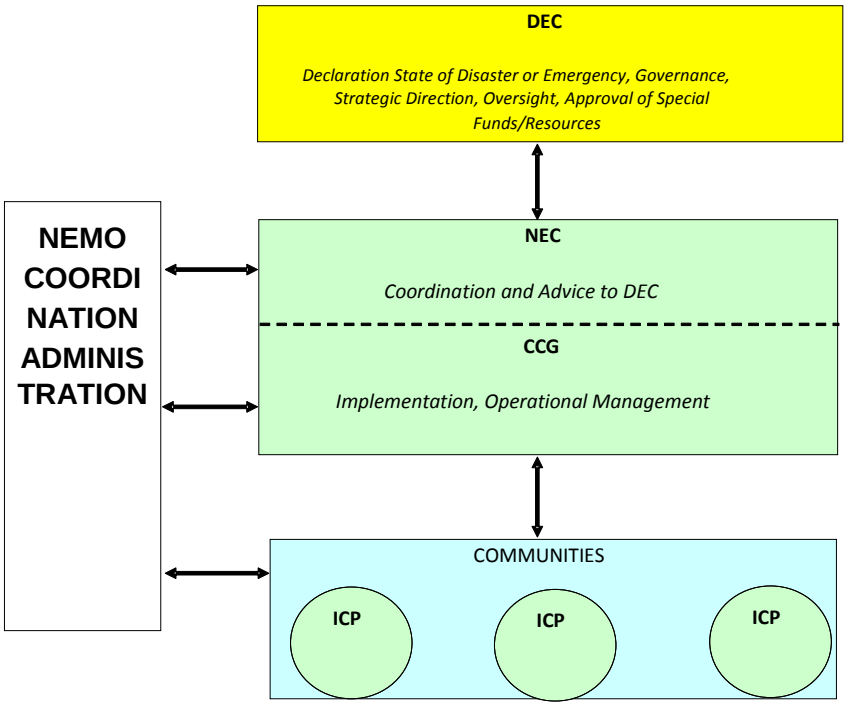
The aim of disaster management is to strengthen the resilience of the whole nation to the impact of hazards, disasters and emergencies, through the development of effective preparedness, response, relief and recovery programs, activities and capacity building.

This requires the development, review and testing of all emergency response plans. It also includes contingency plans for business continuity during and following national disasters. This will ensure an effective response to a given threat and that measures are in place for the protection of lives, property, environment and major assets.

The NEMO is responsible for the coordination and implementation preparedness, response and the immediate relief arrangements, working closely with all stakeholders, departments, sectors, agencies and communities to ensure resources and systems needed to cope with the effects of a disaster needs to be maintained in a state of readiness in order to be efficiently mobilized and deployed when needed.

## 3.2 National Disaster and Emergency Management Structure

This Framework provides for a tiered level of response to emergencies and disaster management. The highest tier is that of the Disaster Executive Council (DEC)1, and the second is that of the National Emergency Committee (NEC). Within the NEC is the Central Control Group (CCG). The membership of the CCG is situational and the NEMO Coordinator, as the National Disaster Coordinator, will select initial responding members during the response phase of a disaster. The tier, which represents on-site management of emergency or disaster events, is the Incident Command Post (ICP). This arrangement or approach to the management of incidents follows the *National Incident Management System*. Figure 2 illustrates this national ***Disaster Management*** structure and the flow of communication during a disaster or national emergencies.




[1] The DEC replaces the Crisis Leadership Team

Figure 2: Structure and Chain of Command during a State of Emergency or Disaster

## 3.3 Response Roles and Responsibilities, and Membership

### 3.3.1 Disaster Executive Council (DEC)

The DEC is to be convened and chaired by the President. In his or her absence, the alternate chair is the Vice President. In the event the President and the Vice President are absent, a minister shall be appointed to chair the DEC. All ministers are members of the DEC. **The Chairperson of the Disaster Executive Council (DEC) shall have the authority to take control of the NEC if deemed necessary.**

### 3.3.2 Role of DEC

The role of DEC includes the following:

- Declare national state of emergency.
- Declare end of national state of emergency.
- Commit national and or state resources for disaster management during the period of state of emergency or disaster.
- Provide overall direction and strategic oversight.
- Request international assistance.

### 3.3.3 Membership of DEC

The members of DEC are as follows:

- President (Chair and Convener)
- Vice President (Alternate Chair)
- Minister of Justice
- Minister of State
- Minister of Public Infrastructure, Industries and Commerce
- Minister of Natural Resources, Environment & Tourism
- Minister of Finance
- Minister of Health
- Minister of Education
- Minister of Community & Cultural Affairs
- Representative of the Council of Chiefs
- Chairman, Governor's Association
- President of the Senate, Olbiil Era Kelulau
- Speaker of the House of Delegates, Olbiil Era Kelulau

The NEMO provides secretariat support to the DEC.

## 3.4 National Emergency Committee

The National Emergency Committee (NEC) is to be convened by the Vice President or an alternate chair (A Minister) in his/her absence. The NEMO is to provide secretariat support to the NEC.

## 3.4.1 Role of NEC

The role of NEC is as follows:

- Implement and monitor all aspects of the National Disaster Risk Management Framework.
- Provide policy oversight for disaster management and disaster risk reduction activities to improve agency coordination and support of DRM.
- Command, control and coordinate operations for any nationally declared disaster or emergency.

- Operate the ROP National Emergency Operations Center (NEOC).
- Determine national action plans for disaster response.
- Issue early warnings through all available communication channels.
- Prioritize and allocate resource support to the Incident Command Post.
- Seek support and advice from the DEC, as required.
- Request and coordinate use of external assistance.
- Provide situation report and status to DEC regularly during a state of emergency.
- Recommend declaration and end of state of emergency to DEC.
- Initiate and compile the initial damage assessment report and submit to DEC with recommendations.
- Oversee recovery efforts according to priorities set by the DEC.

### 3.4.2 Membership of NEC

The NEC will be comprised of representatives from among the following ministries, bureaus, divisions and agencies:

- Office of the Vice President (Vice President/Chair)
- A Minister, Alternate Chair
- Office of the President (Public Information Officer)
- NEMO Coordinator
- National Weather Service (Meteorologist in Charge or Designee)
- Bureau of Budget and Planning
- Bureau of Tourism
- Bureau of Commercial Development
- Attorney General's Office (Attorney General or Designee)
- Bureau of Youth, Applied Arts & Career (Director or Designee)
- Bureau of Public Health (Director or Designee)
- Bureau of Public Works (Director or Designee)
- Bureau of Public Safety (Director or Designee)
- Palau Community College (President or Designee)
- Bureau of Education Administration (Director or Designee)
- Palau Public Utility Corporation (General Manager or Designee)
- Palau National Communications Corporation (General Manager or Designee)
- Bureau of Foreign Affairs and Trade (Director or Designee)
- Bureau of Domestic Affairs (Director or Designee)
- Bureau of Agriculture (Director or Designee)
- Governors Association (Designee)
- Palau Red Cross Society (Executive Director or Designee)
- Environmental Quality Protection Board (Executive Officer or Designee)
- Bureau of Aviation (Director or Designee)
- Division of Property & Supply (Chief or Designee)
- Palau Chamber of Commerce
- Palau Visitor's Authority (Director or Designee)
- Bureau of Customs & Border Protection (Director or Designee)

The NEC will operate from the ROP National Emergency Operations Center (NEOC) in accordance with established standard operating procedures (SOP) for each type of disaster or emergency. The primary NEOC is located at the NEMO office. Secondary NEOC will be designated at a later date.

Depending on the type of disaster, various agencies represented on the NEC will take on a Lead Response or Support Response role. Guidance for the Lead Response Agency and Support Response Agency assignments is in Table 1.

### 3.4.3 NEC Meetings

The NEC will meet quarterly during the implementation of the PNDRMF and review progress regarding implementation of the Framework. It will also receive reports from NEMO on the programs within the Framework. These reports will form the basis for ensuring compliance with the PNDRMF and the outcomes of those activities directed towards both risk and vulnerability.

All meetings will take place four times per year (January, April, July and October).

The NEC may meet at any other time as necessary:

1. To consider response to a slow onset emergency / disaster in Palau. These meetings will be convened by the Chair of the NEC or Vice Chair.
2. When deemed necessary by the Chair of the NEC, before, during and after a disaster event.

The NEMO will act as secretariat for the NEC.

## 3.5 ROP National Emergency Operations Center (NEOC)

A safe and secure ROP NEOC is a mandatory requirement for effective disaster management in Palau. The ROP NEOC must be furnished with reliable communication, backup power, water and other necessary equipment for effective disaster management. The NEMO is responsible to ensure the NEOC is kept in a state of operational readiness.

### 3.5.1 The functions of the ROP NEOC are to:

- Provide for the overall command, control and coordination of response to a national disaster.
- Gather, collate and disseminate information.
- Serve as point of contact for the media through the Public Information Officer.
- Prepare and disseminate situation reports.
- Facilitate a damage and needs assessment process.
- Maintain effective communication and information systems.
- Coordinate all government, non-government, private, regional and donor assistance.
- Manage the logistic arrangements of the immediate and medium term relief supplies.

The NEMO is responsible for the setting up and ongoing maintenance of the ROP NEOC to ensure that it can effectively be utilized when required. Therefore, a budget item for ROP NEOC maintenance and exercises should be included in the NEMO annual budget along with any other administrative requirements.

The NEMO is to ensure ROP NEOC Standard Operating Procedures are reviewed and exercised annually.

## 3.6 National Disaster Coordinator (NDC)

The NEMO Coordinator, as the designated National Disaster Coordinator, will assume the overall control and coordination responsibilities for the duration of any declared national disaster in support of the role and responsibilities of the NEC. These responsibilities will include but not limited to the following:

- The direction and control of all government agencies and their resources.
- The acquisition of any government asset as well as acquisition of private and other assets and services that may be needed to control the disaster situation.

- The ability to call on the assistance of any person or persons who may have expertise that will assist in controlling the disaster.

## 3.7 Central Control Group (CCG)

Whenever necessary, the National Disaster Coordinator may co-opt additional support through a team or Central Control Group for the implementation and management of disaster response operations. This includes both pre-impact preparedness measures and post impact relief. The CCG will:

- Activate departments and organizations plans or procedures in response to the given threat.
- Liaise with lead agency, department, state government, NGOs and community groups in the execution of their disaster response roles and responsibilities.
- Activate disaster assessment system.
- Deploy technical teams.
- Collate damage assessment reports and prioritize resource allocation to affected areas based on resource availability, access and transportation requirements.
- Coordinate the preparation and dissemination of media releases.
- Identify and coordinate international relief assistance.

The NEC Chairperson or designee will appoint members of the CCG dependent on the nature of the disaster event.

## 3.8 Incident Command Post(s)

An Incident Commander will manage a disaster or emergency on-site. The first responding agency representative to arrive at the scene, regardless of whether that individual is the most qualified shall create an Incident Command Post (ICP). This official serves as the Incident Commander and has operational control of the site until replaced by an official from the relevant Lead Response Agency suited to a given event. The Incident Commander shall immediately establish communication with the NEMO Coordinator/ROP NEOC. The ICP shall be formed as near as practical to the site of the disaster (Figure 2).

## 3.9 Lead Response Agency (LRA) and Support Response Agency (SRA)

The specific emergency response functions for ministries, bureaus, divisions and NGO's are found in Table 1. The NEMO is to ensure that this allocation of roles is made on the basis of the agency/organization's mandate and capability to effectively execute the associate duties in either a Lead or Support role.

A **Lead Response Agency** is an agency that is mandated and has the primary responsibility for either carrying out or coordinating the response of a particular mandated function.

A **Support Response Agency** is an agency that supports the Lead Response Agency in its role and responsibility; the Support Response Agency may be the one that carries out the task for the Lead Response Agency; however, the Lead Response Agency is still accountable that the roles and responsibilities are executed.

Table 1: Lead and Support Response Agency Roles and Responsibilities

| Emergency Functions | Lead Response Agency | Support Response Agency |
|---|---|---|
| Direction | Disaster Executive Council | Leadership Executives |
| Management & Coordination | National Emergency Committee | NEMO |
| Command and Control | National Disaster Coordinator (at national level) or Incident Commander (at incident level) | All other agencies |
| Public Information | Public Information Officer, President | Other PIOs, BPS, BDA, PNCC |
| Warning and Alerting* | NEMO or BPS or NWS, depending on the hazard | BPS, BDA, PNCC |
| Law Enforcement/Fire | Bureau of Public Safety | State Gov't Rangers, Customs, Council of Chiefs |
| Search and Rescue | Bureau of Public Safety, Marine Law Enforcement Division | State Gov't Rangers, Tour Agencies, BTA, NEMO |
| Medical, Health and Sanitation | Ministry of Health, Environmental Quality Protection Board | Private Clinics, Fire, PRCS |
| Power, Water, and Sewer | Palau Public Utilities Corporation, Bureau of Public Works | State Gov't, Private Sector(s) |
| Communications | Palau National Communications Corporation | Bureau of Public Safety, BPS, PRCS, private sector |
| Engineering and Public Works | Bureau of Public Works, Capital Improvement Project | Private Sector |
| Environmental Protection (HazMat, Oil Spill, Chemical releases) | Environmental Quality Protection Board, BPS | BPS, MNRET, MOH, private sector |
| Mass Care (Food) | Ministry of Education | PRCS, NGOs |
| Shelter Management | Ministry of Education | PRCS, BPS, MOH, State Gov't., PCC |
| Relief Management | Division of Property & Supply, MOF | MOE, State Gov't, donors, PRCS |
| Initial Damage Assessment | Depending on emergency (where and who), HazMat, NEMO | All agencies |
| Comprehensive Damage Assessment | BPW, NEMO | All agencies, PRCS |
| Transportation (Land & Sea) | Bureau of Commercial Development, MOE | All other agencies, Require MOUs with NGOs/Private sector |
| Air Transport | Bureau of Aviation | MOU with Local and Regional Agencies |
| Terrorism/Civil Unrest/UXO | Ministry of Justice, | All other agencies |
| Climate Change Adaptation | MNRET | NWS, PCC, BOA1, PICRC, donor agencies, EQPB |

* As an agency with 24/7 capabilities, the Bureau of Public Safety (BPS) is given the responsibility for disseminating Warnings and Alerts for the sudden-onset hazards like tsunamis. In this regard, the BPS will need to develop capacity in disseminating warnings and alerts to the community issued by the National Weather Service through NEMO.

## 3.10 Disaster Preparedness

Effective disaster preparedness activities are designed to ensure that vulnerable communities have the knowledge and understanding of the hazards and risks, to which they may be exposed to, in order to take appropriate actions to save lives, protect properties and the environment. The

resources and systems needed to cope with the effects of a disaster should also be maintained in a state of readiness in order for them to be efficiently mobilized and deployed when needed.

The NEMO is responsible for the effective coordination of disaster preparedness activities, working in partnership with NEC working groups, all government departments, sectors, NGOs, churches, the private sector, community groups and regional partners.

### 3.10.1 Level of Preparedness

The NEMO is responsible for the regular assessments and reporting to the NEC on the levels of preparedness within departments, sectors, agencies and communities to ensure that appropriate programs are developed and implemented.

### 3.10.2 Emergency Communications

The NEMO is responsible for coordinating the regular assessment and reporting on available emergency communications and back-up communication resources for use in national disasters, including testing and preventive maintenance of these resources on a regular basis.

### 3.10.3 National Disaster Management Training Plan

The NEMO is responsible for ensuring that a National Disaster Management Training Plan is developed in collaboration with national, regional or international training providers and that training materials and programs are developed to support all departments, sectors and agencies to improve their capabilities relative to their designated functions. It is recommended that a training officer should be employed to strengthen the capacity of the NEMO.

The NEMO, in collaboration with identified partners or training providers, is responsible for carrying out the following tasks:

- Identify training needs and available resources.
- Develop a national training plan and training materials.
- Develop and maintain a national training database.
- Identify and integrate all related disaster management and disaster risk reduction programs into the national training agenda.
- Develop partnerships with national and regional training providers.
- Ensure a consistent approach to training methodology and programs.

### 3.10.4 Education and Awareness

It is the responsibility of the NEMO to develop DRM education and awareness programs for use in the formal education system, with the assistance of the MOE and the PCC. The development of such materials and programs should be conducted in close collaboration with the support of its training partners.

It shall also be the responsibility of the NEMO, in partnership with other agencies and organizations such as National Weather Service Office and Palau Red Cross Society, to develop and disseminate informal DRM community awareness programs. This will ensure that individuals, communities and other targeted groups are better informed of their exposure to hazards and risks and that they are able to take appropriate evasive actions by applying traditional coping mechanisms, heed early warning procedures and other emergency preparedness and response planning. State Governments should ensure that it has DRM coordinators to carry out the necessary implementation of such measures working in close collaboration with the NEMO for technical advice and support.

## 3.10.5 Department and Agency Response Plans

All responsible ministries/departments and agencies are to prepare emergency response plans that provide coordinated support for national disaster management. These plans are to ensure that preparedness measures (to protect assets and business continuity) and response (mobilizing resources and information sharing) are achieved in a timely, safe and coordinated manner, including details of the actions to be taken before and during the hazard impact. The plans should also indicate details of specific warning systems and current equipment and resource lists and status that can support its response function.

The NEMO is to ensure that these plans are developed and consistent with this Framework and that it has copies of these plans, on hand, for ease of coordination during disaster emergency. An outline template to assist in the preparation of response plans is attached in **Appendix 3**.

### 3.10.6 Warning and Alert Systems

**General**
In order to minimize the impact of disasters on vulnerable individuals and communities and ensure an effective emergency response, it is critical to have reliable and effective warning and alerting system in place. Knowing when to act and what to do will save lives and properties.

**Organizational Roles**

NEMO

- It is the responsibility of the NEMO to collaborate with the relevant agencies (See Table 1) to activate and disseminate national warnings. It is also the responsibility of the NEMO to ensure that timely and appropriate messages are broadcasted to the public, advising of the degree of the threat and action that should be taken before, during and after the impact.

All other agencies

- It is the responsibility of all departments, agencies and organizations to ensure that representatives are contactable at all times, in particular, during disasters and after normal working hours. Departments, agencies, outlying state governments, communities, NGOs and other organizations should assist in this process by ensuring that relevant information is forwarded to the NEMO as soon as possible.

National warning systems must be people-focused and integrated to ensure effective dissemination and communication networks from national to outlying states and community levels. The warning systems must be detailed in all disaster response plans. Where possible, for all hazards, early warning systems using common systems and terminology and able to reach all vulnerable communities should be developed. National warning systems should also link to international and regional early warning systems and provide for 24 hours/7 days a week capability.

### 3.10.7 Evacuation Shelters

The NEMO, in collaboration with the Ministry of Education and state governments, is responsible for coordinating the identification of evacuation shelters and informing the affected communities of their location. It is the responsibility of the Bureau of Public Safety to assist the evacuation process, supported by appropriate government departments, agencies, NGOs and churches. The Bureau of Public Safety shall have the powers of arrest and detention of those members of the public who deliberately fail to adhere to their instructions to evacuate homes and other buildings and to move to designated evacuation shelters.

The NEMO is responsible for the development of MOU's with all non-government facilities for the use of the facilities as evacuation shelters.

### 3.10.8 Exercises and Drills

The NEMO is responsible for providing technical support to assist in the development and conduct of exercises and drills to test disaster response plans.

The exercises and drills need not be complex but should serve to test systems and resources and remind all staff of the way in which they should operate during disaster situations. The NEMO will also coordinate the development of national exercises and provide support to state government exercises as required. These exercises should be on a periodic basis and should focus on the disaster management structure where the NEC is regularly involved. The exercises ensure that the capability to respond to and recover from a range of hazards is practiced. The exercises should also include the ROP NEOC.

These exercises may include:

- Discussion exercises
- Tabletop exercises
- Field or operational exercises
- Communication exercises

### 3.10.9 Evaluation of Disaster Preparedness Programs

The NEMO and its partners from Lead Response Agencies and training providers are to ensure that all disaster preparedness programs are evaluated continuously to ensure relevance of training, education and awareness materials and programs.

## 3.11 Disaster Response

The NEMO Coordinator shall be the National Disaster Coordinator (NDC) for all natural disasters. The NDC will be assisted in the performance of his/her duties through the provision of technical advice and support from members of the NEC, Central Control Group and Lead Response Agencies.

In the absence of the Coordinator, the Chair of the NEC will designate a National Disaster Coordinator.

In the case of a disaster that is limited to a single state, the National Coordinator will consult the governor of that state and, if necessary designate him/her as a State Coordinator. In such instances, the State Coordinator will liaise with the ROP NEOC and the National Coordinator for national level support.

In cases of disasters caused by hazards such as fire, oil spill, and disease outbreak, the Lead Response Agency mandated for those disasters are to coordinate response activities until it is determined that the scale of the disaster has resulted in a situation where the impact is beyond their resource capacity to manage. In such an event, the National Disaster Coordinator will assume overall coordination and activate the ROP NEOC, with the consent of the NEC Chair, and other national mechanisms such as the CCG, accordingly. The Chair of the NEC shall inform the DEC Chair of the decisions and actions taken in this regard.

### 3.11.1 Levels of Response

This section of the Framework describes the various levels of response to events involving threats to life, property and the environment. The aim is to ensure a coordinated and integrated approach to disaster response management across all responding agencies. The following is to provide guidance on the levels and the scale of emergency events.

The three different levels are of scale and response.

- Incident is a routine event that is responded to by a single or small number of agencies. It is low in resource needs and in coordination requirements at the incident scene. The National Disaster Coordinator is informed of the situation.

- Emergency is far larger and more complex than an incident and requires a multi-agency response. The management of a major emergency requires a more coordinated and integrated approach but can be managed with the resources that are available at a local level. The National Disaster Coordinator is informed of the situation, indicating that should the event worsen, a disaster event may ensue and the NEC should be on standby.

- Disaster is a widespread large-scale event that is beyond the capacity of the available national resources to manage and would therefore invoke a Declaration of a State of Emergency.

It is important to note that, in "no-notice" events, the impact may be of such severity and magnitude that immediately the result is a disaster. In this case, the President may issue a State of Emergency, as basis for requesting international assistance.

## 3.12 Declaration of a State of Emergency

The NEC can recommend to the President, through the DEC, to declare a State of Emergency on all, or part thereof, of the affected or potentially affected areas of the Republic of Palau. This will be done based on reliable information received from a verifiable source such as the weather service or based on the result of aerial reconnaissance and/or significant and verifiable emergency impact reports. This is in line with Article VIII Section 14 of the Palau Constitution.

The President may, by order, in writing, end or revoke a declaration of a State of Emergency at any time based on the advice and recommendation of the NEC.

## 3.13 Damage Assessments

Disaster or emergency events will require follow up actions. These are to be guided initially by damage assessment reports. There are two types of assessments conducted. The first is the Initial Damage Assessment (IDA) and the second is Comprehensive Damage Assessment (CDA).

### 3.13.1 Initial Damage Assessment (IDA)

The IDA is to provide the NEC with an initial understanding of relief requirements and the damage to infrastructure, property, communications, etc.

The Minister of PIIC is responsible for the development and implementation of a system under which IDA, using standard reports, is conducted by trained national and state representatives as soon as practicable after a disaster. The IDA reports must be passed on to the NEOC within 24 hours of preparation to assist decision-making by the NEC.

The Initial Damage Assessment should provide the following information:

- Number of fatalities
- Number of injuries including urgent and non-urgent
- Number of missing persons
- Number made homeless
- Number of houses destroyed and damaged in categories
- Damage to other buildings and infrastructure
- General situation and any major problems/damage

- Action taken
- Damaged roads or bridges
- Transport routes open or closed
- Resources required
- Name and contact of person in charge

The IDA (and the follow-up CDA) is to be supported by the preparation of accurate baseline data and information which profiles the demographics of Palau; this is to be collated by the NDMO working in association with relevant members of the NEC as part of on-going efforts for preparedness.

### 3.13.2 Comprehensive Damage Assessment (CDA)

The CDA provides the NEC and Cabinet with the total costs of damage across all sectors of the economy. This survey and assessment type provides information to prompt adequate recovery/rehabilitation programs and eventually the reconstruction that may follow. A CDA is sometimes referred to as a Sectoral Damage Assessment.

The conduct of CDAs by agencies must take into account the socio-economic impact of disasters on the livelihoods and the general well-being of communities to help in informing micro finance and other support facilities that would address the most vulnerable groups following disaster events. CDA's should cover public infrastructures and individual properties damaged.

The state/local government and community representatives are to assist the Damage Assessment Teams as needed or required. These assessment teams will conduct either aerial and/or ground assessments based on the level and the scale of the damage and the time they have available to perform the tasks. Local representatives can assist with accurate information and basic assessment of initial relief and recovery needs.

### 3.13.3 ROP National Emergency Operations Center (NEOC) Standard Operating Procedures

Standard Operating Procedures is required for the operations of the ROP NEOC facility and disaster management communications system. (See Annex 1)

## 3.14 Activation of Response Arrangements

The response arrangements are activated in a number of stages through a gradual and controlled mechanism which, when utilized correctly, will ensure that the level of preparedness for a response will, at least, equal the level of threat being posed.

Care should be taken not to confuse the terminology being used in this section. The response activation system does not refer specifically to meteorological messages – it relates to the system in place that is used to warn the disaster officials and the community that a potential hazard exists. In the case of typhoons, it would be the National Weather Service warnings and, in the case of a health-related epidemic, it would be the Ministry of Health warnings, etc.

The alerting system refers to the mechanism for informing and activating the departments and organizations and for alerting the community on the degree of a threat and the action to take. It is used specifically by the disaster officials and should complement other warning systems already in place.

The conditions of readiness within the activation process are outlined below:

**Stage One – Readiness**
Readiness comes into effect when some form of information is received which indicates that the provisions of these arrangements and or associated plans may be activated. The NEC will declare this stage in force and the NEMO will alert appropriate organizations of such action. At this stage the NEC will convene to assess the emergency at hand and to prepare a recommendation to the DEC.

**Stage Two – Standby**
This comes into effect when it is established that a threat exists to all or part of the island chain. It requires that members of the NEC and all relevant organizations and personnel be placed on standby and to begin operations or actions under these arrangements immediately when they are called upon. The NEMO, in consultation with the NEC, will determine when this stage becomes operative. In some circumstances, there may be no warning or insufficient warning of an impending threat, and therefore it may not be possible to progress through stages one and two in a normal fashion. The fact that there are sudden onset disasters (earthquakes and tsunamis) and slow onset disasters (typhoons, droughts) will determine different alert condition levels.

**Stage Three – Activation**
This stage comes into effect when the threat is imminent or in an impacted situation where a disaster has already occurred. The NEMO will activate this stage and call upon participating organizations to take action in accordance with planned procedures and or as directed by the NEC.

**Stage Four – Stand Down**
The NEC will give the order for organizations to stand down once a full assessment has been made, the threat has abated, and or disaster relief operations are well advanced. This will be a gradual process with organizations, which have limited involvement in the operations being stood down in the first instance.

These stages will ensure efficient responses and serves as an effective means of supporting community action to achieve self-help through ongoing communication with their respective state/local government Disaster Management coordinator and the NEMO. The stages also will serve as a guide for departments, sectors and organizations in the development of respective emergency response plans and standard operating procedures.

## 3.15 Agency Response Plans/Procedures

Specific emergency response procedures for given hazards or threats must be documented within the respective departments, sector and agency response plans. It is essential that such plans/procedures are consistent with the intent of the stages of activation as listed within this Framework.

## 3.16 Media Broadcasts

The national radio station including private media services serve as important communication links with the community at large. Outlying states and remote areas are warned and or alerted through designated HF radios. These links are critical for the relay of information, and accordingly some control measures must be introduced to ensure that only essential broadcasts are made during periods of highest threats.

The National Disaster Coordinator is to ensure that all messages are screened and only urgent or essential service messages are broadcasted throughout the stages of the activation process.

All broadcast requests related to the operational situation should be channelled through the NEC for authorization, and the preparation of messages shall be the responsibility of the Public Information

Officer (provided by the Office of the President). This will ensure that only accurate and relevant information is being broadcasted and that the public is not being confused by an avalanche of messages. It also ensures that messages relating to those outlying states under most threat receive highest priority.

Tropical Cyclone warning messages issued by the National Weather Service are excluded from these procedures and will continue to be broadcasted as and when received through appropriate protocols.

All media releases during emergency operations are regarded as highly important to all sections of society consistent with the public safety policy of the Government; therefore, they will be regarded as community service on a free of charge basis to NEMO or the Government.

It is the responsibility of the media staff to liaise with the ROP NEOC Public Information Officer for updated situation reports.

## 3.17 Post Disaster Response Review

The NEMO is responsible for ensuring that a thorough and accurate review of the operation and procedures used throughout is conducted to ensure that the experiences gained and lessons learned could be applied towards improving future preparedness, response and recovery efforts.

## 3.18 Debriefing

The NEMO will ensure that operational debriefings are conducted as soon as possible after an event. These should be conducted in two stages:

- Intra-ROP NEOC (within the ROP NEOC) and Intra-Agency (within each agency) to review operating procedures and to allow staff to submit constructive critiques on the operation.

- Intra-Agency with all departments and organizations that actively participated in the operation coming together to discuss areas where plans and procedures might be improved for future events.

Operational debriefings provide information which assists in identifying shortcomings in disaster management planning and help to validate plans. In particular, they can highlight the need for policy changes, for a review of procedures and resource documentation, and for improvements in community preparedness. The outcomes of operational debriefings can lead to:

- A re-assessment of risks including the effectiveness of risk assessment techniques and risk treatments;
- Improved levels of preparedness for the next disaster and strengthened response and recovery processes;
- Improved prevention/mitigation arrangements; and
- More efficient or timely use of available resources (human resources, equipment, materials, etc.)

## 3.19 Review of Response Arrangements and Procedures

Planning is a continuous process. Therefore, the NEMO, in consultation with the NEC, is to review the findings of the debriefings and consider amendments or actions to improve these arrangements. Such actions may include:

- Amendments to the arrangements, emergency response plans or procedures;
- Restructuring of the disaster risk management organizational arrangements;

- Identifying and conducting training activities;
- Arranging and promoting public awareness and education within the communities; and
- Amending agency roles and responsibilities.

## 3.20 Disaster Relief

Based on recommendations from NDC, CENTRAL CONTROL GROUP and ICP following receipt of damage and need assessment reports, the NEC will make decisions regarding which communities receive disaster relief assistance. Relief efforts will, at all times, be applied on a fair and equitable basis and will adhere to the government's 'self-help' concept wherever possible.

Government agencies, businesses, charitable organizations, NGOs, community organizations and individual responsible leaders are to ensure that their relief assistance addresses the needs as specified by the needs assessment report.

Under no circumstances should relief assistance involve political, religious, or business bias; however, political support is required to ensure the relief efforts are successful.

All relief supplies are to be coordinated through the NEC. The Palau Red Cross Society, other NGOs, and community level organizations that may be in a position to augment government efforts must ensure that this coordination is maintained.

## 3.21 International Assistance

Requests for international assistance will only be made when it has become clear that the situation at hand is beyond the national capabilities or when there are no national resources available from the Government, NGO or private agencies in Palau and with the approval of the DEC. The requests shall be made, on behalf of the Government of Palau, by the appropriate bureau under the Ministry of State, which typically will convene a meeting of diplomatic missions based in Palau as the first step in the appeal process. However, the President may make an appeal to any foreign government directly.

The Chair of the NEC recommends to the DEC the need for international assistance based on assessment reports received. Activation of requests for assistance shall be liaised with the Ministry of State.

When international assistance requirements are made known, based on the information provided by damage and need assessment reports relayed to them by the Chair of NEC, the Ministry of State will continue direct consultations and contact with donors.

All government agencies, NGOs, private and community organizations should assist in compilation of damage and need assessment reports. Priority needs will be based on the immediate danger to community survival and welfare.

Under no circumstances will the Government or non-government agencies make direct requests to aid agencies/distribution or diplomatic missions on behalf of the Government of Palau without the consent of the DEC.

The NEC and the Central Control Group will also be accountable to the aid agencies/donors for ensuring that all relief assistance is distributed in accordance with guidelines governing the provision of such assistance and for the preparation of a report on expenditures and distribution of assistance provided by each agency/donor/diplomatic mission.

Based on the identified disaster relief requirements, the President, as head of state, may make an appeal to any foreign government directly.

### 3.21.1 Customs and Quarantine

Once an official request for international assistance has been submitted, the Customs and Quarantine offices are to make the necessary arrangements for on-going clearance of all donor assistance provided for disaster relief purposes. The Customs and Quarantine offices are to consider approval of duty exemption for goods, which are purchased locally for the purpose of emergency and relief requirement. The approval of duty exemption will only be considered following a letter of request from the NEC.

The National Disaster Coordinator is responsible for providing information on donor assistance to Customs and Quarantine offices to facilitate the exemption process. The information includes details on type, quantity, source, and means of transportation, arrival point and estimated time of arrival.

## 3.22 Financial Considerations

The Director of Bureau of National Treasury is responsible to the NEC for the management of all funds provided for disaster relief purposes, and prior authorization is needed for expenditure of such funds.

## 3.23 Continuity of Relief Efforts

The NEMO is responsible to the NEC for monitoring the requirements for disaster relief during the recovery period. In many cases, this process is overlooked once the initial relief operations have been completed, and therefore the continuity of relief efforts must be re-assured.

## 3.24 Disaster Recovery

The recovery process may, depending on the severity of damage, take many months or years to complete. This aspect of disaster management is to be managed and coordinated by the NEC with the support and advice of the HMSC. The priorities identified by these committees for recovery (based on damage assessment reports and advice from various sources) will be channelled to the Bureau of Budget & Planning for consideration and endorsement.

The Bureau of Budget & Planning will review budget proposals in respect to recovery priorities endorsed by the NEC and lead the process of discussions for donor support or support through the national budget.

The NEC is responsible for providing a full report on the impact of a disaster (including the socio-economic and other factors) and critical and urgent priority needs to the NEC within three months of a disaster.

Depending on the severity of the damage, communities may require various levels of support for restoration. As assistance is provided (or required), responsible representatives will need to monitor distribution of such assistance and progress in restoration for reporting on the status of community recovery to the NEC and the state governors.

# Part 4

# Disaster Risk Reduction

# Part 4 – Disaster Risk Reduction

## 4.1 General

The aim of disaster risk reduction is to prevent or mitigate the impact of hazards on communities and thereby reduce underlying risks to national development by changing social, economic, environmental conditions.

This requires that all national development programs and projects be subject to the formal risk management process of ***risk identification, risk analysis and risk evaluation*** and that appropriate risk treatments be applied to the evaluated risks to ensure that identified risks are either eliminated (prevented) or reduced (mitigated) as far as is practicable.

At the national level, this requires that disaster risk reduction programs and activities be incorporated into the various types of corporate and business plans and budgets. The link between national development processes and disaster risk management reflecting the guiding principles is illustrated in Figure 3. There must also be a cooperative, coordinated and collaborative approach to disaster risk reduction with key sectors working closely with relevant international, regional and national stakeholders. It also requires the strengthening of relevant legislative and regulatory processes.

State-level disaster risk reduction programs and activities should include identified priority hazards requiring attention, and measures to deal with them are to be incorporated into the respective local government plans and budgets.

At the community level, disaster risk reduction programs and activities are to be developed and incorporated into programs that address community development and coping mechanisms in times of disasters. Relevant traditional knowledge and practices are to be included in all national, state and community disaster risk reduction plans.

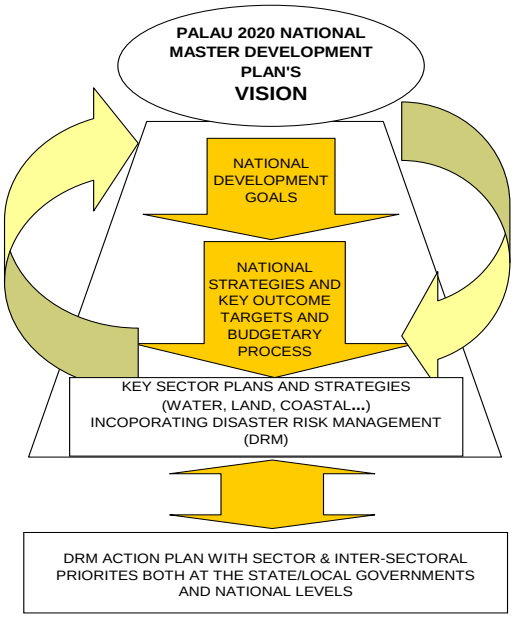



Figure 3: Link between National Development Planning and Budgetary Process and Disaster Risk Management

## 4.2 Disaster Risk Reduction Approaches

There are two approaches to disaster risk reduction that are provided by the Framework:

1. Emphasizes the need to mainstream disaster risk reduction tools or guidelines into the development planning and resource allocation decision-making processes during 'peace time' to ensure that existing and potential risks are taken into account for national development.
2. Emphasizes activities conducted to ensure that impacts are minimized or managed in a way so that communities and their livelihoods are safeguarded and protected when disasters occur. Figure 4 provides a conceptual structure for integrating disaster risk reduction (DRR) at the national level.

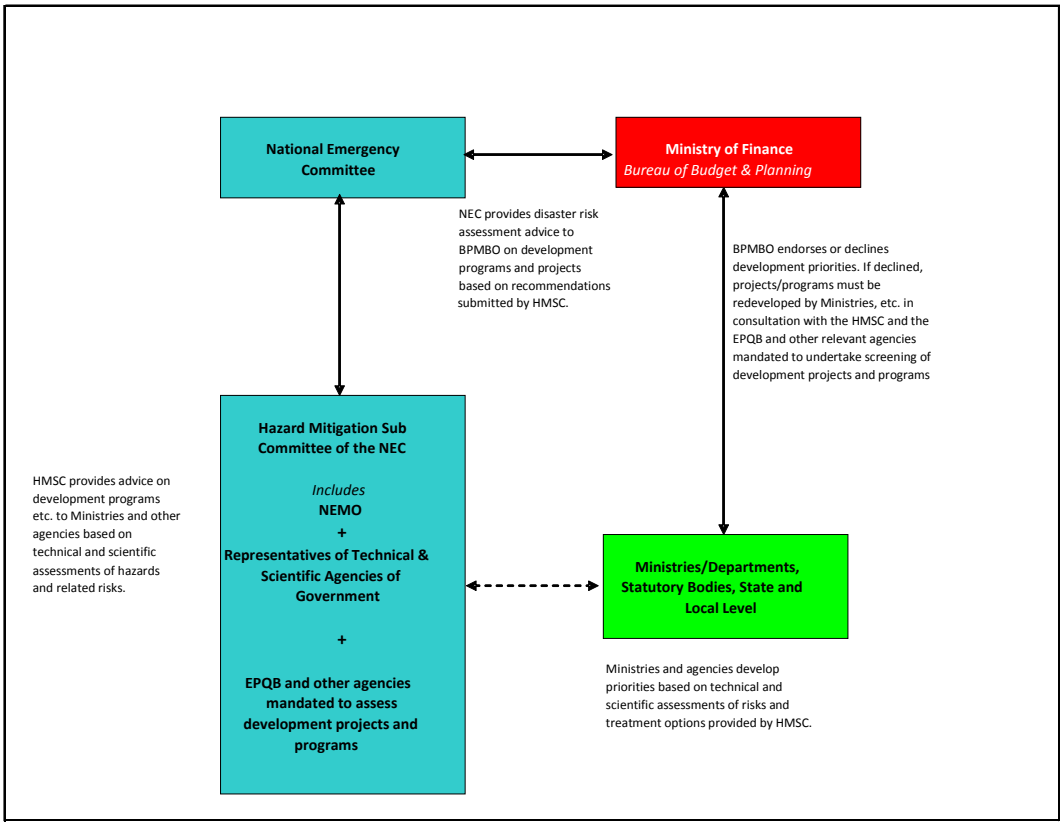



Figure 4: Disaster Risk Reduction Mainstreaming Structure

## 4.3 Ministry of Finance – Bureau of Program Management and Budget Office (BPMBO)

Disaster risk reduction is the role of individual agencies that are mandated and responsible for development planning and implementation. The Bureau of Program Management and Budget Office under the Ministry of Finance (BPMBO) in Figure 4 is seen as the national mechanism to confirm that DRR has been considered in national development programs either through development projects or through sectoral plans before making decisions on budget or resource allocation.

The BPMBO receives programs/projects or sector plans with strategies and actions that seeks funding assistance for implementation from the NEC. Before BPMBO consideration of programs and projects, the NEC will ensure that these programs/projects/plans have been subjected to a thorough disaster risk assessment process. Such an assessment will be conducted on behalf of the NEC by the Hazard Mitigation Sub Committee, which will combine its efforts with other agencies mandated to review and assess development programs and projects like the Environmental Quality Protection Board.

The NEC should also develop DRR standards and conditions for DRR integrating through a consultative and participatory process with all agencies that can contribute to DRR.

## 4.4 DRR Role of the NEC

Under this Framework, the NEC is responsible for ensuring that all Government agencies:

- Use appropriate risk analysis and assessment tools and guidelines in screening programs/projects/plans to ensure that DRR aspects have been carefully considered and that risks and strategies are incorporated into national and sectoral plans.
- Develop DRR standards and criteria specific to each sector development.
- Develop DRR mainstreaming policies to strengthen development planning and budgetary decision making processes.
- Recommend to donors and to national budgeting mechanisms programs and plans that have appropriate DRR strategies and actions.
- Actively undertake awareness and capacity building activities on mainstreaming DRR in all phases of development planning and budgeting, with such activities being adequately resourced and implemented.
- Develop and enforce appropriate legislation to facilitate the incorporation and enforcement of risk assessments in development planning, decision-making and development implementation and management.

## 4.5 Hazard Mitigation Subcommittee

The Hazard Mitigation Committee (also referred to as Risk Reduction Committee) is a subcommittee of the NEC that is responsible (with the support of the National Emergency Management Office) to seek all types of aid, financial and grant assistance, and for providing advice and support to the NEC on matters relating to DRR priorities that should be integrated in national development planning and budgetary processes.

The Hazard Mitigation Subcommittee (HMSC) is a smaller group taken from all agencies that are responsible for various aspects of DRR (Figure 4). Some of the agencies that are responsible for DRR are also members of the NEC. The HMSC should have a flexible and direct working relationship with all other DRR agencies (a list of these agencies and their functions are given in Appendix 5) to share DRR information and data and to promote the application of scientific and technical approaches and tools in support of risk reduction measures and in identifying national DRR priorities. The NEMO is to provide secretariat support for the HMSC.

When instituting recovery activities following a national disaster, it is critical to ensure that risk reduction considerations are taken into account when recovery and reconstruction priorities are identified.

### 4.5.1 Hazard Mitigation Subcommittee Membership

The HMSC will be chaired by the Director of Bureau of Public Works.

The following are the members of the HMSC:

- Director, Bureau of Public Works, Chair
- Director, National Weather Service Office, Co-Chair
- Manager, Capital Improvement Projects Office
- Director, Bureau of Commercial Development
- Executive Officer, Environmental Quality Protection Board
- Director, Bureau of Public Health
- Director, Bureau of Education

- Director, Bureau of Lands & Survey
- Manager, PALARIS
- Director, Bureau of Public Safety

The HMSC may co-opt additional members to perform specific functions as it may deem necessary from time to time.

### 4.5.2 Functions of the HMSC

The functions of the HMSC are as follows:

- Provide advice and support to the NEC on the application of scientific and technical approaches and tools in support of risk reduction measures.
- Provide technical and scientific advice and support for mitigation measures based on hazard, vulnerability and risk assessments.
- Assist agencies with relevant public awareness programs.

### 4.5.3 Special Annual Meeting of the HMSC

A special annual meeting of the HMSC to coincide with Palau's budget planning cycle should be held to plan and identify mitigation activities (and resources for their implementation) for the upcoming financial year and to report on progress and issues with mitigation implementation in the past financial year. These mitigation activities should be factored into annual business and action plans of responsible agencies.

The HMSC should work in partnership with any national climate change adaptation committee, and consideration should be given to the merging of such committees. While mitigation activities for high-risk hazards such as typhoons, storm surges and other climatic and geological hazards are coordinated by the HMSC, those mitigation activities for all other hazards are to be coordinated by the relevant line ministry or agency that is mandated by legislation, regulation or an Executive Order.

## 4.6 Application of Disaster Risk Reduction Tools and Technologies

Both HMSC and the NEMO should continually liaise with regional organizations, government and non-government organizations to identify tools and technologies that may be suitable to assist the disaster risk reduction process. Both should also promote and support wider recognition and use of these tools and technologies from other countries and regions that may be relevant to the Republic of Palau.

The NEMO should be a catalyst for the more widespread use of tools and technology within the development planning process, and its current linkages with a range of regional and international organizations should be exploited in this regard. Examples of tools and technologies that are currently available include Geographical Information Systems (GIS), satellite imagery, computer modelling software, long-term climate predictions, land use planning, cost benefit analysis and impacts and risks assessment, among others.

An example of the application of scientific tools to inform risk reduction is the use of bathymetry (sea floor contour mapping) and topography to create inundation models in relation to potential tsunami run-up.

Some common examples of hazards and disaster risk reduction measures are:

- The retro fitting of existing buildings and structures to typhoon resistant standards
- The development, application and enforcement of building codes and fire codes

- Conduct of hazard and risk awareness campaigns in communities and schools
- The integration of disaster risk into existing school curricula

## 4.7 Disaster Risk Reduction Coordination Roles

The NEC and HMSC should play a key role in ensuring coordinated and integrated DRR roles among all responsible agencies. The BPMBO is responsible for ensuring that DRR is considered and incorporated (mainstreamed) in development planning, decision-making processes and budgetary allocations.

The HMSC coordinates the 'preparedness' of agencies and communities and promotes awareness of the type and extent of risks that communities are dealing with in relation to the range of hazards affecting Palau, with specific attention to high and medium risk natural hazards. The process of DRR occurs all year round (normal times and disaster times) in terms of planning, preparation, awareness, education and development implementation. All of these contribute to the country's sustainable development and to building robust communities as well as to strengthening community resilience.

# APPENDICES

# Lists of Appendices

**Appendix 1** provides the Term of Reference for the NEMO Coordinator.

**Appendix 2** provides the NEC approved and adopted ROP NEOC SOP. This SOP will be subject to review and amendment when needed.

**Appendix 3** provides the NEC approved and adopted ROP National Tsunami Support Plan.

**Appendix 4** provides the Outline Template for the Preparation of Agency Response Plans.

**Appendix 5** provides a list of examples of Support Plan Development.

**Appendix 6** provides the DRM Arrangements for the State Level.

**Appendix 7** provides a table listing some of the existing disaster risk reduction policies and the responsible agencies. This table will be subject to further review and amendment if needed.

**Appendix 8** provides a checklist to be used by the NEC as a tool for assessing the level in which DRR is mainstreamed into development projects/programs.

**Appendix 9** provides the signed Executive Order No. 397 which adopts the 2016 Palau National Disaster and Risk Management Framework.

# Appendix 1
## Term of Reference for NEMO Coordinator

**Position**: NEMO Coordinator
**Office**: National Emergency Management Office

### Role Statement
The National Emergency Management Office (NEMO) is the primary agency for disaster management programs and activities.

### Role of the NEMO Coordinator
- Responsible for coordinating the implementation of the 2010 National Disaster Risk Management Arrangement and maintaining compliance with associated Federal Statutes and Regulations.
- Coordinate the review of the National DRM Arrangements associated subordinate plans.
- Provide technical assistance to all ministries and departments in the maintenance of the disaster and contingency plans and standard operating procedures.
- Act as Secretariat to the National Emergency Committee, also a member of the NDC.
- Maintain operational readiness of the NEOC.

### Training
- Identify and evaluate the requirement for disaster risk management training.
- Identify existing national and regional courses appropriate to the requirements of Palau and coordinate selection of participants.
- Maintain training records of staff who have attended disaster related training and education courses.
- Coordinate the planning and execution of national disaster management exercises.
- Monitor and coordinate the delivery of public awareness and education programs as developed by government departments and other agencies.
- Develop and deliver public awareness and education programs through the media, schools and other community groups on hazard mitigation activities.
- Coordinate an annual NEOC training exercise to maintain operational efficiency.

### Liaison
- Function as the liaison point in disaster related activities with national agencies, NGOs and community groups in both emergency and non-emergency times.
- Assist local government officials with the development of their disaster plans and provide briefing on the implementation as necessary.
- Represent Palau at meetings, conferences, workshops and other disaster related trainings to ensure the NDMO keeps abreast with current disaster management practices and developments.

### NEMO Management
- Responsible for NEMO & NEC disaster related records management, including version control.
- Maintain all master copies (both hard and soft) of relevant disaster management documentation including the National Disaster Plan, The Standard Mitigation Plan, all associated subordinate plans and Standard Operating Procedures.
- Submits annual budget allocation for the NEMO and subsequently maintain financial accounts in accordance with approved financial procedures.

### Disaster Management Responsibilities

- Member of the NEC

- As National Coordinator during State of Emergency or Disaster and provide assistance in terms of coordination to the Central Control Group and other assessment teams during the immediate response and recovery process after a disaster.
- On behalf of the NEC issue public warnings through the radio station in the event of a rapid onset disaster/emergency when time does not permit the issuing of such warnings in accordance with current SOP's.
- Assist the CCG and assessment teams in the compilation of survey reports to support requests for disaster assistance from international organizations and donors agencies.

# Appendix 2
# ROP NATIONAL EMERGENCY OPERATIONS CENTER
## STANDARD OPERATING PROCEDURES
**Established: July 12, 2016**

| | |
|---|---|
| Primary Agency: | **Emergency Management** |
| Support Agencies: | Command (NEC)<br>Operations<br>Planning & Logistics<br>Finance |

| Attachments | |
|---|---|
| Attachment 1 | Key Alert Roster |
| Attachment 2 | EOC Telephone Numbers |
| Attachment 3 | EOC ICS Organizational Chart |
| Attachment 4 | Emergency Operations Center Checklist |
| | |

## I. GENERAL

The Republic of Palau National Emergency Operations Center Standard Operating Procedures (ROP NEOC) is designed to assist the National Emergency Management Office (NEMO) personnel and the National Emergency Committee (NEC) members the use of the Incident Command System (ICS) during an emergency event and or during response operations.

This SOP is intended to be used as a reference guide and not a policy document, but rather guidance for NEMO personnel and NEC members. The development of this SOP will be utilized uniformly for all hazards. The organization chart, duties and responsibilities are specified in this document.

### A. Purpose

The purpose of this annex is to establish standard procedures for the activation and operation of the ROP National Emergency Operations Center (NEOC).

### B. Scope

1. This annex includes organizational and functional procedures necessary to activate, operate and deactivate the ROP NEOC efficiently and effectively.
2. Any modification of this ROP NEOC will be carried out by NEMO Coordinator and/or designee in consultation with the NEC.

### C. Facility

The **ROP NEOC is located** at Medeu-ra-Kesebelau, Airai State or any other office location deemed appropriate by NEC Chairman.

### D. Function

The ROP National Emergency Operations Center provides necessary space and facilities for the centralized direction and control of the following functions:

1. Direction of emergency operations.
2. Communications and warning.
3. Damage assessment and reporting.
4. Containment and / or control of hazardous material incidents / emergencies.
5. Dissemination of severe weather watches and warnings.
6. Actions to protect the health and safety of the general public, to include:

- Public Information, instructions, and directions
- Evacuation and / or sheltering

### E. Manning

The ROP NEOC will be manned by NEMO Coordinator, NEMO Staff and Trained Operation Room Teams (ORT).

## II. ACTIVATION OF NEOC

### A. Warning / Alerts

1. *Source and Means of Receipt*
   Warnings / alerts may be received from any source and by any means. Warnings / alerts will be **verified** according to developed procedures to preclude unnecessary reaction to possible false notification. The more likely sources and means are shown below.
   - On-the-scene personnel
   - National Weather Service
   - Bureau of Public Safety
   - NEMO Coordinator
   - News Media
   - Pacific Tsunami Warning Center
   - Joint Typhoon Warning Center
   - Japan Meteorological Agency

2. *Persons to Receive Messages*
   - Warning(s) received by NEMO Coordinator and validated in accordance with existing protocol shall immediately convene NEMO staff.

### B. Alerting Procedures

Upon receipt of an authentic warning message, the NEMO Coordinator or designee will:

1. Consult with the Chairman of the NEC and make recommendations for the activation of the ROP NEOC.
2. Alert NEC members. NEC Members will take appropriate measures to activate their respective emergency procedures.
3. Initiate alerting / notification procedures to extent directed in the manner prescribed in this annex.

### C. Activation

1. Authority to activate the ROP NEOC is vested in the NEC Chairman.
2. The ROP NEOC will be activated when approved by NEC Chairman.
3. Reporting - All personnel reporting for duty in the ROP NEOC will make their presence known to the NEMO Coordinator or their section leaders.
4. When the ROP NEOC is activated, initial situation briefing will be provided by the NEMO Coordinator and subsequent briefings will be held as needed.

## III. ORGANIZATION & OPERATIONAL PROCEDURES

### A. Staffing

1. Full Activation – Full compliments of the staff indicated in B.
2. Limited or Partial Activation – NEMO Staff will be engaged to monitor threat and regularly update NEC Chairman.

### B. Operations groups will be composed of the following: (To be determined at the initial NEC meeting)

1. ***Executive / Command*** (NEC): *This group is responsible for the overall management of the emergency.*
    - NEMO Coordinator
    - Public Information Officer
    - Safety Officer
    - Liaison Officer

***NATIONAL EMERGENCY COMMITTEE***
The NEC is responsible for the formulation of policy and operational guidelines for directing emergency operations. They are also responsible for the overall emergency management including recovery efforts.

***NEMO Coordinator***
The NEMO Coordinator is in charge of supervising emergency operations in addition to but not limited to the following:

1. Ensure that appropriate annexes are periodically updated.
2. Maintain sufficient supplies and equipment to ensure the operational capability of the ROP NEOC.
3. Supervise and coordinate the functions during operations.
4. Provide briefings as needed.
5. Conduct other tasks as required to safeguard property and protect the people of the Republic of Palau in emergencies.
6. Locate and coordinate resources including resource requests.
7. Establish MOU with private sectors which allow ROP NEOC to capitalize private sectors assets to support Emergency Responses.
8. Compile and issue final report.

***Public Information Officer (PIO)***
The Public Information Officer is responsible for overall coordination of public information activities and shall have the following roles:

1. Establish procedures for the dissemination of information.
2. Provide the public with educational information for their safety and protection.
3. Disseminate public instruction and direction.
4. Act as the government's point-of-contact with the news media.
5. Serve under the direction of the Chairman of the NEC or their designee.

***Safety Officer***
The Safety Officer is responsible for ensuring the overall safety of the ROP NEOC at all times.

***Liaison Officer***
The Liaison Officer assists the NEC by serving as a point of contact for agency representatives for operational support and provides briefings to and from supporting agencies.

***Operations:*** *This group is responsible for the management of all operations in the ROP NEOC.*

***ORT SUPPORT STRUCTURE IS ONLY APPLICABLE WHEN NEEDED***

- Operations Room Team Leader
- Recorders x 3 (Master Ops Log, Displays, Message Forms)
- Situation report writer (x1)
- Communication (x 3)
- Welfare Officer (x1)

**Operations Room Team Leader *(only when needed)***
The Operations Room Team Leader oversees the ROP NEOC Operations during assigned shifts and shall have the following roles:

1. Be the recipient of all incoming information concerning the emergency situation.
2. Make available the current status of resources (i.e., manpower, equipment and supplies), from government & non-government agencies.
3. Maintain a complete record of activities in chronological order.
4. Ensure personnel are available for updating and posting the operational status and activities on display boards, charts, maps, etc.

***Planning and Logistics***

Planning is responsible for the collection, evaluation, dissemination and use of information about the development of an emergency and the status of resources; and Logistics is responsible for providing facilities, services, materials and equipment in support of response efforts. ***Refer to the 2010 (Amended 2016) Palau National Disaster Risk Management Framework for agency duties and responsibilities***

- Planning and Statistics Division
- Safety Officer with Bureau of Public Works
- Division of Transportation
- Bureau of Education
- Division of Property and Supply
- Palau Chamber of Commerce
- Palau Red Cross Society
- Other volunteer or support agencies
- Other Technical Support Services

***Finance***

- This group is responsible for all financial, administrative, and cost analysis aspects of the emergency and for supervising members of the Finance team. This group may be established to:
    - compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services;
    - perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency / disaster situation.

## IV. ADMINISTRATION

### A. Registration

A register will be maintained by NEMO for all personnel engaged in operational activities of an emergency in the ROP NEOC. Name, title, agency, date and time in and out will be required for record purposes.

### B. Manpower

Designated representatives will be responsible for notifying members of their staff and providing alternates as required.

### C. Staff Support

Administrative and logistical support staff within the ROP NEOC will be provided by NEMO.

### D. Housekeeping

1. Bedding is available and will be provided as needed during prolonged operations by the staff of NEMO.
2. Meals
    - With exception of special diets which are the responsibility of the individuals, meals will be provided within the ROP NEOC when circumstances dictate or

outside travel is restricted or curtailed.
- The preparation and procurement of food supplies will be the responsibility of the Chairman of the NEC and NEMO Coordinator.

3. Personal Items: Each individual reporting to the ROP NEOC for duty will make provisions for their own personal hygiene requirements, clothing, and any special dietary needs or prescription drugs.

### E. Office Supplies

An initial supply of essential items will be furnished by the National Emergency Management Office.

### F. Transportation

Transportation to and from the ROP NEOC is a responsibility of an individual member. Should inclement weather or other conditions prelude vehicle movement, the NEMO Coordinator should be notified for any assistance that could be provided.

### G. Status Information

The following status information will be maintained effectively and updated in the ROP NEOC in an appropriate manner.

1. Weather Information
2. Situation Status
3. Resource status
4. Significant events
5. Contact list
6. Evacuation Centers
7. Physical Resources

### H. Maps

Maps needed for the emergency will be posted and maintained. Such maps may depict demographic features and threats to the safety of people and property.

### I. ROP NEOC Security

Security will be provided by the Bureau of Public Safety. Security will carry out the following:

1. Ensure picture IDs are worn or carried at all times and only those authorized personnel with proper identification are admitted to the ROP NEOC during operational hours.
2. Ensure an accurate log is kept of all persons entering or exiting the ROP NEOC.
3. Ensure authorized visitors are properly identified and escorted at all times in the ROP NEOC.
4. Perform perimeter security checks and ensure all access are secured and locked.
5. Perform other security functions as directed by the NEC.

## V. METHOD USED TO ALERT ROP NEOC STAFF

1. The NEMO staff upon receipt of a warning/alert prescribed under Section 2A-C, will notify the NEMO Coordinator.
2. As each employee arrives, they will be provided an alert list and be directed to alert certain persons remaining to be called.

Attachment 1
**ROP NATIONAL EMERGENCY OPERATIONS CENTER**
**KEY STAFF ALERT LIST**

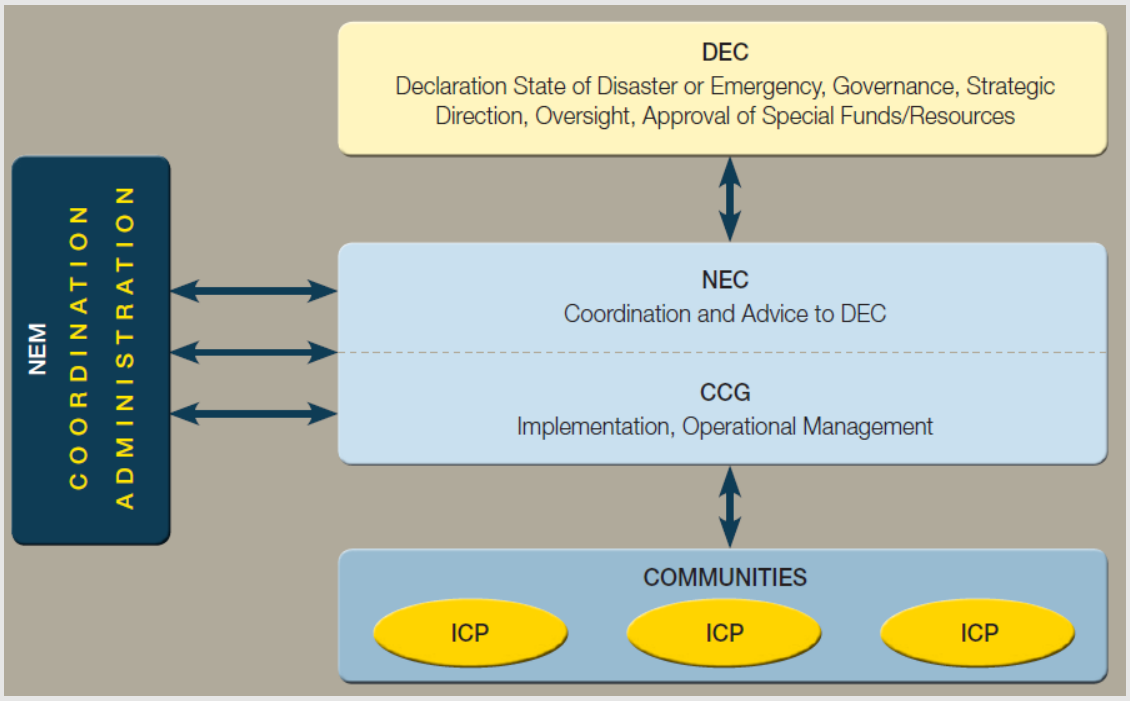
| | | |
|---|---|---|
| Waymine Towai | Coordinator | 488-2930 (Home)<br>775-3734 (Mobile) |
| Vacant | Disaster Response Officer | |
| Tanya O. Rengulbai | Administrative Officer | 488-3052 (Home)<br>775-3733 (Mobile) |
| Singeo Franz | Civil Preparedness Officer | 587-2981 (home)<br>775-2433 (Mobile) |
| Jayson Chiokai | Boat Operator III | 488-6342 (Home)<br>775-5297 (Mobile) |
| Dina Sandei | Admin. Assistant II | 488-5106 (Home)<br>775-5106 (Mobile) |

Maintained by Emergency Management personnel

Attachment 2
**LIST OF TELEPHONE NUMBERS ASSIGNED TO ROP NEOC**
* Numbers that are changed will be posted at ROP NEOC

| | |
|---|---|
| **EOC PHONE 1** | 587-3625 |
| **EOC PHONE 2** | 587-3626 |
| **EOC PHONE 3** | 587-3627 |
| **EOC PHONE 4** | 587-3628 |
| **EOC PHONE 5** | 587-3629 |
| **Fax** | 586-6368 |
| **Fax (alternate emergency use only)** | |

Attachment 3
**ROP NEOC INCIDENT COMMAND ORGANIZATIONAL CHART**




Attachment 4
**ROP National Emergency Operations Center Checklist**

**Initial Activation**

- ☐ Upon receipt of a confirmed and or valid warning message, the NEMO Coordinator will gather as much information about the event as possible and determine if the circumstances warrant recommending activation.

- ☐ Contact all appropriate ROP NEOC staff and or all personnel that are mandated to report to the ROP NEOC.
- ☐ Prepare an initial briefing to include, but not limited to:

    - The scope and known specifics of an incident.
    - The names and locations of Incident Commanders and Incident Command Posts.
    - Location of the incident(s) (i.e. island-wide, area, specific location, etc.).
    - Number of personnel and assets currently assigned or dispatched to the incident(s).
    - Number of currently known injuries or deaths.
    - Weather conditions.
    - Initial personnel that will man the ROP NEOC.
    - Security / Safety
    - Sign in and out process.
    - Communications (i.e. telephone number assignments, radio assignments, message forms, etc.).
    - Housekeeping.
    - Maps.

- ☐ Establish ROP NEOC incident command.

- ☐ Assign appropriate personnel to respective emergency functions.

    - Command (NEC)
    - Operations

- Planning & Logistics
- Finance

- [ ] Turn on all electronic displays and ensure all computer equipment and software are operational including the activation of all ROP NEOC telephones (telephone books at work areas).
- [ ] Ensure sufficient workspace and office equipment are available and functional.

  - Pens
  - Paper
  - Computers
  - Forms
  - Other needed office equipment and supplies.

- [ ] Initiate a ROP NEOC event/incident log (major events).
- [ ] Prepare an Incident Action Plan (IAP).
- [ ] Submit initial Situation Report to the NEC which includes the recommendation to the ROP President for a Declaration of a State of Emergency if warranted.

**Full / Partial continued activation**

- [ ] Conduct a detailed briefing when ROP NEOC staff has arrived.
- [ ] The briefing should include but not limited to:

  - The scope and known specifics of an incident.
  - The names and locations of Incident Commanders and Incident Command Posts.
  - Location of the incident(s) (i.e. island-wide, area, specific location, etc.).
  - Number of personnel and assets currently assigned or dispatched to the incident(s).
  - Number of currently known injuries or deaths.
  - Weather conditions.
  - Initial personnel that will man the ROP NEOC.
  - Security / Safety
  - Sign in and out process.
  - Communications (i.e. telephone number assignments, radio assignments, message forms, etc.).
  - Housekeeping.
  - Maps.
  - Group assignments.
  - Possibility of additional shifts requirement.

- [ ] Continue briefings as often as necessary.
- [ ] Establish and maintain contact with State Governors and their respective EOCs.
- [ ] Receive, coordinate and direct requested resources.
- [ ] Establish and maintain communications with:

  - On scene incident commanders / command posts.
  - Respective agencies as appropriate (Communications and Utilities).
  - Media (through the Public Information Officer)

- [ ] Maintain the level of ROP NEOC activation deemed appropriate and or until the incident is terminated.
- [ ] Prepare IAP for each shift.
- [ ] Submit follow up reports (Situation Reports or SitReps) to the Chairman of the NEC on a timely manner.

- [ ] Mobilize trained personnel to conduct Initial Damage Assessment if necessary.

**Closing or deactivating the ROP NEOC**

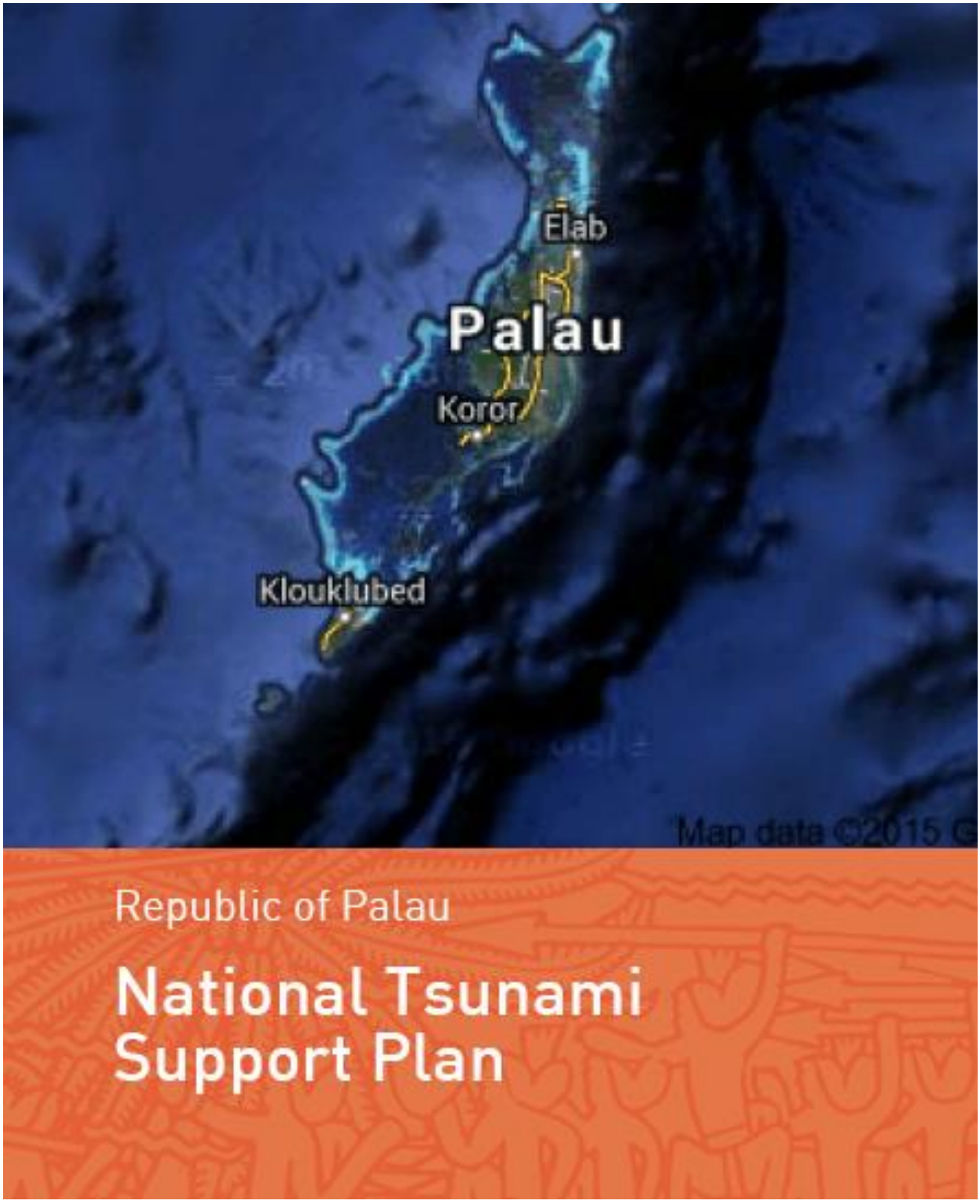
- [ ] When closure of the ROP NEOC is imminent, prepare and conduct a final briefing / debriefing. This debriefing should allow representatives from each emergency functions to provide recommendations and suggestions, and offer a "thumbnail" critique of specific actions or inactions.

  During the debriefing you may include:

  - Return of equipment and resources.
  - Set timeline for report submission.
  - Set timeline for demobilization of security personnel
  - Overall ROP NEOC performance.
  - Success stories and Lessons learned.
  - Date and time of the incident/emergency/disaster response critique.

- [ ] If a Declaration of a State of Emergency was initiated, ensure that a declaration to terminate the emergency is issued. It is recommended that such a declaration terminating the emergency not be issued until all activity regarding the incident(s)/emergency/disaster have concluded, including debris management.
- [ ] NEMO to make backups or archives of all computer records.
- [ ] Print copies of reports or other documents that will be necessary to present to appropriate management.
- [ ] Collect all damage assessment reports or any reports from other agencies r to the incident(s)/emergency/disaster.
- [ ] Conduct inventory and return all rented equipment.
- [ ] Turn off electronic displays.
- [ ] Return telephones and telephone books and other supplies to their storage locations.
- [ ] Return and restock the ROP NEOC to normal operational status.

# Appendix 3
## ROP National Tsunami Support Plan



# Appendix 4
## Outline Template for the Preparation of Agency Response Plans

**Preamble:**
An introduction and to include the following:

- Purpose of the plan
- Objectives
- Institutional structure of the ministry/department

**Section: 1**
This Section may cover the following as headings or sub-headings:

- Mandated responsibilities of the agency (Ministry or department/office)
- Responsibilities given by the DRM arrangements
- Management Structure and responsibilities of each management staff

**Section: 2**
This section should cover the disaster management responsibilities of the agency:

- Structure or chain of notification/command during emergency and or disaster warning
- Contact lists of all staff
- Inventory list of resources and or facilities of the agencies
- Key actions and responsibilities during warning, response and recovery

**Section: 3**
This section could cover procedures such as:

- Situation report template
- Safety procedures for high risk hazards (i.e. typhoons, surges)

**Section: 4**
This section should cover line of succession within each agency:

- List of employees and their chain of command
- List of all resources available at hand that could be utilized in times of emergency and or disaster

# Appendix 5
## Examples of Support Plan Development

| | | |
|---|---|---|
| NEMO is to coordinate with each respective agency to develop response plans and ensure that the plans are reviewed and implemented (2 years from enactment of this Framework):<br>National Disaster Risk Management Framework (PNDRMF)<br>This is the overarching framework which illustrates the national approach to Disaster Management and Disaster Risk Reduction | | |
| **Supporting Plan Development** | | |
| | Plan type | Definition |
| 1 | State Disaster Risk Management Plans (SDRMP) | Complements the PNDRMF; Will be developed by State Disaster Committees; they include plans and actions relative to the state response on behalf of communities. The state plans are an extension of the PNDRMF, particularly with respect to coordination and communication. |
| 1a | Community DRM Plan | These plans are unique to the needs of individual hamlets and or communities. Developed at local level, the titles of these plans are not prescribed; communities decide the scope of what is required. It is anticipated that State Disaster Committees will partner with communities in plan development to ensure alignment with state plans. |
| 2 | Hazard Specific Response Plans (HSRP) | Developed at sectoral/departmental level; they outline a whole of government approach to specific hazards e.g.<br>• Oil Spill Response Plan<br>• Pandemic Plan<br>• Tsunami Support Plan |
| 3 | Emergency Response Support Plans (ERSP) | These describe plans which may be common amongst a number of hazards and relate to specific activities e.g.<br>• School evacuation plans<br>• Mass Casualty Plan |
| 4 | Departmental/Agency Emergency Response Plans (ERP) | The Response Plan relates to how each department/agency/organization responds to a particular event. |
| 5 | Standard Operating Procedures (SOP) | These are detailed procedural guidelines for each departments/agencies/sectors in the performance of specific tasks. These may include but are not limited to:<br>• Administrative procedures<br>• Financial procedures<br>• Response procedures |
| 6 | Business Continuity Plans (BCP) | These plans are to assist businesses in attaining and recapturing its core business functions immediately following an emergency and or disaster. |

# Appendix 6
# Disaster Risk Management (DRM) Arrangements for the State Level

## State Disaster Risk Management Arrangements

The State Disaster Risk Management Arrangements must be in line with the Palau National Disaster Risk Management Framework.

# Appendix 7
## List of Existing Disaster Risk Reduction Activities and Response Agencies

| Agency | Disaster Risk Reduction tasks | Relevant legislative/policy mandate for mitigation |
|---|---|---|
| Bureau of Agriculture | Develop and implement forest management plans and quarantine regulations<br><br>Develop rapid response plans for new introductions of pests and invasive species<br><br>Introduce and distribute drought, salt and pest tolerant crops<br><br>Educate farmers on proper and effective pesticide use, proper land-use to prevent soil erosion | Various agricultural development policies |
| Environmental Quality Protection Board (EQPB) | Environment Impact Assessments<br><br>Earth moving permits<br><br>Reduce GHG emission through efficient and effective solid waste management practices | |
| Bureau of Public Works | Initial & Comprehensive Damage Assessments | |
| Bureau of Public Health | Epidemic & Pandemic Prevention Plans | |
| National Weather Services | Forecasting | |
| Ministry of Public Infrastructure, Industries & Commerce | Mitigate the causes and negative impacts of land degradation on the structure and functional integrity of ecosystems through Sustainable Land Management | National Biodiversity Strategy and Action Plan (NBSAP)<br><br>Economic Development<br><br>Plan (EDP)<br><br>National Environment & Management Strategy (NEMS) |
| Bureau of Program Management & Budget Office | GIS (PALARIS) | |
| Ministry of State | Liaison with State Governments on DRR activities | |

# Appendix 8
# Checklist for NEC to Assess the level of Mainstreaming Disaster Risk Reduction in Development Planning and Decision Making Process

## Introduction

The National Emergency Committee (NEC) is an inter-sectoral body that, amongst other matters, assesses development proposals for recommendations to either Cabinet (for national development projects that seek donor or national government funding) or to a licensing/ permitting authority (where there is requirement for government approval) before development work commences).

This checklist is to assist the NEC in their assessment role, with particular emphasis on Disaster Risk Reduction (DRR). This checklist is additional to existing criteria the NEC may already utilize to assess projects. A key question often asked is "how will we ensure that the mainstreaming of DRR in developing planning is done?'. The checklist offers a practical tool to central agencies for screening development projects in order to ensure that DRR criterion have been incorporated into the development planning and decision-making processes.

The checklist (in whole or in part) may be used to assess how and where development projects for Construction/Infrastructure Development, Health and Nutrition, water and Sanitation, livelihoods, Education, Environment and Disaster Management have considered and incorporated appropriate DRR consideration. These sectors are highlighted as they are the sectors where the majority of development proposals emanate from (this is true for Palau and also for the wider Pacific region as well), but more significantly they are the sectors highly vulnerable to disasters. When these sectors are affected by disasters the impacts are felt right through from the national level to the community level in terms of socio-economic and environmental costs.

## The Use of the Checklist

The 'Checklist' is a guide for the NEC to assess the level of DRR mainstreaming in development planning and is a tool to ensure the key aspects of DRR have been considered and incorporated into the development planning process right through to the envisaged implementation.

The checklist is developed in relation to the range of sectors in the national economy which are highly vulnerable to disasters. Thus there is a 'list of considerations' under each sector. The 'considerations' are as follows:

a. Policies and legislation
b. Sustainability
c. Advocacy and awareness
d. Coordination and capacity development
e. Risk Proofing and monitoring
f. Engagement of local bodies and communities

The intention is that at the National level, for example at the NEC, and also at agency and State level, key policy and technical advisors can use the checklist to 'quality test' development projects or proposals. This 'quality testing' would be undertaken in relation to the broad headings listed above at (a) – (f).

It is important to note that whilst the checklist is structured along sector lines, those using it have the ability to apply the different criteria across the various sectors where a development project for example spans more than one sector. For example, a development project may have a component in the Construction sector with two others under Education and water or livelihoods and Environment. Therefore the key checklist questions to ask would be drawn from each of the sectors as relevant to the particular project. For major capital projects the NEC would determine the extent of usage of sector specific checklist criteria. For minor investments the decision could be retained at agency level.

On occasion the NEC may require more information on DRR from the proponent of a particular project or require further expert advice from technical agencies that may not be a member of the HMSC. If this is the case they should follow the normal process as already established by the requirements in the development planning process.

As the NEC gains experience with the use of the checklist it may consider further streamlining or customization. The scope of the checklist as it is now is very broad to cover a wide range of development proposals.

### Potential Impact of the Checklist on Existing Planning and Related Legislation

The checklist proposed herein may have some implications on the existing systems of development planning and decision-making. Some of these existing systems are the product of various legislations developed by central agencies and also sectoral agencies over a period of time to address a range of national imperatives.

If the checklist is endorsed as a mechanism to strengthen the consideration of disaster risk in National, sectoral, State-level and community development plans, efforts need to be made to revise all existing legislation to ensure consistency. A first step in this process can be taken through the development of new supporting legislation for the 2010 National DRM Framework. Eventually though, other relevant legislation should undergo scrutiny and revision.

# The Checklist

## 1. CONSTRUCTION/INFRASTRUCTURE DEVELOPMENT

### a. Policies & Legislation:

- ☐ Building/construction code or quality standards & guidelines for infrastructure focus on hazard-resistant construction and selection of construction sites
- ☐ Policy in place to guide the clearing of forested areas and other areas vulnerable to land slide/erosion and in key watershed areas
- ☐ Pre-planning and engineering techniques used taking into account the social and environmental setting or conditions of vulnerable areas

### b. Sustainability:

- ☐ Major donor (external, national) – national (government – private sector)
- ☐ Level of national/local government funding for project implementation
- ☐ National/local government (or donor) funding going to risk reduction components
- ☐ Level of benefits going to the national agencies or community groups
- ☐ Project/program implementation continuation/sustainability/self-running after donor (including national/local government) funds ends
- ☐ Capacity (DRR) transferred to community hosting the project

### c. Advocacy & Awareness:

- ☐ Implementing agencies and beneficiaries are aware of new construction techniques
- ☐ Business and families are encouraged to prepare household/business disaster preparedness/continuation plans for key hazards
- ☐ Communities are aware of hazard resistant/proof construction technique

### d. Coordination & Capacity Development:

- ☐ Institutional arrangements are in place to promote use of hazard/disaster-resistant techniques including retrofitting
- ☐ Necessary technical training is imparted to implementing staff and inspectors, national and local government and NGOs, on DRR in reconstruction (e.g. hazard analysis for site location, awareness on how to monitor hazard resistant construction etc.)

- ☐ Builders are trained in hazard resistant construction
- ☐ Encourage the use of local or traditional hazard resistant construction using local materials if available

### e. Risk-proofing & Monitoring:

- ☐ Retrofitting of existing community facilities such as halls/houses/churches and evacuation centers are being done to meet the specification of hazard resistant standards recommended by the Building Code
- ☐ Quality of construction is monitored through regular inspections
- ☐ Third party check on new construction quality and adequateness

### f. Engagement of Local Bodies & Communities:

- ☐ Community groups are trained on appropriate construction techniques and assistance are provided in the form of finances, building materials, and DRR engineering services
- ☐ Communities are trained in quality monitoring
- ☐ Sound traditional designs/structure and material promoted by the community

## 2. LIVELIHOODS

### a. Policies & Legislation:

- ☐ Land use planning technique is used for livelihoods planning
- ☐ Policy for tourism planning to incorporate risk reduction strategies

### b. Advocacy & Awareness:

- ☐ Institutions like Agriculture or Resources and Development have long term strategy for agricultural development
- ☐ Vocational training is imparted to affected people including women and the most vulnerable
- ☐ Small entrepreneurs have developed business contingency plans
- ☐ Encourage and explore linkages with existing private sectors and new entrepreneurs

### c. Coordination & Capacity Development:

- ☐ Economic training programs are launched for small entrepreneurs and self-employed
- ☐ Maximum support is given to revitalization of small industries with special focus on women and disadvantaged groups
- ☐ Use of locally available material and traditional livelihoods is supported and encouraged
- ☐ Partnerships have been formed for micro-credits and micro-insurance

### d. Risk-proofing & Monitoring:

- ☐ Income-generation activities are piloted for up-scaling
- ☐ Comprehensive risk assessment of the land for agriculture is done
- ☐ There are changes in crop pattern and growing of resistant/alternative crops
- ☐ Alternative viable livelihoods are mapped, including market linkages
- ☐ Access to financial assistance for risk reduction is improved (e.g. insurance is offered to small enterprise owners and workers on livelihood assets; agreements in place for reduced interest rates or grace period for loan repayments etc.)

### e. Engagement of Local Bodies & Communities:

- ☐ NGOs, community groups (self-help groups) are organized and assisted in training for developing livelihoods
- ☐ Women have been trained in viable economic activities
- ☐ Contingency funds at the local government and community level are created
- ☐ Vulnerable groups are prioritized for assistance either in service provision or assistance with planting materials etc.

## 3. HEALTH AND NUTRITION

### a. Policies & Legislations:

- ☐ Quality standards & guidelines for infrastructure focus on hazard-resistant construction of hospitals and health facilities/centers
- ☐ Policy for safe/strategic location of new hospitals/health centers

### b. Advocacy & Awareness:

- ☐ Health workers are aware of MOH Plans on medical preparedness and mass casualty management for disasters
- ☐ Hospital disaster management toolkits, community health workers manuals etc. are available for health workers to use

### c. Coordination & Capacity Development:

- ☐ Health training: volunteers and community health workers are trained on various aspects of health and hygiene during emergencies
- ☐ Health centers are strengthened (e.g. safe structure, DRM training for workers, more staff during risk prone season etc.)
- ☐ Health workers are involved in disaster preparedness efforts
- ☐ A contingency plan exists for health services and delivery during a State of Emergency or Disaster

### d. Risk-proofing & Monitoring:

- ☐ Primary health centers and community health centers are fully equipped to continue functioning during disasters

### e. Engagement of Local Bodies & Communities:

- ☐ Communities are trained in counseling skills to deal with post-disaster trauma

## 4. WATER AND SANITATION

### a. Policies & Legislations:

- ☐ Policy on waste water recovery includes provisions on upgrading facilities in terms of disaster resistance and accessibility
- ☐ Disaster Risk Reduction is integrated into Watershed Management Program

### b. Advocacy & Awareness:

- ☐ Water-use and sanitation awareness programs and materials are available for the local communities

### c. Coordination & Capacity Development:

- ☐ A contingency plan exists for service delivery system for water and sanitation during State of Emergency or disaster

### d. Risk-proofing & Monitoring:

- ☐ Risk assessment is done for site-location of water pumps, supply systems, drainage & sewage systems, sanitation facilities etc.
- ☐ Construction of community drainage systems, sanitation facilities, waste management system etc. is risk-proof

### e. Engagement of Local Bodies & Communities:

- ☐ Quality control is exercised by the community by participating in the risk proof creation of community drainage systems, sanitation facilities, waste management etc.

## 5. EDUCATION

### a. Policies & Legislations:

- ☐ Quality standards & guidelines for infrastructure focus on hazard-resistant construction of schools
- ☐ Land-use planning technique used for planning for new schools
- ☐ Schools have disaster management plans
- ☐ School locations and construction assessed/monitored for hazard resistance

### b. Advocacy & Awareness:

- ☐ DRR lessons in school curriculum advocate safe behavior
- ☐ Publicity material and pamphlets for general public advocating need for safety in schools

### c. Coordination & Capacity Development:

- ☐ Education & training on disaster risk management including for teachers
- ☐ Schools conduct disaster preparedness programs (e.g. mock drills, first aid, search and rescue, swimming and crowd management training)
- ☐ A contingency plan exists for continuing education

### d. Risk-proofing & Monitoring:

- ☐ School safety norms are followed in construction of safe schools
- ☐ Risk assessment done in site-selection and building new schools
- ☐ Retrofitting of existing schools

### e. Engagement of Local Bodies & Communities:

- ☐ Training of local bodies on auditing school building infrastructure.

## 6. ENVIORNMENT

### a. Policies & Legislation:

- ☐ Environment regulations are adhered to and include hazard considerations (e.g. EIAs for all development projects including recovery projects incorporate disaster risk assessments)

- ☐ Institutions to update state, district and local disaster management plans reflect current needs and priorities for disaster risk mitigation, adaptation and recovery

## b. Advocacy & Awareness:

- ☐ Need for mitigation planning and implementation during 'normal times' and safe construction/reconstruction are advocated
- ☐ Public information on quality control is spread
- ☐ There is awareness on climate change mitigation (energy saving) and adaptation

## c. Coordination & Capacity Development:

- ☐ Capacity development or updating disaster risk reduction (and disaster management) plans/action plan
- ☐ Knowledge transfer to other stakeholders (development planners) on factoring and monitoring risk reduction into reconstruction, livelihoods programs and restoration of ecosystems

## d. Risk-proofing & Monitoring:

- ☐ EIA incorporating Disaster impact assessment
- ☐ Eco-systems that contribute to risk reduction are restored (e.g. forestation, conservation areas)
- ☐ A monitoring program to investigate/assess how development or eco-systems are managing risks

## e. Engagement of Local Bodies & Communities:

- ☐ Quality control by beneficiaries
- ☐ Community-based risk assessments are done
- ☐ Community early warning systems are in place

# Appendix 9
## Executive Order No. 397

Republic of Palau
Office of the President

Tommy E. Remengesau Jr.
President

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**EXECUTIVE ORDER No. 397**

*Repealing the 2010 Palau National Disaster Risk Management Framework (Executive Order No. 287), and Adopting the 2016 Palau National Disaster Risk Management Framework*

**WHEREAS,** the 2010 Palau National Disaster Risk Management Framework was adopted by Executive Order No. 287 on October 19th, 2010; and

**WHEREAS,** global climate change continues to exacerbate climate variability and increase the frequency and severity of natural disasters in the Pacific; and

**WHEREAS,** this has contributed to the occurrence of two (2) super-typhoons, one (1) severe drought, and three (3) near-miss super-typhoons in the short span of only three (3) years; and

**WHEREAS,** this alarming frequency of potentially devastating, climate-related natural disasters demands focused and deliberate preparation on behalf of the National Government, for the protection of Palauan families and of our unique environment; and

**WHEREAS,** the 2010 version of the Palau National Disaster Risk Management Framework, though passed only six years ago, requires substantive amendment to keep pace with this increasing disaster frequency, while applying lessons learned to achieve even greater and more effective disaster responsiveness on the part of our National Government; and

**WHEREAS,** the National Government, in due consultation with all relevant authorities, has prepared the 2016 Palau National Disaster Risk Management Framework; and

**WHEREAS,** the 2016 Palau National Disaster Risk Management Framework responds to the Republic's current climate challenges by more effectively integrating critical disaster-response authorities, in a flexible approach tailored to the unique threats of each individual season; and

**WHEREAS,** the 2016 Palau National Disaster Risk Management Framework requires improved coordination between the Weather Bureau and National Emergency Management Office (NEMO), so that citizens of the Republic will have greater warning of and ability to prepare for likely or impending natural disasters; and

**WHEREAS,** the 2016 Palau National Disaster Risk Management Framework supersedes previous frameworks, including the 2010 version adopted by Executive Order No. 287.

**NOW THEREFORE,** pursuant to the authority vested in me by the Constitution and laws of the Republic of Palau, I, Tommy E. Remengesau, Jr., do hereby order as follows:

1. The 2010 Palau National Disaster Risk Management Framework, 2016 Amendment, is adopted in its entirety.
2. Executive Order No. 287 is hereby repealed.
3. The Vice President, as Chairman of the National Emergency Committee, shall distribute copies of the 2010 Palau National Disaster Risk Management Framework, 2016 Amendment, and this Executive Order to all Ministers and members of the National Emergency Committee.
4. All Ministers and members of the National Emergency Committee shall maintain a copy of the current version of the Palau National Disaster Risk Management Framework in a readily accessible location within their respective ministries and offices.
5. All Ministers and members of the National Emergency Committee must ensure all plans and procedures required of all ministries and the National Emergency Committee be developed, tested, and ready for implementation during any national disasters or emergencies.

**IN WITNESS WHEREOF,** I have hereunto set my hand and affixed my official seal this 10th day of May, 2017:

Tommy E. Remengesau, Jr.
President of the Republic of Palau