
The East Asia Summit Rapid Disaster Response Toolkit has been prepared by Emergency Management Australia and BNPB, Indonesia, in collaboration with relevant agencies from all 18 East Asia Summit participating countries and in consultation with the ASEAN Committee on Disaster Management (ACDM).

Parts of the text and templates contained in this publication are quoted or reprinted from the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) and the Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP). These parts are referenced and reprinted with the permission of the ASEAN Committee on Disaster Management (ACDM). Permission to use this material should be sought directly from the ACDM.

WHAT IS THE TOOLKIT?

East Asia Summit (EAS) participating countries recognise the need for a planned and coordinated approach to the management of offers and requests for international disaster assistance, including the provision and reception of rapid disaster response. The Toolkit has been developed to assist disaster management officials faced with making decisions regarding:

- preparing and readying for the consequences of a disaster nationally and in the region
- requesting, receiving and managing offers from Assisting Countries
- rapidly providing disaster response to an Affected Country
- rapidly facilitating the transit of goods and personnel where relevant.

The Toolkit contains **three Tools** aimed at improving rapid disaster response capability and cooperation across EAS countries.



TOOL 1: NATIONAL FOCAL POINT TABLE

This Tool provides **key contact information** for officials from each EAS participating country that have responsibility for managing offers and requests for international disaster assistance.

It has been presented in a user-friendly format to encourage decision makers to keep it available for ready access in times of disaster.



TOOL 2: GUIDANCE FOR RAPID DISASTER RESPONSE

This Tool is a **reference guide** for disaster management decision makers across the EAS. It outlines key issues for decision makers to consider when readying for and rapidly responding to a disaster in the region.

It contains checklists of issues to consider, easy-to-use references, links to templates and similar documents.





TOOL 3: EAS COUNTRY DISASTER RESPONSE ARRANGEMENTS

This Tool outlines the **rapid disaster response arrangements** for each EAS participating country. This includes key information for decision makers on the arrangements each participating country has in place for the reception and provision of rapid disaster response.

It has been presented in table format and designed to be easily-accessible and simple to use in times of disaster.

LEGAL NATURE

The Toolkit is legally non-binding. It does not create any legal relations or have any legal consequences. The Toolkit does not in any way replace or seek to contradict regional binding instruments, specifically:

-  ASEAN Agreement on Disaster Management and Emergency Response (AADMER).
-  ASEAN Standard Operating Procedure For Regional Standby Arrangements And Coordination Of Joint Disaster Relief And Emergency Response Operations (SASOP).

Where obligations exist for ASEAN members under the above instruments, the Toolkit highlights those obligations through the use of the symbols above.

Both these documents are included in this Toolkit.

Also included in this Toolkit is the BNPB Guidelines, for your reference.

MULTI-AGENCY COORDINATION AND THE UN SYSTEM

In a disaster, particularly a large-scale disaster, there will be many actors. Efficient, effective and timely response requires careful coordination within the Affected Country (at the national level), and between national, regional and global mechanisms. Tool 3 of this Toolkit lists national arrangements by EAS participating members.

This Toolkit does not capture or intend to duplicate information on bilateral requests and offers for international disaster response to and from any of the UN bodies. For more information on global mechanisms including the UN system, refer to **Disaster Response in Asia and the Pacific – A Guide to International Tools and Services** and **the United Nations Disaster Assessment and Coordination (UNDAC) Handbook**.

Disaster Response in Asia and the Pacific – A Guide to International Tools and Services and the **UNDAC Handbook** describe how various UN agencies may provide sector-specific support and expertise during disaster response. The Senior UN official in a country is usually designated as the Resident Coordinator – the primary focal point for an Affected Country's engagement with the UN system. In the case of a large disaster, the Resident Coordinator is likely to also be appointed Humanitarian Coordinator by the UN Emergency Relief Coordination. As Humanitarian Coordinator, their responsibilities extend to coordinating the humanitarian activities of international nongovernmental organisations such as the International Federation of Red Cross and Red Crescent Societies and other entities such as the International Organisation of Migration – as well as coordination of the UN bodies.

EAS PARTIES TO THIS TOOLKIT

The parties are the 18 countries participating in the East Asia Summit:

- Brunei Darussalam
- Cambodia
- Indonesia
- Lao People's Democratic Republic
- Malaysia
- Myanmar
- Philippines
- Singapore
- Thailand
- Viet Nam
- Australia
- People's Republic of China
- Republic of India
- Japan
- New Zealand
- Republic of Korea
- Russian Federation
- United States of America

DEFINITIONS AND ACRONYMS

The following definitions and acronyms apply in the singular and plural (for example, Affected Country includes country and countries).

AADMER	ASEAN Agreement on Disaster Management and Emergency Response.
ACDM	ASEAN Committee on Disaster Management.
AHA Centre	ASEAN Coordinating Centre for Humanitarian Assistance on disaster management.
Action plan	<u>EAS Rapid Disaster Response Action Plan.</u>
APEC	Asia-Pacific Economic Cooperation.
ASEAN	Association for Southeast Asian Nations.
ASEAN SASOP	<u>ASEAN Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations.</u>
Assisting Country	EAS country who is requested to provide, or offers to provide with consent from the Affected Country, disaster response to an Affected Country.
Affected Country	EAS country on whose territory persons or property are impacted by a disaster.

BNPB Indonesia Guidelines	Guideline on the role of international organizations and foreign non-government organizations during emergency response, Indonesia National Agency for Disaster Management (BNPB).
Disaster	A serious event or series of events that threaten and disrupt lives, livelihoods and society, and cause widespread human, property, economic and environmental damage, which exceeds the response capacity of the Affected Country.
Rapid disaster response	The assistance provided by Assisting Countries to meet the immediate basic needs of an Affected Country, including goods, services, personnel and financial support.
Disaster response period	The time between when a disaster is first perceived (before or after impact) and when the government of the Affected Country declares an end to disaster response.
Disaster risk management	The measures taken to avoid (prevention) or limit (mitigation and preparedness) the adverse impacts of hazards (United Nations International Strategy for Disaster Reduction).
Disaster risk reduction	The practice of minimising disaster risks and vulnerabilities through systematic efforts to analyse and reduce the causal factors of disasters within the context of sustainable development (United Nations Office for Disaster Risk Reduction).
EAS	East Asia Summit. Includes the following participating countries: Australia, Brunei Darussalam, Cambodia, India, Indonesia, Japan, Lao People's Democratic Republic, Malaysia, Myanmar, New Zealand, People's Republic of China, Philippines, Republic of Korea, Russian Federation, Singapore, Thailand, Viet Nam and the United States of America.
FMT	Foreign medical teams. A World Health Organization term that describes medical teams providing international disaster response who have registered and who accept certain rules and standards as per the <u>Technical criteria for classification and minimum standards for foreign medical teams (FMTs)</u> , World Health Organization.

Goods	The supplies intended to be used in the Affected Country for disaster response, relief or initial recovery, including vehicles and other means of transport, food, medicines, clothing, blankets, tents, pre-fabricated houses, water purifying and water storage items, equipment, vehicles and other means of transport, specially trained animals, provisions, supplies, and the personal effects of disaster relief personnel (also known as cache).
INSARAG	International Search and Rescue Advisory Group.
National Focal Point	The national disaster management organisation, agency, entity or entities designated and authorised by each participating country as the first point of contact for processing requests of disaster response to and offers of disaster response from other countries or international organisations. Note that references to the 'National Focal Point' in this Toolkit are not to be confused with references made to 'the National IHR Focal Point' or 'National Focal Point' in the framework of the <u>International Health Regulations (2005)</u> .
Operations Centre	A facility that operates to assist the National Focal Point in receiving and transmitting initial reports and situation updates about disasters and disaster response.
Personnel	All international visitors (professional or volunteer) intending to enter the Affected Country to assist in the disaster response and initial recovery, including but not limited to doctors, surgeons, fire-fighters, architects and engineers.
Preparedness	Long-term actions/programmes designed to strengthen the overall capacity and capabilities of a country or community to manage disasters; and procedures planned for during a non-disaster response period to be actioned during a disaster response period to minimise loss of life, injury and damage to property when a disaster occurs.

Readiness	Noting that in some countries, preparedness and readiness have a similar definition, in this Toolkit, readiness refers to the measures taken immediately before the impact of a forecasted hazard to ensure that systems, organisations, people and equipment are able to manage the disaster and contain its effects through carrying out the pre-planned procedures.
Response	Actions, usually taken by Affected Countries, taken in anticipation of, during and/or immediately after a disaster to ensure that its effects are minimised and that affected people are provided with immediate care, relief and support.
SOPs	Standard operating procedures.
Sphere Handbook	<u>Humanitarian Charter and Minimum Standards in Humanitarian Response 2011</u> , The Sphere Project.
Transit Country	An EAS country that temporarily accepts in its territorial jurisdiction (through its transportation networks including airports, roads, and borders) disaster response from an Assisting Country to facilitate disaster response in an Affected Country.
UN	United Nations.
UNDAC	United Nations Disaster Assessment and Coordination.
UN OCHA	United Nations Office for the Coordination of Humanitarian Affairs.
USAR	Urban search and rescue.
Virtual OSOCC	Virtual On-Site Operations Coordination Centre

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