



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

By the Municipal Mayor

Executive Order No. _____, s. 2015

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;

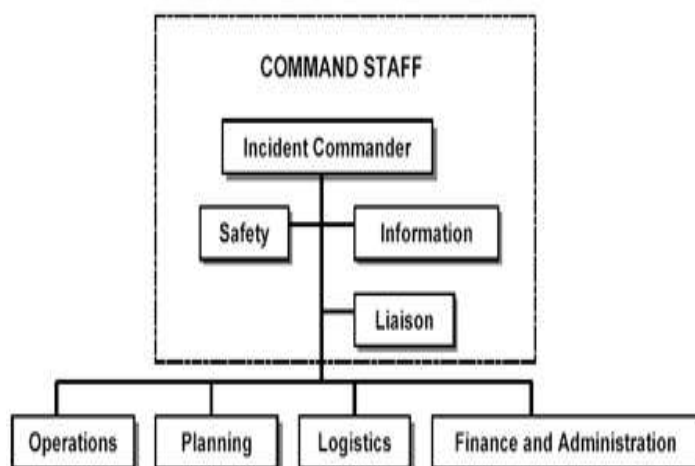
WHEREAS, the new law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected;

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:

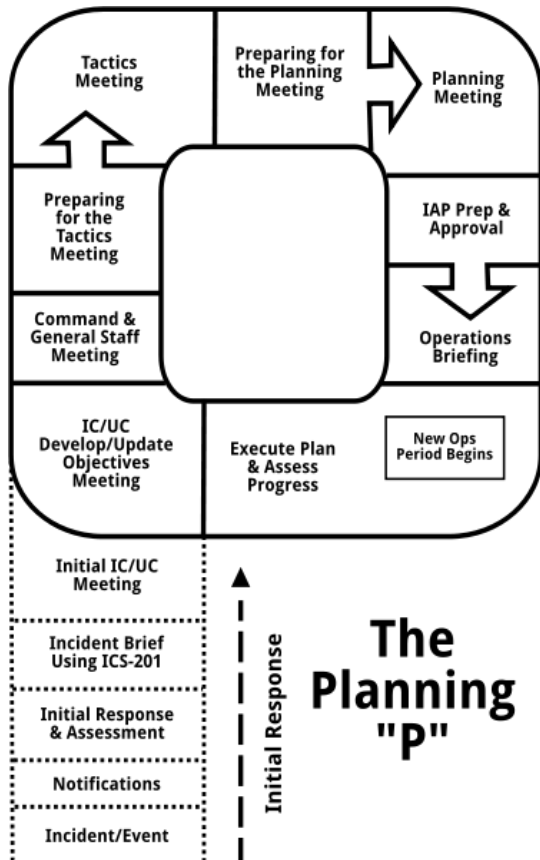
Command = overall responsibility

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

Incident Commander:	Atty. Fortunato R. Abrenilla – <i>Municipal Mayor</i>
Deputy Incident Commander:	Engr. Gerry V. Araneta – <i>MDRRM Officer</i>
Information Officer :	Ms. Amiela S. Balaba – <i>MPIO</i>
Liaison Officer:	Mr. Adonis John Cagas – <i>MDRRM Action Officer</i>
Safety Officer :	Engr. Josefina S. Ranoa – <i>Municipal Engineer</i>
Peace and Order	SPInsp Albert R. Quilitorio – <i>Jagna PNP Chief</i>

Basic Functions of the Incident Commander and Command Staff

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

Information Officer

- Central point for information dissemination
- 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 : Mr. Catalino B. Berro
Co-chairperson : Hon. Jovita S. Achas

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 : Mr. Eriberto Ranin
Co-chairperson : Mr. 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. Relief Distribution Team

Chairperson	:	Raymond Emmanuel F. Cuadra
Co-chairperson	:	Ms. Zenaida A. Galorio
Members	:	Ms. Marcionila E. Reyes
	:	Ms. Lovella E. Acebes
	:	Ms. Brigida B. Acheron
	:	Ms. Anita G. Ocmeja
	:	Jagna Association of Day Care Workers

Verifier of Reports/Distribution Teams

Team A (Poblacion, Pangdan, Nausok, Larapan)

1. Mr. Vicente Ll. Orias
2. Ms. Elena Pellazar
3. Ms. Eulalia Saburnido

Team B (Tubod Mar, Naatang, Alejawan)

1. Ms. Ester G. Odarve
2. Ms. Rosie C. Reroma
3. Mr. Antonio Jamora

Team C (Tejero, Ipil, Canuba, Faraon)

1. Ms. Alice Agum
2. Ms. Johanna Cadelina
3. Mr. Keith Aseinero

Team D (Can-upao, Bunga Mar, Cantagay)

1. Mr. Jorge O. Madrona
2. Mr. Ma. Ellen Torres
3. Ms. Elizabeth Balaba

Team E (Pagina, Canjulao, Looc)

1. Melba Bucog
2. Amado Magsinulog
3. Ms. Sundra Arig

Team A (Malbog, Cantuyoc, Balili)

Team B (Tubod Monte, Can-ipol, Odiong)

Team C (Cambugason, Cabungaan, Lonoy)

Team D (Bunga Ilaya, Kinagbaan, Laca, Buyog)

Team E (Boctol, Mayana, Calabacita)

Tasks and Functions

1. Assist barangay captains, BDRRM Action Officer in the preparation of reports in duplicate copies;
2. Verify reports from the barangay prior to distribution of relief goods.
3. Assist in the distribution of goods.

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 : RHU 2 DTTB/Ms. Veronica Somoroostro

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 : Engr. Lorenzo Aceron, BFP
 Co-Chairperson : Mr. Rico Tadena, 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. Alberto R. Quilitorio –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 Team

Chairperson : Engr. Peter M. Jamero - *Consolidator*
 Co-chairperson 1 : Engr. Josefina S.Ranoa -*On Infrastructure*

Co-chairperson 2 : Mr. Camilo A. Rizano – *On Agriculture*
Co-chairperson 3 : Engr. Calforo B. Mangyao, Jr.

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 : Ms. Marcionila E. Reyes
Co-chairperson : Ma. Lovella E. Acebes

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 – *Administration and Training*
3. Mr. Temoteo Escolano – *President, Federation of Barangay DRRM Action Officer*
4. Hon. Jovita S. Achas – *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 AND SUPPORT

Members

1. Engr. Josefina S. Ranoa – *Kitchen In-charge and Food Preparation Head*
2. Engr. Judy Grace R. Dominguez – *Consolidator of Reports Head*
3. Ms. Marcionila E. Reyes – *Validation and Verification Head*
4. Mr. Eriberto Ranin – *Transportation and Mobilization Head*
5. Mr. Catalino Berro – *Information Dissemination Head*
6. Ms. Efrena A. Buenafe – *Schedule of Duty and Manpower Mobilization Head*
7. Ms. Amiela S. Balaba – *Draft Command Center Official Report*
8. PS Insp Alberto Quilitorio – *Command Center / Operatio Security*

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*
5. Mr. Jorge O. Madrona – *Disbursing Officer*

Basic Functions

- a. In-charge in the purchase of relief goods and incident costs
- b. Maintains financial records
- c. Administers procurement contracts
- d. Perform time recording

This Executive Order shall take effect immediately.

Done this 13th day of January 2015 at Jagna, Bohol, Philippines


ATTY. FORTUNATO R. ABRENILLA
 Municipal Mayor