



# How to establish Standard Operating Procedure

7th Joint Project Team Meeting for Sentinel Asia STEP3 (JPTM2019) , Marriott  
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Asian Disaster Reduction Center (ADRC)

# Background

- More than 330 EORs were requested since 2007.
- A lot of stellate images and products were provided based on requests.
- However a procedure for request is not unified in past EOR;
  - how to request, how to share, how to feedback to end-user, etc.

# Purpose of this SOP

- To be shorten time after disaster occurrence
- To be strengthen communication network between JPT member and other agencies
- To get correct disaster information for accurate EOR (latest information, AOI, utilization for end-user)
- **To be clear each role and responsibility**

# Strengthen network between space agency and disaster management organization



## In Myanmar

Date: 30 January 2018

Venue: Horizon Lake View Resort

Participants: 39  
(RRD, DMH, ADPC, MIMU, One map Myanmar, etc.)



*English and Myanmar language*



## In Thailand

Date: 22 February 2018

Venue: Wayupak Convention Center

Participants: 21  
(DDPM, GISTDA, MOI, RID, DWR, RFD, ADPC, etc.)



*English and Thai language*

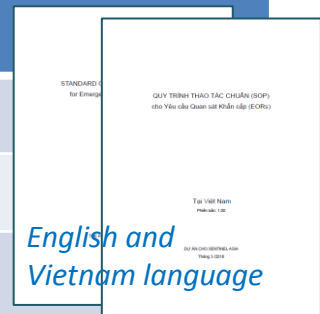


## In Vietnam

Date: 19-20 March 2018

Venue: STI building

Participants: 36  
(STI, MONRE, DMPTC, etc.)



*English and Vietnam language*

# 3 steps for developing SOP

1. Analysis past EOR in target country
2. Analysis existent SOP
3. Invite participants to workshop (not only JPT member but potential member)
4. Confirmation about Consensuses

# Brief version

## How to Emergency Observation Request (EOR) for Sentinel Asia

### STEP1: DISASTER INFORMATION SHARING and CONFIRMATION

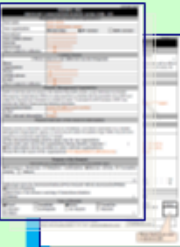
**Disaster**

Discuss with Disaster Management Organization in your country and confirm whether submit EOR sheet or not.

	Name	Mobile Number	E-mail
DDPM			
GISTDA			
AIT			

### STEP2: PREPARATION EOR SHEET and SUBMISSION

#### Preparing EOR sheet \*required



- Fill in disaster information for your EOR
- ◆ Requester (your name and organization)
  - ◆ Name of Disaster Management Organization
  - ◆ Purpose, Type of Disaster, Date of Occurrence
  - ◆ Detail information and news source
  - ◆ Place of occurrence, Request area
  - ◆ Coordination (X, Y)
  - ◆ Elevation to International Disaster Charter (IDC)
- \* SAMPLE EOR Sheet is shown in back of this paper.

#### Registration into SA server \*optional



Your ID and Password for SA server

ID	
PASSWORD	

#### Submitting EOR sheet to Secretariat \*required

Completed EOR sheet is submit to;

By E-mail : "sarequest@adrc.asia (ADRC)",  
and "z-sentinel.asia@ml.jaxa.jp (Secretariat of SA)"

or By FAX : " +81-78-262-5546 (ADRC)"

### STEP3: ACTIVATION and DATA UPLOAD (by Secretariat, DPN and DAN)

- ◆ Data Registration by ADRC (on behalf of your organization)\*1
- ◆ Activation your EOR by ADRC\*2
- ◆ Upload satellite images into SA server by DPN\*3
- ◆ Upload VAP (Value Added Product) into SA server by DAN\*3
- ◆ Escalation IDC (International Disaster Charter) if necessary\*2



### STEP4: FEEDBACK to END-USER (in affected area)

- ◆ Requestor share provided information to end-user

Sample EOR

SENTINEL ASIA EMERGENCY OBSERVATION REQUEST (EOR) FORM (7/2)	
Time limit for information to be uploaded on the SA WEB-portal <input type="checkbox"/> Less than 24 hours <input type="checkbox"/> Not exceed 4 days <input type="checkbox"/> Not exceed 10 days <input type="checkbox"/> Others: _____ *Others: the expected time limit, there might be cases where the delivery of information will be difficult to meet or the product to be delivered is assessed to be not enough at a given time. In such cases, we may not trigger Sentinel Asia.	
Date and time(UTC) 19 September 2017	Details, news source (As of 19 September) Number of casualties: 48 killed / 13 missing / 5,500 affected Number of damaged house-building: 100 totally collapsed According to following news site, flood hit which was triggered by heavy rain in *** region. URL of News source: https://www.*****
Country ***	Place of occurrence Name of your country Request area ***city and *** city in *** Province
Name of a place ***	Coordinates of centre point Latitude : 10° 30' 46" N Longitude : 99° 00' 39" E Radius : 30 km
Please select one <input checked="" type="checkbox"/> Circular zone <input type="checkbox"/> Rectangular zone	Coordinates of corners Lat : * * * * * N Lon : * * * * * E
<input type="checkbox"/> Necessary <input type="checkbox"/> Not necessary <input type="checkbox"/> Don't know	Necessity for Additional Observation <input type="checkbox"/> Not necessary <input type="checkbox"/> Don't know
The requesting organization (RO) may further ask whether to elevate this Emergency Observation Request (EOR) to International Charter for Space and Major Disasters (ICD) when secretariat confirms its appropriateness. If RO wishes to elevate to IDC, please check the box on the right.	
Please send the completed form to ADRC (E-mail: sarequest@adrc.asia or (E-mail) sarequest@adrc.asia)	

Sample EOR

SENTINEL ASIA EMERGENCY OBSERVATION REQUEST (EOR) FORM (7/2)	
Requester (your name and organization) Your name (your name) Your organization (your organization name) Your phone Membership: <input checked="" type="checkbox"/> IPT member <input type="checkbox"/> ADRC member Your cellular phone Your fax Your E-mail Other E-mails for notification	Contact Person Name Phone Cellular phone E-mail Other E-mails for notification
Disaster Management Organization ADRC is the first point of contact in the Sentinel Asia EOR process. Local information by Disaster Management Organizations (DMOs) is quite essential to undertake the first evaluation of an EOR and to use the Sentinel Asia framework is suitable to assist. To proceed the EOR process, ADRC may contact with DMOs. Please provide following information.	
Organization Name (name of DMO in your country) E-mail Other relevant information (if any)	Planned end-user of the observed information
Please provide us information, to the best of your knowledge, as to which organization (e.g. Disaster Management Organization) is currently utilizing the satellite image. ADRC may ask some questions to concerned organization, if needed. <input type="checkbox"/> The information/image shall be used only for our organization Please state your role in the organization during disaster response ( ) <input checked="" type="checkbox"/> The information will be provided to other relevant organizations. Please fill in the name of the organization( Fire department in affected area )	
Purpose of the Request How does your organization intend to use the satellite data? <input checked="" type="checkbox"/> Emergency Response ( <input type="checkbox"/> Situation confirmation, <input checked="" type="checkbox"/> Rescue activity, <input type="checkbox"/> Evacuation activity, <input type="checkbox"/> Others ) ..... <input type="checkbox"/> Damage and Loss Assessment(DALA) Post Disaster Needs Assessment(PDNA) <input checked="" type="checkbox"/> Recovery Planning <input type="checkbox"/> Detection of an advance warning of hazardous situation ..... <input type="checkbox"/> Others)	
Type of Disaster <input checked="" type="checkbox"/> Flood <input type="checkbox"/> Landslide <input type="checkbox"/> Storm <input type="checkbox"/> Forest fire <input type="checkbox"/> Volcano <input type="checkbox"/> Earthquake <input type="checkbox"/> Ice hazard <input type="checkbox"/> Tsunami <input type="checkbox"/> Other	

# Full version

**Manual of Emergency Observation Request  
for Sentinel Asia**  
  
**For Thailand**  
 Version. 1.00  
  
 THE PROJECT FOR SENTINEL ASIA  
 March 2018

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### 3. Preparing and Submitting EOR Sheet (compulsory action)

**3-1. About EOR Sheet**  
 EOR sheet is an important document to activate request. EOR sheet requires an accurate disaster information for swift response to EOR. Latest EOR sheet can be downloaded from the following web-page.  
<https://sentinel.tksr.taha.jp/sentinelR/ikranControl.asp#>

**3-2. Preparing EOR Sheet**

A) Requester (your name and organization)  
 The following information about requester (the person who sends request to Secretariat) should be provided as shown in below table.

Requester (your name and organization)	
Your name	姓, *****
Your organization	OS/TOA
Your phone	+66_*****
Your cellular phone	+66_*****
Your fax	+66_*****
Your E-mail	*****@*****
Other E-mail(s) for notification	*****@*****

B) Additional Contact Person  
 If there is another contact person, information about that person should also be provided as shown below.

C) Disaster Management Organization  
 Required information about a contact person is shown here. A person of Local DOPM is also acceptable.

Contact Person	
* Fill in below in case different from the Requester	
Name	*****
Organization	*****
Phone	+66_*****
Cellular phone	+66_*****
E-mail	*****@*****
Other E-mail(s) for notification	*****@*****

D) Planned end-user of the observed information  
 Information about end-user should be clearly provided. Please mark on an appropriate option (box) or both and also provide some additional information as indicated on the information sheet shown below.

“mi-ikeda@adrc.asia” and “dam.lamsal@ajiko.co.jp”

# Points for Confirmation

**(1) To be clear each role and responsibility**

**To make a SA coordination framework in Thailand**



Question: Which organization make a disaster situation report in Thailand?

(12) Answering Questionnaire (page 12)

(5) Request to Provide Data

(6) Announcement about Activation

SA Secretariat  
(include ADRC)

DAN / DPN  
\* Include AIT, GISTDA, ADPC

A

GISTDA, DDPM

(1) Disaster Information Sharing (page 4)  
(2) Confirmation for EOR (page 4)  
(3) Preparing and Submitting EOR Sheet (page 5-8)

Request

(4) Registration

Activation

link

Other JPT member in Thailand  
(DWR, RFD, RID, LDD, ANED, Wildlife and Plant Conservation Department)

(4) Registration (page 9)

(8) Data Download

(7) Data Upload

(9) Support

B

- AIT
- ADPC

(10) User Feedback

End-User  
(e.g. Local disaster management agency in affected area) e.g., [local DDPM at nakhon si thammarat](#)



A: JPT member in Thailand  
B: International Organization

# Points for Confirmation

(3) Updating List of Contact person for this SOP  
Regarding Table 2 / 1 person from 1 organization

DDPM: Mr./Ms./Dr. \*\*\*\*\*

GISTDA: Mr./Ms./Dr. \*\*\*\*\*

AIT: Mr./Ms./Dr. \*\*\*\*\*

ADPC: Mr./Ms./Dr. \*\*\*\*\*

\*also we want to confirm focal point of “DWR, RFD, RID,  
LDD, ANED, Wildlife and Plant Conservation  
Department”

# Schedule for finalized SOP of EOR

- (i) Updating SOP based on this WS (by end of February 2018)
- (ii) Translation SOP in Thai language (by middle of March 2018)
- (iii) Sharing finalized SOP (by end of March 2018)