INDONESIA NATIONAL DISASTER RESPONSE FRAMEWORK (NDRF)

MARCH 2018
KATA PENGANTAR

Praise and thanks to God Almighty, it is our pleasure to present the National Disaster Response Framework (NDRF) document which constitutes the fulfillment of the mandate of Disaster Management Law No 24 Year 2007, especially Article 45 Line 2 (a) on the formulation and test of disaster emergency response plan. This NDRF document has been prepared to affirm that responsibilities and duties of disaster emergency response are with multiple parties, both Government and non-state actors, with National Disaster Management Authority (Badan Nasional Penanggulangan Bencana-BNPB) as the coordinator. The content and spirit of the document are to describe the policy of who are responsible for and do what and how in a coordinated system and mechanism.

With such a goal, the process of the development of the document has been carried out in a consultative manner by incorporating insights from multiple parties. In a number of parts of the document represent consensus built by the multiple parties during the consultation process. What has been clearer is that the development of the document did not have start from scratch since there have been numerous instruments of laws and regulations regarding disaster management and even more specifically disaster response, that the NDRF collates and aligns the existing policies. In addition to reviewing the existing materials in Indonesia, the document has been prepared by taking into account several examples, practices and templates of NDRFs in other countries and multi-lateral agencies.

National Disaster Management Authority (Badan Nasional Penanggulangan Bencana-BNPB) specifically and Government of Indonesia in general would like to thank the Government of New Zealand, who has furnished a strong partnership in this initiative of developing the document. We gladly welcome the confirmation from the New Zealand Government that has benefitted valuable lessons from the process and result of the document development for the improvement of related disaster management policy in New Zealand.

We would like to thank every party that has bestowed their attentions and insights for the development of this NDRF document. We hope we can count on your continued support. The delivery of NDRF document in the early 2018 will be followed by socialization and test out so that the framework will receive improvement inputs and feedbacks before its sanctioning by a Government Regulation in this very year of 2018.

Jakarta, March 2018

Willem Rampangilei
Head of National Disaster Management Authority
FOREWORD

The New Zealand Government is proud and privileged to have the opportunity to partner with the Indonesia National Disaster Management Authority (BNPB) in jointly delivering the National Disaster Response Framework (NDRF). The NDRF was developed based on an extensive consultative and inclusive process involving cross-sectoral and non-state stakeholders since June 2016.

Indonesia and New Zealand are co-located along the Pacific ‘ring of fire’, thus both countries share a common interest in the importance of effective coordination to natural disaster emergency mitigation and response. Through this collaboration, New Zealand is fortunate to also be able to learn from Indonesia’s extensive experience and performance in coordinating emergency response in the world’s largest archipelagic state spanning a complex diverse cultural and geographic landscape, and a decentralized form of government. Faced annually with 2,000 natural disaster ‘events’ affecting approximately 3.2 million inhabitants, Indonesia has shown an increasing capacity and self-reliance in emergency response. Every year Indonesia allocates up to IDR 4 trillion to on-call funding for emergency response.

Through the development and adoption of the NDRF, Indonesia is rightly taking a natural leadership role in national disaster management response in the South East Asia region. We hope that Indonesia’s exemplary role will inspire other South East Asian countries to develop similar frameworks for their respective countries that collectively will strengthen disaster resilience in the region.

I warmly congratulate the Government of Indonesia and BNPB in particular for taking the important initiative to develop a comprehensive and functional NDRF document that will contribute to improved resilience in Indonesia and the wider region. I commend this publication for your scrutiny.

H.E. Dr. Trevor Matheson
Ambassador of New Zealand to Indonesia
Jakarta
# TABLE OF CONTENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRONYM LIST</td>
<td>vi</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>FRAMEWORK PURPOSE AND ORGANISATION</td>
<td>1</td>
</tr>
<tr>
<td>GUIDING PRINCIPLES OF THE NDRF</td>
<td>2</td>
</tr>
<tr>
<td>Agility</td>
<td>3</td>
</tr>
<tr>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>Cross-cutting issues</td>
<td>3</td>
</tr>
<tr>
<td>TRANSPARENCY AND ACCOUNTABILITY</td>
<td>5</td>
</tr>
<tr>
<td>POLICY FRAMEWORK</td>
<td>5</td>
</tr>
<tr>
<td>COLLABORATIVE GOVERNANCE</td>
<td>6</td>
</tr>
<tr>
<td>National Level Government</td>
<td>6</td>
</tr>
<tr>
<td>Provincial level government</td>
<td>6</td>
</tr>
<tr>
<td>Other Stakeholders (Domestic and International)</td>
<td>22</td>
</tr>
<tr>
<td>Domestic Non-State Partners</td>
<td>26</td>
</tr>
<tr>
<td>International Partners</td>
<td>27</td>
</tr>
<tr>
<td>MANAGEMENT STRUCTURE, COORDINATION AND INTEGRATION</td>
<td>31</td>
</tr>
<tr>
<td>Early Warning System</td>
<td>31</td>
</tr>
<tr>
<td>Assessment</td>
<td>32</td>
</tr>
<tr>
<td>Media Relations</td>
<td>33</td>
</tr>
<tr>
<td>Information Management</td>
<td>33</td>
</tr>
<tr>
<td>Surge Capacity</td>
<td>34</td>
</tr>
<tr>
<td>Disaster Response Command System [SKPDB]</td>
<td>34</td>
</tr>
<tr>
<td>FINANCING AND FUNDING MECHANISMS</td>
<td>38</td>
</tr>
<tr>
<td>REVIEW, MONITORING AND UPDATE</td>
<td>42</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>43</td>
</tr>
<tr>
<td>ANNEX A: DISASTER RESPONSE TASK FORCES (DRTF)</td>
<td>45</td>
</tr>
<tr>
<td>Overview</td>
<td>49</td>
</tr>
<tr>
<td>1. DISASTER RESPONSE TASK FORCE (DRTF) – SEARCH AND RESCUE</td>
<td>51</td>
</tr>
<tr>
<td>1.1 Introduction</td>
<td>51</td>
</tr>
<tr>
<td>1.2 Purpose</td>
<td>51</td>
</tr>
<tr>
<td>1.3 Governance</td>
<td>51</td>
</tr>
<tr>
<td>1.4 Scope and Responsibilities</td>
<td>52</td>
</tr>
<tr>
<td>2. DISASTER RESPONSE TASK FORCE (DRTF) – DISPLACEMENT &amp; PROTECTION</td>
<td>54</td>
</tr>
<tr>
<td>2.1 Introduction</td>
<td>54</td>
</tr>
<tr>
<td>2.2 Purpose</td>
<td>54</td>
</tr>
<tr>
<td>2.3 Governance</td>
<td>54</td>
</tr>
<tr>
<td>2.4 Scope and Responsibilities</td>
<td>56</td>
</tr>
<tr>
<td>3. DISASTER RESPONSE TASK FORCE (DRTF) – HEALTH</td>
<td>60</td>
</tr>
<tr>
<td>3.1 Introduction</td>
<td>60</td>
</tr>
<tr>
<td>3.2 Purpose</td>
<td>60</td>
</tr>
<tr>
<td>3.3 Governance</td>
<td>60</td>
</tr>
</tbody>
</table>
3.4 Scope and Responsibilities ........................................................................................................... 61

4. DISASTER RESPONSE TASK FORCE (DRTF) – LOGISTICS .......................................................... 65
  4.1 Introduction ................................................................................................................................ 65
  4.2 Purpose ...................................................................................................................................... 65
  4.3 Governance ................................................................................................................................. 65
  4.4 Scope and Responsibilities ........................................................................................................... 66

5. DISASTER RESPONSE TASK FORCE (DRTF) – PUBLIC WORKS AND UTILITIES ................. 71
  5.1 Introduction ................................................................................................................................ 71
  5.2 Purpose ...................................................................................................................................... 71
  5.3 Governance ................................................................................................................................. 71
  5.4 Scope and Responsibilities ........................................................................................................... 73

6. DISASTER RESPONSE TASK FORCE (DRTF) – EDUCATION .................................................... 76
  6.1 Introduction ................................................................................................................................ 76
  6.2 Purpose ...................................................................................................................................... 76
  6.3 Governance ................................................................................................................................. 76
  6.4 Scope and Responsibilities ........................................................................................................... 77

7. DISASTER RESPONSE TASK FORCE (DRTF) – EARLY RECOVERY ......................................... 81
  7.1 Introduction ................................................................................................................................ 81
  7.2 Purpose ...................................................................................................................................... 81
  7.3 Governance ................................................................................................................................. 82
  7.4 Scope and Responsibilities ........................................................................................................... 83

ANNEX B: MANAGEMENT SUPPORT ................................................................................................. 87

1. DISASTER MANAGEMENT LAWS AND REGULATIONS ................................................................. 91
  1.1 Indonesian Laws and Regulations ................................................................................................. 91
  1.2 International Agreements .............................................................................................................. 95

2. DISASTER RESPONSE COMMAND SYSTEM (SKPDB) ............................................................ 96
  2.1 Introduction ................................................................................................................................ 96
  2.2 Purpose ...................................................................................................................................... 96
  2.3 Scope ....................................................................................................................................... 96
  2.4 Policies ..................................................................................................................................... 96
  2.5 Organisational Structures of SKPDB Components .................................................................... 97
  2.6 Functions and Responsibilities .................................................................................................. 102

3. ASSESSMENT ................................................................................................................................. 106
  3.1 Introduction ................................................................................................................................ 106
  3.2 Purpose ...................................................................................................................................... 106
  3.3 Scope ....................................................................................................................................... 106
  3.4 Policies ..................................................................................................................................... 106
  3.5 Responsibilities ........................................................................................................................... 107

4. INFORMATION MANAGEMENT ................................................................................................. 108
  4.1 Introduction ................................................................................................................................ 108
  4.2 Purpose ...................................................................................................................................... 108
  4.3 Scope ....................................................................................................................................... 108
  4.4 Policies ..................................................................................................................................... 109
  4.5 Responsibilities ........................................................................................................................... 109

5. SURGE CAPACITY ....................................................................................................................... 111
  5.1 Introduction ................................................................................................................................ 111
  5.2 Purpose ...................................................................................................................................... 111
  5.3 Scope ....................................................................................................................................... 111
  5.4 Definitions ................................................................................................................................. 111
### Acronym List

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AADMER</td>
<td>ASEAN Agreement on Disaster Management and Emergency Response</td>
</tr>
<tr>
<td>ACT</td>
<td>Aksi Cepat Tanggap</td>
</tr>
<tr>
<td>AHA Centre</td>
<td>ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management</td>
</tr>
<tr>
<td>ASB</td>
<td>Arbeiter Samariter Bund</td>
</tr>
<tr>
<td>ASEAN</td>
<td>Association of Southeast Asian Nations</td>
</tr>
<tr>
<td>BNPP/Basarnas</td>
<td>Indonesia Search and Rescue Agency</td>
</tr>
<tr>
<td>BMKG</td>
<td>Meteorological, Climatological, &amp; Geophysical Agency (Badan Meteorologi, Klimatologi, dan Geofisika)</td>
</tr>
<tr>
<td>BNPB</td>
<td>National Disaster Management Authority (Badan Nasional Penanggulangan Bencana)</td>
</tr>
<tr>
<td>BPBD</td>
<td>Regional/Provincial/District Disaster Management Agency (Badan Penanggulangan Bencana Daerah)</td>
</tr>
<tr>
<td>BULOG</td>
<td>National Logistic Agency</td>
</tr>
<tr>
<td>CCCM</td>
<td>Camp coordination and camp management</td>
</tr>
<tr>
<td>CERF</td>
<td>Central Emergency Response Fund (UN)</td>
</tr>
<tr>
<td>CFE-DMHA</td>
<td>Center for Excellence in Disaster Management and Humanitarian Assistance</td>
</tr>
<tr>
<td>CRS</td>
<td>Catholic Relief Services</td>
</tr>
<tr>
<td>CWS</td>
<td>Church World Services</td>
</tr>
<tr>
<td>DASIPENA</td>
<td>Youth Care Disaster Preparedness (Pemuda Siaga Peduli Bencana)</td>
</tr>
<tr>
<td>DR</td>
<td>Disaster Response</td>
</tr>
<tr>
<td>DRTF</td>
<td>Disaster Response Task Force</td>
</tr>
<tr>
<td>DVI</td>
<td>Disaster victim identification</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency operations centre (Pusdalops)</td>
</tr>
<tr>
<td>FAO</td>
<td>Food and Agriculture Organization</td>
</tr>
<tr>
<td>FMA</td>
<td>Foreign military actors</td>
</tr>
<tr>
<td>GoI</td>
<td>Government of Indonesia</td>
</tr>
<tr>
<td>HCT</td>
<td>Humanitarian Country Team</td>
</tr>
<tr>
<td>HFI</td>
<td>Humanitarian Forum Indonesia</td>
</tr>
<tr>
<td>IASC</td>
<td>Inter-Agency Standing Committee</td>
</tr>
<tr>
<td>IDPs</td>
<td>Internally displaced person</td>
</tr>
<tr>
<td>IFRC</td>
<td>International Federation of Red Cross and Red Crescent Societies</td>
</tr>
<tr>
<td>IOM</td>
<td>International Organization for Migration</td>
</tr>
<tr>
<td>IRAU</td>
<td>International Radio Amateur Union</td>
</tr>
<tr>
<td>KEMENDIKBUD</td>
<td>Ministry of Education and Culture (Kementerian Pendidikan dan Kebudayaan)</td>
</tr>
<tr>
<td>Acronym</td>
<td>Full Form</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>KEMENAG</td>
<td>Ministry of Religious Affairs (Kementerian Agama)</td>
</tr>
<tr>
<td>KEMENKOMINFO</td>
<td>Ministry of Communication and Information (Kementerian Komunikasi dan Informatika)</td>
</tr>
<tr>
<td>KEMENHUB</td>
<td>Ministry of Transportation (Kementerian Perhubungan)</td>
</tr>
<tr>
<td>KEMENKO PMK</td>
<td>Coordinating Ministry for Human Development and Cultural Affairs (Kementerian Koordinator Pembangunan Manusia dan Kebudayaan)</td>
</tr>
<tr>
<td>KEMENRISTEKDIKTI</td>
<td>Ministry of Research, Technology and Higher Education (Kementerian Riset, Teknologi, dan Pendidikan Tinggi)</td>
</tr>
<tr>
<td>KemPUPR</td>
<td>Ministry of Public Works &amp; Housing (KemPUPR - Kementerian Pekerjaan Umum dan Perumahan Rakyat)</td>
</tr>
<tr>
<td>LPBI NU</td>
<td>Disaster Management Institution of Nahdlatul Ulama (Lembaga Penanggulangan Bencana dan Perubahan Iklim Nahdlatul Ulama)</td>
</tr>
<tr>
<td>MDMC</td>
<td>Muhammadiyah Disaster Management Center</td>
</tr>
<tr>
<td>MEF</td>
<td>Ministry of Environment &amp; Forestry (KEMENLHK - Kementerian Lingkungan Hidup dan Kehutanan)</td>
</tr>
<tr>
<td>MEMR</td>
<td>Ministry of Energy &amp; Mineral Resources (KEMEN ESDM - Kementerian Energi dan Sumber Daya Mineral)</td>
</tr>
<tr>
<td>MOH</td>
<td>Ministry of Health (KEMENKES - Kementerian Kesehatan)</td>
</tr>
<tr>
<td>MOHA</td>
<td>Ministry of Home Affairs (KEMENDAGRI – Kementerian Dalam Negeri)</td>
</tr>
<tr>
<td>MoFA</td>
<td>Ministry of Foreign Affairs (KEMENLU - Kementerian Luar Negeri)</td>
</tr>
<tr>
<td>MOSA</td>
<td>Ministry of Social Affairs (KEMENSOS – Kementerian Sosial)</td>
</tr>
<tr>
<td>MoU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>MPBI</td>
<td>Indonesian Society for Disaster Management (Masyarakat Penanggulangan Bencana Indonesia)</td>
</tr>
<tr>
<td>NDRF</td>
<td>National Disaster Response Framework</td>
</tr>
<tr>
<td>NGOs</td>
<td>Non-governmental organisation</td>
</tr>
<tr>
<td>ODHA</td>
<td>People with HIV/AIDS (Orang Dengan HIV/AIDS)</td>
</tr>
<tr>
<td>PKPU</td>
<td>Justice and Caring for the Umma (Pos Keadilan Peduli Umat)</td>
</tr>
<tr>
<td>PMI</td>
<td>Indonesia National Red Cross Society (Palang Merah Indonesia)</td>
</tr>
<tr>
<td>POLRI</td>
<td>Indonesian National Police (Kepolisian Negara Republik Indonesia)</td>
</tr>
<tr>
<td>PUSDOKKES POLRI</td>
<td>Center of Medical and Health (Pusat Kedokteran dan Kesehatan POLRI)</td>
</tr>
<tr>
<td>RC/HC</td>
<td>Resident/Humanitarian Coordinator</td>
</tr>
<tr>
<td>SAR</td>
<td>Search and rescue</td>
</tr>
<tr>
<td>SATKORLAK</td>
<td>Unit Coordinator (Satuan Koordinasi Pelaksana)</td>
</tr>
<tr>
<td>SKPDB</td>
<td>Disaster Response Command System (Sistem Komando Penanganan Darurat Bencana)</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure (Prosedur Operasi Standar)</td>
</tr>
<tr>
<td>SRC-PB</td>
<td>Rapid Response Unit for Disaster Management (Satuan Reaksi Cepat Penanggulangan Bencana)</td>
</tr>
<tr>
<td>TAGANA</td>
<td>MOSA Disaster Preparedness Youth Unit (Kemensos’ Taruna Siaga Bencana)</td>
</tr>
<tr>
<td>TNI</td>
<td>Indonesian National Armed Forces (Tentara Nasional Indonesia)</td>
</tr>
<tr>
<td>Acronym</td>
<td>Full Name</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>TRC</td>
<td>Rapid Response Team (Tim Respons Cepat)</td>
</tr>
<tr>
<td>UN</td>
<td>United Nations</td>
</tr>
<tr>
<td>UNAIDS</td>
<td>Joint United Nations Programme on HIV/AIDS</td>
</tr>
<tr>
<td>UNCT</td>
<td>United Nations Country Team</td>
</tr>
<tr>
<td>UNDP</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>UNFPA</td>
<td>United Nations Population Fund</td>
</tr>
<tr>
<td>UNHCR</td>
<td>United Nations High Commissioner for Refugees</td>
</tr>
<tr>
<td>UNICEF</td>
<td>United Nations Children’s Fund</td>
</tr>
<tr>
<td>UNOCHA</td>
<td>United Nations Office for the Coordination of Humanitarian Affairs</td>
</tr>
<tr>
<td>WASH</td>
<td>Water, sanitation and hygiene</td>
</tr>
<tr>
<td>WFP</td>
<td>World Food Programme</td>
</tr>
<tr>
<td>WHO</td>
<td>World Health Organizations</td>
</tr>
</tbody>
</table>
This page intentionally left blank
Introduction

The National Disaster Response Framework (NDRF) is Indonesia’s primary response document and aims to clarify roles, responsibilities, and the organisation of response to a disaster. It is the unifying document for Indonesia’s National Disaster Management System, which sets the strategy and doctrine for how all stakeholders build, sustain, and deliver the response core capabilities in an integrated manner. In addition to protecting the domestic population, there is a need to appropriately plan for foreign nationals in-country, due to the high concentration of tourists in some localities. To add to the complexity, natural hazards could potentially trigger cascading events or technological disasters, which must also be considered.

Framework Purpose and Organisation

The NDRF is a guidance document on how Indonesia responds to all types of disasters and emergencies. It is built to be scalable, flexible, and adaptable while aligning key roles and responsibilities across the nation. The NDRF describes specific authorities and best practices for managing incidents that range from serious disasters at the local-level to large-scale disasters that have national implications.

The NDRF describes:

- How national, regional, and local response mechanisms are coordinated and integrated for disaster response;
- How relevant laws and regulations interact to provide a disaster response policy framework;
- The roles and responsibilities of key disaster response stakeholders;
- How key cross-cutting issues of gender equality, environment, and human rights are integrated across disaster response; and
- The NDRF clarifies the roles and responsibilities of BNPB, BPBDs, and national and international partner organisations.

The NDRF is composed of a Base Document, Disaster Response Task Force (DRTF) Annexes, and Management Support Annexes. The annexes provide detailed information to assist with the implementation of the NDRF.

- **Disaster Response Task Force (DRTF) Annexes** describe the national coordinating structures that group the required resources and capabilities into functional areas. The DRTFs help to organise and integrate the response by bringing together ministries, NGOs and other stakeholders together in specific task areas. They are:
- Search and Rescue;
- Displacement and Protection;
- Health;
- Logistics;
- Public Works and Utilities;
- Education; and
- Early Recovery.

- **Management Support Annexes** describe the essential supporting processes and considerations that are most common to the majority of disasters.

The NDRF is designed as a guiding document for all stakeholders involved in disaster response at all levels of government and society in Indonesia. This includes government ministries, military, private sector partners, non-governmental organisations (NGOs), (international and local), United Nations (UN) partners and aid agencies and others.

**Guiding Principles of the NDRF**

The NDRF describes doctrine for managing any disaster or emergency regardless of scale, scope, and complexity. The term “response,” as used in the NDRF, includes actions to save lives, protect property and the environment, stabilise communities, and meet basic human needs following a disaster. Response also includes the execution of response plans and actions to support short-term recovery.

Disaster response in the context of the NDRF includes (Law No. 24/2007, Article 48):

- quick rapid assessment of the disaster-affected area, number of people impacted, amount of damage, disturbances to services, and resource requirements;
- decision on disaster status;
- actions to save lives and evacuation of affected people;
- meeting basic human needs;
- protection of vulnerable populations (elderly people, women, children, and people with disabilities); and
- quick rehabilitation of vital infrastructure and facilities.

Disaster management activities as referred to Article 2 of Law 24/2007 shall be implemented according to the principles of humanity; justice; equality before the law and government administration; balance, harmony, and congruence; order and legal certainty; togetherness; environmental conservation; and science and technology.

Disaster management activities shall be quick and appropriate; shall be a priority; shall be coordinated and integrated; be efficient and effective; shall have transparency and accountability; shall be conducted in partnership; shall emphasise empowerment; shall be non-discriminatory; and shall be non-proselytising (Law 24/2007 Article 2).
Agility

Disasters are complex events and each event will unfold differently. Agility is the ability of the framework to adapt to the needs of the event. This NDRF is designed to be agile and flexible to meet the demands of the event. Not all aspects of the NDRF will be relevant for each event. Not all DRTFs will be used in every event. It also provides options and flexibility to the agencies and organisations responding to an event so they can ensure communities receive the assistance they need in a timely manner.

The status and level of disaster shall be determined by the number of victims, loss of material possessions, damage to facilities and infrastructure, the size and coverage of the disaster-affected area, and the socio-economic impact of the event.

Communication

Communication is essential in any disaster response. There are two types – internal and public communication. The NDRF is designed to help facilitate internal communication between agencies and stakeholders responding to the disaster. It also includes public communication to reach the affected population, hosting communities, and other organisations. Communication channels, opportunities, information management, and media relations are also discussed (see Management Support Section and Management Support Annex).

Cross-cutting issues

A key aspect of the NDRF is to ensure that no segment of Indonesian society is excluded or marginalised during disaster events or by the response activities. The cross-cutting issues of gender equality, human rights, and environment are identified and integrated throughout the NDRF.

Gender Equality

Recognising the risk and vulnerability heightened by social and structural inequalities, this Framework advocates gender sensitive approaches during disaster response for an effective disaster response operation, and subsequent recovery, rehabilitation, and disaster risk reduction.

To ensure the inclusion of a gender sensitive approach, BNPB has enacted a regulation that addresses gender mainstreaming in disaster management. This gender-responsive regulation requires that gender analysis be undertaken in data analysis and assessments. Gender analysis integrates intersectional, demographic data, such as age, ethnicity, race, class, and ability, with gender to better understand how socioeconomic risks lead to structural inequalities. The gender mainstreaming regulation further requires gender-responsive planning and budgeting as integral to disaster management.
In support, BNPB coordinates with the Ministry of Social Affairs which takes the lead in response planning for women, elderly, and groups considered vulnerable. The enacted Law Number 11 of 2009 (Law 11/2009) on Social Welfare includes Section Five on Social Protection.

Human rights

Humanitarian crises triggered by disasters present significant challenges for responders regarding assistance and protection. Awareness of human rights and the implementation of human rights-based approaches are essential to ensure the most appropriate response to victims, before, during, and after disasters. This includes ensuring non-discrimination; equity; equality; legal protection; security; access to health services, shelter and housing, clean water and education; compensation and restitution; rights of internally displaced persons (IDPs); and land and property rights. Groups and individuals that may be in need of special consideration to ensure their rights are protected include: women, children, people who are sick, persons with disabilities, elderly persons, immigrants and ethnic minorities. In addition to the regulation on gender, BNPB has adopted a regulation on persons with disabilities in a disaster.

Environment

In Indonesia, the environment underpins the economy, livelihoods, and sustainability of communities and people. A healthy environment also contributes to disaster risk reduction. Given that many disasters are not isolated events, and may have subsequent or cascading disaster impacts, it is important to understand added risks and consequences from response actions to prevent further negative impact. Even though response efforts occur during crises, the longer-term planning takes place in the context of disaster risk reduction (guided by the Sendai Framework for Disaster Risk Reduction 2015-2030), and aligns with Indonesia national and international agreements (including the 2030 Agenda for Sustainable Development).

The Ministry of Environment and Forestry has been designated responsibility to reduce and monitor environmental and forestry hazards and will have a key role in working with BNPB. Response planning efforts should consider the environmental consequences of actions, and take care to minimise further impacts on the environment.

In certain events, it is essential to relax environmental regulations (e.g. disposal of debris to clear transportation corridors for emergency services). However, it is important that relaxing environmental regulations will not add to the immediate or long-term impacts on society from the disaster or contribute to cascading, cumulative, or additional disasters. It is important to recognise that adhering to best environmental practices in response, recovery, and rehabilitation may reduce further risk of disaster occurrence.
Transparency and Accountability

Transparency and accountability underpin an effective disaster response, as this gives both recipients of disaster relief and the donors’ confidence and assurance that resources are being appropriately dispersed. Foremost, all stakeholders are accountable towards the affected population.

Transparency includes providing timely and accessible information to affected populations and stakeholders on processes and procedures that affect their disaster operations. This allows them to make informed decisions and ensure appropriate and timely assistance to impacted communities.

All disaster response agencies and stakeholders will be accountable for their activities in a response. They will adhere to the guidelines set out in Law 24/2007 and again here in the section on NDRF Guiding Principles section.

The BNPB, and all other stakeholders will adhere to any and all laws, regulations and legal requirements that relate to reporting and monitoring requirements of disaster response situations for transparency and accountability as set out by Gol.

Policy Framework

Law 24/2007 laid the groundwork for the creation of a new disaster management agency, the National Disaster Management Authority (BNPB) to oversee and coordinate disaster management activities in Indonesia. Presidential Regulation Number 8 of 2008 (Pres. Reg. 8/2008) provides the authority to that agency and describes in more detail the agency’s organisation and responsibilities.

The Government of Indonesia (Gol) has the authority to stipulate disaster management policy; make decisions on the status and level of national and regional disasters; develop policy for cooperation in disaster management with other countries; formulate policy concerning technologies with a potential for disaster; and monitor goods collection and channelling on a national scale (Law 27/2007).

Government Regulation Number 21 of 2008 concerning disaster management (Gov. Reg 21/2008) provides details and clarification regarding scope and activities relating to disaster management.

Government Regulation Number 22 of 2008 (Gov. Reg. 22/2008) provides a full detailed description of disaster aid financing and management, including supervision, reporting, and accountability. This includes the creation of Ready Funds, Disaster Contingency Funds, and Grant-Patterned Social Funds. These mechanisms are designed to cover pre-disaster, emergency response, and post-disaster activities. Additional information is available in the Financing and Funding Section.
Government Regulation Number 23 of 2008 (Gov. Reg. 23/2008) as well as BNPB regulation Number 22 of 2010 describe the use and integration of international organisations and non-government organisations during disaster response. These regulations provide clarification of how these valued partners interface within the national response and outline the scope and processes for the initial declaration of need as well as ensure ease of entry when international assistance is requested in an emergency response.

In certain circumstances, even without declaring the event a “disaster”, the Head of BNPB may undertake disaster management measures for a limited time including, but not limited to, the ease of access in emergency responses. According to Presidential Regulation Number 17 of 2018: Governance of Disaster Management in Certain Circumstances this can only be executed upon approval through a meeting among ministries/institutions coordinated by the Coordinating Minister mandated with coordinating the governance of disaster management.

The circumstances for this to happen shall meet the following conditions:

a. disaster potential with maximum threat level; and

b. there has been an evacuation/rescue/people displacement or disruption of public service functions that have a wide impact on the social and economic life of the community/public.

Presidential Regulation Number 17 of 2018 also prescribes that disaster emergency status is determined by the respective heads of government (national, provincial, or district/municipality) according to the impact of the event.

For additional policy regulations, please see Management Support Annex 1 - Disaster Response Laws and Regulations.

**Collaborative Governance**

Integration of all partners within the disaster response system is critical to an effective response operation. Indonesia uses a decentralised disaster management system. This section describes the roles and responsibilities of those involved in the disaster response system.

In a disaster, local government is always the first responder. If they need additional assistance, the Provincial BPBD provides the next level for identifying resources. If the local and provincial levels require external assistance, they request assistance from BNPB, as the coordinator for resource provider, at the national level.

**National Level Government**

According to Law 24/2007, the responsibility of the GoI for disaster management includes:

- protection of people from the impact of disasters;
• fulfilment of rights of the community and affected people to fairly-distributed, minimum levels of service;
• recovery from disaster impacts; and
• allocation of sufficient funds and Ready funds for disaster response.

Roles and Responsibilities of National Government

When a disaster affects more than one province within a country, the GoI facilitates implementation of disaster response in the affected region. The National Government carries out three functions:

| COORDINATION                  | • Integrates activities of humanitarian actors of all government and non-government agencies from the country and international community to provide disaster assistance; and
|                              | • Ensures disaster activities to be implemented effectively, efficiently and with accountability by all related participating agencies. |
| COMMAND                      | • Assigns a Disaster Response Commander; |
|                              | • Activates the disaster management command system (SKPDB); and |
|                              | • Facilitates provinces/districts/municipalities to implement disaster management during disaster. |
| IMPLEMENTATION               | • Implements disaster management to address causes of the disaster and arising adverse impacts disrupting the lives and the livelihood of the people. |

The President has the authority to stipulate disaster management policy, make decisions on status and level of national and regional disasters, develop policy for cooperation in disaster management with other countries, formulate policy concerning technologies with a potential for disaster, and monitor goods collection and channelling on a national scale (Law 27/2007). That responsibility has been delegated to BNPB (see BNPB below).

Disaster management is multi-sectoral and multi-stakeholder; several ministries and agencies are involved. Although Law 24/2007 does not specifically identify the roles of the ministries and agencies, they are critical to disaster management. The laws and policies guiding the ministries and agencies in disaster response ensure social protection (Law 11/2009) and diversity, such that BNPB regulations ensure gender mainstreaming, gender-responsive actions, and consideration for disabled people.

Badan Nasional Penanggulangan Bencana (BNPB)

Under Law 24/2007, the Government authorised the establishment of the National Disaster Management Agency (BNPB). The agency is a non-ministerial government institution. The Head of BNPB reports to the President of Indonesia and the agency is a non-ministerial government institution. The BNPB head is a ministerial-level position (Article 10).
The BNPB is tasked with providing guidelines and direction on disaster management which includes pre-disaster, response, and post-disaster activities. This includes setting disaster management standardisations and requirements by legislation, communicating that information to the communities impacts and stakeholders, and coordinating the implementation of disaster management activities (pre-disaster, disaster response, post-disaster) in a well-planned, integrated, and comprehensive manner (Pres. Reg. 8/2008 Article 2-3). BNPB is chaired by a Head, and supported by two groups, the Steering Committee and Managing Executive Body.

The Steering Committee is responsible for providing advice, inputs and suggestions to the Head of BNPB concerning disaster management, as well as monitoring and evaluation of disaster management (Pres. Reg. 8/2008, Article 9). The Steering Committee includes representatives from ten Ministries, along with nine people from the professional community (Pres. Reg. 8/2008, Article 11).

The Managing Executive Body is under the BNPB Head and comprises of the following positions: Primary Secretary; Deputy for Prevention and Preparedness; Deputy for Emergency Response; Deputy for Rehabilitation and Reconstruction; Deputy for Logistics and Equipment; Inspector General; Head of Disaster Management Training and Education Center and Head of Data and Information Center. The Primary Secretary coordinates disaster management programs (including assisting in policy formulation, technical expertise, services, public relations and reporting) and provides facilitation to the Steering Committee for the performance of their tasks.

At the national disaster level, mandates of BNPB include:

| COORDINATION | • Coordinate all participating government and non-government agencies;  
| | • Synchronise data and information from multi-agency assessments;  
| | • Register resources for response from national and international partners;  
| | • Integrate work mechanism and SOPs of all participating government and non-government agencies;  
| | • Agree on acting roles and authorities in implementing tasks under command system;  
| | • Warrant operation permits in coordination with other related agencies to all working agencies, e.g. to open service posts, operate equipment; and  
| | • Coordinate use of resources and funds  
| COMMAND | • Initiate national level SKPDB including establishing the Disaster Management Command Post, Facilitation Post, and Support Post as necessary;  
| | • Provide facilities to support the command operation: location, media centre, etc;
In response to sub-national disasters, BNPB provides assistance to local government. This includes technical assistance, logistical assistance, administrative and financial assistance and funding, as needed.

In response to national-level disasters, BNPB with line ministries/agencies coordinates information, personnel, assistance, and fund management from national and international sources. BNPB activates the SKPDB, including the command post situated in the provincial capital or near the affected district/municipality. Emergency responders work in technical DRTFs for implementing the operations plan in an effective and accountable manner respecting laws and regulations. Operations activities are monitored, evaluated, and reported to the President. Disaster response is concluded by demobilising agencies’ operations and handing over recovery mandates to the local government. After-action reports are compiled and the event reviewed and evaluated.

Funding may be requested from BNPB, contingency fund, and from other donors like the UN sources, bilateral donors, IFRC, NGOs or others as appropriate. The use of funds must be reported to the respective donors and providers.
Ministries and Government Agencies Roles in NDRF

Disaster response is a collaborative activity. Each ministry has a role in a disaster. These roles may vary and are based on the scale and scope of the event, as well as the response and recovery needs of the event. Each ministry/agency has to follow the national law and Presidential Regulation, work within BNPB regulations, and respond to their ministerial regulations to guide their actions and responsibilities. This summary table presents an overview of basic roles and responsibilities at the national level. The Annexes to this document provide additional details for management from each ministry/agency and their role within the Disaster Response Task Forces (DRTFs).

The table below provides a summary of their roles for pre-disaster, during response, and post-disaster timeframes. Emergency response is broken down into emergency alert, emergency response, and emergency transition periods. Although pre-disaster and post-disaster activities are referenced, the focus of this framework is emergency response, and therefore, response activities are highlighted in the box on each page. Not all Ministries are listed. Refer to the DRTF Annex for additional Ministerial participation.
### Table 1: Ministries and Agencies Roles in NDRF

<table>
<thead>
<tr>
<th>Ministry of Agriculture</th>
<th>Ministry of Defence</th>
<th>Ministry of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kementerian Pertanian</strong></td>
<td><strong>Kementerian Pertahanan</strong></td>
<td><strong>Kementerian Pendidikan</strong></td>
</tr>
<tr>
<td>Pre-Disaster</td>
<td>Pre-Disaster</td>
<td>Pre-Disaster</td>
</tr>
<tr>
<td>Serve as member of the Early Recovery DRTF</td>
<td>Socialisation and capacity building, training and education for disasters.</td>
<td>Serve as Education DRTF co-coordinator (with Ministry of Religious Affairs); maintain collaborative activities with Education DRTF members.</td>
</tr>
<tr>
<td>Emergency Alert</td>
<td>Education, research and development in disaster management</td>
<td>Serve as Education DRTF co-coordinator (with Ministry of Religious Affairs); maintain collaborative activities with Education DRTF members.</td>
</tr>
<tr>
<td>Serve as member of the Early Recovery DRTF</td>
<td>Planning for resource distribution, monitoring and evaluation in disaster</td>
<td>Serve as member of Displacement and Protection DRTF</td>
</tr>
<tr>
<td>Emergency Response</td>
<td>Based on need and request work with TNI to establish rapid reaction units</td>
<td>Provide leadership for Education DRTF</td>
</tr>
<tr>
<td>Serve as member of the Early Recovery DRTF</td>
<td>Liaise with ASEAN militaries and TNI to assess needs and access to foreign military assistance</td>
<td>Serve as member of Displacement and Protection DRTF</td>
</tr>
<tr>
<td>Emergency Transition</td>
<td>Maintain presence at military support posts to assist with ease of entry and access</td>
<td>Provide continued leadership for Education DRTF</td>
</tr>
<tr>
<td>Serve as member of the Early Recovery DRTF</td>
<td>Assist with transition to recovery and exit of foreign military</td>
<td>Serve as member of Displacement and Protection DRTF</td>
</tr>
<tr>
<td>Post-Disaster</td>
<td>Evaluation of event and recommendation for improved future response</td>
<td>Evaluation of event and recommendation for improved future response</td>
</tr>
<tr>
<td></td>
<td>Provide any observations and recommendations to after-action reports.</td>
<td>Provide any observations and recommendations to after-action reports.</td>
</tr>
<tr>
<td>Ministry of Energy &amp; Mineral Resources</td>
<td>Ministry of Environment &amp; Forestry</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Kementerian Energi dan Sumber Daya Mineral (KEMEN ESDM)</td>
<td>Kementerian Lingkungan Hidup &amp; Kehutanan (KEMENLHK)</td>
<td></td>
</tr>
<tr>
<td>- Monitor geologic hazards</td>
<td>- Monitor environmental and forestry hazards</td>
<td></td>
</tr>
<tr>
<td>- Maintain mapping and data collection on geologic hazards</td>
<td>- Develop policy and procedures to limit future environmental and forestry hazards</td>
<td></td>
</tr>
<tr>
<td>- Provide insight and knowledge regarding geologic hazards</td>
<td>- Provide recommendation for alert level and early warning for environmental and fire hazards</td>
<td></td>
</tr>
<tr>
<td>- Provide recommendation for alert level and early warning based on geologic event</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td></td>
</tr>
<tr>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td></td>
</tr>
</tbody>
</table>

**Emergency Response**

<table>
<thead>
<tr>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Monitor geologic hazards</td>
<td>- Monitor geologic hazards</td>
<td>- Provide any additional alerts as needed (i.e. aftershocks)</td>
<td>- Monitor geologic hazards</td>
<td>- Monitor geological hazards for early warning and alert level</td>
</tr>
<tr>
<td>- Monitor and modify (if needed) alert level based on geologic event</td>
<td>- Monitor and modify (if needed) alert level based on geologic event</td>
<td>- Ongoing monitoring of geologic hazards during event</td>
<td>- Recommendation for alert level based on geologic event</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
</tr>
<tr>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td></td>
<td>- Evaluation of event and recommendation for improved future response</td>
</tr>
<tr>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td></td>
<td>- Provide any observations and recommendations to after-action reports</td>
</tr>
<tr>
<td>- Monitor geological hazards for early warning and alert level</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td>- Serve as member of the Public Works and Utilities DRTF</td>
<td></td>
<td>- Serve as member of Early Recovery DRTF</td>
</tr>
<tr>
<td>- Evaluate of event and recommendation for improved future response</td>
<td>- Serve as member of Early Recovery DRTF</td>
<td>- Serve as member of Early Recovery DRTF</td>
<td></td>
<td>- Provide any observations and recommendations to after-action reports</td>
</tr>
<tr>
<td>Ministry of Finance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Kementerian Keuangan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Establish measures to ensure transparency of fund usage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Work with insurance and re-insurance providers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide audit, review, monitoring, technical guidance, and evaluation of finance performance, and implementation of disaster management activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Evaluate and improve systems for fund management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ministry of Foreign Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kementerian Luar Negeri</strong></td>
</tr>
<tr>
<td>• Consult and collaborate on policies and procedures for disaster management as they pertain to the international community</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Consult and coordinate with BNPB regarding international aid and assistance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide access to reserve funds as appropriate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Register and disburse funds collected for community aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide assistance as requested from BNPB regarding transitioning out international aid and assistance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide contact point and information for foreign embassy enquiries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inform international community of GoI position on the acceptance of international assistance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Register and disburse funds collected for community aid in partnership with Ministry of Finance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide any observations and recommendations to after-action reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ministry of Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kementerian Keuangan</strong></td>
</tr>
<tr>
<td>• Establish measures to ensure transparency of fund usage</td>
</tr>
<tr>
<td>• Work with insurance and re-insurance providers</td>
</tr>
<tr>
<td>• Provide audit, review, monitoring, technical guidance, and evaluation of finance performance, and implementation of disaster management activities</td>
</tr>
<tr>
<td>• Evaluate and improve systems for fund management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ministry of Foreign Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kementerian Luar Negeri</strong></td>
</tr>
<tr>
<td>• Consult and collaborate on policies and procedures for disaster management as they pertain to the international community</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Consult and coordinate with BNPB regarding international aid and assistance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide access to reserve funds as appropriate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Register and disburse funds collected for community aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide assistance as requested from BNPB regarding transitioning out international aid and assistance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide contact point and information for foreign embassy enquiries</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inform international community of GoI position on the acceptance of international assistance.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Register and disburse funds collected for community aid in partnership with Ministry of Finance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Provide any observations and recommendations to after-action reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Ministry of Health
**Kementerian Kesehatan (KEMENKES)**

- Monitor health status and concerns including prevention, mitigation and preparedness activities related to public health
- Maintain records of health concerns and status
- Identify potential increased health risks heightened by disaster and determine ways to address risks in disaster
- Provide insight and knowledge regarding health hazards, concerns, and status
- Coordinate training activities for DASIPENA programs and other resource development projects
- Provide recommendation for alert level and early warning for health-related hazard events
- As Health DRTF coordinator, maintain collaborative activities with Health DRTF members.
- Serve as member of Public Works and Utilities DRTF and Education DRTF.
- Monitor health conditions, including rapid assessments, and provide information as needed
- Monitor and modify (if needed) alert level
- Provide liaison function with international Health Cluster.
- Ensure needs of vulnerable populations are given special consideration and priority in planning
- Provide leadership for Health DRTF members.
- Serve as member of Public Works and Utilities DRTF and Education DRTF.
- Provide any additional alerts as needed
- Establish Emergency Health Crisis Centre as needed to assist in developing policy, planning, monitoring and evaluating health concerns.
- Includes basic need fulfilment, recovery of facilities and infrastructure to provide health care to all persons with attention paid to equal access for all
- Lead Health DRTF in coordination with Emergency Response Command
- Ensure needs of vulnerable populations are given special consideration and priority in response activities
- Ongoing leadership of Health DRTF
- Serve as member of Public Works and Utilities DRTF and Education DRTF.
- Monitor health conditions
- Provide recommendation for alert level based on health conditions
- Transition from Emergency Health Crisis Centre to standard operating procedures through rehabilitation and/or reconstruction of infrastructure
- Ensure needs of women, children, and vulnerable groups are given special consideration and priority in transition activities
- As Health DRTF coordinator, maintain collaborative activities with Health DRTF members.
- Serve as member of Public Works and Utilities DRTF and Education DRTF.
- Evaluate the event and recommend improved actions for future response
- Provide any observations and recommendations to after-action reports
<table>
<thead>
<tr>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Monitor, consult, and provide leadership for BPBDs in development of local disaster management plans including preparedness, prevention, mitigation, response, and recovery planning</td>
<td>• Provide assistance as requested to BPBDs.</td>
<td>• Ensure in collaborative efforts between BPBDs and BNPB</td>
<td>• Provide ongoing leadership for Early Recovery DRTF</td>
<td>• Evaluate the event and recommend improved actions for future response</td>
</tr>
<tr>
<td>• Monitor development of local capacity through community protection unit development</td>
<td>• Provide leadership for Early Recovery DRTF, maintain collaborative activities with Early Recovery DRTF members</td>
<td>• Provide leadership for Early Recovery DRTF planning and operations in collaboration with BNPB</td>
<td>• Continued support in cooperation with BPBDs and BNPB</td>
<td>• Provide any observations and recommendations to after-action reports</td>
</tr>
</tbody>
</table>

Ministry of Home Affairs
*Kementerian Dalam Negeri (KEMENDAGRI)*

- Provide training at local level for first aid, rescue, evacuation, and public cooking facilities
- Serve as coordinator for Early Recovery DRTF, maintain collaborative activities with Early Recovery DRTF members
### Ministry of Public Works & Public Housing

**Kementerian Pekerjaan Umum dan Perumahan Rakyat (KEMENPUPERA)**

- Conduct flood risk monitoring, mapping, analysis
- Conduct disaster risk reduction through establishing and improving infrastructure
- Ensure institutional capacity building
- Serve as coordinator for Public Works and Utilities DRTF, maintain collaborative activities with member of Public Works and Utilities DRTF
- Serve as member of Displacement and Protection DRTF; Education DRTF and Early Recovery DRTF
- Monitor hazard events and set up Ministry command center as needed
- Conduct rapid assessments or coordinate with BNPB rapid assessment team as needed
- Construct temporary evacuation sites
- Provide leadership for Public Works and Utilities DRTF as appropriate
- Ensure needs of women, children, and vulnerable groups are given special consideration and priority in Shelter planning
- Serve as member of Displacement and Protection DRTF; Education DRTF and Early Recovery DRTF
- Improve access to disaster area as possible
- Establish access to clean water, sanitation, and shelter
- Inventory and convey information regarding damaged buildings and other infrastructure
- Prioritise and engage in immediate recovery of buildings and infrastructure
- Provide ongoing leadership for Public Works and Utilities DRTF
- Ensure needs of women, children, and vulnerable groups are given special consideration and priority in response activities
- Serve as member of Displacement and Protection DRTF; Education DRTF and Early Recovery DRTF
- Plan and begin rehabilitation and reconstruction of buildings and infrastructure
- Provide leadership for Public Works and Utilities DRTF
- Ensure needs of women, children, and vulnerable groups are given special consideration and priority in transitional activities
- Serve as member of Displacement and Protection DRTF; Education DRTF and Early Recovery DRTF
- Evaluate the event and recommend actions for improved future response
- Provide any observations and recommendations to after-action reports.
- Provide long-term planning for reconstruction and rehabilitation
<table>
<thead>
<tr>
<th>Ministry of Social Affairs (KEMENSOS)</th>
</tr>
</thead>
</table>

- Preparedness activities regarding planning social assistance in emergency response. Includes food, temporary camps, and collective kitchens.
- Establish minimum service standards for local government response.
- Capacity building at local level through volunteer training and development of Tagana community organisations.
- Maintain data on NGOs operating in country.
- Serve as co-coordinator for Displacement and Protection DRTF, maintain collaborative activities with member of Displacement and Protection DRTF.
- Serve as member of Logistics; Public Works and Utilities DRTF; Education DRTF; and Early Recovery DRTF.

<table>
<thead>
<tr>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
</table>
| • Monitor potential disaster events and provide pre-planning as needed.  
• Communicate possible needs to NGOs and place them on alert status.  
• Ensure needs of women, children, and vulnerable groups are given special consideration and priority in planning.  
• Serve as co-coordinator for Displacement and Protection DRTF, maintain collaborative activities with member of Displacement and Protection DRTF.
| • Serve as co-coordinator for Displacement and Protection DRTF, maintain collaborative activities with member of Displacement and Protection DRTF.
| • Serve as member of Logistics; Public Works and Utilities DRTF; Education DRTF; and Early Recovery DRTF.
| • Ensure needs of women, children, and vulnerable groups are given special consideration and priority in response activities.
| • Assist as possible with procurement and delivery of relief goods and logistics. |
| • Monitor and assist in transition to recovery as possible.
• Serve as co-coordinator for Displacement and Protection DRTF, maintain collaborative activities with member of Displacement and Protection DRTF.
• Serve as member of Logistics; Public Works and Utilities DRTF; Education DRTF; and Early Recovery DRTF.
• Ensure needs of women, children, and vulnerable groups are given special consideration and priority in transition activities.
| • Evaluation of event and recommendation for improved future response.
• Provide any observations and recommendations to after-action reports. |
### Ministry of Transportation

**Kementerian Perhubungan dan Transportasi**

- Monitor hazards for possible public transportation implications
- Maintain data collection hazards as they affect transportation infrastructure
- Provide insight and knowledge regarding infrastructure affected by hazards
- Increase capacity to respond through periodic exercises
- Serve as member of Logistics DRTF; Public Works and Utilities DRTF

### Indonesia Search and Rescue

**Badan SAR Nasional (BNPP/Basarnas)**

- Serve as coordinator for SAR DRTF, maintain collaborative activities with member of SAR DRTF
- Formulate national, general, and technical policy in SAR
- Coordination of policies, planning and programs in SAR
- Conduct SAR preparedness
- Conduct SAR education, training, research, development, and human resources
- Maintain data and information regarding SAR
- Build capacity through regular exercises

### Emergency Response

<table>
<thead>
<tr>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Monitor hazards for infrastructure affects</td>
<td>- Open and close transportation facilities as mandated by hazard event</td>
<td>- Monitor hazards</td>
<td>- Evaluate event and recommend actions for improved future response</td>
<td></td>
</tr>
<tr>
<td>- Make recommendation for minimising disruption to transportation</td>
<td>- Recommend actions to recover critical facilities</td>
<td>- Recommend ongoing recovery of transportation facilities</td>
<td>- Provide any observations and recommendations to after-action reports</td>
<td></td>
</tr>
<tr>
<td>- Serve as member of Logistics DRTF; Public Works and Utilities DRTF</td>
<td>- Fulfil basic transportation needs</td>
<td>- Serve as member of Logistics DRTF; Public Works and Utilities DRTF</td>
<td>- Provide any observations and recommendations to after-action reports</td>
<td></td>
</tr>
</tbody>
</table>

### Coordination

- Coordinate Rapid Reaction Unit in Jakarta and Malang
- Supervise, mobilise, and control potential search and rescue operations
- Provide leadership for Search and Rescue DRTF
- Ensure needs and safety of women, children, and vulnerable groups are given special consideration and priority in planning activities
- Perform search and rescue operations
- Provide information and communication regarding SAR operations
- Provide leadership for Search and Rescue DRTF
- Ensure needs and safety of women, children, and vulnerable groups are given special consideration and priority in response activities
- Monitor hazard for additional search and rescue needs
- Provide leadership for Search and Rescue DRTF
- Evaluate event and recommend actions for improved future response
- Provide any observations and recommendations to after-action reports
<table>
<thead>
<tr>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indonesia National Armed Forces</strong>&lt;br&gt;<em>Tentara Nasional Indonesia (TNI)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Conduct preparedness activities in SAR and disaster assistance</td>
<td>• Coordinate Rapid Reaction Unit in collaboration with BNPP and Ministry of PUPR</td>
<td>• Provide search and rescue and disaster assistance as requested</td>
<td>• Continue support in cooperation with BPBDs and BNPB</td>
<td>• Evaluate the event and recommend actions for improved future response</td>
</tr>
<tr>
<td>• Provide education, training, research, development, and human resources capacity building in SAR and humanitarian assistance</td>
<td>• Supervise, mobilise, and control potential needs for military personnel</td>
<td>• Ensure needs and safety of women, children, and vulnerable groups are given special consideration and priority in response activities</td>
<td>• Continue operations as needed</td>
<td>• Provide any observations and recommendations to after-action reports</td>
</tr>
<tr>
<td>• Participate in the SAR DRTF; Logistics DRTF; Public Works and Utilities DRTF; and Education DRTF</td>
<td>• Ensure needs and safety of women, children, and vulnerable groups are given special consideration and priority in planning</td>
<td>• Work with Minister of Defence to determine need, eligibility, and approval for foreign military assistance in accordance with the Status of Forces Agreement in Disaster Response</td>
<td>• Assist in transition to recovery</td>
<td></td>
</tr>
<tr>
<td>• Build capacity though regular exercises</td>
<td>• Participate in the SAR DRTF; Logistics DRTF; Public Works and Utilities DRTF; and Education DRTF</td>
<td>• Work with Ministry of Defence and Foreign Militaries to approve entry if required</td>
<td>• Ensure needs and safety of women, children, and vulnerable groups are given special consideration and priority in transitional activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Work with Ministry of Defence and Foreign Militaries to approve entry if required</td>
<td></td>
<td>• Participate in the SAR DRTF; Logistics DRTF; Public Works and Utilities DRTF; and Education DRTF</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indonesia National Disaster Response Framework (NDRF) – March 2018
### Emergency Response

<table>
<thead>
<tr>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indonesia National Police Kepolisian Negara Republik Indonesia (POLRI)</strong></td>
<td><strong>Indonesia National Police Kepolisian Negara Republik Indonesia (POLRI)</strong></td>
<td><strong>Indonesia National Police Kepolisian Negara Republik Indonesia (POLRI)</strong></td>
<td><strong>Indonesia National Police Kepolisian Negara Republik Indonesia (POLRI)</strong></td>
<td><strong>Indonesia National Police Kepolisian Negara Republik Indonesia (POLRI)</strong></td>
</tr>
<tr>
<td>• Plan disaster management activities and resource requirements</td>
<td>• Monitor hazard event for possible needs of POLRI</td>
<td>• Establish Police Field Control Command as required</td>
<td>• Provide assistance to transition to recovery as needed</td>
<td></td>
</tr>
<tr>
<td>• Build capacity through regular exercises</td>
<td>• Prepare plans as needed and place key personnel on alert</td>
<td>• Provide immediate and speedy assistance to disaster victims, as needed</td>
<td>• Ensure needs and safety of women, children, and vulnerable groups are given special consideration and priority in transitional activities</td>
<td></td>
</tr>
<tr>
<td>• Serve as co-coordinator for Displacement and Protection DRTF, maintain collaborative activities with member of Displacement and Protection DRTF</td>
<td>• Ensure needs and safety of women, children, and vulnerable groups are given special consideration and priority in planning</td>
<td>• Provide immediate and speedy rescue, as needed</td>
<td>• Provide leadership for Displacement and Protection DRTF, maintain collaborative activities with member of Displacement and Protection DRTF</td>
<td></td>
</tr>
<tr>
<td>• Participate in the SAR DRTF; Health; Logistics DRTF; Public Works and Utilities DRTF; and Education DRTF</td>
<td>• Serve as co-coordinator for Displacement and Protection DRTF, maintain collaborative activities with member of Displacement and Protection DRTF</td>
<td>• Ensure needs and safety of women, children, and vulnerable groups are given special consideration and priority in response activities</td>
<td>• Participate in the SAR DRTF; Health; Logistics DRTF; Public Works and Utilities DRTF; and Education DRTF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Participate in the SAR DRTF; Health; Logistics DRTF; Public Works and Utilities DRTF; and Education DRTF</td>
<td>• Monitor hazard as needed</td>
<td>• Provide public safety, security, and protection</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide public safety, security, and protection</td>
<td></td>
<td>• Evaluate the event and recommend actions for improved future response</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide leadership for Displacement and Protection DRTF, maintain collaborative activities with member of Displacement and Protection DRTF</td>
<td></td>
<td>• Provide any observations and recommendations to after-action reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Participate in the SAR DRTF; Health; Logistics DRTF; Public Works and Utilities DRTF; and Education DRTF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Indonesia National Disaster Response Framework (NDRF) - March 2018**
<table>
<thead>
<tr>
<th>Meteorological, Climatological, &amp; Geophysical Agency</th>
<th>Pre-Disaster</th>
<th>Emergency Alert</th>
<th>Emergency Response</th>
<th>Emergency Transition</th>
<th>Post-Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMKG</td>
<td>- Monitor meteorological, climatic, and geophysical hazards&lt;br&gt;- Maintain data collection on meteorological and climatic hazards&lt;br&gt;- Work to improve preparedness of people at risk in cooperation with other institutions/agencies.&lt;br&gt;- Provide insight and knowledge regarding meteorological and climatic hazards&lt;br&gt;- Provide recommendation for alert level and early warning based on meteorological and climatic event</td>
<td>- Disseminate early warning for extreme weather, tidal waves, and tsunami&lt;br&gt;- Monitor and modify (if needed) alert level on meteorological, climatic, and geophysical event&lt;br&gt;- Recommendation for alert level based on meteorological, climatic, and geophysical event&lt;br&gt;- Ensure needs of women and children are given special consideration and priority in warnings and communications</td>
<td>- Provide any additional alerts as needed on meteorological, climatic, and geophysical event&lt;br&gt;- Provide ongoing monitoring of meteorological, climatic and geophysical hazards during event</td>
<td>- Monitor meteorological, climatic, and geophysical hazards&lt;br&gt;- Evaluate the event and recommend actions for improved future response&lt;br&gt;- Provide any observations and recommendations to after-action reports</td>
<td>- Monitor meteorological, climatic, and geophysical hazards</td>
</tr>
</tbody>
</table>
Rapid Response Unit – Disaster Management (Satuan Reaksi Cepat – Penanggulangan Bencana)

The Rapid Response Unit-Disaster Management (SRC-PB) is a unit established at the national level for rapid dispatch during disaster response. The capacity development and mobilisation of SRC PB is directly under BNPB and TNI HQ.

SRC–PB is a joint unit of the various institutions/ agencies which mobilised to take action early in the disaster response activities quickly and comprehensively. Each unit has 3x75 personnel = 225 personnel (including PMI, Tagana, Public Works, BNPP/Basarnas, Ministry of Health, and Rapid Reaction Strike Force [Pasukan Pemukul Reaksi Cepat [PPRC]] of TNI based in Division I in Jakarta and Division II in Malang (East Java). There is also a Rapid Response Team (TRC). For information, see the Assessment Section.

Provincial level government

When the disaster affects more than one district/municipality within a province, provincial government facilitates implementation of disaster response in the affected district/ municipality.

Roles and Responsibilities of Provincial Government

According to Law 24/2007, provincial governments’ authority over disaster management includes aligning regional disaster management policy with regional development policy; implementing policy in cooperation with other provinces, regencies, and cities; regulating technologies with potential for disaster within its territory; and, monitoring collection and distribution of money and goods on a provincial and/or regency/city scale.

Provincial government carries out three functions:

THE MAIN PRINCIPLES OF SRC–PB ARE:

- Quick
- Disaster management should be implemented quickly to ensure best possible opportunity to save lives.
- Flexibility
- SRC PB must provide a service that is consistent, flexible, and easily adapted to conditions in managing disasters- regardless of the causes, the size, location and complexity of disaster
- Accountability
- Any action carried out by the SRC PB is conducted openly and accountable ethically and legally (BNPB, 2015).
**COORDINATION**
- Integrate activities of humanitarian actors of all government and non-government agencies from the respective province to provide disaster assistance; and
- Ensure disaster activities to be implemented effectively, efficiently and with accountability by all related participating agencies.

**COMMAND**
- Assign a Disaster Response Commander;
- Activate the SKPDB; and
- Facilitate districts/municipalities to implement disaster management during a district/municipality disaster level.

**IMPLEMENTATION**
- Implement disaster management to address causes of disaster and arising adverse impacts disrupting the lives and the livelihood of the people.

---

**Provincial BPBD**

At provincial disaster level, Provincial BPBD with district/municipal authorities and BNPB coordinate information, personnel, assistance, and fund management from local and international sources. Provincial BPBD activates the SKPDB, including the command post situated in the provincial capital or near the affected district/municipality. Emergency responders work in technical DRTFs implementing the operation plan in an effective and accountable manner.

Operations activities are monitored, evaluated, and reported to the Governor. Disaster response is ended by demobilising agencies’ operations and handing over recovery mandates to the district/municipality BPBD. Funding may be sought for and used from the BNPB Ready Fund, contingency post from the provincial budget, and donations from different sources. BNPB may request for international donor resources such as bilateral assistance as well as through the Central Emergency Response Fund (CERF) managed by UNOCHA, IFRC, and NGOs if the event is significant. The use of funds must be reported to the respective donors and providers.

At the provincial disaster level, mandates of provincial BPBD include:
| **COORDINATION** | • Coordinate all participating government and non-government agencies, including District level BPBD;  
• Synchronise data and information from multi-agency assessments;  
• Register resources for response from local and international partners;  
• Integrate work mechanism and SOPs of all participating government and non-government agencies;  
• Agree on acting roles and authorities in implementing tasks under command system;  
• Warrant operation permits in coordination with BNPB and other related agencies to all working agencies, e.g. to open service posts, operate equipment; and  
• Coordinate use of resources and funds from agencies. |
| **COMMAND** | • Initiate SKPDB operating based in the provincial capital or near the affected location within the province;  
• Provide facilities to support the command operation: location, media centre, etc;  
• Deploy human resources, equipment, and logistics from participating agencies working in the province in coordination with district/municipality BPBDs and/or BNPB, e.g. rapid assessment team, rescue team; and  
• Open Disaster Management Command Post, Field Posts, and Facilitation Post as necessary. |
| **IMPLEMENTATION ASSISTANCE** | • Develop an operational plan based on the results of rapid assessment and in reference to the contingency plan document;  
• Carry out relevant tasks which are not implemented by other agencies;  
• Monitor evaluation of the implemented tasks;  
• Report and provides recommendation to Head of BNPB and President;  
• End disaster operation when the condition allows, as indicated by no more threats to lives and no potential of further loss;  
• Demobilise emergency operation of agencies;  
• Prepare transition to recovery by line agencies as mandated by the provincial government; and,  
• Manage Ready Fund from BNPB, contingency post from provincial budget, and donations from different sources. |
## District level government

### Roles and Responsibilities of District/Municipality Government:

During a disaster, emergency management encourages district/municipality government to play active roles, in line with regional autonomy principles.

| COORDINATION | • Determine status of emergency in time of disaster at district/municipality level;  
  • Integrate activities of humanitarian actors: government agencies, TNI, Police, BNPP/Basarnas, NGOs, private sector, and volunteers providing emergency assistance within the affected district/municipality/jurisdiction;  
  • Ensure disaster activities to be implemented effectively, efficiently, and provide accountability to all related participating agencies; and  
  • Request activation DRTFs as appropriate.  

| COMMAND | • Assign a Disaster Response Commander; and  
  • Activate the SKPDB For details on SKPDB see Management Support Annex 2.  

| IMPLEMENTATION | • Provide protection to disaster-affected people: women and men, and vulnerable groups (children, people with disabilities, elderly people, pregnant women, chronically ill people, etc.) by ensuring security and fulfilling the basic needs.  

### District/Municipality BPBD

At the district/municipality disaster level, mandates of the district/municipality BPBD in disaster management include:

| COORDINATION | • Form a coordination platform to accommodate all participating agencies and to place in groups parallel to the DRTFs;  
  • Synchronise data and information from multi-agency assessments;  
  • Register resources delivered by agencies from within and outside the district/municipality;  
  • Integrate the work mechanisms and SOPs of all participating government and non-government agencies;  
  • Agree on the acting roles and authorities in implementing tasks under the SKPDB;  

<table>
<thead>
<tr>
<th>COMMAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Initiate the SKPDB system operations based in the district/municipality capital;</td>
</tr>
<tr>
<td>• Provide facilities to support the command operation: location, media centre, etc;</td>
</tr>
<tr>
<td>• Deploy human resources, equipment, and logistics support from participating agencies working in coordination with provincial BPBDs and/or BNPB, e.g. rapid assessment team, rescue team; and</td>
</tr>
<tr>
<td>• Open the Disaster Management Command Post and Field Posts as necessary.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMPLEMENTATION ASSISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Develop an operation plan observing the results of rapid assessment and referring to the existing contingency plan document;</td>
</tr>
<tr>
<td>• Carry out relevant tasks which are not implemented by other agencies;</td>
</tr>
<tr>
<td>• Monitor and evaluate the implemented tasks;</td>
</tr>
<tr>
<td>• Report and provide recommendation to heads of district/municipality, copied to Governor and/or BNPB;</td>
</tr>
<tr>
<td>• Cease the disaster operation when conditions allow, specifically when there are no more threats to lives and no potential of further loss;</td>
</tr>
<tr>
<td>• Demobilise operation of agencies;</td>
</tr>
<tr>
<td>• As directed by the District/Municipal Government, or as the situation allows, facilitate transition to recovery measures by district/municipal line agencies; and</td>
</tr>
<tr>
<td>• Manage the Ready Fund from BNPB, the contingency post from provincial and district/municipality budget, village budget, and donations from other sources.</td>
</tr>
</tbody>
</table>

**Other Stakeholders (Domestic and International)**

Other stakeholders will respond in accordance with domestic laws and/or agreements already in place between the Government and these partners. Stakeholders, participants, and volunteers must be accountable, adhere to regulations, observe general standards and norms, and be respectful of the local community. They are prohibited from engaging
in proselytism, politics, or defence/security activities, exploiting victims, and performing activities that may cause a new or subsequent disaster.

All stakeholders, both international and domestic, are expected to work within the SKPDB that is established for the given event and should be reported to the BNPB as well as the BPBDs. Further details on the SKPDB can be found in Management Support Annex 2.

National (domestic) partners include non-state partners such as national NGOs, the Indonesian Red Cross Society (PMI), the private sector, communities, and volunteer groups.

International partners refer to include any foreign states, ASEAN, the UN, the IFRC, other international organisations, and international NGOs involved in disaster response with a prior approval from BNPB.

The general roles and responsibilities of stakeholders are described or summarised below, and the more specific responsibilities and actions are detailed in related DRTF Annexes.

Domestic Non-State Partners

Communities
Law 24/2007 encourages community participation in all phases of a disaster. It gives civil society, whether formally or informally organised, the right to participate in decision making, planning, implementation of plans, and maintenance of disaster management programs. Gov. Reg. 22/2008 encourages community assistance in funding disaster management activities.

Domestic Non-Governmental Organisations (NGOs)
Domestic NGOs are key partners in preparedness activities, response operations and recovery activities. They play a vital role at the local, provincial, and national levels in delivering response core capabilities. NGOs include voluntary, racial and ethnic, faith-based, veteran-based, and non-profit organisations that provide shelter, emergency food supplies and non-food items, and other essential support services. NGOs are independent and committed to specific interests and values. These interests and values drive the groups’ operational priorities and shape the resources they provide.

Private Sector Organisations
Private sector organisations should provide BNPB/BPBD with details of the human and materials resources and skills available when offering assistance in disaster response. Based on needs and qualifications, the BNPB/BPBD may approve or request assistance from the private sector.

The private sector must be accountable, comply with basic disaster management tenants, observe norms of humanity and be respectful of the local community. Additionally, the
private sector must conduct activities without political or defence/security goals and not exploit disaster victims. Private sector partners are expected to contribute to recovery activities as well as response activities, and are under the coordination of BNPB and BPBDs.

Management Support Annex 9 provides additional details regarding private sector roles and responsibilities.

**Volunteers Groups**

Volunteers lend their support and contribution to disaster responses individually and collectively. Volunteers should be well-managed to leverage their potential and avoid liabilities. There are a number of prominent groups of organised volunteers in Indonesia: PMI Volunteers; Tagana (Disaster Preparedness Youth Unit) under the auspices of MoSA; DASIPENA, under the guidance of the MoH; the Midwives Association; ACT; and, others. Volunteers must conduct activities without political or defence/security goals and not exploit disaster victims. Additionally, volunteers must be accountable, comply with basic disaster management tenants, observe norms of humanity, and be respectful of local community. They, like all partners, are expected to work within SKPDB for the duration of the event. Their support and contributions will be channelled and managed through all relevant DRTF.

BNPB coordinates volunteer support with a number of cooperating agencies. Further details are available in the Management Support Annex 8.

**Indonesian Red Cross (PMI)**

The Indonesian Red Cross (Palang Merah Indonesia) is auxiliary to the humanitarian services of the Government of Indonesia. PMI works in coordination with BNPB and the BPBDs in its disaster response activities. It receives support in case of disasters from the international components of the Red Cross and Red Crescent Movement through the International Federation of Red Cross and Red Crescent Societies. It has a wide network of 480,000 active volunteers, 34 provincial chapters, 474 district branches and some 5,000 sub-branches across the country.

**International Partners**

If the impact of an event exceeds the government’s ability to respond as effectively and as quickly as needed, a statement from the GoI will announce its acceptance of assistance from international partners. This statement will be issued by MoFA in consultation with BNPB. When the GoI accepts foreign assistance, there are two types of assistance offered – on-shore and off-shore.

On-shore resources are those already in Indonesia and within the respective country programmes of international partners.
Off-shore resources are additional resources not previously committed and which are mobilised outside of Indonesia. They are specifically designated for response to the given disaster.

The assistance should be harmonised with the responsibilities and actions of the working DRTF and in accordance with GoI and BNPB regulations. Offering entities should follow BNPB guidelines.

Coordination arrangements between regional and international partners are to be done in accordance with and reference to ASEAN-regional and international protocols to ensure an integrated interoperability approach in interfacing with national authorities during an event and if the international and regional assets are required.

**Foreign Countries**

Foreign countries can offer financial, in-kind, or human resource support in case of a disaster. This can happen either bilaterally (through a direct contact between the MoFA of the assisting country and Indonesia’s Embassy or through MoFA Indonesia) or multilaterally (through ASEAN mechanisms or the United Nations).

**Foreign Military**

In certain situations, the GoI may authorise the acceptance of assistance from foreign military actors (FMA). The Ministry of Defence, Ministry of Foreign Affairs, and TNI are part of the cooperating agencies in the event FMA provide assistance. If military assistance from ASEAN Member States is accepted it should be liaised with the AHA Centre in accordance with AADMER and SASOP. Further details regarding FMA may be found in Management Support Annex 7.

**ASEAN**

The AHA Centre is the conduit for ASEAN assistance and can be embedded within the national EOC of the affected Member State. ASEAN assistance can be initiated as a consequence of a request from Indonesia or an offer of assistance from an ASEAN member state. The request can be made directly to the AHA Centre or through any Party within ASEAN. This, like all international assistance, is coordinated through MoFA and BNPB.

**United Nations**

The Humanitarian Country Team (HCT) is a strategic and operational decision-making and oversight forum established by the United Nations and humanitarian partners, and led by the UN Resident Coordinator. Composition includes representatives from the UN, ASEAN, national and international NGOs, and the International Federation of Red Cross and Red Crescent Societies (IFRC).
In the event of a large-scale disaster, the HCT would make an offer of international assistance to the MoFA and the BNPB, if accepted. It would activate its contingency plan and work through the DRTFs and the SKPDB to either deliver, or support delivery of, humanitarian assistance to people in need, in line with humanitarian principles and the regulatory framework established under the NDRF.

The HCT has aligned itself to ensure that it can provide international counterpart agencies for 6 of the 7 DRTFs to lead international and non-governmental support. Coordination among these 6 international clusters and on cross-cutting issues (i.e. gender, age, etc.), is facilitated by UNOCHA, which also serves as the HCT Secretariat. In the event of a response operation where the Government accepts an offer of international assistance, UNOCHA also helps to ensure coordination among clusters at all phases of the response, including needs assessments, joint planning, and monitoring and evaluation.

To support coordination, UNOCHA may, at the request of the RC, HCT and/or Government deploy a UN Disaster Assessment and Coordination (UNDAC) Team to enhance coordination and assessment capacities immediately. If urban search and rescue (USAR) services are required from overseas, UNDAC will support coordination of USAR teams under the guidance of the International Search and Rescue Advisory Group and in accordance with General Assembly Resolution 57/150.

The IFRC coordinates the international response of the Red Cross and Red Crescent Movement in support of PMI in case of a large-scale disaster response. It is an observer member of the HCT and coordinates closely with UNOCHA in case of disasters.

---

Management Structure, Coordination and Integration

Early Warning System

Early warning is a key preparedness and response tool to help save lives and protect property. Indonesia has adopted an early warning system that comprises of four components.

When an early warning for a certain hazard has been issued by the designated institution, BNPB would monitor for any escalation of the hazard and the possible impacts to the community. When considered necessary, the Government (e.g. BNPB) and/or the Local Government (e.g. BPBD) would declare the phase of emergency alert. Indonesia has adopted an early warning system that comprises of four components.

Understanding Risk - the disaster risk triggered by hazards and community vulnerability require analysis and understanding to be communicated widely to the public.

The risk assessment is conducted in a participatory way and public awareness is essential for the community to increase their understanding of the risk they are facing.

Hazard Monitoring and Warning Service - the early warning system has to be formulated, including the observation technology and the format of warning service. The agency assigned to function as the centre for the warning service has to determine the contents and sequence of the warning as well as the channels of communication to be used to disseminate the warning to the local government and community.

Dissemination and Communication - information and/or warning and directives should be formulated and distributed. The communication instruments to receive and disseminate the warning must allow the warning to reach the community in time for them to evacuate or otherwise prepare for the event. An effective early warning system has to deliver and distribute the warning quickly, effectively, be scientifically sound, and clearly communicate for ease of understanding.

Response Capacity - the readiness of the community and institutions is developed and strengthened based on receiving the warning. The early warning system is considered effective and successful when the warnings issued are able to trigger appropriate reactions and communities can save themselves before the hazard strikes. The preparedness measures are also required to ensure that community knows how to receive early warnings and react rapidly and appropriately, regardless of whether the warning is from a natural sign or official sources.

Four components guide the protocol for the early warning chain for the 14 (fourteen) different hazards recognised by the GoI. For more details and specifics of the warning chain for a certain hazard, please refer to the ‘Sistim Peringatan Dini Multi Bencana’ (Multi-Hazard Early Warning System) issued by BNPB.
Assessment

The immediate aftermath of a sudden-onset disaster is a critical window when the government and humanitarian actors on the ground need to make key decisions on how to best support the affected population. During this brief period, limited comprehensive information on the disaster’s impact, scale, and severity is typically available to support the identification of humanitarian priorities.

Also, humanitarian actors often begin gathering information independently and with little consolidation, resulting in an incomplete and sometimes conflicting picture of humanitarian needs.

Experience has shown that the coordination of needs assessments not only brings significant benefits but can also help save more lives and restore more people’s livelihoods. Along with emergency preparedness, the timeliness and quality of assessments help determine an effective humanitarian response. The credibility and accuracy of assessment results are the basis for needs-based planning and can have long-lasting effects on everything from the quality of interagency coordination, to relationships between national governments, local nongovernmental organisations (NGOs) and disaster-affected populations.

Overall assessment coordination is the responsibility of BNPB with collaboration from DRTF coordinators. Management Support Annex 3 provides a comprehensive look at needs assessment in pre-disaster, during disaster, and post-disaster context.

Rapid Response Team (Tim Reaksi Cepat)

Rapid Reaction Team (TRC) refers to teams assigned by the Head of BNPB/BPBD in line with their authorities to conduct rapid assessments of a disaster event and its impacts, and provide support in the conduct of disaster response. Presidential Regulation 10/2010 requires the military’s TRC for disaster response and assessment. There is a clear chain of command within the military for this unit, which ultimately falls under BNPB/BPBD authority during a disaster response. The Ministry of PUPR may deploy their own TRC, or join and assist an existing TRC.

The TRC has the main task of rapid and precise assessment at the disaster location (Tim Reaksi Cepat/TRC BPBD, 2013). This includes the need to identify the scope of the disaster site, the number of victims, damage to infrastructure and facilities, disruption to public service and government functions, and impacts on natural resources. Reports generated may be used to determine declaration of disaster and use of resources. The determination for use of Ready Funds can be made based on TRC reports, incident reports, and BNPB initiatives². Emergency assistance is preceded by a declaration of emergency

status, proposal for assistance, and a TRC report. Assistance can also be provided when an event is not declared a “disaster emergency” but meets the criteria and procedures in accordance with Pres. Reg. 17/2018.

**TRC FUNCTIONS (TRC BPBD, 2013):**

1. Implement an initial assessment immediately after a disaster during an emergency response

2. Assist BPBD Province/Regency/City to:
   - Activate
   - Streamline coordination with all sectors involved in disaster management
   - Deliver appropriate advice to assist disaster management efforts

3. Report results of tasks to the Head of BNPB with copies to appropriate BPBD
   - Provide the initial report after arrival at the disaster site
   - Issue periodical / progress reports (daily and incidental / special)
   - Provide a full report at the end of assignment

**Media Relations**

Mass media, including radio stations, television stations, print media, and social media are all critical for information gathering and dissemination in disaster events. Media supports early and ongoing warning of hazards and emergency information during a disaster and critical details needed by the public for post-event. Media are also active in crowd-sourcing and mobilising funds from public for disaster responses.

Media is coordinated by the Ministry of Communication and Information with support of BNPB and the Centre for Data, Information and Public Relations. Full details on media relations can be found in Management Support Annex 6.

**Information Management**

Information management refers to all data, assessments, and communications both internal and external to the response. The effectiveness of any response is dependent on the quality of information available. However, in a complex and rapidly changing crisis environment, reliable, accurate, and up-to-date information is often scarce and difficult to locate. For the NDRF, information must be available to stakeholders, the public informed, and archived for after-action reviews.

Annex 4 of the Management Support Annex section of the NDRF provides details on information management in disaster.
Surge Capacity

Disaster response often requires substantial increases to personnel for all aspects of response to stabilise the situation. Surge capacity allows BNPB to task staff to assist with response who may not actually be in the impacted area. This encompasses conventional capacities of normal staff available to be utilised, contingency capacities of resources available outside the immediate area, those who can perform tasks additional to their normal work, and crisis capacities which include national and often international human resources.

Annex 5 provides details on surge capacity.

Disaster Response Command System (SKPDB)

The structures and protocols described within the NDRF are aligned with the Disaster Response Command System (Sistem Komando Penanganan Darurat Bencana – SKPDB). SKPDB is a management system designed to enable effective response to incidents of any size for all levels of government, and is also used within the private sector and NGOs. To achieve effective disaster response management this system, based on one command, is used by a range of institutions to integrate command, operations, planning, logistics, and finance and administration.

SKPDB COMPONENTS/TERMS:

- Emergency Response Command Post: Coordinates, controls monitors, and evaluations emergency actions in a disaster. This is the centre of command activity.

- Emergency Response Field Post: Operational level action centre. Field posts may be located at the heart of the emergency, adjacent to event, and/or on site at locations for displaced persons.

- Emergency Response Facilitation Post: Activated when needed. Coordinates mobilisation of assistance at National, Regional, or Provincial level. Additional Facilitation Posts can be activated as needed. This is an administrative action team.

- Emergency Response Support Post: Activated when needed. Provides smooth and easy transition of supplies from outside the affected area to the locations where resources are needed. Additional Support Post can be activated as needed. This is a national level operational support activity. Support Posts are most likely located at transportation hubs like airports. Support Post A provides transitional support for domestic resources and International organisations on-shore resources. In some cases, a second Support Post B may be activated to assist with ingress of off-shore resources.

The premise of the SKPDB is that it is widely applicable across many different geographical locations and in many different disaster contexts. This tool for command, control, and coordination of a response provides the means for coordinating the efforts of individual agencies and coordinating the response to the given event. The mutual goal is stabilising
the incident and protecting life, property, and the environment. Indonesia utilises a single command structure with clear lines of communication and reporting to ensure a free flow of information and data in an unfolding or ongoing disaster. There is only one command post with other actors playing vital roles in assistance, communication, situational awareness and operations.

Additional details regarding the SKPDB may be found in Management Support Annex 2.

**Disaster Response Task Force (DRTF)**

The DRTFs are the GoI’s system for coordination and managing specific assistance in disaster response. Once DRTFs are activated, it is BNPB’s responsibility to provide coordination between DRTFs within the SKPDB.

The National DRTF brings together the capacity and capabilities of Ministries, agencies and organisations. DRTFs are not based on the capabilities of a single department or agency, and the functions for which they are responsible cannot be accomplished by any single department or agency.

**DRTF Member Roles and Responsibilities**

Disaster Response Task Forces (DRTF) are not a single organisation. They are a collection of organisations that work together to provide effective response assistance and relief to impacted communities. Each DRTF has a Ministry or Agency that serves as coordinator along with a number of partner organisations and agencies, both domestic and international. These are summarised below with more details available in the DRTF Annexes.

The BNPB may selectively activate a DRTF (or as directed by the President) to support response activities. Not all incidents requiring national support result in the activation of all DRTF. If an incident can be handled at the regional or local level through non-disaster systems, then the DRTF do not need to be activated. However, the information and data generated should be shared with BNPB and other partners.

DRTF Coordinators organise and oversee the activities for a particular task force and coordinate with its partner agencies and organisations.

Member Agencies have specific capabilities or resources that ensure implementation of the goals of the DRTF.

When the national DRTF are activated, the coordinators may assign staff at command (national), regional, and incident levels to assist in the implementation of the response. Indonesia has the following DRTFs:
Search and Rescue DRTF

BNPP/Basarnas is the lead for this DRTF. The key function is to coordinate the rapid deployment of search and rescue resources for essential lifesaving efforts. This includes, but is not limited to: land search and rescue; structural collapse search and rescue; waterborne search and rescue; and, coordination of international search and rescue partners.

More information is available in the Search and Rescue DRTF Annex.

Displacement and Protection DRTF

The key functions are to coordinate the delivery of emergency food, temporary shelter, and emergency assistance to families. This is coordinated through the MoSA and POLRI. There are two sub-groups: Displacement and Protection. Displacement has four working groups for temporary shelter, WASH, camp management, and security. Protection has six working groups – child protection; protection of people with disabilities; protection of elderly persons; protection of minority groups (including HIV AIDS/ODHA and sexual minorities); protection and response to gender-based violence and women’s empowerment; and psychosocial support. The international counterpart coordinators are IOM and UNHCR.

More information is available in the Displacement and Protection DRTF Annex.

Health DRTF

This DRTF is led by the Ministry of Health. The key function is to coordinate public health response, essential nutrition service, healthcare, and emergency medical services. This includes, but is not limited to: health needs regardless of cause (natural hazard, accident, pandemic, etc.); medical surge support; psycho-social support; mass fatality management; and, coordination with any international medical teams. There are eight sub-groups – health services, disease control, environmental health (including WASH), nutrition service, management of drugs and health supports, reproductive health, mental health, and disaster victim identification (DVI). The international counterpart coordinator is World Health Organisation (WHO).

More information is available in the Health DRTF Annex.

Logistics DRTF

The BNPB Deputy for Logistics DRTF coordinates the Logistics DTRF. Key functions are to coordinate response resource planning, management, and capability to meet the needs of the responders and those impacted. This includes, but is not limited to: national incident logistics planning, management, and capability; resource support; and, support to other DRTFs to move supplies, as needed. The two sub-groups are 1) transportation and 2) warehousing and distribution. The international counterpart coordinator is World Food Programme (WFP).

More information is available in Logistics DRTF Annex.
**Public Works and Utilities DRTF**

This DRTF is led by the Ministry of Public Works and Housing (KemPUPR). The key functions are response for the support of infrastructure, including but not limited to: transportation systems; electrical, gas and power facilities; and, telecommunications and information technologies systems. This includes: conducting damage and impact assessments; infrastructure protection and emergency repair; coordination of response, stabilisation, and safety and accessibility of infrastructure systems; and, re-establishment of essential services. The key sub-groups are transportation, telecommunication, energy, water and sanitation, temporary shelter, debris clearance, and permanent shelter.

More information is available in Public Works and Utilities DRTF Annex.

**Education DRTF**

The Ministry of Education and Culture (MoEC/Kemendikbud) and Ministry of Religious Affairs (Kemenag) lead this DRTF. The key function is to coordinate the re-establishment of school operations and structures. It coordinates with partners if schools have to be relocated. The international counterpart coordinators are UNICEF.

More information is available in Education DRTF Annex.

**Early Recovery DRTF**

This DRTF is led by the Ministry of Home Affairs (MoHA/Kemendagri). The key purpose is to coordinate a variety of functions related to economic response, private sector involvement, and the transition into recovery. This includes agriculture; trade, hotel, and restaurant; transportation and communication; electricity, gas, and water service; processing industry; finance; construction; and mining. The international counterpart coordinator is UNDP.

More information is available in Early Recovery DRTF Annex.
Financing and Funding Mechanisms

BNPB regulations provide details of how the Ready Fund is to be used during emergency alert, response, and response transition to emergency recovery conditions. Determination of funding is made by the national/provincial/local government on recommendation by the BNPB/BPBD. The BNPB/BPBD can procure goods and services according to disaster conditions and applicable regulations. Goods procured through Ready Fund include 1) inventory - managed by logistic deputy; and 2) grant - which is handed to province/regency/city or other agencies/institutions. The Ready Fund may be used for the payment of goods, services, and wages for personnel recruited with the appropriate disaster status (See Ready Fund Uses table below).

The entity (national/province/regency/city government) who declares the status of disaster can propose Ready Fund use to the Head of BNPB by submission of incident reports, which include: status of the disaster, number of victims, forecast of refugees, extent of damage, and assistance needed. Determination of funds is based on the incident report, report from TRC, and coordination from meetings or initiative on BNPB. Funds can be distributed directly to the affected province/regency/city, and require receipts and minutes of distribution.

If funds are distributed to government institution/agencies, the receipt/minutes of distribution, and MoU is required. The Ready Fund can be in the form of money, goods, and/or services. Equipment, logistics, food allowance, goods, and some services require a separate official form. BNPB can give oral approval followed by written approval within 72 hours. Due to the nature of the events for which the Fund is used special treatment in handling can be given with full accounting within three months following the emergency condition status expiration. Monitoring is carried out by officials appointed by BNPB along with regionally appointed officials. Sanctions may apply for misuse of funds.
<table>
<thead>
<tr>
<th>Emergency Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Rapid assessment for disaster response needs analysis</td>
</tr>
<tr>
<td>b. Activation of emergency response command post</td>
</tr>
<tr>
<td>c. Contingency plan preparation</td>
</tr>
<tr>
<td>d. Activation of contingency plan into emergency response operation plan</td>
</tr>
<tr>
<td>e. Provision of Media Centre facilities and infrastructure</td>
</tr>
<tr>
<td>f. Public education and socialisation of disaster threat and preparation for evacuation effort</td>
</tr>
<tr>
<td>g. Preparation of evacuation paths and signs</td>
</tr>
<tr>
<td>h. Procurement of early warning equipment</td>
</tr>
<tr>
<td>i. Procurement of information and communication facility</td>
</tr>
<tr>
<td>j. Evacuation of people</td>
</tr>
<tr>
<td>k. Urgent needs to reduce the impact of disaster</td>
</tr>
<tr>
<td>l. Immediate provision of early warning systems and means of communication, among others</td>
</tr>
<tr>
<td>m. Activities prevent/reduce the impact of disaster</td>
</tr>
<tr>
<td>n. Monitoring and evaluation on the preparation of disaster alert</td>
</tr>
<tr>
<td>o. Monitor, evaluate, and control emergency preparedness by provincial BPBD</td>
</tr>
<tr>
<td>p. Mobilising volunteers and disaster management experts</td>
</tr>
<tr>
<td>q. Disaster Preparedness Command Post</td>
</tr>
<tr>
<td>r. Other emergency alerts in accordance with policies of BNPB.</td>
</tr>
<tr>
<td>Emergency Response</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>a. Disaster victim search and rescue</td>
</tr>
<tr>
<td>i. Transportation;</td>
</tr>
<tr>
<td>ii. Equipment;</td>
</tr>
<tr>
<td>b. Emergency relief</td>
</tr>
<tr>
<td>i. Procurement of goods and services/rental relief equipment to prevent the widespread of disaster impact;</td>
</tr>
<tr>
<td>ii. Procurement of materials and services required for the removal and repair of critical infrastructure;</td>
</tr>
<tr>
<td>iii. Emergency stimulant relief to repair severely damaged homes / residential;</td>
</tr>
<tr>
<td>iv. Procurement of goods and services/rental of materials, equipment for smoke disaster response;</td>
</tr>
<tr>
<td>v. Procurement of goods and services - rental of materials, equipment for drought and other disaster treatment;</td>
</tr>
<tr>
<td>c. Disaster victim evacuation</td>
</tr>
<tr>
<td>d. Need of clean water and sanitation</td>
</tr>
<tr>
<td>e. Food</td>
</tr>
<tr>
<td>f. Clothing</td>
</tr>
<tr>
<td>g. Health service</td>
</tr>
<tr>
<td>h. Temporary camps and shelter</td>
</tr>
<tr>
<td>i. Use of Ready Funds for other emergency handling including humanitarian assistance is possible with the direction/policies of BNPB.</td>
</tr>
</tbody>
</table>
Emergency Response Transition to Recovery

a. Advanced needs assistance that cannot be completed on time emergency response include:
   i. The community residential for home destroyed/lost/drift/damaged through the construction of temporary or permanent housing;
   ii. Immediate recovery of vital facilities / infrastructure;
   iii. Land, buildings and plant compensation used for immediate functional recovery of vital facilities / infrastructure;
   iv. Clean water and sanitation needs;
   v. Food;
   vi. Clothing;
   vii. Health services;
   viii. Psychosocial services;
   ix. Advance basic needs (physical and nonphysical);

b. Ready Funds can be used for recovery activities to restore function of the victims’ socioeconomic lives.
Review, Monitoring and Update

For the continued development and improvement of Indonesia’s ability to effectively respond to disasters, it is important that a review of the NDRF occur to ensure it stays current with the Indonesian environment. As a living document, the NDRF needs to be regularly reviewed to evaluate consistency with existing and new policies, evolving conditions, and any experiences and lessons learned from its use.

The NDRF will be reviewed:

- following each large-scale or national-level disaster and/or
- every three (3) years at a minimum

This will allow for changes to be made to the NDRF, making sure that current best practices are followed, and that any emerging or evolving risk environments are included.

The BNPB will coordinate and oversee the review and maintenance process for the NDRF. The review process shall include developing or updating any documents necessary to carry out capabilities. Any considerable updates to the NDRF shall go through an inter-agency review process. The following provides a minimum guideline for factors that shall be assessed during formal reviews:

- Assess and update information relating to NDRF goals and objectives;
- Ensure organisational responsibilities are accurately reflected within the NDRF;
- Update processes based on any changes to national threats and/or hazard environment;
- Incorporate lessons learned and effective practices;
- Consider new technologies or best practice processes;
- Reflect any strategic changes in national priorities and guidance or national capabilities, including new laws; and
- Review to ensure accountability to communities and those impacted.

Updates relating to NDRF Annexes may occur independently from reviews of the base document.
References


ANNEX A:
Disaster Response Task Force (DRTF)
This page intentionally left blank
The Government of Indonesia (GoI) organizes their response resources and capabilities under a Disaster Response Task Force (DRTF) system. These DRTFs are part of the response mechanism of the Disaster Response Command System (SKPDB).

The national DRTFs bring together the combined capacity and capabilities of ministries, agencies, and organizations. DRTFs are not based on the capabilities of a single department or agency, and the functions for which they are responsible cannot be accomplished by any single department, agency, or other organizations. They are groups of organizations that work together to support an effective response.

DRTFs are a collection of organizations that work together to provide response assistance and relief to impacted communities. Each DRTF has a ministry or agency that serves as coordinator and is supported by a number of member ministries/agencies/organizations. They also have an international counterpart group that works closely with them to facilitate effective response, when international assistance is utilized.

All DRTFs should aim to implement activities utilizing a community-centred approach and optimizing participation by local people and volunteers.

BNPB is responsible to serve as the overall coordinator of the DRTFs.

DRTF Coordinators organize and oversee the activities for a particular task force and coordinate with its members and international partners. Responsibilities include:

- Establish and maintain a coordination mechanism for the DRTF.
- Coordinate key activities, especially assessments, monitoring and evaluation, and coordination meetings.
- Maintain communications and information sharing with BNPB (inter-DRTF Coordinator), ministries/agencies members, and national/international partners during the response.
- Monitor and report the DRTF progress toward the core capabilities the DRTF supports.
- Coordinate efforts with corresponding private sector, NGO, and other national partners.
- Report and contribute to the after-action reporting.
- Ensure the fulfilment of basic needs in accordance with the minimum service standards and principles.
- Ensure that the DRTF members carry out activities in accordance with the referred standard or guidelines—especially with regard to laws and regulations.
Overview

The Government of Indonesia (GoI) organises their response resources and capabilities under a Disaster Response Task Force (DRTF) system. These DRTFs are part of the response mechanism of Disaster Response Command System (SKPDB).

The national DRTFs bring together the combined capacity and capabilities of ministries, agencies and organisations. DRTFs are not based on the capabilities of a single department or agency, and the functions for which they are responsible cannot be accomplished by any single department, agency, or other organisations. They are groups of organisations that work together to support an effective response.

DRTFs are a collection of organisations that work together to provide response assistance and relief to impacted communities. Each DRTF has a ministry or agency that serves as coordinator and is supported by a number of member ministries/agencies/organisations. They also have an international counterpart group that works closely with them to facilitate effective response, when international assistance is utilized.

All DRTFs should aim to implement activities utilising a community-centred approach and optimising participation the local people and volunteers.

BNPB is responsible to serve as the overall coordinator of the DRTFs.

DRTF Coordinators organise and oversee the activities for a particular task force and coordinate with its members and international partners. Responsibilities include:

- Establish and maintain a coordination mechanism for the DRTF;
- Coordinate key activities, especially assessments, monitoring and evaluation, and coordination meetings;
- Maintain communications and information sharing with BNPB (inter-DRTF Coordinator), ministries/agencies members, and national/international partners during the response;
- Monitor and report the DRTF progress toward the core capabilities the DRTF supports;
- Coordinate efforts with corresponding private sector, NGO, and other national partners;
- Report and contribute to the after-action reporting;
- Ensure the fulfilment of basic needs in accordance with the minimum service standards and principles;
- Ensure that the DRTF members carry out activities in accordance with the referred standard or guidelines- especially with regard to laws and regulations;
- Identify and manage membership ensuring gender equality; and
- Ensure the availability of assistance in the field based on segregated data by gender, age, disability, and other diverse characteristics, and ensure that data is recorded for future use.
Member Ministries and Agencies/Sub-task Force Coordinators have specific capabilities or resources that are mobilised to ensure implementation of the goals of the DRTF. The activities of member agencies typically include:

- Participating in planning for incident management, development of supporting operational/contingency plans, standard operating procedures, checklists, or other job aids;
- Providing trained personnel to support the response and support teams;
- Assisting the mobilisation of resources and supplies for the response;
- Facilitate key activities—especially assessments, monitoring and evaluation, and coordination meetings, as requested by DRTF Coordinator; and
- Ensure the availability of assistance in the field based on segregated data by gender, age, disability, and other diverse characteristics, and ensure that data is recorded for future use.

It should be noted that these lists of partners are not exhaustive. Other stakeholders can and may participate. Not all those listed will always be engaged on a given event.

DRTF Activation – BNPB may selectively activate a DRTF, or as directed by the President, to support response activities. If an incident can be managed at the regional or local level through non-disaster systems, then the DRTF do not need to be activated. However, any information and data generated should be shared with BNPB and other partners. When the national DRTFs are activated, the coordinators may assign staff at national, regional, and incident levels to assist in the implementation of the response.

Indonesia has the following seven (7) DRTFs – Search and Rescue; Displacement and Protection; Health; Logistics; Public Works and Utilities; Education; and Early Recovery. The key response purpose, governance, scope, and responsibilities among members are detailed in each of the DRTF Annexes.
1. Disaster Response Task Force (DRTF) – Search and Rescue

1.1 Introduction

Search and Rescue (SAR) DRTF under the Disaster Response Command System (SKPDB) constitutes one of the first responders in an emergency situation due to disaster and/or land/air/water accidents. The primary goal is to save the lives of the affected people in disasters or accidents. The implementation is a concerted effort of personnel and facilities from the Indonesian National Search and Rescue Agency (BNPP/Basarnas), other SAR teams, military, and other trained individuals under one command structure.

SAR operations are implemented under the principle of cross administrative boundaries within Indonesia and across state borders. The activities of SAR can be carried out on land, sea, or air. SAR operations are in effect from the time of the disaster and typically end within seven (7) days after the disaster. SAR operations are extendable under certain circumstances, or can be shortened depending on the needs of the event. SAR activities aim to: find casualties in disaster or accidents; provide first aid; assist in evacuation; and, transport to further medical assistance.

Indonesian SAR operations comply with the international conventions - Chicago Convention (1944) and the International Convention for the Safety of Life at Sea (SOLAS) (1974). All members and assisting organisations are expected to comply as well.

1.2 Purpose

The overall purpose of SAR is intended to provide assistance to and evacuation of the casualties, remains, and assets in a quick, proper, integrated, and coordinated manner. The objectives are to reduce fatalities and prevent injuries.

1.3 Governance

Coordinator:
Search and Rescue Agency (Badan Nasional Pencarian dan Pertolongan- BNPP/Basarnas)

Members:
- Indonesian Armed Force (TNI)
- Indonesian National Police (POLRI)
National Partners:

- Jakarta Rescue
- ORARI (Amateur Radio Organisation)
- Affected Population/Community
- Local and Regional Governments
- Additional partners as needed

International Partners

- UNOCHA (Coordinator)
- UNDAC
- INSARAG Teams (upon request)
- USARs
- ASEAN ERAT (upon request)

UNDAC, USARs of ASEAN ERAT, and INSARAG Teams may be requested or offer assistance of personnel and equipment to support search and rescue operations. Their participation is coordinated under SAR DRTF. The SAR DRTF can utilize on-shore technical and funding assistance from the international partners. For off-shore technical and funding assistance, international assistance will have to be requested/accepted and activated, which requires a set of criteria including endorsement from BNPB.

1.4 Scope and Responsibilities

The scope of responsibilities of SAR DRTF covers the preparedness and emergency response phases that include early warning, assessment, design and plan, implementation, and monitoring and evaluation.

Community members with capability in search and rescue should notify BNPP/Basarnas of their specific capacity and assist in the SAR operation. Community members are to provide information regarding accidents and disasters, and allow access to the SAR personnel to operate. BNPP/Basarnas is expected to provide quick and correct information to the community.

SAR operations are carried out in coordination with BPBD at the provincial and/or district levels. Local government provides assistance, e.g. information, access, facilities, equipment, personnel, etc, to support the operation of search and rescue activities.
<table>
<thead>
<tr>
<th>Scope</th>
<th>Responsibility</th>
<th>Agency in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPAREDNESS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Utilisation of Early Warning** | • Utilize early warning to prepare for response  
• Relay early warning to members  
• Advise members to stand by and stand down as the situation requires | BNPP/ BASARNAS |
| RESPONSE | | |
| **Assessment** | • Assess location and conditions  
• Brief DRTF members and international counterparts on key information about the disaster/accident including but not limited to, the affected location, future threats the impact SAR (i.e. aftershocks) and casualties | BNPP/ BASARNAS |
| **Design and Plan** | • Analyse, plan, and coordinate SAR activities.  
• Utilise specialised technology, skills, and standard operation procedures (SOPs) based on the complexity of the operation. | BNPP/ BASARNAS |
| **Implementation** | • Coordination of the overall implementation of SAR activities  
• Deployment of human resources, equipment, and facilities  
• Utilise facilities for immigration, customs, quarantine, permits, provision of goods/services, deployment of resources from other agencies, and reception of foreign assistance (INSARAG)  
• Information management used to formulate policy, facilitate SAR operation, provide related information, and evaluate the operation  
• Communicate and coordinate with other relevant parties: Ministry of Communications and Information, BMKG, PVMBG, hospitals, sea/airport authorities, etc.  
• Provision of information regarding warning signs of technological (air/water craft) and industrial accidents  
• End and demobilize the SAR activities as the event dictates | BNPP/ BASARNAS |
| **Monitoring/ Evaluation** | • Evaluate activities, demobilise personnel, report, and complete administration  
• Report, present, and dissemination of information  
• Contribute to the after-action reports | BNPP/ BASARNAS |
2. Disaster Response Task Force (DRTF) – Displacement & Protection

2.1 Introduction

The Displacement and Protection (D&P) DRTF is under the Disaster Response Command System (SKPDB) and is mandated to increase coordination between the government and private sectors in mobilising resources for the fulfilment of rights and protection of communities affected by disasters in a comprehensive and accountable manner, respecting regulations and laws to ensure gender equality, human rights, and social protection.

2.2 Purpose

The purpose of the Displacement and Protection DRTF is to:

• Strategically mobilise resources in coordinating displacement and protection activities and operations in disaster response;
• Ensure coherent and effective displacement and protection operations at the national, provincial, and municipality/district level; and
• Cooperate with agencies and organisations for effective coordination, through activities and shared standards such as:
  ◦ Exchange of impacts and diverse experiences,
  ◦ Application of standards based on laws and regulations,
  ◦ Adaptation to local situations (sensitivity and exposure to impacts for different groups of people, areas of environmental and ecological importance, various livelihoods, etc.),
  ◦ Appreciation of differences (age, class, gender, cultural, socioeconomic, as well as geographic), and
  ◦ Safeguarding transparency and accountability.

The D&P DRTF may be activated at all stages of disaster management - pre-disaster, during disaster including district/city, provincial and national-level disasters, and post-disaster.

2.3 Governance

Coordinator:
Ministry of Social Affairs

Co-coordinator:
POLRI
Members:

- BNPB - Directorate of Internally Displacement People (IDP) Management
- BPBD
- Ministry of Education and Culture (MoEC)
- Ministry of Empowerment of Women and Child Protection
- Ministry of Public Works and Public Housing (KemPUPR)
- Indonesian Child Protection Commission

Members serve as co-coordinators of the sub-task forces and working groups for (more information below):

- Secretariat
- Communications/Information
- Logistics/Finance
- Sub-task Force Coordinators
- Working Group Coordinators

National Partners

- Muhammadiyah Disaster Management Centre (MDMC)
- Office of Social Welfare (at provincial level)
- PMI
- Relevant private sector enterprises
- Volunteer groups

International Partners:

- IOM (Co-Coordinator)
- UNHCR (Co-Coordinator)
- AHA Centre
- ASB
- IFRC
- UNICEF
- UNFPA
- UNICEF
- Oxfam
- Handicap International
- UNAIDS
The international partner of the Displacement and Protection DRTF is Displacement and Protection Cluster, coordinated by IOM and UNHCR. The DP DRTF can utilise on-shore technical and funding assistance from the members of the Displacement and Protection Cluster. For off-shore technical and funding assistance, the Displacement and Protection Cluster will have to be activated which requires a set of criteria including endorsement from BNPB.

2.4 Scope and Responsibilities

The scope of responsibilities of D&P DRTF covers the preparedness and response phases. Responsibilities are coordinated by MoSA and conducted with members of DRTF Support Team, Sub-Task Forces, and Working Groups.

Displacement and Protection DRTF Support Team supports the D&P DRTF, especially during large-scale disasters that require significant mobilisation and coordination capacity. The function of the Support Team is as follows:

- Provide technical support on coordination;
- Facilitate technical coordination between government, public, and private sectors; and
- Provide strategic advice to the D&P DRTF Coordinator for coordination and resource mobilisation.

To ensure that the activities of the D&P DRTF are carried out efficiently and effectively, there are two sub-task forces that are comprised of various working groups. These sub-task forces also consider the diverse needs (by gender, age, disability) and security of the population needing assistance.

Displacement Sub-Task Force consists of:

- Shelter Working Group – establishes sheltering options;
- Camp Management Working Group – manages camp operations and cooperates with other sub-task forces to meet the needs of community;
- Water, Sanitation and Hygiene (WASH) Working Group - provides for the physical/equipment needs of WASH related issue in cooperation with Public Works and Utilities DRTF; while Health DRTF deals with the quality of WASH related issue; and
- Security Working Group - considers safety and security in the disaster as well as security from violence in shelters and protocols to prevent human trafficking.

Protection Sub-Task Force consists of:

- Working Group for Child Protection - considers basic needs of all children as well as risks during disaster from human trafficking;
- Working Group for Protection of People with Disabilities - ensures needs and services for different types of disabilities and challenges in disaster, including access to medical and mental health needs and services;
• Working Group for Protection of the Elderly - ensures safety, healthcare, mobility, medical other special needs for older persons;

• Working Group for Protection of Minority Groups (including people living with HIV and sexual minorities) - ensures special needs for minority groups are addressed in disaster and shelters; and

• Working Group for Protection and Response to Gender-Based Violence and Women’s Empowerment - ensures increased security and reduction of violence during the disaster.

Credit: BNPB
<table>
<thead>
<tr>
<th>Scope</th>
<th>Responsibility</th>
<th>Agency in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREPAREDNESS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Utilisation of Early Warning** | • Relay the early warning to members  
• Advise members to standby and/or stand down as the situation requires | Ministry of Social Affairs (MoSA) |
| **Communication and Coordination** | • Ensure coordination of the D&P DRTF Support Team to maintain:  
  • coordination within the team  
  • technical knowledge  
  • management function  
  • information management  
• Ensure coordination of activities of the Sub-Task Forces to ensure:  
  • membership management,  
  • key activity coordination,  
  • activities follow laws and regulations, and  
  • availability in the field of D&P based on segregated data and that recorded data is reported for future use | MoSA Members |
| **RESPONSE** | | |
| **Assessment** | • Identify issues related to the displacement and protection  
• Ensure a coordinated rapid assessment and effective and coherent D&P sectoral needs analysis, which involves all relevant partners  
• Ensure rapid availability of funds for immediate and efficient response in the framework of preventing a recurring or cascading crises  
• Ensure coordination and communication among ministries, agencies, and partners of D&P DRTF | MoSA BNPB Members |
| **Design and Plan** | • Activate Sub-Task Force, as needed, to conduct hazard, risk, and gap analyses in order to develop response plans  
• Ensure that priorities of vulnerable groups are integrated  
• Ensure the use of standards and guidelines for D&P in emergency response  
• Integrate cross-cutting themes of gender equality, HIV/AIDS, child protection, psychosocial support, age and diversity, persons with disabilities environment, and law and justice in all activities | MoSA Members |
| **Implementation** | • Facilitate mainstreaming of D&P in response | MoSA D&P DRTF |
- Ensure the collaboration and synergy of all partners through the establishment and maintenance of proper sectoral coordination mechanisms, including working groups at the national and local (provincial, district/municipality, community) levels.
- Ensure the security of humanitarian staff, equipment, and facilities used in Displacement and Protection DRTF and disaster-affected communities.

| Monitoring/ Evaluation | Ensure adequate reporting and effective information-sharing based on segregated data.  
| | Conduct monitoring and evaluation in each phase of activity.  
| | Contribute to the after-action reports |

| MoSA | Members in coordination with BNPB, Armed Forces and the Police |
3. Disaster Response Task Force (DRTF) — Health

3.1 Introduction

The Health DRTF operates under the SKPDB and coordinates with the other sectors (e.g. water and sanitation, food, and shelter) to ensure an effective and integrated health response for the affected community.

The health system is critical for life-saving in disaster emergencies. This requires coordination and management of professional/trained health service providers, medicine, drugs, nutritional supplies and nutrition response capacity, equipment, funds, and information to enable quality health services to become accessible to the disaster-affected communities. It is critical that this sector coordinates with the Displacement and Protection DRTF to ensure attention to the health needs and services for vulnerable groups, including mental health, disabilities, older persons, and other illnesses, such as HIV/AIDS.

3.2 Purpose

The Health DRTF is coordinated to reduce mortality and suffering of the affected population of men and women of different ages encompassing individuals with special needs to maintain dignity and independence during the disaster period.

3.3 Governance

Coordinator:
Ministry of Health (MoH)

Members:
- National Food and Drug Agency (BPOM) (Badan Pengawas Obat dan Makanan)
- Quarantine Agency (Badan Karantina)
- Pusdokkes POLRI
- TNI

National Partners
- PMI
- HFI with their members including: PKPU, MDMC, Dompet Dhuafa, Yakkum Emergency Unit, Karina, and Wahana Visi Indonesia, IDEP, LPBI NU
- Relevant private sector enterprises
- Volunteer Groups
- Affected Population/Community
International Partners:

- WHO (Coordinator)
- UNICEF (Lead – WASH & Nutrition)
- UNFPA
- WFP
- IFRC/ICRC
- MSF
- International Medical Corps (IMC)
- Oxfam
- HOPE Worldwide Indonesia
- ADRA (Adventist Development and Relief Agency)
- CARE International Indonesia
- Malteser International
- Save the Children

The international partner of the Health DRTF is Health Cluster, coordinated by WHO. The Health DRTF can utilise on-shore technical and funding assistance from the members of the Health Cluster. For off-shore technical and funding assistance, the Health Cluster will have to be activated which requires a set of criteria including endorsement from BNPB.

### 3.4 Scope and Responsibilities

Services covered by the Health DRTF include: health service; nutrition service; management of drugs and health supports; reproductive health; mental health; disaster victim identification; disease control; and, environmental health (including quality of WASH). The scope of responsibilities of Health DRTF covers the preparedness and emergency response phases.

Community members should participate in providing correct information (social, cultural, economic, customary, geographic, etc.), access to places for health operations, trained volunteers, funds, facilities (vehicles, buildings, land, etc.), and local resources (water, food, etc.). Community members are responsible for maintaining a healthy environment, provision of nutritious and healthy food, donation of blood, and other tasks to ensure the safety and security of its members.

Competent individual communities are encouraged to participate in providing quality and empowering assistance for the disaster affected people. Participation is done through registration and is coordinated under the Health DRTF.

The local government is responsible for providing resources, facilities, and implementation of continuous health services in disaster through recovery. The local government allocates the local state budget to cover all medical and health services costs during disaster emergencies. The local government assigns the local Health Office for coordination under the Health DRTF.
The private sector, Midwives Association, youth associations, and NGO participate and contribute: technical expertise, volunteers, funds, goods, and community organisation through coordination within the health sector. The private sector participates in the coordination meetings for information sharing and development of health intervention strategies. NGOs and private sectors work within the Health DRTF and are under the Health Operation Control Centre (Pusdalopkes) and in coordination with other DRTFs in planning and implementation of response activities.

International health partners may provide and register technical support, medical doctors, paramedics, and other personnel, and medical operation facilities with the DRTF. Implementation of international health assistance complies with the pertaining regulations issued by the Ministry of Health and other related ministries, for example the Ministry of Foreign Affairs and BNPB.

The Health DRTF utilises:

- Regional Assistance of Health Crisis Management Centres\(^3\) functioning as the command centre and media centre, health logistic buffer stocks (equipment, drugs, and materials), Rapid Reaction Team and human resource pools, and network centre for health office, hospitals, health centres and higher education institutions; and
- Technical Implementation Unit\(^4\) comprising of the Port Health Office and the Environmental Health Technical Division for Transferable Disease Control, and Regional Health Laboratory.

\(^3\) Health crisis centres established by the Ministry of Health in 9 regions, situated in 1) Medan, 2) Palembang, 3) Jakarta, 4) Semarang, 5) Surabaya, 6) Banjarmasin, 7) Denpasar, 8) Manado, and 9) Makasar

\(^4\) Established by the Ministry of Health
<table>
<thead>
<tr>
<th>Scope</th>
<th>Responsibility</th>
<th>Agency in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPAREDNESS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Utilisation of Early Warning** | • Relay early warning to members  
• Advise members to stand by and stand down as the situation requires | MoH              |
| RESPONSE      |                                                                               |                  |
| **Assessment** | • Accountable information on health is continuously collected, managed, and used to plan, deliver, and evaluate health services  
• Mobilisation of Rapid Health and Nutrition Assessment and/or Rapid Reaction Team (TRC)  
• Rapid health and nutrition assessment | MoH              |
| **Design and Plan** | • Develop overall strategy and plan for intervention | MoH              |
| **Implementation** | • Evacuation of health facilities, if needed  
• Fulfilment of basic health needs and public health information through easy accessible health facilities  
• Protection of individuals with high health risk.  
• Provision of quality and free of charge services including for:  
  • Health information and promotion  
  • Nutrition surveillance  
  • First aid  
• Medical services outreach, fast and safely to the disaster-affected communities  
• Donation, access, and distribution of donated blood  
• Implementation of surgical procedures  
• Mother and child health services  
• RH services and kits  
• Normal and emergency delivery services  
• Safe blood transfusion services  
• Provision of essential nutrition supplements  
• Mental health service  
• Handling of transferable diseases  
• Disease and risk factor surveillance  
• Environmental health and waste management | MoH              |
- Operation of health posts, mobile clinics, and ambulance services
- Provision of Disaster Victim Identification (DVI) and medical forensics
- Provision of drugs and medical equipment: stock of prioritised drugs and appropriate health equipment and technology are made available to meet existing needs
- Stock of kits for pregnant women and new mothers
- Monitoring and certification of drugs, food, and medical devices
- SOP for safe use, storage, and distribution of drugs, food, and medical devices

<table>
<thead>
<tr>
<th>Monitoring/ Evaluation</th>
<th>MoH</th>
</tr>
</thead>
</table>
| - Monitor, evaluate and provide recommendation post-disaster measures that include recovery of psycho-social health, sanitation and living environment, rehabilitation/reconstruction of health service facilities, and improved health and nutrition service functions.  
- Contribute to after-action reports | MoH |
4. Disaster Response Task Force (DRTF) – Logistics

4.1 Introduction

The Logistics DRTF operates under the SKPDB. The current authority for logistics disaster response is divided among various stakeholders at the national level, each with different mandates and responsibilities. The GoI has enacted the National Logistic System of the Master Plan of Economic Growth Acceleration (MP3EI) (Pres. Reg. 26/2012) as the baseline for the logistics system in Indonesia. BNPB has enacted regulations for Logistics Management in Emergency Situations.

When international assistance is accepted certain government regulations have important mechanisms to govern and provide assistance with:

- International organisations and INGO assistance in disaster management; and
- Tax exemptions on imported goods in disaster management.

In addition, logistics operations need to ensure that they address specialised needs of the population and coordinate with the Ministry of Social Affairs to ensure social protection, including gender equality, disabilities, older persons, illness, and human rights (Law 11/2009).

4.2 Purpose

The purposes of the Logistics DRTF are to:

- Facilitate access to existing logistics mechanisms, for national and international partners; and
- Mobilise and deliver all resources: governmental, nongovernmental, and private sector resources within and outside of the affected area to save lives, sustain lives, meet basic human needs, stabilise the situation, and facilitate the integration of recovery efforts, which include moving and delivering resources and services to disaster survivors.

4.3 Governance

Coordinating Agency:
National Agency for Disaster Management (BNPB)

Members:
- Ministry of Social Affairs (KEMENSOS)
- Ministry of Transportation (KEMENHUB)
- Ministry of Communication and Information (KEMENKOMINFO)
The international partner of the Logistics DRTF is the Logistics Cluster led by the World Food Programme. The Logistics DRTF can utilise onshore technical and funding assistance from international partners. For offshore technical and funding assistance, the Logistics Cluster will have to be activated, which requires a set of criteria including endorsement from the BNPB.

4.4 Scope and Responsibilities

The Logistics DRTF develops a preparedness strategy to serve as a guidance on preparedness activities at national, provincial and district levels to provide capacity, development, contingency plans development and testing, and planned stockpiling. The emergency response aspect determines operations for transportation as well as providing goods, services, and necessities for first responders, government agencies, organisations and ministries, institutions, and communities.

The GoI allocates logistical support for disaster management through the BNPB to local governments at their respective BPBD’s, which store and maintain logistical equipment and resources. BNPB has the responsibility to work with the BPBDs to:

- Identify and maintain inventories of specialised equipment for emergency responses to be pushed into the field at initiation of disaster operations;
- Conduct needs and capacity assessments in order to identify gaps in logistics handling equipment needed for disaster responses;
- Advocate for systematic approaches for maintenance and training in the utilisation of specialised equipment;
• Assess potential requirements and gaps for fuel supplies to support operation mobilisation; and
• Make transport assets available, where possible, for use by all relief provide.

Local and Regional Governments are obliged to provide logistics to cope with disasters in their jurisdictions. Logistics resources for disasters are available in local/regional BPBD, health services, and public works services.

The role of private sector is essential to the procurement of goods, commodities and equipment, storage, warehousing, and transportation in a disaster. Therefore, the national and local governments need to have standby arrangements with the private sector in logistics disaster management cooperation.

NGOs help local governments to distribute the resources and supplies to disaster survivors. To ensure ease of operations, NGOs need to:

• Provide up-to-date information on accessibility, challenges, assets, stocks, and operational requirements;
• Support establishment and running of logistics hubs within affected areas;
• Feed logistical information to the Logistics DRTF for dissemination to other DRTFs or agencies; and
• Identify bottlenecks in the logistics operations and ensure this information is shared with the Logistics DRTF for dissemination.
<table>
<thead>
<tr>
<th>Scope</th>
<th>Responsibility</th>
<th>Agency in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREPAREDNESS</strong></td>
<td><strong>Capacity Strengthening</strong></td>
<td>BNPB</td>
</tr>
<tr>
<td></td>
<td>• Training (multi sector, coordination focussed, emergency response)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Simulations (multi sector, testing plans &amp; systems)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Formulating Systems (SOPs, guidelines, standards)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Stockpiling</strong></td>
<td>BNPB Kemensos</td>
</tr>
<tr>
<td></td>
<td>• Facilitate and expedite access to logistics resources and stocks,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>including information sharing regarding prepositioned stockpiles of the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>various emergency responders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• incorporate appropriate details into corresponding contingency plans.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure interagency information sharing, asset mapping, inventory management,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WH management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Develop Scenario details (damages, case load, bottle necks)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Develop ConOps (mapping entry points, staging areas, hubs,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>distribution points)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Clarify related roles &amp; responsibilities for all actors and devise 4Ws</td>
<td></td>
</tr>
<tr>
<td></td>
<td>matrix for scenario response).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Develop SOPs for responders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide a strong focus on interagency coordination including Civil-Military</td>
<td></td>
</tr>
<tr>
<td></td>
<td>coordination and delineate roles and responsibilities of each stakeholder</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Preparation for Assessment</strong></td>
<td>KEMENHUB BNPB BPBDs</td>
</tr>
<tr>
<td></td>
<td>• Logistics Capacity Assessments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Multi-Agency approach assessment of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Consensus on scenario &amp; multi-modal corridors for corresponding response</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Key infrastructure (airports, seaports, warehouses, roads, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Operational capacities for government, private and humanitarian actors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Related policies, legal frameworks and procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Mapping of transportation infrastructures together with partner capacities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>roles responsibilities and networks (in regard to humanitarian logistics).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Establish small working groups to conduct hazard, risk, and gap analyses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in order to develop corresponding logistics, response plans and preparedness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>initiatives</td>
<td></td>
</tr>
<tr>
<td>Utilisation of Early Warning</td>
<td></td>
<td>BNPB BPBDs</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>• Use assessments to develop contingency plans</td>
<td>• Relay early warning to members</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Advise members to stand by and/or stand down as the situation requires</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pre-position supplies, if warranted</td>
<td></td>
</tr>
</tbody>
</table>

<p>| RESPONSE |
|------------------------|------------------------|
| <strong>Assessment</strong> | <strong>Design and Plan</strong> |
|  |  |
| • Rapid Logistics Assessment - Implement rapid assessments based on standard approaches (airports, seaports, roads, warehouses). | • Mapping: entry points, staging areas, hubs, final distribution points, multi modal corridors |
|  | • Communicate: to all members involved in the DRTF-logs |
|  | • Consolidate assessment findings and all related data, information and updates. |
|  | • Constantly update, revise and refine as more information becomes available and as situations evolve. |
|  | • Establish staging areas and field hubs in strategic locations |
|  |  |
|  | <strong>Implementation</strong> |
|  |  |
| • Logistics Coordination |  |
|  | • Information Management (sitreps, 4Ws, contact details, assessment findings, gap analysis) |
|  | • Inter-agency coordination (meeting, mailing lists, gap analysis, operational planning, civil-military coordination, capacity mapping, resource sharing) |
|  | • Inter sectoral coordination (other DRTFs) (coordinate with other DRTFs to identify, logistics needs, challenges, gaps, potential resources) |
|  | • Coordination &amp; Information Management |
|  | • Provide a platform for exchanging information between key stakeholders operating within the response. |
|  | • Maintain close coordination with members of the logistics DRTFs and other DRTFs |
|  | • Collect and analyse logistics data and information for identifying and addressing gaps, bottlenecks, or duplications within the over-all logistics operations. |
|  | • Facilitate sharing of assets and equipment where viable and appropriate. |
|  | • Develop and maintain common logistics operational plans based on the event priorities with partners and other DRTFs |</p>
<table>
<thead>
<tr>
<th>Area</th>
<th>Responsibilities</th>
<th>Authorities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Communicate/liaise for logistics needs with TNI representatives for civil-military coordination to ensure that any available military assets are efficiently utilised</td>
<td></td>
</tr>
<tr>
<td>Air Transportation</td>
<td>• Cargo handling (air ports)</td>
<td>BNPB BPBDs</td>
</tr>
<tr>
<td></td>
<td>• Transporting (rotary &amp; fixed wing operations, flight planning)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monitoring, reporting, communications, commodity tracking</td>
<td></td>
</tr>
<tr>
<td>Land Transportation</td>
<td>• Cargo handling (loading / off-loading trucks)</td>
<td>BNPB BPBDs</td>
</tr>
<tr>
<td></td>
<td>• Transporting (trucking, operational planning)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monitoring, reporting, communications, commodity tracking</td>
<td></td>
</tr>
<tr>
<td>Sea Transportation</td>
<td>• Cargo handling (air ports, sea ports)</td>
<td>Kemenhub</td>
</tr>
<tr>
<td></td>
<td>• Transporting (shipping, trucking, aviation operations)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monitoring, reporting, communications, commodity tracking</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>• Inventory management</td>
<td>BNPB BPBDs</td>
</tr>
<tr>
<td></td>
<td>• Handling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Dispatches</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monitoring, reporting, communications, commodity tracking</td>
<td></td>
</tr>
<tr>
<td>Distribution Coordination</td>
<td>• Communications</td>
<td>BNPB BPBDs</td>
</tr>
<tr>
<td></td>
<td>• Reporting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Commodity tracking</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>• Ensuring the security for delivery and distribution of relief commodities.</td>
<td>POLRI</td>
</tr>
<tr>
<td></td>
<td>• Ensuring safety of personnel working within disaster zone.</td>
<td></td>
</tr>
<tr>
<td>Monitoring/ Evaluation</td>
<td>• Closely monitor logistic response operations through standardised reporting mechanisms to maintain transparency and accountability throughout the response.</td>
<td>BNPB BPBDs Kemenko PMK</td>
</tr>
<tr>
<td></td>
<td>• Conduct systematic evaluations of emergency response operations to advocate for system improvements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Contribute to the after-action reporting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Generate knowledge development and recommendations for full-scale recovery, which can be used in future education.</td>
<td></td>
</tr>
</tbody>
</table>
5. Disaster Response Task Force (DRTF) – Public Works and Utilities

5.1 Introduction

The Public Works and Utilities DRTF works within the SKPDB and coordinates with the other sectors, e.g. health, food, water and sanitation, education, to ensure the basic needs of the affected community are fulfilled.

Public Works and Utilities DRTF operates to clear the damage and debris resulting from the disaster, and to recover public service facilities (water, sanitation, shelter, electricity, telecommunication, fuel, etc.) and infrastructure (roads, bridges, schools, markets, ports, etc.) so that disaster-affected people are able to recover access to support their daily activities. Affected individual communities should always have access to sufficient quality resources to meet their basic needs.

5.2 Purpose

The Public Works and Utilities DRTF is charged with recuperation of facilities and infrastructures with the aim to reopen safe access for easy mobility for people and transportation of goods in order that disaster response is expedited and facilitated. This aim includes activities for emergency restoration and/or temporary recovery of facilities and infrastructure of public work, housing, and provision of basic needs for the affected people, which cover clean water, sanitation, temporary shelter, telecommunication, electricity, and fuel.

5.3 Governance

Coordinating Agency:

- Ministry of Public Works and Public Housing (KemPUPR):
  - Directorate General of Water Resources (Sumber Daya Air)
  - Directorate General of Roads (Bina Marga)
  - Directorate General of Buildings (Cipta Karya)
  - Directorate General of Housing Provision (Perumahan)
- Ministry of State Own Company (BUMN)
- State Electricity Company (PT PLN)
- State Oil and Gas Company (PT Pertamina)
Members:
- Ministry of Social Affairs (KEMENSOS)
- Ministry of Health (KEMENKES)
- Ministry of Transportation (KEMENHUB)
- Ministry of Communications and Information (KEMENKOMINFO)
- Ministry of Energy and Mineral Resources (KEMEN ESDM)
- Armed Forces (TNI)
- Indonesian National Police (POLRI)

National Partners
- Affected Population/Community
- Provincial and District/Municipalities Government
- HFI with their members including: PKPU, MDMC, Dompet Dhuafa, Yakkum Emergency Unit, Karina, and Wahana Visi Indonesia, IDEP, LPBI NU
- Organisation Amateur Radio Indonesia (ORARI) Sub-National and District Governments

International Partners:
- AHA Centre
- UNDP
- UNICEF
- World Food Programme (WFP)
- WHO
- IFRC
- Oxfam
- Plan International
- CARE Indonesia
- Islamic Relief
- Muslim Aid
- Catholic Relief Services (CRS)
- Church World Services (CWS)
- HOPE Worldwide Indonesia
- International Radio Amateur Union (IRAU)

The Public Works and Utilities DRTF can utilise on-shore technical and funding assistance from the international partners. For off-shore technical and funding assistance, international assistance will have to be requested/accepted, which requires a set of criteria including endorsement from BNPB.
5.4 Scope and Responsibilities

The Public Works and Utilities DRTF scope of work requires activities to secure agreements, equipment, and facilities prior to the onset of a disaster.

The beneficiary community groups of men and women should be consulted for the restoration of the facilities and infrastructure to ensure their acceptance. Host communities who have shared resources with the affected, displaced people shall also receive assistance in order to refill resources already used. Affected population should be provided with all relevant information and the means to communicate complaints and feedbacks to all responsible stakeholders.

Coordination with private sector and NGOs in data and information sharing regarding the needs, planning, implementation, and evaluation of public infrastructure is important as they may have technical support and/or equipment specifically needed for the operation of cleaning places and restoration of facilities.

Local government shall ensure that the restoration of facilities and infrastructure is in line with the local development planning. The local government offices shall provide adequate data/information to working agencies for conducting assessment, planning, implementation, and monitoring/evaluation. In doing so, local governments shall be in coordination with KemPUPR and BNPB/BPBD.

Credit: BNPB
# PREPAREDNESS

## Capacity Strengthening
- Negotiate and secure long-term agreements for equipment base yards and prepositioning for use in repairing infrastructure and facilities
- Ensure periodic maintenance of equipment.
- Identify and prioritise critical facilities and lifelines in each community for inspection and repair following a disaster based on function and need for the community.
- Identify and maintain a list of technical experts and secure agreements for services during a disaster.
- Create Memorandums of Understanding (MoU) to help ensure resources needed during disaster are accessible in an efficient and timely manner

## Utilisation of Early Warning
- Relay early warning to members
- Advise members to stand by and stand down as the situation requires
- Identify potential hazardous materials threats occurring in disaster and identify safety protocols to ensure protection of emergency responders.
- Identify areas to safely dispose of hazardous material and debris in a disaster to prevent water and environmental contamination, especially in highly vulnerable, underserved, impoverished, and marginalised areas

# RESPONSE

## Assessment
- Utilize rapid assessment report to identify damages
- Proposition to access Ready Fund until the end of emergency period
- Ensure field visits and coordination meetings are carried out for verification to restore facilities and infrastructure
- Coordinate operational and provision funds from Public Works and Utilities DRTF members

## Design and Plan
- Planning and provision of:
  - technical guidance/support
  - heavy equipment
  - supervision
### Implementation

- Ensure infrastructure and facilities meet minimum standards of use for:
  - clean water and sanitation
  - safe shelters
  - health service
  - electricity
  - telecommunication
  - fuel
  - roads
  - bridges
  - schools
  - markets
  - ports
  - irrigation, etc.

- Recuperations/Cleaning
  - Clearance of debris, dirt, and hazardous materials for safety
  - Safely dispose of debris in pre-designated areas
  - Clear debris and clean human settlements, including economic, industrial, and conservation areas

- Restoration
  - Coordination of collective efforts to repair roads, bridges, embankment, ports, and irrigation
  - Utilise of human resources, equipment, telecommunications, and logistics to fulfil basic needs
  - Harmonise data and information on the condition of facilities and infrastructure affected by disaster for the next phase of recovery and reconstruction purposes

### Monitoring/Evaluation

- Ensure adequate reporting and effective information-sharing based on segregated data.
- Conduct monitoring and evaluation in each phase of activity.
- Contribute to the after-action reports
6. Disaster Response Task Force (DRTF) – Education

6.1 Introduction
The Education DRTF operates under the SKPDB. This annex describes the governance arrangement within the Education DRTF, its purpose and scope, and the relationship of the Education DRTF with the other stakeholders.

6.2 Purpose
The functions of the Education DRTF are to:

- Strengthen the capacity of partners to respond to education in emergencies, including the promotion of the Inter-Agency Network for Education in Emergencies (INEE) Minimum Standards;
- Advocate for the right to education for all in emergencies in Indonesia;
- Coordinate the education response to emergencies between Government and its partners, based on capacity mapping, preparedness, and response planning;
- Develop an information management system for the Education DRTF to use information regarding emergencies, partner capacity, and responses to be shared;
- Advocate for resources for emergency education; and
- Design monitoring and evaluation mechanisms for education in emergency responses which will measure both the impact of interventions and the effectiveness of the Education DRTF response.

6.3 Governance

Coordinators:
- Ministry of Education and Culture (MoEC/Kemendikbud)
- Ministry of Religious Affairs (Kemenag)

Members:
- Coordinating - Ministry for Human Development and Culture (Kemenko PMK)
- Ministry of Research, Technology and Higher Education (Kemenristekdikti)
- Ministry of Social Affairs (MOSA/Kemesos)
- Ministry of Woman Empowerment and Child Protection
- Ministry of Health (MOH/Kemenkes)
- National Disaster Management Authority (BNPB)
- Ministry of Public Works and Housing (KemPUPR)
- National Armed Forces (TNI)
• National Police (POLRI)
• Other related government ministries and agencies

**National Partners:**
- HFI with their members including: PKPU, MDMC, Dompet Dhuafa, Yakkum Emergency Unit, Karina, and Wahana Visi Indonesia, IDEP, LPBI NU
- Disaster Education Consortium with 65 NGO members
- Perkumpulan Kerlip
- Perkumpulan Lingkar
- Affected Population/Community
- Local and Regional Governments
- The Education Department (Dinas Pendidikan) in the district or municipal level is responsible for public education (elementary and junior high schools), whereas the provincial level education department is responsible for senior high schools, especially state owned schools
- The Office of Ministry for Religious Affairs (Kantor Kementerian Agama) in the Kabupaten/Kota or Provincial level is responsible for religious education (elementary, junior, high school and higher education) in the respective area
- Private Sector

**International Partners:**
- UNICEF (Coordinator)
- Save the Children
- HOPE Indonesia
- ASB (Arbeiter Samariter Bund)
- Child Fund
- Plan International
- World Vision Indonesia

The international partner of the Education DRTF is Education Cluster, coordinated by UNICEF. The Education DRTF can utilise on-shore technical and funding assistance from the members of the Education Cluster. For off-shore technical and funding assistance, the Education Cluster will have to be activated which requires a set of criteria including endorsement from BNPB.

**6.4 Scope and Responsibilities**

The scope of responsibilities of Education DRTF covers the preparedness and emergency response phases. The Education DRTF will coordinate the education response to emergencies between government and its partners, based on capacity mapping, preparedness, and response planning.
In response to a sub-national disaster, the Education DRTF will assume the role of facilitator to assist the sub-national corresponding organisation coordinated jointly by the Dinas Pendidikan and Kantor Menteri Agama. In response to a national level the Education DRTF will lead the disaster response in the area of education in accordance with priorities of the event.

Private sector is responsible for their own facilities and buildings, including schools. They are not normally eligible for government assistance but may assist in channeling disaster response services and mobilising resources.
<table>
<thead>
<tr>
<th>Scope</th>
<th>Responsibility</th>
<th>Agency in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPAREDNESS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Utilisation of Early Warning | • Provide emergency education curricula prior to disaster events.  
• Relay the early warning to members  
• Advise members to standby and/or stand down as the situation requires | Ministry of Education and Culture (Kemendikbud)  
Ministry of Religious Affairs (Kemenag) |
| RESPONSE      |                                                                                  |                                                     |
| Assessment    | • Conduct assessments to identify the education required by affected people in emergency situations  
• Coordinate damage and need assessment for education process during emergency response.  
• Ensure coordination and communication among Ministries, agencies, and partners | Ministry of Education and Culture (Kemendikbud)  
Ministry of Religious Affairs (Kemenag) |
| Design and Plan | • Develop overall strategy and plan for intervention | Ministry of Education and Culture (Kemendikbud)  
Ministry of Religious Affairs (Kemenag)  
BNPB |
| Implementation | • Identify and provide temporary locations in safe spaces for schools  
• Identify resource needs and provide both human and financial resources for education for response and recovery  
• Provide support to educators and other education personnel for the continuity of public and religious education process  
• Provide assistance in education process such as:  
  • Educational environment (school tent and facilities)  
  • Volunteer for teacher and other educational skill  
  • Books, and educational equipment’s (school kits)  
  • Clothes, shoes, bags for students  
• Ensure facilities and resources are available for safe and secure resumption of formal education. | Ministry of Education and Culture (Kemendikbud)  
Ministry of Religious Affairs (Kemenag)  
BNPB |
<table>
<thead>
<tr>
<th>Monitoring/ Evaluation</th>
<th>• Provide services for faculty, staff, and students to recover psychosocial health.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Conduct monitoring and evaluation of formal education facilities to ensure that educational activities have resumed, and that processes are functional and to recommend for post disaster measures.</td>
</tr>
<tr>
<td></td>
<td>• Contribute to after-action reporting.</td>
</tr>
<tr>
<td></td>
<td>Ministry of Education and Culture (Kemendikbud)</td>
</tr>
<tr>
<td></td>
<td>Ministry of Religious Affairs (Kemenag)</td>
</tr>
<tr>
<td></td>
<td>BNPB</td>
</tr>
</tbody>
</table>
7. Disaster Response Task Force (DRTF) – Early Recovery

7.1 Introduction

DRTF for Early Recovery operates under the SKPDB and is required for disasters of any size and complexity. DRTF Early Recovery is a disaster response imperative. This annex elaborates on the governance arrangement within the Early Recovery DRTF, its purpose and scope, and the relationship of the DRTF with the other stakeholders.

Early recovery measures shall begin at the start of the disaster response and cease when full-scale recovery begins. Early recovery and response efforts occur in parallel, but their objectives, mechanisms, and expertise are different. The services encompass the restoration of basic services, livelihoods, shelter, food and market systems, governance, security, and rule of law, and environment and other socio-economic dimensions, including the reintegration of displaced populations. More practically the measures will address needs for recovery in the areas of governance, livelihoods, community infrastructure, debris clearance, environment, risk reduction, and social conflict prevention (GLIDERS).

7.2 Purpose

The purposes of the Early Recovery DRTF are:

- To build a consensus and understanding on the standard operating procedures in delivering education disaster response;
- To develop the capacity of the overall task force, its members, and its local partners;
- To collect and provide data of cooperatives and small & medium enterprises affected;
- To initiate processes for post-crisis recovery that are resilient and sustainable; and
- Coordination among agencies and partners to agree on the types and the amount of assistance, and the distribution coverage for the effectiveness of response:
  - Types of assistance include the needs for specific gender, disability, older persons, children, and other vulnerable populations,
  - Regulation and agreement for cash and cashless, cash for work, jadup (living rations), free transportation, etc,
  - To produce immediate early recovery results for vulnerable populations by addressing specific needs in regard to gender, disability, age, illness (HIV/AIDS), poverty, human rights, and other socioeconomic factors, and
  - To promote opportunities for recovery response that evolves over time into longer term recovery.
7.3 Governance

Coordinator:
Ministry of Home Affairs (MoHA/Kemendagri)

Members:
- Ministry of Social Affairs (MOSA/Kemensos)
- Ministry of Cooperatives and Small & Medium Enterprises
- Ministry of Agriculture
- Ministry of Environment
- Ministry of Village Affairs, Transmigration and Underdeveloped Areas
- Ministry of Manpower
- Ministry of Public Work (KemPUPR)
- Ministry of Marine and Fisheries
- National Disaster Management Agency (BNPB)
- Partners

National Partners
- HFI and members (PKPU, MDMC, Dompet Dhuafa, Yakkum Emergency Unit, Karina, and Wahana Visi Indonesia, IDEP, LPBI NU)
- Affected Population/Community
- Sub-national Governments
- Private Sector

International Partners:
- UNDP
- AHA Centre
- International Labour Organisation (ILO)
- WFP
- FAO
- IOM
- Oxfam
- Plan International
- World Vision International (WVI)
- Catholic Relief Services (CRS)
- CARE

The international partner of the Early Recovery DRTF is the Early Recovery Cluster. The Early Recovery DRTF can utilise on-shore technical and funding assistance from the members of the
Early Recovery Cluster, coordinated by UNDP. For off-shore technical and funding assistance, the Early Recovery Cluster will have to be activated, which requires a set of criteria including endorsement from BNPB.

### 7.4 Scope and Responsibilities

The Early Recovery DRTF deals with a multidimensional process guided by development principles that incorporate humanitarian progress and sustainable development opportunities. The overall focus is to restore the capacity of affected institutions and communities to recover from a disaster, enter transition characterised by the ‘build back better’ concept, and avoid future disaster reoccurrence.

The Early Recovery DRTF is made up of coordinating agencies and member agencies. Each is assigned a separate or shared responsibility for effective and efficient disaster response in “GLIDERS” area. The responsibilities during the emergency phase are broken down and distributed below to ensure that no responsibility is covered.

Communities should be engaged through, for example, focus group discussions, community meetings, guided walkabout observations, consultation during all planning phases, and in-depth interviews at the household and individual level. The engagement process should ensure diverse representation of the community members, ensuring that vulnerable, marginalised, and minorities are included in responsive actions. A combination of these methodologies is recommended to allow for cross-checking and validation of assessment findings, and for ensuring the long-term engagement of communities in the process of disaster risk reduction and response.

Community participation strategies are required where the community can set the agenda and raise issues that are of concern to them. This will also help in retaining the community interest in them. Civil society organisations, including women’s organisations and marginalised minority groups such as people with sensory or physical disability, should be invited to contribute and share their information. These communities should be encouraged to participate in planning and training activities in or to ensure that they are included disaster risk reduction efforts at all phases.

Private sector and NGOs are responsible for their own facilities and assets. They are not normally eligible for government assistance. They can assist the Government in channelling early recovery services and mobilising resources.
<table>
<thead>
<tr>
<th>Scope</th>
<th>Responsibility</th>
<th>Agency in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREPAREDNESS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Policies/ Regulations Guiding Recovery** | - Identify environmental best practices and set regulations to guide rebuilding (i.e., buffer zones along the shoreline and waterways, water protection, ecosystem service protection  
- Consider zoning based on hazard risks and prevent permits and building back in the high-risk areas  
- Establish policies for gender equality on recovery committees and ensure diverse participation of community members | MoHA  
BNPB |
| **Utilisation of Early Warning** | - Relay the early warning to members  
- Advise members to standby and/or stand down as the situation requires | MoHA  
BNPB |
| **RESPONSE** | | |
| **Assessment** | - Conduct early recovery needs assessment | MoHA |
| **Design and Plan** | - Design and plan intervention that will augment ongoing response operations to ensure inputs become assets for longer-term development, support spontaneous recovery initiatives by communities, and establish foundations for longer term recovery  
- Facilitate planning that involves all relevant national (and, as appropriate, international stakeholders) and enables women, women’s organisations, and other organisations representing diverse population’s needs to participate fully in all phases of recovery planning taking into account the different needs, resources and vulnerabilities of women and men of all ages | MoHA |
| **Implementation** | - Distribute goods and services that help to revive socioeconomic activities among men and women  
- Provide temporary wage employment for both women and men of working age  
- Urgently restore environments needed for rebuilding livelihoods  
- Introduce risk reduction and conflict prevention to build back better and prevent the reconstruction of risk  
- Support government capacity to lead early recovery loans and programmes  
- Provide support based on local knowledge and practices | MoHA |
<table>
<thead>
<tr>
<th>Monitoring/</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation</td>
<td></td>
</tr>
<tr>
<td>• Strengthen the self-help efforts and capacities of the affected population, especially displaced people, to contribute actively to rehabilitation and reconstruction</td>
<td></td>
</tr>
<tr>
<td>• Identify negative coping mechanisms that need to be addressed through positive, targeted psycho-social programs to ensure that community recovery and rehabilitation activities do not generate discriminatory practices or secondary risks</td>
<td></td>
</tr>
<tr>
<td>• Identify critical ecosystems (goods and services) that require restoration to support the development of sustainable livelihoods</td>
<td></td>
</tr>
<tr>
<td>• Create strategic alliances between communities and local authorities ensuring the participation and inclusion of vulnerable, marginalised, and discriminated groups</td>
<td></td>
</tr>
<tr>
<td>• Rebuild/restore/reinforce national and local systems, including identifying personnel and training or retraining them to restore state capacities for directing and managing the development phase</td>
<td></td>
</tr>
<tr>
<td>• Identify and foster an enabling institutional system with clear roles and responsibilities that facilitate the integration of recovery in the development process</td>
<td></td>
</tr>
<tr>
<td>• Review and/or develop essential policies to guide recovery efforts that aim to improve and not replace pre-crisis conditions and vulnerabilities (e.g. through building back better, conflict prevention, and risk reduction initiatives, promoting gender equity)</td>
<td></td>
</tr>
<tr>
<td>• Conduct monitoring and evaluation to ensure early recovery has taken place to recommend to the on-going the other sectors involved in the humanitarian response and to recommend for post disaster measures.</td>
<td></td>
</tr>
<tr>
<td>• Contribute to the after-action reports</td>
<td>MoHA</td>
</tr>
<tr>
<td></td>
<td>BNPB</td>
</tr>
</tbody>
</table>
This page intentionally left blank
ANNEX B: Management Support
1. DISASTER MANAGEMENT LAWS AND REGULATIONS

The following is a summary of key laws and regulations pertaining to disaster management, including disaster response. This list is not all inclusive but is presented here as informational. These laws and regulations are valid as of March 2018 but may change with time. Contact BNPB or the relevant Ministry to determine if these are the most current version.

1.1 Indonesian Laws and Regulations

**Law of the Republic of Indonesia Number 24 of 2007 Concerning Disaster Management (Law 24/2007)**

Law 24/2007 is the foundational disaster management legislation for the Government of Indonesia (Gol). The law promotes equality in disaster management with the objectives of providing protection for communities, guaranteeing well-planned and executed disaster management, encouraging cooperation, and respecting local culture. Law 24/2007 requires the creation of a national disaster management agency to oversee and coordinate disaster management activities in Indonesia. It also calls for the establishment of regional disaster management agencies together with local participation and collaboration in disaster management activities.


This Law designates the responsibility and authority for social protection at all levels of government. This responsibility extends to formulation of policies and programs, as well as their implementation to ensure and promote social protection.

**Government Regulation of the Republic of Indonesia Number 21 of 2008 Concerning Disaster Management (Gov. Reg. 21/2008)**

Gov. Reg. 21/2008 provides detailed definitions and clarifications for disaster management activities in Indonesia. The regulations highlight pre-disaster, emergency response, and post-disaster activities and focuses on the importance of disaster risk reduction at all levels of government and society in Indonesia.

**Government Regulation of the Republic of Indonesia Number 22 of 2008: Concerning Disaster Aid Financing and Management (Gov. Reg. 22/2008)**

This regulation details disaster management funding sources and use, disaster aid management, and supervision, reporting, and accountability. The regulation itemizes the Disaster Contingency Fund, Ready Fund, and Grant-Patterned Social Assistance Funds, as well as monitoring and reporting mechanisms.
Government Regulation of the Republic of Indonesia Number 23 of 2008: Concerning Participation of International Institutions and Foreign Non-Governmental Organisations in Disaster Management (Gov. Reg. 23/2008)

Gov. Reg. 23/2008 delineates the participation of international partners in pre-disaster, emergency response, and post-disaster activities. This includes the responsibilities of the international partners to the GoI and its people with specific reference to process and participation, as well as detailing the GoI’s responsibility to protect international partners while providing assistance to the GoI and its people.

Presidential Regulation of the Republic of Indonesia Number 8, 2008 Concerning National Agency Disaster Management (Pres. Reg. 8/2008)

Pres. Reg. 8/2008 provides the authority to that agency and detailed guidelines of the agency’s organisation and responsibilities.


Pres. Reg. 17/2018 prescribes that disaster emergency status is determined by the respective heads of government (national, provincial, or district/municipality) of the area impacted.

This regulation stipulates that under certain circumstances:

   a. disaster potential with maximum threat level; and
   b. there has been an evacuation/rescue/people displacement or disruption of public service functions that have a wide impact on the social and economic life of the community/public.

The Head of National Agency for Disaster Management (BNPB) may undertake disaster management measures for a limited time. They must have approval from a coordination meeting among ministries/institutions under the Coordinating Minister mandated in coordinating the governance of disaster management.

Head of National Disaster Management Authority Regulation Number 12 of 2010: Provision mechanism of emergency restoration assistance (Head of BNPB Reg. 12/2010)

This regulation expands the understanding of those roles, scope, and the processes need for emergency restoration assistance. Emergency restoration assistance is the immediate recovery effort to restore vital facilities and infrastructure (through restoration or replacement). Restoration assistance aims to stabilise the disaster situation by normalising public facilities and infrastructure such as bridges, roads, docks, water supply, electricity, gas, and communications.
**Head of National Disaster Management Authority Regulation Number 22 of 2010: The Role of International Organisations and Foreign Non-Government Organisations during Emergency Response (Head of BNPB Reg. 22/ 2010)**

This document elaborates and provides further detail on Gov. Reg. 23/2008. Topics covered include the initiation, management, and termination of assistance of international agencies and organisations with regard to disaster management activities.

**Head of National Disaster Management Authority Regulation Number 23 of 2010: Guidelines for Collection and Management of Public Funds for Disaster Assistance (Head of BNPB Reg. 23/2010)**

Head of BNPB Reg. 23/2010 provides process and procedural guidelines for the collection of community funds for disaster management activities. Usage and allocation of funds as well as monitoring devices are included.

**Head of National Disaster Management Authority Regulation Number 6A of 2011: Guideline on the Use of Ready Fund in Disaster Emergency Condition Status (Head of BNPB Reg. 6A/2011)**

This regulation replaces Head of BNPB Reg. 6/2008. In recognition of the rapid and precise decision-making required in an unfolding disaster, changes in the use of the Ready Fund process and procedure were required. New language describes the emergency alert, emergency response, and transition from emergency to recovery periods and use of the Ready Fund in those phases. Allocation by BNPB of funds is detailed as well as transparency of reporting.

**Head of National Disaster Management Authority Regulation Number 17 of 2011: Guidelines for Disaster Volunteers (Head of BNPB Reg. 17/2011)**

Head of BNPB 17/2014 sets the standards and qualifications for disaster volunteers. This guideline is intended as a reference and management tool for volunteers and volunteer organisations whether civil society organisations, non-governmental organisations (NGOs), universities, or private sector.

**Head of National Disaster Management Authority Regulation Number 8 of 2013: Guideline on Disaster Response Media Centre (Head of BNPB Reg. 8/2013)**

This guide explains organisation and procedures for the Media Center and is applicable to BNPB and BPBD when establishing an emergency response command centre. The Media Centre is part of an emergency response command centre at national and local levels. It functions as information source for all stakeholders in an emergency response and as the PR sector in the command structure.
Head of National Disaster Management Authority Regulation Number 11 of 2014: Civil Society Participation in the Organisation of Disaster Management (Head of BNPB Reg. 11/2014)

Head of BNPB 11/2014 recognises the important contribution of both formal and informal civil society in disaster management including pre-disaster, emergency response, and post-disaster activities. Details of Memorandums of Understanding and organisational coordination within the command structure are detailed. Additionally, this regulation defines the responsibilities of civil society organisations and GoI’s responsibility to protect volunteers.

Head of National Disaster Management Authority Regulation Number 12 of 2014: The Role of Business Institutions in Disaster Management Organisations (Head of BNPB Reg. 12/2014)

This regulation provides additional information to the private business sector on participation in pre-disaster, emergency response, and post-disaster disaster management activities. Increased capacity and shared learning can be achieved through inclusion and participation of the private business sector.

Head of National Disaster Management Authority Regulation Number 13 of 2014: Gender Mainstreaming in Disaster Management (Head of BNPB Reg. 13/2014)

Head of BNPB 13/2014 covers pre-disaster, emergency response, and post-disaster disaster management. In order to ensure equality of services and delivery of services that are gender responsive, this regulation is aimed at: implementation of fairness and gender equality; encouraging gender mainstreaming; and, encouraging the protection and fulfilment of women’s and men’s rights in all disaster management activities.

Head of National Disaster Management Authority Regulation Number 14 of 2014: Disabled Management, Protection, and Participation in Disaster Management (Head of BNPB Reg. 14/2014)

This regulation serves to guide the protection and participation of disabled persons in disaster management. The guide covers pre-disaster, emergency response, and post-disaster activities.

Head of National Disaster Management Authority Regulation Number 3 of 2016: Disaster Response Command System (Head of BNPB Reg. 03/2016)

Head of BNPB 3/2016 replaced Head of BNPB 10/2008. This regulation is the basis for the SKPDB Management Support Annex 2. The regulation details the SKPDB system at all government levels, components, roles and responsibilities.
1.2 International Agreements

- Association of South East Asian Nations (ASEAN) Agreement on Disaster Management and Emergency Response (AADMER). The AADMER was adopted in July 2005, and came into force in December 2009. AADMER’s key objectives are to:

  1) establish effective mechanisms that result in considerable reductions in disaster losses; and

  2) cooperatively respond to disaster through concerted national efforts and strengthened regional and international cooperation. AADMER encourages the establishment of effective legal and policy frameworks. Any national frameworks and lead agencies policies for disaster risk reduction need to consider how AADMER can be integrated. With the formulation of NDRF, the GoI is upholding its commitment as a signatory to the AADMER and to the development of policies which compliment the regional framework.

- East Asia Summit (EAS) Rapid Disaster Response Toolkit

  The EAS Toolkit was developed to help guide and reserve as a resource for decision makers. It helps provide suggestion on how to manage offers and requests for international disaster assistance, helps promote a common operational language, and enhances sharing capacity in response.
2. DISASTER RESPONSE COMMAND SYSTEM (SKPDB)

2.1 Introduction

SKPDB is an important element of National Disaster Response Framework (NDRF) in ensuring interoperability across multi-jurisdictional or multi-agency disaster response management activities. The response command system prescribes that the command authority for the overall response of a disaster - whether it affects a district, province, or nation - will be in the hands of the assigned and authorized official. Unified command enables organisations with jurisdictional authority or functional responsibility for disaster response to support each other through the use of mutually developed disaster response objectives.

2.2 Purpose

The SKPDB system is designed to organise and integrate response measures under one command for effective and efficient control of the threats/cause of a disaster or multiple disasters and to manage the adverse impacts of the disaster(s).

2.3 Scope

The SKPDB applies to all levels of disasters, from national to local. Regardless of the level of a disaster, the command authority is in the hand of the authorised commander who will be positioned either at the national, provincial, or district level. The SKPDB starts at the time of declaration and finishes when response is completed. The system aims to save lives, protect property and the environment, stabilise the incident, and provide for basic human needs.

2.4 Policies

- District/Municipality Governments have lead authority and responsibility for emergency management in their respective areas including the management of the local disaster response command post. The national government and the provincial government are responsible for assisting and facilitating the district/city government;
- Only in exceptional cases, which have to be specifically declared, a disaster will be escalated as a provincial or a national disaster;
- The local Emergency Operation Centre (EOC/Pusdalops) is responsible to undertake necessary emergency response measures prior to the declaration of a disaster and following the declaration of a disaster becomes the designated Disaster Response (DR) Command Centre. If a district/municipality does not have an official EOC from which to organize the initial response the Regent/Mayor will designate a location as the official EOC;
Among the listed points:

- Resources from the affected district/municipality are under direct control of Disaster Response (DR) Command that is established by the local government;
- District/city governments shall take pro-active roles;
- Each cooperating agency maintains its own authority, responsibility, and accountability; and
- The following are basic features of SKPDB:
  - **Emergency Response Action Plan**: prepared by DR Commander and includes purpose, activities, timeframe (the operation period), and incorporates relevant ‘parts’ of existing contingency plan,
  - **Resource Management**: covers categorisation, ordering, delivering, tracking, and recovering resources. Resources are defined as personnel, teams, equipment, supplies, and facilities,
  - **Mobilisation**: personnel and equipment shall be mobilised by request from the DR Commander on site,
  - **Integrated Communication**: facilitated by development and utilisation of joint communication plan. The integration of communication includes equipment compatibility arrangements and common communication procedures and systems,
  - **Authority delegation**: for the purposes of giving responsibilities down the line of authority and keeping a manageable control span (number of people under direct supervision), this is effected by a responsible official in writing and verbally, and
  - **Accountability**: procedures to ensure accountability include checking in to the disaster, response/operation plan, unity-of-command, and control span.

### 2.5 Organisational Structures of SKPDB Components

Below are organisation charts for different levels of disasters declaration: a district/city disaster; a provincial disaster; and a national disaster. Within the SKPDB system, there is only one command post, whose placing whether at the national, provincial, or district/municipality level is determined by the disaster level. The operation units as the implementation arms of the DR Field Command Post are currently grouped into seven units: 1) Search and Rescue (SAR), 2) Health, 3) Education, 4) Infrastructure, 5) Logistics/Equipment, 6) Displacement/Protection, and 7) Early Recovery. These operation units mirror the DRTF at the national level. For more detailed and specific terms of reference for each of the DRTFs, please read the relevant annexes.
The following organisational chart has been developed to combine and harmonize the many different documents that describe different sections, features, and processes of the GoI's disaster response. The objective is to increase clarification and understanding of the incident command structure to alleviate confusion in an unfolding disastrous event.

There are five larger structures illustrated in the charts: National Command; Provincial Command; District Command; Support Post; and Field Post. Details within those structures are included to clarify roles and reporting. Those boxes shaded in coral represent national structures, in blue represent provincial or regional structures, and in grey represent the district, city, and local structures.

---

Disaster Emergency Response Command Organisational Charts

District/City Emergency Response Command System

National Command
- President
- Head EPNP
- Facilitation Post

Provincial Command
- Governor
- Head BPBD
- Facilitation Post

District/City Command
- Mayor
- Head BPBD

Field Post
- Field Post Coordinator
- Field Post Vice-Coordinator
- Secretariat

Sargas Operations Units
1 2 3 4 5 6 7

Disaster Response Task Force (Sargas) Operations Units
1. Search and Rescue
2. Displacement and Protection
   - Displacement
     - Temporary Shelter
     - WASH
     - Camp Management
     - Security
     - Protection
     - Child Protection
     - Disable Protection
     - Elderly Protection
     - Minority Protection
     - Gender-based violence & women empowerment
     - Psychosocial Support
3. Health
   - Health
   - Reproductive Health
4. Logistics
5. Public Works and Utilities
   - Emergency Tele/Com
   - Water/Sanitation
   - Shelter
6. Education
7. Early Recovery

Management Support Annexes – March 2018
2.6 Functions and Responsibilities

The SKPDB is implemented by four main posts, Disaster Response Command Post, Facilitation Post, Support Post, and Field Post, with their respective functions and responsibilities as specified below. The location or scope of operations of the respective posts with respect to the proximity to the disaster site will affect the intensity of their functions and responsibilities, but they are invariably as follows:

Disaster Response (DR) Command Post

Functions as the centre of command for the emergency response operation and is the main command post in the SKPDB. The post also has the functions of:

- Studying the fulfilment of the need for disaster emergency action and planning rehabilitation and reconstruction activities;
- Planning, controlling, and coordinating the operational activities performed by operation units or DRTFs, and monitoring, evaluating, and reporting the disaster emergency actions;
- Managing the data and information on disaster emergency actions; and,
- Coordinating, integrating, and synchronising all elements within disaster response command structure with the aim of saving and evacuating victims and assets, providing basic needs, protecting displaced people, as well as quickly recovering facilities and infrastructure in the event of disaster.

The DR Command Post’s main tasks are to:

- Consolidate and direct the plans for emergency response operation contributed by the operation units or DRTFs;
- Submit requests of needs/assistance;
- Carry out and coordinate resource mobilisation for rapid, accurate, efficient, and effective emergency response management;
- Collect information for emergency response command planning at district/municipality/province/national level; and
- Disseminate information on disaster and response situation to mass media and public.

Disaster Response (DR) Facilitation Post

The Posts come in different levels, namely the National Response Facilitation Post, Regional Response Facilitation Post, and Provincial Response Facilitation Posts. They function respectively to:

- Make a rapid assessment of capacities and needs for resources;
- Manage the assistance of resources; and
- Record, evaluate, and report the activities.

The DR Facilitation Posts have different tasks depending on the level of operation.
The National DR Facilitation Post has the following tasks:

- Conducting a rapid assessment on the need of resources through coordination with the Commander of the DR Command Post and or the Regional DR Facilitation Post;
- Mobilising the disaster relief received from ministries/related agencies and the province from areas not affected by the disaster;
- Managing the assistance received from the international community;
- Preparing resource assistance in accordance with the result of rapid assessment of needs;
- Distributing the assistance for disaster emergency action to the DR Command Posts or Regional DR Facilitation Posts;
- Making an evaluation on the implementation of activities; and
- Delivering a report on the implementation of activities to the BNPB with a copy provided to the ministries and related agencies at provincial level.

The Regional DR Facilitation Post has the following tasks:

- Conducting a rapid assessment on the need of resources through coordination with the DR Field Post;
- Submitting a request for the assistance of resources to the National DR Command Post;
- Managing the assistance for disaster emergency action received from the province and national level;
- Preparing resource assistance in accordance with the result of rapid assessment of needs;
- Distributing the assistance for disaster emergency action to the DR Field Posts according to need;
- Making an evaluation on the implementation of activities; and
- Delivering a report on the implementation of activities to the National DR Command Post with a copy provided to the provincial government.

The Provincial DR Facilitation Post has the following tasks:

- Conducting a rapid assessment on the need of resources through coordination with the District/City DR Command Post;
- Mobilising the disaster relief received from related agencies/institutions at provincial level and district/city level in the areas not affected by the disaster;
- Submitting a request for the assistance of resources to the National DR Facilitation Post or the BNPB, if necessary;
- Preparing resource assistance in accordance with the result of rapid assessment of needs;
- Distributing the assistance for disaster emergency action to the DR Command Posts according to need;
- Making an evaluation on the implementation of activities; and
• Delivering a report on the implementation of activities to the BPBD at the provincial level with a copy provided to the regional elements and related institutions at the provincial level.

**Disaster Response (DR) Support Post**

The DR Support Post consists of two options. One or both may be activated as the needs of the event evolve.

**DR Support Post for domestic assistance.**

The DR Support Post for domestic assistance shall be positioned at a seaport/crossing, an airport, or a military base. The DR Support Post shall be determined by the DR Command Post at the provincial or national level. It carries out the following functions:

- Receiving and managing the assistance;
- Temporary handling of the assistance provided for disaster emergency action before it is distributed;
- Managing the distribution of the assistance for disaster emergency action; and
- Recording, evaluating, and reporting the activities.

**DR Support Post for both domestic assistance and the international community.**

The DR Support Post for domestic assistance and the international community shall be positioned at a seaport/crossing or international airport, a seaport/crossing or an appointed airport, a military base, or the border post between countries. The Support Post shall be determined by the National DR Facilitation Post or the National DR Command Post in consideration of the emergency situation status, ease of access and effectiveness. It carries out the following functions:

- Receiving and managing the assistance;
- Temporary handling of the assistance provided for disaster emergency action before it is distributed;
- Managing the distribution of the assistance for disaster emergency action;
- Recording, evaluating and reporting the activities;
- Providing licensing or permits; and
- Returning excessive or unnecessary assistance.

**Disaster Response (DR) Field Post**

The DR Field Post is positioned at the disaster site or the location of internally displaced people (IDP), or any area around the disaster site, in consideration to ease of access and effectiveness.

The DR Field Post carries out the functions of:

- Studying the fulfillment of needs for handling disaster;
- Planning, implementing, evaluating, and reporting the operational activities in the field;
• Managing the logistics and equipment; and
• Managing the data and information.

The DR Field Post performs the tasks of:

• Studying the needs of field operations;
• Preparing the job descriptions for field operators in accordance with the operation plan made by the DR Command Post;
• Performing operations in the work area;
• Submitting a request for the resources required to carry out the operations, to the DR Command Post;
• Managing the logistics and equipment for operations;
• Evaluating the implementation of operations;
• Managing the data and information for implementing operations; and
• Reporting the implementation of operations to the Commander of the DR Command Post.
3. ASSESSMENT

3.1 Introduction

Effective and efficient disaster responses will be determined by the results of the needs assessment. These involve multiple actors employing different methodologies at varying times in response to assessed needs. It is imperative to harmonise these results for the sake of accurate, reliable, and timely responses to the needs of the communities. Utilisation of the assessment(s) is closely tied to information management (see Management Support Annex #4).

3.2 Purpose

Harmonised needs assessment are to:

- Better articulate needs of people affected by emergencies;
- Better prioritise needs to ensure the most vulnerable receive appropriate and timely assistance;
- Create a common operational picture on which to prepare a response plan;
- Make linkages between assessments; and
- Monitor and determine whether the response is meeting the needs of the population.

3.3 Scope

Pre-disaster

Data preparedness; develop SOPs with agreed roles and responsibilities; agreed on methodology and data collection tools (including gender, age and disability disaggregated data (GADDD) collection); and, identified existing in-country capacity with the needed knowledge and skills.

During disaster:

Multi-DRTF/DRTF Initial Rapid Needs Assessment (MIRA) for the first 3 days until first two weeks of disaster, and single DRTF/DRTF Rapid Needs Assessment, including Early Recovery Needs Assessment for the within the first month of disaster response.

Post-disaster

Post-Disaster Needs Assessment and Action Plan contribute to the after-action reports.

3.4 Policies

Ideally an assessment is to be conducted jointly by relevant stakeholders led by the authorised lead using a single assessment form, employing a single methodology, and producing a single report.
When a single assessment is not yet feasible, multiple assessments should at least be conducted in reference to common questions employing a single methodology. The multiple assessments should be reconciled into a compiled output and shared with stakeholders.

3.5 Responsibilities

Responsibilities of the agency(s) involved in Needs Assessment are as explained in the table below:

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Key Functions</th>
<th>Coordinator(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall Assessment Coordination</strong></td>
<td>Activate coordination mechanism</td>
<td>BNPB</td>
</tr>
<tr>
<td></td>
<td>Call for Multi DRTF Assessment</td>
<td>BNPB</td>
</tr>
<tr>
<td></td>
<td>Hold actors accountable</td>
<td>BNPB</td>
</tr>
<tr>
<td><strong>Lead and/or Participate in Undertaking of Joint Assessment, as appropriate</strong></td>
<td>Initiate the Multi DRTF Assessment</td>
<td>BNPB</td>
</tr>
<tr>
<td></td>
<td>Collect, collate and analyse secondary data and initial primary data</td>
<td>DRTF Coordinators</td>
</tr>
<tr>
<td></td>
<td>Collect primary data (community level assessment) to fill information gaps using standardised data collection tool</td>
<td>DRTF Coordinators</td>
</tr>
<tr>
<td></td>
<td>Conduct joint analysis and determine strategic humanitarian priorities</td>
<td>BNPB with DRTFs</td>
</tr>
<tr>
<td></td>
<td>Prepare and disseminate the joint assessment report</td>
<td>BNPB</td>
</tr>
<tr>
<td><strong>Provide Assessment Coordination Support</strong></td>
<td>Appointing the Assessment Coordinator/Focal Point,</td>
<td>BNPB</td>
</tr>
<tr>
<td></td>
<td>Data Analyst(s)</td>
<td>DRTF Coordinators Other stakeholders/ experts as needed</td>
</tr>
<tr>
<td><strong>Conduct the Individual DRTF Assessment</strong></td>
<td>Coordinates and manages the assessment</td>
<td>DRTF Coordinators</td>
</tr>
<tr>
<td></td>
<td>Produce Assessment Report and Action Plan</td>
<td></td>
</tr>
<tr>
<td><strong>Conduct the Post-disaster Needs Assessment</strong></td>
<td>Coordinates and manages the assessment</td>
<td>Early Recovery DRTF Coordinator</td>
</tr>
<tr>
<td></td>
<td>Produce Assessment Report and Action Plan</td>
<td></td>
</tr>
<tr>
<td><strong>Support Data and Assessment Harmonisation</strong></td>
<td>Ensure methodologies and tools allow for harmonisation of data and information</td>
<td>BNPB</td>
</tr>
</tbody>
</table>
4. INFORMATION MANAGEMENT

4.1 Introduction

Disasters of any scale are complex, dynamic and fast-changing. Emerging data and information may be conflicting and can cause confusion. Accurate, reliable information during the disaster emergency is critical for measuring the scale and extent of damages, existing capacity and needs, as well as the incoming assistance for the protection of the affected communities, and the reactivation of prioritised public services.

Often computer-based information management systems are used to help achieve “Shared Situational Awareness” or a “Common Operating Picture.” This annex informs the governance of the information management system.

4.2 Purpose

The information management system is an important element within the SKPDB to increase support to humanitarian actors by improving the capacity for decision making and analysis through strengthened collection, processing, and dissemination of information:

- Collect and record data and information concerning casualties and tracking of displaced people (including demographic data on gender, age, illness, etc.), damage of homes, buildings, facilities, infrastructure, working agencies, services, and the stock and distribution of huge amounts of supplies;
- Apply policy and standards to data being collected;
- Manage and analyse data and information collected for the baseline and regular updates using common methods and tools to ensure interoperability for all users; and
- Disseminate the processed data and information utilising agreed communication modes (Situation Report, email, website, etc.) to all agencies to make informed decisions in planning, implementation, monitoring, and evaluation of response efforts.

4.3 Scope

Pre-disaster

- Methods and tools for collection and dissemination of data and information are prepared
- Develop guidelines and SOPs to guide the implementation of information management system;
- Train and build capacity of related agencies/personnel; and
- Make ready and available all necessary data and information including sharing with the wider group (e.g. common operational datasets, common operational datasets administrative boundaries, population statistic datasets, infrastructures, roads, seaport/airport, rivers or water sources, etc.).
During disaster
- Build a shared situational awareness and understanding (identify sources, gather information, assess needs, analyze, disseminate);
- Build a common approach (identify key policy, identify options, interoperability, advocate and build consensus); and
- Facilitate implementation and monitoring (establish coordination mechanisms, launch public information campaigns, initiatives, negotiate access on data and information that is needed, mobilize resources).

Post-disaster
- Use of baseline data for recovery; and
- Provide feedback and observations to after-action reports.

4.4 Policies

Information management system will work within the established SKPDB. All actors are to contribute to the functioning information management system. Sectoral coordination meetings are common ways under the SKPDB for the local, national, and international actors to exchange data and information.

BNPB uses InAWARE (Indonesia All-hazard Warning and Risk Evaluation), a customized version of Pacific Disaster Center (PDC) DisasterAWARE application to monitor hazardous conditions from authoritative sources; provide timely alerts and warnings to BNPB and partner agency staff; and share and disseminate damage assessments, situation reports, field-collected data, and after-action reports. InAWARE is used operationally within BNPB’s national EOC, and by many of the provinces, according to SOPs that have been developed and exercised by BNPB. InAWARE provides its users with the ability to visualize hazards – including earthquakes, tsunamis, volcanos, wildfires, floods and more – in the context of population and infrastructure data.

4.5 Responsibilities

In order to support the management of the common datasets agreed upon by the humanitarian community, the following governance model should be applied to support the predictability of preparedness actions. There are three levels of governance for the datasets outlined in this annex: Guard, Sponsor and Produce (Source). The roles and responsibilities for each are outlined below.

1. Guard

Facilitate the distribution of the “best” available common operational and sectoral datasets in emergencies while managing forums for updates and distribution communication.
2. Sponsor

Responsible for identifying and liaising with relevant “Produce (Sources)” to analyze, collate, clean and achieve consensus around a specific operational dataset.

3. Produce (Sources)

Designated source(s) or owner(s) that agrees to be fully responsible for the development, maintenance and metadata associated with a dataset and control distribution restrictions.

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Key Functions</th>
<th>Coordinator(s)</th>
</tr>
</thead>
</table>
| **Guard**        | • Initiate data/information management centre in the Command Post and assign a management structure  
                  • Chair regular coordination meetings for data/information exchange  
                  • Assure data/information quality, datasets, and presentation in agreed format  
                  • Disseminate data/information through agreed tools and methods | BNPB |
| **Sponsor**      | • Identify and liaise with the data/information sources  
                  • Agree upon the collection, analysis, and refinement of datasets  
                  • Chair sectoral coordination meeting for data/information exchange | BNPB |
| **Produce (Sources)** | • Responsible for the development, maintenance, and metadata related to the datasets, and the distribution and the restriction of data and information | National authority/agency, Cluster, NGO, UN agency, International Organisation, IFRC |
5. SURGE CAPACITY

5.1 Introduction

The pre-disaster development of various capacities provides surge capacity for disaster response. Surge capacity is the ability of an organisation, group, community, or country to scale-up resources in times of need, and scale down these additional resources when they are no longer needed.

Surge capacity can be critical for disasters. A substantial increase in resources is needed quickly to save lives during emergencies, provide for basic human necessities, and stabilise a situation so recovery from the event can begin.

A pre-event understanding of how to interface with SKPDB and identify needed resources (both human and material) is required. Leadership is critical to effective surge capacity. Socialisation of surge capacity processes and organisational connections can help to ensure that resources are maximised.

5.2 Purpose

This annex provides a breakdown of surge capacity terms to promote a common disaster response language. It also describes roles in surge capacity at different levels of the SKPDB. Finally, it explains processes for requesting and providing surge capacity resources required during a disaster.

5.3 Scope

Surge capacity is used to supplement local, regional, and national resources in disaster when capacities at each level are overwhelmed by the needs of the event.

5.4 Definitions

Incidents may require surge capacity at three different levels based on unfolding status:

- **Conventional capacity – DR Field Post and District/City Command levels**
  - Resources readily available in a situation that is slightly elevated (think very busy day);
  - Normal staff may be asked to work extra hours; and
  - Additional staff may be called in early to assist in management of the incident.

---

• **Contingency capacity** – DR Field Post and District/City Command levels, may expand to Regional/Provincial level as readily available
  - Ramp up from outside the local resources;
  - Resources may be in short supply;
  - Careful allocation of resources to ensure equal distribution of assistance and resources throughout the affected area(s);
  - People may be asked to do things outside of their normal activities, but for which they have had training;
  - Supplies may need to be substituted to maintain service levels; and/or; and
  - Rosters of additional help will be utilised, relying on nearby and unaffected area’s assistance, and expanding to regional, national, and international assistance.

• **Crisis (disaster) surge capacity** – All levels of resources, local, provincial/regional/national/international may be requested as situation calls for
  - Widest possible call for resources;
  - Call for international assistance;
  - Everyone willing and able can be utilised;
  - Rosters of additional personal and logistics will be used to assist in deploying additional resources as needed; and
  - Local, regional, national, and international priority of deployment is used, recognising that those on the ground and nearest are most easily deployed in most circumstances, and possess specialized local societal and cultural knowledge that can assist in the unfolding operation.

• **Surge equilibrium is reach when resources deployed are meeting needs of the situation.**

### 5.5 Requirements

The cooperation between staff from local, regional, national, and international resources requires forethought, planning, and practice. Understanding capabilities of surge staff when deploying to different tasks is critical.

Successful ability to scale up rapidly requires:

- Pre-disaster development of financial capacities, expert availability, and other rosters for quick deployment in disaster;
- Application of lessons learned from previous events to ensure needs of all community members are anticipated, specifically at-risk and vulnerable populations;
- Pre-positioned material resources, including identification of what may be needed in a large-scale event;
- Development of local surge capacity resources as well as regional and national;
- Well-trained and experienced staff to be at the ready and easily secured through use of rosters;
- Efficient capture of lessons learned and its application to current practice post-event;
• Use of local and nearest available resources in earliest stages; and
• Second-wave resource recruitment to prepare and plan at the onset of the disaster.

5.6 Policies

Based on information and status of events, the DR Commander may request additional conventional, contingency, and/or crisis surge capacity resources. A request may be directed to adjacent districts or provinces, other provinces with surge capacity to offer, national resources, or for international assistance. Local resources should be utilised first, expanding to provinces and national actors as dictated by the requirement of the unfolding event.

For resources within Indonesia, requests can be made to Head of BNPB/BPBD.

If international assistance is required to cover surge capacity requirements, DR Commander requests to the BNPB for BNPB to decide whether there is a need for international support.

5.7 Processes by Role

• Disaster Response (DR) Commander
  • Receives requests from DR Field, DR Support, and DR Facilitation Posts;
  • Requests needed resources through BNPB/BPBD; and
  • After action review of surge capacity with recommendations.

• Disaster Response (DR) Field Posts
  • Executes action in the immediately affect area;
  • Manages local conventional surge capacity resources as available; and
  • Requests resources as need through DR Commander or DR Support Post.

• Disaster Response (DR) Support Post
  • Responds to requests from DR Facilitation Posts or DR Field Posts;
  • Manage assistance received, including surge personnel and logistics;
  • Facilitates smooth entry and access for contingency and crisis surge capacity resources as they become available; and
  • Coordinates permits, visas, customs, immigration, logistics and equipment, human resources, animals, and transportation

• Disaster Response (DR) Facilitation Post
  • Assesses and requests contingency and crisis surge capacity support resources at a provincial, regional, or national level through DR Commander;
  • Evaluates actions and reports to DE Command Post (provincial or national) and provincial/national government; and
  • Assists DR Support Post in mobilisation of relief from ministries and related agencies, provinces outside the affected area, and managing assistance from international community.
## 5.8 Indonesian Government Cooperating Agencies

<table>
<thead>
<tr>
<th>Agencies</th>
<th>Key Resources Provided/Process</th>
</tr>
</thead>
</table>
| BNPB     | • Receives surge capacity requests from national DR Commander  
          • Receives surge capacity requests via BPBD from district/provincial DR Commander  
          • Forwards requests to appropriate ministries/agencies/organisations for assistance  
          • Makes formal request for international assistance in partnership with MoFA |
| BPBD     | • Receives surge capacity request from DR Commander  
          • Forwards request to appropriate agency or BNPB  
          • Provides surge staff to other BPBDs |
| Ministry of Agriculture | • Receives request from BNPB/BPBD for additional resources  
                            • Liaises with DRTF Early Recovery to provide additional resources as needed |
| Ministry of Defence | • Receives request from BNPB/BPBD for additional resources  
                        • Liaises with potential foreign military assistance and Ministry of Home Affairs (see Management Support Annex Foreign Military Assistance for details) |
| Ministry of Education (MoEC/Kemendikbud) | • Receives request from BNPB/BPBD for additional resources  
                                              • Liaises with DRTF Education to provide additional resources as needed |
| Ministry of Foreign Affairs (MoFA) | • Liaises with Ministry of Defence for potential foreign military assistance (see Management Support Annex Foreign Military Assistance for details) |
| Ministry of Health (MoH/Kemenkes) | • Receives request from BNPB/BPBD for additional resources  
                                      • Liaises with DRTF Health (with POLRI) to fulfil needs  
                                      • Liaises with DASIPENA to fulfil needs |
| Ministry of Home Affairs (MoHA/Kemendagri) | • During non-disaster period, works with BPBD to improve local capacity and build rosters for expanded capacity  
                                           • Assist BPBDs to provide surge capacity to other BPBDs as needed |
| Ministry of Public Works and Public Housing (KemPUPR) | • Receives request from BNPB/BPBD for additional resources  
                                                      • Supplies resources as needed in relation to infrastructure and facilities  
                                                      • Liaises with DRTF Public Works and Utilities to provide additional resources as needed within emergency tele/com, water and sanitation, and shelter categories |
| Ministry of Social Affairs (MoSA/Kemensos) | • Receives request from BNPB/BPBD for additional resources  
                                              • Liaises with DRTF Logistics to provide additional resources as needed  
                                              • Liaises with DRTF Displacement & Protection to provide additional resources as needed  
                                              • Liaises with Tagana to provide additional resources as needed |
| Ministry of Transportation (Kemenhub) | • Receives request from BNPB/BPBD for additional resources  
                                       • Provides personnel as available from unaffected areas to assist with transportation |
<table>
<thead>
<tr>
<th>Agencies</th>
<th>Key Resources Provided/Process</th>
</tr>
</thead>
</table>
| TNI               | • Receives request from BNPB/BPBD for additional resources  
• Provides resources as requested, including but not limited to SAR  
• Liaise with foreign military as directed                                                                                                                 |
| POLRI             | • Receives request from BNPB/BPBD for additional resources  
• Provides resources as requested  
• Liaises with DRTF Displacement & Protection (with Ministry of Social Affairs) to provide additional resources as needed  
• Liaises with DRTF Health (with Ministry of Health) to provide additional resources as needed                                                                 |
| BNPP/Basarnas     | • Receives request from BNPB/BPBD for additional resources  
• Provides resources as requested  
• Liaises with DRTF Search and Rescue to provide additional resources as needed                                                                                      |
| DRTF Search and Rescue | • Receives request from BNPB/BPBD  
• Provides surge capacity as available, including INSARAG teams as needed  
• Maintains communication with DR regarding status and actions as needed                                                                                           |
| DRTF Displacement and Protection | • Receives request from BNPB/BPBD  
• Provides surge capacity as available  
• Maintains communication with DR Commander regarding status and actions as needed                                                                                     |
| DRTF Health       | • Receives request from BNPB/BPBD  
• Provides surge capacity as available including resources concerning health, washing, and reproductive health  
• Maintains communication with DR Commander regarding status and actions as needed                                                                                      |
| DRTF Logistics    | • Provides surge capacity as available  
• Maintains communication with DER Commander regarding status and actions as needed                                                                                       |
| DRTF Public Works and Utilities | • Receives request from BNPB/BPBD  
• Provides surge capacity as available  
• Maintains communication with DER Commander regarding status and actions as needed                                                                                      |
| DRTF Education    | • Receives request from BNPB/BPBD  
• Provides surge capacity as available  
• Maintains communication with DR Commander regarding status and actions as needed                                                                                       |
| DRTF Early Recovery | • Receives request from BNPB/BPBD  
• Provides surge capacity as available  
• Maintains communication with DR Commander regarding status and actions as needed                                                                                       |
Figure 1. Process for increasing surge capacity District/City level incident
Figure 2. Process for increasing surge capacity Regional/Provincial level incident
Figure 3. Process for increasing surge capacity National level incident

- Head BNPB
- Emergency Response Commander National
- Coordinator Provincial /Regional Emergency Response Facilitation Post
- Coordinator Emergency Response Support Post
- Head BPBD
- Emergency Response Commander Province /Region
- Coordinator Provincial /Regional Emergency Response
- Emergency Response Commander District/City
- Coordinator Emergency Response
6. MEDIA RELATIONS

6.1 Introduction

Media, including audio, audio visual, print, and social media, have played an important role in disseminating disaster information in all phases of the disaster cycle, most significantly during the disaster. The media can either be perceived as helpful or a hindrance, depending on the quality and accuracy of the information. By developing a communications protocol before a disaster occurrence and by working with the media to subdue panic, provide basic survival information about safety and sheltering, and issue accurate information on the status of the hazard, disaster responders can ensure that the general public remains safe and aware of their response actions.

To take advantage of the potential for the media to provide positive contributions during disaster response, there should be a pre-established communications protocol that issues early warnings and provides advice throughout the disaster using radio, television, internet, SMS alert systems, and social media. Furthermore, public education and awareness programs should be established prior to the disaster to ensure that news and social media outlets provide the best scientific information about the hazards and the best safety information for coping with disasters. This is closely linked to information management (see Management Support Annex #4).

6.2 Governance

Coordinating Agency:
Ministry of Communication & Information

Support Agency:
Centre for Data, Information and Public Relations, BNPB

Partners
Radio Stations, TV Stations, Print Media, Social Media

National/International News Agencies

- These agencies publish key information to inform the public on actions and response (e.g., evacuation plans, sanitation methods, coordination and contacts for support and relief, etc.)
- Both national and international news agencies are useful for conducting appeals for assistance and donations, and providing information on contact and coordination
- These agencies demonstrate the needs of the victims to the international community and can follow the relief efforts to record capacity in dealing with disaster and to ensure accountability for relief assistance. These agencies are ideal for publishing in-depth interviews that analyse the situation and report on damage and needs assessments
• International agencies often have resources to liaise with local media to verify stories, and to distribute information quickly and accurately.
• News agencies can quickly distribute information via social media through global satellite transmissions and internet.

6.3 Purpose
To implement the consensus built among media and the GoI for the best interest of the population affected by a disaster.

6.4 Scope

Pre-disaster
Enhance the dissemination of early warning to public. Enhance education and public awareness safety information, including evacuation routes, sheltering locations, and disaster kit preparation, including information for people who have medical conditions (i.e. locations for dialysis and special needs patients, gathering necessary medication, etc.).

During disaster
Inform the public of the known impacts of the event. Increase the morale of affected population by providing information on the best ways to cope with the current disaster. Provide information for finding or reporting information on missing persons, especially missing children, in an effort to combat human trafficking. Update the public on the progress of response.

Post-disaster
Alert on remaining unmet needs. Provide alerts and information on recovery efforts. Provide contact details of the organisations conducting damage assessments and providing relief assistance.

6.5 Policies
• Advocate for and practice positive journalism;
• Adhere and practice journalism codes of conduct; and
• Coordinate with the media centre in the command post.

6.6 Responsibilities
Responsibilities of the agencies in managing media in disaster responses are to:
• Ensure that the media have access to information on the emergency, its impact on the population, relief operations, and developments throughout the process. Ensure
messages are based on fact and evidence. The media can assist in managing population responses, reducing uncertainty, and focusing attention on the most pressing matters and required public action; and

- Build alliances with the media and coordinate initiatives to protect the affected population. The media can promote civil support and participation, and guide cooperative efforts among disaster victims, response teams, organisations providing assistance, and donors.

Below are roles and potentials of media that can enhance emergency response.

Television

- Television images vividly demonstrate the situation and the needs of the affected communities. Since images are released to the general population, there should be agreement among disaster responders and media about the protocol for displaying sensitive information about victims, and media should be careful about only displaying women and children as victims and men as heroes. Gender-balanced images should highlight capacities, heroism, and best practices, in addition to the victimization. Furthermore, images should only be released with accurate information about the context and status of the situation;
- Accurate televised coverage of an event attracts the attention of donors, relief agencies, and volunteers, and can demonstrate benefits from response efforts;
- Televised programs about the disaster and response efforts provides real-time information to the general public; and
- Wherever available, television is one of the most effective means of public communication.

Radio

- Radio provides effective early warning information for many disasters.
- Radios enable communities that have been cut off by a disaster to receive information from the authorities about their situation. It can also be used to reach vulnerability populations, specifically visually impaired;
- Radios provide an affordable option for receiving information for most communities;
- Programs can be transmitted live;
- Several participants can be interviewed simultaneously: for example, an interview with a community leader and response commander;
- Radio is an effective medium for managing the population’s emotions and for providing warnings, identifying evacuation and shelter information, and updating the magnitude of impacts to communities during the first hours following an event, as well as providing real-time information throughout the event and into the process of recovery;
- Radio can function as a “community bulletin board” for disseminating information among families, and can aid in re-establishing services to the community; and
- Radio provides a low-cost mechanism for launching fund-raising campaigns.

Print Media

- Print media publishes key information to enable public actions and response (e.g., evacuation plans, shelter locations, instructions for sanitation and keeping water supplies safe, etc.);
• Provides a useful tool for publishing action plans, enabling preparedness and response, and making appeals for assistance and donations;

• Reports produced by news agencies can distribute information about the situation that aids in ensuring the needs of the victims appear on the international agenda;

• Print media is ideal for publishing in-depth interviews that analyse the situation and report on damage and needs assessments. However, they take longer to publish and are not best for information that must be conveyed quickly; and

• Printed graphics communicate the story which complements the written text.

Printed articles are now often communicated digitally to a global audience. Social Media (using computer-based, internet, smartphone, and satellite technology)

• With appropriate resources and satellite connections, media can distribute information immediately on early warnings and provide updates on the emergency or disaster, but will be effective where technology has not been interrupted;

• Social media is ideal for publishing photographs;

• Multimedia platforms allow publication of statements with audio, videos about relief activities, text analysing situation, or life stories;

• Fastest medium for disseminating notes, press releases, and news bulletins;

• Journalists working in the affected area can post blogs about their experience and report on progress in relief operations;

• Updated technologies, such as analogue or smartphones, can be harnessed for warnings, alerts, response information, and status of relief efforts to poor, disenfranchised, rural, and remote communities;

• It is important the social media be used effectively and monitored to ensure rumour control as well as tool to identify areas that may need additional assistance.
7. FOREIGN MILITARY ASSISTANCE

7.1 Introduction

Per Law 3/2002 state defence is based on democracy, human rights, social welfare, environment, provisions of national and international laws and norms, and the principle of living together peacefully. Military operations for disaster response are to be based on request and need. Per Law 34/2004, TNI is charged to respect human rights, adhere to national and international law, and provide support for search and rescue and other humanitarian needs. This includes the oversight of foreign military assistance if needed in emergency response.

7.2 Purpose

- Clarify/enhance the role of military actors in supporting disaster management;
- Smooth entry of foreign military assets (FMAs) that are mobilised to assist in disaster management;
- Effective management of FMAs;
- Proper and effective use of FMAs by developing and maintaining good relationships and an effective response, according to priorities of assistance needs; and
- Assist in removing barriers and bureaucratic issues related to civil-military relations.

7.3 Scope

Acceptance of FMAs is based on the status of emergency event and needs that are in excess of domestic military assets. If needs for military resources exceed available domestic military assets the BNPB Head may make a recommendation to the President of the Republic of Indonesia. The President may then issue a statement of welcome for assistance by foreign military. The expedition and approval of offers to assist including issuance of documentation to allow FMAs into Indonesia needs to be efficient. The process required should allow for assistance to be activated in the shortest possible timeframe.

7.4 Policies

There are various laws on defence and TNI as well as the trilateral MoU between BNPB, Ministry of Defense (MoD) and TNI (2016-2020) that govern FMAs. AADMER and the ASEAN SASOP have guidance on FMAs from other ASEAN Member States and the process for their mobilisation.
7.5 Responsibilities

GoI issues a statement of acceptance/welcoming of foreign military assistance:

- Review offers of military assistance from foreign governments;
- Make recommendations based on current needs assessments;
- Review and provide security clearance for foreign military personnel and equipment as needed;
- Provide Indonesian Military personnel attached to each foreign military group; and
- Monitor needs and issue a statement of service discontinuance when event scales down.

7.6 Cooperating Agencies

<table>
<thead>
<tr>
<th>Agency</th>
<th>Key Functions</th>
</tr>
</thead>
</table>
| MoFA (Kementrian Luar Negeri) | • Disseminate GoI decision on accepting or welcoming international assistance including foreign military assistance.  
• Get updated information from BNPB on situation and the needs that can be fulfilled by international assistance, and disseminate the information to other countries through its diplomatic channels.  
• Coordinate and provide advice to MoD on the offer of foreign military deployment. |
| MoD (Kementerian Pertahanan) | • Follow up on GoI decision accepting and welcoming international assistance when includes foreign military assistance.  
• Upon getting an offer of assistance letter from a foreign military force, the Ministry reviews the letter in coordination with MOFA and BNPB:  
  o If agreed, the MoD provides written recommendation to the assisting foreign military. A recommendation letter is also sent to TNI HQ for issuing Security Letter.  
• Requests reports from the ambassadors of foreign countries whose military will enter Indonesia.  
• Provide details to TNI of all FMA’s resources requesting clearance.  
• Coordinate military activities within the supporting post and within the military post. |
| TNI HQ (Mabes TNI) | • Review request and issue Security Clearance of FMAs  
• Inform related TNI military district on the arrival of FMAs  
• Provide Indonesia Military support person for security attached to the FMAs |
8. VOLUNTEERS IN RESPONSE

8.1 Introduction

Volunteers for disaster response may be represented as an individual or a group of individuals with the competence and motivation to work voluntarily, contributing to the overall disaster response. Volunteers may include community organisations, NGOs, academia, private sector, international partners or others. Volunteer management is expected to increase the cooperation and synergies among the disaster management proponents. They are expected to follow all laws and regulations. They must be accountable, observe general standards and norms, and be respectful of local community. They are prohibited from engaging in proselytism, politics, or defence/security activities, exploiting victims, and performing activities that may cause new or subsequent disaster.

8.2 Purpose

To serve as a reference and guide for volunteers and the organisations managing the volunteers for the purposes of: increasing the participation and contribution to disaster response; enhancing the capacities of volunteers to work in a coordinated, effective, and efficient manner; and increasing the performance and work results of the volunteers. Effective and efficient utilisation of the contribution and services of volunteers during disaster response should prevent the creation of liability and unnecessary burden on a disaster response operation.

8.3 Scope

Volunteer services are welcome in all phases of disaster management. Immediately following a disaster, utilisation of only trained and experienced volunteers will ensure that valuable resources are not diverted away from the emergency response.

Volunteers may assist with all measures necessary for disaster management, if they are trained to do so. Examples of the measures that a volunteer can be involved with, depending on the need and his/her competence, may include: SAR operations; health (including psychosocial support); education; infrastructure; displacement and protection; logistics; and early recovery; planning; public relations; data and information management; and monitoring/evaluation. Involvement of volunteers is a DR Command Post decision.

8.4 Policies

- Volunteers from foreign countries will be regarded as an in-kind contribution as governed by the arrangement for international coordination, until further specific arrangement by a relevant regulation. They will need to adhere to immigration (i.e. obtain a visa) and custom requirements;
• Volunteers must be self-reliant, professional, promoting solidarity, striving for synergies, non-discriminative, non-evangelical, and accountable;
• Volunteers have rights and responsibilities, and should subscribe to the principles described in Volunteer Working Principles\(^7\);
• Volunteers should have relevant competence and skills;
• Volunteers should not take advantage of their position and are subject to sanctions when found to be violating the code of conduct; and
• Volunteers are eligible for any available and fitting awards in recognition of their service.

### 8.5 Responsibilities

Responsibilities of the agencies managing volunteers are:

- Data collection (of volunteer’s data);
- Training and capacity development;
- Mobilisation (preparations for deployment);
- Security;
- Monitoring and evaluation; and
- Performance appraisal.

UNDAC, USARs of ASEAN ERAT and INSARAG Teams may be requested or offer assistance of personnel and equipment to support the search and rescue operation. Their participation is coordinated under SAR DRTF.

### 8.6 Cooperating Agencies

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Key Functions</th>
<th>Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Management</strong></td>
<td>Registration</td>
<td>Hosting organisations</td>
</tr>
<tr>
<td></td>
<td>Data submission</td>
<td>Hosting organisations, BPBDs</td>
</tr>
<tr>
<td></td>
<td>National data base</td>
<td>BNPB</td>
</tr>
<tr>
<td><strong>Capacity Development</strong></td>
<td>Training and others</td>
<td>Hosting organisations, BPBD, BNPB</td>
</tr>
<tr>
<td></td>
<td>Certification</td>
<td>BNPB</td>
</tr>
<tr>
<td></td>
<td>Verification</td>
<td>BNPB</td>
</tr>
<tr>
<td><strong>Mobilisation</strong></td>
<td>Preparation: briefing, equipment, administration</td>
<td>Hosting organisations, BPBD</td>
</tr>
<tr>
<td></td>
<td>Secondment to organisations</td>
<td>Hosting organisations</td>
</tr>
<tr>
<td></td>
<td>Completion of duty</td>
<td>Commander</td>
</tr>
</tbody>
</table>

\(^7\) Head of BNPB regulation number 17/2011 Chapter II A.
<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Key Functions</th>
<th>Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring and Evaluation</td>
<td>Determining areas for monitoring and evaluation</td>
<td>Host organisations Commander</td>
</tr>
<tr>
<td></td>
<td>Assigning monitoring and evaluation officer(s)</td>
<td>Host organisations Commander</td>
</tr>
<tr>
<td></td>
<td>Implementing monitoring and evaluation</td>
<td>Assigned officers</td>
</tr>
<tr>
<td>Performance Appraisal</td>
<td>Provide feedback to volunteers</td>
<td>Host organisation</td>
</tr>
</tbody>
</table>

8.7 Major Volunteer Organisations and Theirs SOP

8.7.1. TAGANA

Tagana is regulated by specific guidelines stipulating requirements for membership; ranks of Tagana; sanctions; and awards.

Central Tagana is managed by Ministry of Social Affairs and sub-national Tagana is managed by Social Department of sub-national government.

- Participating in activities to increase their competence;
- Obtaining official recognition from Government demonstrated by a registration number;
- Receiving personal protective equipment (gloves, mask, boots, hard hat, raincoat etc.) and visibility (vests, T-shirts, caps. Identification etc.) from Government relevant to their tasks; and
- Enrolling in regular and refresher training courses from Ministry of Social Affairs and local government and receiving certificates.

Tagana volunteers are expected to communicate and coordinate with fellow Tagana and related actors; comply with prevailing norms and regulations; and, perform in accordance with Tagana Code of Conduct. The following is a summary of Tagana’s functions and tasks:

Pre-disaster:
- Collecting data and mapping of disaster prone areas;
- Strengthening community capacities in disaster risk reduction;
- Reducing disaster risks in the disaster-prone areas;
- Enhancing the preparedness of communities in encountering possible disasters;
- Facilitating the establishment of Disaster Prepared Kampongs (villages);
- Strengthening community capacity in early detection of possible disasters;
- Social protection from disaster hazards; and
- Disaster risk reduction and other preparedness measures.
During a disaster:

- Rapid assessment and reporting the identification results and recommendations to the field post or social affairs department in coordination with assessment teams for social protection;
- Identification and data collection of affected people;
- Support for temporary shelter;
- Emergency deployment of public kitchens;
- Logistics support, including stock movement and warehousing;
- Emergency response on social and psychosocial and protection issues;
- Mobilisation of communities in risk reduction; and
- Other emergency responses as requested.

Post-disaster:

- Identification and data collection of material damage and loss (including community assets and infrastructure and personal assets such as houses);
- Social and psychosocial accompaniment and referencing;
- Recovery of disaster victims in coordination with related stakeholders; and
- Provide feedback to the after-action reporting.

8.7.2. Indonesian Red Cross Society (PMI or Palang Merah Indonesia)

Indonesian Red Cross (Palang Merah Indonesia or PMI) is the Red Cross Red Crescent Society present in country and is auxiliary to the Government of Indonesia.

As the auxiliary to the GoI, PMI augments the government’s assistance especially in the humanitarian and social fields. The work of PMI is guided by the seven fundamental principles of the Red Cross and Red Crescent Movement (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality).

PMI has 34 provincial offices throughout Indonesia along with more than 480 branches at district/city level. To deliver its service to the most vulnerable, PMI relies on volunteers as the backbone of the organisation.

Responsibilities:

The importance of volunteering within PMI has been stated in its Statute, especially Section XIV Article 49-52. In this section, a volunteer is defined as ‘someone who voluntarily carries out Red Cross activities which are in line with the Fundamental Principles of Red Cross and Red Crescent.

Through regular training and coaching, PMI produces volunteers who are qualified to be a SATGANA (Emergency Response Team) member, and serve as PMI’s first responder in an emergency.
PMI also has a pool of volunteers called SIBAT (Community Based Action Team) based in communities. Through Integrated Community Based Risk Reduction (ICBRR) projects with Red Cross Movement partners, PMI recruits and trains community members on risk reduction so they can respond and help the community members in case of disaster.

Protection and Legal Instrument

One important aspect in volunteer management, as described in IFRC’s volunteer policy, is the protection of volunteers. This includes the provision of adequate equipment (Personal Protective Equipment) for volunteer to undertake their work.

Volunteers are also entitled to be covered by insurance, in case they are injured while undertaking their work. PMI have covered many volunteers with the support of IFRC. IFRC continues to work with PMI on Red Cross volunteer protection in Indonesia.

PMI are also responsible for ensuring that volunteers are adequately supported before and after assignment (relevant training, pre-briefing, post-briefing, psychosocial debriefing and support) and adhering to legal instruments (e.g. government’s regulation, etc.).

PMI has a Management Information System (MIS) for volunteers, which records from data from 34 provinces. Using MIS data, PMI can check a volunteer’s personal details, professional skills, and training record.
9. PRIVATE SECTOR

9.1 Introduction

The complexity in responding to a disaster requires involvement of the “whole-of-community,” at all levels, including the private sector. The broad work coverage of the private sector can fill the gaps in disaster emergency management, and ensure efficiency and timeliness in response efforts.

The private sector constitutes companies and any other types of enterprises owned by individual persons/groups operating in Indonesia and subject to Indonesian laws and regulations.

9.2 Governance

The private sector entities should coordinate with BNPB or BPBD depending on the locality and level of disasters to appropriately contribute to and participate in disaster responses.

Some examples, but a comprehensive list of cooperating agencies and parastatal companies include National Electricity Company, Bank Nasional Indonesia, Bank Rakyat Indonesia, Televisi Republik Indonesia and Garuda Indonesian Airways. Other partners include, but are not limited to, Disaster Resource Partnership, HM Sampoerna Rescue, Artha Graha Peduli, Maypark, Metro TV, Danamon, Hipmi Peduli, and ACA Insurance.

9.3 Purpose and Scope

Participation of the private sector in disaster response and post-disaster phases are for the fulfilment of the basic needs and livelihoods of the affected population. Additionally, the private sector members should operate with consideration of responsibilities for safety and wellbeing of staff and members of the public that may be on their premises when a disaster occurs.

Preparedness for their staff-members and partners such as setting the evacuation route, simulation and contingency planning are part of pre-disaster activities for private sector. The private sector participates in SAR and evacuation, food and non-food item provision and delivery, water and sanitation, services in health, psycho-social and protection for displaced people, culture and economic recovery, environment, housing improvement/resettlement, construction engineering, information dissemination, banking, risk transfer, and monitoring - at every level throughout society and are an important and necessary partner in disaster response.
9.4 Policies

Arrangements of the contribution from the private sector regarding their contribution in pre-disaster and post-disaster measures may be predetermined based on memorandums of understanding and related terms of reference to suit the individual entities’ capacities and their contributions. Additionally, private sector businesses should have business continuity and contingency planning as part of their business planning process.

9.5 Core Capabilities and Actions

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Key Functions</th>
</tr>
</thead>
</table>
| Pre–disaster     | • Assessment of risks  
|                  | • Disaster management planning  
|                  | • Business continuity planning  
|                  | • Develop list of capacities of supporting disaster response |
| During Disaster: Registration and Placement | • Registration of the working companies/organisations at the DR Command Post  
|                  | • Participation in DTRFs, as appropriate  
|                  | • Selection of locations of service |
| Implementation    | • Sharing planning of and implementation strategy, types and amount of assistance, coverage area and targeted communities  
|                  | • Demonstration of capabilities and accountability, conforming to the minimum service standards and pertaining competency; respecting humanitarian standards, norms, and principles, and local culture and religion  
|                  | • Implementation of private sector activities in cooperation with the local community, partners, organisations, government agencies, or NGOs.  
|                  | • Participation in the coordination meetings  
|                  | • Private sector participates in disaster response with BNPB/BPBD in transparent manner  
|                  | • Provide specialised capabilities to assist the DR Commander, if needed. |
| Post–disaster Closing | • Ending intervention and demobilising personnel  
|                  | • Monitoring, evaluation, and reporting  
|                  | • Provide feedback into the after-action report |
This page intentionally left blank