



Republic of the Philippines
MIMAROPA Region
Province of Occidental Mindoro
OFFICE OF THE GOVERNOR

Executive Order No. 49
Series of 2019

**AN ORDER PROVIDING FOR THE ADOPTION OF THE INCIDENT COMMAND SYSTEM (ICS) AND
ACTIVATION OF THE INCIDENT MANAGEMENT TEAM (IMT) AND RESPONSE CLUSTER IN THE
PROVINCE OF OCCIDENTAL MINDORO**

WHEREAS, Incident Command System (ICS) is defined as a standard, on-scene, all-hazard incident management concept that can be used by all DRRCs, member agencies and response groups. It allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by agency or jurisdictional boundaries;

WHEREAS, natural and human disasters are becoming more frequent and climate change has further added to the unpredictability of these occurrences as well as their impact on society;

WHEREAS, the impact has challenged the Philippine Government thru the National Disaster Risk and Management Council to heighten its vigilance in ensuring that disaster risks are addressed, prevented or minimized;

WHEREAS, the ASEAN countries, of which the Philippines is a member, had formally adopted the ASEAN-US Cooperation on Disaster Management Program, with focus on INCIDENT COMMAND SYSTEM (ICS) capability building for the ten (10) ASEAN Member States;

WHEREAS, the ICS Model introduced under the ASEAN-US Cooperation on Disaster Management provided the framework for adoption of an appropriate and suitable model for an on-scene disaster response and management system within the ASEAN MEMBER STATES respective jurisdiction;

WHEREAS, fully cognizant of the proven effectiveness of the INCIDENT COMMAND SYSTEM as a disaster management tool, the National Disaster Risk Reduction Management Council of the Philippines, through the Office of the Civil Defense (OCD), took lead in the implementation of the continuous development of strategic and systematic approaches as measures to reduce the vulnerabilities, risk to hazards and manage the consequences of the hazards.

WHEREAS, in consonance with Rule 7 (h) of the Implementing Rules and Regulations (IRR) of RA 10121 which expressly provided for the establishment of an Incident Command System (ICS) as part of the country's on-scene disaster response system, the Provincial Government of Occidental Mindoro, through its Provincial Disaster Risk Reduction Management Council (PDRPMC) adopts and integrates the ICS within its PDRRM system and activates the Incident Management Team (IMT) and Response Cluster during disaster response operations, management of planned events, and exercises.

WHEREAS, under Memorandum No. 43, s. 2016, entitled "Guidelines on the Interoperability of Incident Management Teams (IMTs) and the Response Clusters", ICS has been considered as one of the two tools, along with Cluster Approach System, that enhanced the mechanisms for resource management, reporting and documentation, promotion of responders' safety and continuous improvement of disaster response operations.



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NOW, THEREFORE, I, EDUARDO B. GADIANO, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the **ADOPTION OF THE INCIDENT COMMAND SYSTEM (ICS) AND ACTIVATION OF THE INCIDENT MANAGEMENT TEAMS (IMT) AND RESPONSE CLUSTERS IN THE PROVINCE OF OCCIDENTAL MINDORO.**

Section 1. ADOPTION OF THE INCIDENT COMMAND SYSTEM. *The Incident Command System (ICS) is hereby adopted which aims to effectively address issues and problems arising at on-scene level incident involving multi-agency participation and multi-jurisdictional response to on-scene disasters. The ICS shall be integrated within the PDRRMC system of the province.*

Section 2. ACTIVATION OF THE IMT AND RESPONSE CLUSTER.

The Incident Management Team (IMT) and Response Cluster shall be activated during disaster response operations, management of planned events, and exercises.

The IMT shall have the following duties and functions:

- i. Exercise command and control functions over all checked-in resources for response;
- ii. Request for additional resources to the RO through the EOC; and
- iii. Facilitate the demobilization of resources mobilized and/or provided by the Response Clusters. The RO shall be properly informed on the demobilization details.

For the Response Clusters:

- i. The head or authorized representative of each Response Cluster shall report in person to RO;
- ii. The head or authorized representative of each Response Cluster shall exercise coordination functions within the EOC level to monitor the situation on the ground and stand-by for resource requests from the IMT;
- iii. Upon receipt of resource requests from the IMT through the EOC, the concerned Response Clusters shall facilitate the availability of the requested resources;
- iv. All resources mobilized and/or provided by the Response Clusters shall check-in to the IMT; and
- v. Once the resources have checked-in, the Response Clusters shall cease command and control over the resources.

Section 3. COMPOSITION, DUTIES AND RESPONSIBILITIES.

The IMT shall be composed of the following and shall have their respective responsibilities and functions, viz:

A. Incident Commander

The Incident Commander's responsibility is the overall management of the incident. On most incidents, the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience. The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. The following are the duties of an Incident Commander:

- Assess the situation and/or obtain a briefing from the prior Incident Commander.



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- Establish immediate priorities;
- Establish an Incident Command Post;
- Establish an appropriate organization;
- Ensure Planning meetings are scheduled as required;
- Approved and authorized the implementation of an Incident Action Plan;
- Ensure that adequate safety measures are in place;
- Coordinate activity for all Command and General Staff;
- Coordinate with key people and officials;
- Approve request for additional resources or for release of resources;
- Keep agency administrator informed for incident status;
- Approve the use of trainees, volunteers, and auxiliary personnel;
- Authorize release of information to the news media; and
- Order the demobilization of the incident when appropriate.

B. Public Information Officer

The Public information Officer is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. Only one Public Information Officer should be designated per incident. Assistants may be assigned from other involved agencies, departments, or organizations. The Incident Commander must approve the release of all incident-related information. In large-scale incidents or where multiple command posts are established, the Public Information Officer should participate in or lead the Joint Information or Media Center in order to ensure consistency in the provision of information to the public. The following are its duties:

- Determine from the Incident Commander if there are any limits on information release;
- Develop material for use in media briefings;
- Obtain Incident Commander's approval of media releases;
- Inform media and conduct media briefings;
- Arrange for tours and other interviews or briefings that may be required;
- Obtain media information that may be useful to incident planning; and
- Maintain current information summaries and/or displays on the incident and provide information of status of incident to assigned personnel.

C. Safety Officer

The Safety Officer monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the Incident Commander and supervisors at all level of incident management. The Safety Officer is, in run, responsible to the Incident Commander for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the Safety Plan, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety as well as the general safety of incident operations, the safety Officer has immediate authority to stop and/or prevent unsafe acts during incident operations. It is important to note that the agencies, organizations or jurisdictions that contribute to joint safety



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programs, policies, and personnel. Rather, each contributes to the overall effort to protect all responder personnel involved in incident operations. The following are the duties:

- Participate in planning meetings;
- Identify hazardous situations associated with the incident;
- Review the *Incident Action Plan* for safety implications;
- Exercise emergency authority to stop and prevent unsafe acts;
- Investigate accidents that have occurred within the incident area;
- Assign assistants as needed; and
- Review and approve the medical plan.

D. Liaison Officer

The Liaison Officer is Incident Command's point of contact for PDRRMC/other government agency representatives, NGOs, and the private sector to provide input on their agency's policies, resource availability, and other incident-related matters. Representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. The duties are as follows:

- Be a contact point for Agency Representatives;
- Maintain a list of assisting and cooperating agencies and Agency Representatives;
- Assist in establishing and coordinating interagency contacts;
- Keep agencies supporting the incident aware of incident status;
- Monitor incident operations to identify current or potential inter-organizational problems; and
- Participate in planning meetings, providing current resources status, including limitations and capability of assisting agency resources.

E. Operation Section Chief

The Operations Section Chief is responsible to Incident Command for the direct management of all incident-related tactical activities. The Operation Section Chief will establish tactics for the assigned operational period. An Operations Section Chief should be designated for each operational period, and responsibilities include direct involvement in development of the IAP.

F. Staging Area Manager

The staging Area Manager reports to the Operation Section Chief or to the Incident Commander if the Operations Section Chief position has not been filled. The following are the duties:

- Establish layout of Staging Area;
- Post areas for identification and traffic control;
- Provide *check-in* for incoming resources;
- Determine required resources reserve levels from the Operations Section or Incident Commander;
- Advise the Operations Section Chief or Incident Commander when reserve levels



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- Maintain and provide status to Resources Unit of all resources in Staging Area;
- Respond to Operations Section Chief or Incident Commander Requests for resources;
- Request logistical support for personnel and/or equipment as needed;
- Maintain Staging Area in an orderly condition; and
- Demobilize or move Staging Area as required.

G. Finance/Administration Section Chief

The following are the duties and functions:

- Manage all financial aspects of an incident;
- Provide financial and cost analysis information as requested;
- Gather pertinent information from briefings with responsible agencies;
- Develop an operating plan for the Finance/Administrations Section; fill supply and support needs;
- Determine needs to set up and operate an incident commissary;
- Meet with Assisting and Cooperating Agency Representatives as needed;
- Maintain daily contact with agency (s) administrative headquarters on Finance/Administration matters;
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy;
- Provide financial input to demobilization planning;
- Ensure that all obligation documents initiated at the incident are properly prepared and completed; and
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

H. Logistics Section Chief

The following are the duties and functions:

- Manage all incident logistics;
- Provide logistical input to the IC in preparing the Incident Action Plan;
- Brief Branch directors and Unit Leaders as needed;
- Identify anticipated and known incident service and support requirements;
- Request additional resources as needed;
- Review and provide input to the Communication plan, medical Plan and Traffic Plan;
- Supervise request for additional resources; and
- Oversee demobilization of Logistics Section.

I. Planning Section Chief

The following are the duties and functions:

- Collect and process situation information about the incident;
- Supervise preparation of the Incident Action Plan;



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- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate;
- Establish information requirements and reporting schedules for Planning Section units (e.g.) Resources, Situation Units);
- Determine need for any specialized resources in support of the incident;
- If requested, assemble and disassemble strike teams and task forces ni assigned to operations;
- Establish special information collection activities as necessary, e.g. weather, environmental, toxic, etc.;
- Assemble information on alternative strategies;
- Provide periodic predictions on incident potential; and
- Report any significant changes in incident status.

Section 4. THE INCIDENT COMMAND SYSTEM STRUCTURE. The Incident Command System Structure as hereto attached, shall be adopted and be integrated in the PDRRMO system of the province.

Section 5. FUNDING. The funding requirement of this ICS shall be sourced out from the calamity fund of the province under the PDRRMO.

Section 6. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

Section 7. REPEALING CLAUSE. All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

Section 8. EFFECTIVITY. This executive order shall take effect immediately.

DONE this 9th day of *December* 2019 at the Provincial Capitol, Mamburao, Occidental Mindoro, Philippines.


EDUARDO B. GADIANO
Provincial Governor

INCIDENT COMMAND SYSTEM ORGANIZATIONAL STRUCTURE

(TYPE 5 INCIDENT)
PROVINCIAL LEVEL

KRISTOFFER BARONGGO
INCIDENT COMMANDER



TEAM 1:

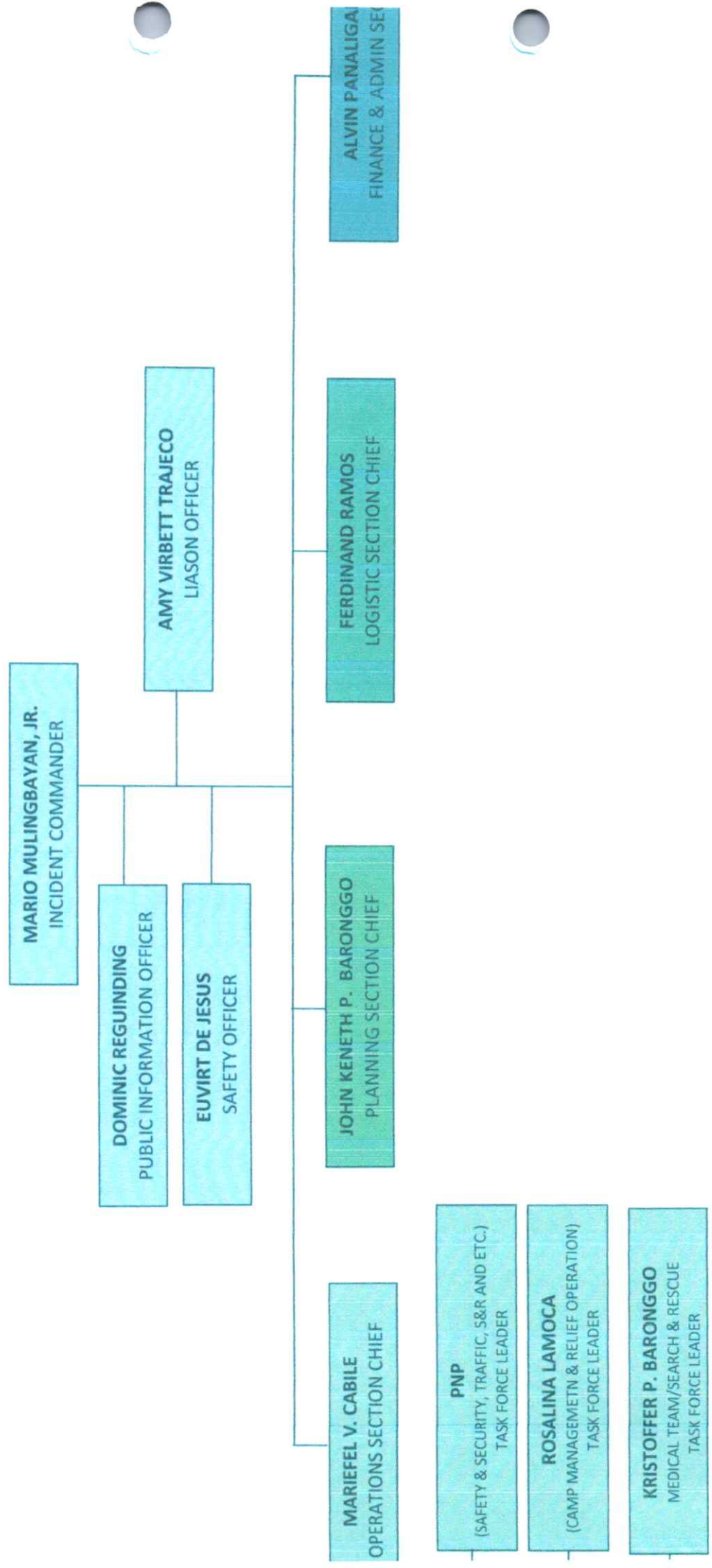
PATRICK NAVAL-Leader/First Aider
JEO REGINALD BRAVO-Logistic/First Aider
EDESSA ALBUFERA-Radio Operator/First Aider
MICHAEL FULGAR-First Aider
CHRISTIAN ALBERT PANALIGAN-Ambulance Driver/First Aider

TEAM 2

CRISTOPHER JORDAN-Leader/First Aider
ALLEN DAPROZA-Logistic/First Aider
NILO MASICAT-Radio Operator/First Aider
RYAN TEUBIO-First Aider
JOSEPH SANTIAGO-Ambulance Driver/First Aider

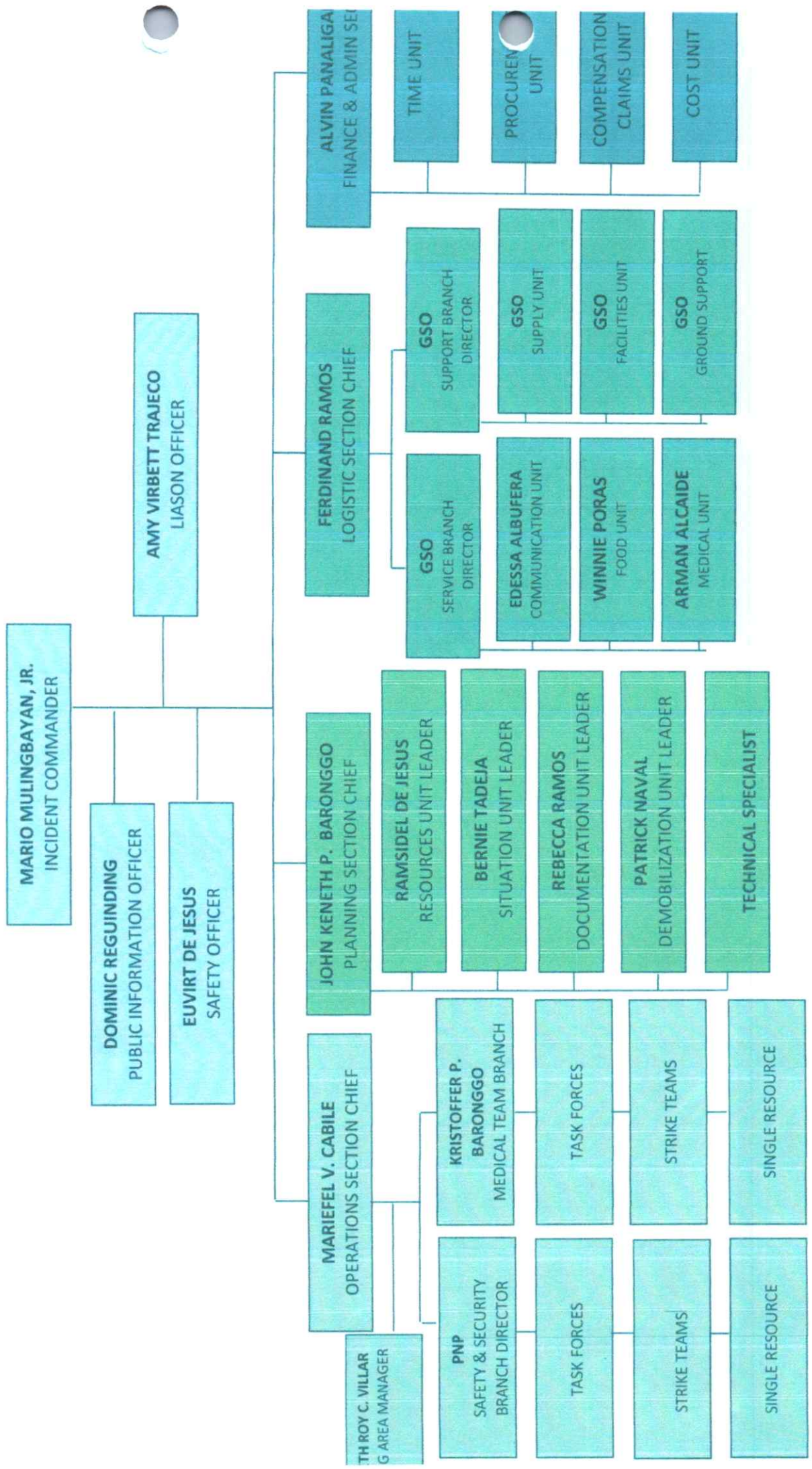
INCIDENT COMMAND SYSTEM ORGANIZATIONAL STRUCTURE

(TYPE 4 INCIDENT)
PROVINCIAL LEVEL



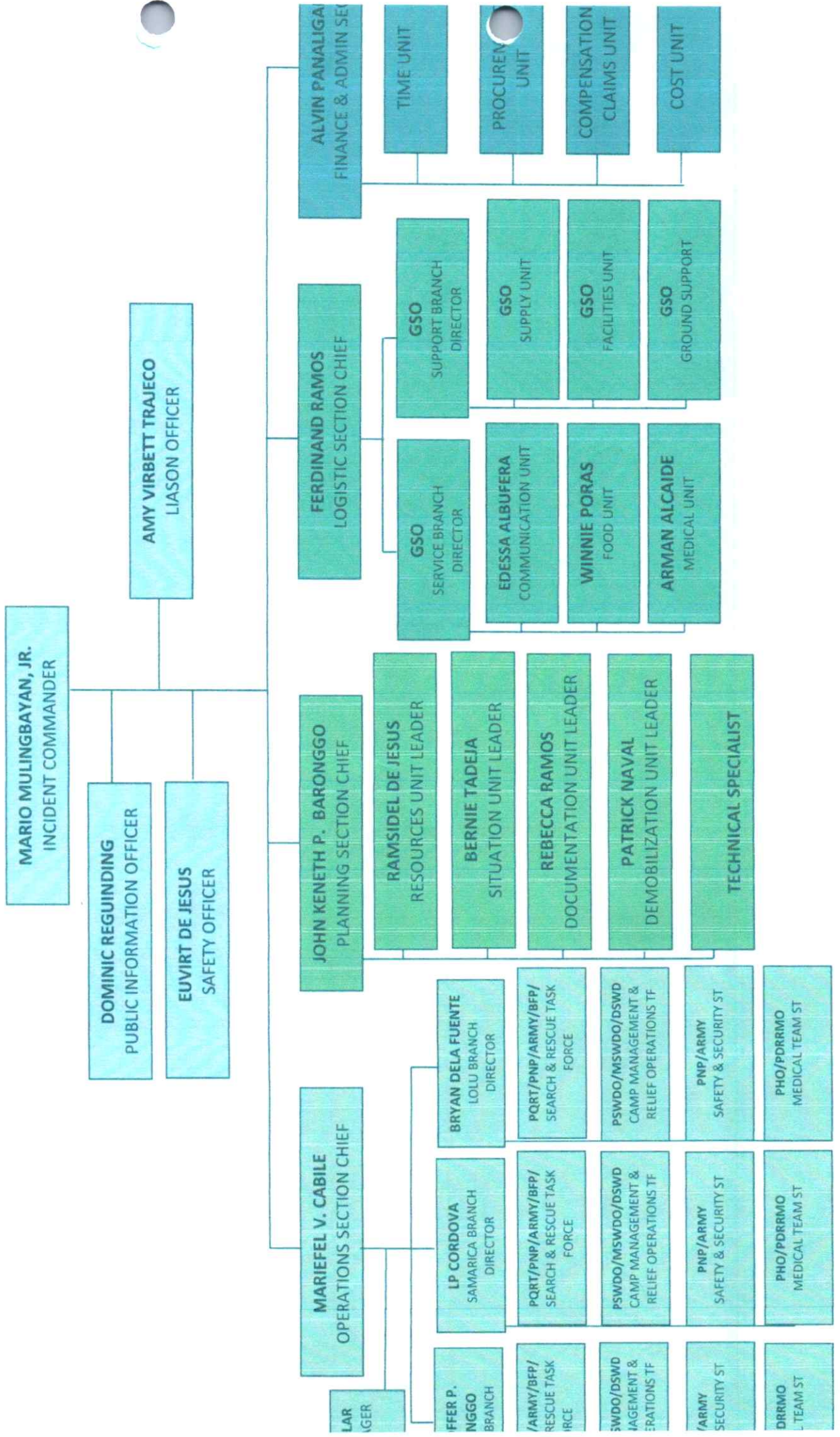
INCIDENT COMMAND SYSTEM ORGANIZATIONAL STRUCTURE FOR PLANNED EVENTS

PROVINCIAL LEVEL

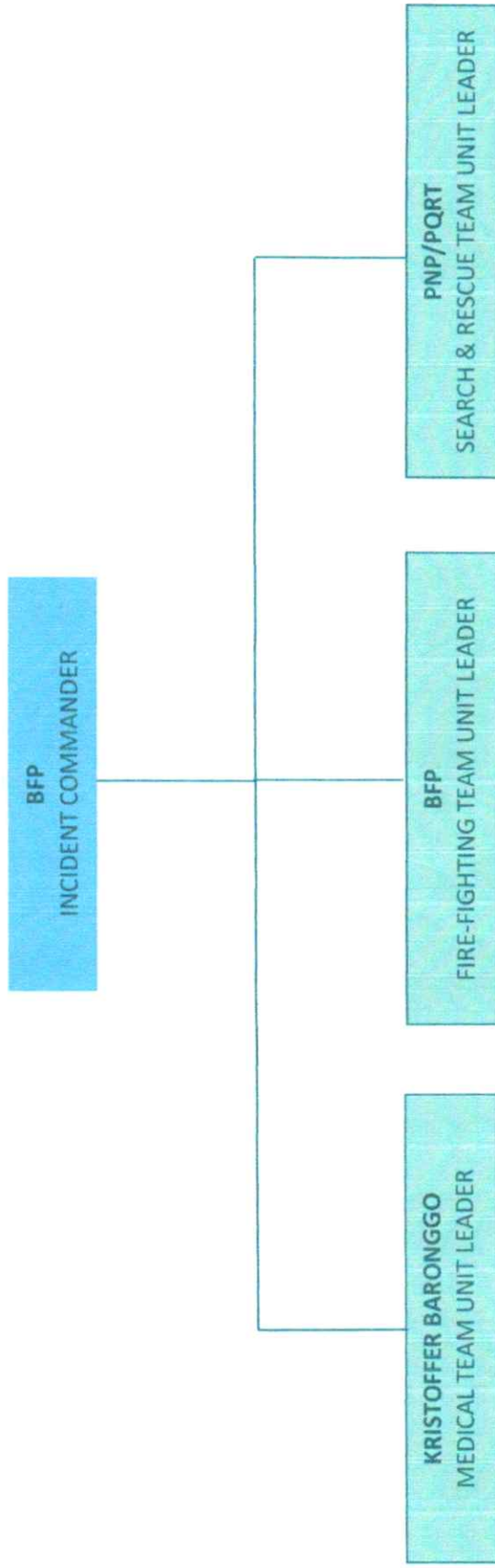


INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART FOR NATURAL HAZARDS

PROVINCIAL LEVEL

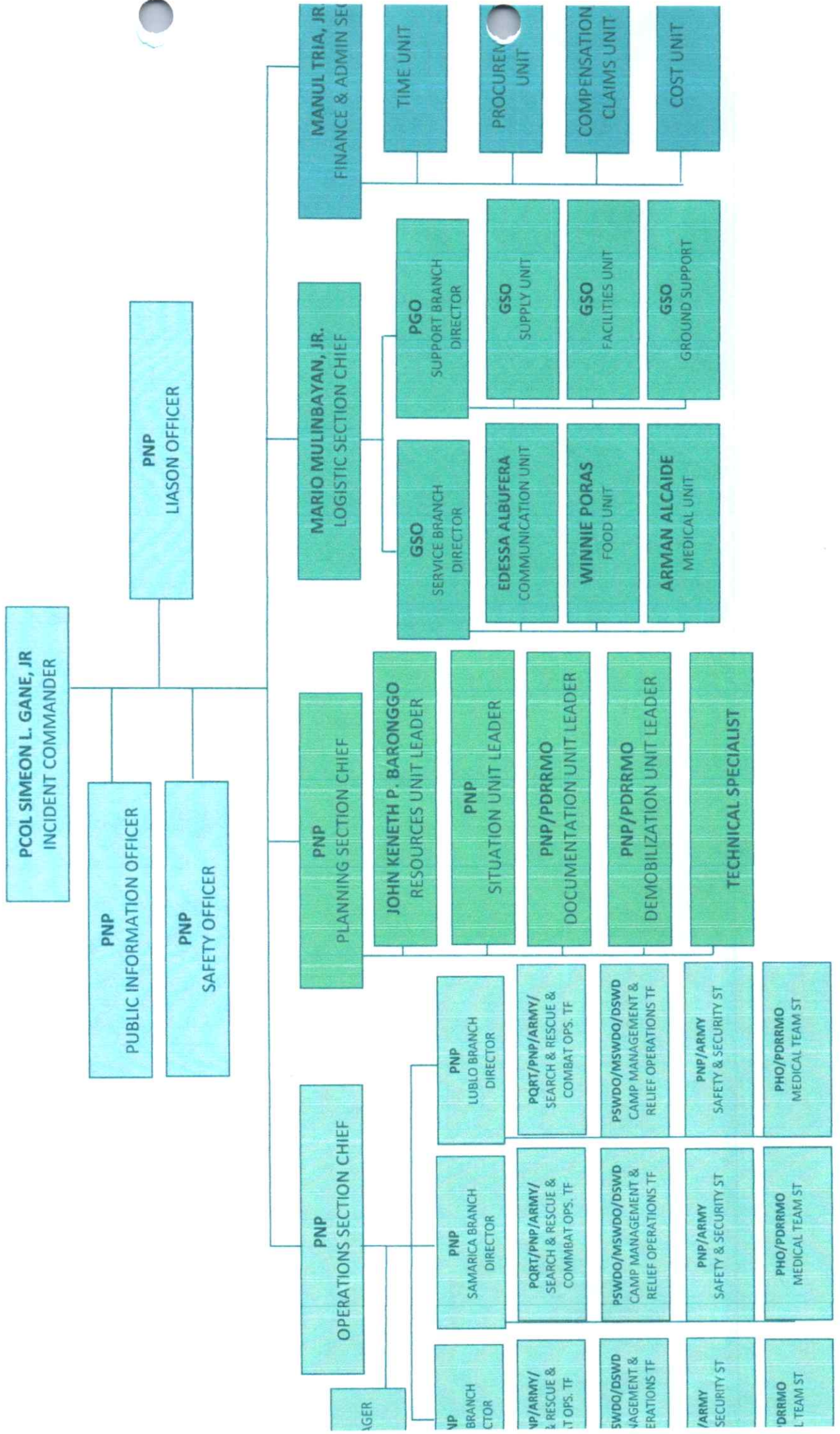


INCIDENT COMMAND SYSTEM ORGANIZATIONAL STRUCTURE FOR FIRE HAZARD
(TYPE 5 INCIDENT)
PROVINCIAL LEVEL



INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART FOR HUMAN-INDUCED HAZARDS

PROVINCIAL LEVEL



INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART FOR NATURAL HAZARDS

PROVINCIAL LEVEL

