GUIDELINES FOR DISASTER EMERGENCY RESPONSE
FACULTY OF SOCIAL AND POLITICAL SCIENCES
UNIVERSITAS GADJAH MADA
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COMPIlLED BY

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SECTION I
INTRODUCTION

A. Background

Faculty of Social and Political Sciences in Universitas Gadjah Mada, currently facilitates academic activities covering lecturers, students, non-faculty staff, and guest researchers. Historically, disaster risks in Faculty of Social and Political Sciences include any exposure to volcanic eruptions and earthquakes, which could result in casualties if any measures of anticipation to respond disaster threats were absence. Supported by relatively new buildings, the location of Faculty of Social and Political Sciences is conveniently accessible from surrounding densely-populated areas. Under conditions where civitas academica in the faculty was undergoing academic activities, it is imperative to ensure that people in university are thoroughly aware of what should be done during a disaster.

B. Aim and Objectives

This Standard Operating Procedure provides a set of guidance for civitas academica at Faculty of Social and Political Sciences in taking disaster management measures. The objectives were to:
1. Set an outline of emergency and disaster management within area of campus
2. Provide direction for civitas academica's activities to casualty risks reduction.

C. Definiton of Terms

1. CARED: mobile applications built for Disaster Emergency Response

2. Disaster: Event or series of events which threaten the life and livelihood of society caused by both natural and/or non-natural and human factors, resulting in the occurrence of human casualties, environmental damage, property loss and psychological impact.

3. Disaster management action: A series of activities covering the formulation of disaster risk reduction on development policies, disaster prevention activities, emergency response, rehabilitation, and reconstruction.

4. Disaster Emergency Response: A series of immediate activities conducted during the disaster to deal with adverse impacts, covering the rescue and evacuation of victims, property, basic needs, protection, assistance and treatment of victims, as well as infrastructure recovery.

5. Disaster Emergency Response period: Duration of emergency disaster set by national or local government for a certain span of time.

6. Emergency Command Post: Command Post formed during emergency period covering some phases; emergency alert, emergency response and transition from emergency response to recovery phase in the form of Command Post, Coordination of Disaster Emergency Response, and Disaster Emergency Response Field Post consisting of task forces as work unit of emergency management system.

7. Coordination and Command Post of Disaster Emergency Response: Institution function as center of Disaster Emergency Response Operations Command to coordinate, control, monitor and evaluate the implementation of emergency response.

8. Disaster Emergency Response Field Post: Institution responsible for managing emergency response directly in disaster area or at temporary shelter consisting of volunteer with respective working units that provide assistance and service for the affected communities.

D. Scopes

1. The guidelines discusses the formation of Disaster Emergency Response and Emergency Command Post, Field Post and Task Force
2. The guideline applies to students, lecturers, faculty staff, and guest researchers

SECTION II
COORDINATION OF DISASTER EMERGENCY RESPONSE

Coordination of Disaster Emergency Response involves number of aspects.

A. Location

1. Coordination and Command Post located at Faculty of Social and Political Sciences Universits Gadjah Mada.
2. Time operation of Coordination and Command Post of Disaster Emergency Response is temporary during the emergency period and operates 24 hours a day and may be extended or shortened based on need.

B. Location requirements

1. Coordination and Command Post located at the safe zone as an evacuation point.
2. Location Criteria
    a. Accessible for various groups and work units involved in Disaster Emergency Response activities.
    b. Safe and free from disaster threat.
    c. Allow an adequate field for parking space and proper room for logictic warehouse.

C. Formation Process

Formation of Coordination and Command Post of Disaster Emergency Response is divided into two types of disaster as follows:

1. Emergency alert stage for gradual type of disasters, such as floods and

volcanic disaster. For such type, the post is formed by following the gradual status of Center for Operation Control of National or Regional Agency for Disaster Management.

2. Emergency alert stage for sudden type of disasters, such as an earthquake. For such type, the post is formed through compulsary steps which must be implemented as a whole into a series of integrated command and coordination system.

Preliminary Information and Data on Disaster Events

Preliminary disaster data includes verified report of civitas academica, supported by information from relevant agencies. The validity of information must be confirmed with empirical situation in the field through the question of what, when, where, conditions, number of casualties, impacts, previous and existing efforts, and immediate need.

Assignment of Quick Response Team and Assessment Team

Based on preliminary information, management of faculty assigns quick response team for implementing coordination task of rescue and emergency management, mapping the location of disaster and temporary shelter, and supporting assistance in emergency response activities, using either CARED application or other existing disaster mitigation tools.

The result of Quick Response Team of Faculty of Social and Political Sciences's task is perceived as sources of consideration for making decision to conduct subsequent action (determining the location of field post for assistance and service) and to provide assistance based on the magnitude of disaster. The report and study of Quick Response Team and Assessment Team will determine the scale of disaster based on local capabilities and damage condition, as well as the map of casualties.

Task of Coordination and Command Post of Disaster Emergency Response

1. Issuing decree of formation of Coordination and Command Post of Disaster Emergency Response.
2. Utilizing human resources, set of tools, logistic, and fund from all potential resources.

D. Organizing

1. Organization of Coordination and Command Post of Disaster Emergency Response is a one-command organization with clear chain of command line and distinct responsibility. This coordination performs in single congenial command.
2. Organization structure of Coordination and Command Post of Disaster Emergency Response consist of Faculty Dean assisted by staff and operation task force, senior lecturer, and students cooperating to form a team composed of a Chief, Vice Chief, Staff, Operation Task Force, and Assessment Work which may be adjusted on need.

E. Main Tasks and Organization Functions

Main tasks of Coordination and Command Post of Disaster Emergency Response are:

a) Ensuring proper operation of Disaster Emergency Response by various existing working units with a guided, coordination based, effective and efficient manner at disaster location.
b) Collecting information, field data, and information progress to be used as reference in drafting Disaster Emergency Response Action Plan.
c) Drafting Disaster Emergency Response Plan.
d) Determining the location of assistance and services for natural disaster

victims based on analysis.

e) Deploying Volunteer Team in the determined-location in accordance to Disaster Emergency Response working units based on capacity and expertise in systematic and measurable manner.

f) Planning, coordinating, controlling, and monitoring the distribution of resources for Disaster Emergency Response operation which are immediate, proper, dignified, effective and eficient therewith evaluating implementation of Disaster Emergency Response operation

g) Reporting the implementation of Disaster Emergency Response operation to the Chief of the Coordination and Command Post

h) Disseminating valid and accurate information of disaster event to mass media and public.

Functions of Coordination and Command Post of Disaster Emergency Response:

a) Coordinating, integrating, synchronizing all working unit elements involved in the organization of Disaster Emergency Response Command to conduct finding, rescuing and evacuating victims, properties, basic needs, assisting and protecting victims, and recovering vital facilities and infrastructures immediately in a stage of emergency alert and emergency response.

b) Set up as assembly point of all resources to perform emergency response action.

c) Set up as center for managing actions and for employing all resources in terms of emergency response action.

F. Duties and Responsibilities of Organization Units

1. Chief of Disaster Emergency Response
a) Chief of Disaster Emergency Response is lecturer or staff assigned by Faculty Dean according to their authorities.

b) Chief is responsible for:

    (1) Activating and increasing Command and Coordination Post of Disaster Emergency Response in accordance with type, location, and level of disaster.

    (2) Determining location of assistance area based on validated studies and analysis by Assessment Team.

    (3) Forming a Post of Assistance and Services at determined location be it in affected area or temporary shelter area.

    (4) Drafting operation plan of organization, implementation, and control for Disaster Emergency Response.

    (5) Giving command and controling utilization of human resources, equipments, logistics, and rescue team as well as instructing the task forces which consist of medical work units, Search and Rescue (SAR), psychosocial, logistics, and related institutions in facilitating accessibility for Disaster Emergency Response.

    (6) Conducting evaluation through coordination meeting which is held at least once a day to manage further activity plans.

2. Vice Chief

Vice Chief of Disaster Emergency Response is lecture or staff assigned by Faculty Dean according to their level and authorities

    1) Vice Chief is responsible for:

        a) Assisting Chief of Disaster Emergency Response in planning organization, implementation, and control for Disaster Emergency Response.

        b) Coordinating secretarial task, public relations, and household of the post.

        c) Representing the Chief of Disaster Emergency Response in case of unavailability.

    2) Vice Chief of Disaster Emergency Response is directly responsible

to the Chief.

3. Secretariat

Secretariat is led by a Secretary

a. Secretary is responsible for:

1) Organizing report and general administration.

2) Providing information board and an updated-data of casualty condition and deployment of victim, and disaster locatian map.

3) Updating information and data based on the result of report and evaluation.

4) Organizing periodical meeting and evaluation.

b. Secretary is directly responsible to the Chief of Disaster Emergency Response.

4. Finance

a. Finance Staff is led by treasurer which are responsible for:

1) Conducting all financial administration.

2) Analysing and drafting financial plan in order to conduct Disaster Emergency Response.

3) Providing the required budget in order to conduct Disaster Emergency Response.

4) Providing financial statement and record of expenditures and revenues in accountable manner.

b. Treasurer is directly responsible to the Chief of Disaster Emergency Response.

5. Volunteering Unit

a. Staff of Volunteering Unit is led by Coordinator which is responsible for:

1) Fulfilling and serving the need of accomodation, consumption, and health of volunteers assigned in all Disaster Emergency Response

working units.

2) Compiling database of volunteers involved in Disaster Emergency Response.

3) Providing administration need of the volunteers who served in the field.

b. Volunteer Unit Coordinator is directly responsible to the Chief of Disaster Emergency Response.

6. Assesment Unit

a. Assesment Units is led by Coordinator assigned by the Chief whose members are volunteer with expertise on mapping, medical analysis, and well-informed about the affected area. The Coordinator is responsible for:

1. Compiling assesment plan.

2. Compiling data of casualties and damages.

3. Mapping the location of disaster and refugee camp.

4. Conducting accurate and immediate studies and analysis on the condition of disaster location.

5. Determining the location of assistance and type of assistence to be given.

6. Finding and communicating with the branch chief based on type and location of disaster event to support assessment task and Disaster Emergency Response.

b. Asessment Units Coordinator is directly responsible to the Chief of Disaster Emergency Response.

7. Medical Unit

a. Medical Unit is led by Coordinator which is responsible for:

1. Drafting medical action plan.

2. Contacting and inventoring hospital in the nearest area to be involved

in Disaster Emergency Response.

3. Deploying medical team at determined service points.

4. Determining the number of hospital to be involved in each replacement period in accordance with the number of service point locations that have been determined by the Chief of Disaster Emergency Response Post.

5. Organizing and setting scheduled activities of hospital to be involved in Disaster Emergency Response action.

6. Providing and listing need of medicines and medical tools with a pharmaceutical team that will record drug distribution.

7. Controlling, monitoring and evaluating the activities of medical team consisting of hospitals involved in the field.

b. Medical Unit Coordinator is directly responsible to the Chief of Disaster Emergency Response.

9. Logistics and Equipment Unit

a. Logistics and Equipment Unit is led by Coordinator assigned by the Chief of Disaster Emergency Response whose members of volunteer come from *Angkatan Muda Muhammadiyah* (Youth Generation of Muhammadiyah), which is responsible for:

1. Providing set of tools, equipment, and services to be used by work units involved in Disaster Emergency Response.

2. Receiving, administrating, and deploying logisitic support to casualties.

3. Coordinating all logistic and equipment support from all related institutions, assemblies, organizations or agencies.

4. Providing a list of logistic and equipment support need to be submitted to the Chief of Disaster Emergency Response.

5. Assisting the availability of general sanitation activities, clean water, and

6. Ensuring, correcting and evaluating the needs of both disaster victims and logistic and equipment of all work units in disaster emergency response.

b. Coordinator is directly responsible to the Chief of Disaster Emergency Response.

G. Facilities

Supporting facilities of Coordination and Command Post of Disaster Emergency Response including:

a. Communication: telephone, satellite telephone, fax machine, communication radio (short and long distance)

b. A set of computer and multimedia: Laptop, desktop, printer, website, e-mail

c. Television, radio

d. Speaker: megaphone

e. Transportation: cars, motorcycles, inflatable boats

f. Office stationery

g. Furnitures office

h. Media presentation: LCD projector

i. Signboards, banners

j. Data and information boards

k. Main map of post activity

l. Geographic location map, topographic area map

m. Logistics data: plan, availability, distribution, and stock of goods

n. Personils and volunteer data

o. Equipment data

p. Wall clocks

q. Duties schedule and team/work unit location

r. Portable electric generator

Facilities of Coordination and Command Post of Disaster Emergency Response,

including buildings and tents:

a. Meeting and Coordination Room

b. Administration and secretariat room

c. Unit desk

d. Logistics room / logistics warehouse

e. Data, information and communication room

f. Multipurpose room and furnitures

g. Praying room

h. Volunteer break room

i. Restrooms

j. Kitchens

k. Parking areas

SECTION III
ESTABLISHMENT OF DISASTER EMERGENCY RESPONSE FIELD POST

In the establishment of Disaster Emergency Response field post, basic requirements are to be considered:

A. Location

Location of Field Post should meet this following criteria:

1. Disaster Emergency Response Field Post located at campus area.
2. Working area of each Disaster Emergency Response Field Post covers one specific area.
3. Time operation of Disaster Emergency Response Field Post is temporary during the emergency period and operates 24 hours and may be extended or shortened based on emergency need.

B. Location Requirements

Disaster Emergency Response Field Post should meet the following criteria:

1. Safe and free from disaster threat.
2. Easily and accessible, spacious for various activities.
3. Allow an adequate room for volunteer breaktime, proper medicines and logictics warehouse.
4. Adequate sanitation and clean water.

C. Formation Process

Field Post formed by Coordination and Command Post of Disaster Emergency Response Team based on several considerations including location, organizational capability and the type of disaster. This formation considers assessment results and need of support and service of the particular area. Formation process must be held right after disaster event.

D. Main Tasks

1. Main task of Field Post is organizing Disaster Emergency Response in a stuctured, systematic, prompt, appropriate, and dignified manner at disaster area.

2. Synergize and coordinate with other institutions that operate at the same location without reducing the effectiveness of the assistance provided to disaster victims.

E. Functions

Disaster Emergency Response Field Post functions as:

1. Assembly points, consolidation and coordination place to integrate all work units and resources in terms of performing Disaster Emergency Response.

2. Victim treatment services point.

3. Center of field post data and information.

F. Task Descriptions

1. Providing services to meet the basic need of victims.

2. Conducting search, rescue, and evacuation of disaster victims.

3. Providing services and protection for vulnerable groups of victim (children, women and parents).

4. Continuing victim and damage assessment activities for rehabilitation and reconstruction process.

5. Mobilizing work units to perform services and logistics distribution in appropriate, prompt, and dignified manner.

G. Structure

Organizational structure of Disaster Emergency Response Field Post consists of Field Post Coordinator assisted by Field Post Staff and task forces, which consist of Coordinator, Vice Coordinator, Staff, and Task Force.

H. Responsilibities Description

1. Field Post Coordinator is assigned by Chief of Disaster Emergency Response.

    a. Coordinator is responsible for:

    1) Enabling Field Post as a service center and disaster victim assistance.
    2) Drafting operation plan for organizing, implementing and controlling Disaster Emergency Response action.
    3) Conducting evaluation through coordination meetings held at least once a day to manage further activity plan.
    4) Coordinating with parents, students, teachers, Coordination and Command Post of Disaster Emergency Response, and local communities regarding Disaster Emergency Response action.
    5) Disseminating information of assistance and service activities conducted by Disaster Emergency Response work units to disaster victims.
    6) Submitting regular written reports to the Chief of Coordination and Command Post of Disaster Emergency Response.

    b. Field Post Coordinator is directly responsible to the Chief of Coordination and Command Post of Disaster Emergency Response based on type and location of disaster event.

2. Vice Coordinator

Vice Coordinator is assigned by the Chief of Disaster Emergency Response.

    a. Vice Coordinator is responsible for:
    1) Assisting Field Post Coordinator in planning, organizing, implementing and controlling Disaster Emergency Response command.

2) Coordinating secretarial duties, public relations, and household of the post.

3) Representing the Coordinator in case of unavailability.

c. Vice Coordinator is directly responsible to the Chief of Disaster Emergency Response.

3. Secretariat

Secretariat is led by a Secretary.

a. Secretary is responsible for:

1) Organizing general administration and report.

2) Providing information and victim's condition board, deployment area of casualties, and disaster location map.

3) Updating data and information based on report and evaluation results.

4) Managing and organizing meetings and evaluations of field work units periodically.

b. Secretary is directly responsible to the Field Post Coordinator of Disaster Emergency Response.

4. Finance

a. Finance is led by treasurer which is responsible for:

1. Conducting all financial administration.

2. Analysing and drafting financial plan in order to conduct Disaster Emergency Response.

3. Submitting budget plan to Coordinator and Command Post based on allocation approved by Field Post Coordinator.

4. Providing the required budget in order to conduct Disaster Emergency Response.

5. Providing financial statement and record of expenditures and revenues in accountable manner.

b. Treasurer is directly responsible to the Field Post Coordinator of Disaster Emergency Response.

5. Medical Work Unit
   a. Medical Work Unit is led by Coordinator which is responsible for:
      1. Drafting medical action plan.
      2. Coordinating to perform medical services.
      3. Conducting medical record as patient recovery report and scheduled activity.

   b. Medical work unit coordinator communicates with Post Field Coordinator to undertake medical activities in the assistance and service points. Field Coordinator of Medical work unit is directly responsible to the Coordinator of Medical Work Unit and Coordination and Command Post of Disaster Emergency Response.

SECTION IV

SOCIALIZATION OF DISASTER EMERGENCY RESPONSE

Disaster Emergency Response must be supported by socialization mechanism which is conducted regularly in every academic year to adapt civitas academica with emergency tasks. Socialization is designed by engaging students, lecturers, faculty staff and all stakeholders at Faculty of Social and Political Sciences. Socializations are organized by specific units assigned by Faculty Dean for preparing, implementing, monitoring, and evaluating the whole process of socialization.

In socialization, mechanism of coordination is as follows:

1. Work units prepare socialization plan and communite with faculty officials to obtain validation concerning coordination process to be conducted in supporting the acitivity.

2. Faculty Dean assigns supporting units to formulate the division of tasks. He division is based on the representation of stakeholders in the faculty, i.e. the Lecturers Coordinator, Teachers Coordinator, and Students Coordinator. Coordination is conducted by engaging Center for Security, Safety, and Health at Work (PK4L) of Universitas Gadjah Mada as a unit assigned by the university in accordance with its main tasks in the aspect of security, safety and health.

3. Implementation unit prepares socialization material based on the result of coordination with support units for mobilizing information on the physical infrastructure condition supporting the Disaster Emergency Response.

4. Socialization team under the Dean's guidance coordinates the implementation of socialization with department officers in the faculty.

5. Socialization is conducted by involving volunteer of lecturers, educators, and students in knowledge transfer process.

6. Socialization team prepares the monitoring and evaluation process to

measure the understanding of all participants on procedures of Disaster Emergency Response in the campus area. This includes:

a) The most hazardous points in disaster event and post evacuation points.

b) How to conduct evacuation from class, workspace, and locations where work facilities are available.

c) Things to be considered related to personal and civitas academica's safety during disaster events.

d) Complete information mobilization to connect the civitas academica with family and other key stakeholders in ensuring the safety and mitigation of disaster impacts.

7. The socialization team prepares feedback mechanism to acquire input from lecturers, students, and educators related to the process as sources to improve the implementation of socizalization in anticipation phases and further disaster management.

Socialization is conducted using facilitation by civitas academica's peer. Currently, there are several physical facilities and personnel whose role are able to support the process in the faculty area.

1. Facilitator of Socizalition

2. Facilitator Facilitator of Socizalition is a volunteer who has been involved in disaster simulation activities in Faculty of Social and Political Sciences since 2015. Facilitator consists of lecturer, as well as undergraduate and postgraduate students. Each facilitator is responisble for guarding the process and encouraging the participation of civitas academica to take rescue initiatives and to ensure the security of other civitas academica.

3. Infrastructures of video simulation
   The 5-minutes video contains disaster response-related instructions built on the physical and social infrastructure of the faculty. This video can be disseminated not only to the civitas academica working at Faculty

of Social and Political Sciences, but also to public outside the faculty who conduct academic activities in temporary period of time, so that they have awareness of potential risks and disasters during their activities.

4. CARED Application is developed by Program on Humanitarian Action (PoHA), Institute of International Studies, through UGM-Osaka University RESPECT Satellite Office on Disaster Management and Humanitarian Action. Through the application, civitas academica are able to report personal conditions to their relatives and to gain information about their relatives's condition who used CARED applications. Furthermore, civitas academica may choose the features in the application to inform their condition. Some of these features include *Panic Button, Safety Confirmation, and Disaster Report*.

Appendix 1. Video Narration of Disaster Emergency Response Information Dissemination Students

Welcome to the Faculty of Social and Political Sciences Universitas Gadjah Mada. This video will provide practical guidance in facing earthquake disaster in Faculty of Social and Political Sciences area.

The Faculty of Social and Political Sciences's building is equipped with disaster evacuation support facilities, in the form of emergency-exit board, emergency stairs, and assembly points. Students are expected to recognize the evacuation routes provided in the campus area. Also note, lecture halls in the faculty consist of 3 types, which are lecture hall with a large or long table, lecture hall with a small table, and lecture hall with a very small table to be used only for writing.

If you are in the lecture hall during an earthquake, stay calm and do not panic. Furthermore, do not leave the room running, hurrying, pushing each other, or

even while using your mobile phone. If you are in a lecture hall with a large table, the first step to be done is to stop down under the table. Make sure the size of the table is able to cover your body. It is not advisable to exit the room until the earthquake stop, unless there is no place for cover.

When you are in a lecture hall with a small table that is possible to be used as a cover, the first step to take is to stop down under the table while protecting the head and nape with an object such as backpack or books, or crossing hands overhead. If possible, you can also stand in the room corner closest to the door while covering the head and nape.

When you are in a lecture hall with a table that does not allow for cover, leave the room in a neat manner. Start from those who sit the farthest from the door, while protecting the head and nape.

If an earthquake occurs while you are in an elevator, do not panic. When the elevator gets stuck, immediately hit the "bell" sign and speaks loud near the sign and inform in which floor you are trapped. Center for Security, Safety, Health at Work (PK4L) of Universitas Gadjah Mada will immediately come to help. But if there is a power failure, the electricity in the elevator will automatically turn back on 5 minutes later.

When walking out of classrooms and faculty buildings, it is not permissible to run, hurry, push, chat, use mobile phones, and use the elevator. Walk outdoors orderly and well-measured. Be mindful of your steps and follow the evacuation instructions. Use emergency stairs when you are on the top floor and do not use the elevator during the evacuation process. Walk to the nearest assembly points. Make sure there is no loss that occurs and pay mutual attention to the condition of other civitas academica.

When the condition is under control, the students are allowed to use mobile phone, either to provide safety information or to ask the condition of their relatives. Students can also use disaster applications that had been developed in the faculty, namely CARED Safety Confirmation System.

Appendix 2. Cared Safety Confirmation System Installation Guidelines

CARED Safety Confirmation System can be accessed on iOS and Google Playstore. There are several steps to register. Here is registration steps and some features available in CARED Safety Confirmation System:

Easy Registration

- You can login using a Facebook account

- Manually log in is guided by using wizard, step by step

- Application will save the session user account for the next login

- Application provides password recover mechanism in case of user forget the password

Safety Confirmation

- This feature provides confirmation information on the condition of the user with two options, which are: "safe" and "not safe"

- Information is sent by email to a contact that has been selected by the user

- Can add notes and photos to give a detailed picture to the recipient of the message

Panic Button

- This feature provides information about the emergency condition of the users which need a quick help

- Users only need to touch "push" button on panic button feature

- Equipped with a voice recorder, so it will automatically records the user's voice for 10 seconds, and automatically sends it to the selected contact list

Report Disaster

- Features for survey need and collecting data from users related to the conditions and circumstances of disaster event

- Equipped by five questions, which are: situations, living conditions, evacuation area conditions, logistical conditions, and needs of additional help

- Users can add photos and notes to make a more detail report

Global Disaster Information

- Feature provides updated-information on disasters that occur worldwide

- Users can update the latest information about disaster conditions from any places at any times