



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

MEMORANDUM CIRCULAR
NO.: 2023-067

01 DEC 2023

**POLICIES, GUIDELINES, AND PROCEDURES IN THE UTILIZATION OF
EMERGENCY COMMUNICATIONS FOR PNP KEY OFFICERS**

1. REFERENCES:

- a. PNP Memorandum Circular (MC) No. 2020-081 dated November 2, 2020 entitled, "PNP Critical Incident Management Operational Procedures (CIMOP) Revised 2020";
- b. Revised CES Implementing Plan on the PNP Critical Incident Management Operational Procedures dated September 29, 2022;
- c. Memorandum from TDPCR/Chairperson, Sub-Committee on Natural Disaster dated July 1, 2022, with subject: Rainy Season and Weather Disturbance Preparedness Reminders;
- d. Memorandum from D, CES dated June 26, 2014, with subject: Establishment of Alternate Emergency Communications System; and
- e. Memorandum from TDPCR dated January 30, 2014, with subject: IMPLAN SAKLOLO 2014 Policing During Disaster.

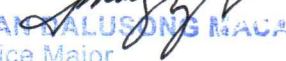
2. RATIONALE:

Communications play a vital role in police response operations during critical incidents. It is a tool that ensures situational awareness which enables responders and ground commanders to better understand the real-time situation and take immediate and appropriate actions during emergency response activities.

Modern emergency responses are heavily reliant on Information and Communications Technology (ICT) which plays a vital role in disaster management operations as it serves as the nerve center of all response and rehabilitation efforts. Thus, the need for establishing and institutionalizing communication protocols and procedures for the PNP Key Officers during emergencies is imperative to carry out the PNP's mandate during the implementation of incident management procedures.

Likewise, in consonance with the Revised PNP CIMOP which sets forth the guidelines and procedures in disaster preparedness, mitigation, and adaptation measures to be implemented to reduce risks, there is a need to craft procedures and guidelines so that PNP Key Officers can communicate utilizing the available emergency communications in case of a disaster or major incident.

CERTIFIED TRUE COPY FROM THE ORIGINAL


RYMALUZONG MACAPAGAL
Police Major
Chief, PRS



3. SITUATION:

The geographical location of the Philippines, being situated between the Pacific and Eurasian Plates, is highly vulnerable to destructive natural disaster and calamities such as typhoons, storm surges, floods, tidal waves, landslides, volcanic eruptions, and earthquakes. With at least 22 tropical storms traversing every year and compounded periodically by high intensity earthquakes for the past six years, the country experienced the displacement of thousands of families, loss of many lives, massive destruction of properties and agricultural products, and tremendous effect on its economy.

Apart from natural hazards, human-induced hazards may happen such as suicide bombings, active mass shooting, and other acts of terrorism that threaten the lives of the communities. Moreover, crises or emergencies became even more complex with the phenomenon of the "new normal", characterized by the increasing frequency, magnitude, and scope of disaster. Thus, the PNP has to be on guard and be able to manage these situations through the established CIMOP and prepare for the possible consequences that may arise.

In the event of disasters and calamities, it is expected that majority of the communications system and infrastructures of the PNP including those privately owned by Telecommunications Company (TELCO) providers will be compromised, leaving no communications in majority of the affected parts of the country. Thus, there is a need to establish protocols and procedures as reference for PNP Key Officers in exercising their functions and specific roles during emergency situations through utilizing effective emergency communications and be ready to respond during critical situations.

4. PURPOSE:

This MC prescribes the policies, guidelines, and procedures for the utilization of emergency communications by PNP Key Officers in the case of a disaster or critical incident.

It also aims to provide information to PNP Key Officers and commanders on emergency communications procedures, capabilities, resources, and the infrastructure which supports the communications network to ensure resilient communications in times of emergencies.

5. DEFINITION OF TERMS:

For the purpose of this MC, the following terms shall be understood as herein defined:

- a. Communications Electronics (CE) Equipment - refer to all kinds of equipment that are used to process signals in order to convey information from the sender to the receiver.
- b. Critical Incident – any incident or event whether human-induced or natural disaster including declaration of directives that require the implementation of special tasks by one or more government agencies

CERTIFIED TRUE COPY FROM THE ORIGINAL




[Signature]
RYAN DELUSONG MACAPALAN
Police Major
Chief, PRS

with direct or indirect involvement of the PNP in the conduct of police interventions and operations.

- c. Cellular Phone - a telecommunication device that uses radio waves over a networked area (cells) and is served through a cell site or base station at a fixed location, enabling calls to transmit wirelessly over a wide range which can also be to a fixed landline or via the Internet.
- d. Conventional Repeater – a basic repeater system that uses a dedicated radio frequency for each radio channel in a system for specific groups and limited capacity of radio users.
- e. Digital Mobile Radio (DMR) - an open digital mobile radio standard defined by the European Telecommunications Standards Institute to provide low and cost-effective radio solution for professional users and used in commercial products around the world.
- f. Digital Trunked Radio System (DTRS) - is digital radio communications system that uses a control channel to automatically assign frequency channels to groups of radio users. The central system control supports the frequency managing to a specific group of users operating in a wide area thereby increasing the channel capacity and number of users.
- g. Disaster – a serious disruption of the functioning of a community or a society involving widespread human, material economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disaster impacts may include loss of life, injury, disease, and other negative effects on human, physical, mental, and social well-being, together with damage to property, destruction of assets, loss of services, social and environmental degradation.
- h. Generator - any machine that converts mechanical energy to electricity for transmission and distribution over power lines to domestic, commercial, and industrial customers.
- i. High Frequency/Single-Side Band (HF/SSB) Base Radio - a radio transceiver installed at the police stations which operates at the High Frequency band (3.0 to 30 Mhz) with an output power of 25 to 100 Watts. To facilitate long-distance transmission and reception of its radio signals, the antenna is strategically positioned atop an antenna tower or mast outside the building.
- j. Key Officers – refer to Third Level Officers/Senior PCOs holding key positions of major responsibility in a command, office, and/or unit in the PNP. For the purpose of this MC, the Key Officers are as follows:
 - 1) PNP Command Group;
 - 2) Commanders, Area Police Command;

CERTIFIED TRUE COPY FROM THE ORIGINAL

Page 3 of 12


RYAN D. LUSONG MACAPAGAL
Police Major
Chief, PRS



- 3) Directorial Staff;
 - 4) Regional Directors, Police Regional Offices;
 - 5) Directors, National Support Units;
 - 6) Personal Staff; and
 - 7) District Directors, National Capital Region Police Office.
- k. Portable Repeater - is a compact and light weight radio repeater that can be easily deployed and specially designed for scenarios such as emergency situations and quick deployments.
- l. Interoperability - capability to communicate among various levels of government, using a diversity of technologies, as applicable such as radio frequency, satellite technologies, and other emerging technologies as needed and as authorized.
- m. Rapid Deployment Communications Team (RDCT) - a composite team of technical personnel from Communications and Electronics Service (CES)/Regional Communications and Electronics Units (RCEUs) capable of providing emergency communications, render technical support/services and restore communications facilities and equipment damaged by natural or man-made disasters and calamities. It is composed of the following:
- 1) Team Leader;
 - 2) Radio Technician/Operator;
 - 3) Satellite Communications Technician/Operator;
 - 4) IT Support;
 - 5) Special Equipment Technician/Operator;
 - 6) Security/Safety Officer;
 - 7) Electrician/Generator Specialist; and
 - 8) Driver/Mechanic.
- n. Satellite Phone – is a type of mobile phone that connects to other phones or the telephone network by radio through orbiting satellites instead of terrestrial cell sites.
- o. Security Officers – are detailed personnel in charge of providing close protection, secure transportation, and site security to counter high risk situations and imminent threat to Key Officers of the PNP.



CERTIFIED TRUE COPY FROM THE ORIGINAL

Page 4 of 12

Ryan Dalusong Macatagal
RYAN DALUSONG MACATAGAL
 Police Major
 Chief, PRS

- p. Simplex - is the mode of operation where the radio has only one frequency (per channel) assigned to it, and the radios talk directly to one another without passing through a radio repeater.
- q. Tactical Operations Center (TOC) - a facility for command and control consisting of technically trained personnel, which guides the tactical elements of police units during a mission. It usually contains computer and communications system used for communicating with the field operating units.
- r. Ultra-High Frequency (UHF) Radio - a radio transceiver which operates at the Ultra High Frequency band (300 MHz to 3 GHz) and can cover relatively smaller areas as compared to the lower frequency transceivers.
- s. Very-High Frequency (VHF) Radio - radio transceiver which operates at the VHF range of frequency (30 Mhz to 300 Mhz). It is used mainly as a means of short-range communications due to the line-of-sight nature of propagation of VHF signals.
- t. VHF Lowband Radio – a type of tactical radio which provides continuous coverage from 30 to 88 MHz, with up to 10 watts of output power which is applicable for inter-squad and ground-to-air tactical communications.
- u. Very Small Aperture Terminal (VSAT) - is a satellite communications system that helps establish two-way data communications between distant locations. It allows data transmission and reception in remote areas with unreliable internet connectivity. It aims to minimize communication gaps in isolated areas.

6. GUIDELINES:

a. General Guidelines:

For purposes of this MC, the PNP shall apply the following general guidelines:

- 1) The PNP Key Officers, through the assistance of their respective Aides-de-Camp/Security Officers, shall utilize the emergency communications equipment during disasters and critical incidents with the technical assistance of CES to ensure its operability at all times; and
- 2) Key Officers may consult or coordinate with CES or through its RCEUs, for non-Crime based Officers, located within their area of operations on matters pertaining to CE-equipment during disasters and critical incidents being the OPR for Emergency Communications (PNP level for National Disaster Response Cluster).

CERTIFIED TRUE COPY FROM THE ORIGINAL


RYAN DALUSONG MACAPAGAL
 Police Major
 Chief, PRS



b. Specific Guidelines:

- 1) To ensure radio connectivity during emergency situations, Key Officers shall refer to the official frequencies, call signs, net diagram, and other important communications protocols provided by the CES, being the OPR for Emergency Communications in the PNP;
- 2) To ensure interoperability with other government agencies, the official HF emergency frequencies set by the Department of Information and Communications Technology Emergency Communications Cluster shall be the means of contact by the PNP;
- 3) Aides-de-Camp/Security Officers shall assist the Key Officers in the preparation, operation, and monitoring the available means of communications such as UHF Radio, HF, VHF Lowband, Satellite Phone, VSAT Internet/Data and Local telephone System in accordance with the specific guidelines and protocols for emergency communications;
- 4) Aides-de-Camp/Security Officers shall coordinate with CES/RCEUs to ensure the functionality and operational readiness of available communications equipment;
- 5) Ensure that the available CE equipment is fully charged to have uninterrupted operation. In case of power outage, utilization of back-up power source such as generators and batteries of solar power is encouraged; and
- 6) In case of power outage, it shall be the responsibility of the respective logistics officers to ensure alternative power sources such as generators and batteries which shall be used to power up the emergency equipment until restoration of commercial power.


c. Responsibilities:

- 1) **DICTM**
 - a) Supervise the CES in the implementation of this MC;
 - b) Approve the use of emergency communication technologies that may be used during disasters and critical incidents;
 - c) Review and update this MC to ensure that its provisions are relevant to the needs of the organization; and
 - d) Perform other tasks as directed.
- 2) **DL**
 - a) Support the acquisition/issuance of the requirement for the emergency communications equipment;



CERTIFIED TRUE COPY FROM THE ORIGINAL

Page 6 of 12


RYAN DALUSONG MACAPAGAL
Police Major
Chief, PRS

- b) Conduct evaluation and programming for the procurement of the emergency communications equipment; and
 - c) Perform other tasks as directed.
- 3) **DC**
- a) Provide funds for the procurement, maintenance, and repair of emergency communications equipment such as satellite phones and VSAT Internet terminals;
 - b) Provide funds for the implementation of this MC; and
 - c) Perform other tasks as directed.
- 4) **CES**
- a) Shall serve as the OPR for Emergency Communications in the implementation of this MC;
 - b) Organize and activate the technical team who will compose the Rapid Deployment Communications Team (RDCT) ready for dispatch when the need arises;
 - c) Detail Focal Persons to assist the Key Officers through their Aides-de-Camp/Security Officers to ensure operational readiness of emergency communications equipment during disasters or critical incidents;
 - d) Conduct inventory and audit of existing communications equipment to ensure appropriate inventory levels, identify inefficiencies, and recommend for procurement;
 - e) Ensure availability of back-up CE equipment for use by the RDCT during disaster incidents and conduct necessary check and maintenance activities to ensure operational readiness of the following:
 - 1) HF Base Radio;
 - 2) Satellite Phone;
 - 3) VSAT Satellite Internet;
 - 4) DMR Trunked System/Conventional; and
 - 5) IP Phone.
 - f) Provide the contact list and radio network diagram of available means of communications within PNP units and with other government agencies;

CERTIFIED TRUE COPY FROM THE ORIGINAL

Page 7 of 12


RYAN DALUSONG MACAPAGAL
Police Major
Chief, PRS



- g) Conduct Training on the use of emergency communications to the Aides-de-Camp/Security Officers of PNP Key Officers in Camp BGen Rafael Crame and PROs;
 - h) Facilitate the conduct of monthly COMMEX in coordination with agencies/offices concerned and establish radio communications contact with the Armed Forces of the Philippines (AFP) counterparts, other government agencies, and friendly forces;
 - i) Coordinate and collaborate with other government agencies in the emergency communications cluster such as the Office of Civil Defense and Department of Information and Communications Technology, including volunteer Civic/Amateur Radio Groups for communications link and assistance;
 - j) Conduct technical study on the most suitable, latest and state-of-the-art CE equipment/system available for use of the PNP during emergency situations and submit technical report and proposal to TDL for evaluation and programming of its procurement; and
 - k) Perform other tasks as directed.
- 5) **PNP Command Center (PCC) and Regional Tactical Operations Centers (RTOCs)**
- a) Act as the main coordinating center and/or principal point of contact for all operational matters and ensure functional efficiency, command and control during emergency situations;
 - b) Ensure that emergency communications equipment such as radios, satellite phones, VSAT Satellite Internet are operational;
 - c) Maintain a directory of all call signs and contact number of offices/units, key personnel, other government agencies, and friendly forces within their area of responsibility for easy access and coordination;
 - d) Ensure immediate transmission and proper relay of information, reports and instructions from PNP Key Officers and other offices concerned thru the emergency communications platform available;
 - e) Monitor the current situation of the different disasters and critical incidents for the information of Key Officers concerned; and
 - f) Perform other tasks as directed.
- 6) **Key Officers**
- a) Utilize the emergency communications equipment in accordance with the protocols and procedures in this MC;



CERTIFIED TRUE COPY FROM THE ORIGINAL

Ryan Dalusong Macatangal
 RYAN DALUSONG MACATAGAL
 Police Major
 Chief, PRS

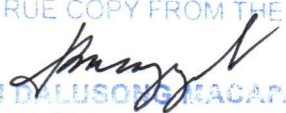
- b) Ensure that their respective Aides-de-Camp/Security Officers are knowledgeable and trained in the use of emergency communication equipment;
 - c) Ensure that the issued satellite phones and VSAT equipment have active subscription and/or load credits to be charged against the MOOE funds;
 - d) Coordinate with CES/RCEUs for technical advice on the utilization of emergency CE equipment; and
 - e) Perform other tasks as directed.
- 7) **Aides-de-Camp/Security Officers**
- a) Attend technical trainings/seminars conducted by CES/RCEUs on the utilization of emergency communications equipment;
 - b) Maintain the updated list of emergency contacts, communication and radio network diagram, and radio equipment and procedures in coordination with CES;
 - c) Assist the Key Officers in the operation, maintenance and monitoring of the communication network especially during disaster scenarios;
 - d) Participate in the COMMEX conducted by CES to check the operational readiness of emergency communications equipment; and
 - e) Perform other tasks as directed.

7. PROCEDURES:

a. Pre-Disaster Phase Preparatory Activities:

- 1) The CES shall conduct regular trainings on the utilization of emergency communications to designated Aides-de-Camp/security officers of Key Officers in the NHQ and PROs to ensure familiarity on the protocols on the use of available emergency communications during disasters and critical incidents;
- 2) CES and its RCEUs shall conduct regular inspection and assessment of all communications equipment and related infrastructure to ensure optimum performance during disaster and critical incidents;
- 3) Key Officers shall maintain a Network Diagram as well as directory of all call signs and contact numbers of their higher and subordinate offices/units, friendly forces, and other government offices within their area of responsibility for easy access and coordination;

CERTIFIED TRUE COPY FROM THE ORIGINAL


RYAN DALUSONG MACAPAGAL
 Police Major
 Chief, PRS



- 4) To ensure radio connectivity during emergency situations, the Aides-de-Camp/Security officers of Key Officers shall participate in the regular conduct of COMMEX in order to improve their skills in the operation of emergency communications equipment; and
- 5) The CES/RCEUs shall conduct regular inventory and preventive maintenance of emergency communications equipment such as radios, satellite phones, and VSAT equipment, including back-up power supply to ensure its operational readiness during emergency situations.

b. Disaster Phase:

The following are the enabling actions of Key Officers based on the scenarios during the disaster phase:

- 1) For Scenario code Orange: (TELCO services are unavailable while DMR System are operational)
 - a) PNP Key Officers shall utilize the PNP's UHF Radio System (DMR) which will serve as the primary command and control means of communications in the National Headquarters and affected PROs within their respective AOR upon restoration;
 - b) PNP Key Officers shall utilize the HF Radio Communications System for long-range communications from the PCC to PROs or vice-versa and for PRO to another PRO;
 - c) For Crame-based offices and NSUs, Key Officers shall coordinate with the PCC, which shall serve as the main coordinating center at the national level. Likewise, daily radio contacts will be conducted by PCC to all RTOCs to ensure reliable radio connectivity at all times;
 - d) At the PRO level, Key Officers shall coordinate with the RTOC which shall be the central command and control facility in the PRO. The RTOC shall maintain radio connectivity to all Provincial Police Offices (PPOs), District Offices, Mobile Forces, Regional Support Units (RSUs) and other lower police offices/units within the AOR;
 - e) For Crame-based offices/units and NCRPO, Key Officers may utilize the IP-Phones for inter-office communication; and
 - f) Key Officers shall continue to monitor the communications network until TELCO services are restored and available.
- 2) For Scenario code Red (when commercial communications services from TELCOs are unavailable and DMR system are non-operational)



CERTIFIED TRUE COPY FROM THE ORIGINAL

Page 10 of 12


RYAN DALUSONG MACAPAGAL
Police Major
Chief, PRS

- a) For long range communications, Key Officers shall utilize the HF radio communications installed at the PCC and the RTOCs of PROs and/or other PNP units. The HF radios shall be the primary mode of emergency radio communications system between the NHQ through PCC and the 17 PROs in times of national emergency and critical incidents;
- b) The satellite phones shall be utilized by Key Officers as the secondary mode of emergency communications for direct communications with the PCC and/or PROs and person to person communications;
- c) The VSAT Satellite Internet shall be utilized by Key Officers as the primary emergency data communications, if available. Online Communication Applications like Viber, Messenger and Zoom can be utilized when VSAT Satellite Internet is installed and operational;
- d) Key Officers shall switch to Simplex mode operation for inter-office communications inside camps until availability of conventional or DMR Trunked Repeater System (TRS) in the AOR;
- e) For Crame-based offices/units and NCRPO, Key Officers may utilize the IP-Phones for inter-office communication; and
- f) Key Officers shall continue to monitor the communications network until restoration of the PNP communications system or when TELCO services are available.

c. Post-Disaster Phase:

- 1) Key Officers shall ensure safekeeping of the emergency communications equipment in coordination with logistics officers for future use;
- 2) Key Officers shall immediately notify the CES in case of damages and non-operational communications equipment for immediate troubleshooting and/or repair; and
- 3) Key Officers shall submit a written report and assessment with regards to the serviceability and effectiveness of the used emergency communications equipment to CES as reference for future programming of equipment.

8. CONFIDENTIALITY CLAUSE:

All personnel shall maintain the confidentiality of any classified information pertaining to communications facilities, systems, and issued communications equipment and shall not use, disclose, furnish, and make accessible such information to anyone other than authorized personnel.



CERTIFIED TRUE COPY FROM THE ORIGINAL

Page 11 of 12

[Signature]
RYAN DALUSONG MACAPAGAL
 Police Major
 Chief, PRS

9. PENALTY CLAUSE:

All personnel who violate any of the provisions of this MC shall be held administratively liable under NAPOLCOM MC No. 2016-002 as amended, or the 2017 Rules on Administrative Cases in the Civil Service, whichever is applicable.

10. REVIEW CLAUSE:

This MC shall be reviewed every three (3) years or as may be necessary especially when related laws are enacted and other circulars are issued, or there is an existence/procurement/development of new technology to ascertain whether the provisions of this MC are still responsive or the same need updating, revision, amendment, or repeal.


11. REPEALING CLAUSE:

Any MC and other existing guidelines and issuances inconsistent with this MC are hereby rescinded or modified accordingly.

12. EFFECTIVITY:

This MC shall take effect after 15 days from the filing of a copy thereof at the University of the Philippines Law Center in consonance with Section 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.




BENJAMIN C ACORDA, JR
Police General
Chief, PNP

OCPNP Signed 2022 S097220



S097220


Distribution:

Command Group
IG, IAS
Cmdr, APCs
D-Staff
P-Staff
D, NSUs
RD, PROs
DDs, NCRPO
SPA to the SILG

Incls:

a/s

CERTIFIED TRUE COPY FROM THE ORIGINAL


RYAN DALUSONG MACASAGAL
Police Major
Chief, PRS