



EXECUTIVE ORDER NO. 2020-031
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**CREATION OF A MULTI-AGENCY COORDINATION GROUP,
ACTIVATION OF JOINT OPERATIONS CENTER AND INCIDENT
MANAGEMENT TEAMS, AND THE ADOPTION OF THE INCIDENT
MANAGEMENT SYSTEM TO PROMOTE PUBLIC HEALTH AND
SAFETY THIS 2020 SEPTEMBER**

WHEREAS, due to the current public health emergency, especially that there is a rising number of cases of Coronavirus Disease 2019 (CoViD-19) in Naga City, the Archdiocese of Caceres and the City Government of Naga agreed to cancel the holding of processions and other activities to celebrate this year's Peñafrancia Fiesta;

WHEREAS, despite the aforesaid cancellation, however, there may still be devotees, pilgrims, guests and visitors that will attempt to visit the City of Naga and pay homage to Our Lady of Peñafrancia this September 2020;

WHEREAS, due to the risks involved in the influx of visitors and pilgrims, particularly those coming from areas with higher incidence of CoVid-19, there is a need to establish mechanisms that will ensure that there is an effective and efficient command, control, coordination, collaboration and communication system during the entire period of September 2020;

NOW THEREFORE, I, NELSON S. LEGACION, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. MULTI-AGENCY COORDINATION GROUP. The Peñafrancia Festival Multi-agency Coordination Group (MAC Group) is hereby created consisting of agency administrators or executives or their designees from the following agencies who are authorized to represent or commit agency resources and funds in support of incident activities:

I. CITY GOVERNMENT OF NAGA

1. Public Safety Office
2. City Engineer's Office
3. Solid Waste Management Office
4. City Events, Protocol and Public Information Office
5. City Disaster Risk Reduction and Management Office
6. City Environment and Natural Resources Office
7. City Parks and Recreational Facilities Management Office

8. Arts, Culture and Tourism Office
9. Naga City Hospital

II. ARCHDIOCESE OF CACERES

10. Office of the Archbishop
11. Office of the Vicar-General
12. Archdiocesan Shrine and Parish of the Our Lady of Peñafrancia
13. St. John the Evangelist Parish
14. Basilica Minore of Our Lady of Peñafrancia
15. Holy Cross Parish
16. CIVICOM I-Share
17. Cofradia de San Jose

III. NATIONAL/REGIONAL GOVERNMENT AGENCIES

18. 9th Infantry Division, Philippine Army
19. Naga City Police Office
20. Camarines Sur Police Provincial Office
21. Naga City Schools Division
22. Department of Public Works and Highways
23. Naga City Central Fire Station
24. Bicol Medical Center
25. Land Transportation Office

IV. COOPERATING AGENCIES

26. Philippine Information Agency
27. Kabalikat Civicom
28. Philippine Red Cross
29. Camarines Sur Electric Cooperative II
30. Metro Naga Water District
31. Naga City Hall Press Corps

SECTION 2. MAC FUNCTIONS. The MAC Group shall act as a policy-making body, supporting resource prioritization and allocation as well as enabling decision-making among elected and appointed officials and those responsible for managing an incident.

SECTION 3. MAC MEETINGS. The MAC Group shall hold its meetings, at the call of Responsible Officials or their duly authorized representative, at the PSO Training Hall which will also serve as the Joint Operations Center in order to authorize additional resources, approve emergency authorities, and provide guidance on emerging issues.

SECTION 4. MEMORANDUM OF AGREEMENT. Members of the MAC Group shall formalize its assistance and/or cooperation commitment through a Memorandum of Agreement stipulating therein the limits, inter-

operability and mechanisms of obtaining assistance in the form of personnel, equipment, materials, and other associated services which are intended for the rapid, short-term deployment of support prior to, during, and/or after an incident or event.

SECTION 5. JOINT OPERATIONS CENTER. Joint Operations Center (JOC) is also established which shall take charge of the coordination of information and resources to support incident management (on-scene operations) activities. **Renne F. Gumba**, Executive Officer of the Public Safety Office and **Ernesto B. Elcamel**, City Disaster Risk Reduction and Management Officer, are hereby designated as JOC Manager and Deputy JOC Manager, respectively. Specifically, the JOC shall:

1. Collect and share essential information that may provide a shared and holistic picture of an incident between all incident personnel;
2. Identify policy issues and communicate policy decisions of the MAC Group to the Incident Management Teams and to the Health Emergency Response Task Force;
3. Assist the Incident Management Teams in resolving communication challenges through communication resource requests or by communicating policy decisions of the MAC group;
4. Support the Incident Management Teams by understanding resource requests, acquiring the needed resources, and ensuring that the resources are delivered to the Incident. Resources can include people, teams, facilities, equipment, and supplies required for a response;
5. Assist the Incident Management Teams on tactical planning;
6. Serve as conduit of Incident Management Teams to the responsible officials and MAC Group in tapping financial or administrative support;

SECTION 6. JOC OPERATION. The JOC shall be manned 24/7 by competent personnel that will be committed by MAC member-agencies from the time of activation until its deactivation.

SECTION 7. CLUSTERS AND GROUPS. The Joint Operation Center shall have the clusters and groups headed by Coordinators as may be designated by the JOC Manager or chosen by member agencies, whichever is applicable, but not limited to:

I. GROUPS

- a. Report Development Group
 - i. Responsible for the production of meeting materials, forms, and reports; and,
 - ii. Ensure the availability of all equipment and facilities needed for the operation and monitoring of events and incidents

- b. Liaison and Volunteer Coordination Group
 - i. Ensure effective coordination among agencies; and,
 - ii. Accredite and distribute volunteer groups to clusters.

II. CLUSTERS

- a. Security and Public Safety Cluster
 - i. Take charge of formulating a security, traffic management, fire suppression, hazardous materials response and public safety plans; and,
 - ii. Allocate and deploy security, traffic and safety personnel requested by Incident Management Teams (IMT)
- b. Medical Cluster
 - i. Take charge of formulation and implementation of medical response, ambulance and advance medical post deployment plan, including the coordination with all medical institutions in responding to emergencies during the festivity; and,
 - ii. Allocate personnel requested by IMTs.
- c. Water Cluster
 - i. Cause the formulation and implementation of a water safety plan; and,
 - ii. Allocate personnel and water assets needed by IMTs for water search and rescue and conduct of monitoring activities.
- d. Air Cluster
 - i. Take charge of personnel and air assets allocation requested by Incident Management Teams.
- e. Support and Utility Cluster
 - i. Support JOC operations through the facilitation of assessment and restoration of damaged water, electricity and utilities infrastructure systems; and
 - ii. Provide technical support to JOC and IMT Operations.
- f. Public Information Cluster
 - i. Cause the development and delivery of coordinated inter-agency messages;
 - ii. Develop and execute public information plans and strategies;
 - iii. Control misinformation and the circulation of inaccurate information that may cause public alarm and panic; and,
 - iv. Deploy Public Information Officers to Incident Management Teams who will be in charge of disseminating information specific to the event they will be assigned.

SECTION 7. RESPONSIBLE OFFICIALS. The City Mayor and the Archbishop shall provide policy directions and strategic objectives, the mission and the authority to achieve the over-all priorities in the conduct of operations.



SECTION 8. INCIDENT MANAGEMENT TEAMS. To ensure effective on-scene management of any incident that may arise in the month of September 2020, Incident Management Teams are hereby authorized to be activated. Preferably, the Command and General Staff shall be composed of personnel who have underwent Incident Command System (ICS) trainings or have been part of ICS- driven simulation exercises.

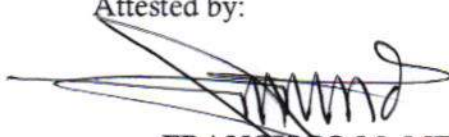
SECTION 9. INCIDENT MANAGEMENT SYSTEM. The concepts of the Incident Command System set forth under existing circulars of the National Disaster Risk Reduction and Management Council and the Office of the Civil Defense shall be adopted in the operations and dealings of the Multiagency Coordination Group, Joint Operation Center and Incident Management Teams.

SECTION 10. EFFECTIVITY. This Executive Order shall be effective immediately.

Issued this 2nd day of September, Two Thousand and Nineteen in the City of Naga, Philippines.


NELSON S. LEGACION
City Mayor

Attested by:


FRANCISCO M. MENDOZA
City Administrator