EXECUTIVE ORDER NO. 040
Series of 2021

REORGANIZING THE INSTITUTIONALIZATION OF THE INCIDENT COMMAND SYSTEM (ICS) IN THE MUNICIPALITY OF MARCOS, ILOCOS NORTE

WHEREAS, Rule 7 (h), Implementing Rules and Regulations (IRR) of RA 10121, has expressly provided for the establishment of an Incident Command System (ICS) as part of the country 's on-scene disaster response system to ensure the effective consequence management of disaster or emergencies;

WHEREAS, the National Disaster Risk Reduction Management Council (NDRRMC) issued the Memorandum Circular No. 04, s 2012 on March 28, 2012, entitled, IMPLEMENTING GUIDELINES ON THE USE OF INCIDENT COMMAND SYSTEM (ICS) AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM UNDER THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM (PDRRMS);

WHEREAS, the above-cited issuance directed the Disaster Risk Reduction Management Councils at (DRRMCs) at all levels and other concerned agencies, whether government or private, that are responsible for all-hazards incident management in their respective areas of jurisdiction to institutionalize and proper use the Incident Command System (ICS) as a tool to organize on- scene operations for a broad spectrum of disasters or emergencies from small to complex incidents, both natural and human-induced;

WHEREAS, a typical ICS organization and DRRMC-EOC and ICS Organization was presented and for reference of all concerned and these structures can be adopted by agencies or organizations who wishes to institutionalize ICS in their respective organizations;

NOW THERFORE, I ANTONIO V. MARIANO, Municipal Mayor and Chairman of the Municipal Disaster Risk Reduction Management Council (MDRRMC) of Marcos, Ilocos Norte, by virtue of the powers vested in me by law, do hereby order the following;

SECTION 1. Institutionalization of Incident Command System (ICS). The Incident Command System (ICS), a standard, on-scene, all-hazard incident management concept is hereby by the Municipality of Marcos, Ilocos Norte. This shall be activated in response to disaster or emergencies for effective coordination and collaboration of all concerned involved in disaster operations.

SECTION 2. Benefits of Incident Command System (ICS). The following are the importance and benefits of ICS:
1. Meet the needs of incidents of any kind or size;
2. Allows personnel from a variety of agencies to meld rapidly into a common management structure;
3. Provides accountability and a planning process;
4. Provides logistical and administrative support to operational staff; and
5. Is cost effective by avoiding duplication of efforts

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SECTION 3. Incident Management Using ICS. The ICS shall be employed by the LGU, particularly its Disaster Operations Center/Command as management concept during the occurrence of natural and man-made disaster or emergencies such as the following:

1. Natural disaster – typhoons, tornadoes, floods, earthquakes
2. Human and animal decease outbreaks
3. Search and rescue missions
4. Hazardous material incidents
5. Terrorist incidents
6. Hostage-taking
7. Recovery operations
8. Distribution of humanitarian assistance
9. Planned events such as fiestas, parades, sport events, conferences, concerts, etc.

SECTION 4. Definition of terms . The definition/s of terms stated below was adopted form the NDRRNC Memorandum Circular No. 04 S. 2012 on March 28, 2012:

a) **Agency Administrator/Executive or Responsible Official** – the official responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing directions to the management organization for an incidents; he is normally the Chairperson of the DRRMC or Agency Head or their duly authorized representative.

b) **All-hazards** – any incidents, natural or human-induced, that warrants action to protect life, property, environment, public health or safety and minimize disruptions of government social and economic activities.

c) **Area Command** – an organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or of a very large or involving incidents that has Multiple Incidents Management term engaged. An agency administrator/executive or other public official or jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. It is activated only if necessary, depending on the complexity of incident and incident management span-of-control considerations.

d) **Assistant.** Titles for subordinates of principal Command staff positions. The title indicates a level of a technical capability, qualifications, and responsibility subordinates to the primary positions. Assistant may be also assigned to Unit Leader.

e) **Base** – a location at which primary logistic function for an incident are coordinated and administered. There is only one base per incident. (Incident name or other designator will be added to the term base). The Incident Command Post may be co-located with the Base.

f) **Branch** – the organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and units in the logistic sections. Branches are identified by the use of roman numerals or by functional area.

g) **Camp** – a geographical site within the general incident are (separated from the incident base) that is equipped and staffed to provide sleeping, food, water, and sanitary service to incident personnel.

h) **Chain of command** – series of command, controls, executive or management positions in hierarchical order of authority; an orderly line of authority within the ranks of the incident management organization.

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i) **Chief** – the Incident Command System title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration and intelligent /investigations (if established as a separate Section).

j) **Command** - the act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

k) **Command Staff** - Consist of Public Information officer, Safety Officer, Liaison officer, and other positions are required, who report directly to the Incident Commander. They may have assistant or assistants, as needed.

l) **Common Terminology** - normally used words and phrase-avoids the use of different words/phrases for same concepts, consistency.

m) **Community** - consists of people, property, services, livelihoods and environment a legally constituted administrative local government unit of a country, e.g. municipality or district.

n) **Coordination** - bringing together of organizations and elements to ensure effective counter disaster response. It is primary concerned with the systematic acquisition and application of resources (organization, manpower and equipment) in accordance with requirements imposed by the threat of impact of disaster.

o) **Delegation of Authority-** a statement or instruction given to the Incident Commander by the Agency executive or Responsible Official delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other consideration or guidelines as needed.

p) **Deputy -** a fully qualified individual who, in the absence of the superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases a deputy can act as a relief for superior, therefore must be fully qualified in the position. Deputies generally can be assigned to the incident Commander, General Staff and Branch Directors.

q) **Disaster** - a serious disruption of the functioning of the community or 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; an actual threat to public health and safety where the local government and the emergency services are unable to meet the immediate needs to community; an event in which the local emergency management measures are insufficient to cope with a hazard, whether due to a lack of time, capacity or resources, resulting in unacceptable levels of damage or number of casualties.

r) **Disaster Response** - The provisions of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief".

s) **Emergency** - unforeseen or sudden occurrence, especially danger, demanding immediate action; an actual threat to an individual's life or public health and safety which needs immediate response.

t) **Emergency Management** - the organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular, preparedness, response and initial recovery steps; a management process that is applied to deal with the actual or implied effects of hazards.

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u) **Emergency Operations Center** - the physical location at which the coordination of information of information and resources to support incident management (on-scene operations) activities normally takes place.

v) **Finance/ Administration Section** - the ICS functional section responsible for approving and tracking all expenditures and spending related to the incident.

w) **Function** - refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics and Finance/Administration. The term function is also use when describing the activity involved (e.g., the planning function). A sixth function, intelligence/ Investigations, maybe established, if required, to meet incident management need.

x) **General Staff** - a group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consist of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/ Administrative Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

y) **Hazard** - a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood or services, social and economic disruption, or environmental damage; any potential threat to public safety and/or public health; any phenomenon which has the potential to cause disruption or damages to people, their property, their services to their environment, i.e., their communities. The four classes of hazard are natural, technological, biological and societal hazards.

z) **Incident**- an occurrence or event, natural or human-induced that requires an emergency response to protect life or property. Incidents can, for example include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

aa) **Incident Action Plan (IAP)** - an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

bb) **Incident Command** -responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

cc) **Incident Command (IC)** - the individuals responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operation and is responsible for the management of all incident operation at the incidents site.

dd) **Incident Command Post (ICP)** - the filed location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

ee) **Incident Command System (ICS)** - is a standardized, on scene, all-hazard incident management concept; allows its user to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is non-permanent organization and is activated only in response to disasters or emergencies.

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ff) **ICS national Cadre-** group of individuals, who successfully underwent the National Training of Trainers on Incident Command System, didactic and practicum, covering the six (6) ICS courses conducted by the US Department of Agriculture - Forest Service in the Philippines for March, 2010 to July, 2011, under the ASEAN - US Cooperation on Disaster management, ICS Capability Building Program, Phase 2.

gg) **Incident Management Team (IMT) -** a incident Commander and the appropriate Command and General staff personnel assigned to the incident. IMTs are generally grouped in five types. Types I and II ate National Teams, Type III are Regional Teams, Type IV are discipline or large jurisdiction specific, while Type V are ad-hoc incident command organization typically used by smaller jurisdictions. The ICS National Cadre referred to above shall be initially constituted / as National IMT of the NDRRMC. IMTs shall be organized as one of the response teams of DRRMCs and other agencies concerned that can be readily mobilized to assist in affected areas.

hh) **Incident Objectives -** statement of guidance and direction needed to select appropriate strategy/ies and tactical direction of resources. Incident objectives are based on realistic expectation of what can be accomplish when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

ii) **Interoperability -** allows emergency management / response personnel; and their affiliated organizations to communicate within and across agencies and jurisdiction via voice, data, or voice on -demand, in real time, when needed and when authorized.

jj) **Jurisdiction -** a range sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdiction authority at an incident can be political and geographical (e.g. town, city) or functional (e.g law enforcement, public health).

kk) **Liaison Officer-** a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

ll) **Logistic Section -** the section responsible for providing facilities, services, and material support for the incident.

mm) **Preparedness -** measures taken to strengthen the capacity of the emergency services to respond in an emergency.

nn) **Tactics -** refers to those activities, resources and maneuvers that are directly applied to achieve goals; deploying and directing resources on an incident to accomplish the objectives designated by the strategy.

oo) **Unified Command (UC) -** an incident Command System management option that can be used when more than one agency has incident jurisdiction or when incident cross political boundaries/jurisdiction. Agencies work together through the designated members of the UC, often the senior person from agencies and/ or disciplines participating in the UC, to establish common set of objectives and strategies and a single Incident Action Plan.

pp) **Unity of Command -** the concept by which each person within an organization reports to one and only one designated person. The purpose of unity command is to ensure the unity of effort under one responsible commander for every objective; principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

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SECTION 5. Basic Concept and Principles. To ensure the standard use and application of ICS, the following basic concept and principles for on-scene disaster operations are hereby adopted:

I.   FOURTEEN (14) MANAGEMENT CHARACTERISTICS OF ICS

ICS base on fourteen (14) proven management characteristics, each of which contributes to the strength and efficiency of the overall system. These are as follows:

A. Common Terminology
The use of common terminology in ICS will allow diverse incident management and support organization to work together across a wide variety of incident management functions and hazard scenarios. This common terminology applies to the following:

  1. **Organizational Function**
Major functions and functional units with incident management responsibilities are named and defined. Terminology for the following organizational element is standard and consistent, namely, Command, Planning, Operations, Logistics and Administration and Finance.

  2. **Resource Descriptions**
Major resources-including personnel, facilities, and major equipment and supply items-that support incident management activities are given common names are "typed" with respect to their capabilities as follows: "Assigned", :Available" and "Out-of-Service". This is to help avoid confusion and enhance interoperability.

  3. **Incident Facilities**
Common terminology is uses to designate the facilities established in the vicinity of the incident area that will be used during the course of the incident.

B. Modular Organization
The ICS organizational structure develops in a modular fashion based on the size of complexity of the incident, as well as the specifics of the hazard environment created by the incident. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with Incident Command, which bases the ICS organization on the requirements of the situation.

C. Management by Objectives
Management by Objectives is communicated throughout the entire ICS organization and includes:

c .a.   Knowing agency policy and direction.
c. b   Establishing incident objectives.
c. c   Developing strategies based on incident objectives.
c. d   Establishing specific, measurable tactics or task for various incident management functional activities and directing efforts to accomplish them, in support of defined strategies.
c. e   Documenting result to measure performance and facilitate corrective actions.

D. Incident Action Plan
Centralized, coordinate incident action planning should guide all response activities. An Incident Action plan (IAP) provides a concise, coherent means of capturing and communicating overall incident priorities, objectives, strategies, and tactics in the context of operational and support activities.

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E. Span of Control

Manageable span of control is key to effective and efficient incident management. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate and manage all resources under their supervision.

F. Incident Facilities and Location

Various types of operation support facilities should be established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. The IC will direct the identification and location of facilities based on the requirements of their situation. ICS facilities should include Incident Command Post, Bases, Camps, Staging Areas, mass casualty triage areas, point of distribution sites, and others are required.

G. Resource Management

Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management and emergency response. Resources to be identified include personnel, teams, equipment supplies, and facilities available or potentially available form assignment or allocation.

H. Integrated Communications

Incident communications should be developed through the use of a common communications plan to ensure interoperability and connectivity between and among operational and support units of the various agencies involved. Preparedness planning should therefore endeavour to address the equipment, system and protocol necessary to achieve integrated voice and data communications.

I. Establish and Transfer of Command

The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

J. Chain of Command and Unity of Command

At all times during disaster operations, chain of command and unity of command shall be observed. This is to ensure clarity in reporting relationships and eliminate the confusion caused by multiple, conflicting directives.

K. Unified Command

In incident involving multiple jurisdiction, a single jurisdiction with multi-agency involvement, or multiple jurisdiction with multi-agency involvement, a Unified command approach should be applied to allow agencies with different legal, geographic, and functional authorities and responsibilities work together effectively without affecting individual agency authority, responsibility, or accountability.

L. Accountability

Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential. To this end, Check-in / Check -Out, Incident Action Planning, Unity of Command, Personal Responsibility, Span of Control, and Resource Tracking must be adhered to within the ICS.

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M. Dispatch / Deployment

Resources should respond only when requested or when dispatch by an appropriate authority through established resources management systems, Resources not requested must refrain from spontaneous deployment to avoid over burdening the receipt and compounding accountability challenges.

N. Information and Intelligence Management

The incident management organization must establish a process for gathering, analyzing, assessing, sharing, and managing incident -deleted information and intelligence.

II.   INCIDENT COMMAND AND GENERAL STAFF

The Incident Command, which comprises the Command and General Staff, shall be responsible for overall management of the incident. The Command and General Staff are typically located at the Incident Post (ICP).

1)   Single incident command

Single Incident Command may be applied when an incidents occurs within a single jurisdiction sand there is no jurisdictional or functional agency overlap. Overall incident management responsibility rest on the appropriate jurisdictional authority. In some cases where management crosses jurisdictional and/functional agency boundaries. A single agency may be designated if agrees upon.

2)   Unified Command (UC)

UC for incident management will be applied when a disaster or agency affects several areas or jurisdiction or require multi-agency engagement. Unified command as an incident management option, provide the necessary guideline to unable agencies with different legal, geographical and functional responsible to coordinate plan and interact effectively. As a team effort, UC allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a set of common incident objectives and strategies and single IAP. Each participating agency maintains its authority, responsibility and accountability.

b. Command Staff

In an incident command organization, the Command Staff typically included a Public Information Officer, A Safety Officer, and a Liaison Officer, who report directly the IC/UC and may have assistants as necessary. Additional positions may be required, depending on the nature, scope, complexity and, location(s) of the incident(s), or according to specific requirements established by the IC/UC.

1. Public Information Officer

The public Information Officer is responsible for interfacing with public and media and/or with other agencies with incident-related information requirements. Whether the command structure is single or unified, only one Public Information Officer should be designated per incident. Assistants may be assigned from other involved agencies, departments or organizations. The IC/UC 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

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Joint Information or media Center in order to ensure consistency in the provision of information to the public.

2. Safety Officer

The safety officer monitors incident operation and advises the IC/UC 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 operation rests with the IC/UC and supervisors at all levels of incident management. The safety officer is, in turn, responsible to the IC/UC for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the incident safety plan, coordination of multiagency efforts, and implementation of measures to promote emergency responder safety as well as the general safety of the incident operations. The safety officer has immediate authority to stop and/or prevent unsafe acts during incident operations. It is important to note that agencies, organizations or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all responder personnel involved in incident operations.

3. Liaison Officer

The Liaison Officer is Incident Command's point of contract for DRRMC/other government agency representatives, NGOs and the private sector to provide input on other agency's policies, resource availability, and other incident-related matters. Under either a single-IC or a UC Structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer.

4. Additional Command Staff

Additional Command Staff positions may also be necessary, depending on the nature and location (s) of the incident or specific requirements established by Incident Command.

III.   GENERAL STAFF

The General Staff is responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics and Finance/Administration Section Chiefs. The Section Chiefs may have one more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multi jurisdictional incidents.

a.   Operation Section

This Section is responsible for all tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Life saving ad responder safety will always be the highest priorities and the first objectives in the IAP the operations Section Chief is responsible to Incident Command for the direct management of all incident-related tactical activities. The operations Section Chief should be designate for each operational period, and responsibilities include direct involvement in development of the IAP.

The Operations Section is composed of the following:
1.Branches

Branches may be functional, geographic, or both depending on the circumstances of the incident. In general, Branches are established when the number of Division or Groups exceeds the recommended spam of control. Branches are identified by the use of Roman numerals or by functional area.

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2. Division and Groups

Division and/or Groups are established when the number of resources exceeds the manageable span of control of Incident Command and Operations Section Chief. Divisions are established to divide the incident into functional areas of operation. For certain types of incidents, for example. Incident Command may assign evacuation or mass-care responsibilities to a functional Group in the Operation Section. Additional levels of supervision may also exist below the Division or Group Level.

3. Resources

Resources may be organized and manage in three different ways, depending on the requirements if the incident.

➤ Single Resources: Individual personnel or equipment and any associated operators.
➤ Task Forces: Any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force mush have common communications and designated leader.
➤ Strike Teams: a set number of resources of the same kind and type that have an established minimum number of personnel. All resources elements within a Strike Team must have common communications and a designated leader.

The use of Task Forces and Strike Teams is encouraged, when appropriate, to optimize to use of resources, reduce the spam of control over a large number of single resources and reduce the complexity of incident management coordination and communications.

b. Planning Section

The Planning Section collects, evaluates and disseminates incident situation information and intelligence to the IC/UC and incident management personnel. This section prepares status reports display situation information, maintains the status of resource assigned to the incident and prepares and documents the IAP based on Operations Section input and guidance from the IC/UC.

As shown in the ICS organization below, the Planning Section is comprised of four primary units, as well as a number of technical specialists to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources. Within the Planning Section, the following primary units fulfill functional requirements:

➤ Resources Unit: Responsible for recording the status of resource committed to incident.
This unit also evaluates committed currently to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

➤ Situation Unit: Responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses.
➤ Demobilization Unit: Responsible for ensuring orderly, safe and efficient demobilization of incident resources.
➤ Documentation Unit: Responsible for collecting, recording, and safeguarding all documents relevant to incident.
➤ Technical Specialist (s): Personnel with special skills that can be used anywhere within the ICS organization.

IV. THE INCIDENT COMMAND SYSTEM ORGANIZATION

The ICS Organization, as an on-scene level command and management structure, should be located at the ICP, which is generally located at or in the immediate vicinity of the incident site. It is not a permanent structure nor will replace existing DRRMC's/ other similar organizations in public and private agencies or entities. It is designed to enable effective and efficient management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

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SECTION 6. The Incident Commander (IC). Depending on the hazard or disaster available, the Local Chief Executive and the Municipal Disaster Risk Reduction and Management Officer (MDRRMO), Municipal Chief of Police, Municipal Fire Marshall or their authorized representative and individuals who trained on Incident Command System (ICS) may act as Incident Commander (IC) to manage the incident.
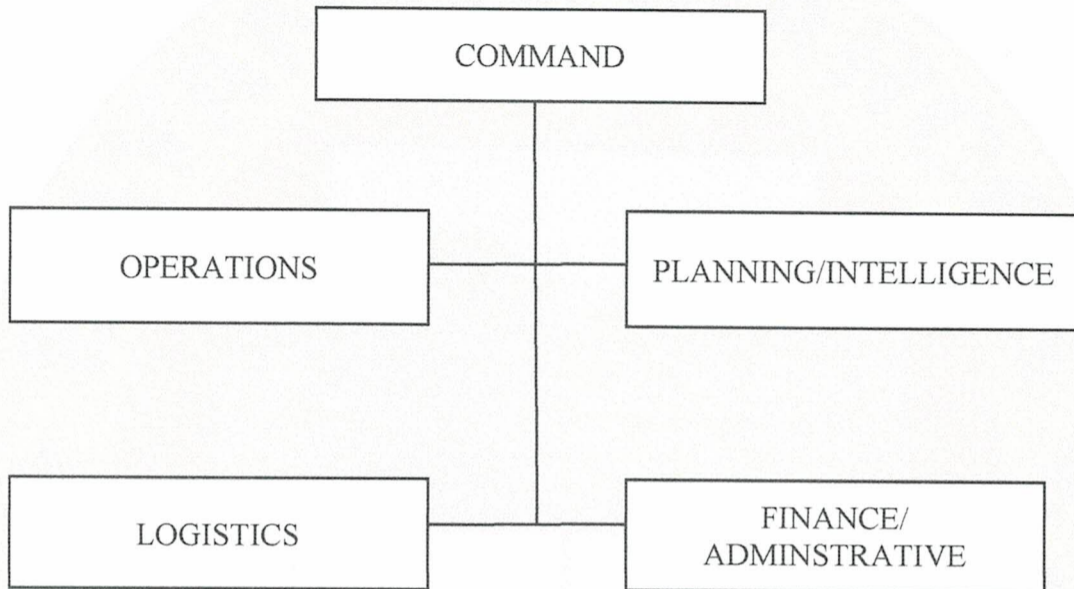
HAZARD/DISASTER	INCIDENT COMMANDER	INCIDENT COMMANDER UPON IMPACT	GUIDING PRINCIPLES
Earthquake	LCE	LCE	For rapid/slow onset/natural disaster the IC will be the Local Chief Executives or duly designated officials depending on geographic location/jurisdiction.
Typhoon			
Flashflood/Landslide	LCE	LCE	Rapid onset natural disaster Ex. Earthquake, tsunami, landslide and flashfloods, Volcanic eruption. Location/jurisdiction- 2 or more affected barangays- MAYOR
Chemical/HAZMAT	BFP (inland) PCG (water)	Industry- Plant Manager/ Pollution Control Officer Transport- First person to arrive (PNP, BFP) Unknown source-PNP	For human made Technological disaster the team leader of First Responders who arrives first in the scene will be the IC.
Combination of Bombing & HAZMAT	PNP	PNP, AFP	For human made Technological disasters, transfer to command will be triggered when there's a threat to life, environment and properties.
Biological/ Epidemics	DOH	LCE	
Bombing/Explosion	PNP	PNP	In the absence of the LCE, anyone who's trained on IC can be the IC
Radiological	PNRC	PNP/BFP	LCE assumes as symbolic IC if not qualified as such, and the representative of the agency concerned site shall act as IC
Conflagration	BFP	BFP	

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SECTION 7. The Incident Command System (ICS) Organizational Structure. ICS has flexible and modular structure. The function, units, and resources needed shall be determined by the Incident Commander (IC) depending on the situation assessed. For guidance of all concerned, the following structures are hereby adopted by the LGU based on the principles set by the NDRRMC.

1. FIVE PRIMARY I.C.S. MANAGEMENT FUNCTIONS

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│    LOGISTICS     │                        │      FINANCE/             │
│                  │                        │   ADMINSTRATIVE           │
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The individual designated as the Incident Commander (IC) has responsibility for all functions. That person may choose to perform all function, or delegate authority to perform functions to other people in the organization. Delegation does not, however, relieve the Incident Commander from overall responsibility.
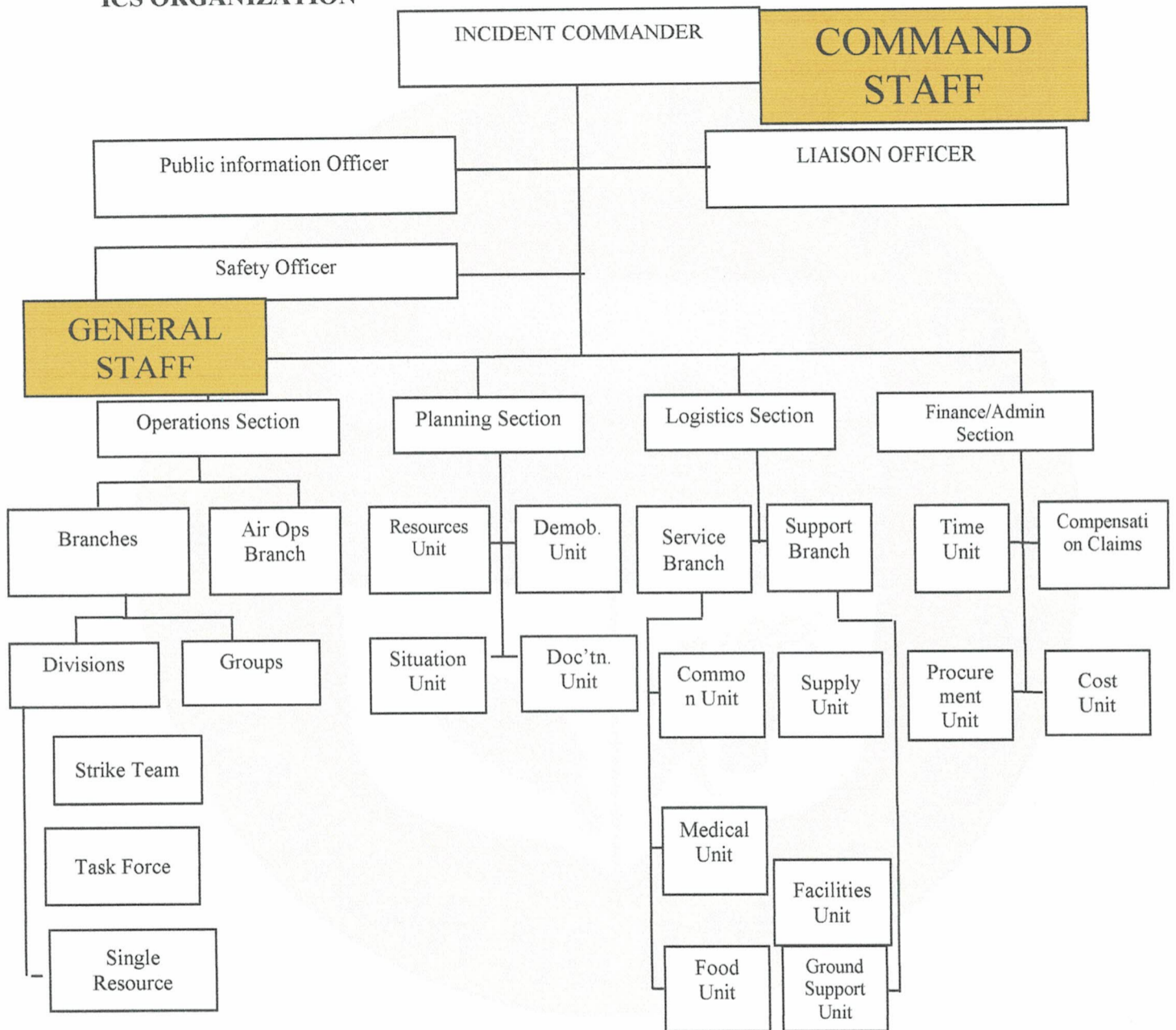
FUNCTIONAL RESPONSIBILITY

1. Command   :   Overall responsibility
2. Operations   :   Direct tactical actions
3. Planning/ Intelligence   :   Collect/analyze data, prepare action plan
4. Logistics   :   Provide support
5. Finance/ Administration   :   Cost accounting/procurement

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ORGANIZATIONAL FLEXIBILITY
ICS ORGANIZATION

SECTION 8. Task and Responsibilities. The following functions shall be performed by the Command Staff and General staff. To wit:

A. COMMAND STAFF
I. INCIDENT COMMANDER
The Incident Commander's responsibility is the overall management of the incident. On most incidents a single Incident Commander carries out the command activity. The Incident Commander is selected by qualifications and experience. Specifically, the Incident Commander shall:

1. Assesses situation/ receives briefing from outgoing Incidents Commander.
2. Determines incident objectives and strategies.
3. Establishes priorities I consultation with the staff.

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4. Establishes Incident Command Post (ICP).
5. Establishes appropriate ICS organization based on the situation.
6. Ensures planning meetings are schedules as required.
7. Approves and authorize the implementation of the Incident Action Plan.
8. Ensures that adequate safety measures are in place.
9. Coordinates with key people and officials.
10. Approves requests for additional resources and for the release of resources.
11. Keeps DRRMC Chairperson and/or Responsible Official informed of incident status.
12. Authorizes release of information to the new media.
13. Coordinates activity for all Command and General Staff.

The Incident Command Must:
1. Ensure life safety
2. Stay in command
3. Manage resources efficiently and cost effectively.

II. INFORMATION CENTER
1. One per Incident
2. Central point for information dissemination
3. Work closely with all the different Information Officers/media

III. LIAISON OFFICER
1. Contact point for representative of assisting and cooperating agencies (DRRMC member and partner-agencies)
2. Assisting agency-provides tactical or service resources

IV. SAFETY OFFICER
1. One per incident
2. Anticipate, detect, and correct unsafe situations
3. Has emergency authority to stop unsafe acts/operations

B. THE GENARAL STAFF

I. Operations Section Chief
1. Directs and coordinates all incident tactical operations
2. Organizations develop as required
3. Organization can consist of:
   a. Branches, Divisions, Groups
   b. Task Forces, and Strike Teams
   c. Staging Areas

II. Planning Section Chief
1. Maintains resources status
2. Maintains situation status
3. Prepares Incident Action plan
4. Provides documentation service
5. Prepares Demobilization Plan
6. Provides technical specialist

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Common Responsibilities of All Unit Leaders

- ➢ Obtain briefing from Section Chief
- ➢ Participate in Incident Planning meeting if necessary
- ➢ Determine current status of unit activities
- ➢ Confirm dispatch and estimated time of arrival of staff and supplies
- ➢ Assign specific duties to staff; supervise
- ➢ Develop and implement accountability, safety, and security measures for personnel and resources
- ➢ Supervise demobilization of units, including storage of supplies
- ➢ Provide supply unit builder with list of supplies to be replenished
- ➢ Maintain unit records, including until of.

Four Units within the Planning Section
- ➢ Resource units
- ➢ Situation units
- ➢ Documentation units
- ➢ Demobilization units

III. Logistic Section Chief
1.Provide service and support the incident or events; responsible for:
- ➢ Facilities
- ➢ Transportations
- ➢ Communications
- ➢ Supplies
- ➢ Equipment Maintenance and Fuel
- ➢ Food service
- ➢ Medical services

Units and logistic Section
- ➢ Supply units
- ➢ Facilities units
- ➢ Ground section
- ➢ Communication unit
- ➢ Food unit
- ➢ Medical unit

IV. Finance/Administration Section Chief
1. Monitor incident costs
2.Maintain financial records
3.Administers procurement contracts
4.Performs time recording

Units in Finance/Administration Section
- ➢ Time unit
- ➢ Procurement unit
- ➢ Compensations /Claims units
- ➢ Cost unit

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SECTION 9. Common Protocols. The following rules shall observed during the establishment and organization of command post.

1. ICS is only activated in response to an incident. This system can also be in organizing and managing planned/special events
2. NOT a permanent organizational structure or secretariat
3. During incident response, ICS personnel leave "regular" positions
4. ICS personnel fill positions organization based on their ICS training and experience
5. The ICS Organization shall:
a. Built around 5 major functions
b. Fill only those parts of the organization that are required
c. Establishes line or supervisory authority and formal reporting relationships

1. Establishing Incident Command Post

a. Initially, the ICP shall be established near the incident area
b. ICP provides a central coordination point
c. ICP can be any facility that is available and appropriate
d. Should not be moved unless absolutely necessary

2. Establishing priorities
   A. First priority is always safety of:
      - Responders
      - Disaster victim
      - Other emergency workers
      - By-standers

   B. Second Priority is incident stabilization

3. Flow of information within the ICS Organization
a. To extent possible, there must be complete freedom for flow of information within the ICS Organization.
b. Orders, Directives, Resource Requests and status changes must follow the hierarchy of command, unless otherwise directed.

4. Transfer of command Checklists:
a. Face-to-face transfer is preferred
b. Briefing by outgoing incident Commander
c. Appropriate notifications are made

5. Transfer of Command Briefing:
a. Situation Status
b. Objectives and Priorities
c. Current Organization
d. Resource Assignments
e. Resources available and/or ordered
f. Facilities established
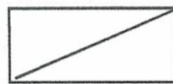g. Communications plan
h. Prognosis, concerns, related issues

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SECTION 10. Incident facilities. There shall be an Incident Facilitates to be established and to be determined by the Incident Commander depending on the resources needed as identified by the Planning section Chief, to include the: Incident Command Post, Staging Areas, Base, Camps, Helibase, and Helistops. The following factor shall be considered on establishing Incident Facilities:

> ➢ Needs of the incident
> ➢ Length of time the facility will be used
> ➢ Cost to establish the facility
> ➢ Environmental considerations

A. THE INCIDENT COMMAND POST

The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities. The following guidelines and standards shall be observed when establishing an Incident Command Post (ICP):

1. Position away from incident noise and confusion.
2. Position outside of the present and potential hazard zone.
3. Position within view of the incident when appropriate.
4. Have the ability to expand as the incident grows.
5. Have the ability to provide security, and to control access to the ICP as necessary.
6. Announce ICP activation and location, so appropriate personnel are notified.

A. STAGING AREA (S)

There shall be a staging area to be established that will served as facility or temporary locations for resources awaiting assignments. The staging area should:
1. Be close to the location of tactical assignment (within five minutes).
2. Be located out of any possible line of direct hazard effects to minimize risk.
3. Have different access routes for incoming and outgoing resources.
4. Be large to accommodate available resources and have room for growth.
5. Be located to minimize environmental damage.
6. Have necessary security controls.

B. INCIDENT BASE (B)

The incident base served as location for primary support activity. Logistics Section, Out-of-service equipment and personnel normally located at base.

C. CAMP (C)

The camp shall serve as temporary locations that provide services to incident personnel. This may be moved, several may be required. All based activity may be performed at camps. It should be designated by geographic name or number.

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D. HELIBASE (D)

This facility will be established as where helicopter may be parked, maintain, fueled, and loaded. Helibase will be designated by name of incident. Large incidents may have more than one helibase. This can be located at airport or other off-incident location in the area.

E. HELISPOTS (H)

This will be temporary locations where helicopters can safely land and take off. It can be used to load or off-load personnel, equipment and supplies.

E. OTHER FACILITIES TO CONSIDER

If circumstances so require, the following facilities may be established:

1. Displaced Person Camps
a. Registration
b. Water/sanitations
c. Medical
d. Feeding/nutrition
2. Warehousing/inventory of incoming donates of supplies, etc.
3. security/safety
4. Morgue/Disaster Victim Identification

SECTION 11. MDRRMC Emergency Operation Center (EOC) – ICS Organization Interoperability.

The chart below describes the relationship between and among the DRRMC Chairpersons as Responsible Officials (RO), DRRMC Emergency operation Center and the ICAS organization at the scene level.

The DRRMC through its Chairperson and likewise the Responsible Official provides the Incident Commander his policy directions and strategic objectives, the mission and authority to achieve the overall priorities of the on-scene disaster response operations, namely, life safety , incident stabilization and properly/environmental conservation and protection.
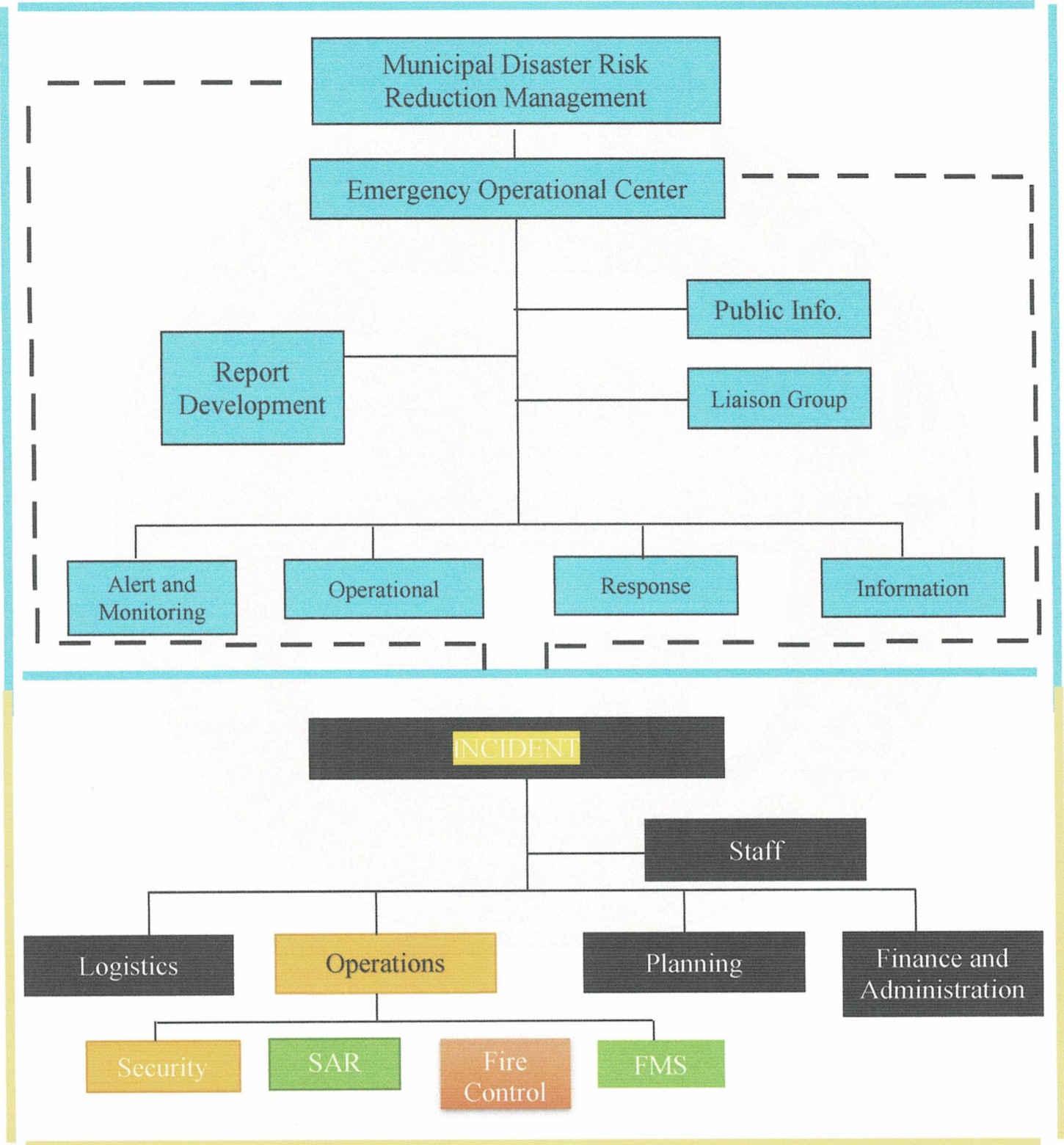
The DRRMC Open, which is generally located away from the disaster site, supports the Incident Commander by making executive / policy decisions, coordinating interagency relations, mobilizing and tracking resources, collecting, analyzing and disseminating information and continuously providing alert advisories/bulletins and monitoring of the obtaining situation. The EOC does not command the on-scene level of the incident.

On the other hand, The incident commander manages the incident at the scene with the support of the relevant Command and General Staff depending on the complexity of the situation. The IC also keeps the Responsible Official / DRRMC Chairperson and the EOC of all important matters pertaining to the incident.

DRRMC Emergency Operations Center (EOC) - ICS Organization Interoperability

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Organizational chart:

- Municipal Disaster Risk Reduction Management
  - Emergency Operational Center
    - Public Info.
    - Liaison Group
    - Report Development
      - Alert and Monitoring
      - Operational
      - Response
      - Information

- INCIDENT
  - Staff
    - Logistics
    - Operations
      - Security
      - SAR
      - Fire Control
      - FMS
    - Planning
    - Finance and Administration

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SECTION 12. Implementing Guidelines. The following guidelines shall always be observed by concerned officials and personnel on this LGU for effective and efficient management of disasters, emergencies and related events where Incident Command System (ICS) will be applied:

1. Issuances, directives and guidelines on OICS issued by the National Disaster Risk Reduction and Management Council (NDRRMC), higher DRRMCs office of the Civil Defense and other concerned National government Agencies (NGAs) relative to the implementation of ICS, are formed part of this Executive Order and any provision or provisions hereof contrary to said directives are deemed ineffective and unenforceable;

2. National Disaster Risk Reduction Management Council (NDRRMC) Memorandum Circular No. 04, s. 2012 dated March 28, 2012, entitled, **IMPLEMENTING GUIDLELINES ON THE USE OF INCIDENT COMMAND SYSTEM (ICS) AS AN ON-SCENE DISASTER RESAPONSE AND MANAGEMENT MECHANISM UNDER THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM (PDRRMS),** is the primary reference of this local government in the adoption and institutionalization of ICS;

3. All forms to use by the Command Staff and General Staff related to ICS implementation shall be the forms developed by the ICS National Cadre and concerned NGAs for consistency and uniformity;

4. The Municipal Government through the Municipal Mayor shall make proper coordination with the office of the Civil Defense or other concerned NGAs for the conduct of ICS training course in the LGU;

5. Only officials or personnel in the LGU whether belong to the local or national unit who has knowledge on Incident Command shall act as Incident Commander of its equivalent;

6. The MDRRMS Chairman and the Municipal Disaster Risk Reduction and Management Officer (MDRRMO) shall exercise general supervision over Incident Commander/s (IC). The IC shall, from time to time provide updates to the MDRRMC Chairman or to the MDRRMO regarding incidents/activities being managed;

7. The MDRRMC Chairman or his duly representatives shall make proper coordination to higher DRRMCs and concerned agencies on the resources needed;

8. The existing support group organized and created may be designated as members of the General Staff of the ICS Organization depending on the structure identified;

9. Deputies and assistants may be designated by the Incident Commander or the MDRRMC Chairman and by the MDRRMO if circumstances so require. Their designation may not be compulsory if not needed;

10. Existing equipage, supplies, facilities and other resources owned by the LGU shall be automatically pulled-out by the Incident Commander of concerned Section Chief when needed to be dispatched and utilized by the Operations and Logistic Section. In cases when the existing facilities and equipment will not be enough or will fail to satisfy the demand of the incident, the ICS through concede Section Chief/s shall inform the MDRRMC on the resources needed and that

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the council shall immediately identify government and private offices whom to request needed resources;

11. Structure needed to manage a particular incident shall be determined by the Incident Commander based on the assessment conducted. This may be expanded and or reduced of circumstances so require; and

12. Other ICS guidelines developed by concerned agencies of the government shall be formed part of these implementing guidelines.

Section 13. REPEALING CLAUSE. All executive orders, rules and regulations and other issuance or parts thereof inconsistent with this executive order hereby repealed and modified.

Section 14. EFFECTIVITY. This executive order shall take effect immediately upon its approval.

SO ORDERED.

Done in the Municipality of Marcos, locos Norte this 16th day of June 2021.

ANTONIO V. MARIANO
Municipal Mayor

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