



Republic of the Philippines  
 Province of Bohol  
**MUNICIPALITY OF JAGNA**  
 Jagna, Bohol



**By the Municipal Mayor**

**Executive Order No. 4, s. 2013**

**CREATING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, COMPOSITION AND DEFINING ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM, AND IS ACTIVATED ONLY IN RESPONSE TO DISASTERS OR EMERGENCIES AND SITUATIONS APPROACHING CRISIS LEVEL.**

**WHEREAS**, the new RA 10121 IRR Rule 7 (h) “Philippine Disaster Risk Reduction and Management Act of 2010” 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 disasters or emergencies;

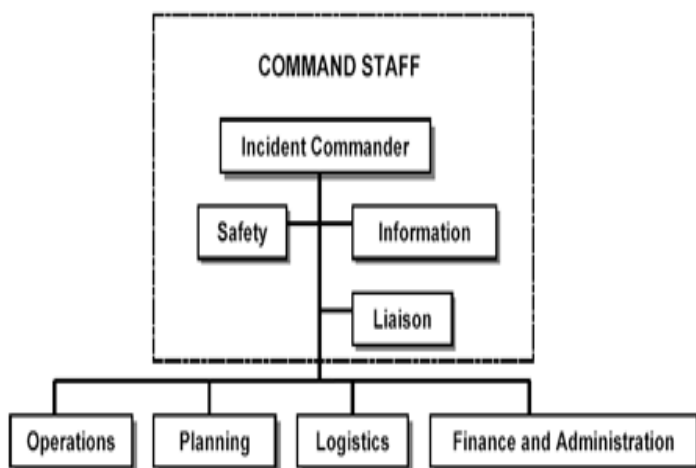
**WHEREAS**, the new law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected;

**WHEREAS**, the new law has restructured the roles of key players during disaster giving local government units the capacity to manage disaster as “first responders and manage the adverse effects of emergencies and carry out recovery activities”;

**WHEREAS**, in the implementation of such roles requires the structuring of an incidence command system that will govern responses and appropriate actions for pre-disaster, during disaster and post disaster responses;

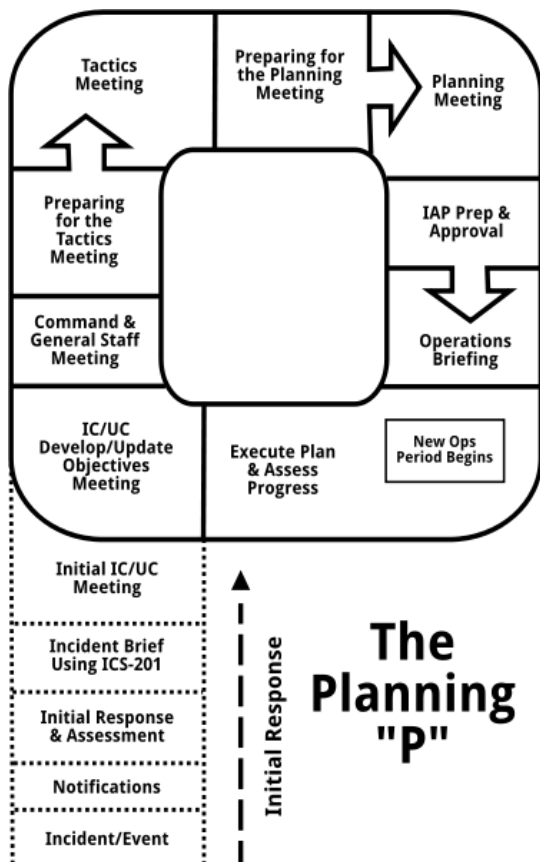
**NOW THEREFORE, I, FORTUNATO R. ABRENILLA**, Municipal Mayor of Jagna by virtue of the powers vested in me by law do hereby order the CREATION OF THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, ITS COMPOSITION, DEFINING ITS TEAM FUNCTIONS, which shall be the following:

**Primary ICS Management Functions:**



**Functional responsibility:**

- Command = overall responsibility
- Operations = direct tactical actions
- Planning = collects/analyze data and prepare action plan
- Logistics = provide support
- Finance/Administration = Cost accounting and procurement



### The Operational Planning Cycle

The Incident Command System will follow the standard operational planning cycle (see figure) from incident/event, notification, initial response and assessment to planning meeting to tactics meeting.

### Incident Command Post

Incident Command Post will be located with the incident base where primary command functions are performed or other incident facilities. For incidents happening in Metro Jagna areas, incident command post will be at MDRRM Office or MDRRM Operation Center.

The **MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE** is shown below and shall have the following responsibilities:

#### **COMMAND**

<b>Incident Commander:</b>	Atty. Fortunato R. Abrenilla – Municipal Mayor
<b>Deputy Incident Commander:</b>	Engr. Gerry V. Araneta – MDRRM Officer
<b>Information Officer :</b>	Ms. Amiela S. Balaba – MPIO
<b>Liaison Officer:</b>	Mr. Vicente Ll. Orias – MDRRM Action Officer
<b>Safety Officer :</b>	SPInsp Mercedarius Balabat

#### **Basic Functions of the Incident Commander and Command Staff**

- a. The Incident Commander is responsible for overall management response operations.
- b. The Incident Commander is selected by qualifications and experience.
- c. Determines incident objectives and strategies.
- d. Establishes priorities in consultation with the staff.
- e. Establishes Incident Command Post (ICP).
- f. Establish appropriate ICS organization based on the situation
- g. Ensures planning meeting are scheduled as required.
- h. Approves and authorizes the implementation of the Incident Action Plan.
- i. Ensures that adequate safety measures are in place.
- j. Coordinates with key people and officials.
- k. Has overall authority and responsibility for conducting incident operations.
- l. Ensures availability of resources and will serve as link to higher authorities.
- m. Authorizes release of information to the news media.

#### **Information Officer**

- a. Central point for information dissemination
- b. Works closely with all the different information officers/media
- c. Ask approval of the Incident Commander before media releases

#### **Liaison Officer**

- a. Contact point for representatives of assisting and cooperating agencies (DRRMC member and partner agencies)
- b. Assisting agency – provides tactical or service resources

**Safety Officer**

- a. Work with operations on tactics
- b. Anticipate, detect, and correct unsafe situations
- c. Has emergency authority to stop unsafe acts/operations

**Operation Section Chief**

- a. Directs and coordinates all incident tactical operations
- b. Supervises in the staging areas and monitor various operation teams such as communication and warning, pre-emptive evacuation and transportation, evacuation and relief and search and rescue groups

**Planning Section Chief**

- a. Maintains resource status
- b. Maintain situation status
- c. Prepares Incident Action Plan
- d. Provides documentation service
- e. Prepares demobilization plan
- f. Provide technical specialists

**Logistics Section Chief**

Provide services and support to the incident commander

Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment Maintenance and Fuel
- Food Services
- Medical Services

**Finance/Administration Section Chief**

- a. Monitors incident costs
- b. Maintains financial records
- c. Administer procurements
- d. Perform time recordings

**Disaster Risk Reduction and Management Council**

Provides the following to the Incident Commander, through Responsible Officials:

- Making policy decisions
- Establishing priorities
- Resolving critical resource issues
- Mobilizing and tracking resources
- Collecting, analyzing and disseminating information

## **OPERATIONS**

### ***PRE-DISASTER***

#### **1. Communication and Warning**

Chairperson : Catalino B. Berro  
Co-chairperson : Hon. Cirilo A. Acedo

**Purpose:** To rapidly disseminate information concerning imminent disaster threats to government officials, institutions properties and the population at large in the areas of immediate risk.

#### **Basic Functions**

- a. To relay 24-hour weather bulletin and advisory from PAG-ASA.
- b. To forewarn vulnerable areas for possible impact of a hazard so as to enable protective or preventive actions to be taken by disaster management officials.
- c. To assist in the activation of warning system devices
- d. To furnish information on updates to responsible persons/agencies;
- e. Establish linkage with other agencies
- f. Post and updates information advisory thru social networks, website, twitter, PAG-ASA, resource agencies, etc.

#### **2. Pre-emptive Evacuation and Transportation**

Chairperson : Eriberto Ranin  
Co-chairperson : Jess Jumawan  
  
Members : All LGU Drivers - Members

**Purpose :** To provide vehicles for transporting evacuees to the assigned evacuation center and to give information to the MDRRM headquarters any needed assistance of the evacuees.

#### **Basic Functions**

- a. Transport the evacuees to the designated evacuation center
- b. Transport relief goods
- c. Provide assistance in the proper and orderly distribution of supplies and materials
- d. Responsible for providing vehicles to the teams
- e. Responsible for checking if the evacuation areas have the needed basic necessities and report to the barangay what is lacking in the center.

### ***DURING DISASTER***

#### **1. Search and Rescue Team**

Chairperson : Hon. Rodrigo Lloren  
Co-chairperson : FO2 Rico J. Tadena

Members  
1. All JEMRU Personnel  
2. Mr. Sonny Natad – On-call Diver  
3. Engineering Personnel

**Purpose :** To save lives and minimize damage to property

#### **Basic Functions**

- a. To have capable rescue personnel assigned in search and rescue operations.
- b. To minimize further injury to people and damage to property

#### **2. Evacuation and Relief Operation**

Chairperson : Marcionila E. Reyes  
 Co-chairperson : Ma. Lovella E. Acebes  
 Members : Municipal Nutrition Council Members and  
 BNS : Jagna Association of Day Care Workers

**Purpose**

- a. To assist in the evacuation of affected families to prevent casualties
- b. To provide relief operations while in evacuation centers (food, water, blankets, mats, etc)
- c. To provide relief and appropriate disaster intervention

**Basic Functions :**

- a. Identify beneficiaries in coordination with barangay secretaries.
- b. Distribution of relief goods
- c. Frontline in the event of disaster and calamities
- d. Lead in the relocation of victims to a safe place
- e. Monitor the evacuation centers
- f. Conduct of stress debriefing of victims (DSWD)
- g. To coordinate with other teams
- h. Link with civic groups for continuous provision of basic necessities

**3. Emergency Medical Services**

Chairperson : Dr. Arnold Cagulada - MHO  
 Co-Chairperson : Dra. April Ann Alpas – RHU 2 DTTB

**Purpose:** Provide medical services (emergencies) & post emergencies

**Basic Functions :**

- a. Conduct rapid health assessment to affected areas
- b. Disposal of dead bodies if the need arises
- c. EVS/health education/water supply, garbage disposal etc.
- d. Provision of essential medicines/medical supplies
- e. Update the incident commander on status of the health services especially the victims
- f. Health advices information
- g. Refer to higher authority (TBGDH) for serious cases of medical treatment
- h. Recommend and suggest medical actions.
- i. Establish protocol of command

**4. Fire Suppression/Prevention**

Chairperson : Insp Raul Bustaliño, BFP  
 Co-Chairperson : SFO2 Lorenzo Aceron, BFP  
 Members : All BFP personnel volunteer fire brigade

**Purpose :** To minimized effects of the occurrence of disastrous fire

**Basic Functions**

- a. Conduct of fire suppression operation during conflagration.
- b. Pre and post assessment of cost of damage.
- c. Prepare reports and submit to MDRRMC Office.

**5. Security and Safety**

Chairperson : SPInsp. Mercedarious Balabat –PNP Chief

**Purpose :** Ensure safety and security of the affected families including personal properties and belongings and maintain peace and order situation at the site.



**Basic Functions :**

- a. Police visibility at the site
- b. Monitor peace and order situation
- c. Coordinate with barangay tanod/barangay officials at the site
- d. Report incident to the commander on post for any unusual peace and order situation
- e. Crowd control during relief distribution

**POST DISASTER**

**1. Damage Assessment/Needs Analysis**

Chairperson : Vicente Ll.Orias - *Consolidator*  
 Co-chairperson : Engr. Calforo Mangyao, Jr. -*On Infrastructure*  
 Co-chairperson : Mr. Camelo A. Rizano - *On Agriculture*

**Purpose**

- a. To list down number of casualties (male, female, age)
- b. To account/list down number of affected families/household (rescued/missing family members)
- c. List down injured persons that need immediate attention and medical services
- d. Feedback/reporting to public information
- e. Submit list/record of affected families to evacuation & relief team
- f. Submit list of injured persons to emergency medical services
- g. To analyze immediate needs at evacuation center

**Basic Functions :**

- a. Manage the listing of affected families rescued and brought to the evacuation center
  - List of injured
  - List of casualties
  - List of missing persons
- b. Assess the immediate needs of the affected families in the evacuation center
- c. Manage the listing of damaged to property
- d. Submit to report to headquarters/Mayor
- e. Update the headquarters every 3 hours

**2. Rehabilitation and Recovery Team**

Chairperson : Engr. Josefina S. Ranoa  
 Co-chairperson : Engr. Calforo B. Mangyao, Jr.

**Purpose :** To rehabilitate/recover/repair damaged properties after the occurrence of the calamity/disaster.

**Basic Functions :**

- a. Investigation/survey extent of damage
- b. Assessment as to properties, infrastructure and etc (inventory)
- c. Submit report to incident commander
- d. If all request granted implementation will follow

**3. Retrieval Operation**

Chairperson : Hon. Rodrigo Lloren  
 Co-chairperson : Vicente Ll. Orias/Alex Tadem  
 Member : JEMRU/Bantay Dagat Task Force

**Purpose :**

- a. To find or retrieve any missing persons or bodies as reported
- b. To find important things or properties as reported missing

**Basic Functions :**

- a. After the search and rescue operation, retrieval operation will commence.
- b. To find missing bodies and or property
- c. Coordinate with all the teams

## **PLANNING**

### **Members**

1. Engr. Gerry V. Araneta - *MPDC*
2. Mr. Vicente Ll. Orias - *MDRRM Action Officer*
3. Mr. Arturo Bulias – *President, Federation of Barangay DRRM Action Officer*
4. Mr. Cirilo C. Acedo – *ABC President*

### **Basic Functions**

- a. Maintains resource status
- b. Maintains situation status
- c. Prepares Incident Action Plan
- d. Provide documentation service
- e. Prepares demobilization plan
- f. Provide technical specialist

## **LOGISTICS**

### **Members**

1. Engr. Josefina S. Ranoa – *Municipal Engineer*
2. Ms. Marcionila E. Reyes – *Acting MSWDO*
3. Mr. Eriberto Ranin – *LGU Vehicles In-charge*
4. Mr. Catalino Berro – *DYJP Station Manager*
5. Hon. Cirilo Acedo – *ABC President*

**Basic Functions** : Provides services and support to the Incident Commander

Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fuel
- Food services
- Medical services

## **FINANCE ADMINISTRATION**

### **Members**

1. Raymond F. Cuadra – *Municipal Treasurer*
2. Zenaida A. Galorio - *Municipal Accountant*
3. Brigida B. Acheron – *Municipal Budget Officer*
4. *SB Committee on Appropriation and Finance*

### **Basic Functions**

- a. Monitors incident costs
- b. Maintains financial records
- c. Administers procurement contracts
- d. Perform time recording

This Executive Order shall take effect immediately.

Done this 13<sup>th</sup> day of March 2013 at Jagna, Bohol, Philippines

  
**ATTY. FORTUNATO R. ABRENILLA**  
Municipal Mayor