

JUL 17 2018

PHILIPPINE
PORTS
AUTHORITY



PPA MEMORANDUM CIRCULAR
NO. 15 - 2018



TO All PPA Officials/Employees
And others Concerned

SUBJECT **IMPLEMENTATION OF PPA PUBLIC SERVICE CONTINUITY
PLAN**

In reference to the National Disaster Risk Reduction Management Council Memorandum No 33, s 2018 pursuant to the Office of the President Decision File No 381-120517-34 and in line with the 4th Meeting of the Cabinet Cluster Meeting on Climate Change Adaptation, Mitigation and Risk Reduction, the PPA Public Service Continuity Plan (PSCP) is hereby officially issued and adopted. Said PSCP initially covers the Head Office and will eventually be expanded to cover the Port Management Offices as well.

All concerned PPA Officials and employees are enjoined to adhere to and ^{and} be guided by the provisions of said PSCP.





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OPNS 061818-POSD/NORRMC-01

TABLE OF CONTENTS

No.	Particulars	Page No.
1 0	Introduction	2
2 0	Purpose	2
3 0	Policy Statements	2
4 0	Scope	2
5 0	Roles and Responsibilities	3
6 0	Definition of Terms	3
7 0	Assumptions	4
8 0	Mission Essential Functions and Recovery Time Objectives	5
9 0	Activation Criteria, Procedures and Authority	9
9 1	PPA Head Office Contingency Plan for Earthquake Emergency	9
9 2	Emergency/Disaster Preparedness and Response Procedures in Case of Fire	15
10 0	Continuity Strategies	17
10 1	Risk Assessment	19
10 2	Impact Analysis	22
11 0	Resource Requirements	24
12 0	Communication Procedure	25
12 1	PPA Continuity Organizational Structure	26
13 0	Testing and Maintenance	27
14 0	References	27

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	PHILIPPINE PORTS AUTHORITY	Document No
		Revision No
	PUBLIC SERVICE CONTINUITY PLAN	Effectivity Date
		Page <u>2</u> of <u>27</u>

PUBLIC SERVICE CONTINUITY PLAN

1.0 Introduction

The Philippines is considered as one of the disaster-prone countries of the world today. The occurrence of disasters, both natural or man-made, has increased annually and among these are destructive typhoons, volcanic eruption, lahars, floods, earthquakes, drought/dry spell, terrorism, bombings, etc.

In response to possible disasters, the Philippine Ports Authority Head Office has prepared a Public Service Continuity Plan (PSCP) to ensure the continuous delivery of quality public service during an emergency, disaster or any disruption by performing the mission essential functions of the organization.

2.0 Purpose

The purpose of the Plan is to ensure the continuous delivery of PPA mission essential functions regardless of any disruption/interference to normalcy that might occur.




3.0 Policy Statements


It is the policy of the PPA to make rules or regulations for planning, development, construction, maintenance, control, supervision and management of ports under its jurisdiction and the services to be provided therein. It is the vision of PPA to provide port services of global standards and establish a world class port operation that is globally competitive adding value to the country's image and reputation and in accordance with applicable international and national statutory and regulatory requirements.

PPA is committed to continually improve the safety and health of its employees, port workers and stakeholders despite an occurrence of any emergency or disaster. The Authority shall commit to immediately restore port operations and perform its mission essential functions in case of any disaster which may disrupt port operations activities.

4.0 Scope

This Public Service Continuity Plan shall apply to the Philippine Ports Authority, the entities occupying the PPA Corporate Building at Bonifacio Drive, South Harbor, Port Area, Manila.

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	PHILIPPINE PORTS AUTHORITY	Document No
		Revision No
	PUBLIC SERVICE CONTINUITY PLAN	Effectivity Date
		Page <u>3</u> of <u>27</u>

5.0 Roles and Responsibilities

Please refer to Emergency/Disaster Response Procedure

6.0 Definition of Terms:

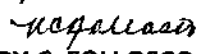


- 6 1 Alert – formal notification that an incident has occurred which might develop into a Business Continuity Management or Crisis Management invocation (BCI Glossary 2011)
- 6 2 Business Impact Analysis – the process of analyzing activities and the effect that a business disruption might have upon them (ISO 22300)
- 6 3 Call Tree – a structured cascade process that enables a list of persons, roles and/or organizations to be contacted as a part of information exchange or plan invocation procedure (BCI Glossary 2011)
- 6 4 Continual Improvement – recurring activity to enhance performance (ISO 22300)
- 6 5 Continuity of Operations – the capability to continue essential program functions and to preserve essential facilities, equipment and records across a broad range of potential emergencies (Emergency Management Standard 2007)
- 6 6 Crisis – an abnormal situation which threatens the operations, staff, customers or reputation of an enterprise (BCI Glossary 2011)
- 6 7 Disruption – an event that interrupts normal business, functions, operations or processes, whether anticipated (e.g. hurricane, political unrest) or unanticipated (e.g. blackout, terror attack, technology failure or earthquake) (BCI Glossary 2011)
- 6 8 Exercise – process to train for, assess, practice and improve performance in an organization
- 6 9 Hot Site – a continuity facility that already has in place the computer, telecommunications, other information technology, environmental infrastructure and personnel required to recover critical business functions of information systems (FEMA)
- 6 10 Incident – an event that has the capacity to lead to loss of or a disruption to an organization's operations, services or functions which, if not managed, can escalate into an emergency, crisis or disaster (BCI Glossary 2011)

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- 6 11 Incident Management Team – a group of individuals responsible for developing and implementing a comprehensive plan for responding to a disruptive incident (BCI Glossary 2011)
- 6 12 Mission Essential Functions – the limited set or organization-level government functions that must be continued throughout, or resumed rapidly after a disruption of normal activities (FEMA)
- 6 13 Public Service Continuity – refers to business continuity for the public sector, refers to the capability of the organization to continue delivery of products or services at acceptable predefined levels following disruptive incident (ISO 22300)
- 6 14 Public Service Continuity Plan – refers to the business continuity plan for the public sector, refers to the documented procedures that guide organizations to respond, recover, resume and restore to a pre-defined level of operation following disruption (ISO 22300)
- 6 15 Recovery – the implementation of prioritized actions required to return an organization's processes and support functions to operational stability following an interruption or disaster (FEMA)
- 6 16 Recovery Time Objectives – the period of time following an incident within which a) product or service must be resumed, b) activity must be resumed, c) resources must be recovered
- 6 17 Testing – refers to the procedure for evaluation, a means of determining the presence, quality or veracity of something (ISO 22300)

7. Assumptions


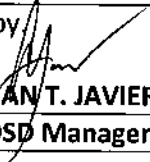

In the event of any disaster that may happen in the PPA, the proposed relocation site for PPA Head Office will be the nearest Port Management Offices in NCR North and NCR South in case they are not affected by the disaster. If these Offices are affected by the disaster, PMO Batangas is the next possible relocation site. The PMO Batangas can accommodate the employees from Head Office with its spacious facilities. It is equipped with highspeed internet, state of the art infrastructures such as server for data storage, computer facilities, radio communications that can last up to three (3) days. Generators and solar panels for uninterrupted electrical supply. The port has enough space for cargoes, dangerous cargo area. Being an international port, it has sufficient facilities for both cargoes and passenger vessels.

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8.0 Mission Essential Functions and Recovery Time Objectives

	ESSENTIAL	NON-ESSENTIAL
MISSION	1. Port Operations and Services Department (POSD) Provision of guidance and technical assistance to PMOs on all port operations activities to ensure uninterrupted delivery of port services	1. Port Operations and Services Department (POSD) Meetings with other government agencies on issues pertaining to safety and environmental concerns
NON-MISSION	1. Port Operations and Services Department (POSD) Issues rulings, opinions, resolutions, clarifications involving complaints, issues, problems, conflicts relative to operational matters	1. Port Operations and Services Department (POSD) Analysis/evaluation of issues tackled during the meeting

	ESSENTIAL	NON-ESSENTIAL
MISSION	2. Information & Communication Technology Department (ICTD) Connectivity to PMOs	2. Information & Communication Technology Department (ICTD) Manual computerization
NON-MISSION	2. Information & Communication Technology Department (ICTD) Maintenance of hardware	2. Information & Communication Technology Department (ICTD) Encoding of data

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PHILIPPINE PORTS AUTHORITY
PUBLIC SERVICE CONTINUITY PLAN

Document No
 Revision No
 Effectivity Date
 Page 6 of 27

	ESSENTIAL	NON-ESSENTIAL
MISSION	3. Port Construction & Maintenance Department (PCMD) Construct temporary facilities such as container vans, enclosed tent Relocation to nearest other PPA offices in Manila	3. Port Construction & Maintenance Department (PCMD) Planning of port development
NON-MISSION	3. Port Construction & Maintenance Department (PCMD) Repair and assess port damages	3. Port Construction & Maintenance Department (PCMD) Determine the cargo volume, passenger traffic and ro-ro facility needed for port development

	ESSENTIAL	NON-ESSENTIAL
MISSION	4. Port Planning & Design Department (PPDD) Assist PCMD in the design of temporary facilities	4. Port Planning & Design Department (PPDD) Identification of projects
NON-MISSION	4. Port Planning & Design Department (PPDD) Assess in the repair of damaged port facilities	4. Port Planning & Design Department (PPDD) Conduct of feasibility studies

	ESSENTIAL	NON-ESSENTIAL
MISSION	5. Dredging & Survey Department (D&SD) Assist PCMD & PPDD in relocation activities	5. Dredging & Survey Department (D&SD) Hydrographic Survey of both land and sea
NON-MISSION	5. Dredging & Survey Department (D&SD) Monitor changes in contour of land and sea	5. Dredging & Survey Department (D&SD) Monitor result of survey

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	ESSENTIAL	NON-ESSENTIAL
MISSION	6. Corporate Communication Staff (CCS) Full access to information about condition of ports nationwide Information dissemination that ports are operating normally	6. Corporate Communication Staff (CCS) Scheduled press conferences
NON-MISSION	6. Corporate Communication Staff (CCS) Information blast using all sorts of channels, i.e., mass media, social media Utilize barangay information system particularly those with ports	6. Corporate Communication Staff (CCS) Provide retirement guidance to affected port employees

	ESSENTIAL	NON-ESSENTIAL
MISSION	7. Treasury Department (TD) Collection (revenues, port charges) and disbursement (PPA salaries, payment to contractors, suppliers) of expenses Cash transfer to PMOs	7. Treasury Department (TD) Monitoring of accounts receivables and investment from PMOs
NON-MISSION	7. Treasury Department (TD) Payment of PPA employees' salaries Electronic filing of tax payments to Land Bank and BIR	7. Treasury Department (TD) Analysis of accounts receivables (PPA-wide)

	ESSENTIAL	NON-ESSENTIAL
MISSION	8. Administrative Services Department (ASD) Activation of Emergency Response Team and Transport of rescued wounded employees to hospital	8. Administrative Services Department (ASD) Building Maintenance Transport of documents to other offices

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PHILIPPINE PORTS AUTHORITY

PUBLIC SERVICE CONTINUITY PLAN

Document No

Revision No

Effectivity Date

Page 8 of 27

		Transport of employees to other agencies for meetings
		Procurement of Office supplies and equipment
NON-MISSION	8. Administrative Services Department (ASD) Sound alarm system and Public Address Evacuation to Intramuros Golf Course Maintenance of PPA service vehicles	8. Administrative Services Department (ASD) Repair of office facilities Canvass of office equipment and supplies

	ESSENTIAL	NON-ESSENTIAL
MISSION	9. Human Resource Management Department (HRMD) Inventory of Personnel Preservation of records Relocation	9. Human Resource Management Department (HRMD) Data Management of competencies of employees
NON-MISSION	9. Human Resource Management Department (HRMD) Manual headcount/set-up of system where people can signify status Digitalization and necessary external storage As per directive by the Upper Management or the nearest PMO-Field Office	9. Human Resource Management Department (HRMD) Manual evaluation of competencies of employees using available documents

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	ESSENTIAL	NON-ESSENTIAL
MISSION	10. Controllership Department (CD) Processing claims for payment to supplier, contractors and employees Release of funds to PMOs	10. Controllership Department (CD) Analysis of financial report Reconciliation of inventory accounts
NON-MISSION	10. Controllership Department (CD) Submission of required report to oversight bodies (COA, DBM, DOF, GCG) Preparation of financial reports	10. Controllership Department (CD) Validation as to correctness of financial accounts Scanning of documents


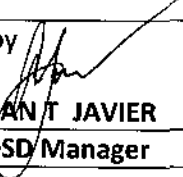

	ESSENTIAL	NON-ESSENTIAL
MISSION	11. Port Police Department (PPD) Clear area of obstructions Secure, cordon affected area	11. Port Police Department (PPD) Formulation of Port Security Guidelines
NON-MISSION	11. Port Police Department (PPD) Facilitate during rescue and evacuation operations	11. Port Police Department (PPD) Review existing regulation on access control / pass control system

9.0 Activation Criteria, Procedures and Authority

9.1 PPA Head Office Contingency Plan for Earthquake Emergency

9.1.1 General Concept

This Contingency Plan shall embody a set of procedures and guidelines in the conduct of emergency response activities relative to an earthquake emergency by the personnel and the organized Emergency Response Team (ERT) This Plan shall be in consonance with existing policies and strategies of the government to reduce disaster risks and vulnerabilities of the region against natural hazards

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	PHILIPPINE PORTS AUTHORITY	Document No
		Revision No
	PUBLIC SERVICE CONTINUITY PLAN	Effectivity Date
		Page <u>10</u> of <u>27</u>

The PPA shall allocate resources to its ERT in order to get organized, trained, and adequately supported during actual emergency response in case of earthquake emergencies

Priority shall be given to life-saving tasks (i.e search and rescue) and prevention of injuries like evacuation and transport. Crowd management during earthquake emergencies shall follow the order of priority

The ERT shall follow an Incident Command System in carrying out its emergency response mission. Development of multi-disaster response services skills among the organization and elements is encouraged to be more effective

The ERT shall closely coordinate and inter-operate with other private and/or government emergency response units

9.1.2 Organization

The PPA Head Office Emergency Response Team shall be headed by the Emergency Marshall (EM) to be assisted by the Deputy Emergency Marshall (DEM)

The composition of the ERT and the respective duties and functions are as follows

Emergency Marshall (EM)

- Executes overall supervision and control of the Emergency Response Team
- Establishes the link to government agencies
- Assesses the situation for further assistance and declare fire out/all clear
- Establishes location of command post
- Requests/coordinates with other agencies for assistance

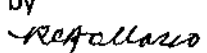
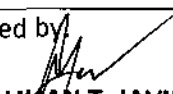
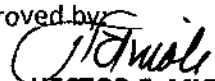
Deputy Emergency Marshall (DEM)

- Assists in the overall supervision and control to ERT

Communication Team

- Primary responsible in promptly notifying the nearest Fire Department or any government or private emergency responders and shall be in-charge with receiving and transmitting messages, orders, and related information when so ordered

First Responder Team

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- Assesses the situation as first responders. In case of fire, assess and use the necessary/appropriate firefighting equipment such as fire extinguisher, fire hose, among others

Security Team

- In-charge with clearing the streets and passageways for the eventual use of evacuating occupants and personnel, clearing the fire lanes of parked vehicles and other obstructions for easy access of the fire department apparatus and other emergency vehicles to the area, and, securing the emergency area and other important areas for authorized vehicles and personnel only

Evacuation Team

- Handles the orderly evacuation of employees and other occupants of the building and prevent people from re-entering the building until an announcement has been made by PPA Management, in coordination with responding fire fighters from the Bureau of Fire Protection and/or other emergency responders, that it is safe to do so

Search and Rescue Team

- Checks all rooms and corridors in the building for employees and other occupants that may be trapped therein and ensures proper execution of necessary rescue techniques

Salvage Team

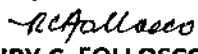


- Conducts salvage operations by securing the building's valuable contents using the following priority order
 - Priority 1 - classified records, data, information, maps, and valuable equipment,
 - Priority 2 - records other than classified,
 - Priority 3 - supplies and materials, and
 - Priority 4 - office furniture and other less important items

First-Aid Team

- Renders first-aid treatment to injured persons and coordinates transfer to hospital for those requiring immediate treatment, when necessary

Transport Team

- Provides immediate transportation of victims/casualties to hospitals and relocates PPA service vehicles to a safe area

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Logistics Team

- Provides logistical/medical support to ERT, victims and casualties

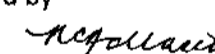
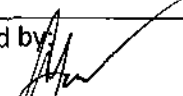
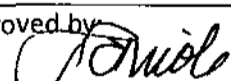
Media Handler


- Controls and regulates media releases

9.1.3 General Procedure / Precautions

9 1 3 1 *Preparatory Activities*

- a Check the stability of hanging objects which may break, and fall during earthquakes Strap heavy furniture /cabinets to the wall to prevent sliding or toppling
- b Breakable items, harmful chemicals, flammable and heavy materials should be stored in the lowermost shelves and secured firmly
- c Identify relatively strong parts of the building like corners where columns and beams are located, doors and sturdy tables where you can take refuge during an earthquake
- d Learn to use fire extinguishers
- e First-aid kits, alarms and emergency exits should be accessible, conveniently located and prominently marked
- f Prepare and maintain an earthquake survival kit consisting but not limited to the following
 - 1 Battery-powered radio
 - 2 Flashlights
 - 3 First-aid kits
 - 4 Potable water
 - 5 Candies/power bars/ready-to-eat foods
 - 6 Whistle
- g Conduct orientations and awareness seminars among employees
- h Periodically conduct emergency drills to test the following
 - 1 Disaster plan
 - 2 Evacuation process
 - 3 Systems and procedures
 - 4 Internal and/or external response

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	PHILIPPINE PORTS AUTHORITY	Document No
		Revision No
	PUBLIC SERVICE CONTINUITY PLAN	Effectivity Date
		Page <u>13</u> of <u>27</u>

5 Emergency Response Team (ERT) capacity to respond

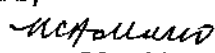
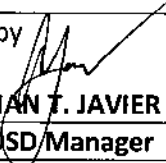

9 1 3 2 *During the Ground Shaking*

Stay calm

- a ERT members should advise everybody to “dock, cover and hold” under a sturdy piece of furniture sufficiently strong to hold falling debris Strong tables have been proven to provide immediate safety
- b The EM shall activate the ERT during an earthquake when the following circumstances occur
 - 1 Felt nearly by everyone, many awakened,
 - 2 Some dishes, windows broken and stable objects overturned,
 - 3 Felt by all, many frightened, some heavy furniture move, a few instances of fallen plaster, slight damage,
 - 4 Negligible damage in buildings of good design and construction, slight to moderate in well-built ordinary structures, considerable damage in poorly built or badly designed structures, and
 - 5 Other greater damage caused by the earthquake/calamity
- c Do not attempt to run down the building or rush out of the street for you might not have enough time to do so The ERT Evacuation Team Members shall guide or lead their colleagues to the designated evacuation area
- d Stay away from glass panes, and other objects and electrical wires
- e If outdoors, stay away from the building, walls and other high structures

9 1 3 3 *After the Ground Shaking*

- a Slowly get out from the place where you took cover The aftershocks could be more damaging
- b Follow the instructions of the members of the Evacuation Team
- c Do not rush to the exit, get out calmly and in an orderly manner and proceed to the designated evacuation area
- d Do not use elevators, use the stairs
- e Check yourself and others for injuries

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	PHILIPPINE PORTS AUTHORITY	Document No
		Revision No
	PUBLIC SERVICE CONTINUITY PLAN	Effectivity Date
		Page <u>14</u> of <u>27</u>

9.1.4 Administrative, Command and Control Mechanism

A Administrative

The PPA, through the AGM-FLA, shall issue a Special Order (SO) detailing the assignment of personnel in the ERT and specifying their respective responsibilities in the organization

The designated EM shall cause the enlisting, administering, mobilizing or demobilizing members and controlling them during emergency response operation

B Activation and Mobilization

In events where a very strong earthquake is felt or a Tsunami Alert has been issued by concerned national agencies, all the elements of the ERT are automatically activated

C Command and Control

Command and control shall be exercised by the EM from the designated Command Post or any other pre-determined alternate sites

In the absence of the EM or anyone among the constituted teams, their respective Assistants shall assume their duties and responsibilities

D Communications and Signals

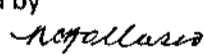
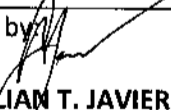
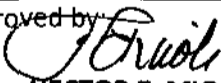
The signal for the activation of the ERT is the very strong earthquake itself in the case of actual event or the announcement from the Public Address System

Barring systems breakdown as a result of the earthquake, the existing means of communications – Portable Radio, Cellular Phones and Megaphones shall be utilized

E Supplies and Logistics

The PPA, through the Administrative Services Department (ASD), shall establish the supplies, equipment, paraphernalia or logistical requirements of the ERT and program their procurement as a matter of priority to ensure that the employees are protected in times of earthquake emergencies

All resources of PPA shall be mobilized and committed to emergency operations in the event of an earthquake disaster

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The continuing requirements of the ERT that may be identified later shall form part of the items to be included in the budget

F Deactivation

The deactivation of the ERT shall be announced by the EM or his duly authorized representative when the state of emergency has been lifted and all emergency response activities has been turned over to the proper government or private emergency response units

9.2 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE PROCEDURES

9.2.1 Roles and Responsibilities

- A The Executive Management is responsible for providing the necessary and sufficient funds for training of personnel and the provision of initial emergency response equipment
- B The PPA Training Institute (PPATI) Manager shall be responsible for the conduct and evaluation of emergency preparedness courses for both organic and non-organic port personnel
- C The Administrative Services Department (ASD) shall
 - 1 Coordinate with the Port and Construction Maintenance Department (PCMD), Port Operations and Services Department (POSD) for the procurement and maintenance of appropriate firefighting equipment and other safety related matters
 - 2 Place fire exits/escapes floor plan on every floor of the building preferably at the elevator waiting area
 - 3 Ensure that the fire alarm system, fire detecting equipment and water sprinklers are always maintained in good operating condition
 - 4 Ensure that stairways, corridors and rooms are provided with emergency lights
 - 5 Be responsible for the creation of a Fire Brigade and the selection of its members
- D The Safety and Environmental Management Division, POSD shall
 - 1 Determine the number of fire extinguishers needed for all the floors of the building and shall likewise ensure that they are properly distributed and located The same shall be in good operating condition
 - 2 Train the Fire Fighting Team on the proper use of the firefighting equipment

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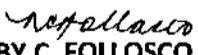
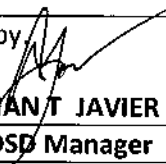

- E The Port Police Department (PPD) shall be responsible for securing the area and directing/regulating traffic during emergencies in accordance with their emergency/security plan

- F The Manager, Administrative Services Department (ASD) and Chief, Building and Equipment Maintenance Section (BEMS) shall act as the Fire Marshall and Assistant Fire Marshall respectively, with the following responsibilities
 - 1 Supervise the performance of the fire brigade
 - 2 Organize a fire drill at least twice a year
 - 3 Provide information to the Bureau of Fire Protection (BFP) when requested
 - 4 Keep management informed during and after the fire and make recommendations thereafter

- G A Fire Brigade shall be created to be composed of the following teams with corresponding functions
 - 1 Fire Fighting Team shall be trained on the proper use of the firefighting equipment. In case of fire, the Team shall immediately proceed to the fire scene
 - 2 Evacuation Team shall be familiar with the location of the fire exits/escapes. In the event of fire, members of the team shall assist in evacuating employees and other occupants of the building in an orderly fashion and shall prevent people from re-entering the building until further announcement from the PPA Management
 - 3 Search and Rescue Team shall check all rooms and corridors and apply proper rescue techniques, if necessary
 - 4 First Aid Team shall render necessary first aid treatment to injured person/s

9.2.2 Emergency Procedure for Head Office


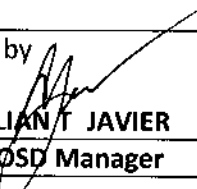
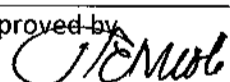
- 1 Any employee or occupant of the PPA building who notices fire or signs of fire shall, without delay, alert everyone nearby and inform the guard-on-duty at ground floor lobby by dialing local number 124
- 2 The guard-on-duty at the ground floor lobby shall, upon hearing the alarm or receiving the notice/information shall call HOTLINE 117 or the nearest Manila Fire Station
- 3 The Head of each Responsibility Center shall lead their respective personnel in the evacuation. In the absence of the RC Head, the Division Manager/s shall take over
- 4 All employees/personnel, visitors and occupants shall leave the building calmly and in orderly manner using the fire exits/escapes or stairway and shall proceed to the designated evacuation area located at the Intramuros Golf Course. Never use the elevator

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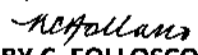
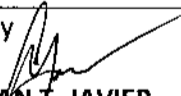

- 5 The Port Police Department (PPD) shall be responsible for securing the area and directing/regulating traffic during emergencies in accordance with their emergency/security plan
- 6 All personnel shall wait for further announcement from PPA Management for any development conditions

10. Continuity Strategies

WORKSHEET NO. 5.A: DETERMINING RECOVERY STRATEGIES	
MEF	RECOVERY STRATEGIES
1. Port Operations and Services Department (POSD) Provision of guidance and technical assistance to PMOs on all port operations activities to ensure uninterrupted delivery of port services	Secure critical records and data (such as memos and email) using portable and reliable high-capacity data storage devices and/or cloud storage (One Drive)
2 Information & Communication Technology Department (ICTD) Connectivity to PMOs	Has existing PPA Disaster Recovery Center in Makati Provide alternate site as PPA Disaster Recovery Center in case Makati area is affected
3. Port Construction & Maintenance Department (PCMD) Construct temporary facilities such as container vans, enclosed tent Relocation to other PPA offices in Manila	Provide temporary facilities that can be immediately utilized
4. Port Planning & Design Department (PPDD) Assist PCMD in the design of temporary facilities Relocation to other PPA offices in Manila	Design temporary facilities that can be immediately utilized
5. Dredging & Survey Department (D&SD) Assist PCMD & PPDD in relocation activities	Assist PCMD and PPDD with additional manpower

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6 Corporate Communication Staff (CCS) Full access to information about condition of ports nationwide Information dissemination that ports are operating normally	Provision of communications and IT equipment
7. Treasury Department (TD) Collection (revenues, port charges) and disbursement (PPA salaries, payment to contractors, suppliers) of expenses Cash transfer to PMOs	Provide backup alternate sites/location to secure critical data and records of the department
8. Administrative Services Department (ASD) Activation of Emergency Response Team and Transport of rescued wounded employees to hospital	Provide backup alternate sites/location to secure critical data and records of the department Ensure proper maintenance of service vehicles, emergency equipment (Generator Sets, Fire Extinguishers, First Aid Kits) and provide adequate training for members of the Emergency Response Team
9. Human Resource Management Department (HRMD) Inventory of Personnel Preservation of records Relocation	Provide backup alternate sites/location to secure critical data and records of the department
10. Controllership Department (CD) Processing claims for payment to supplier, contractors and employees Release of funds to PMOs	Provide backup alternate sites/location to secure critical data and records of the department
11. Port Police Department (PPD) Secure, cordon affected area Clear area of obstructions	Provide backup alternate sites/location to secure critical data and records of the department

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RISK ASSESSMENT

HAZARD

EXTERNAL	RISK CATEGORY	LIKELIHOOD RATING	IMPACT RATING	RISK RATING (X=L)	CURRENT CONTROLS	EFFECTIVENESS		
						HIGH	MEDIUM	LOW
Explosions/ Nuclear Attack/ Explosive Attack	Operational	2	5	10 Medium	None			X
Improvised Explosive Device(s)	Operational, Infrastructure, Operational	3	5	15 High	Restriction of port security and access control regulations/measures		X	
Chemical/Biological								
Biological Attack/Outbreak	Operational	2	4	8 Medium	None			X
Aerosol Attack/Plague, Rich	Operational	2	4	8 Medium	None			X
Pandemic Influenza	Operational	2	4	8 Medium	None			X
Chemical Attack (or Accident)								
Water Agent	Operational, Infrastructure, Operational	3	5	15 High	Implementation of provisions of the IMDG Code for the handling, storage and transport of dangerous substances		X	
Nerve Agent	Operational, Infrastructure, Operational	3	5	15 High	Implementation of provisions of the IMDG Code for the handling, storage and transport of dangerous substances		X	
Toxic Industrial Chemicals	Operational, Infrastructure, Operational	3	5	15 High	Implementation of provisions of the IMDG Code for the handling, storage and transport of dangerous substances		X	
Chemical Tank Explosion	Operational, Infrastructure, Operational	3	5	15 High	Implementation of provisions of the IMDG Code for the handling, storage and transport of dangerous substances		X	
Infrastructure Damage								
Critical Infrastructure Attack/Failure	Operational	3	3	9 Medium	Provision of Generator Set		X	
Power Outage (blackout)	Operational	3	3	9 Medium	Back-up power/phones covered by Generator		X	
Communication system is out of disruption	Operational	3	3	9 Medium	Generator		X	
Water supply, communication/sewage systems failure	Operational	2	3	6 Medium	Pump Room Water Tank/Immediate repair of sewage system		X	
Major Fire (s)	Operational, Infrastructure, Operational	3	5	15 High	Firefighting system and fire safety kit conduct regular fire drill, conduct of emergency preparedness network transfer of office work to GAO Center or PPA IT if necessary		X	
Heating, ventilation and air conditioning failure	Operational	3	3	9 Medium	Provision of Generator Set		X	
Cyber Attack	Operational	3	3	9 Medium	Back-up server located in Makati City		X	
Loss of data or network service	Operational	3	3	9 Medium	Back-up server located in Makati City		X	
Economic/Labor Insurrection	Operational, Infrastructure, Operational	2	1	2 Low	Implementation of applicable port security regulations/measures		X	
Coal Unrest	Operational, Infrastructure, Operational	2	1	2 Low	Implementation of applicable HRM regulations		X	

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EXTERNAL	RISK CATEGORY	LIKELIHOOD RATING	IMPACT RATING	RISK RATING (RL)	CURRENT CONTROLS	EFFECTIVENESS
EXTERNAL	Operational Reputational Regulatory/Compliance	2	1	2	Implementation of applicable port security regulations/measures Implementation of applicable HRM regulations	X
	Operational	2	1	2	Provision of employee transport services	Y
	Operational Regulatory Regulatory/Compliance	2	2	4	Implementation of applicable port security regulations/measures Implementation of applicable HRM regulations Implementation of port security and access control regulations/measures Transfer of operation to other ports, if necessary	X
	Operational	3	3	9	Reserved funds boxes	X
	Operational	2	2	4	Reserved funds boxes	X
	Operational	2	3	6	Robust building infrastructure Robust building infrastructure	Y
	Operational Infrastructure	3	5	15	conduct regular earthquake drill, conduct of disaster preparedness exercises	X
	Operational	3	4	12	Robust building infrastructure	X
	Operational	3	5	15	Robust building infrastructure	X
	Operational Infrastructure Reputational Regulatory/Compliance	2	4	8	Training of employees related to planning and design, budget/resource allocation on quality construction materials	X
INTERNAL	Operational	3	3	9	Preference to quality equipment testing and warranty of equipment, backup equipment maintenance	X
	Operational Reputational Regulatory/Compliance	2	3	6	Implementation of applicable port security regulations/measures Implementation of applicable HRM regulations, backup facilities/equipment and operation	X
	Operational Reputational Regulatory/Compliance	2	3	6	Regular training of employees related to planning budget/resource allocation to provide quality project/program, regular meetings and coordination of office heads	X
	Operational Reputational Regulatory/Compliance	2	3	6	Regular training of employees related to planning, information and technology, budget/resource allocation to provide quality computer system, provision for back-up systems	X
	Operational Reputational Regulatory/Compliance	2	3	6	Regular training of employees related to planning, information and technology, budget/resource allocation to provide quality computer system, provision for back-up systems	X
	Operational Reputational Regulatory/Compliance	2	3	6	Regular training of employees related to planning, information and technology, budget/resource allocation to provide quality computer system, provision for back-up systems	X
	Operational Reputational Regulatory/Compliance	2	3	6	Regular training of employees related to planning, information and technology, budget/resource allocation to provide quality computer system, provision for back-up systems	X
	Operational Reputational Regulatory/Compliance	2	3	6	Regular training of employees related to planning, information and technology, budget/resource allocation to provide quality computer system, provision for back-up systems	X
	Operational Reputational Regulatory/Compliance	2	3	6	Regular training of employees related to planning, information and technology, budget/resource allocation to provide quality computer system, provision for back-up systems	X
	Operational Reputational Regulatory/Compliance	2	3	6	Regular training of employees related to planning, information and technology, budget/resource allocation to provide quality computer system, provision for back-up systems	X

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EXTERNAL	RISK CATEGORY	LIKELIHOOD RATING	IMPACT RATING	RISK RATING (XL)	CURRENT CONTROLS	EFFECTIVENESS
Disgruntled employees	Operational Regulatory Compliance	3	3	9 Medium	Implementation of applicable HRM regulations, provision for incentives and compensation package team building program	X
Failure to recognize requirements or obstacles	Operational Regulatory Compliance	2	3	6 Medium	Regular HRM/incentive building	X
Incompetence	Operational Regulatory Compliance	3	3	9 Medium	Regular training/capacity building	X

Risk Rating
 Low: Score of 1-5
 Medium: Score of 6-10
 High: Score of 12-16
 Extreme: Score of 20-25

Likelihood Rating
 5: Almost certain (frequent)
 4: Likely
 3: Possible
 2: Unlikely
 1: Rare or very unlikely

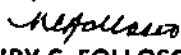


81-100%
 61-80%
 41-60%
 21-40%
 1-20%

Impact Rating
 5: Extreme
 4: Major
 3: Moderate
 2: Minor
 1: Incidental


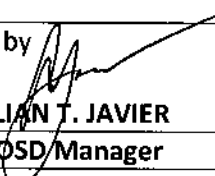

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WORKSHEET NO. 4: IMPACT ANALYSIS

MEF	MET OUTPUT	MEF INPUT	IMPACTS	RTO	RESOURCE REQUIREMENT
Port Operations and Services Department (POSD) Provision of guidance and technical assistance to PMOs on all port operations activities to ensure uninterrupted delivery of port services	Reports to Management of technical guidance / supervision extended to PMOs	Internal Units Reports from LGUs or other government agencies	Operational/ Regulatory	Within 24 hours	People/Manpower, communication/technology facilities
Information & Communication Technology Department (ICTD) Connectivity to PMOs	Statistics/ financial, operational data to POSD, TD, CD, CSD	Statistics/ operational data from PMOs	<i>Operational</i>	Within 24 hours	Manpower/ People, IT and Communication Facilities
Port Construction & Maintenance Department (PCMD) Construct temporary facilities such as container vans, enclosed tent Relocation to other PPA offices in Manila	Reports of constructed temporary facilities to Management	Reports from LGUs or other government agencies	<i>Operational/ Regulatory</i>	For installation of temporary facilities within 24 hours For relocation within 24 hours	<i>Manpower, Transport vehicles</i>
Port Planning & Design Department (PPDD) Assist PCMD in the design of temporary facilities Relocation to other PPA offices in Manila	Reports of constructed temporary facilities to Management	Reports from LGUs or other government agencies	Operational/ Regulatory	For installation of temporary facilities within 24 hours For relocation within 24 hours	<i>Manpower, Transport vehicles</i>
Dredging & Survey Department (D&SD) Assist PCMD & PPDD in relocation activities	Reports of constructed temporary facilities to Management	Reports from LGUs or other government agencies	Operational/ Regulatory	Within 24 hours	Manpower, transport vehicles

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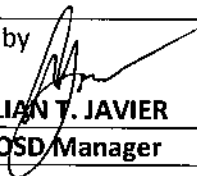
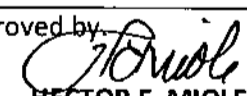
Corporate Communication Staff (CCS) Full access to information about condition of ports nationwide Information dissemination that ports are operating normally	Official statement of Authority to the public	Reports from LGUs or other government agencies	Operational/Reputational	Within 24 hours	People/Manpower, communication/technology facilities
Treasury Department (TD) Collection (revenues, port charges) and disbursement (PPA salaries, payment to contractors, suppliers) of expenses Cash transfer to PMOs	Transfer of Collection/Disbursement of expenses to PMOs	Charges and Revenues from Controllersh <p> </p>	Operational	Within 48 hours	Manpower, communication/IT facilities
Administrative Services Department (ASD) Activation of Emergency Response Team and Transport of rescued wounded employees to hospital	Report to Management of transported injured victims to hospitals	Reports from LGUs or other government agencies	Operational/Reputational	Within 1 hour (earliest time possible)	Manpower, Transport vehicles/ERT Team
Human Resource Management Department (HRMD) Inventory of Personnel Preservation of records Relocation	Statistics	Internal Unit	Operational/Reputational	Within 24 hours	Manpower, Transport vehicles
Controllership Department (CD) Processing claims for payment to supplier, contractors and employees Release of funds to PMOs	Reports to COA, DBM, CGC, DOF and BSP	Transaction from Field Offices	Operational	Within 24 hours	Manpower, communication/IT facilities


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Port Police Department (PPD) Secure, cordon affected area. Clear area of obstruction	Reports to Management of clearing activities of affected areas undertaken	Reports from LGUs or other government agencies	Operational/Reputational	Within 24 hours	Manpower, Mobile Patrol
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11. Resource Requirements

- 11 1 End-user requirements
- 11 2 Vital Records
- 11 3 Voice and data communications
- 11 4 Key contact/suppliers
- 11 5 Storage requirements
- 11 6 Equipment requirements
- 11 7 Provision of procurement process (budgeting and acquisition) – internal arrangement
- 11 8 Provision of relief assistance to personnel


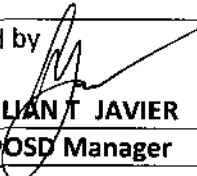

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	PHILIPPINE PORTS AUTHORITY	Document No
		Revision No
	PUBLIC SERVICE CONTINUITY PLAN	Effectivity Date
		Page <u>25</u> of <u>27</u>

12. Communication Procedure

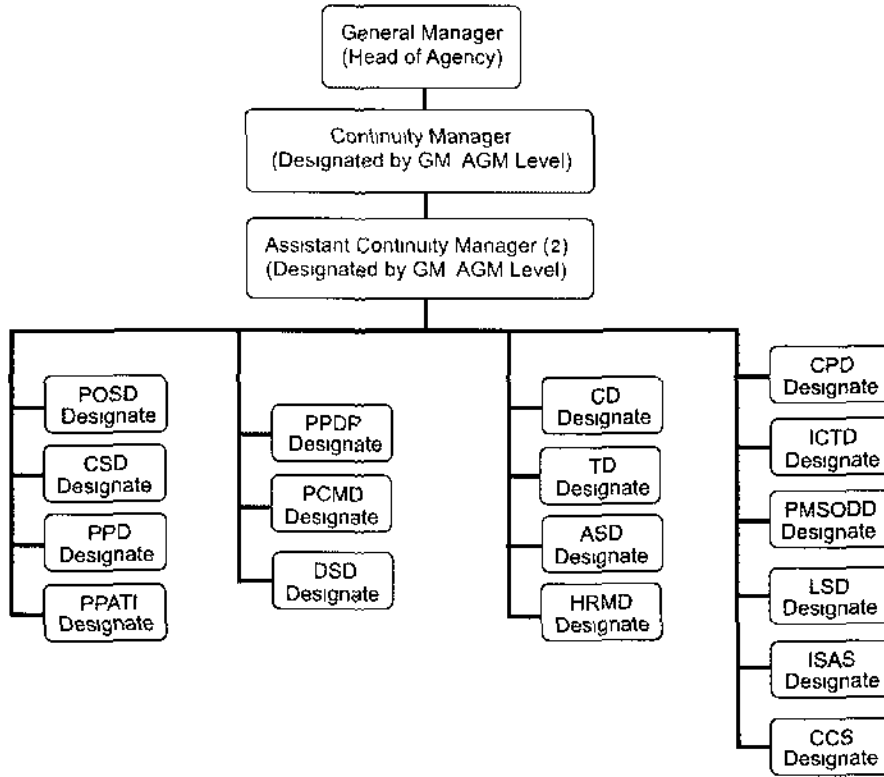
Emergency Procedure for Head Office

- a Any employee or occupant of the PPA building who notices fire or signs of fire shall, without delay, alert everyone nearby and inform the guard-on-duty at ground floor lobby by dialing local number 124
- b The guard-on-duty at the ground floor lobby shall, upon hearing the alarm or receiving the notice/information shall call HOTLINE 117 or the nearest Manila Fire Station
- c The Head of each Responsibility Center shall lead their respective personnel in the evacuation. In the absence of the RC Head, the Division Manager/s shall take over
- d All employees/personnel, visitors and occupants shall leave the building calmly and in orderly manner using the fire exits/escapes or stairway and shall proceed to the designated evacuation area located at the Intramuros Golf Course. Never use the elevator
- e The Port Police Department (PPD) shall be responsible for securing the area and directing/regulating traffic during emergencies in accordance with their emergency/security plan
- f All personnel shall wait for further announcement from PPA Management for any development

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PPA Organizational Continuity Structure



Legend

- POSD - Port Operations & Services Department
- CSD - Commercial Services Department
- PPD - Port Police Department
- PPATI - PPA Training Institute
- PPDD - Port Planning & Design Department
- DSD - Dredging & Survey Department
- PCMD - Port Construction & Maintenance Department
- CP - Controllership Department
- TD - Treasury Department
- ASD - Administrative Services Department
- HRMD - Human Resource & Management Department
- PMSODD - Port Management Systems & Organization Development Department
- ICTD - Information & Communication Technology Department
- CPD - Corporate Planning Department
- LSD - Legal Services Department
- ISAS - Internal Security Affairs Staff

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13. Testing and Maintenance

PUBLIC SERVICE CONTINUITY PLAN EXERCISE			
Type of Exercise Methods (check applicable methods)	Participants	Exercise Objectives	Date Conducted
Seminar and Workshop	<input type="checkbox"/> Members of PSCP team	To orient PSCP Team To draft PSCP	June 18, 2018
Tabletop Exercise	<input type="checkbox"/> Members of PSCP team	To refine draft PSCP	June 20, 2018
Seminar Workshop	Top Management PPA Head Office, Baseports & Terminal Ports Employees	To introduce PSCP Final version To cascade and promote awareness on PSCP	June 27, 2018 August – Dec 2018
Seminar Drills	<input type="checkbox"/> PPA Employees	To check effectivity of PSCP	September 5, 2018
• Fire	<input type="checkbox"/> PPA employees		September 12, 2018
• Earthquake	<input type="checkbox"/>		September 15, 2018
• Call Tree	<input type="checkbox"/>		
• Others	<input type="checkbox"/>		
Observations and Comments			
Areas for Improvement Action Plan (Indicate timeline)			

14. References

- 14 1 PPA Orange Book
- 14 2 International Maritime Dangerous Goods Code
- 14 3 ISO QMS 2015
- 14 4 Port Safety, Health and Environmental Management System (PSHEMS)
- 14 5 PPA Head Office Contingency Plan for Earthquake Emergency

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