

# ASEAN STANDARD OPERATING PROCEDURE FOR MONITORING ASSESSMENT AND JOINT EMERGENCY RESPONSE



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# **ASEAN Standard Operating Procedure for Monitoring Assessment and Joint Emergency Response**

The ASEAN Secretariat  
Jakarta

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## ABBREVIATIONS AND ACRONYMS

<b>ACC</b>	The ASEAN Coordinating Centre for Transboundary Haze Pollution
<b>ASMC</b>	ASEAN Specialised Meteorological Centre
<b>ASOEN</b>	ASEAN Senior Officials on the Environment
<b>DC</b>	Drought Code
<b>FFMC</b>	Fine Fuel Moisture Code
<b>FWI</b>	Fire Weather Index
<b>GPS</b>	Global Positioning System
<b>HTTF</b>	Haze Technical Task Force
<b>NFP</b>	National Focal Point
<b>NMC</b>	National Monitoring Centre
<b>PPE</b>	Personal Protective Equipment
<b>PSI</b>	Pollutant Standard Index
<b>SOP</b>	Standard Operating Procedure



# STANDARD OPERATING PROCEDURE FOR MONITORING, ASSESSMENT AND JOINT EMERGENCY RESPONSE

## I. INTRODUCTION

The Standard Operating Procedure (SOP) provides procedures and guidelines for the implementation of monitoring and assessment (Articles 7 - 8) and joint emergency response (Articles 12 - 15) of the ASEAN Agreement on Transboundary Haze Pollution. This SOP is formulated based on the above relevant provisions of the Agreement. The SOP was adopted by the ASOEN-Haze Technical Task Force (HTTF) on 16 February 2006 to be used as a regional SOP.

## II. INSTITUTIONS

The ASEAN Coordinating Centre for Transboundary Haze Pollution Control (ACC) is established to facilitate cooperation and coordination among the Parties. A Committee comprising representatives of the national authorities of the Parties oversees the operation of the ACC. The Agreement also requires each Party to designate the following to ensure effective implementation of the Agreement (Articles 6 - 7):

1. National Focal Point (NFP);
2. National Monitoring Centre (NMC); and
3. Competent Authorities.

Designation for the above bodies received from the ASEAN Member Countries as of October 2010 is in **ANNEX 1**.

In accordance with Annex 2 of the Establishment Agreement of the ASEAN Coordinating Centre on Transboundary Haze Pollution Control, the ACC THPC will work with and be supported by other relevant ASEAN Centres such as the ASEAN Specialised Meteorological Centre (ASMC), ASEAN Centre for Biodiversity (ACB), ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre), and ASEAN Research and Training Centre for Space Technology and Applications (ARTSA).

## III. SOP FOR MONITORING AND ASSESSMENT

Under the Agreement, each NMC should undertake monitoring measures and the ACC should establish linkages with the NMCs to communicate the data at agreed regular intervals (Articles 7 - 8).

The ASMC will issue regional weather forecasts, information on hotspots, as well as haze assessments and outlooks on a daily basis and publish the updates on its public website. During periods of the dry season when there is an escalation in haze and hotspot activities, the ASMC will provide more frequent updates. The ASMC will

provide more frequent updates. The ASMC will alert the ACC when the dry season starts, and when there is a deterioration or improvement in the regional haze situation.

## **A. PROCEDURES**

1. The ACC will issue weather forecasts and haze outlook on a monthly basis throughout the year and publish the updates on its intranet. During the dry season, the ACC will provide more frequent updates.
2. At the start of the dry season, the ACC will alert the NMCs to submit weekly situation report (Form 1) to the ACC on every Monday. The ACC will consolidate, analyse, and process the information into a user-friendly format;
3. The ACC will consolidate and analyse the situation reports received from NMCs and circulate the consolidated report (Form 2) to the NFPs at the end of the day through e-mail or other means of communication.
4. When the air quality reaches unhealthy level in many areas of the region or when there is significant increase of hotspots activities, the ACC5 will alert the NMCs to provide the situation report (Form 1) on a daily basis.
5. The ACC will also provide the above situation reports in the password-required section of its website.
6. At ASEAN meetings where haze is discussed, the ACC will present the data and information received from the National Monitoring Centres which has been consolidated, analysed and processed, and the ASMC will present the review and outlook of the regional weather, hotspot and haze situation.

### **A.1 PROCEDURES AND CRITERIA FOR ALERT LEVELS AND TRIGGER POINTS ON FIRE SUPPRESSION**

1. Each Party through its NFPs will use their best efforts to implement the actions proposed in accordance with their national policies and regulations.
2. The Alert Levels, Trigger Points and Actions on Fire Suppression are as **ANNEX 2**.

## **B. FORMS USED IN MONITORING AND ASSESSMENT**

### **B.1 Situation Report from NMCs to ACC (Form 1)**

Form 1 is the form to be used by the NMCs to communicate data to the NMCs.

### **B.2 Situation Report from ACC to NFPs (Form 2)**

Form 2 is the form to be used by the ACC to submit consolidated situation report to NFPs.

# FORM 1

## SITUATION REPORT REPORT FROM NATIONAL MONITORING CENTRES TO ASEAN CENTRE

### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

### 2. General Description of the Incident (please provide general description of the incident, cause of fire, affected area, impact on human health and environment, possible threats and risks, problems encountered, and other relevant information)

### 3. Fire Related Information

1. No. :
2. Location :
3. Number of fire :
4. Latitude :
5. Longitude :
6. Size (ha) :
7. Type of fire [forest fire/peat fire/other (please describe)] :
8. Fuels :
9. Topography :
  
10. Causes (natural, incendiary, accidental, unknown) :
11. Resources currently mobilised/actions taken :
12. Additional resources required (gaps) :

**4. Air Quality Information or Visibility** (please indicate index if available)

**4.a PSI reading**

No	Location	Good (0-50)	Moderate (51-100)	Unhealthy (101-200)	Very Unhealthy (201-300)	Hazardous (> 300)
1	2	3	4	5	6	7

or

**4.b Visibility**

No	Location	Km
1	2	3

**5. Current and Forecast Weather Report** (please provide information on current and three-day forecast weather condition)

No	Location	Max Temp	Humidity (RH)	Remarks
1	2	3	4	5
Current weather condition, date:				
Forecast weather condition, date:				
Forecast weather condition, date:				
Forecast weather condition, date:				

**6. Current and Forecast Wind Report** (please provide information on current and three-day forecast wind condition)

No	Location	Max Temp	Humidity (RH)	Remarks
1	2	3	4	5
Current weather condition, date:				

**6. Current and Forecast Wind Report** (please provide information on current and three-day forecast wind condition)

Forecast wind condition, date:				
Forecast wind condition, date:				
Forecast wind condition, date:				

**7. Rainfall**

**7.a Rainfall** (please indicate rainfall from the last 24 hours)

No	Location	< 20 mm	20-50 mm	> 50 mm	Remarks
1	2	3	4	5	6

**7.b Rainfall Outlook** (please indicate three-day rainfall outlook)

No	Location	Unlikely	Chance	Likely	Very Likely	Showers	Rain
1	2	3	4	5	6	7	8
Date:							
Date:							
Date:							
Note:							
<ul style="list-style-type: none"> <li>• Showers: rain that falls intermittently over a small area. The rain from an individual shower can be heavy or light, but does not cover a large area or last more than an hour or so</li> <li>• Rain: falling drops of water larger than 0.02 inch in diameter. In forecasts, "rain" usually implies that the rain will fall steadily over a period of time.</li> </ul>							

**8. Current Fire Danger Rating System** (please attach relevant maps)

Information on regional Fire Danger Rating System (FDRS) is available on Malaysian Meteorological Department (MET Malaysia) website (<https://myclimate.met.gov.my/fdrsWmsObsAseanMetPortal>). Member Countries that have their own FDRS may wish to fill up the table below.

No	Location	Current (Extreme, High, Moderate or Low)	Remarks
1	2	3	4
<b>8a. Ignition Potential</b> (FFMC – Fine Fuel Moisture Code)			
<b>8b. Drought Condition</b> (DC – Drought Code)			
<b>8c. General Fire Danger</b> (FWI – Fire Weather Index)			

**9. Climate Outlook** (please provide information on climate outlook for the following month)

No	Location	Above Normal	Slightly Above Normal	Normal	Slightly Below Normal	Below Normal
1	2	3	4	5	6	7

**10. Preparations and Action Taken** (In addition to Box 3, please summarise preparations and actions taken in response to the current situation, and provide feedback on recommendations from the ACC)

**11. Possibility of Resource Requirements** (Based on Box 3, please indicate where additional resources will be helpful to fill up the gaps)

**12. Others** (please describe if there is any impact to community (threats to human lives, endangered species) – fire located near residential areas, industrial areas or ecologically-sensitive areas; provide other information that not fall into the above categories)

Signed by:

signature

(Name)

[National Monitoring Centre], [Party]

## FORM 2

### SITUATION REPORT REPORT FROM ASEAN COORDINATING CENTRE TO THE NATIONAL FOCAL POINTS

#### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

#### 2. Current and Forecasted Regional Weather and Smoke Haze (based on satellite imagery and meteorological observation)

See attachment (please attach relevant information)

#### 3. Analysis of Current Situation (based on reports received from the NMCs and other relevant information, please provide general description of the incident and analysis of the current situation)

See attachment (please attach relevant information)

#### 4. Assessment of Risks (based on reports received and the above analysis, please provide assessment of risks to human health and environment arising from the situation)

See attachment (please attach relevant information)

**5. Resources Mobilised and Actions Taken** (based on reports received, please indicate actions taken so far and resources currently mobilised by the concerned party)

See attachment (please attach relevant information)

**6. Others** (please provide relevant information received from third party (other countries, international organisation, media, etc.) that may be useful for the NFPs to know)

See attachment (please attach relevant information)

**7. Recommendations** (please provide assessments on possible/ anticipated resource requirements, suggested actions by the Parties, and the necessity to conduct further in-depth assessments on the current situation)

Signed by:

signature

(Name)

ACC

## IV. SOP FOR JOINT EMERGENCY RESPONSE

Parties, states, and organisations may request for or offer assistance based on the following consideration:

1. Potential for the air quality to reach unhealthy level at the incident location, and meteorological conditions indicate that there is potential for transboundary haze pollution;
2. Hot spot information and trends;
3. Impact to community (threat to human life, endangered species) – fire located near residential areas, industrial areas or ecologically-sensitive areas;
4. Size, type and behaviour of fire; and
5. Other relevant information provided by the Parties.

### A. PROCEDURES

#### A.1 Procedures for Request for or Offer of Assistance (Country Specific) (Articles 5, 12-15)

A joint emergency response can be activated when:

1. A Party makes a request for assistance; or
2. A Party offers assistance to another Party.

The request for or offer of assistance should be sent by the concerned NFP:

1. Directly to the NFP of an assisting or a receiving Party;
2. Through the ACC<sup>5</sup>.

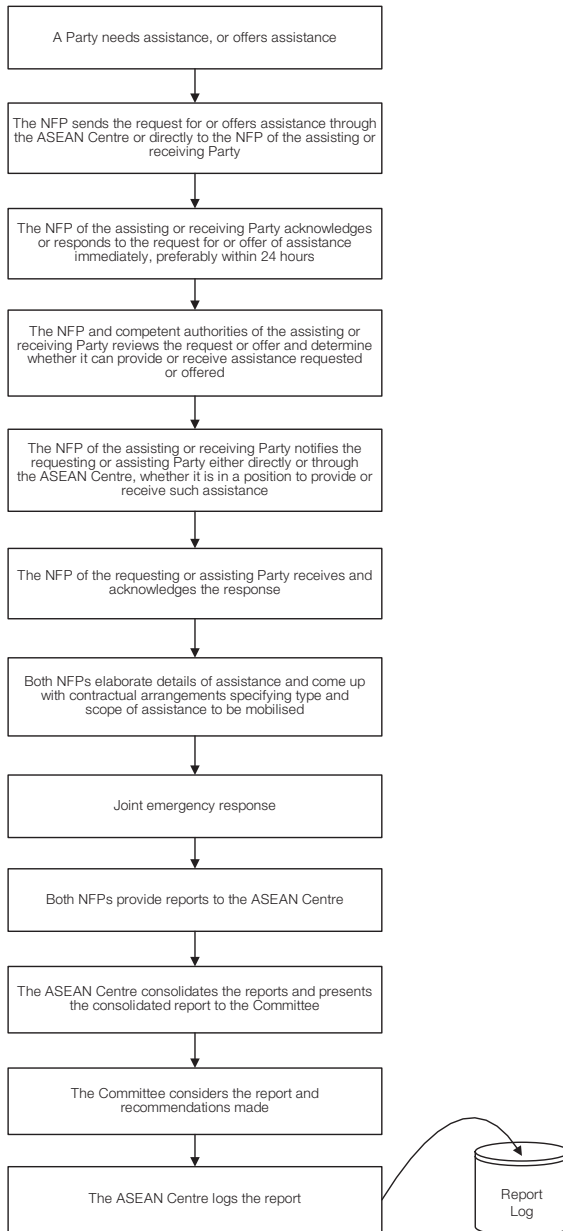
**Flowchart 1** describes the general steps for making a request for or offering assistance.

The more detailed steps for requesting for and offering assistance are described in **Flowchart 2** and **Flowchart 3**, respectively.

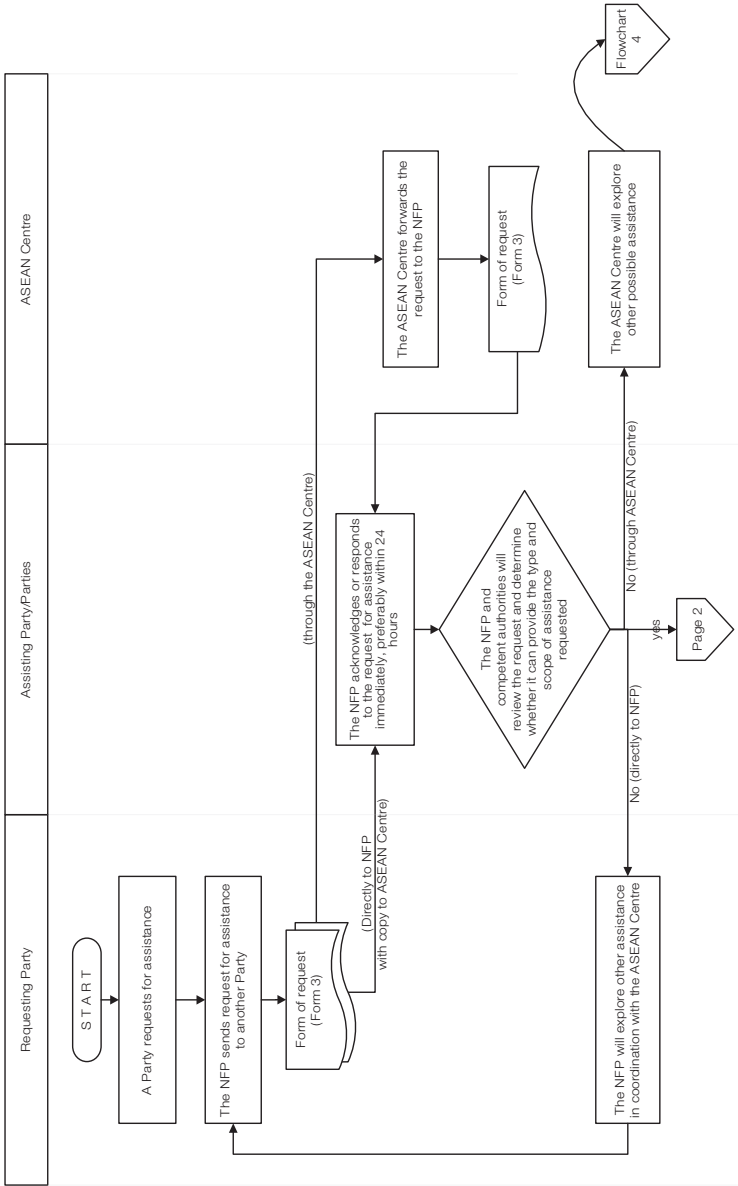
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<sup>5</sup> During the interim period, this function is performed by the ASEAN Secretariat.

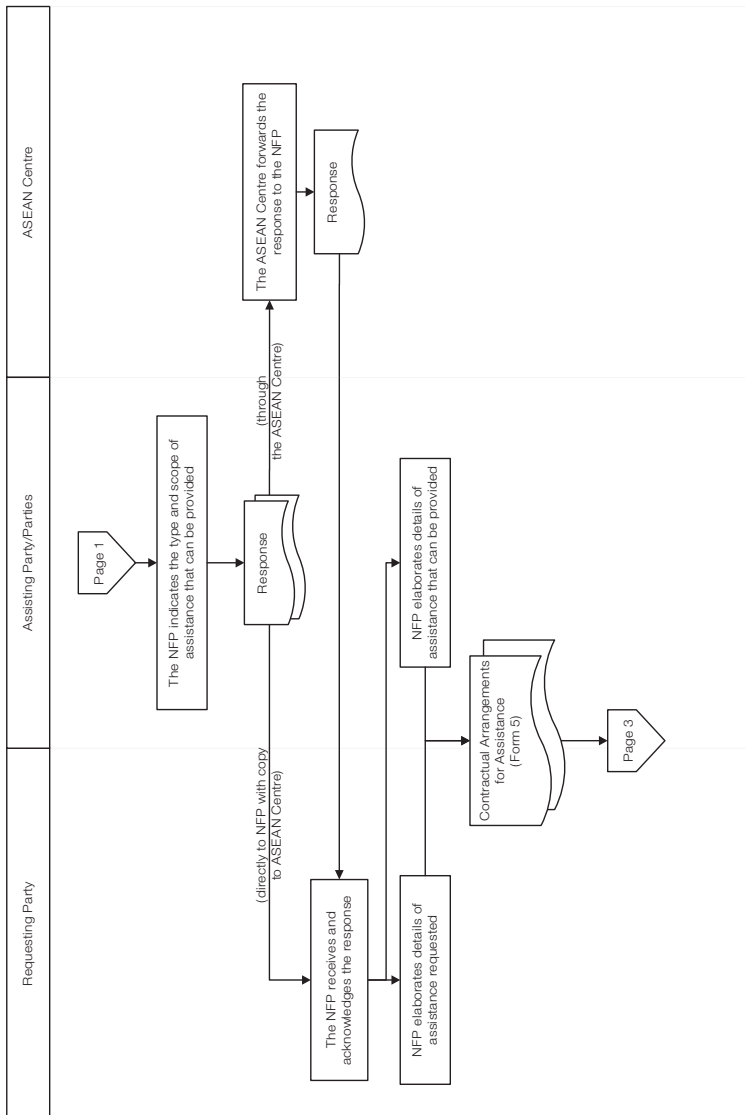
# Flowchart 1: General Steps for Emergency Response



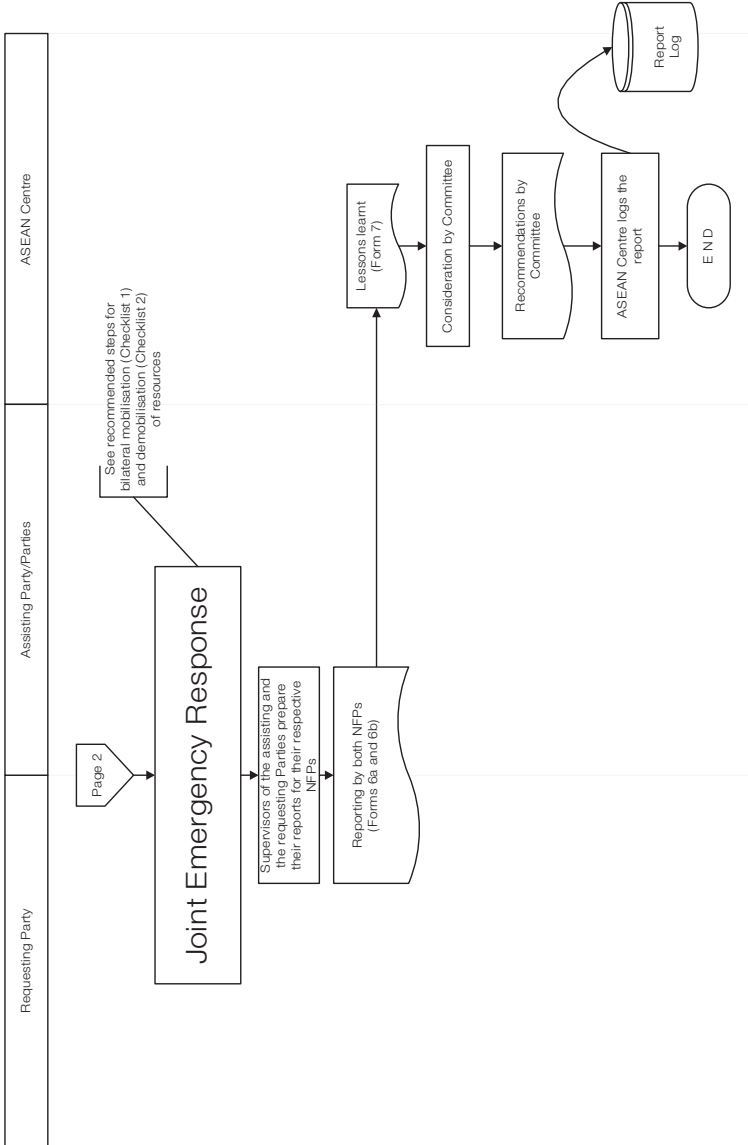
# Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance



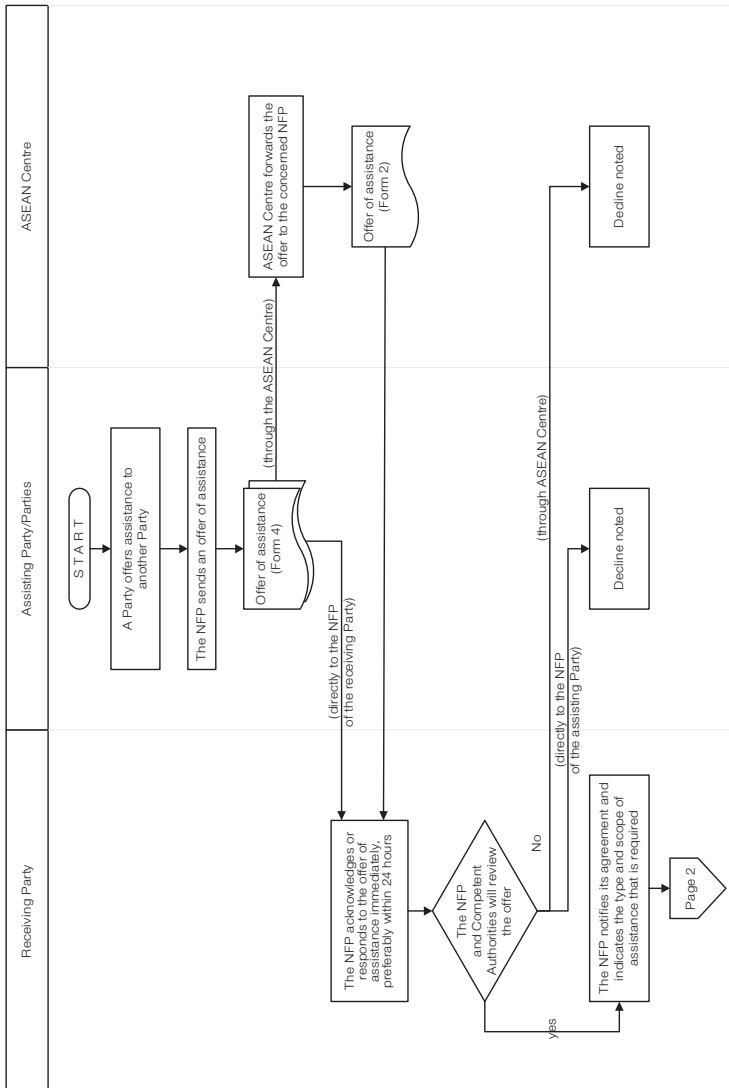
## Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance



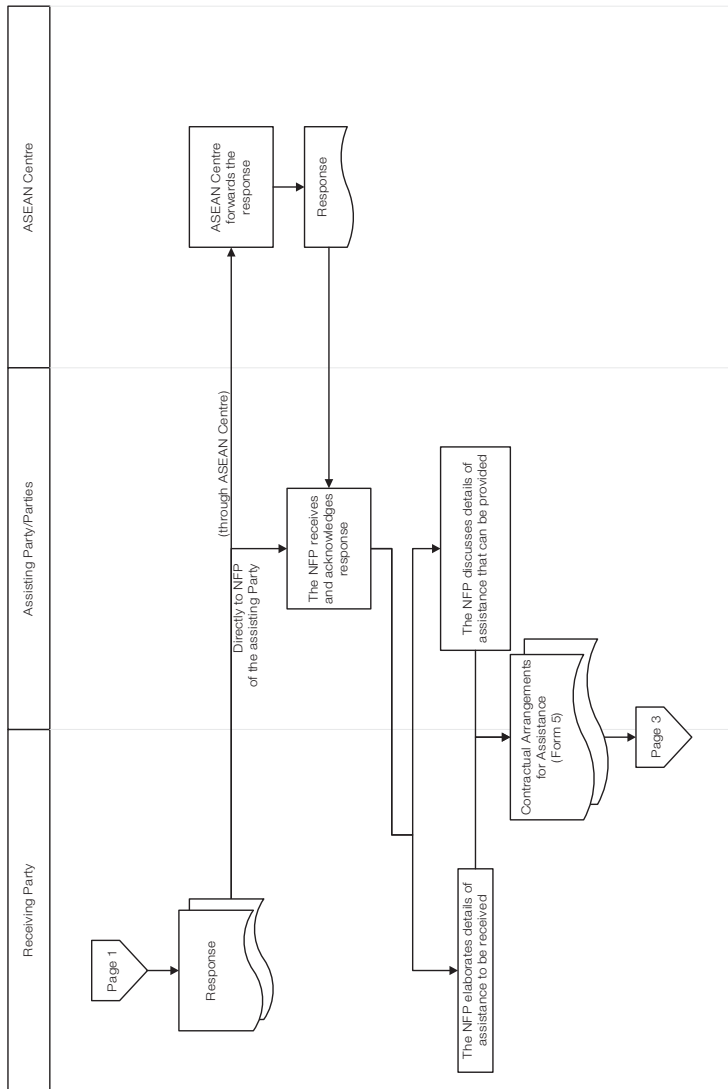
# Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance



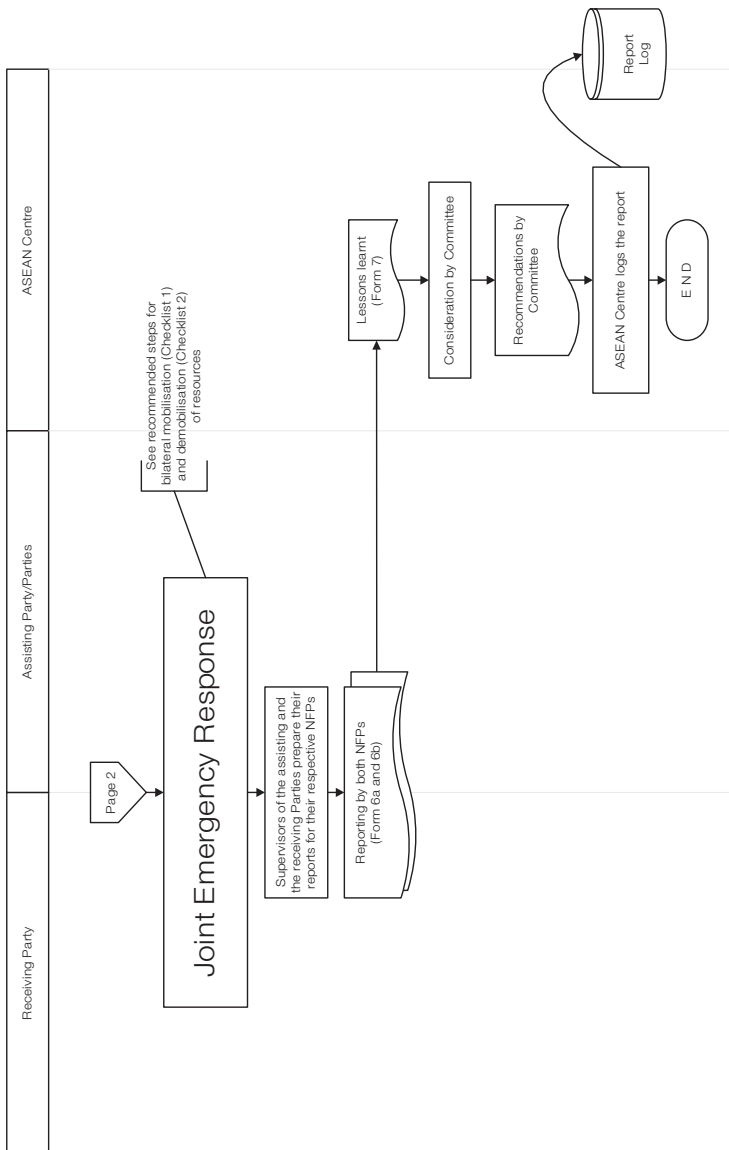
### Flowchart 3: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Offers Assistance



### Flowchart 3: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Offers Assistance



### Flowchart 3: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Offers Assistance



## **A.2 Procedures for General Request** (Articles 5, 12-15)

There may be cases where requesting Party sends a request for assistance to the ACC without specifying the country/organisations from which the assistance can be sought. The ACC will review and consider the request based on the following scenarios:

1. Among Parties, i.e. one or more ASEAN Member Countries

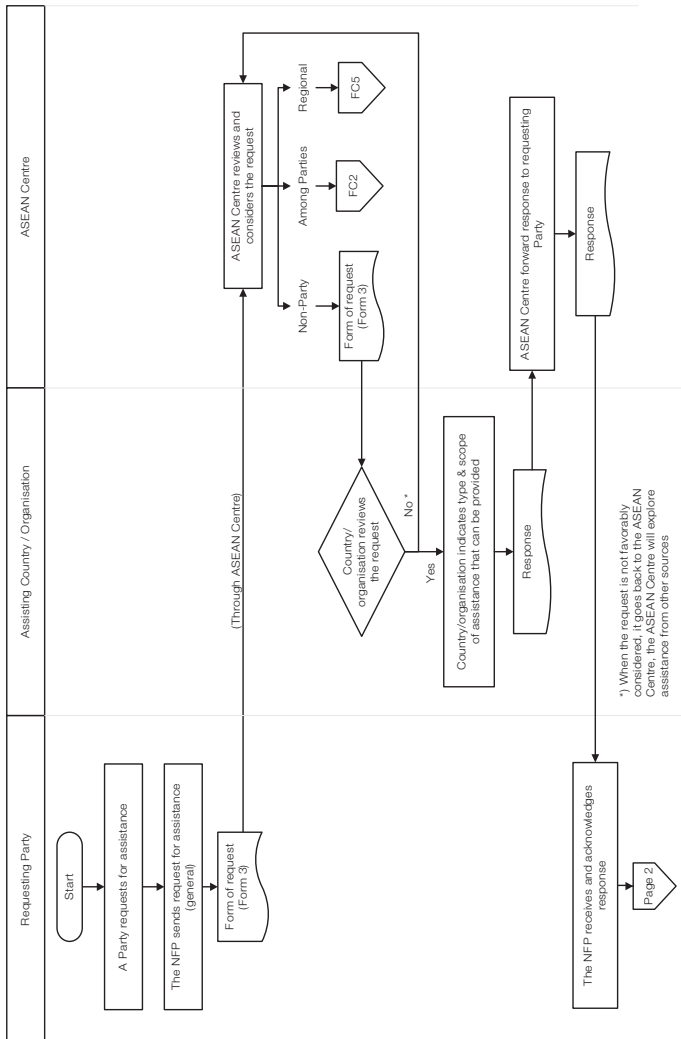
The steps taken will be the same as in **Flowchart 2**, i.e. the ACC will forward the request to a Party that, based on its assessment/database, will be able to provide such assistance.

2. Non-Parties, i.e. third countries, international organisations or other sources

The ACC will recommend a country or international organisation outside ASEAN that, based on its assessment/database, may be able to provide such assistance. The steps are described in **Flowchart 4**.

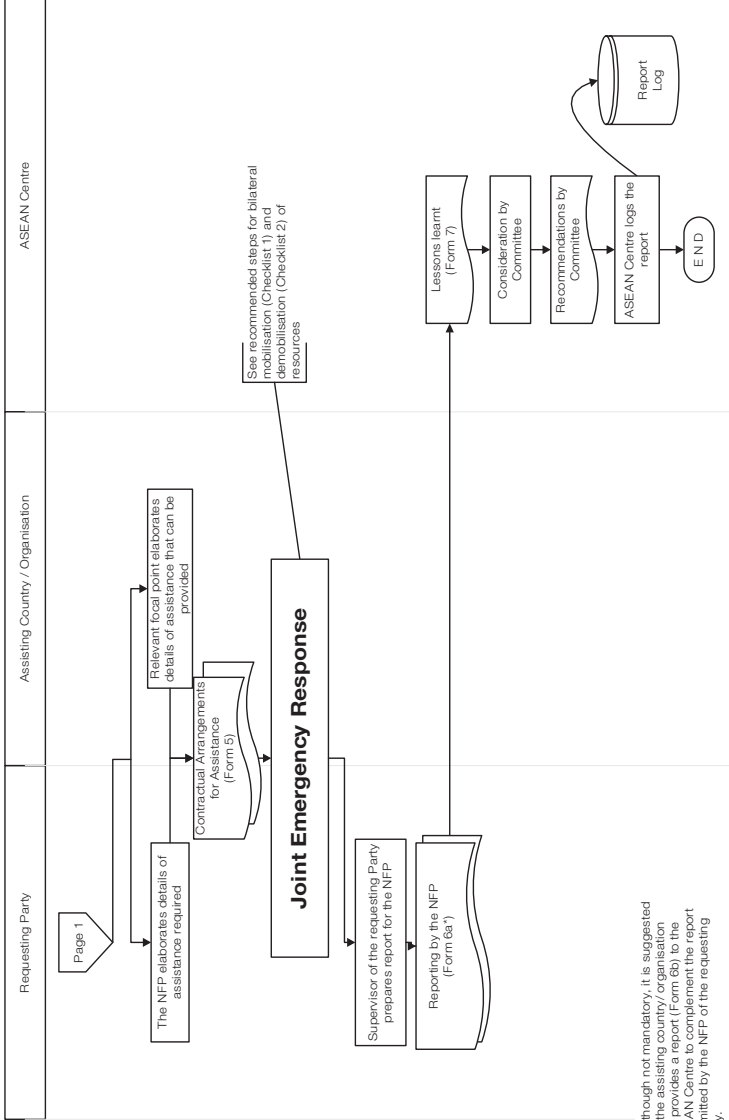
3. From existing regional resources - see procedures in A.4.

# Flowchart 4: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Request for Assistance through ACC



\*) When the request is not favorably considered, it goes back to the ASEAN Centre, the ASEAN Centre will explore assistance from other sources

# Flowchart 4: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Request for Assistance through ACC

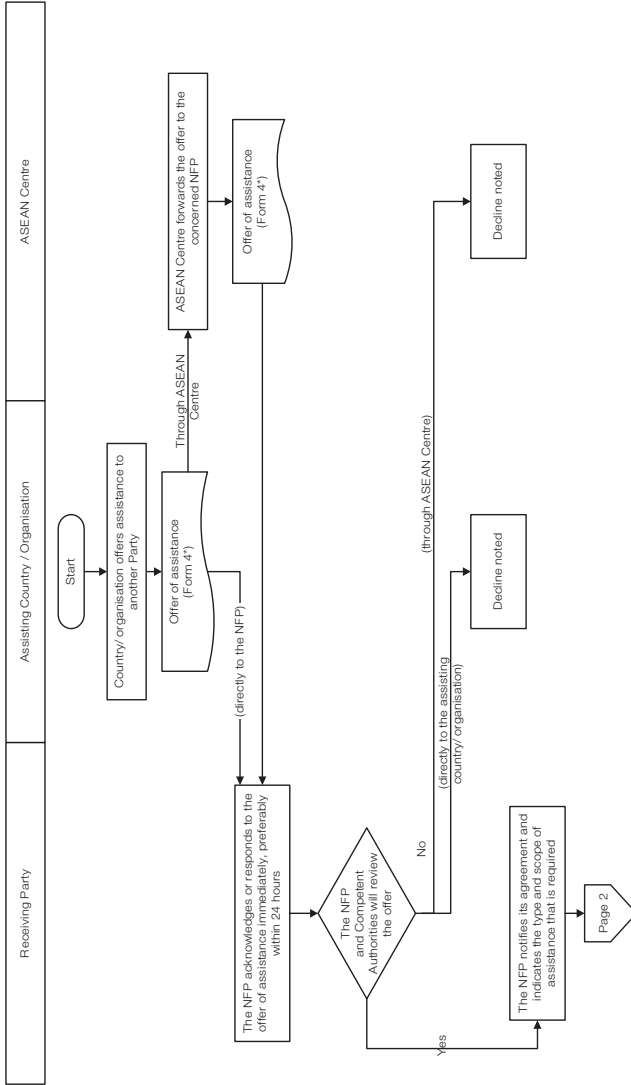


\*1) Although not mandatory, it is suggested that the assisting country/organisation also provides a report (Form 6b) to the ASEAN Centre to complement the report submitted by the NFP of the requesting Party.

### **A.3 Procedures for General Offer** (Articles 5, 12-15)

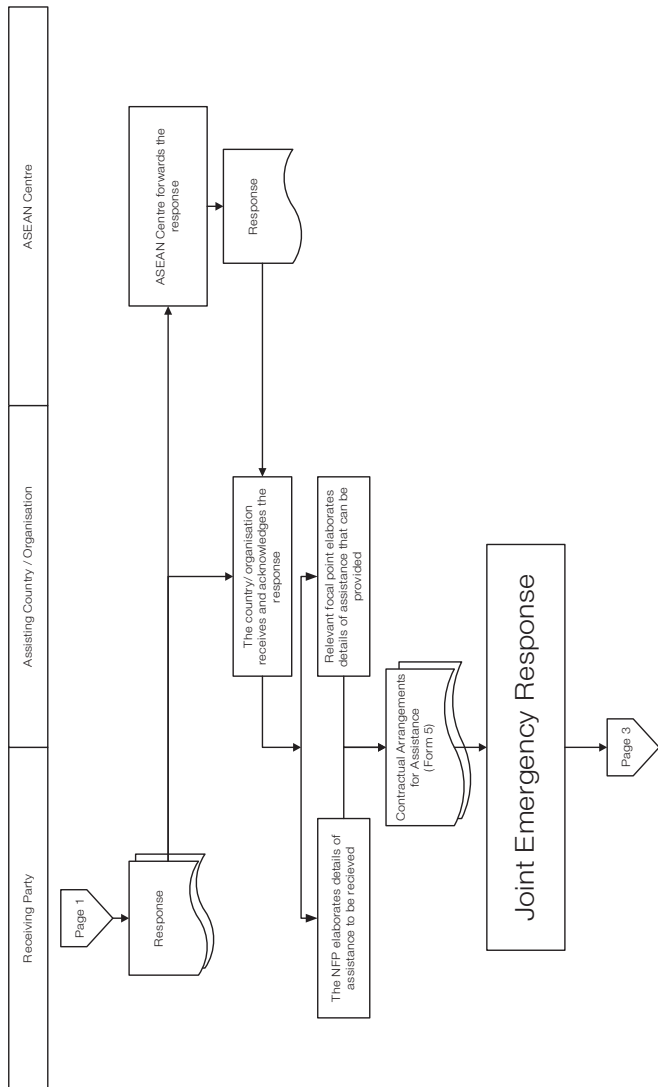
There may also be cases when third countries/international organisations/ other sources of funding offer assistance to the receiving Party, either directly or through the ACC. The steps are further elaborated in **Flowchart 5**.

# Flowchart 5: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Offer for Assistance through ACC

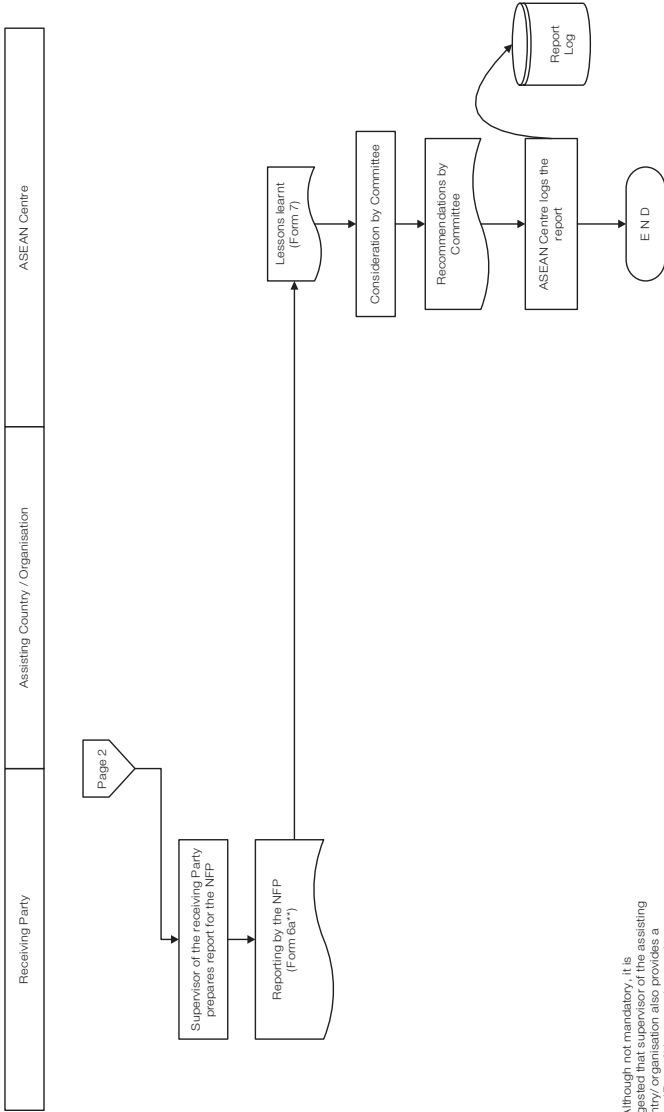


\*) Assisting country/organisation (non-Party) is advised to use the standard form

# Flowchart 5: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Offer for Assistance through ACC



# Flowchart 5: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Offer for Assistance through ACC

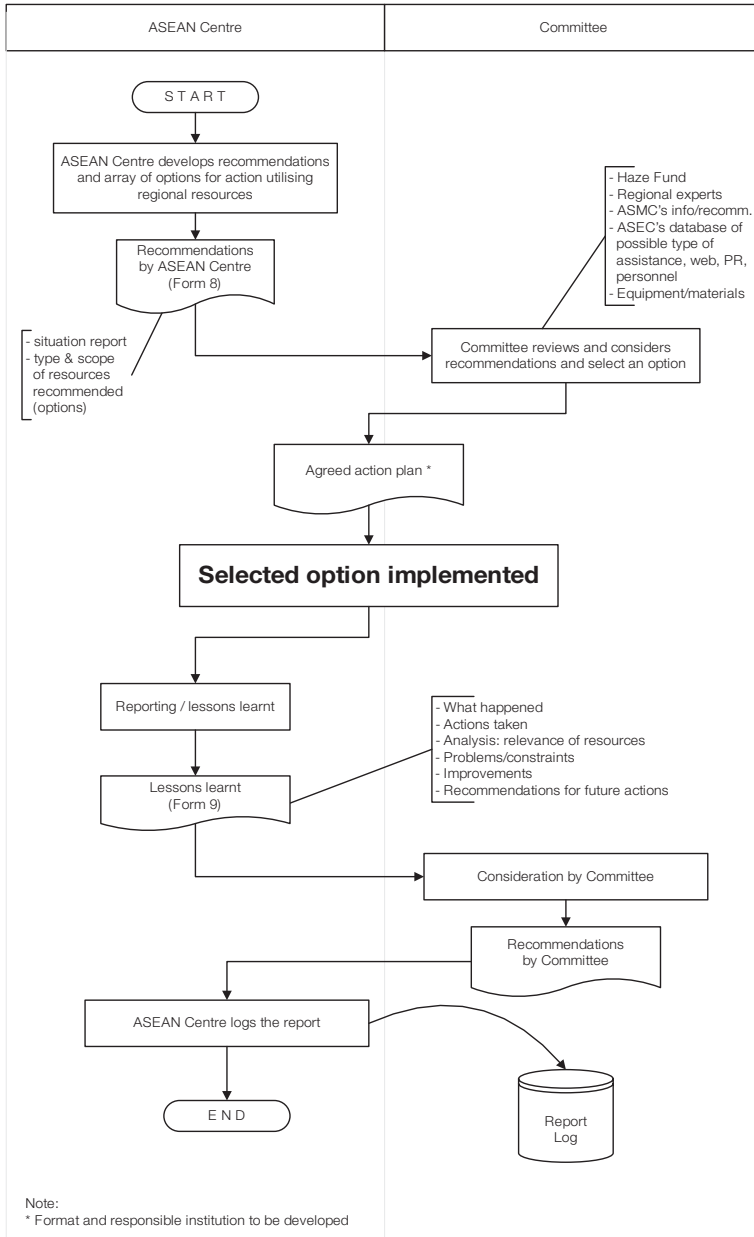


\*) Although not mandatory, it is suggested that supervisor of the assisting country/ organisation also provides a report (Form 6b) to complement the report submitted by the NFP of the receiving party.

#### **A.4 Procedures for Utilisation of Regional Resources**

Based on its assessment of the situation or request from a Party, the ACC may develop recommendations and an array of options for action utilising regional resources. Regional resources may include the ASEAN Transboundary Haze Pollution Control Fund, pool of experts and specialists, use of database and information, use of personnel from the ACC, etc. The steps are described in **Flowchart 6**.

## Flowchart 6: Utilisation of Regional Resources



## **B. FORMS USED IN JOINT EMERGENCY RESPONSE**

### **B.1 Request for Assistance (Form 3)**

**Form 3** is the form to be used by the NFP of the requesting Party to request for assistance to another Party.

### **B.2 Offer of Assistance (Form 4)**

**Form 4** is the form to be used by the NFP of the assisting Party to offer assistance to another Party.

### **B.3 Contractual Arrangement (Form 5)**

**Form 5** is to be filled up by both NFP of the receiving/requesting Party and NFP of the assisting Party to finalise arrangements for the joint emergency response.

### **B.4 Report after Joint Emergency Response (Form 6)**

**Form 6** is to be filled up by the field supervisors of the assisting and receiving/requesting Parties after completing the joint emergency response. The form should be reviewed by the NFP before it is submitted to the ACC. The time frame for submission of the above forms is within 1 month after the joint emergency response is completed.

### **B.5 Report of ACC on Lessons Learned (Form 7)**

**Form 7** is to be filled up by the ACC for reporting the lessons learned. The ACC will compile the reports received from the assisting and receiving/requesting Parties' field supervisors and consolidate the reports into Form 7. Form 7 will be submitted by the ACC to the Committee for consideration.

## FORM 3

### - REQUEST FOR ASSISTANCE -

#### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

Incident Name/Location:

(1)

(2)

#### 2. Requesting Party

National Focal Point

Name:

Designation:

Institution:

Address:

Phone/Fax:

Email:

#### 3. General Description of the (please provide general description of the incident, actions taken and resources currently mobilised on the incident, and the type and scope of assistance required)

#### 4. Fire Related Information

- |              |   |
|--------------|---|
| 1. No        | : |
| 2. Location  | : |
| 3. Fire #    | : |
| 4. Latitude  | : |
| 5. Longitude | : |
| 6. Size (ha) | : |

#### 4. Fire Related Information

7. Type of fire	:	
8. Fuels	:	
9. Temperature	:	
10. Topography	:	
11. Causes (natural, incendiary, accidental, unknown)	:	
12. Resources currently mobilised/actions taken	:	
13. Additional resources required (gaps)	:	

#### 5. Requested Resources (please indicate details of the requested resources and other necessary information)

<b>a. Personnel</b>					
No	Skills (please specify expected skills and qualifications: i. Basic; ii. Advanced; iii. Specialised Skills; iv. Command Skills)	Number of Personnel	Targeted Incident Location (where the assisting personnel will proceed upon arrival)	Specific Tasks to be Assigned	Anticipated Duration of Assignment
1	2	3	4	5	6

<b>b. Equipment and Materials</b>					
No	Type of equipment/ materials	Number of equipment/ materials	Targeted Incident Location (where the assisting resources will proceed upon arrival)	Purpose of Use	Anticipated Duration of Assignment
1	2	3	4	5	6
i. Hand Tools					
ii. Water Handling Equipment					

<b>b. Equipment and Materials</b>					
No	Type of equipment/ materials	Number of equipment/ materials	Targeted Incident Location (where the assisting resources will proceed upon arrival)	Purpose of Use	Anticipated Duration of Assignment
1	2	3	4	5	6
iii. Power Tools					
iv. Heavy Earthmoving Equipment					
v. Transportation					
vi. Aerial Fire Fighting (please provide information on navigation, communications, air traffic patterns)					
vii. Personal Protective Equipment (PPE)					
viii. Fire Detection Tools					
ix. Communications Equipment and other Technology Equipment (GPS units, infra-red cameras, etc)					

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

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

Signed by:

signature

(Name)

[National Focal Point], [Party]

## FORM 4

### - OFFER OF ASSISTANCE -

#### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

Incident Name/Location:

(1)

(2)

#### 2. Assisting Party

National Focal Point/Country/Organisation:

Name:

Designation:

Institution:

Address:

Phone/Fax:

Email:

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

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

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

<b>b. Equipment and Materials</b>			
No	Type of equipment/ materials	Number of equipment/ materials	Remarks (please provide further description of the capabilities of the equipment and materials)
1	2	3	4
i. Hand Tools			
ii. Water Handling Equipment			
iii. Power Tools			
iv. Heavy Earthmoving Equipment			
v. Transportation			
vi. Aerial Fire Fighting (please provide information on navigation, communications, air traffic patterns)			
vii. Personal Protective Equipment (PPE)			
viii. Fire Detection Tools			

<b>b. Equipment and Materials</b>			
No	Type of equipment/ materials	Number of equipment/ materials	Remarks (please provide further description of the capabilities of the equipment and materials)
1	2	3	4
ix. Communications Equipment and other Technology Equipment (GPS units, infra-red cameras, etc.)			

**5. Administrative Arrangements** (please indicate information on the administrative arrangements)

a. Maximum duration of assistance
b. Funding Arrangement (please indicate the funding arrangements, such as whether the Assisting Party will shoulder the costs related to the use of the resources or whether the receiving Party will need to shoulder some/all of the costs, etc)
c. Terms and Conditions (please indicate the conditions for the receiving Party to use the personnel and equipment/materials, such as arrangement for maintenance/usage of the equipment, limits of liability, protection of personnel and equipment, local services and facilities for personnel, etc.)

Signed by:

signature

(Name)

[National Focal Point\*], [Party/Country/Organisation]

\* As applicable

## FORM 5

### - CONTRACTUAL ARRANGEMENTS FOR ASSISTANCE -

#### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

Incident Name/Location:

(1)

(2)

#### 2. Resources to be Mobilised

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

<b>b. Equipment and Materials</b>				
No	Name	Description (please indicate the specification and type of resource to be mobilised, its capabilities and purpose and its use for the incident)	Quantity	Destination locations
1	2	3	4	5
i. Hand Tools				
ii. Water Handling Equipment				
iii. Power Tools				

<b>b. Equipment and Materials</b>				
No	Name	Description (please indicate the specification and type of resource to be mobilised, its capabilities and purpose and its use for the incident)	Quantity	Destination locations
1	2	3	4	5
iv. Heavy Earthmoving Equipment				
v. Transportation				
vi. Aerial Fire Fighting (please provide information on navigation, communications, air traffic patterns)				
vii. Personal Protective Equipment (PPE)				
viii. Fire Detection Tools				
ix. Communications Equipment and other Technologic Equipment (GPS units, infra-red cameras, etc.)				

**3. Transportation of Assisting Resources**

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

Date		Time		Transportation Method	Port of Arrival
Depart	Arrive	Depart	Arrive		

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

Date		Time		Transportation Method	Port of Departure
Depart	Arrive	Depart	Arrive		

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

**5. Logistic Support** (please indicate logistic support to be given by the receiving/requesting Party to assist the assisting personnel, such as food, accommodation, transportation, communication arrangements, local contacts and hosting authorities, etc.)

**6. Other Support** (please indicate other support to be given by the receiving/requesting Party to assist the assisting personnel, such as security of personnel, protection for equipment and materials, etc.)

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

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

--

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

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

Receiving/Requesting Party

signature

(Name)

[National Focal Point], [Country]

Assisting Party/Country/Organisation

signature

(Name)

[Focal Point], [Party/Country/Organisation]

## FORM 6

### - REPORT OF REQUESTING/ASSISTING PARTY\* -

(\* As appropriate)

#### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

Incident Name/Location:

(1)

(2)

- 2. General Description of the Incident** (please describe in general the incident, what happened, the cause of fire, location of the incident, air quality, size of affected area, fire behaviour, number of fire, casualties, etc.)

See Attachments 1 - 2

- 3. Actions Taken** (please describe the technical suppression/mitigation activities)

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

**5. Analysis of Resource Mobilisation and Utilisation** (please provide analysis of the relevance and utility of resources mobilised, whether the resources were adequate and effective to respond to the situation, whether resources provided by the assisting Party/Country/Organisation could fill the gaps/needs by the receiving/requesting Party)

See Attachments 3 - 7

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

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

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

Submitted by:

Reviewed by:

Field Supervisor of  
the Receiving/Requesting Party

National Focal Point of  
the Receiving/Requesting Party

signature

signature

(Name)

(Name)

[Designation, Institution]

[Focal Point, Receiving/Requesting Party]

**1. Fire Related Information**

1. No	:
2. Location	:
3. Fire #	:
4. Latitude	:
5. Longitude	:
6. Size (ha)	:
7. Type of fire	:
8. Fuels	:
9. Temperature	:
10. Topography	:
11. Causes	:
12. Actions taken	:
13. Containment (%)	:
14. Control Problems	:
15. Casualties/Injuries/ Lost/Damages	:

**2. Resources Requested/Mobilised**

<b>a. Personnel</b>							
No	Skills	Party/Institution			Total	Utility & Relevance (please indicate the relevance and utility of assisting personnel)	Injuries/ casualties (please indicate injuries & casualties happened)
		3	4	5			
1	Basic						
2	Advanced						
3	Instructor/Trainer						
4	Specialised Skills						
5	Command Skills						

<b>b. Equipment and Materials</b>				
No	Type of Equipment/ Materials	Total	Utility & Relevance (please indicate relevance and utility of assisting equipment/materials)	Damage & Loss (please indicate any damage & losses to the equipment/ materials)
1	2	3	4	5
i. Hand Tools				
ii. Water Handling Equipment				
iii. Power Tools				
iv. Heavy Earthmoving Equipment				
v. Transportation				
vi. Aerial Fire Fighting				

<b>b. Equipment and Materials</b>				
No	Type of Equipment/ Materials	Total	Utility & Relevance (please indicate relevance and utility of assisting equipment/materials)	Damage & Loss (please indicate any damage & losses to the equipment/ materials)
1	2	3	4	5
vii. Personal Protective Equipment (PPE)				
viii. Fire Detection Tools				
ix. Communications Equipment and other Technologic Equipment (GPS units, infra-red cameras, etc.)				

**3. Transportation of Assisting Resources**

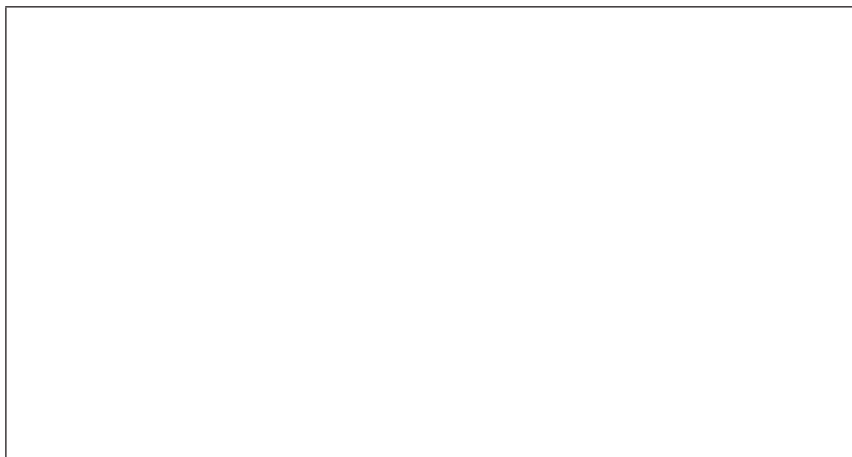
**3.a Mobilisation**

Date/Time		Transportation Method	Port of Arrival	Remarks (please indicate whether the assisting resources arrived as scheduled and if any problems encountered, whether they could proceed to destination/ incident location smoothly, and whether the receiving/requesting Party facilitated mobilisation of resources as requested)
Depart	Arrive			

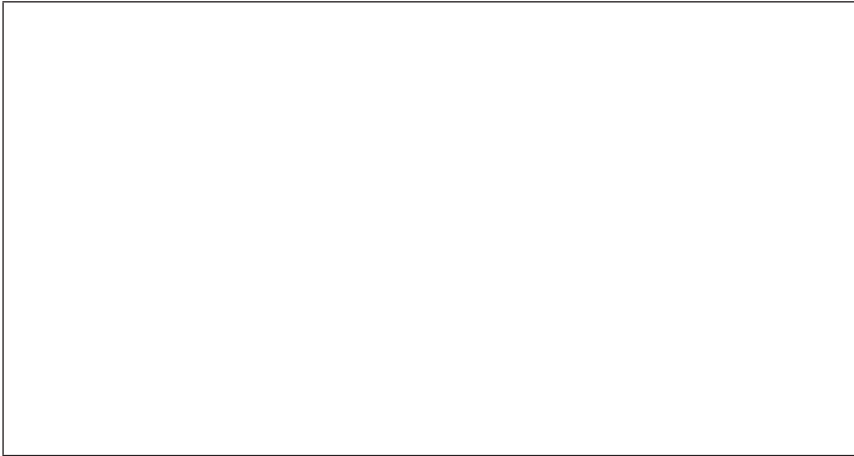
**3.b Demobilisation**

Date/Time		Transportation Method Depart	Port of Departure	Remarks (please indicate whether the assisting resources arrived as scheduled and if any problems encountered, whether they could proceed to destination/ incident location smoothly, and whether the receiving/requesting Party facilitated mobilisation of resources as requested)
Depart	Arrive			

**4. Customs and Immigrations** (please indicate if the required/requested exemptions and facilities were given to the assisting personnel, equipment and resources)

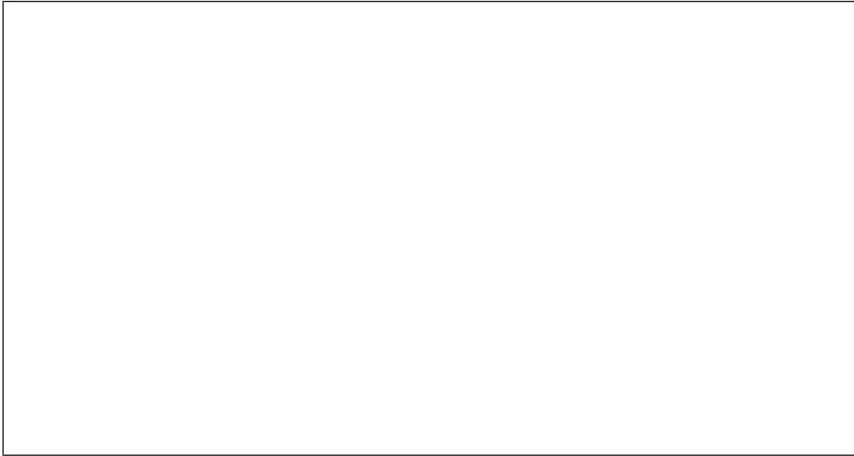


**5. Logistic Support** (please indicate if appropriate logistic support was provided by the receiving/requesting Party)



**6. Other Support** (please indicate if other requested support, such as security and protection for assisting resources, was provided by the receiving/requesting Party)

**7. Other Remarks** (please indicate other details that do not fall into the above categories)

A large, empty rectangular box with a thin black border, intended for the user to provide additional remarks or details that do not fit into the previously mentioned categories.

## FORM 7

### - REPORT OF ASEAN COORDINATING CENTRE ON LESSON LEARNED -

#### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

Incident Name/Location:

(1)

(2)

- 2. General Description of the Incident** (please describe the incident, what happened, the cause of fire, location of the incident, air quality, size of affected area, fire behaviour, number of fire, casualties, etc.)

- 3. Actions Taken** (please describe the technical suppression/mitigation activities)

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

**5. Analysis of Resource Mobilisation and Utilisation** (please provide analysis of the relevance and utility of resources mobilised, whether the resources were adequate and effective to respond to the situation, whether resources provided by the assisting Party/country/organisation could fill the gaps/needs by the receiving/requesting Party)

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

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

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

Signed by:

signature

(Name)

[ACC]

## **C. FORMS USED IN RECOMMENDING THE UTILISATION OF REGIONAL RESOURCES**

### **C.1 Recommendations from ACC on Utilising Regional Resources (Form 8)**

**Form 8** is to be used by the ACC to present its recommendations on utilising regional resources to the Committee.

### **C.2 Report of ACC on Lessons Learned (Form 9)**

**Form 9** is to be used by the ACC to report on lessons learned after utilisation of the regional resources. Form 9 will be submitted by the ACC to the Committee for its consideration.

## FORM 8

### - RECOMMENDATIONS FROM ASEAN COORDINATING CENTRE ON UTILISING REGIONAL RESOURCES -

#### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

Incident Name/Location:

(1)

(2)

#### 2. Situation Report and Assessment of Risk (please provide report on the situation and assessment of risk to human health and the environment)

##### 2.a Situation Report

##### 2.b Assessment of Risk

#### 3. Options for Using Regional Resources (please provide an array of options for utilising all available regional resources)

##### 3.a ASEAN Transboundary Haze Pollution Control Fund

**3.b Deployment of Regional Experts/Specialist**

**3.c Resources of ACC (database, personnel, etc.)**

**3.d Other Regional Resources**

**4. Recommendations on option(s) to be selected and the course of actions**

Signed by:

signature

(Name)

[ACC]

## FORM 9

### - REPORT OF ASEAN COORDINATING CENTRE ON LESSON LEARNT -

(when recommending the use of regional resources)

#### 1. General Information

Office Reference No.:

From:

To:

Day/Date/Time:

Incident Name/Location:

(1)

(2)

- 2. General Description of the Incident** (please describe the incident, what happened, the cause of fire, location of the incident, air quality, size of affected area, fire behaviour, number of fire, casualties, etc.)

- 3. Actions Taken** (please describe the technical suppression/mitigation activities)

- 4. Evaluation of the role of ACC and/or Other Party** (please evaluate the role of ACC and/or the other Party in the facilitation of the exchange of resources)

**5. Analysis of Resource Mobilisation and Utilisation** (please provide analysis of the relevance and utility of resources mobilised, whether the resources were adequate and effective to respond to the situation, whether resources provided could fill the gaps/needs of the receiving/requesting Party)

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

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

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

Signed by:

signature

(Name)

[ACC]

## V. RECOMMENDED STEPS FOR MOBILISATION AND DEMOBILISATION OF RESOURCES

The assisting Party and the receiving/requesting Party may wish to consider the steps provided in **Checklist 1** and **Checklist 2** prior to mobilising and demobilising resources across border. The Parties may choose to follow their respective national mobilisation and demobilisation procedures. However, at minimum, these recommended steps should be taken to ensure appropriate coordination.

## CHECKLIST 1 (MOBILISATION CHECKLIST)

Consider each of the following	✓ x
<b>Pre-mobilisation</b>	
<ul style="list-style-type: none"> <li>• <b>Designation of Operation Supervisor</b> Both assisting and receiving/requesting Parties should designate a supervisor (person or agency) who will be responsible for the operation.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Briefing Packet</b> A Briefing Packet should be prepared by both assisting and receiving/requesting Parties.</li> </ul>	
<b>A. Briefing Packet</b> prepared by the receiving/requesting Party should include the following information:	
<ul style="list-style-type: none"> <li>• Operation Supervisor               <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Designation</li> <li>3. Contact number</li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• Destination location (where assisting resources will proceed upon arrival in receiving Party)               <ol style="list-style-type: none"> <li>1. Destination location</li> <li>2. Transportation to the destination location</li> <li>3. Facility provided in the destination location</li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• Description of the incident               <ol style="list-style-type: none"> <li>1. Topography</li> <li>2. Weather – current and forecast</li> <li>3. Fuels (burning and adjacent to the fire area)</li> <li>4. Fire behaviour – observed and predicted</li> <li>5. Resources currently mobilized on the incident</li> <li>6. Special problems encountered</li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• Communications arrangements               <ol style="list-style-type: none"> <li>1. Radio frequencies</li> <li>2. Cell phone</li> <li>3. etc</li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• Logistics arrangements               <ol style="list-style-type: none"> <li>1. Food and drink</li> <li>2. Accommodation</li> <li>3. Transportation</li> <li>4. etc</li> </ol> </li> </ul>	

Consider each of the following	✓x
<ul style="list-style-type: none"> <li>• Local contacts and hosting authorities for personnel resources               <ol style="list-style-type: none"> <li>1. Names</li> <li>2. Contact information (phone number, fax number)</li> <li>3. etc</li> </ol> </li> </ul>	
<p><b>B. Briefing Packet</b> prepared by the assisting Party should include the following information:</p>	
<ul style="list-style-type: none"> <li>• Operation Supervisor               <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Designation</li> <li>3. Contact number</li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• Detailed manifest of personnel and equipment               <ol style="list-style-type: none"> <li>1. List of names</li> <li>2. Positions</li> <li>3. Equipment</li> <li>4. Materials</li> <li>5. etc</li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• General description of the capabilities of the assisting resources</li> </ul>	
<ul style="list-style-type: none"> <li>• Special needs of assisting resources               <ol style="list-style-type: none"> <li>1. Dietary</li> <li>2. Transportation</li> <li>3. Support personnel and/or equipment</li> <li>4. Storage of equipment and/or materials</li> </ol> </li> </ul>	
<ul style="list-style-type: none"> <li>• Exchange and review the respective briefing packets for completeness</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide briefing to the relevant parties using the prepared briefing packets</li> </ul>	
<p><b>Mobilisation</b></p>	
<ul style="list-style-type: none"> <li>• Mobilisation and deployment of personnel, equipment and/or materials</li> </ul>	
<ul style="list-style-type: none"> <li>• Briefing at the incident location</li> </ul>	
<p><b>Joint emergency response</b></p>	

## CHECKLIST 2 (DEMobilISATION CHECKLIST)

Consider each of the following	✓ x
<ul style="list-style-type: none"> <li>• Debriefing of assisting Party supervisor by receiving Party supervisor</li> </ul>	
<ul style="list-style-type: none"> <li>• Demobilisation of assisting Party personnel, equipment and/or materials</li> </ul>	
<ul style="list-style-type: none"> <li>• Internal debriefing in respective Parties</li> </ul>	
<ul style="list-style-type: none"> <li>• Supervisors of the assisting and requesting Parties provide written reports (Form 6) to the respective NFPs for submission to the ACC</li> </ul>	

## **ANNEX 1**

# **DESIGNATION OF NATIONAL FOCAL POINT, NATIONAL MONITORING CENTRE AND COMPETENT AUTHORITIES**

As of October 2020

## BRUNEI DARUSSALAM

### National Focal Point

Name : Dr. Nor Imtihan Hj Abdul Razak  
Designation : Permanent Secretary  
Institution : Ministry of Development  
Address : Bandar Seri Begawan BA2111, Brunei Darussalam  
Phone/Fax : (673-2) 241262 / 241290  
E-mail : jastre.brunei@env.gov.bn; norimtihan.razak@gmail.com

### National Monitoring Centre

Institution : Department of Environment, Parks and Recreation  
Contact person : Ms Martinah Hj Tamit  
Designation : Acting Director, Department of Environment, Parks and Recreation  
Address : Department of Environment, Parks and Recreation, Ministry of Development  
Bandar Seri Begawan BA2111, Brunei Darussalam  
Phone/Fax : (673-2) 241262 / 241290  
E-mail : jastre.brunei@env.gov.bn

### Competent Authorities

1. Institution : National Disaster Management Centre Secretariat  
Contact person : Pg Haji Sabli bin Pg Damit  
Designation : Senior Superintendent Fire and Rescue Department, Ministry of Home Affairs  
Address : Fire Services HQ, Old Berakas, Brunei Darussalam  
Phone/Fax : (673-2) 2380308 / 2380542  
E-mail : Sabli.damit@ndmc.gov.bn
2. Institution : Department of Fire and Rescue, Ministry of Home Affairs  
Contact person : SSFR Muhd Shahreeni bin Hj Mohd Yussof  
Designation : Department of Fire and Rescue, Ministry of Home Affairs  
Address : Fire Services Belait District, Brunei Darussalam  
Phone/Fax : (673-3) 347413 / 3347415  
E-mail : Shahreeni.yussof@bomba.gov.bn
3. Institution : Department of Fire and Rescue, Ministry of Home Affairs  
Contact person : ASFR Wan Julaini bin Wan Ibrahim  
Designation : Department of Fire and Rescue, Ministry of Home Affairs  
Address : Fire Services Belait District, Brunei Darussalam  
Phone/Fax : (673-3) 347413 / 3347415  
E-mail : -

## BRUNEI DARUSSALAM

4. Institution : Department of Fire and Rescue, Ministry of Home Affairs  
Contact person : SSFR Noor Aflan bin Awang Kachi  
Designation : Department of Fire and Rescue, Ministry of Home Affairs  
Address : Fire Services HQ, Old Berakas, Brunei Darussalam  
Phone/Fax : (673-2) 451213 / 2383874  
E-mail : Nooraflan.kachi@bomba.gov.bn
  
5. Institution : Department of Fire and Rescue, Ministry of Home Affairs  
Contact person : ASFR Wan Julaini bin Wan Ibrahim  
Designation : Department of Fire and Rescue, Ministry of Home Affairs  
Address : Fire Services Belait District, Brunei Darussalam  
Phone/Fax : (673-3) 347413 / 3347415  
E-mail : -
  
6. Institution : Meteorological Department  
Contact person : Dy Harnina binti Morani  
Designation : Meteorological Officer  
Address : Meteorological Department  
Phone/Fax : (673-2) 381-342 ext. 1551/1888 / 2332735  
E-mail : Harnina.morani@met.gov.bn
  
7. Institution : Meteorological Department  
Contact person : Dy Nurulinani binti Haji Jaharii  
Designation : Meteorological Officer  
Address : Meteorological Department  
Phone/Fax : (673-2) 381-342 ext. 1551/1888 / 2332735  
E-mail : Nurulinani.jahari@met.gov.bn

# CAMBODIA

## National Focal Point

Name : Dr. Srey Sunleang  
Designation : Director, Department of Freshwater Wetlands Conservation,  
General Directorate of Administration for Nature Conservation  
and Protection  
Institution : Ministry of Environment  
Address : No. 48 Preah Sihanouk, Tonle Basac, Chamkar Mon Phnom  
Penh, Cambodia  
Phone/Fax : (855) 76-3333-456 / (855-23) 721073  
E-mail : kampongspeu@yahoo.com

## National Monitoring Centre

Institution : Ministry of Water Resources and Meteorology  
Contact person : -  
Designation : -  
Address : No. 48 Preah Sihanouk, Tonle Basac, Chamkar Mon Phnom  
Penh, Cambodia  
Phone/Fax : (855-23) 215925, 212540  
E-mail : -

## Competent Authorities

1. Institution : Ministry of Environment  
Contact person : Dr. Srey Sunleang  
Designation : Director, Department of Freshwater Wetlands Conservation,  
General Directorate of Administration for Nature Conservation  
and Protection  
Address : No. 48 Preah Sihanouk, Tonle Basac, Chamkar Mon Phnom  
Penh, Cambodia  
Phone/Fax : (855) 76-3333-456 / (855-23) 721073  
E-mail : kampongspeu@yahoo.com
2. Institution : Ministry of Agriculture, Forestry and Fisheries  
Contact person : -  
Designation : -  
Address : -  
Phone/Fax : -  
E-mail : -

## CAMBODIA

3. Institution : Ministry of Water Resources and Meteorology  
Contact person : -  
Designation : -  
Address : -  
Phone/Fax : -  
E-mail : -

## INDONESIA

### National Focal Point

Name : Dr. Ir. Ruandha Agung Sugardiman, MSc  
Designation : Director General of Climate Change  
Institution : Ministry of the Environment and Forestry  
Address : Manggala Wanabakti Building, Block 7, 12<sup>th</sup> Floor  
          Jl. Jend. Gatot Subroto, Senayan - Jakarta  
Phone/Fax : (62-21) 574 8337  
E-mail : ra.sugardiman@gmail.com

### National Monitoring Centre

Institution : Ministry of the Environment and Forestry  
Contact person : R. Basar Manullang  
Designation : Directorate of Forest and Land Fire Management  
          Directorate General of Climate Change  
Address : Manggala Wanabakti Building, Block 7, 13<sup>th</sup> Floor  
          Jl. Jend. Gatot Subroto, Senayan - Jakarta  
Phone/Fax : (62-21) 570 4618  
E-mail : rbasarm62@gmail.com

### Competent Authorities

1. Institution : Indonesian Agency for Meteorology, Climatology and Geophysics/BMKG  
Contact person : -  
Designation : Head of Center for Public Meteorological  
Address : Jl. Angkasa I No. 2, Kemayoran, Jakarta  
Phone/Fax : (62-21) 424 6321  
E-mail : -
2. Institution : National Institute of Aeronautics and Space  
Contact person : -  
Designation : Head of Remote Sensing Application Center  
Address : Manggala Wanabakti  
          Jl. Gatot Subroto, Jakarta  
Phone/Fax : -  
E-mail : -

## INDONESIA

3. Institution : Ministry of Agriculture  
Contact person : Drs. Dudi Gunadi, B.Sc, M.Si  
Designation : Director of Estate Crops Protection  
Address : Building C, 5<sup>th</sup> Floor  
          : Jl. Harsono RM No. 3 Ragunan, Pasar Minggu,  
          : Jakarta 12001  
Phone/Fax : (62-21) 781 5684  
E-mail : gunadidudi@yahoo.com
  
4. Institution : National Disaster Management Agency (BNPB)  
Contact person : Ir. Medi Herlianto, C.E.S, MM  
Designation : Director of Emergency Preparedness  
Address : Graha BNPB 14<sup>th</sup> Floor  
          : Jl. Pramuka Kav. 38, Jakarta  
Phone/Fax : (62-21) 2982 7792  
E-mail : medi.herlianto@bnpb.go.id

### National Focal Point

Name : Mr. Souksamone Pathammavong  
Designation : Deputy Director-General  
Department of Planning and Cooperation  
Institution : Ministry of Natural Resources and Environment (MONRE)  
Address : -  
Phone/Fax : -  
E-mail : soukanh09@gmail.com

### National Monitoring Centre

Institution : Meteorology and Hydrology Department, Climate Division  
Contact person : Ms. Boua Ngeun Oudomchith  
Designation : Head of Climate Division  
Address : Ministry of Agriculture,  
Meteorology and Hydrology Department  
Phone/Fax : (856-21) 215011 / 223446  
E-mail : vte@laotel.com

### Competent Authorities

Institution : Meteorology and Hydrology Department, Climate Division  
Contact person : Ms. Boua Ngeun Oudomchith  
Designation : Head of Climate Division  
Address : Ministry of Agriculture,  
Meteorology and Hydrology Department  
Phone/Fax : (856-21) 215011 / 223446  
E-mail : vte@laotel.com

## MALAYSIA

### National Focal Point

Name : Ms. Norlin binti Jaafar  
Designation : Director General Department of Environment (DOE)  
Institution : Ministry of Environment and Water  
Address : -  
Phone/Fax : -  
E-mail : norlin@doe.gov.my

### Alternate Focal Point

Institution : Mr. Jamalulail bin Abu Bakar  
Contact person : Under Secretary Environmental Management Division  
Designation : Ministry of Environment and Water  
Address : -  
Phone/Fax : -  
E-mail : jamalulail@kasa.gov.my

### National Monitoring Centre

Institution : Department of Environment, Ministry of Environment and Water  
Contact person : Mr. Wan Abdul Latiff Wan Jaffar  
Designation : Deputy Director General (Operation)  
Address : Level 1 - 4, Podium Block 2 & 3, Wisma Sumber Asli  
25, Persiaran Perdana, Precinct 4 Federal Government  
Administrative Centre 62574 PUTRAJAYA  
Phone/Fax : (603) 8871 2275 / (603) 8889 4020  
E-mail : walj@doe.gov.my

### Competent Authorities

1. Institution : National Disaster Management Agency (NADMA Malaysia)  
Contact person : Mr. Zakaria Shaaban  
Designation : Deputy Director General (Operation)  
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## ANNEX 2

### ALERT LEVELS AND TRIGGER POINTS ON FIRE SUPPRESSION

ALERT LEVEL	TRIGGER POINTS	ACTIONS BY ASEAN MEMBER STATE (AMS)
<p><b>Prevention and Preparedness</b></p>	<p>Before dry season starts</p>	<ul style="list-style-type: none"> <li>a) Monitor Fire Danger Rating System (FDRS) map for potential of fire occurrences and circulate FDRS maps to all relevant local stakeholders daily.</li> <li>b) AMS to provide daily hotspot data from ASMC to local stakeholders and conduct close monitoring on hotspot data as an indicator of fire probability.</li> <li>c) Conduct close monitoring on Air Pollutant Index (API) / Pollutant Standard Index (PSI) data.</li> <li>d) Monitor weather conditions and hotspot counts in high-risk/fire-prone areas and issues alerts as appropriate.</li> <li>e) Activate land and forest fires prevention programme nationwide.</li> <li>f) Intensify law enforcement actions against open burning activities.</li> <li>g) Establish close inter-agency cooperation including with private sectors and local communities to monitor activities around the land and forest areas through daily ground patrol and aerial surveillance.</li> <li>h) Manage water levels in peatlands appropriately to prevent fire.</li> <li>i) Strengthen coordination and capacity among agencies involved in peatland fire prevention and control, including establishment of peat fire prevention units in agencies responsible for forestry and agriculture activities.</li> <li>j) Activate awareness/campaigns on open burning prevention and enhance local community participations and local stakeholders in land and forest fire prevention.</li> <li>k) Intensify socialisation and awareness programmes on zero burning and controlled burning practices through mass media.</li> </ul>

ALERT LEVEL	TRIGGER POINTS	ACTIONS BY ASEAN MEMBER STATE (AMS)
<p><b>First Alert</b> <b>(Immediate Fire Suppression)</b></p>	<p>i) Dry weather condition; ii) Sporadic occurrence of fires; and iii) Medium fire intensity as depicted in Fire Weather Index (FWI).</p>	<p>a) Continue actions in the prevention and preparedness level. b) Carry out ground fire suppression as soon as possible to extinguish fire and prevent fire outbreak. c) Fire suppression using water bombing may be considered for large forest fires. d) Establish close inter-agency cooperation including private sectors and local communities to suppress land and forest fires. e) Close monitoring of the burned areas to prevent recurrence and spreading of fires. f) Weekly reporting of the current situation and actions taken by AMS through situation report.</p>
<p><b>Second Alert</b> <b>(Integrated Fire Suppression)</b></p>	<p>i) Dry weather condition; ii) Extreme fire intensity as depicted in Fire Weather Index (FWI); iii) Significant increase of hotspots with visible smoke plumes; iv) Haze trajectory model showing transboundary movement of smoke haze;</p>	<p>a) Continue actions in the First Alert level. b) Activate National Emergency Response involving mobilisation of national task force team, ground suppression and aerial operation including cloud seeding and water bombing. c) Intensify inter-agency cooperation including private sectors and local communities to suppress land and forest fires. d) Close monitoring on the burned areas to prevent recurrence and spreading of fires. e) Daily reporting of the current situation and actions taken by AMS through situation report. f) Include haze trajectory map in the daily situation report. g) The Panel of ASEAN Experts on Fire and Haze Assessment and Coordination to be on standby.</p>

ALERT LEVEL	TRIGGER POINTS	ACTIONS BY ASEAN MEMBER STATE (AMS)
	<p>v) Prevailing wind showing moderate to dense haze is likely to lead to transboundary movement of smoke haze;</p> <p>vi) Air quality reaches unhealthy level at the country of origin; and</p> <p>vii) Risks to human health and environment arising from land and forest fire incident.</p>	
<p><b>Third Alert (Extensive Fire Suppression)</b></p>	<p>i) Dry weather condition;</p> <p>ii) Extreme fire intensity as depicted in Fire Weather Index (FWI);</p>	<p>a) Continue actions in the Second Alert level.</p> <p>b) Extensive National Emergency Response involving mobilisation of national task force team.</p> <p>c) Extensive ground fire suppression and aerial operation including cloud seeding and water bombing.</p> <p>d) Intensify inter-agency cooperation including private sectors and local communities to suppress land and forest fires.</p>

ALERT LEVEL	TRIGGER POINTS	ACTIONS BY ASEAN MEMBER STATE (AMS)
	<ul style="list-style-type: none"> <li>iii) Significant increase of hotspots with visible smoke plumes;</li> <li>iv) Haze trajectory model showing transboundary movement of dense smoke haze;</li> <li>v) Prevailing wind showing moderate to dense transboundary smoke haze affecting the region;</li> <li>vi) Air quality reaches unhealthy level in the region; and</li> <li>vii) Risks to human health and environment arising from land and forest fire incident.</li> </ul>	<ul style="list-style-type: none"> <li>e) Close monitoring on the burned areas to prevent recurrence and spreading of fires.</li> <li>f) Daily reporting of the current situation and actions taken by AMS through situation report.</li> <li>g) Include haze trajectory map in the daily situation report.</li> <li>h) Activate Section IV of the ASEAN Standard Operating Procedure (SOP) on Joint Emergency Response; the Panel of ASEAN Experts on Fire and Haze Assessment and Coordination to be mobilised.</li> </ul>



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