



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
City of Naga



EXECUTIVE ORDER 2017 - 034

CREATING THE NAGA CITY INCIDENT COMMAND SYSTEM (NCICS) 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;

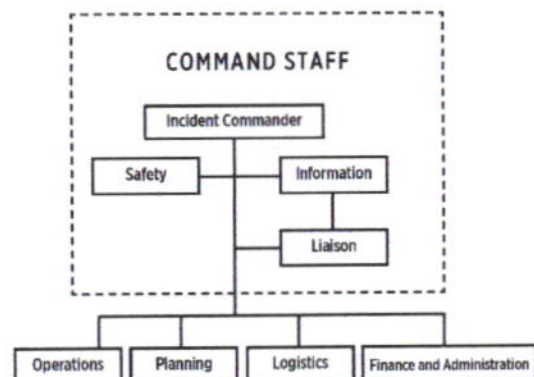
WHEREAS, the new law has restructure the roles of key players during disaster giving local government units the capacity to manage disaster as “first responders and manage the adverse effects of emergencies and carry out recovery activities.”

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

NOW THEREFORE, I, JOHN G. BONGAT, Mayor of the City of Naga, by virtue of the powers vested in me by Law, do hereby order the CREATION OF THE NAGA CITY INCIDENT COMMAND SYSTEM (NCICS) STRUCTURE, ITS COMPOSITION, DEFINING ITS TEAM FUNCTIONS, which shall be the following;

Section 1. Primary ICS Management Functions:

- Functional Responsibility:
 Command = Over-all Responsibility
 Operations = Direct Tactical Actions
 Planning = Collects/Analyze data and Prepare Action Plan
 Logistics = Provide Support
 Finance / Administration = Cost Accounting and Procurement

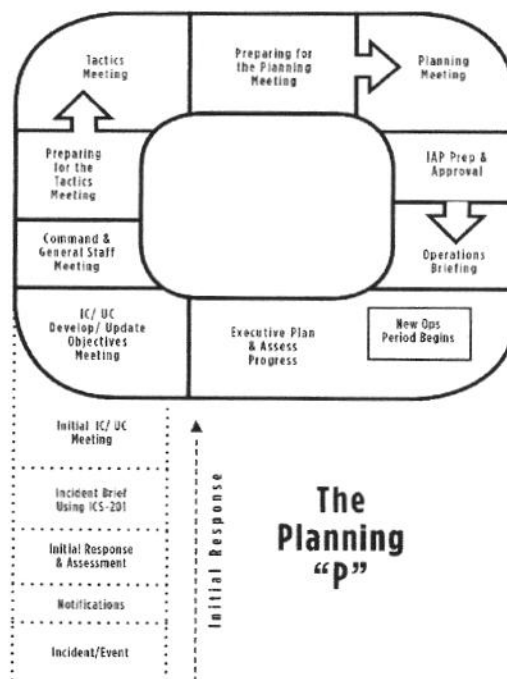


The Operational Planning Cycle

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.

The 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 Naga areas, incident command post will be at CDRRM Office or CDRRM Operation Center.



Section 2. **COMPOSITION AND FUNCTIONS.** The Naga City Incident Command System (NCICS) is composed of the following with respective functions as stated below:

A. COMMAND:

Incident Commander:

HON. JOHN G. BONGAT, City Mayor's Office

Deputy Incident Commander:

MR. ERNESTO ELCAMEL, CDRRMO

Information Officer:

MR. ALLEN L. REONDANGA, CEPPIO

Liaison Officer:

MR. RENNE F. GUMBA, PSO

Safety Officer:

PSSUPT JONATHAN O. PANGANIBAN,
City Director, Naga City Police Office

B. FUNCTIONS:

1. **Incident Commander and Command Staff**

- a. The Incident Commander is responsible for over-all 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 over-all 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.

2. 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

3. Liaison Officer

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

4. Safety Officer

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

5. 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.

6. Planning Section Chief

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

7. Logistics Section Chief

- a. Provide services and support to the incident commander
Responsible for:
 - Facilities
 - Transportation
 - Communications
 - Supplies
 - Equipment Maintenance and Fuel
 - Food Services
 - Medical Services

8. Finance / Administration Section Chief

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

9. Disaster Risk Reduction and Management Council

- a. Provides the following to the Incident Commander, through Responsible Officials;
 - Making policy decisions
 - Establishing priorities
 - Resolving critical resource issues
 - Mobilizing and tracking resources
 - Collecting , analysing and disseminating information

C. OPERATIONS

C.1 Pre - Disaster

1. COMMUNICATION AND WARNING

Chairperson: MR. RENNE F. GUMBA, PSO
Co - Chairperson: MR. RENEE ABSALON ABIADA, COMCEN

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.

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; and
- f. Post and updates information advisory thru social networks, website, twitter, PAG - ASA, resource agencies, etc.

2. PRE - EMPTIVE EVACUATION AND TRANSPORTATION

Chairperson: ENGR. JOEL P. MARTIN, SWMO
Co - Chairperson: ENGR. LEON P. PALMIANO IV, CEO
Members: All LGU Drivers - Members