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Catalogue-in-Publication Data
ASEAN Standard Operating Procedure for Monitoring Assessment and Joint Emergency Response
Jakarta: ASEAN Secretariat, February 2021

363.34595
1. ASEAN – Environment – Haze Pollution
2. Disaster Management – Emergency management


ASEAN: A Community of Opportunities for All

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## ABBREVIATIONS AND ACRONYMS

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<thead>
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<th>Abbreviation</th>
<th>Description</th>
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</thead>
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<tr>
<td>ACC</td>
<td>The ASEAN Coordinating Centre for Transboundary Haze Pollution</td>
</tr>
<tr>
<td>ASMC</td>
<td>ASEAN Specialised Meteorological Centre</td>
</tr>
<tr>
<td>ASOEN</td>
<td>ASEAN Senior Officials on the Environment</td>
</tr>
<tr>
<td>DC</td>
<td>Drought Code</td>
</tr>
<tr>
<td>FFMC</td>
<td>Fine Fuel Moisture Code</td>
</tr>
<tr>
<td>FWI</td>
<td>Fire Weather Index</td>
</tr>
<tr>
<td>GPS</td>
<td>Global Positioning System</td>
</tr>
<tr>
<td>HTTF</td>
<td>Haze Technical Task Force</td>
</tr>
<tr>
<td>NFP</td>
<td>National Focal Point</td>
</tr>
<tr>
<td>NMC</td>
<td>National Monitoring Centre</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>PSI</td>
<td>Pollutant Standard Index</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
</tbody>
</table>
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)\(^1\) is established to facilitate cooperation and coordination among the Parties. A Committee\(^2\) 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.

III. SOP FOR MONITORING AND ASSESSMENT

Under the Agreement, each NMC should undertake monitoring measures and the ACC\(^3\) should establish linkages with the NMCs to communicate the data at agreed regular intervals (Articles 7 - 8).

---

1. During the interim period, the functions are shared by (i) the ASEAN Specialised Meteorological Centre (ASMC) for monitoring and assessment; and (ii) the ASEAN Secretariat for coordination of joint emergency response, donor funding and assistance, development of the SOP, and development and maintenance of database.

2. During the interim period, this function is performed by the ASEAN Senior Officials on the Environment-Haze Technical Task Force (ASOEN-HTTF). The ASOEN-HTTF will oversee the ASEAN Secretariat and ASMC and perform decision-making functions.

3. During the interim period, this function is performed by the ASMC.
A. PROCEDURES

1. The ACC\(^4\) 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\(^4\) 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 ACC\(^5\) 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.

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.

---

\(^4\) During the interim period, this function is performed by the ASEAN Secretariat. The ASMC will alert the ASEAN Secretariat when the dry season starts.
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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>No.</td>
</tr>
<tr>
<td>2.</td>
<td>Location</td>
</tr>
<tr>
<td>3.</td>
<td>Number of fire</td>
</tr>
<tr>
<td>4.</td>
<td>Latitude</td>
</tr>
<tr>
<td>5.</td>
<td>Longitude</td>
</tr>
<tr>
<td>6.</td>
<td>Size (ha)</td>
</tr>
<tr>
<td>7.</td>
<td>Type of fire [forest fire/peat fire/other (please describe)]</td>
</tr>
<tr>
<td>8.</td>
<td>Fuels</td>
</tr>
<tr>
<td>9.</td>
<td>Topography</td>
</tr>
<tr>
<td>10.</td>
<td>Causes (natural, incendiary, accidental, unknown)</td>
</tr>
<tr>
<td>11.</td>
<td>Resources currently mobilised/actions taken</td>
</tr>
<tr>
<td>12.</td>
<td>Additional resources required (gaps)</td>
</tr>
</tbody>
</table>
4. Air Quality Information or Visibility (please indicate index if available)

4.a PSI reading

<table>
<thead>
<tr>
<th>No</th>
<th>Location</th>
<th>Good (0-50)</th>
<th>Moderate (51-100)</th>
<th>Unhealthy (101-200)</th>
<th>Very Unhealthy (201-300)</th>
<th>Hazardous (&gt; 300)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

or

4.b Visibility

<table>
<thead>
<tr>
<th>No</th>
<th>Location</th>
<th>Km</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Forecast wind condition, date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Forecast wind condition, date:

Forecast wind condition, date:

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

<table>
<thead>
<tr>
<th>No</th>
<th>Location</th>
<th>&lt; 20 mm</th>
<th>20-50 mm</th>
<th>&gt; 50 mm</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

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 Services (MMS) website (http://www.met.gov.my/iklim/fdrs/afdrs). Member Countries that have their own FDRS may wish to fill up the table below.

<table>
<thead>
<tr>
<th>No</th>
<th>Location</th>
<th>Current (Extreme, High, Moderate or Low)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>No</th>
<th>Location</th>
<th>Above Normal</th>
<th>Slightly Above Normal</th>
<th>Normal</th>
<th>Slightly Below Normal</th>
<th>Below Normal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

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]
1. **General Information**

   Office Reference No.:
   From:
   To:
   Day/Date/Time:

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

   □ See attachment (please attach relevant information)

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

   □ See attachment (please attach relevant information)

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

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

[ ] See attachment (please attach relevant information)

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

[ ] See attachment (please attach relevant information)

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

Signed by:

signature

(Name)
ACC
IV. SOP FOR JOINT EMERGENCY RESPONSE

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

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

A. PROCEDURES

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

A joint emergency response can be activated when:

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

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

1. Directly to the NFP of an assisting or a receiving Party;
2. Through the ACC\(^5\).

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

A Party needs assistance, or offers assistance

The NFP sends the request for or offers assistance through the ASEAN Centre or directly to the NFP of the assisting or receiving Party

The NFP of the assisting or receiving Party acknowledges or responds to the request for or offer of assistance immediately, preferably within 24 hours

The NFP and competent authorities of the assisting or receiving Party reviews the request or offer and determine whether it can provide or receive assistance requested or offered

The NFP of the requesting or assisting Party receives and acknowledges the response

Both NFPs elaborate details of assistance and come up with contractual arrangements specifying type and scope of assistance to be mobilised

Joint emergency response

Both NFPs provide reports to the ASEAN Centre

The ASEAN Centre consolidates the reports and presents the consolidated report to the Committee

The Committee considers the report and recommendations made

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

1. A Party requests for assistance

   **Form of request (Form 3)**
   - (Directly to NFP with copy to ASEAN Centre)

2. The NFP sends request for assistance to another Party

3. **The ASEAN Centre forwards the request to the NFP (through the ASEAN Centre)**

4. The NFP and competent authorities will review the request and determine whether it can provide the type and scope of assistance requested

5. **Yes**
   - The NFP acknowledges or responds to the request for assistance immediately, preferably within 24 hours

6. **No (through ASEAN Centre)**
   - The ASEAN Centre will explore other possible assistance

7. **No (directly to NFP)**
   - The NFP will explore other assistance in coordination with the ASEAN Centre

8. Flowchart 4
Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance

Requesting Party

The NFP indicates the type and scope of assistance that can be provided

Assisting Party/Parties

The NFP receives and acknowledges the response

Response

NFP elaborates details of assistance that can be provided

The ASEAN Centre forwards the response to the NFP

ASEAN Centre

Contractual Arrangements for Assistance (Form 5)
Flowchart 2: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Requests for Assistance

- Requesting Party
- Assisting Party/Parties
- ASEAN Centre

Joint Emergency Response

Supervisors of the assisting and the requesting Parties prepare their reports for their respective NFPs

Lessons learnt (Form 7)

Consideration by Committee

Recommendations by Committee

ASEAN Centre logs the report

E N D

See recommended steps for bilateral mobilisation (Checklist 1) and demobilisation (Checklist 2) of resources

Reporting by both NFPs (Forms 6a and 6b)
Flowchart 3: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Offers Assistance

- **Starting Point (START)**
  - A Party offers assistance to another Party

- **Assisting Party/Parties**
  - The NFP offers an offer of assistance
    - The NFP sends an offer of assistance (Form 4)
      - (directly to the NFP of the receiving Party)

- **Receiving Party**
  - The NFP acknowledges the offer or responds to the offer of assistance immediately, preferably within 24 hours
    - The NFP and Competent Authorities will review the offer
      - Yes: The NFP notifies its agreement and indicates the type and scope of assistance that is required
      - No: Offer of assistance (Form 4)
        - (through ASEAN Centre)

- **ASEAN Centre**
  - ASEAN Centre forwards the offer to the concerned NFP
    - Offer of assistance (Form 2)
      - Decline noted
      - Decline noted
Flowchart 3: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Offers Assistance

1. The NFP receives and acknowledges response.
2. The NFP discusses details of assistance that can be provided.
3. The NFP elaborates details of assistance to be received.
4. The NFP forwards the response directly to the assisting Party through the ASEAN Centre.
5. ASEAN Centre forwards the response.
### Flowchart 3: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – A Party Offers Assistance

<table>
<thead>
<tr>
<th>Receiving Party</th>
<th>Assisting Party/Parties</th>
<th>ASEAN Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Joint Emergency Response</strong></td>
<td></td>
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</tr>
<tr>
<td>Supervisors of the assisting and the receiving Parties prepare their reports for their respective NFPs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting by both NFPs (Form 6a and 6b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lessons learnt (Form 7)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consideration by Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendations by Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASEAN Centre logs the report</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>END</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See recommended steps for bilateral mobilisation (Checklist 1) and demobilisation (Checklist 2) of resources.

Report
Log

Recommendations by
Committee

Supervisors of the assisting and the receiving Parties prepare their reports for their respective NFPs

ASEAN Centre logs the report

END

Reporting by both NFPs (Form 6a and 6b)
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

1. A Party requests for assistance
2. The NFP sends request for assistance (general)
3. Form of request (Form 3)
4. Country/organisation reviews the request
   - Yes: Country/organisation indicates type & scope of assistance that can be provided
   - No: The NFP receives and acknowledges response

5. ASEAN Centre reviews and considers the request
   - Non-Party
   - Among Parties: FC2
   - Regional: FC5

6. Form of request (Form 3)
7. The NFP receives and acknowledges response

*) When the request is not favorably considered, it goes back to the ASEAN Centre, the ASEAN Centre will explore assistance from other sources.
Flowchart 4: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Request for Assistance through ACC

- Supervisor of the requesting Party prepares report for the NFP
- The NFP elaborates details of assistance required
- Relevant focal point elaborates details of assistance that can be provided
- Contractual Arrangements for Assistance (Form 5)

ASEAN Centre

- Lessons learnt (Form 7)
- Recommendations by Committee
- ASEAN Centre logs the report
- END

Requesting Party

- Reporting by the NFP (Form 6a*)

Assisting Country / Organisation

- See recommended steps for bilateral mobilisation (Checklist 1) and demobilisation (Checklist 2) of resources

*) Although not mandatory, it is suggested that the assisting country/ organisation also provides a report (Form 6b) to the ASEAN Centre to complement the report submitted by the NFP of the requesting Party.
A.3 Procedures for General Offer (Articles 5, 12-15)

There may also be cases when third countries/international organisations/other sources of funding offer assistance to the receiving Party, either directly or through the ACC. The steps are further elaborated in Flowchart 5.
Flowchart 5: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Offer for Assistance through ACC

1. **Country/organisation offers assistance to another Party**
   - Offer of assistance (Form 4*)
   - Through ASEAN Centre
   - ASEAN Centre forwards the offer to the concerned NFP

2. The NFP acknowledges or responds to the offer of assistance immediately, preferably within 24 hours:
   - (directly to the NFP)
   - (through ASEAN Centre)
   - The NFP and Competent Authorities will review the offer
   - No:
     - Decline noted (directly to the assisting country/organisation)
   - Yes:
     - The NFP notifies its agreement and indicates the type and scope of assistance that is required

*) 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

- Receiving Party
- Assisting Country / Organisation
- ASEAN Centre

1. The country/organisation receives and acknowledges the response.
2. Joint Emergency Response
3. Contractual Arrangements for Assistance (Form 5)
4. Relevant focal point elaborates details of assistance that can be provided.
5. The NFP elaborates details of assistance to be received.
6. ASEAN Centre forwards the response.
Flowchart 5: Joint Emergency Response in Accordance with the ASEAN Agreement on Transboundary Haze Pollution – General Offer for Assistance through ACC

1. Supervisor of the receiving Party prepares report for the NFP
2. Reporting by the NFP (Form 6a**)
3. Lessons learnt (Form 7)
4. Consideration by Committee
5. Recommendations by Committee
6. ASEAN Centre logs the report
7. End

**) 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

START

ASEAN Centre develops recommendations and array of options for action utilising regional resources

Selected option implemented

Committee reviews and considers recommendations and select an option

Agreed action plan *

ASEAN Centre develops recommendations and array of options for action utilising regional resources

- situation report
- type & scope of resources recommended (options)

Committee reviews and considers recommendations and select an option

Reporting / lessons learnt

Lessons learnt (Form 9)

- Haze Fund
- Regional experts
- ASMC's info/recomm.
- ASEC's database of possible type of assistance, web, PR, personnel
- Equipment/materials

Consideration by Committee

Recommendations by Committee

ASEAN Centre logs the report

Lessons learnt (Form 9)

- What happened
- Actions taken
- Analysis: relevance of resources
- Problems/constraints
- Improvements
- Recommendations for future actions

Note:
* Format and responsible institution to be developed
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)

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

b. Equipment and Materials

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

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

(please indicate information on administrative arrangements)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong> Expected arrival of requested resources (please indicate when resources are needed to be sent)</td>
<td></td>
</tr>
<tr>
<td><strong>b.</strong> Contact person or operation supervisor at incident location</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Institution:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone/Mobile Phone/Fax:</td>
<td></td>
</tr>
<tr>
<td><strong>c.</strong> 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.)</td>
<td></td>
</tr>
</tbody>
</table>

Signed by:

(signature)

(Name)

[National Focal Point], [Party]
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

<table>
<thead>
<tr>
<th>No</th>
<th>Skills (please specify expected skills and qualifications: i. Basic; ii. Advanced; iii. Specialised Skills; iv. Command Skills)</th>
<th>Number of Personnel</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

### b. Equipment and Materials

<table>
<thead>
<tr>
<th>No</th>
<th>Type of equipment/materials</th>
<th>Number of equipment/materials</th>
<th>Remarks (please provide further description of the capabilities of the equipment and materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

 1. **Hand Tools**

 2. **Water Handling Equipment**

 3. **Power Tools**

 4. **Heavy Earthmoving Equipment**

 5. **Transportation**

 6. **Aerial Fire Fighting** *(please provide information on navigation, communications, air traffic patterns)*

 7. **Personal Protective Equipment (PPE)**

 8. **Fire Detection Tools**
### b. Equipment and Materials

<table>
<thead>
<tr>
<th>No</th>
<th>Type of equipment/materials</th>
<th>Number of equipment/materials</th>
<th>Remarks (please provide further description of the capabilities of the equipment/materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ix. Communications Equipment and other Technology Equipment (GPS units, infra-red cameras, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5. Administrative Arrangements

(please indicate information on the administrative arrangements)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Maximum duration of assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>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)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>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.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed by:

signature

(Name)
[National Focal Point*], [Party/Country/Organisation]

* As applicable
1. **General Information**

   Office Reference No.:
   From:
   To:
   Day/Date/Time:
   Incident Name/Location:

(1)
(2)

2. **Resources to be Mobilised**

   **a. Personnel**

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Designation/Institution</th>
<th>Description (please indicate the skills, qualification and specific task personnel assigned)</th>
<th>Destination locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>5</td>
</tr>
</tbody>
</table>

   **b. Equipment and Materials**

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Description (please indicate the specification and type of resource to be mobilised, its capabilities and purpose and its use for the incident)</th>
<th>Quantity</th>
<th>Destination locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

   i. Hand Tools

   ii. Water Handling Equipment

   iii. Power Tools
### b. Equipment and Materials

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Description (please indicate the specification and type of resource to be mobilised, its capabilities and purpose and its use for the incident)</th>
<th>Quantity</th>
<th>Destination locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Transportation Method</th>
<th>Port of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
3.b **Demobilisation** (please indicate details on transportation method, time of departure and arrival, and port of departure of the assisting resources)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Transportation Method</th>
<th>Port of Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart</td>
<td>Arrive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depart</td>
<td>Arrive</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Receiving/Requesting Party</th>
<th>Assisting Party/Country/Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Designation:</td>
<td>Designation:</td>
</tr>
<tr>
<td>Institution:</td>
<td>Institution:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Office Phone:</td>
<td>Office Phone</td>
</tr>
<tr>
<td>Facsimile:</td>
<td>Facsimile:</td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td>Mobile Phone:</td>
</tr>
</tbody>
</table>

**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:  
Field Supervisor of the Receiving/Requesting Party  
signature  
(Name)  
[Designation, Institution]

Reviewed by:  
National Focal Point of the Receiving/Requesting Party  
signature  
(Name)  
[Focal Point, Receiving/Requesting Party]
### 1. Fire Related Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>No :</td>
</tr>
<tr>
<td>2.</td>
<td>Location :</td>
</tr>
<tr>
<td>3.</td>
<td>Fire # :</td>
</tr>
<tr>
<td>4.</td>
<td>Latitude :</td>
</tr>
<tr>
<td>5.</td>
<td>Longitude :</td>
</tr>
<tr>
<td>6.</td>
<td>Size (ha) :</td>
</tr>
<tr>
<td>7.</td>
<td>Type of fire :</td>
</tr>
<tr>
<td>8.</td>
<td>Fuels :</td>
</tr>
<tr>
<td>9.</td>
<td>Temperature :</td>
</tr>
<tr>
<td>10.</td>
<td>Topography :</td>
</tr>
<tr>
<td>11.</td>
<td>Causes :</td>
</tr>
<tr>
<td>12.</td>
<td>Actions taken :</td>
</tr>
<tr>
<td>13.</td>
<td>Containment (%) :</td>
</tr>
<tr>
<td>14.</td>
<td>Control Problems :</td>
</tr>
<tr>
<td>15.</td>
<td>Casualties/Injuries/Lost/Damages :</td>
</tr>
</tbody>
</table>
### 2. Resources Requested/Mobilised

#### a. Personnel

<table>
<thead>
<tr>
<th>No</th>
<th>Skills</th>
<th>Party/Institution</th>
<th>Total</th>
<th>Utility &amp; Relevance</th>
<th>Injuries/ casualties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(please indicate the relevance and utility of assisting personnel)</td>
<td>(please indicate injuries &amp; casualties happened)</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
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<td>6</td>
<td></td>
<td></td>
<td>8</td>
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</tr>
</tbody>
</table>

- 1 Basic
- 2 Advanced
- 3 Instructor/Trainer
- 4 Specialised Skills
- 5 Command Skills

#### b. Equipment and Materials

<table>
<thead>
<tr>
<th>No</th>
<th>Type of Equipment/ Materials</th>
<th>Total</th>
<th>Utility &amp; Relevance</th>
<th>Damage &amp; Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(please indicate relevance and utility of assisting equipment/materials)</td>
<td>(please indicate any damage &amp; losses to the equipment/materials)</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td>3</td>
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</tr>
<tr>
<td>4</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Hand Tools</td>
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<td>ii.</td>
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<td>iv.</td>
<td>Heavy Earthmoving Equipment</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi.</td>
<td>Aerial Fire Fighting</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>No</th>
<th>Type of Equipment/ Materials</th>
<th>Total</th>
<th>Utility &amp; Relevance (please indicate relevance and utility of assisting equipment/materials)</th>
<th>Damage &amp; Loss (please indicate any damage &amp; losses to the equipment/materials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
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<td>3</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Transportation Method</th>
<th>Port of Arrival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart</td>
<td>Arrive</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

#### 3.b Demobilisation

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Transportation Method Depart</th>
<th>Port of Departure</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart</td>
<td>Arrive</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)
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]
1. **General Information**
   - Office Reference No.:
   - From:
   - To:
   - Day/Date/Time:
   - Incident Name/Location:

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.
### Consider each of the following

**Pre-mobilisation**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>• Designation of Operation Supervisor</strong></td>
<td>Both assisting and receiving/parties should designate a supervisor (person or agency) who will be responsible for the operation.</td>
</tr>
<tr>
<td><strong>• Briefing Packet</strong></td>
<td>A Briefing Packet should be prepared by both assisting and receiving/parties.</td>
</tr>
</tbody>
</table>

**A. Briefing Packet** prepared by the receiving/requesting Party should include the following information:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **• 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

- Local contacts and hosting authorities for personnel resources
  1. Names
  2. Contact information (phone number, fax number)
  3. etc

B. **Briefing Packet** prepared by the assisting Party should include the following information:

- Operation Supervisor
  1. Name
  2. Designation
  3. Contact number

- Detailed manifest of personnel and equipment
  1. List of names
  2. Positions
  3. Equipment
  4. Materials
  5. etc

- General description of the capabilities of the assisting resources

- Special needs of assisting resources
  1. Dietary
  2. Transportation
  3. Support personnel and/or equipment
  4. 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)**

<table>
<thead>
<tr>
<th>Consider each of the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Debriefing of assisting Party supervisor by receiving Party supervisor</td>
</tr>
<tr>
<td>• Demobilisation of assisting Party personnel, equipment and/or materials</td>
</tr>
<tr>
<td>• Internal debriefing in respective Parties</td>
</tr>
<tr>
<td>• Supervisors of the assisting and requesting Parties provide written reports (Form 6) to the respective NFPs for submission to the ACC</td>
</tr>
</tbody>
</table>
ANNEX 1

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

As of October 2020
National Focal Point

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

National Monitoring Centre

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

Competent Authorities

1. Institution: National Disaster Management Centre Secretariat  
Contact person: Pg Haji Sabli bin Pg Damit  
Designation: Senior Superintendent Fire and Rescue Department, Ministry of Home Affairs  
Address: Fire Services HQ, Old Berakas, Brunei Darussalam  
Phone/Fax: (673-2) 2380308 / 2380542  
E-mail: Sabli.damit@ndmc.gov.bn

2. Institution: Department of Fire and Rescue, Ministry of Home Affairs  
Contact person: SSFR Muhd Shahreeni bin Hj Mohd Yussof  
Designation: Department of Fire and Rescue, Ministry of Home Affairs  
Address: Fire Services Belait District, Brunei Darussalam  
Phone/Fax: (673-3) 347413 / 3347415  
E-mail: Shahreeni.yussof@bomba.gov.bn

3. Institution: Department of Fire and Rescue, Ministry of Home Affairs  
Contact person: ASFR Wan Julaini bin Wan Ibrahim  
Designation: Department of Fire and Rescue, Ministry of Home Affairs  
Address: Fire Services Belait District, Brunei Darussalam  
Phone/Fax: (673-3) 347413 / 3347415  
E-mail: -
<table>
<thead>
<tr>
<th>Institution</th>
<th>Department of Fire and Rescue, Ministry of Home Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
<td>SSFR Noor Aflan bin Awang Kachi</td>
</tr>
<tr>
<td>Designation</td>
<td>Department of Fire and Rescue, Ministry of Home Affairs</td>
</tr>
<tr>
<td>Address</td>
<td>Fire Services HQ, Old Berakas, Brunei Darussalam</td>
</tr>
<tr>
<td>Phone/Fax</td>
<td>(673-2) 451213 / 2383874</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:Nooraflan.kachi@bomba.gov.bn">Nooraflan.kachi@bomba.gov.bn</a></td>
</tr>
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<table>
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<tr>
<th>Institution</th>
<th>Department of Fire and Rescue, Ministry of Home Affairs</th>
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<tbody>
<tr>
<td>Contact person</td>
<td>ASFR Wan Julaini bin Wan Ibrahim</td>
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<td>Designation</td>
<td>Department of Fire and Rescue, Ministry of Home Affairs</td>
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<td>Address</td>
<td>Fire Services Belait District, Brunei Darussalam</td>
</tr>
<tr>
<td>Phone/Fax</td>
<td>(673-3) 347413 / 3347415</td>
</tr>
<tr>
<td>E-mail</td>
<td>-</td>
</tr>
</tbody>
</table>

| 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                              |

| 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                         |
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 : -
3. Institution : Ministry of Water Resources and Meteorology
   Contact person : -
   Designation : -
   Address : -
   Phone/Fax : -
   E-mail : -
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: -
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
2. Institution : Department of Environment, Ministry of Environment and Water
Contact person : Ms. Mashitah Darus
Designation : Director, Air Division
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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 : Lebuh 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
**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 : mingmaoforester@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  
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
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 : -
### National Focal Point

<table>
<thead>
<tr>
<th>Name</th>
<th>Mr. Bhaskar Ram</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>Director-General for Environmental Protection</td>
</tr>
<tr>
<td>Institution</td>
<td>National Environment Agency, Ministry of the Environment and Water Resources</td>
</tr>
<tr>
<td>Address</td>
<td>40 Scotts Road Environment Building Singapore 228231</td>
</tr>
<tr>
<td>Phone/Fax</td>
<td>(65) 6731 9364</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:Bhaskar_RAM@nea.gov.sg">Bhaskar_RAM@nea.gov.sg</a></td>
</tr>
</tbody>
</table>

### National Monitoring Centre

<table>
<thead>
<tr>
<th>Institution</th>
<th>Meteorological Service Singapore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
<td>Ms Patricia Ee</td>
</tr>
<tr>
<td>Designation</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Weather Services Department</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 8 Singapore Changi Airport, Singapore 918141</td>
</tr>
<tr>
<td>Phone/Fax</td>
<td>(65) 6542 2863 / (65) 6545 7192</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:Patricia_Ee@nea.gov.sg">Patricia_Ee@nea.gov.sg</a></td>
</tr>
</tbody>
</table>

### 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  
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### THAILAND

<table>
<thead>
<tr>
<th>Institution</th>
<th>Royal Forest Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
<td>Mr. Uthorn Suttimit</td>
</tr>
<tr>
<td>Designation</td>
<td>Director of Forest Fire Control Division</td>
</tr>
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</tr>
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<td>66 2561 4292-3 #5767 / 66 2579 8236</td>
</tr>
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<td>E-mail</td>
<td>Royal Forest Department</td>
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<tr>
<th>Institution</th>
<th>Department of Provincial Administration</th>
</tr>
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<tbody>
<tr>
<td>Contact person</td>
<td>Pol. Lt. Arthit Boonyasophat</td>
</tr>
<tr>
<td>Designation</td>
<td>Director General</td>
</tr>
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<td>66 2222 5858</td>
</tr>
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<tr>
<th>Institution</th>
<th>Department of Agriculture Extension</th>
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<tbody>
<tr>
<td>Contact person</td>
<td>Ms. Dares Kittiyopas</td>
</tr>
<tr>
<td>Designation</td>
<td>Deputy Director General</td>
</tr>
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<tr>
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<td>66 2579 3794</td>
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<tr>
<th>Institution</th>
<th>Department of Highways</th>
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<tbody>
<tr>
<td>Contact person</td>
<td>Mr. Anon Luangboriboon</td>
</tr>
<tr>
<td>Designation</td>
<td>Director General</td>
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<td><a href="mailto:tongkamolthip@gmail.com">tongkamolthip@gmail.com</a></td>
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<thead>
<tr>
<th>Institution</th>
<th>Department of Disaster Prevention and Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
<td>Mr. Chayabol Thitisak</td>
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<tr>
<td>Designation</td>
<td>Director General</td>
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<tr>
<td>E-mail</td>
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</table>
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National Focal Point

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### ANNEX 2

### ALERT LEVELS AND TRIGGER POINTS ON FIRE SUPPRESSION

<table>
<thead>
<tr>
<th>ALERT LEVEL</th>
<th>TRIGGER POINTS</th>
<th>ACTIONS BY ASEAN MEMBER STATE (AMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention and Preparedness</td>
<td>Before dry season starts</td>
<td>a) Monitor Fire Danger Rating System (FDRS) map for potential of fire occurrences and circulate FDRS maps to all relevant local stakeholders daily.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Conduct close monitoring on Air Pollutant Index (API) / Pollutant Standard Index (PSI) data.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Monitor weather conditions and hotspot counts in high-risk/fire-prone areas and issues alerts as appropriate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) Activate land and forest fires prevention programme nationwide.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f) Intensify law enforcement actions against open burning activities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>h) Manage water levels in peatlands appropriately to prevent fire.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>j) Activate awareness/campaigns on open burning prevention and enhance local community participations and local stakeholders in land and forest fire prevention.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>k) Intensify socialisation and awareness programmes on zero burning and controlled burning practices through mass media.</td>
</tr>
<tr>
<td>ALERT LEVEL</td>
<td>TRIGGER POINTS</td>
<td>ACTIONS BY ASEAN MEMBER STATE (AMS)</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>First Alert</strong></td>
<td>i) Dry weather condition;</td>
<td>a) Continue actions in the prevention and preparedness level.</td>
</tr>
<tr>
<td>(Immediate Fire Suppression)</td>
<td>ii) Sporadic occurrence of fires; and</td>
<td>b) Carry out ground fire suppression as soon as possible to extinguish fire and prevent fire outbreak.</td>
</tr>
<tr>
<td></td>
<td>iii) Medium fire intensity as depicted in Fire Weather Index (FWI).</td>
<td>c) Fire suppression using water bombing may be considered for large forest fires.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Establish close inter-agency cooperation including private sectors and local communities to suppress land and forest fires.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) Close monitoring of the burned areas to prevent recurrence and spreading of fires.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f) Weekly reporting of the current situation and actions taken by AMS through situation report.</td>
</tr>
<tr>
<td></td>
<td>i) Dry weather condition;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Extreme fire intensity as depicted in Fire Weather Index (FWI);</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) Significant increase of hotspots with visible smoke plumes;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv) Haze trajectory model showing transboundary movement of smoke haze;</td>
<td></td>
</tr>
<tr>
<td><strong>Second Alert</strong></td>
<td></td>
<td>a) Continue actions in the First Alert level.</td>
</tr>
<tr>
<td>(Integrated Fire Suppression)</td>
<td></td>
<td>b) Activate National Emergency Response involving mobilisation of national task force team, ground suppression and aerial operation including cloud seeding and water bombing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Intensify inter-agency cooperation including private sectors and local communities to suppress land and forest fires.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Close monitoring on the burned areas to prevent recurrence and spreading of fires.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) Daily reporting of the current situation and actions taken by AMS through situation report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>f) Include haze trajectory map in the daily situation report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>g) The Panel of ASEAN Experts on Fire and Haze Assessment and Coordination to be on standby.</td>
</tr>
<tr>
<td>ALERT LEVEL</td>
<td>TRIGGER POINTS</td>
<td>ACTIONS BY ASEAN MEMBER STATE (AMS)</td>
</tr>
<tr>
<td>-------------</td>
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<td>----------------------------------</td>
</tr>
<tr>
<td>Third Alert (Extensive Fire Suppression)</td>
<td>i) Dry weather condition; ii) Extreme fire intensity as depicted in Fire Weather Index (FWI);</td>
<td>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.</td>
</tr>
<tr>
<td>ALERT LEVEL</td>
<td>TRIGGER POINTS</td>
<td>ACTIONS BY ASEAN MEMBER STATE (AMS)</td>
</tr>
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<td>-------------</td>
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<td></td>
<td>iii) Significant increase of hotspots with visible smoke plumes;</td>
<td>e) Close monitoring on the burned areas to prevent recurrence and spreading of fires.</td>
</tr>
<tr>
<td></td>
<td>iv) Haze trajectory model showing transboundary movement of dense smoke haze;</td>
<td>f) Daily reporting of the current situation and actions taken by AMS through situation report.</td>
</tr>
<tr>
<td></td>
<td>v) Prevailing wind showing moderate to dense transboundary smoke haze affecting the region;</td>
<td>g) Include haze trajectory map in the daily situation report.</td>
</tr>
<tr>
<td></td>
<td>vi) Air quality reaches unhealthy level in the region; and</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>vii) Risks to human health and environment arising from land and forest fire incident.</td>
<td></td>
</tr>
</tbody>
</table>
ALERT LEVEL

TRIGGER POINTS

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.