

ASEAN STANDARD OPERATING PROCEDURE FOR MONITORING ASSESSMENT AND JOINT EMERGENCY RESPONSE



one vision
one identity
one community



ASEAN Standard Operating Procedure for Monitoring Assessment and Joint Emergency Response

The ASEAN Secretariat
Jakarta

The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam.
The ASEAN Secretariat is based in Jakarta, Indonesia.

For inquiries, contact:

The ASEAN Secretariat
Community Relations Division (CRD)
70A Jalan Sisingamangaraja
Jakarta 12110
Indonesia
Phone : (62 21) 724-3372, 726-2991
Fax : (62 21) 739-8234, 724-3504
E-mail : public@asean.org

Catalogue-in-Publication Data

ASEAN Standard Operating Procedure for Monitoring Assessment and Joint Emergency Response

Jakarta: ASEAN Secretariat, November 2023

363.34595

1. ASEAN – Environment – Haze Pollution
2. Disaster Management – Emergency management

ISBN 978-602-5798-95-5

Amended version as endorsed by the 18th Meeting of the Conference of the Parties to the ASEAN Agreement on Transboundary Haze Pollution (COP-18), 23 August 2023.

ASEAN: A Community of Opportunities for All

This Publication is printed with support from the Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia (MAHFSa) Programme, funded by the International Fund for Agricultural Development (IFAD).

The text of this publication may be freely quoted or reprinted, provided proper acknowledgement is given and a copy containing the reprinted material is sent to the Community Relations Division (CRD) of the ASEAN Secretariat, Jakarta.

General information on ASEAN appears online at the ASEAN Website: www.asean.org

Copyright Association of Southeast Asian Nations (ASEAN) 2023.
All rights reserved.

TABLE OF CONTENTS

ABBREVIATIONS AND ACCRONYMS.....	v
I. INTRODUCTION	1
II. INSTITUTIONS.....	1
III. SOP FOR MONITORING AND ASSESSMENT.....	1
A. PROCEDURES.....	2
A.1 PROCEDURES AND CRITERIA FOR ALERT LEVELS AND TRIGGER POINTS ON FIRE SUPPRESSION.....	2
B. FORMS USED IN MONITORING AND ASSESSMENT	2
B.1 Situation Report from NMCs to ACC (Form 1)	2
B.2 Situation Report from ACC to NFPs (Form 2)	2
FORM 1.....	3
FORM 2.....	8
IV. SOP FOR JOINT EMERGENCY RESPONSE	10
A. PROCEDURES.....	10
A.1 Procedures for Request for or Offer of Assistance (Country Specific)	10
Flowchart 1: General Steps for Emergency Response	11
Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance	12
Flowchart 3: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Offers Assistance	15
A.2 Procedures for General Request.....	18
Flowchart 4: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Request for Assistance through ACC.....	19
A.3 Procedures for General Offer	21
Flowchart 5: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Offer for Assistance through ACC.....	22
A.4 Procedures for Utilisation of Regional Resources	25
Flowchart 6: Utilisation of Regional Resources.....	26

B. FORMS USED IN JOINT EMERGENCY RESPONSE	27
B.1 Request for Assistance (Form 3)	27
B.2 Offer of Assistance (Form 4).....	27
B.3 Contractual Arrangement (Form 5).....	27
B.4 Report after Joint Emergency Response (Form 6).....	27
B.5 Report of ACC on Lessons Learned (Form 7).....	27
FORM 3.....	28
FORM 4.....	32
FORM 5.....	35
FORM 6.....	39
FORM 7.....	49
C. FORMS USED IN RECOMMENDING THE UTILISATION OF REGIONAL RESOURCES	51
C.1 Recommendations from ACC on Utilising Regional Resources (Form 8).....	51
C.2 Report of ACC on Lessons Learned (Form 9).....	51
FORM 8.....	52
FORM 9.....	54
V. RECOMMENDED STEPS FOR MOBILISATION AND DEMOBILISATION OF RESOURCES.....	56
CHECKLIST 1	57
CHECKLIST 2	59
ANNEX 1.....	60
ANNEX 2.....	77

ABBREVIATIONS AND ACRONYMS

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

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
8a. Ignition Potential (FFMC – Fine Fuel Moisture Code)			
8b. Drought Condition (DC – Drought Code)			
8c. General Fire Danger (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:

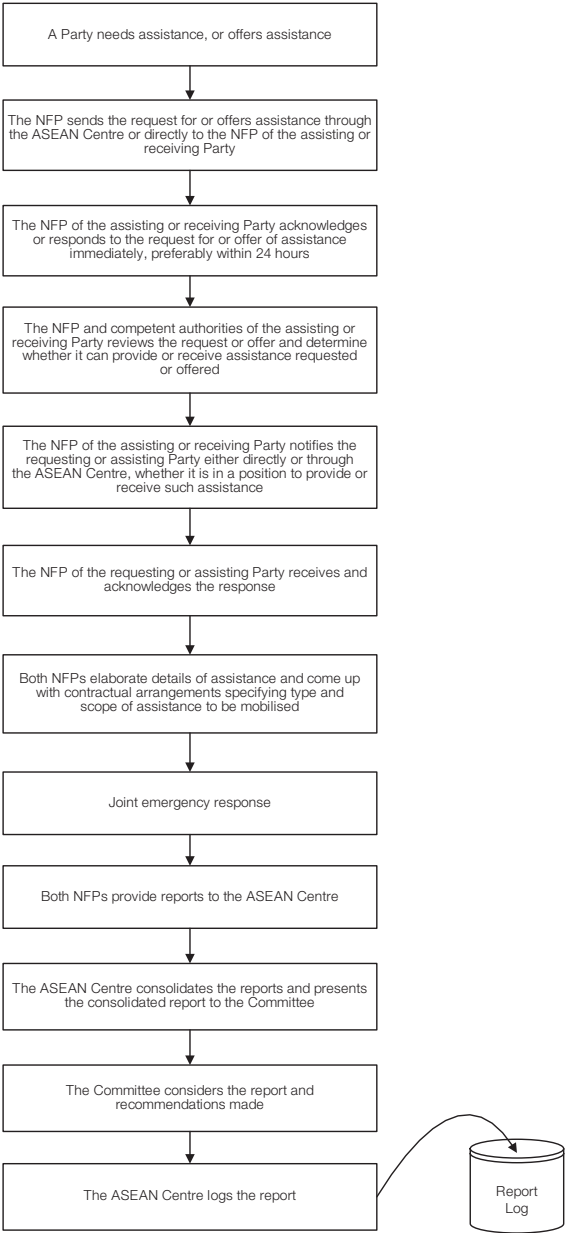
1. Directly to the NFP of an assisting or a receiving Party;
2. Through the ACC⁵.

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

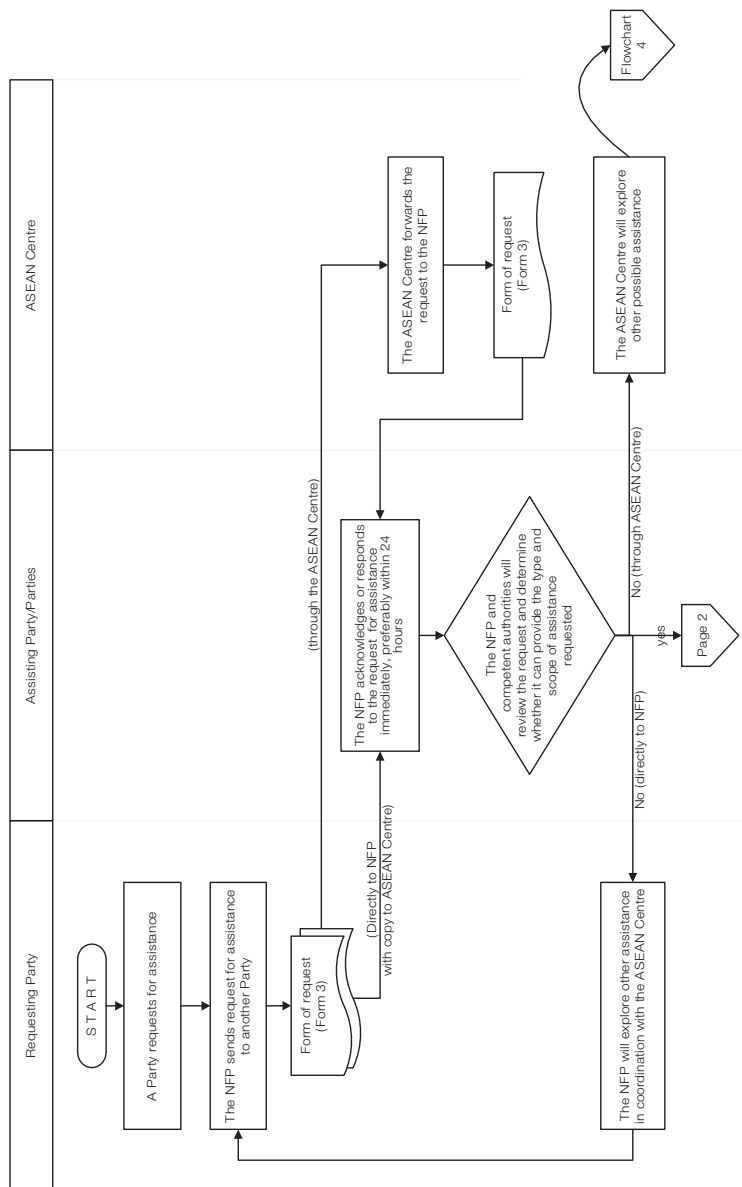
The more detailed steps for requesting for and offering assistance are described in **Flowchart 2** and **Flowchart 3**, respectively.

⁵ During the interim period, this function is performed by the ASEAN Secretariat.

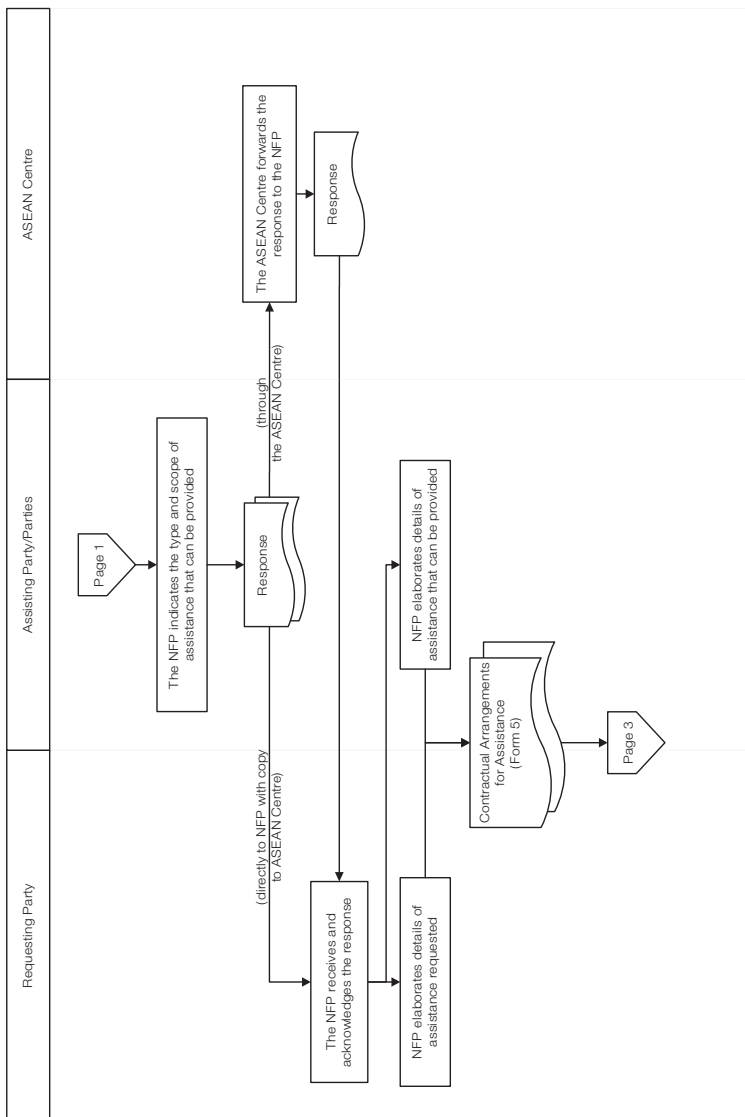
Flowchart 1: General Steps for Emergency Response



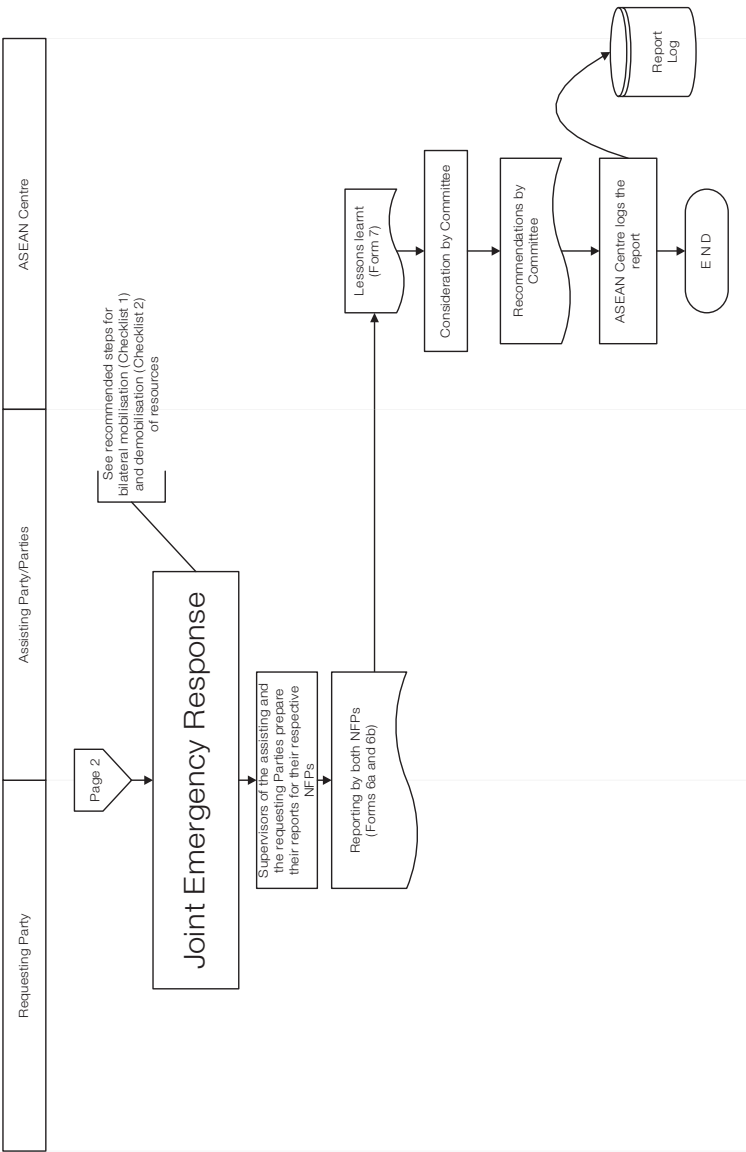
Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance



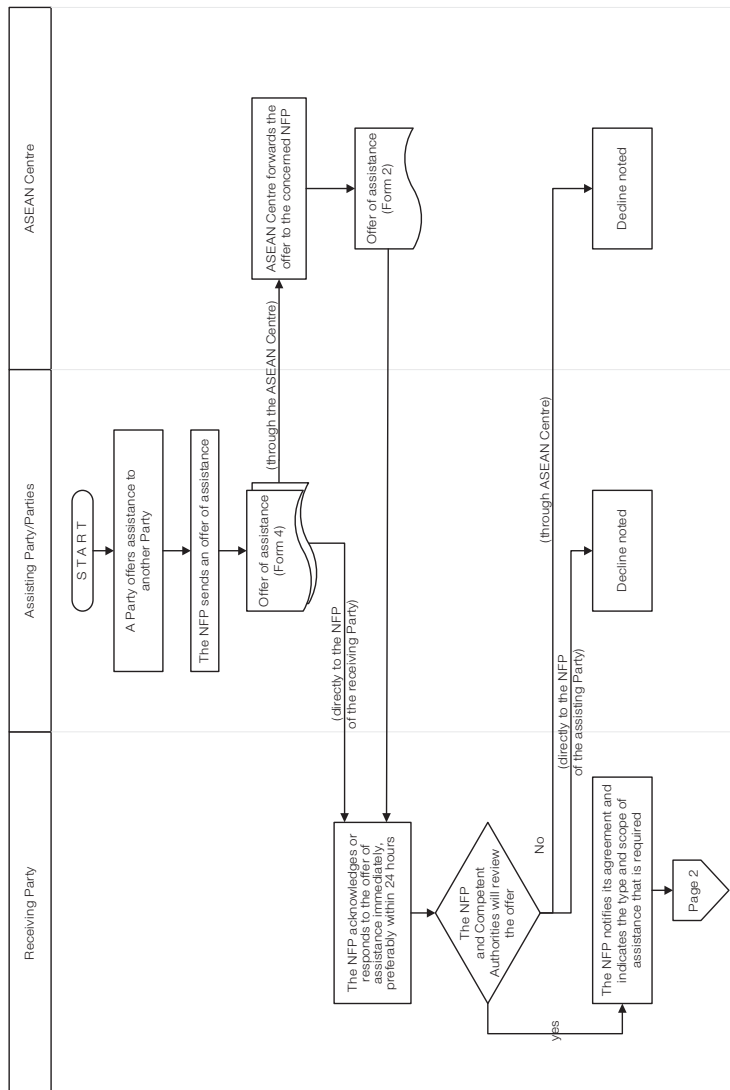
Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance



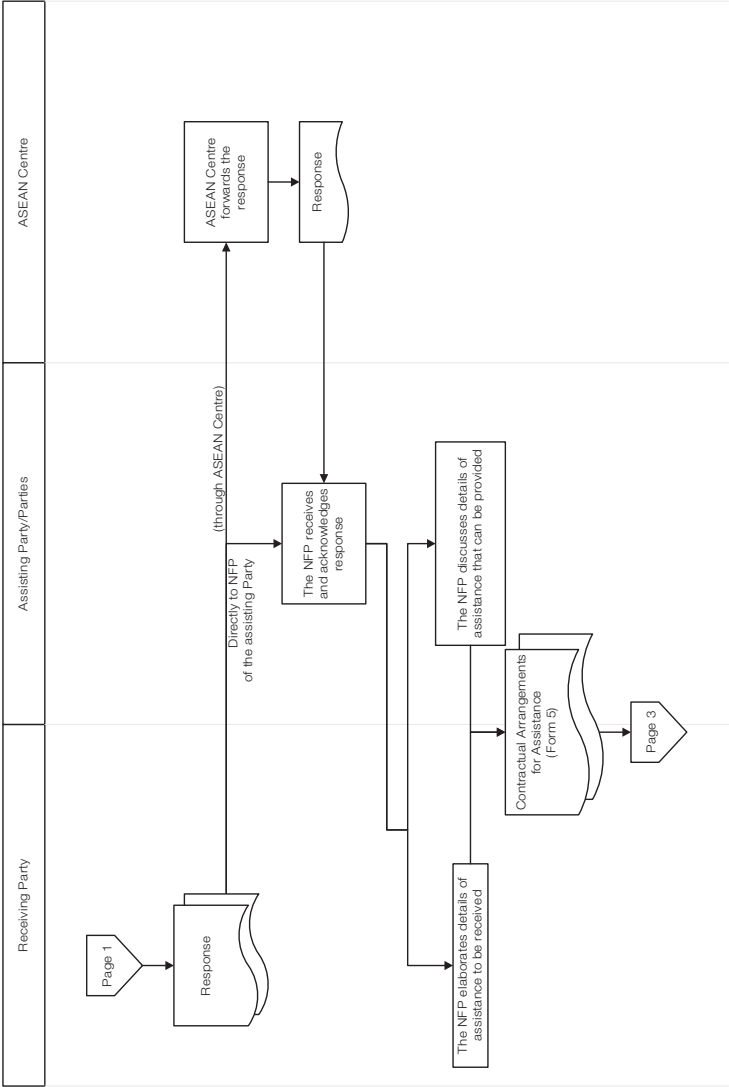
Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance



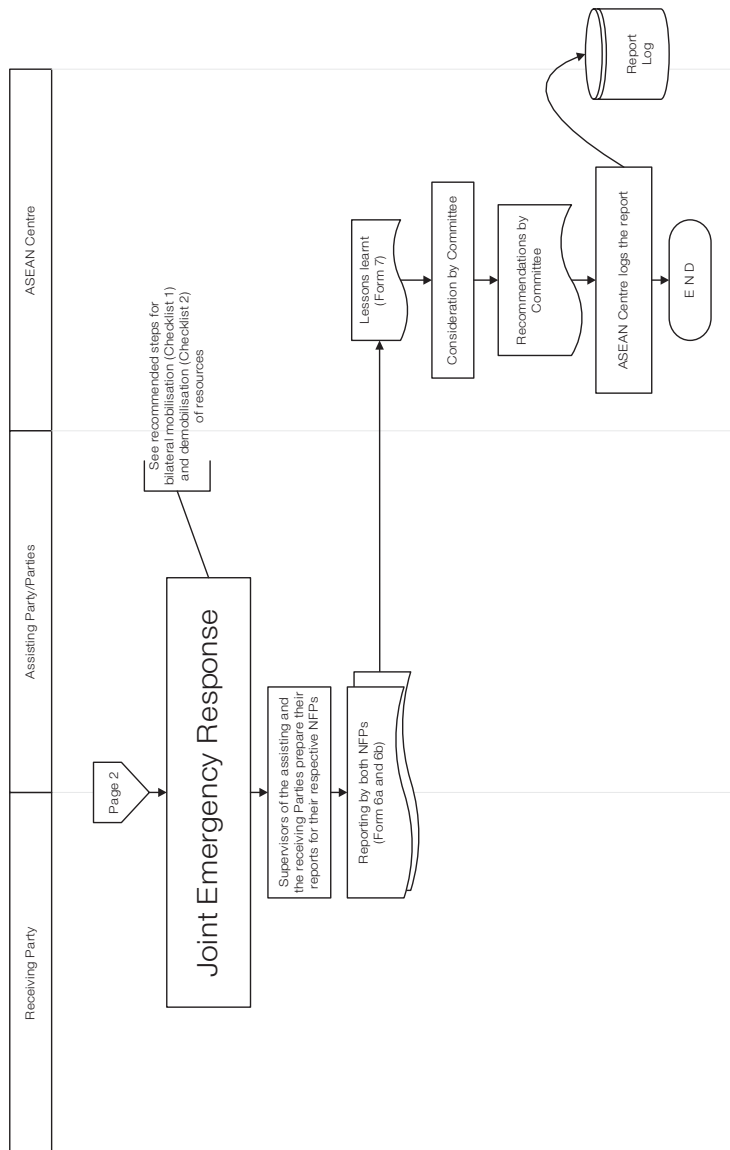
Flowchart 3: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Offers Assistance



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

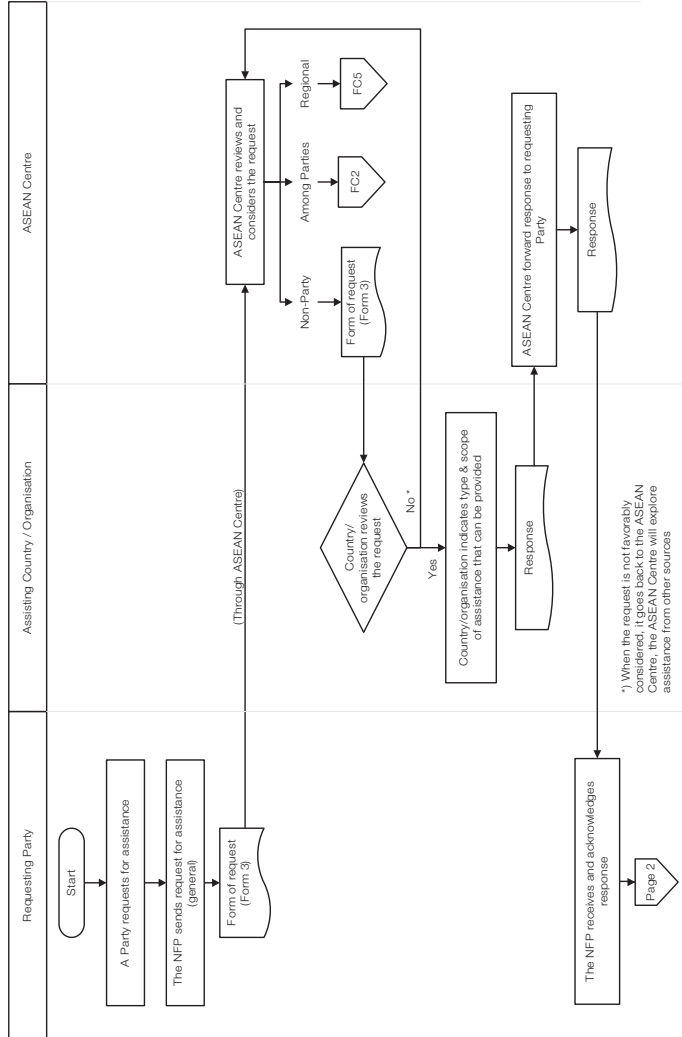
The steps taken will be the same as in **Flowchart 2**, i.e. the ACC will forward the request to a Party that, based on its assessment/database, will be able to provide such assistance.

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

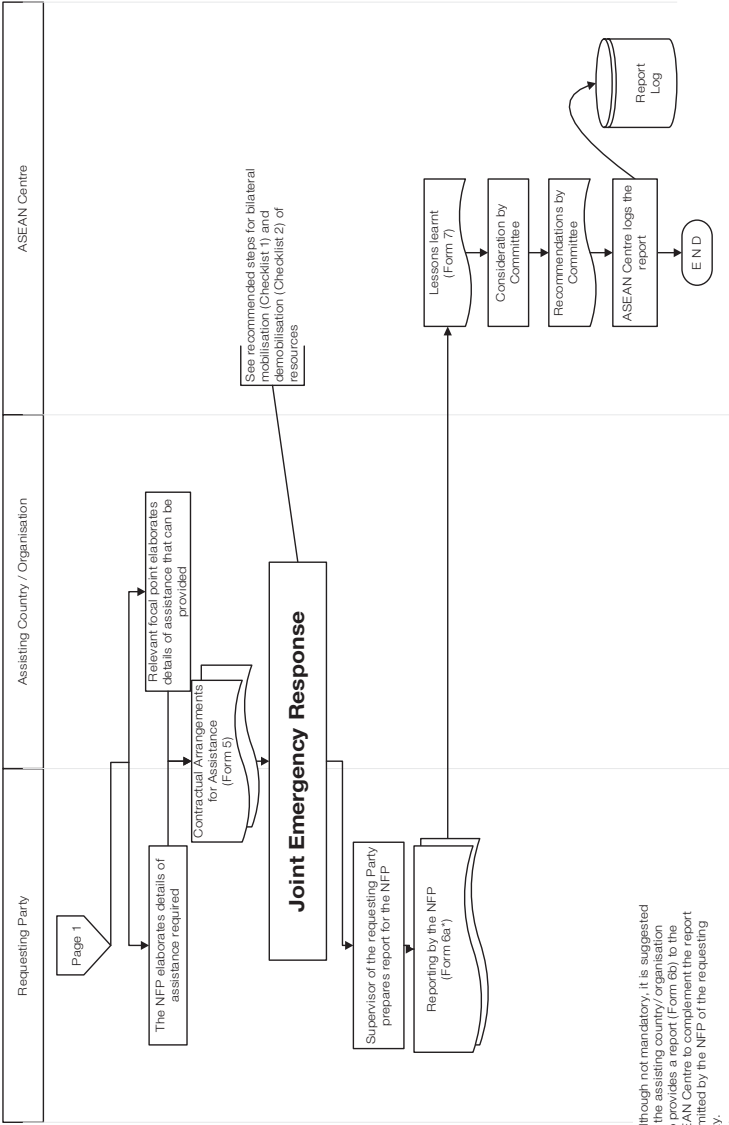
The ACC will recommend a country or international organisation outside ASEAN that, based on its assessment/database, may be able to provide such assistance. The steps are described in **Flowchart 4**.

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



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

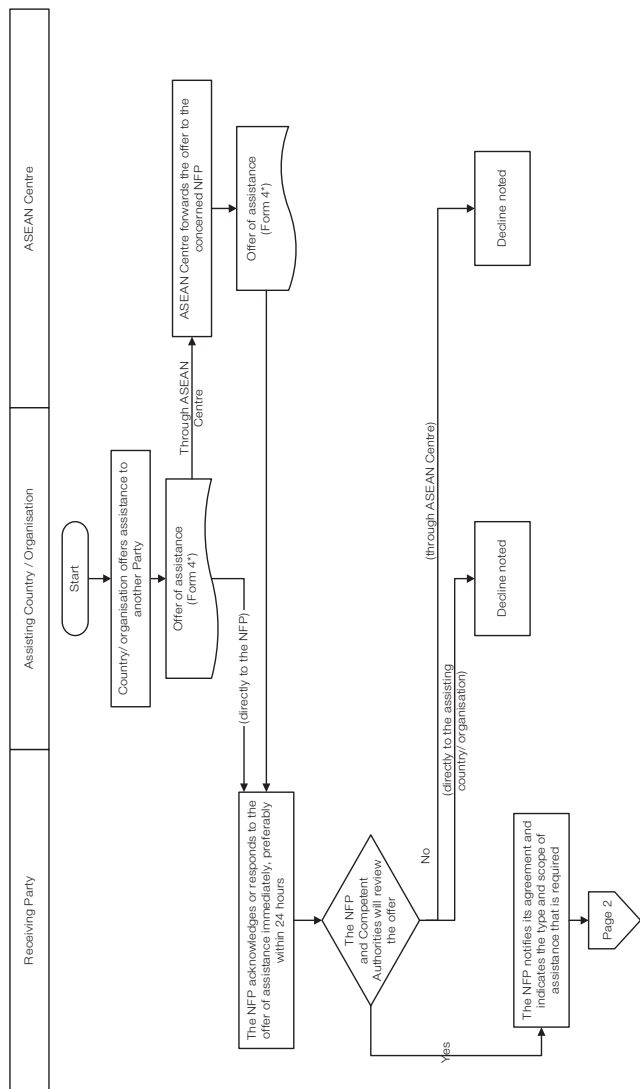


*1) Although not mandatory, it is suggested that the assisting country/organisation also provides a report (Form 8b) to the ASEAN Centre to complement the report submitted by the NFP of the requesting Party.

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

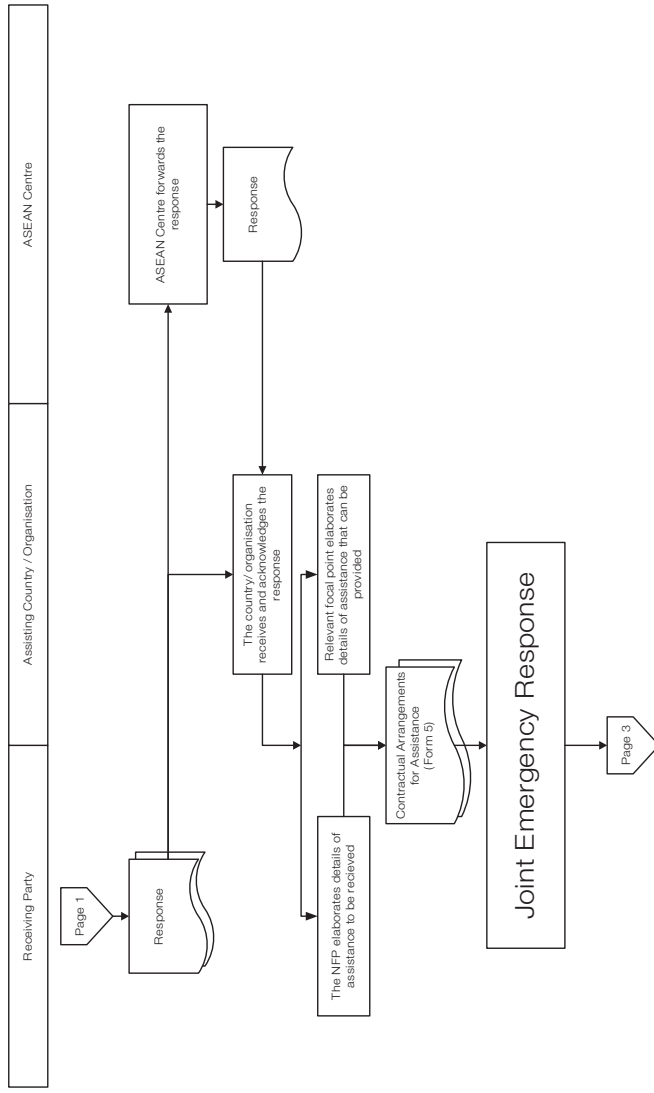
There may also be cases when third countries/international organisations/ other sources of funding offer assistance to the receiving Party, either directly or through the ACC. The steps are further elaborated in **Flowchart 5**.

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

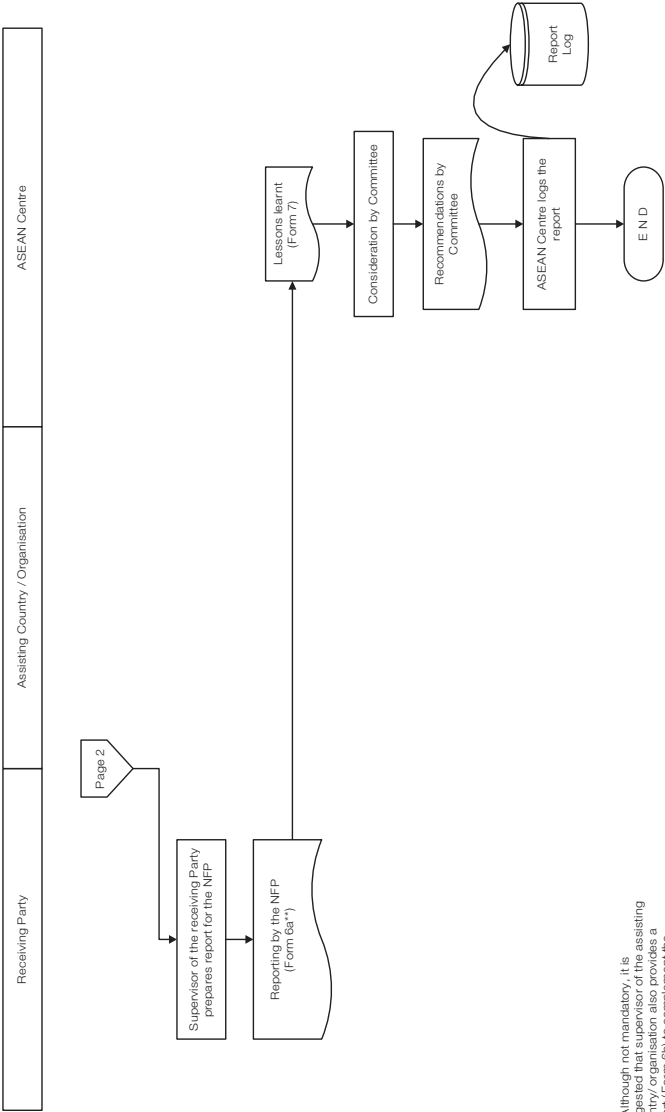


*1) Assisting country/organisation (non-Party) is advised to use the standard form

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

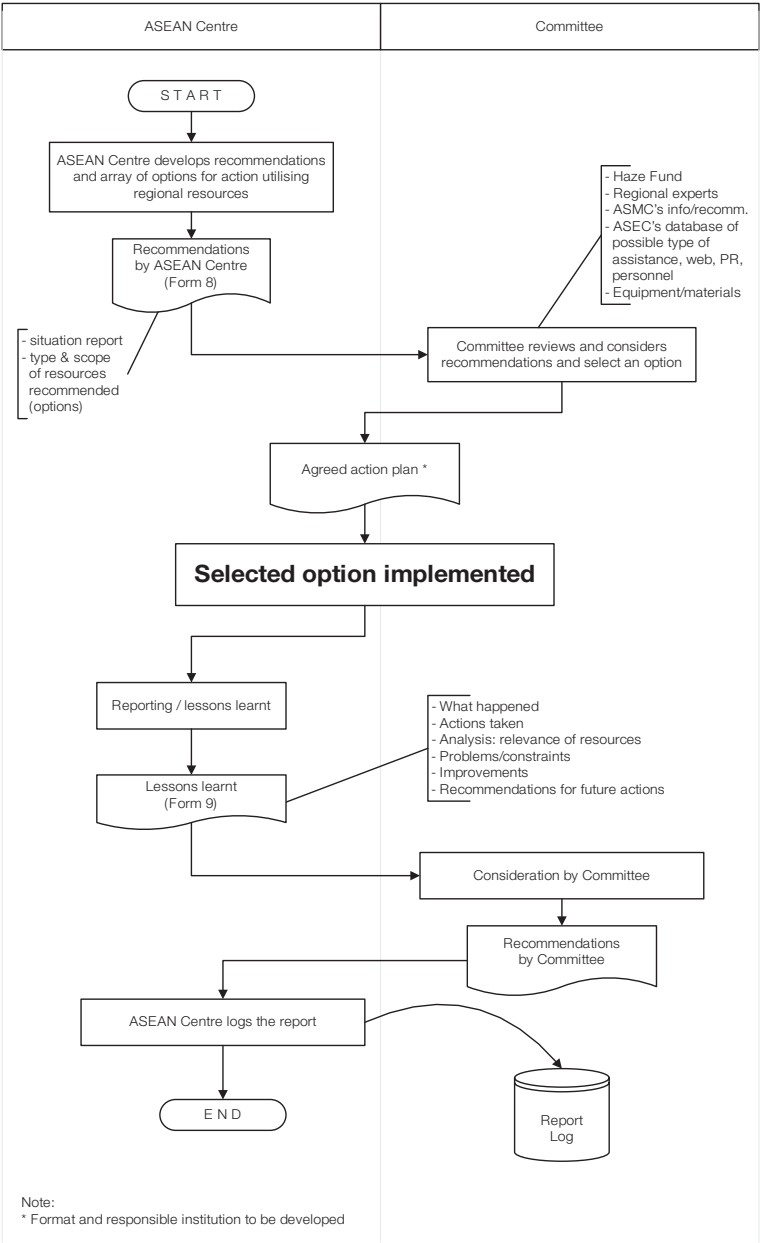


*) Although not mandatory, it is suggested that supervisor of the assisting country/ organisation also provides a report (Form 6b) to complement the report submitted by the NFP of the receiving party.

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)

a. Personnel					
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. Equipment and Materials					
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. Equipment and Materials					
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)

a. Personnel			
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. Equipment and Materials			
No	Type of equipment/ materials	Number of equipment/ materials	Remarks (please provide further description of the capabilities of the equipment and materials)
1	2	3	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. Equipment and Materials			
No	Type of equipment/ materials	Number of equipment/ materials	Remarks (please provide further description of the capabilities of the equipment and materials)
1	2	3	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

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

b. Equipment and Materials				
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. Equipment and Materials				
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)

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

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

a. Personnel							
No	Skills	Party/Institution			Total	Utility & Relevance (please indicate the relevance and utility of assisting personnel)	Injuries/ casualties (please indicate injuries & casualties happened)
1	2	3	4	5	6	7	8
1	Basic						
2	Advanced						
3	Instructor/Trainer						
4	Specialised Skills						
5	Command Skills						

b. Equipment and Materials				
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. Equipment and Materials				
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)

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
Pre-mobilisation	
• Designation of Operation Supervisor Both assisting and receiving/requesting Parties should designate a supervisor (person or agency) who will be responsible for the operation.	
• Briefing Packet A Briefing Packet should be prepared by both assisting and receiving/requesting Parties.	
A. Briefing Packet prepared by the receiving/requesting Party should include the following information:	
• Operation Supervisor 1. Name 2. Designation 3. Contact number	
• Destination location (where assisting resources will proceed upon arrival in receiving Party) 1. Destination location 2. Transportation to the destination location 3. Facility provided in the destination location	
• Description of the incident 1. Topography 2. Weather – current and forecast 3. Fuels (burning and adjacent to the fire area) 4. Fire behaviour – observed and predicted 5. Resources currently mobilized on the incident 6. Special problems encountered	
• Communications arrangements 1. Radio frequencies 2. Cell phone 3. etc	
• Logistics arrangements 1. Food and drink 2. Accommodation 3. Transportation 4. etc	

Consider each of the following	✓ x
- Local contacts and hosting authorities for personnel resources - Names - Contact information (phone number, fax number) - etc	
B. Briefing Packet prepared by the assisting Party should include the following information:	
- Operation Supervisor - Name - Designation - Contact number	
- Detailed manifest of personnel and equipment - List of names - Positions - Equipment - Materials - etc	
General description of the capabilities of the assisting resources	
- Special needs of assisting resources - Dietary - Transportation - Support personnel and/or equipment - Storage of equipment and/or materials	
Exchange and review the respective briefing packets for completeness	
Provide briefing to the relevant parties using the prepared briefing packets	
Mobilisation	
Mobilisation and deployment of personnel, equipment and/or materials	
Briefing at the incident location	
Joint emergency response	

CHECKLIST 2 (DEMobilISATION CHECKLIST)

Consider each of the following	✓ x
• Debriefing of assisting Party supervisor by receiving Party supervisor	
• Demobilisation of assisting Party personnel, equipment and/or materials	
• Internal debriefing in respective Parties	
• Supervisors of the assisting and requesting Parties provide written reports (Form 6) to the respective NFPs for submission to the ACC	

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; norimtahan.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 Afla 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, 12th 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, 13th 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, 5th 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 14th 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

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)
Address : Prime Minister's Department Level 7, Block D5, Complex
D Federal Government Administrative Centre 62502
PUTRAJAYA
Phone/Fax : (603) 8870 4814 / (603) 8870 4848
E-mail : zakaria@nadma.gov.my

MALAYSIA

2. Institution : Department of Environment, Ministry of Environment and Water
Contact person : Ms. Mashitah Darus
Designation : Director, Air Division
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 2317 / (603) 8888 4151
E-mail : md@doe.gov.my
3. Institution : Fire and Rescue Department
Contact person : Dato' Nor Hisham Mohammad
Designation : Director of Fire Operation Division
Address : Lebuhr Wawasan, Presint 7, 62250 PUTRAJAYA
Phone/Fax : (603) 8892 7649 / (603) 8888 0843
E-mail : nohbm.bomba@1govuc.gov.my
4. Institution : Malaysian Meteorological Department
Contact person : Dr. Ahmad Fairudz Jamaluddin
Designation : Director of Atmospheric Science and Cloud Seeding Division
Address : Jalan Sultan, 46667 Petaling Jaya
Phone/Fax : (603) 7967 8067 / (063) 7967 8046
E-mail : fairudz@met.gov.my

MYANMAR

National Focal Point

Name : Mr. Min Maw
Designation : Director Pollution Control Division and Environmental Quality and Standard Division)
Institution : Ministry of Natural Resources and Environmental Conservation
Address : -
Phone/Fax : +95 67 431320; +95 9 266791407
E-mail : mingmaforester@gmail.com

Alternate National Focal Point

Institution : Ministry of Natural Resources and Environmental Conservation
Contact person : Mr. Ngwe Thee
Designation : Deputy Director Forest Department
Address : -
Phone/Fax : +95 673 405119; +95 9 250107754
E-mail : ngwethee@gmail.com

Contact Person

Institution : Ministry of Natural Resources and Environmental Conservation
Contact person : Ms. May Yadanar Oo
Designation : Staff Officer
Environmental Quality and Standard Division
Environmental Conservation Department
Address : -
Phone/Fax : +95 673 411321
E-mail : mayyadanaroo11@gmail.com

Alternate Contact Person

Institution : Ministry of Natural Resources and Environmental Conservation
Contact person : Mr. Win Naing
Designation : Assistant Director
Forest Department
Address : -
Phone/Fax : +95 673 405397; +95 9 978876532
E-mail : nwcdfdmof@gmail.com

MYANMAR

National Monitoring Centre

1. Institution : Department of Meteorology and Hydrology
Contact person : Daw Thet Htar Soe Hlaing
Designation : Assistant Director
Address : Office Building No. 5, Department of Meteorology and Hydrology, Ministry of Transport, Nay Pyi Taw
Phone/Fax : 095-67-411446, 095-67-411449
E-mail : dg.dmh@mptmail.net.mm
2. Institution : Fire Service Department
Contact person : U Kyaw Thura
Designation : Director
Address : Fire Service Department (HQ), Mayangone Township, Yangon
Phone/Fax : 095-1-666908 (Office), 095-1-252044 (Resident)
098020048 (Mobile), 095-1-666154 (Fax)
E-mail : kyawthura.ktr@gmail.com

Competent Authorities

- Institution : Planning and Statistics Division, Forest Department
Contact person : U Aung Aung Myint
Designation : Assistant Director
Address : Office Building No. 39, Planning and Statistics Division, Forest Department, Ministry of Environmental Conservation and Forestry, Nay Pyi Taw
Phone/Fax : 095-67-405016, 095-67-405016
E-mail : agagmyint@gmail.com

PHILIPPINES

National Focal Point

Name : Mr. Ricardo L. Calderon
Designation : OIC, Assistant Secretary for Staff Bureau and concurrent Director, Biodiversity Management Bureau
Institution : Department of Natural Resources and Environment (DENR)
Address : -
Phone/Fax : -
E-mail : Rlc_0219@yahoo.com; Fmb-director@mozcom.com; raulbriz@yahoo.com

National Monitoring Centre

Institution : Operations Center, Office of the Director,
Forest Management Bureau, DENR
Contact person : -
Designation : -
Address : -
Phone/Fax : -
E-mail : -

Competent Authorities

1. Institution : Environmental Management Bureau,
Bureau of Fire Protection, DENR
Contact person : -
Designation : -
Address : -
Phone/Fax : -
E-mail : -
2. Institution : National Mapping and Resource Information Authority,
DENR
Contact person : -
Designation : -
Address : -
Phone/Fax : -
E-mail : -

SINGAPORE

National Focal Point

Name : Mr. Bhaskar Ram
Designation : Director-General for Environmental Protection
Institution : National Environment Agency, Ministry of the Environment and Water Resources
Address : 40 Scotts Road Environment Building Singapore 228231
Phone/Fax : (65) 6731 9364
E-mail : Bhaskar_RAM@nea.gov.sg

National Monitoring Centre

Institution : Meteorological Service Singapore
Contact person : Ms Patricia Ee
Designation : Director
Weather Services Department
Address : PO Box 8 Singapore Changi Airport, Singapore 918141
Phone/Fax : (65) 6542 2863 / (65) 6545 7192
E-mail : Patricia_Ee@nea.gov.sg

Competent Authorities

1. Institution : National Environment Agency
Contact person : Mr. Alexander Lim
Designation : Deputy Director (International Relations Department)
Address : 40 Scotts Road, Environment Building, Singapore 228231
Phone/Fax : (65) 6731 9645 / (65) 6731 9250
E-mail : Alexander_Lim@nea.gov.sg
2. Institution : Singapore Civil Defence Force
Contact person : AC Daniel Seet Siew Teck
Designation : Director, Operations Department
Address : Civil Defence Complex, 91 Ubi Ave 4, Singapore 408827
Phone/Fax : (65) 6848 3300 / (65) 6848 3350
E-mail : daniel_seet@scdf.gov.sg

THAILAND

National Focal Point

Name : Mr. Jatuporn Buruspat
Designation : Permanent Secretary
Institution : Ministry of Natural Resources and Environment
Address : 92 Soi Phahon Yothin 7, Phahon Yothin Road
Bangkok 10400, Thailand
Phone/Fax : 66 2298 2309 / 66 2298 5389
E-mail : rungsiyanons@gmail.com

National Monitoring Centre

Institution : Department of National Park, Wildlife and Plant Conservation
Contact person : Mr. Sakchai Jongkijvivat
Designation : Director of Forest Fire Control Division
Address : 61 Phaholyothin rd., Ladyao, Chatuchak,
Bangkok 10900, Thailand
Phone/Fax : 66 2579 8892
E-mail : kunying_b@hotmail.com

Competent Authorities

1. Institution : Pollution Control Department
Contact person : Mr. Pralong Dumrongthai
Designation : Director General
Address : 92 Soi Phahon Yothin 7, Phahon Yothin Road
Bangkok 10400, Thailand
Phone/Fax : 66 2298 2309 / 66 2298 5389
E-mail : rungsiyanons@gmail.com
2. Institution : Department of National Park, Wildlife and Plant Conservation
Contact person : Mr. Sakchai Jongkijvivat
Designation : Director of Forest Fire Control Division
Address : 61 Phaholyothin rd., Ladyao, Chatuchak,
Bangkok 10900, Thailand
Phone/Fax : 66 2579 8892
E-mail : kunying_b@hotmail.com

THAILAND

3. Institution : Royal Forest Department
 Contact person : Mr. Uthorn Suttimit
 Designation : Director of Forest Fire Control Division
 Address : 61 Phaholyothin rd., Ladyao, Chatuchak,
 Bangkok 10900, Thailand
 Phone/Fax : 66 2561 4292-3 #5767 / 66 2579 8236
 E-mail : Royal Forest Department

4. Institution : Department of Provincial Administration
 Contact person : Pol. Lt. Arthit Boonyasophat
 Designation : Director General
 Address : Asdang rd., Pranakorn, Bangkok 10200, Thailand
 Phone/Fax : 66 2222 5858
 E-mail : -

5. Institution : Department of Agriculture Extension
 Contact person : Ms. Dares Kittiyopas
 Designation : Deputy Director General
 Address : 2143/1 Phaholyothin rd., Chatuchak,
 Bangkok 10900, Thailand
 Phone/Fax : 66 2579 3794
 E-mail : -

6. Institution : Department of Highways
 Contact person : Mr. Anon Luangboriboon
 Designation : Director General
 Address : 2/489 Sriyuthaya rd., Rajchathewi,
 Bangkok 10400, Thailand
 Phone/Fax : 66 2354 6668
 E-mail : tongkamolthip@gmail.com

7. Institution : Department of Disaster Prevention and Mitigation
 Contact person : Mr. Chayabol Thitisak
 Designation : Director General
 Address : 3/12 U-Thong Nok rd., Dusit, Bangkok 10300, Thailand
 Phone/Fax : 66 2637 3111
 E-mail : foreign_dpm@yahoo.com

National Focal Point

Name : Mr. Do Quang Tung
Designation : Director, Forest Protection Department
Viet Nam Forestry Administration
Institution : Ministry Agriculture and Rural Development
Address : No. 2 Ngoc Ha Street, Ha Noi, Viet Nam
Phone/Fax : -
E-mail : -

National Monitoring Centre

Institution : Centre for Environmental Monitoring
Contact person : Mr. Nguyen Van Thuy
Designation : Deputy Director
Institution : Centre for Environmental Monitoring, Viet Nam Environment
Administration, Ministry of Natural Resources and
Environment
Address : 67 Nguyen Du, Ha Noi, Viet Nam
Phone/Fax : (84) 3577 1816 / (844) 3577 1855
Mobile : (84) 913379577
E-mail : tathuy@vea.gov.vn

Competent Authorities

Department : Forest Protection Department, under Viet Nam Administration
of Forestry
Institution : Ministry of Natural Resources and Environment
Address : No. 2 Ngoc Ha Street, Ha Noi, Viet Nam
Phone/Fax : (84) 2437335681 / (84) 2437335685
Contact person : Mr. Nguyen Ngoc Thanh, Senior Officer;
email: thanhnn@kiamlam.org.vn; Mobile: (84) 916161618
Mr. Dinh Van Tuyen, Senior Officer;
email: tuyenhnp@gmail.com; Mobile: (84) 962711486

Senior Representative to the Committee

Name : Mr. Nguyen Ngoc Thanh
Designation : Senior Officer
Institution : Viet Nam Forestry Administration, Ministry Agriculture and
Rural Development
Address : No. 2 Ngoc Ha Street, Ha Noi, Viet Nam
Phone/Fax : (84) 916161618
Email : thanhnn@kiamlam.org.vn

ANNEX 2

ALERT LEVELS AND TRIGGER POINTS ON FIRE SUPPRESSION

ALERT LEVEL	TRIGGER POINTS	ACTIONS BY ASEAN MEMBER STATE (AMS)
Prevention and Preparedness	Before dry season starts	a) Monitor Fire Danger Rating System (FDRS) map for potential of fire occurrences and circulate FDRS maps to all relevant local stakeholders daily. 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. c) Conduct close monitoring on Air Pollutant Index (API) / Pollutant Standard Index (PSI) data. d) Monitor weather conditions and hotspot counts in high-risk/fire-prone areas and issues alerts as appropriate. e) Activate land and forest fires prevention programme nationwide. f) Intensify law enforcement actions against open burning activities. 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. h) Manage water levels in peatlands appropriately to prevent fire. 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. j) Activate awareness/campaigns on open burning prevention and enhance local community participations and local stakeholders in land and forest fire prevention. k) Intensify socialisation and awareness programmes on zero burning and controlled burning practices through mass media.

ALERT LEVEL	TRIGGER POINTS	ACTIONS BY ASEAN MEMBER STATE (AMS)
First Alert (Immediate Fire Suppression)	i) Dry weather condition; ii) Sporadic occurrence of fires; and iii) Medium fire intensity as depicted in Fire Weather Index (FWI).	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.
Second Alert (Integrated Fire Suppression)	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;	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.

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

ALERT LEVEL	TRIGGER POINTS	ACTIONS BY ASEAN MEMBER STATE (AMS)
	iii) Significant increase of hotspots with visible smoke plumes; iv) Haze trajectory model showing transboundary movement of dense smoke haze; v) Prevailing wind showing moderate to dense transboundary smoke haze affecting the region; vi) Air quality reaches unhealthy level in the region; and vii) Risks to human health and environment arising from land and forest fire incident.	e) Close monitoring on the burned areas to prevent recurrence and spreading of fires. f) Daily reporting of the current situation and actions taken by AMS through situation report. g) Include haze trajectory map in the daily situation report. 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.



9 786025 798955