



MEMORANDUM CIRCULAR		DOCUMENT NO. BJMP-DO-MC-1313
DISASTER RISK REDUCTION AND MANAGEMENT		ISSUE NO. 1
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1.0 REFERENCES

- a. Republic Act No. 9729, An Act Mainstreaming Climate Change in Government Policy Formulations, Establishing the Framework Strategy and Program on Climate Change, creating for this Purpose the Climate Change Commission, BJMP and for Other Purposes or the Climate Change Act of 2009 as amended by RA10174 (People's Survival Fund);
- b. Republic Act No. 10121, An Act Strengthening the Philippine Disaster Risk Reduction and Management System, providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds for Other Purposes;
- c. Cabinet Action/ Decision File No. 381-120517-34 entitled: "Formulation of Service Continuity Plans per Department or Agency" dated December 05, 2017
- d. NDRRMC Memorandum No. 57, s. 2020, Updating the Public Service Continuity Plan (PSCP) and Contingency Plans (CP's) Due to the Ongoing Health Emergency;
- e. NDRRMC Memorandum No. 33, s. 2018, Public Service Continuity Plan (PSCP) Templates for Government Agencies;
- f. BJMP DO- Memorandum Circular- 87 re: Disaster Risk Reduction and Management dated January 21, 2019;
- g. BJMP Memorandum Circular No. 2013-05 Climate Change and Environmental Awareness in Jails (Eco-Jails Program);
- h. Level of Preparation of BJMP in Areas Prone to Disaster (DPD Research, 2014);
- i. Memorandum Circular No. 2006-02, BJMP Incident Management System;
- j. The BJMP National Incident Management System for Natural Disasters; and
- k. BJMP Manual, Revised 2010.

2.0 RATIONALE/ BACKGROUND

The Bureau of Jail Management and Penology (BJMP) aims to promote public safety by providing humane safekeeping and developmental opportunities to Persons Deprived of Liberty (PDL). To accomplish this mission, BJMP must ensure that its operations are performed efficiently with minimal disruption, especially during an emergency. This document provides planning and program guidance in implementing the Bureau's continuity of operations plan and programs to ensure that the organization is capable of conducting its essential missions and functions under all threats and conditions. While the severity and consequences of an emergency cannot be predicted, effective contingency planning can minimize the impact of any disaster on BJMP's mission essential functions and permit the Bureau's timely recovery for the resumption of its normal operation.

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Prepared by: JSINSP ROMNICK LATIENZA OIC, Safekeeping Management and Tactical Operation Division	Reviewed by: DENNIS U ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau Quality Management Representative	Approved by: ALLAN S IRAL, CESE Jail Director Chief, BJMP
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The overall purpose of this BJMP Public Service Continuity Plan (PSCP) is to provide operational action and protocols that will be undertaken by the BJMP and its Regional Offices in response to “The Big One” or any related incidents and advisory or alerts issued by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) or the Department of Environment and Natural Resources -Mines and Geosciences Bureau (DENR-MGB), and to ensure the continuity of operations through the restoration of mission’s essential functions.

3.0 OBJECTIVES


In compliance with the Cabinet Action/ Decision File No. 381-120517-34 dated December 05, 2017 and NDRRMC Memorandum No. 33, s. 2018 and No. 57, s. 2020, enjoining government agencies to formulate their respective PSCPs for the purpose of ensuring the continuous delivery of essential agency functions notwithstanding any emergency or disrupting event, the BJMP recognized the urgency to formulate and maintain a comprehensive and effective continuity capability composed of continuity of operations and government programs in order to ensure the preservation of our form of government under the Constitution and the continuing performance under all conditions.

The BJMP commits to the attainment of the following public service continuity objectives in times of disruptive event or disaster:

- a) To safeguard the life and welfare of its personnel and their families;
- b) To safeguard the life and welfare of the PDL under its care;
- c) To minimize property damage and loss;
- d) To ensure the operational readiness and functional management of all BJMP Jails nationwide;
- e) To protect and preserve vital data and information used to deliver BJMP programs;
- f) To ensure organizational dependability by quick recovery from disruption and immediate resumption of critical services to the public and other stakeholders;
- g) To ensure that BJMP can perform its essential function under all conditions;
- h) To reduce or mitigate disruptions to operations;
- i) To ensure that the Bureau has facilities where it can continue to perform its essential functions as appropriate, during a continuity event;
- j) To protect essential facilities, equipment, records, and other assets, in the event of a disruption;
- k) To achieve timely and orderly recovery and reconstitution from an emergency; and
- l) To ensure and validate continuity readiness through a dynamic and integrated continuity test, training, and exercise program and operational capability.

4.0 SCOPE

This Public Service Continuity Plan (PSCP) shall apply to the entire BJMP, i.e., personnel, offices and jail facilities nationwide.

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5.0 DEFINITION OF TERMS

- a. 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).
- b. Continuity – the uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event (Federal Emergency Management Agency (FEMA), 2013).
- c. Continuity Event – an event that disrupts, or has the potential to disrupt the normal and regular performance of government operations (FEMA, 2013).
- d. Continuous Operations – the ability of an organization to perform its processes without interruption (Disaster Recovery Journal).
- e. Delegation of Authority – identification by position, of the authorities for making policy determinations and decisions at headquarters, field levels, and all other organizational locations. Generally, pre-determined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.
- f. Disaster - serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources (RA 10121).
- g. Disaster Management - refers to the organization and management of resources and responsibilities during emergencies.
- h. Disruption- an event that interrupts normal business, functions, operations, or processes, whether anticipated (e.g., hurricane, political unrest) or unanticipated (e.g., a blackout, terror attack, technology failure, or earthquake) (BCI Glossary 2011).
- i. Emergency – unforeseen or sudden occurrence especially danger, demanding immediate action (RA 10121). In Continuity Management, emergency is a situation that concerns life safety that would require an immediate response but the scope of impact is contained within the concerned facility.
- j. Government Functions – Government functions include both the collective functions of the heads of agencies as defined by statute, regulations, presidential direction, or other legal authority, and the functions of the legislative and judicial branches.
- k. Incident – an event that might be, or could lead to, a business disruption, loss, emergency, or crisis (ISO 22300). In this document, we will refer to continuity event and incident as similar terms.
- l. Mission Essential Functions – also known as the critical functions or the critical activities performed by organizations, especially after a disruption of normal activities.
- m. Mitigation - refers to the taking of actions to reduce vulnerability. It accepts the occurrence of natural hazards but attempts to limit their impact on jails.

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n. Normal Operations – generally and collectively, “normal operations” refer to the broad functions undertaken by an organization when it is assigned responsibility for a given functional area; these functions include day-to-day tasks, planning and execution of tasks.

o. Orders of succession – provisions for the assumption by individuals of senior agency office leadership positions during an emergency in the event that any of those officials are unavailable to execute their legal duties.

p. Preparedness - comprises activities taken in advance to enhance BJMP capacities to ensure an effective response to natural hazards.

q. Prevention - includes all activities to hinder natural hazards from having harmful effects on BJMP mission’s essential function.

r. Public Service Continuity- defined as the capability of a public sector organization to continue the delivery of services at acceptable predefined levels following a disruptive incident (NDRRMC TWG adaptation of “business continuity” from ISO 22300).

s. Public Service Continuity Plan- a continuity plan is a plan that details how an individual organization will ensure it can continue to perform its essential functions during a wide range of emergencies (FEMA, 2013).

t. Reconstitution – the process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

u. Risk - potential for a disaster to occur.


6.0 GENERAL GUIDELINES

6.1 BJMP NHQ Mission Essential Functions

In the event that major disruption crippled the delivery of mission essential functions of BJMP-NHQ, the BJMP-NHQ alternate regional site shall be activated based on priority number (**Appendix “A” BJMP- NHQ Alternate Regional Site**), the designated alternate regional site will serve the mission essential function of the BJMP-NHQ, to wit:

6.1.1 Critical Mission Functions

- a. Leads the programs or projects implemented by the Bureau in relation to safekeeping and development of PDL;
- b. Ensures processing of financial accounts and documents both internal and external to the Bureau, other government agencies and stakeholders as authorized by the Chief, BJMP;
- c. Monitors and maintains vital Information and Communication Technology (ICT) system and infrastructure in order to support the day-to-day operations of the mission essential functions;

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- d. Ensures emergency procurements of the Bureau in support of the mission essential functions and crisis response activities in coordination with the Directorate for Logistics and Directorate for Comptrollership (Finance and Procurement Team);
- e. Promotes the general welfare and development of personnel;
- f. Maintains the products and services provided to clients of the BJMP; and
- g. Provides administrative and logistical requirements to support the personnel and operations of the Bureau.

6.1.2 Deferrable Mission Functions

- a. Formulates policies and guidelines in the administration of all district, city, and municipal jails nationwide;
- b. Monitors the compliance by wardens of the different operational policies and regulations set forth by the Bureau;
- c. Helps enhance the security and safety of the PDL as well as the jail facilities nationwide;
- d. Equips the personnel with the necessary skills in the effective management of jail security and safekeeping of PDL;
- e. Ensures that the Bureau complies with its directives pertaining to jail operations; and
- f. Ensures that the Bureau complies with the principles relative to use of different international instruments in the humane treatment of PDL.

6.1.3 Essential Supporting Activity

- a. Formulates and implements policies, guidelines, and programs relating to security, custody, discipline and control of PDL;
- b. Conducts periodic inspection of jail facilities and supervision over jail facility personnel; reviews matter concerning penology such as custody, security, discipline, and control of PDL; and ensures that the same are properly and religiously implemented;
- c. Formulates plans, programs, policies, and guidelines for the effective nationwide implementation of rehabilitation programs and services for all PDL; and
- d. Coordinates with private the government agencies and solicits their assistance and support to rehabilitation programs in jails nationwide.

6.2 Recovery Time Objectives (RTO)

Shown in the table below are the Recovery Time Objectives (RTO) within which the BJMP mission's essential functions must be restored after a disaster in order to avoid unacceptable consequences associated with a break in continuity of operations.



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Table 2. Recovery Time Objectives per BJMP-NHQ Essential Function


FUNCTION	LESS THAN FOURTEEN (14) DAYS	LESS THAN TWENTY-ONE (21) DAYS	LESS THAN THIRTY (30) DAYS
Critical Mission Functions	✓		
Deferrable Mission Functions		✓	
Essential Supporting Activities			✓

6.3 Operation Background in Time of Disruption

The operations background in time of disruption (**Table 1. Operations Background in Time of Disruption**) represents the immediate measures and actions that were prepared by the BJMP-NHQ to maintain appropriate procedures in incident response and manage the immediate consequences of disruption for the recovery and resumption of BJMP-NHQ essential functions.

Table 1. Operations Background in Time of Disruption

BJMP: NORMAL OPERATION	DISRUPTION	CALAMITY	INCIDENT RESPONSE	BJMP-PSCP	RECOVERY AND RESUMPTION
1. BJMP Public Service Continuity Plan 2. BJMP NHQ DRRM Protocols	DISRUPTION	Earthquake	1. Initial Control of emergency situation	1. Internal and external coordination of service recovery efforts	1. Recovery of critical/essential services level 2. Operate on deferrable service level
		Typhoon/Flooding	2. Rescue Operation and First Aid		
		Fire	3. Emergency Transport Service	2. Activation of alternate regional site if necessary	3. Delivery of Essential Supporting Activity 4. Returning to normal operations and services
		Human Induced Disaster	4. Stabliishing Security 5. Risk and Damage Assessment		

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6.4 Duties and Responsibilities

To ensure the timely updating of the BJMP Public Service Continuity Plan (PSCP) and to include the provisions for other emerging risks, the BJMP-PSCP Core Member's roles and responsibilities are hereby created as follows:

6.4.1 Chief, BJMP

- Approves and authorizes the implementation of the BJMP Public Service Continuity Plan (PSCP);
- Approves allocation of resources to ensure successful implementation of the plan; and
- Ensures the continual improvement of the BJMP-PSCP.

6.4.2 Deputy Chief for Operations of the Jail Bureau (DCO)

- Ensures that the PSCP is established, maintained, and reviewed annually (**6.10 Maintenance**);
- Ensures implementation and compliance to the BJMP-PSCP;
- Supervises the implementation of the BJMP-PSCP; and
- Ensures the continual improvement of the BJMP-PSCP.

6.4.3 BJMP-NHQ DRRM Committee

- Establishes the guidelines and standards in compliance with the BJMP-PSCP;
- Informs BJMP Stakeholders and the entire BJMP (BJMP Regional Office and Jail Units) on the BJMP-PSCP;
- Consolidates and evaluates personnel needs to ensure the continuity of BJMP critical unit's functions and operations;
- Monitors nationwide compliance with the BJMP-PSCP; and
- Ensures the continual improvement of the BJMP-PSCP.

6.4.4 BJMP Incident Response Team

- Oversees and prioritizes actions during the detection, analysis, and containment of an incident;
- Focuses on investigating, responding to, and recovering from incidents; and
- Responsible for conveying the special requirements of high severity incidents to the rest of the organization.

6.4.5 BJMP Regional DRRM Committee

- Develops an Implementation Plan based on the BJMP-PSCP;
- Identifies specific personnel needs according to their functions and operations;

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- Communicates the BJMP-PSCP to concerned staff;
- Ensures compliance to the BJMP-PSCP guidelines for the continuity of the operations and services to meet the client/stakeholder needs of the BJMP; and
- Ensures the continual improvement of the BJMP-PSCP.

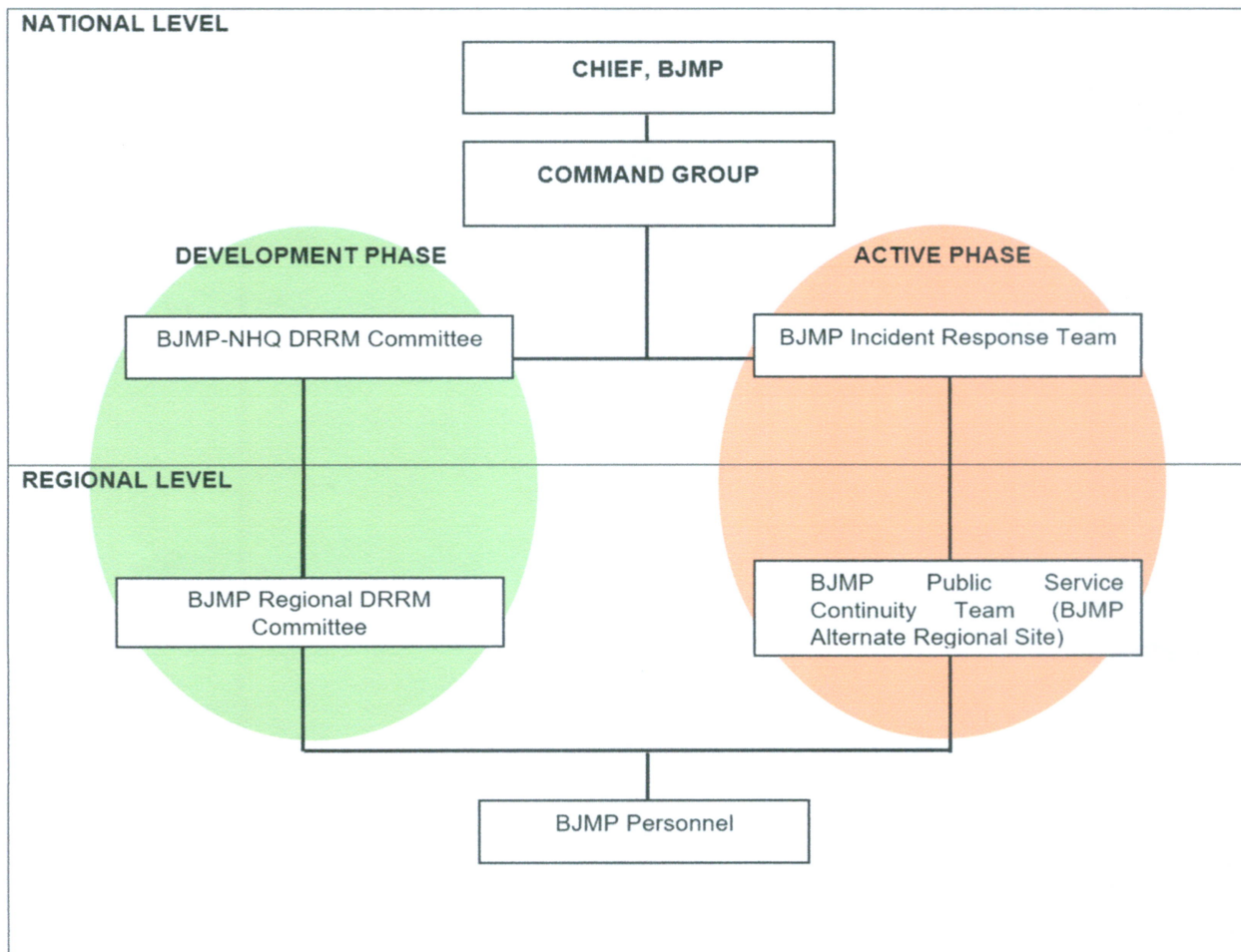
6.4.6 BJMP Public Service Continuity Team (BJMP Alternate Regional Site)


- Ensures the provision of uninterrupted BJMP services to its clients and stakeholders in case of disruption of BJMP-NHQ mission essential functions; and
- Ensures and maintains continuous delivery of BJMP-NHQ mission essential functions.

6.4.7 BJMP Personnel

- Comply with the BJMP-PSCP;
- Supervise own ranks on the compliance to the BJMP-PSCP; and
- Ensure the continual improvement of the BJMP-PSCP.

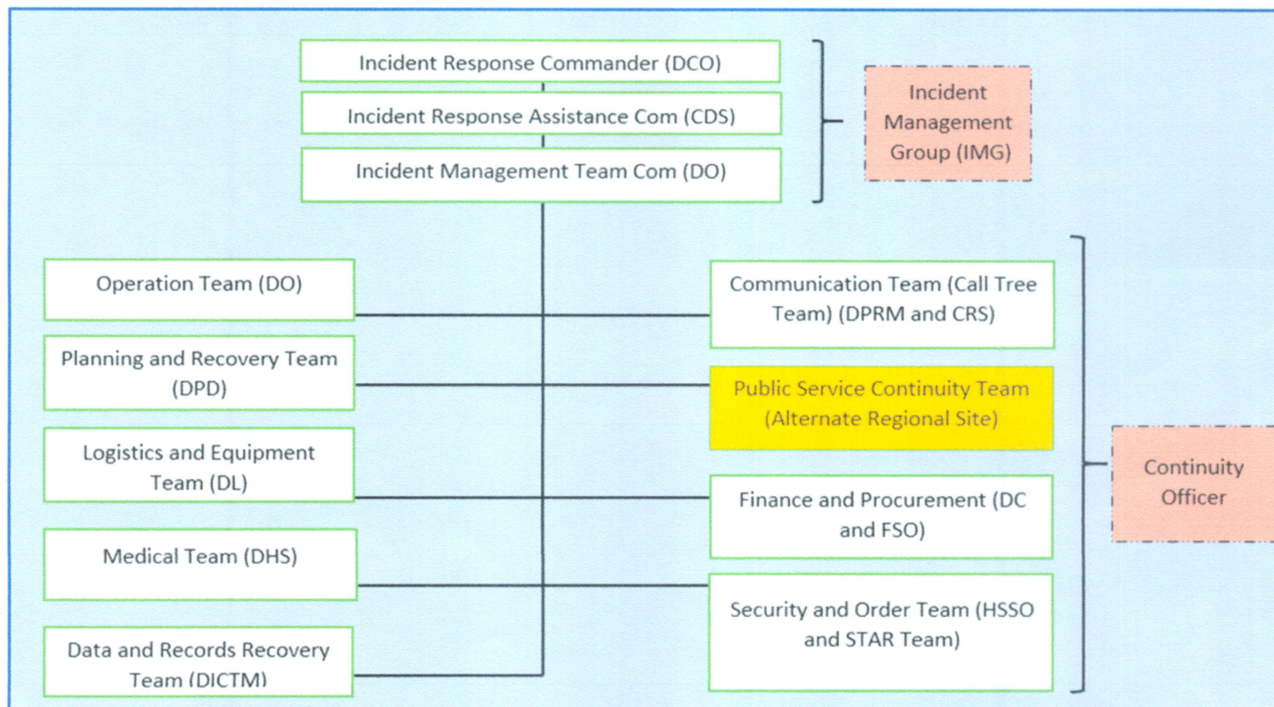
BJMP-PSCP Organizational Structure



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6.5 BJMP Incident Response Team

6.5.1 BJMP Incident Response Team Organizational Structure




6.5.2 BJMP Incident Response Team Roles and Responsibility

ROLE	RESPONSIBILITY	OFFICER IN-CHARGE
Incident Response Commander	<ul style="list-style-type: none"> Receives authority from the Responsible Official (RO); Sets incident objectives; Leads the tactical incident response; Assesses the situation; Receives briefing from IMT and Call tree Team; Establishes the appropriate Incident Command System (ICS) organization based on the situation; Establishes the response priorities; Ensures that adequate safety measures are in place; Coordinates with key people and officials; Reports process and updates on the operations to the RO; and Authorizes release of information to the media. 	Deputy Chief for Operations of the Jail Bureau
Incident Response Assistance Commander	<ul style="list-style-type: none"> Focal person for information dissemination; and Ensures planning meetings are scheduled as required. 	Chief of the Directorial Staff of the Jail Bureau
Incident Management Team Commander	<ul style="list-style-type: none"> Works closely with Operations, Planning, and Logistics Section Chiefs and Incident Responder Team; Anticipates, detects and corrects unsafe situations; Conducts risk and damage assessment; and Has emergency authority to stop unsafe operations. 	Director for Operations
Operation Team	<ul style="list-style-type: none"> Directs execution of all tactical operations; Acts as Incident First Responder; and Ensures evacuation of all employees and tenants. 	Director for Operations



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Communication Team (Call Tree Team)	<p>a. Liaison Officer:</p> <ul style="list-style-type: none"> Serves as contact point for agency representatives; Provides briefing to the answer question from supporting organizations. <p>b. Public Information Officer:</p> <ul style="list-style-type: none"> Serves as focal person for information dissemination; and Works closely with public information officers and the media. <p>c. Call Tree Operation/ Operator</p> <ul style="list-style-type: none"> Personnel who were assigned at the DPRM that will serve as communication operator in time of incident; Operates the Call Tree in which they communicate and notify specific individuals of an event that happened to the BJMP-NHQ and coordinates recovery plan as per directives of the RO; and Provides status report of personnel through the use of communication devices. 	<p>Director for Personnel and Records Management</p> <p>Assisted by:</p> <p>Chief, Community Relation Service Office</p>
Planning and Recovery Team (DPD)	<ul style="list-style-type: none"> Collects, evaluates, and processes information; Develops incident action plan for the recovery of the NHQ and its services; Maintains situation and resource status; and Maintains documentation. 	<p>Director for Program Development</p>
Public Service Continuity Team (Alternate Regional Site)	<ul style="list-style-type: none"> Provides uninterrupted BJMP services to its client and stakeholders; and Maintains Operation of BJMP-NHQ Mission's Essential Functions. 	<p>Regional Director of BJMP Alternate Regional Site</p>
Logistics and Equipment Team (DL)	<ul style="list-style-type: none"> Provides resources and all other services to support the responders including facilities, transportation, communications, supplies, equipment maintenance, fuel, food services and other medical supplies; Manages transport for essential movement; and Fabricate or locates building for temporary office. 	<p>Director for Logistics</p>
Finance and Procurement Team (DC and FSO)	<ul style="list-style-type: none"> Maintains financial records; Coordinates procurement contracts; and Secures key suppliers during emergency. 	<p>Director for Comptrollership</p> <p>Assisted by:</p> <p>Chief, Finance Service Office</p>
Medical Team (DHS)	<ul style="list-style-type: none"> Prepares list of necessary medical needs and equipment and conducts coordination with nearby Hospital/s for referrals; and Serves as Emergency Medical Responder. 	<p>Director for Health Service</p>
Data and Records Recovery Team (DICTM)	<ul style="list-style-type: none"> Prepares and installs IT equipment and peripherals; Recovers data from backup storages; Provides Temporary Internet Connection/s; and Provides backup copy of essential data needed for the continuity of Mission Essential Functions to the Public Service Continuity Team (NHQ- Alternate Regional Site). 	<p>Director for Information and Communications Technology Management</p>
Security and Order Team (HSSO and STAR Team)	<ul style="list-style-type: none"> Maintains Security and Orders inside and outside BJMP-NHQ premises; Secures Bureau's Assets; and Maintains order and traffic flows within the surrounding of the BJMP-NHQ premises. 	<p>Chief, Headquarters Support Service Office</p> <p>Assisted by:</p> <p>NHQ STAR Team Leader</p>

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6.6 Guidelines on Activation and Termination of BJMP Public Service Continuity Plan (PSCP)

6.6.1 Activation of BJMP-PSCP:

Based on the type and severity of the emergency situation, the BJMP-PSCP may be activated in the following incidents:

- a. Damage or inaccessibility of the BJMP National Headquarters based on the following considerations;
 - a.1 How long the emergency situation is projected to continue;
 - a.2 Severity of the event based on the risk and damage assessment; and
 - a.3 Staff/personnel availability; or
- b. With the approval/consent of the Chief, BJMP or the next ranking BJMP Official to initiate the BJMP-PSCP activation for the entire BJMP based on an emergency or threat directed at the organization as assessed by the Incident Management Group.

In either scenario, once the decision to activate the BJMP-PSCP has been made, the deployment phase will be followed until its completion and reconstitution.

6.6.2 Declaration:

The BJMP Continuity Service Team designated to each alternate regional site area by functionality shall provide the services offered by the BJMP-NHQ upon the authority of the Chief, BJMP or the next ranking BJMP Official.

6.6.3 Succession Planning:

- a. The Chief, BJMP, as the head of the Bureau, is the Responsible Officer (RO), with the authority to make decisions and provide direction to the entire BJMP, especially during emergencies and disasters. In the event of disruption, the Succession of Command with respect to the relevant terms, rules and regulations of the BJMP-PSCP will be as follows:
 - a.1 Chief, BJMP;
 - a.2 Deputy Chief for Administration of the Jail Bureau
 - a.3 Deputy Chief for Operations of the Jail Bureau
 - a.4 Chief of Directorial Staff of the Jail Bureau; and
 - a.3 Next Ranking BJMP Official.

(Appendix "E"- BJMP Order of Succession)



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- b. Authority can be delegated by the Responsible Official through a memorandum which shall indicate to which officer or list of officers the delegation is made, and shall rest sufficient authority to enable the delegate to discharge his assigned responsibility.
- c. In the absence of the Responsible Official, the highest ranking BJMP Official present shall assume the authority to manage the emergency or disaster response operations and shall turn over the authority as soon as the designated Responsible Official is available.

6.6.4 Procedure for Activation:

- a. Activation of BJMP Incident Response Team (IRT) and BJMP Call Tree within 24 hours (**6.5 BJMP Incident Response Team (IRT)**);
- b. Identification of available staff (c/o BJMP Communications Team);
- c. Assessment of Incident Management Team (IMT), if NHQ building premises are not accessible;
- d. Report of IMT damage assessment and Call Tree Operator to the Incident Commander;
- e. Recommendation of Incident Management Group (IMG) on the Declaration of the activation of the BJMP-PSCP;
- f. Activation of the BJMP-PSCP by the Responsible Officer through a memorandum or by issuance of instruction or if the Responsible Officer is not available, the identified next ranking BJMP official shall apply;
- g. Assembly of BJMP Continuity Service Team designated to each alternate regional site;
- h. Relocate to the relocation site (**Appendix "F"- BJMP Emergency Command Post**);
- i. Deployment of BJMP Public Service Continuity Personnel and provision of office support equipment (**6.8 Resource Requirements**); and
- j. Operation of Public Service Continuity.

6.6.5 Timeline of Activation:

The BJMP Public Service Continuity Team must ensure the delivery of the essential functions of the Bureau mission which includes the elements of a viable continuity capability such as program plans and procedures, budgeting and acquisitions, essential functions, orders of succession and delegations of authority, interoperable communications, vital records management, staff, test, training, and exercise (TT&E), and reconstitution.

When the BJMP-NHQ has already established its function and services, the Chief BJMP shall direct the BJMP-NHQ to assume full responsibility over the existing operations and shall do the **TERMINATION** of the **BJMP-PSCP**.

6.7 BJMP-PSCP Continuity Strategies

To prevent or minimize the likelihood of a disruption in the processes and delivery

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of expected outputs, the BJMP has identified the following key Continuity Strategies: prevention mitigation strategies, disaster response strategies, and recovery strategies.

6.7.1 Disaster Prevention and Mitigation Strategies

The preventive strategies are mainly focused on the safety and protection of personnel and necessary measures to minimize the disruption on the Bureau's mission essential functions.

Focus Ares	Proposed Measures/Standard
Capability Enhancement	<ul style="list-style-type: none"> • Conduct of inventory, vulnerability and risk assessment of BJMP-NHQ building critical areas; • Infrastructure investments to reduce the threat and impact of a hazard; • Integration of Disaster Risk Reduction Management and Climate Change Adoption in the BJMP-NHQ building code; • Strengthen the BJMP-NHQ advocacy for the implementation and use of green technology; • Establishment of a knowledge management center with the Office of Civil Defense (OCD) which will also conduct capacity-building and research activities on DRRM; • Information dissemination through partnerships with various media; • Recourse for the procurement of DRRM emergency response equipment; • Fabricate/locate building for temporary office and equip the said office with tools and equipment necessary for emergency response for the continuity of BJMP mission's essential function; • Fabricate/locate building for temporary shelter for BJMP-NHQ personnel in case of evacuation; and • Upgrades backup power sources.
Personnel Education	<ul style="list-style-type: none"> • Conduct DRRM response training to qualified NHQ personnel; and • Conduct awareness workshops, preparing hazard maps, and conducting evacuation drills.
Information, Communications and Technology	<ul style="list-style-type: none"> • Develop an ICT Service Continuity Plan and ICT Disaster Recovery Plan; • Equip temporary office with ICT equipment to ensure quick recovery of mission's essential function of the BJMP in case of disruption; • Ensure reliable internet connectivity and videoconferencing platform; • Set the standards, protocols, and guidelines on information security and data privacy for web-based processes and transactions of the Bureau; and • Facilitate the digitization, storage, and protection of pertinent documents of the Bureau.
Records Management	<ul style="list-style-type: none"> • Secure critical records and data. The DPRM, in coordination with the DICTM, shall identify critical records and data needed for the mission's essential functions of the Bureau and shall develop an ICT or web-based solutions to secure and backed-up the critical records of the BJMP; and • Ensure data privacy and information security. Confidential and sensitive information shall be identified and classified by the DPRM.



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6.7.2 Disaster Response Strategies

6.7.2.1 Reduce or Avoid Losses from Hazards:

- a. Create and regularly update contingency and preparedness plan that includes law and orders, and provision of food, water, medical supplies, shelter and staple goods;
- b. Participation on regular training, drills and exercises for wider emergency response system; and
- c. Ensure interoperability of emergency response system coordinated with other government agencies.

6.7.2.2 Assure Prompt Assistance to Victims:

- a. Medical Services - medical services to be provided by the DHS shall include, but will not be limited to assessment, medical management/ treatment or referral for management/treatment;
- b. Mental Health Services - the DHS with its competent Mental Health Team will assist affected personnel to positively cope and undergo transition smoothly to a new life situation after the disaster;
- c. Bereavement Services:
 - c.1 Additional Bereavement Leave - Additional bereavement leave on top of that allowed by existing laws and regulations shall be allowed to any personnel who may need more time to attend to funeral-related concerns of the death of immediate family, which loss of life is occasioned by disasters; and
 - c.2 Bereavement Counseling - is assistance to support people with emotional and psychological stress after the death of loved ones as a result of a disaster.
- d. Financial Assistance - Personnel affected by disaster may be granted one-time financial assistance subject to the discretion of the Chief, BJMP;
- e. Livelihood Assistance - Disaster-affected personnel who need assistance to rebuild or start their respective livelihoods shall be referred to the BJMP Financial Institution (BJMP-MPC, BJMP-MBAI, BJMP-SLAI, etc.) for livelihood capital assistance with considerable interest rate on top of their multi-purpose loans and emergency loans; and
- f. Referral Assistance to Other Agencies- Considering the myriad of rehabilitation needs of affected personnel vis-à-vis the limited resources of BJMP, the BJMP DRRM Committees shall facilitate referrals to other agencies which can provide the needed

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services to personnel such as medical, livelihood, educational scholarships for children, housing, resettlement, among others. For this purpose, the Committees shall prepare and maintain an updated directory of community resources. As much as possible, they must initiate MOA or partnership with identified agencies to ensure efficient referral system. The MOA to be initiated should emphasize priority slots for disaster-affected BJMP personnel.


6.7.2.3 Achieve Rapid and Effective Recovery:

- a. Assess damage to NHQ buildings impacted areas to gather information about the extent and severity of damage as well as insurance losses to assist recovery efforts and monitor recovery progress;
- b. Facilitate immediate, short-term and longer-term temporary accommodation solutions for incoming government response and recovery workforce;
- c. Assess damage and coordinate the demolition, securing, clean-up, repair and restoration of BJMP- NHQ Building;
- d. Provide information and advice to BJMP -NHQ Personnel regarding how to clean-up, move back in and organize the assessment, repair or rebuilding respective offices;
- e. Provide advice and support about timely safety inspections and reconnection of utilities by providers;
- f. Provide advice and coordinate the clean-up and disposal of hazardous building material and debris; and
- g. Provide information and advice to the building industry supply chain (contractors, subcontractors and suppliers) regarding rebuilding materials, skills and trades, codes required for repair, rectification and rebuilding work.

6.7.3 Recovery Strategies

6.7.3.1 Restoration of BJMP-NHQ Building

- a. DL shall ensure that the NHQ building is ready for occupancy;
- b. Incident Management Team (IMT) shall recommend whether to return or relocate to an alternate site or build a new facility;
- c. Incident Management Group (IMG) shall decide on the recommendations of the IMT;
- d. Incident Response Team (IRT) shall acquire the necessary resources and support for restoring agency operations, especially for mission essential functions;
- e. IRT shall set the guidelines in re-establishing normal operations; and
- f. Responsible Officer (RO) shall decide on the resumption of operations.

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6.7.3.2 Reintegration in the Workforce

Only persons who have passed the fit-to-work requirements of DHS shall be allowed to return to work. Furthermore, the following shall be adhered to:

- a. Flexible work arrangements, preferably work-from-home;
- b. Ensure that the workplace and all practices are safe to avoid any "relapse";
- c. Debriefing shall be conducted by the Mental Health Team from DHS for personnel who are traumatized by the disruption;
- d. Provide vitamins and other health amenities for personnel; and
- e. Provide a platform for such employees to share their experiences.

6.7.3.3 Conditions to Return to Normal Operations

Below are the conditions required before going back to the normal state of operations after the disruption:

- a. Lifting of the "State of Emergency Level" by the Philippine Government; and
- b. Declaration from a pertinent Authority or body allowing government and business services to safely resume 100% of their operations.

6.8 Resource Requirements

6.8.1 End-user requirements	<ul style="list-style-type: none"> • It is recommended for BJMP personnel to use office-issued equipment/devices while working off-site; • Work-from-home (WFH) personnel shall be provided with the data connection devices and/or communication allowance in the absence office-issued device; • For extreme cases, gas allowance shall be provided to employees who are required to report to the BJMP-NHQ subject to the approval of the RO; • Personnel must immediately report lost or stolen devices to IT and/or Security; and • Provision of other health and safety requirements.
6.8.2 Vital Records	<ul style="list-style-type: none"> • Paper business records and files must always be secured and managed according to BJMP's retention policies and applicable legal holds.
6.8.3 Voice and Data Communication	<ul style="list-style-type: none"> • Conversations and phone calls involving sensitive information must be held in private locations; • The DICTM shall provide data connection to personnel who will be assigned in work-from-home mechanisms; and • Provides communications equipment for the BJMP Emergency Hotline.
6.8.4 Equipment Requirements	<p>Support Office Equipment:</p> <ul style="list-style-type: none"> • Power Generator Set • Diesel and Gas Fuel • Computer Server • Desktop Computer • Laptop • Landline Phone • Printer (3-in1 model)



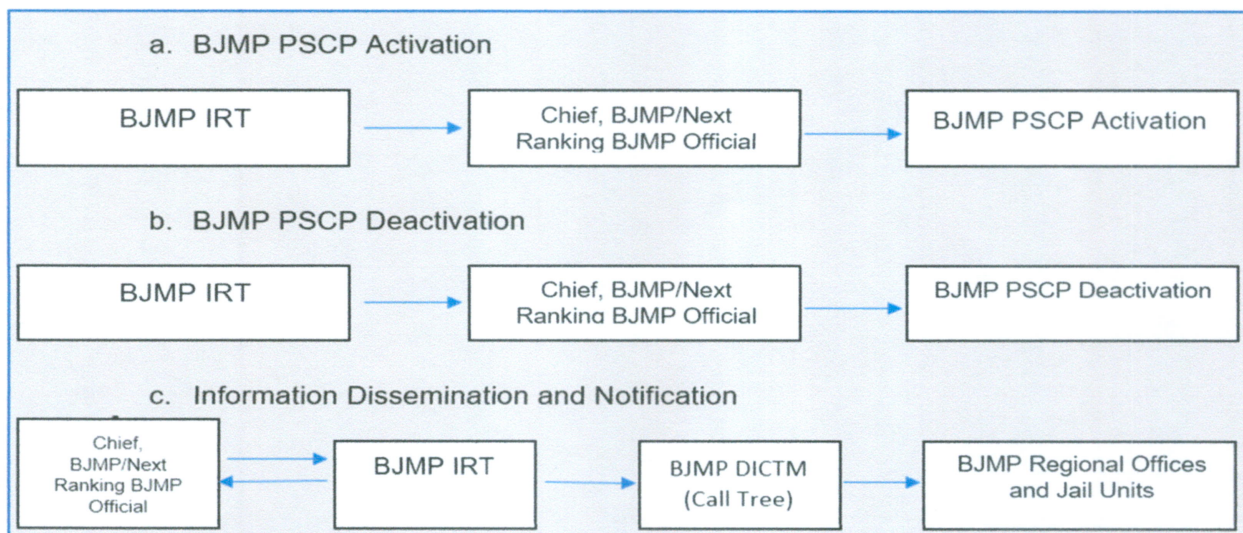
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	<ul style="list-style-type: none"> • Service Vehicle • Fax Machine • Satellite Phone <p>Alternate Site Equipment:</p> <ul style="list-style-type: none"> • Power Generator Set • Diesel and Gas Fuel • Laptop • Printer (3-in1 model) • Satellite Phone
6.8.5 Support Mechanism to BJMP Personnel	<ul style="list-style-type: none"> • Health/psychosocial interventions; • Transportation; • Personnel lodging/quarters; • Defrayal of costs incurred during WFH; • Full administrative and logistical support to personnel traumatized during the disruption • Monetary and in-kind forms of incentives; • Program for health and fitness; and • Continuous training and education emergency preparedness protocols
6.8.6 Provision of Procurement Process	<ul style="list-style-type: none"> • Procurement of the resources related to this PSCP shall follow the GPPB Resolution 03-2020 and subject to the usual accounting and auditing rules and regulations.

6.9 Communication Procedure

The BJMP shall identify available and critical communication systems that are located at BJMP-NHQ Alternate Site. Further, BJMP shall maintain fully capable continuity communications that could support organization needs during all hazards, including pandemic and other related emergencies, and consider supporting social distancing operations, including telework and other virtual offices. In addition, the Bureau shall maintain communications equipment for use by personnel members of vulnerable groups. All the Bureau's necessary and required communications and ICT capabilities of the Bureau must be operational as soon as possible following PSCP activation, and in all cases within 12 hours of PSCP activation.

6.9.1 Continuity of Communication Procedure



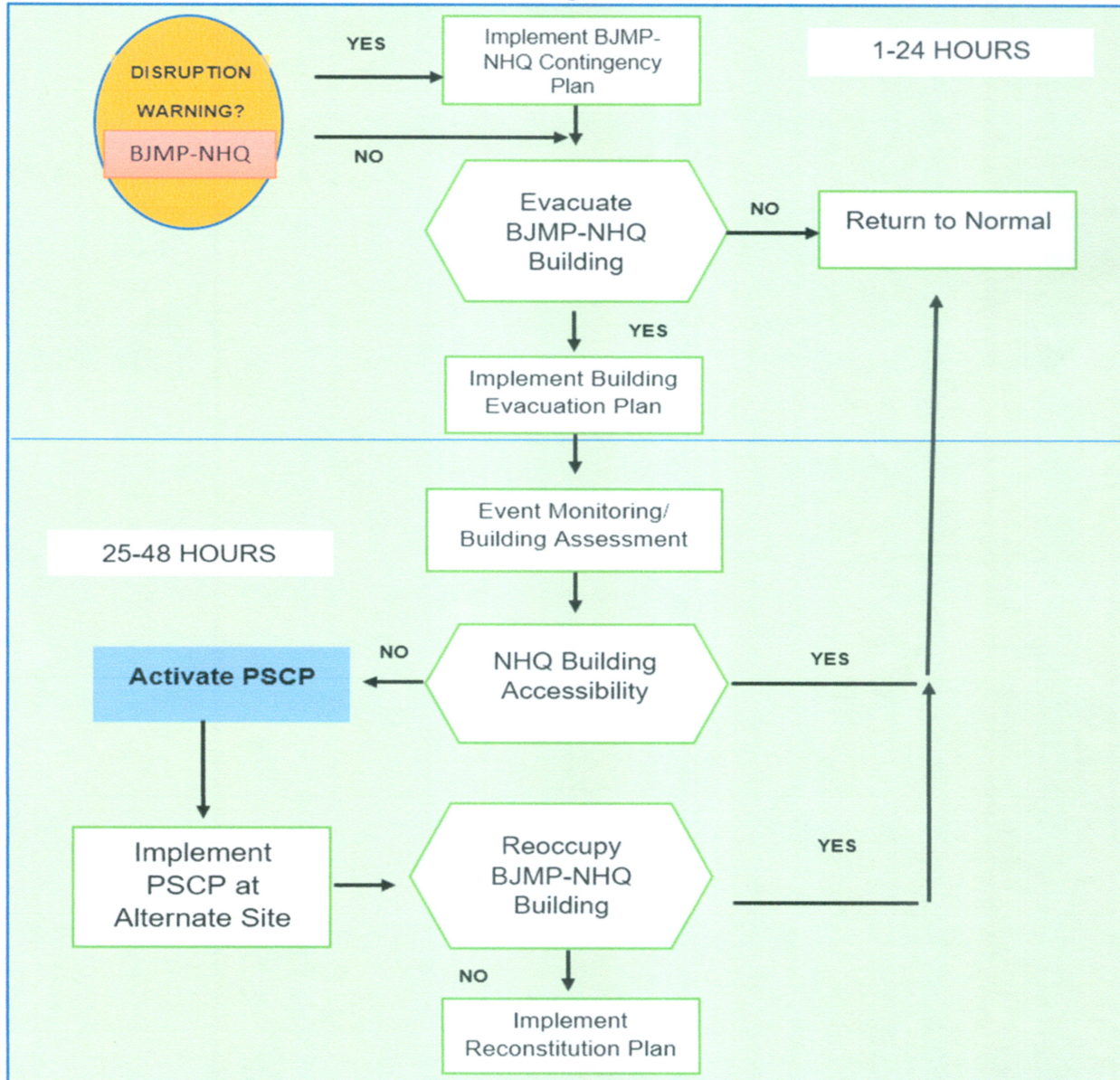


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6.9.2 Procedure on Decision-Making Guide



6.10 Maintenance

Exercise and Testing Plan			
Exercise Method	Participants	Exercise Objective	Schedule
Seminar/Orientation on BJMP-PSCP	All personnel of BJMP-NHQ	To orient all BJMP-NHQ personnel on the BJMP-PSCP specifically on the following: 1. To communicate the role of NHQ personnel and their respective offices relative to the BJMP-PSCP; 2. To establish well-organized chain of command in time of emergencies; 3. To specify how the BJMP-NHQ will operate in an emergency or disaster; and 4. To identify necessary function to the Bureau's continuing operations.	TBA



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Webinar/ Online Orientation on BJMP-PSCP	All BJMP Personnel Nationwide	To orient all BJMP personnel nationwide on the BJMP-PSCP specifically on the following: 1. Communicate the role of each personnel relative to the BJMP PSCP; 2. To establish well-organized chain of command in time of emergencies; 3. Provide guidance to all BJMP personnel on individual preparedness measures they should take to ensure response to any emergency; and 4. To encourage all BJMP Regional Offices to establish their own BJMP Regional-PSCP.	TBA
BJMP-PSCP Training	BJMP-NHQ Offices focal person for the BJMP-PSCP	To train all BJMP-NHQ Offices focal persons on the BJMP-PSCP, specifically on the following: 1. Periodic briefings on each office about the vital records program and its relationship to their vital records and essential function needs; 2. Identify, inventory, protect, store, access, and update each office vital records; and 3. Officially inform all focal persons of their roles or designations to ensure that they know and accept their roles and responsibilities.	TBA
Updating of BJMP-PSCP	BJMP-PSCP Core Member, TWG and Secretariat	For the annual budget preparation and below listed purposes, the guidelines and procedures reflected herein shall be reviewed every year or earlier should it be necessary. 1. To conduct annual testing on BJMP capabilities for protecting classified and unclassified vital records and for providing access to them from the alternate facility; 2. To identify orders of succession to ensure effective leadership during an emergency; and 3. To update BJMP-PSCP program, plans, and procedures, incorporating existing Bureau's specific guidance and direction for jail management, including guidance on pay, leave, work scheduling, benefits, telework, recruitment and authorities.	October of Every Year

7.0 MONITORING CLAUSE

The guidelines and procedures reflected herein shall be reviewed every year or earlier should it be necessary

8.0 SEPARABILITY CLAUSE

If any provision or part hereof is invalid or unconstitutional, the remainder or the provision not otherwise affected shall remain valid and subsisting.

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9.0 REPEALING CLAUSE





All circulars or issuances which are inconsistent with this policy are hereby rescinded or modified accordingly.

10.0 EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days from filing thereof with the Office of the National Administrative Register (ONAR), University of the Philippines Law Center (UPLC) in accordance with Sections 3 and 4, Chapter II, Book VII of Executive Order No. 292 otherwise known as the "Administrative Code of 1989".

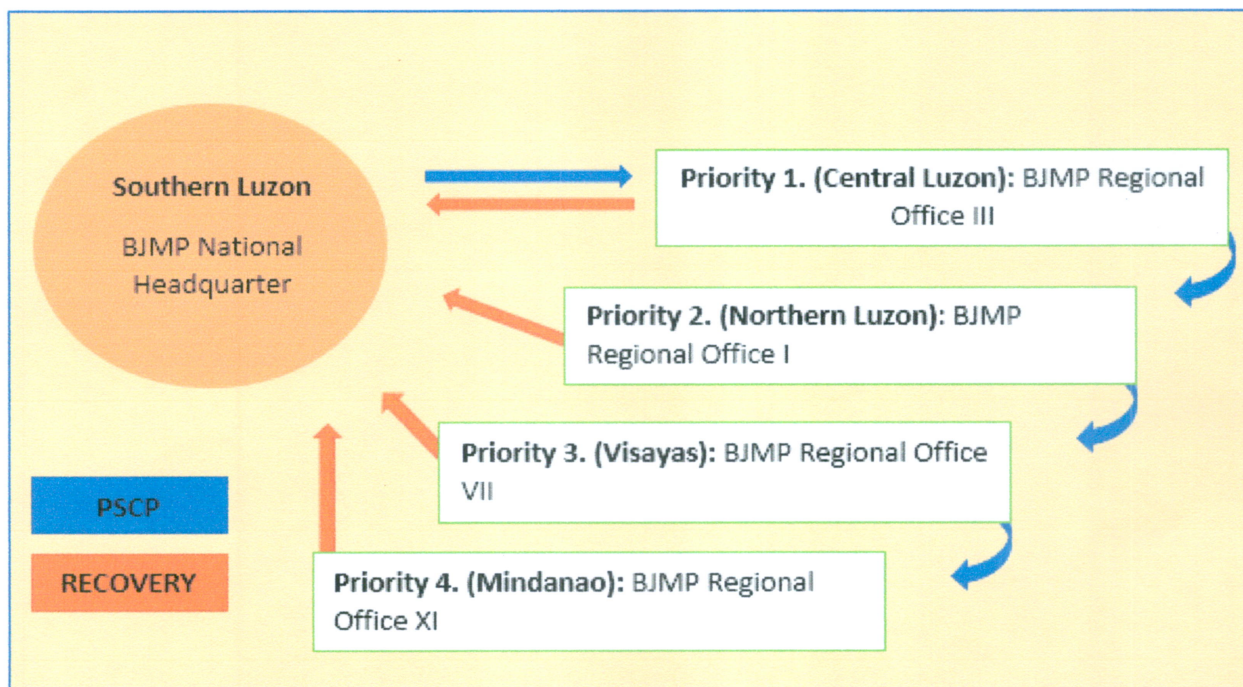
11.0 APPENDICES

- 11.1 Appendix "A"- BJMP- NHQ Alternate Regional Site
- 11.2 Appendix "B"- BJMP Risk Assessment Form
- 11.3 Appendix "C"- BJMP Damage Assessment Form
- 11.4 Appendix "D"- Roles and Function of BJMP Public Service Continuity Team (Alternate Site)
- 11.5 Appendix "E"- BJMP Order of Succession
- 11.6 Appendix "F"- BJMP Emergency Command Post
- 11.7 Appendix "G"- BJMP Vital Records and Documents
- 11.8 Appendix "H"- Memorandum of BJMP MC Activation

Prepared by:  JSINSP ROMNICK L. ATIENZA OIC, Safekeeping Management and Tactical Operation Division	Reviewed by:  DENNIS U. ROCAMORA, CESE Jail Chief Superintendent Deputy Chief for Operations of the Jail Bureau Quality Management Representative	Approved by:  ALLAN S. IRAL, CESE Jail Director Chief, BJMP
Noted by:  JOHNSON M. CALUB, DM, CESE Jail Senior Superintendent Director for Operations		

APPENDIX “A”

BJMP- NHQ Alternate Regional Site



Regional Alternate Site Directory

PRIORITY NUMBER	BJMP REGIONAL OFFICE	OFFICE ADDRESS/ LOCATION	REGIONAL OFFICE CONTACT NUMBER
1	BJMPRO-III	Diosdado P. Macapagal Regional Government Center, Maimpis, City of San Fernando, Pampanga	FAX (045) 455-0870 455-3901
2	BJMPRO-I	Camp Florendo, Parian, City of San Fernando, La Union	FAX (072) 607-3179 607-1174
3	BJMPRO-VII	13B Veloso ST., Guadalupe, Cebu City, 600	FAX (032) 412-7717 254-4747
4	BJMPRO-XI	BJMP Cmpd, Brgy. Ma-a, Davao City	FAX (082) 244-0028 244-0928

APPENDIX "B"- BJMP Risk Assessment Form

RISK ASSESSMENT FORM												
Emergency Code	Risk Identification		Risk Analysis				Risk Evaluation		Risk Focal Point	Risk Treatment		
	Hazard	Attribute	Likelihood	Impact	Risk Rating	Control	Weakness	Tolerate		Treat	Transfer	Terminate
	Indicate the Hazard	Describe the Hazard	Assess Likelihood: 5- Very Likely 4- Likely 3- Possible 2- Unlikely 1- Highly Unlikely	Assess the Impact 5- Extreme 4- Major 3- Moderate 2- Minor 1- Insignificant	Assess the Risk as: Extreme (17-25) High (11-16) Medium (8-10) Low (1-5)	Prevention and Mitigation Measures	Weakness of Existing Control					
	Score	Descriptor	Score	Descriptor	Score	Descriptor	Describe Control Measures	Indicate Weakness of the Control Measures				
1	4	Likely	5	Very Destructive	20	Extreme	Construction of BJMP-NHQ Building	Lack of Budget	DL			
2	5	Very Likely	3	No access to NHQ Building	15	High	WFH Scheme	Minimal Work Output	HSSO	✓		
3	2	Unlikely	4	Major	8	Medium	Availability of Fire Extinguisher	No fire protective gear	HSSO	✓		
4	3	Possible	2	Minor	5	Low	Frequent Maintenance Check of internet Connectivity Lines	Lack of ICT personnel to do supervision of maintenance work	DICTM	✓		
5												
6												

Likelihood Matrix= Probability of the Risk Event actually Occurring.

Score	Descriptor	Percentage of Likelihood	Description
5	Very Likely	81-99%	The event is expected to occur.
4	Likely	61-80%	The event will probably occur under adverse condition.
3	Possible	41-60%	The event could occur under adverse condition.
2	Unlikely	21-40%	The event might occur under adverse condition.
1	Highly Unlikely	1-20%	The event is improbable but only under very exceptional circumstances

Impact Consequence Matrix- Degree of Severity

Score	Descriptor	Damage Effect
5	Extreme (Catastrophic)	<ul style="list-style-type: none"> Loss of Major Asset(s) >20M. Death or Permanent disability. Disruption of Essential Service. Loss of key information System; and Media/Public outcry
4	Major	<ul style="list-style-type: none"> Loss of Major Asset(s) 10M- 20M. Serious injury/illness Disruption of numerous services for 5-8 days Loss of key information System; and Media/Public outcry
3	Moderate (Significant)	<ul style="list-style-type: none"> Loss of asset 1M-10M Minor injury/illness Disruption of service for 3-4 days Delays of major programs Media/Public criticism
2	Minor	<ul style="list-style-type: none"> Loss of asset < 1M Inconvenient business disruption Delay of minor projects Some unfavorable local media attention
1	Insignificant	<ul style="list-style-type: none"> Negligible business operation disruption

Risk Rating Table:

Score (L x I)	Rating Descriptor
1-5	Low
6-10	Medium
11-16	High
17-25	Extreme

**APPENDIX “C”- BJMP Damage Assessment Form
DAMAGE ASSESSMENT FORM**

Survey Location:					
Personnel (Name)		Minor Injuries (Green)	Critical/ Major Injuries (Red)	Dead (Black)	
Building Area		Minor/Repairable	Damage/Repairable	Completely Damage	
No.	Assets	Operational	Damage/Repairable	Completely Damage	
1	Desktop Computer				
2	Laptop Computer				
3	Printer				
4	Photocopier				
5	HH Radio				
6	Satellite Phone				
7	Aircon Unit				
8	CCTV Cameras				
9	Lighting Fixtures				
10	Vehicles				
11	Generator				
12	Others				
Essential Services			Available	Unavailable	
		Electricity			
		Water			
		Landline			
		Internet			
		Others			
Operation			Continuous	Disrupted	
Recommendations:					

APPENDIX “D”- Roles and Function of BJMP Public Service Continuity Team

Roles and Functions of BJMP Public Service Continuity Team (Alternate Regional Site)

Function	Permanent Officer-in-Charge	Alternate Officer-in-Charge 1	Alternate Officer-in-Charge 2
<p>Head of BJMP Public Service Continuity Team:</p> <ul style="list-style-type: none"> • Responsible for the continuation of BJMP essential service during emergency; • Responsible for ensuring that resources for continuity program are appropriate; • Approves the plans and policies developed by BJMP IRT; • Ensures the development of strategic continuity measures and overarching policy; and • Ensures the appointment of BJMP continuity officers and the development of a program budget for adequate facilities, equipment and training. 	<p>Chief, BJMP</p>	<p>Deputy Chief for Administration of the Jail Bureau</p>	<p>Deputy Chief for Operations of the Jail Bureau</p>
<p>Assistant Head of BJMP Public Service Continuity Team:</p> <ul style="list-style-type: none"> • Approves required continuity plans and program; • Informs concern offices and organization in the activation of continuity plans; and • Supports the work of Regional Head of BJMP Public Service Continuity Team and Public Service Continuity Team Staff for the BJMP, including the provision of necessary budgetary requirements and resources to support the BJMP PSCP as required. 	<p>Deputy Chief for Administration of the Jail Bureau</p>	<p>Deputy Chief for Operations of the Jail Bureau</p>	<p>Chief of Directorial Staff of the Jail Bureau</p>
<p>Regional Head of BJMP Public Service Continuity Team:</p> <ul style="list-style-type: none"> • Maintains Operation of Mission Essential Functions; • Provides uninterrupted BJMP services to client and stakeholders • Coordinates the overall activities of Public Service Continuity Team Staff; and • Provides summary of planning activities to the Chief, BJMP. 	<p>Regional Director of the Jail Bureau (Alternate Regional Site)</p>	<p>Assistant Regional Director for Administration (Alternate Regional Site)</p>	<p>Assistant Regional Director for Operations (Alternate Regional Site)</p>
<p>Head, BJMP Public Service Continuity Team Staff:</p> <ul style="list-style-type: none"> • Coordinates continuity of essential service activities in accordance to policies, plans and initiatives; • In charge of leading and motivating the BJMP public service continuity staff; • Participates in multi-agency programs, training and exercise in relation to PSCP objectives; • Establish strategies and programs management plan designed to achieve BJMP PSCP Objectives; • Ensures that the BJMP PSCP outputs support the intent of the overall continuity plan essential functions; • Develops and maintains the BJMP PSCP; • Develops and administers a continuity program budget and submits the funding requirements to the Chief, BJMP; and • Serves as advocate for the BJMP PSCP program. 	<p>Assistant Regional Director for Administration (Alternate Regional Site)</p>	<p>Assistant Regional Director for Operations (Alternate Regional Site)</p>	<p>Regional Chief of Directorial Staff (Alternate Regional Site)</p>

APPENDIX “E”- BJMP Order of Succession

Order of Succession

Head of Agency						
Succession Order	Designation	Name	Mobile Number	Telephone Number	Sat Phone	
1	Deputy Chief for Administration of the Jail Bureau	JCSUPT RUEL S RIVERA, DSC		9276383 loc. 404		
2	Deputy Chief for Operations of the Jail Bureau	JCSUPT DENNIS U ROCAMORA, CESE		9276383 loc. 405		
3	Chief of Directorial Staff of the Jail Bureau	JCSUPT PAULINO H MORENO JR		9276383 loc. 407		
4	Director, Directorate for Personnel and Records Management	JSSUPT MELIT G BATAAC		9276383 loc. 102		
5	Director, Directorate for Intelligence	JCSUPT LEO P BALDON		9276383 loc. 311		
6	Director, Directorate for Comptrollership	JCSUPT RINCO T MONTAUS		9276383 loc. 307		
7	Director, Directorate for Logistics	JCSUPT CLINT RUSSEL A TANGERES, CESE		9276383 loc. 202		
8	Director, Directorate for Investigation and Prosecution	JCSUPT CESAR M LANGAWIN		9276383 loc. 305		
9	Director, Directorate for Program and Development	JCSUPT JOEL S SUPERFICIAL		9276383 loc. 204		
10	Next Most Ranking BJMP Officer	---	---	---	---	---

BJMP Incident Response Team (IRT)

Succession Order	Designation	Name	Mobile Number	Telephone Number	Sat Phone
1	Deputy Chief for Operations of the Jail Bureau	JCSUPT DENNIS U ROCAMORA, CESE		9276383 loc. 405	
2	Chief of Directorial Staff of the Jail Bureau	JCSUPT PAULINO H MORENO JR		9276383 loc. 407	
3	Director for Operations	JSSUPT JOHNSON M CALUB		9276383 loc. 302	
4	Next Most Ranking Member of BJMP IRT	----	----	----	----

APPENDIX “F”- BJMP Emergency Command Post

Command Post

Type	Location	Officer in Command			Remarks
		Permanent	Alternate 1	Alternate 2	
Emergency Meeting Location				Alternate 3	
Temporary BJMP-NHQ Building	Location TBA	Chief, BJMP	DCA	DCO	CDS
Alternate	Location TBA	Chief, BJMP	DCA	DCO	CDS
On-Site Emergency Meeting	Veterans Memorial Medical Center, Quezon City	DCO	CDS	DO	Next Most Ranking Member of BJMP IRT

APPENDIX “G”- BJMP Vital Records and Documents

BJMP Vital Records and Documents

Vital Records	Description	Storage Location	Format	Update Frequency	Back-up Method	Office Responsible
201 Files	<ul style="list-style-type: none"> • Compilation of BJMP vital service personnel information, record and other related documents 	<ul style="list-style-type: none"> • Designated storage room accessible to DPRM office personnel 	<ul style="list-style-type: none"> • Hard Copy 	<ul style="list-style-type: none"> • Every other completion of training/seminars/graduate studied; and • Every promotion to next higher BJMP rank. 	<ul style="list-style-type: none"> • Electronic Scanned Copy; and • Soft Copy 	DPRM
Contracts	<ul style="list-style-type: none"> • Memorandum of Agreement (MOA); and • Memorandum of Understanding 	<ul style="list-style-type: none"> • Designated storage room accessible to DPD office personnel 	<ul style="list-style-type: none"> • Hard Copy 	<ul style="list-style-type: none"> • Every other completion of contracts 	<ul style="list-style-type: none"> • Electronic Scanned Copy; and • Soft Copy 	DPD
Payroll	<ul style="list-style-type: none"> • Monthly Payroll per BJMP Personnel Nationwide 	<ul style="list-style-type: none"> • Designated storage room accessible to FSO office personnel; and • Electronic Data Storage accessible to some FSO office personnel 	<ul style="list-style-type: none"> • Hard Copy; and • Electronic Copy 	<ul style="list-style-type: none"> • Every Month 	<ul style="list-style-type: none"> • Duplicate copy store in BJMP NHQ Data Base 	FSO
Monthly Operation Statistics Report	<ul style="list-style-type: none"> • Monthly Statistics report of BJMP Jails Nationwide consolidated by the DO 	<ul style="list-style-type: none"> • Designated storage room accessible to DO office personnel; and • Electronic Data Storage accessible to some DO office personnel 	<ul style="list-style-type: none"> • Hard Copy; and • Electronic Copy 	<ul style="list-style-type: none"> • Every Month 	<ul style="list-style-type: none"> • Soft Copy 	DO
License/Permits	<ul style="list-style-type: none"> • Photocopy of License/ Permit and Authorization vested to BJMP 	<ul style="list-style-type: none"> • Designated storage room accessible to DPD office personnel 	<ul style="list-style-type: none"> • Hard Copy 	<ul style="list-style-type: none"> • Every Year 	<ul style="list-style-type: none"> • Electronic Scanned Copy; and • Soft Copy 	DPD

APPENDIX "H"- Memorandum of BJMP MC Activation



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

144 BJMP Bldg., Mindanao Avenue, Project 8, Quezon City
Trunkline: (+632) 927-5147 ; 927-6383 ; 927-5877 ; 456-1922
Email Address: itu@bjmp.gov.ph Website: www.bjmp.gov.ph



MEMORANDUM

FOR : _____

SUBJECT: ACTIVATION OF BJMP PUBLIC SERVICE CONTINUITY PLAN (PSCP)

DATE : _____

1. Reference: BJMP Public Safety Continuity Plan dated (date of last version)

2. ICOW the above cited reference, due to the current situation _____

affecting the continuity of activities and service of BJMP-NHQ, the undersigned herewith recommending the activation of the BJMP Public Safety Continuity Plan (PSCP) dated (date of last version) to ensure the continuity of BJMP essential service and function.

3. Moreover, listed are the following measures to be taken:

- a. _____
- b. _____
- c. _____

4. For your approval.

Incident Response Commander