



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:

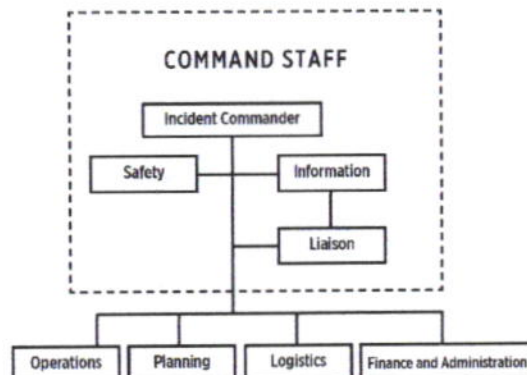
Command = Over-all Responsibility

Operations = Direct Tactical Actions

Planning = Collects/Analyze data and Prepare Action Plan

Logistics = Provide Support

Finance / Administration = Cost Accounting and Procurement

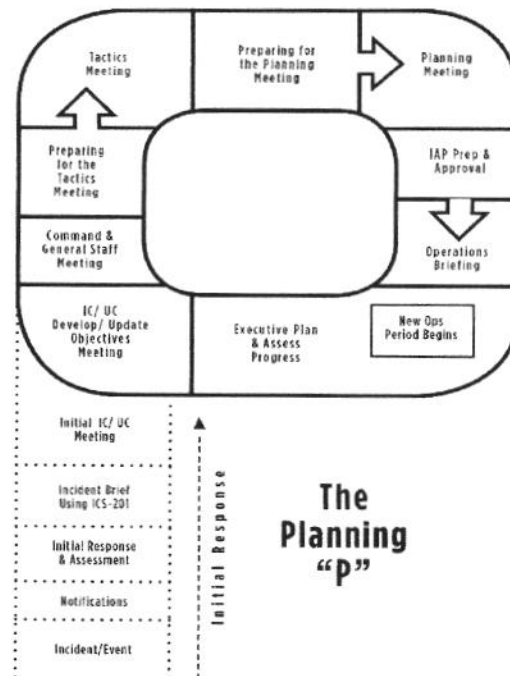


The Operational Planning Cycle

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

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

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; and
- e. Responsible for checking if the evacuation areas have the needed basic necessities and report to the barangay what is lacking in the center.

C.2 During Disaster

1. SEARCH AND RESCUE TEAM

Chairperson:	MR. RENEE ABSALON ABIADA, COMCEN
Co – Chairperson:	MR. ALFREDO E. GUTIEREZ, LDRRMA
Members:	CDRRMO Personnel BFP SRU PNP DRRMO Philippine Red Cross Barangay DRRM Focal Persons Red TAG

PURPOSE: To save lives and minimize damage to property

FUNCTIONS:

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

2. EVACUATION AND RELIEF OPERATION

Chairperson:	MS. ANNABEL S.J. VARGAS, CSWDO
Co – Chairperson:	MS. TERESITA DEL CASTILLO, CPNO

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.); and
- c. To provide relief and appropriate disaster intervention.

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 (CSWD);
- g. Coordinate with other teams; and
- h. Link with civic groups for continuous provision of basic necessities.

3. EMERGENCY MEDICAL SERVICES

Chairperson:	DR. VITO C. BORJA II, CHO
Co – Chairperson:	DR. JOFRAMEL PAZ, CHO
Members:	CDRRMO EMS Naga City Hospital Our Lady of Lourdes Infirmary Philippine Red Cross Bicol Medical Center - HEMB

PURPOSE: Provide medical services (emergencies) and post emergencies

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; and
- i. Establish protocol of command.

4. FIRE SUPPRESSION / PREVENTION

Chairperson:	FCINSP JOSE B. CALLOS, JR., BFP
Members:	Naga White Fire Volunteers Chin Po Tong Fire Volunteers

PURPOSE: To minimize effects of the occurrence of disastrous fire

FUNCTIONS:

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

5. SECURITY AND SAFETY

Chairperson: PSSUPT. JONATHAN O. PANGANIBAN, NCPO
Co – Chairperson: MR. RENNE F. GUMBA, PSO
Members: BFP NCFS
PNP Station Commanders
Pangiribang Bantay Barangay

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

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; and
- e. Crowd control during relief distribution.

C.3 Post Disaster

1. DAMAGE ASSESSMENT / NEED ANALYSIS

Chairperson: MR. EDILBERTO SAN CARLOS, CDRMO
Co – chairperson: ENGR. LEON PALMIANO IV, City Engineer
Co – chairperson: MS. EDNA BONGALONTA, City 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)

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. Asses 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 (City Mayor's Office);
- e. Update the headquarters every three (3) hours.

2. REHABILITATION AND RECOVERY TEAM

Chairperson: MR. FLORENCIO T. MONGOSO, JR.,
CSEE
Co – chairperson: ENGR. LEON PALMIANO IV, City
Engineer

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

FUNCTIONS:

- a. Investigate/ survey extent of damage;
- b. Assess properties, infrastructure, inventory, and etc.;
- c. Submit report to incident commander; and
- d. Grant all request if it follows.

3. RETRIEVAL OPERATION

Chairperson: MR. RENEE ABSALON ABIADA,
COMCEN
Co – chairperson: MR. ALFREDO GUTIEREZ, LDRRMA

PURPOSE:

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

FUNCTIONS:

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

D. PLANNING

Chairperson: MR. WILFREDO B. PRILLES, CPDO

FUNCTIONS:

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

- f. Provide technical specialist.

E. LOGISTICS

Chairperson: MR. FLORENCIO T. MONGOSO, JR.,
CSEE, City Administrator
Co – chairperson: ENGR. LEON V. PALMIANO, City
Engineer

FUNCTIONS: Provides services and support to the Incident Commander.

- a. Responsible for:
- Facilities
 - Transportation
 - Communications
 - Supplies
 - Equipment maintenance and fuel
 - Food services
 - Medical services

F. FINANCE ADMINISTRATION

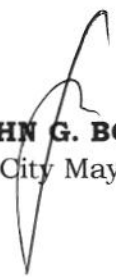
Chairperson: MR. FLORENCIO T. MONGOSO, JR., CSEE, City
Administrator
Members: MS. PACIENCA TABINAS, City Accounting Office
MS. GREGORIA ABONAL, City Treasurer's Office
MR. FRANK MENDOZA, City Budget Office

FUNCTIONS:

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


Section 3. ***Effectivity.*** This order shall take effect immediately.

Issued this 19th day of December, 2017 in the City of Naga, Philippines.



JOHN G. BONGAT
City Mayor

Attested by:



FLORENCIO T. MONGOSO, JR., CSEE
Department Head II and Acting City Administrator