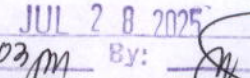


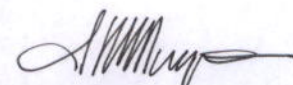
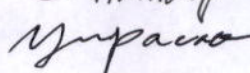
SPIn 2025-0850
RECEIVED
TALLO PAN NG
SANGGUNIANG PANLUNGSOD NG NAGA
Date: JUL 28 2025
Time: 3:03 PM By: 

PROPOSED ORDINANCE

AN ORDINANCE STRENGTHENING THE CITY DISASTER RISK REDUCTION AND MANAGEMENT (CDRRM) FRAMEWORK BY RESTRUCTURING THE CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (CDRRMO), INSTITUTIONALIZING THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (LDRRMC), ESTABLISHING THE EMERGENCY OPERATIONS CENTER (EOC), AND ADOPTING THE INCIDENT COMMAND SYSTEM (ICS) AND CLUSTER APPROACH AS COMMAND, CONTROL, AND COORDINATION SYSTEMS FOR DISASTER RESPONSE OPERATIONS, MANAGEMENT OF PLANNED EVENTS, AND EXERCISES IN THE CITY OF NAGA:-

Sponsors:

ALLAN REIZ C. MACARAIG, City Councilor
YUAN ANGELO PACAO, City Youth Councilor

WHEREAS, Section 2 of Republic Act No. 10121, also known as the "Philippine Disaster Risk Reduction and Management Act of 2010," mandates the strengthening of the disaster risk reduction and management system at all levels, institutionalizing best practices for disaster preparedness, response, and recovery;

WHEREAS, Section 12 of R.A. 10121 mandates the establishment of a Local Disaster Risk Reduction and Management Office (LDRRMO) in every province, city, and municipality to ensure the proper implementation of disaster risk reduction and management (DRRM) policies and programs;

WHEREAS, the City of Naga recognizes the need to strengthen its existing Disaster Risk Reduction and Management (DRRM) Framework to ensure a more responsive and efficient system for disaster preparedness, mitigation, response, and recovery;

WHEREAS, adopting the Incident Command System (ICS) and Cluster Approach will provide a systematic, organized, and standardized command, control, and coordination mechanism that enhances operational efficiency in disaster response operations, management of planned events, and simulations;

WHEREAS, the establishment of a fully functional Emergency Operations Center (EOC) ensures real-time information sharing, decision-making, and resource management for effective coordination among various agencies and stakeholders during emergencies and disasters;

NOW, THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD OF NAGA, IN SESSION ASSEMBLED:

CHAPTER I GENERAL PROVISION

Section 1. TITLE. This Ordinance shall be known as the:
"Enhanced City Disaster Risk Reduction and Management Framework Ordinance of Naga City."

Section 2. LEGAL BASES. This Ordinance is hereby promulgated based on the following legal provisions:

- 1) Section 12 of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010) which provides the establishment of LDRRMO in every province, city, and municipality responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction;
- 2) Section 11 of RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010) which establishes the Local Disaster Risk Reduction and Management Council;
- 3) NDRRMC-DILG-DBM-CSC Joint Memorandum Circular No. 2014-1 providing for the Implementing Guidelines for the Establishment of Local DRRM Offices in Local Government Units;
- 4) NDRRMC Memorandum Circular No. 4 s. 2012 which institutionalized the Incident Command System as on-scene disaster response tool that is used to integrate the complex inter-agency structures of different agencies to work for a common set of objectives during operations;
- 5) NDRRMC Memorandum No. 43 s. 2016 which laid down the guidelines on the Interoperability of Incident Management Teams (IMTs) and the Response Clusters;

CHAPTER 2 CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

Section 3. NEW ADMINISTRATIVE STRUCTURE. Given the increasing complexity of disaster management responsibilities, there is a critical need to restructure the CDRRMO from a division to a full-fledged department to enhance its operational capacity, authority, and efficiency in fulfilling its mandate. It shall have the following administrative divisions and units:

- 1) Office of the Department Head
- 2) Administrative and Training Division
 - a. Administrative and Records Unit
 - b. Training and Capacity Development Unit
 - c. Finance and Property Unit

- 3) Research and Planning Division
 - a. Research and Planning Unit
 - b. Partnerships and Liaising Unit
- 4) Operations and Warning Division
 - a. Operations Center (Command Center)
 - b. Emergency Services Unit

Section 4. SCOPE OF AUTHORITY AND FUNCTIONS. The CDRRMO and its division and units shall have the following functions:

1) Office of the Department Head.

- a. Provide executive direction and supervision over the entire operations of the Department and exercise administrative supervision over its divisions;
- b. Establish policies and standards for the effective, efficient and economical operation of the Department, in accordance with the programs of the city government;
- c. Issue office orders necessary to carry out department mandates, objectives, policies, functions, plans, programs and projects;
- d. Sit on the special boards or committees as provided in this Ordinance, as well as any other agencies or organizations as may be appropriate or designated;
- e. Coordinate with other agencies and public and private interest's groups, including non-government organizations (NGOs) and people's organizations (POs) on Department policies and initiatives;
- f. Advise the City Mayor and make recommendations on the promulgation of executive and administrative orders and regulatory and legislative proposals on matters pertaining to culture;
- g. Formulate and enforce a system of measuring and evaluating periodically and objectively the performance of the Department and submit the same annually to the City Mayor
- h. Prepare and submit to the City Mayor through the City Budget Office an estimate of the necessary expenditures of the department during the next fiscal year, based on the reports and estimates submitted by Divisions and officers under the Department;
- i. Perform such other functions as may be provided by law or assigned by the City Mayor.

- 2) **Administration and Training Division.** The Administration and Training Division shall be responsible for providing administrative, logistical, and human resource management support to ensure the smooth operation of the CDRRMO. It shall also lead the development and implementation of training programs and capacity-building activities aimed at enhancing the knowledge, skills, and preparedness of personnel, partner agencies, and community stakeholders. It shall

be composed Administrative and Records Unit, Training and Capacity Development Unit, and Property, Finance and Property Unit.

a. **Administrative and Records Unit** – The Administrative and Records Unit shall perform the following duties and responsibilities:

- i. Manage the daily administrative operations of the department.
- ii. Ensure the efficient management of records, reports, and documentation of DRRM activities.
- iii. Maintain and update a comprehensive database of DRRM-related documents, reports, and official correspondence.
- iv. Implement a records management system that ensures proper filing, archiving, and retrieval of documents.
- v. Safeguard and ensure the confidentiality of sensitive information related to DRRM operations.

b. **Training and Capacity Development Unit** - The Training and Capacity Development Unit shall perform the following duties and responsibilities:

- i. Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- ii. Disseminate information and raise public awareness about those hazards, vulnerabilities, and risks;
- iii. Develop, implement, and evaluate capacity-building and training programs on DRRM, climate change adaptation, and disaster resilience;
- iv. Conduct training sessions, workshops, and simulation exercises for personnel, barangay officials, emergency responders, and community volunteers;
- v. Maintain an updated database of trained personnel and accredited training programs;
- vi. Ensure that all training programs and simulation exercises comply with national standards and guidelines;
- vii. Facilitate the accreditation of DRRM trainers and responders to ensure compliance with the standards set by the National Disaster Risk Reduction and Management Council (NDRRMC).

c. **Finance and Property Unit** – The Finance and Property Unit shall perform the following duties and responsibilities:

- i. Monitor and track financial transactions, ensuring compliance with relevant auditing and accounting regulations;

- ii. Prepare and submit periodic financial reports to the City Mayor, Sangguniang Panlungsod, Office of Civil Defense and Commission on Audit (COA).
- iii. Coordinate and oversee the procurement of goods, equipment, and services in compliance with RA 9184 (Government Procurement Reform Act) and other applicable laws;
- iv. Maintain a supply chain management system to ensure the timely delivery and availability of necessary resources, especially during emergencies;
- v. Maintain an inventory management system for all properties, equipment, and supplies;
- vi. Conduct regular physical inventory, audits, and inspections to ensure accountability and proper utilization of resources;
- vii. Implement policies for the maintenance, safekeeping, and disposal of assets and properties;
- viii. Ensure the operational readiness and proper maintenance of vehicles and transportation resources used for DRRM activities.

3) **Research and Planning Division.** The Research and Planning Unit shall be responsible for conducting risk assessments, hazard mapping, policy analysis, and the development of local disaster risk reduction and management plans. It ensures that the city's DRRM strategies are data-driven, evidence-based, and aligned with national policies and international frameworks.

a. **Research and Planning Unit** - The Research and Planning Unit shall perform the following duties and responsibilities:

- i. Formulate and update the Local Disaster Risk Reduction and Management Plan (LDRRMP) in accordance with the guidelines set by the National Disaster Risk Reduction and Management Council (NDRRMC) and RA 10121;
- i. Prepare and manage the department's annual budget in accordance with the Local DRRM Plan (LDRRMP) and government accounting standards;
- ii. Ensure the proper allocation and disbursement of the Local DRRM Fund (LDRRMF) to support DRRM activities and emergency response;
- ii. Develop and periodically review sector-specific contingency plans and operational protocols for disaster response, recovery, and rehabilitation;
- iii. Prepare the Annual DRRM Investment Plan (AIP) to ensure the proper allocation of resources to DRRM activities and programs;
- iv. Conduct hazard and vulnerability assessments (HVA) and risk profiling of the city's most vulnerable areas;

- v. Develop and regularly update hazard maps and other geospatial information to guide DRRM planning and response;
- vi. Conduct policy analysis and evaluation to identify gaps and recommend improvements to existing DRRM frameworks and systems;
- vii. Conduct research studies and situational analyses on disaster risk management, climate change adaptation, and emergency response effectiveness;
- viii. Establish and maintain a DRRM database and information system to support evidence-based decision-making;
- ix. Maintain a database of human resource and their capacities, equipment, directories, and location of critical infrastructures such as hospitals and evacuation centers;

b. **Partnerships and Liaising Unit** - The Partnerships and Liaising Unit shall perform the following duties and responsibilities:

- i. Serve as the Secretariat and executive arm of the Local DRRM Council (LDRRMC);
- ii. Develop and maintain strong partnerships with national government agencies (NGAs), international organizations, and development partners to enhance DRRM capabilities;
- iii. Forge alliances with private sector stakeholders for resource mobilization, technical assistance, and technology transfer to strengthen disaster resilience;
- iv. Liaise between the CDRRMO and external partners, ensuring effective communication, coordination, and collaboration;
- v. Coordinate with the Regional DRRM Council (RDRRMC) and relevant government agencies for technical support and resource augmentation during disaster operations;
- vi. Establish and maintain a communication network with barangay DRRM councils, civil society organizations (CSOs), and other local stakeholders;
- vii. Mobilize financial, technical, and logistical resources from external partners to support the implementation of DRRM programs and projects;
- viii. Advocate for increased stakeholder involvement in DRRM through public awareness campaigns and policy dialogues;
- ix. Promote multi-stakeholder dialogues and knowledge-sharing platforms to ensure inclusivity and community engagement in DRRM decision-making;
- x. Develop and implement a partnership engagement strategy that fosters sustainable collaboration and information-sharing among stakeholders;

- xi. Facilitate inter-agency coordination during disaster response, ensuring that resources and assistance from partners are efficiently delivered.

4) **Operations and Warning Division.** The Operations and Warning Division shall ensure the city's preparedness, timely response, and coordinated management of emergencies, disasters, and planned events. It serves as the primary hub for disaster monitoring, early warning dissemination, command and control, and emergency services deployment to protect lives and properties.

a. **Operations Center** - The Operations Center (Command Center) shall act as the command, control, and coordination hub that manages disaster response and ensures seamless inter-agency collaboration. It maintains real-time situational awareness, facilitates decision-making, and oversees resource mobilization to ensure effective disaster management. It shall have the following responsibilities:

- i. Maintain 24/7 situational awareness and hazard monitoring to detect, analyze, and assess potential emergencies, ensuring real-time information for timely response.
- ii. Disseminate early warnings and public advisories by validating information and issuing timely alerts through multiple communication platforms to minimize disaster impacts.
- iii. Implement the Incident Command System (ICS) by activating a unified command structure that ensures coordinated response efforts across all operational units and agencies.
- iv. Facilitate the mobilization of emergency services and specialized response teams by ensuring the timely deployment of resources and personnel to disaster-affected areas.
- v. Manage and oversee the allocation of resources, personnel, and logistics to guarantee the availability of critical assets and supplies during emergency operations.
- vi. Document, report, and evaluate all response operations by maintaining incident logs, conducting after-action reviews (AARs), and identifying areas for improvement.

b. **Emergency Services Unit** - The Emergency Services Unit provides immediate, well-coordinated, and effective emergency response by integrating life-saving operations, hazard mitigation, search and rescue, and retrieval efforts under one operational framework. It ensures the timely deployment of resources and specialized teams to disaster-stricken areas. Its specific tasks and functions are as follows:

- i. Provide pre-hospital emergency care and medical assistance by deploying trained Emergency Medical Services (EMS) personnel to stabilize patients and ensure their safe transport to medical facilities.
- ii. Conduct safe and organized evacuation operations by relocating affected populations from high-risk areas to secure locations while ensuring crowd control and public safety.
- iii. Mitigate hazards and suppress fire incidents by coordinating with the Bureau of Fire Protection (BFP) to manage hazardous materials, chemical spills, and other environmental threats.
- iv. Execute search and rescue (SAR) operations by deploying specialized teams and utilizing advanced equipment to locate, extricate, and assist individuals trapped in hazardous conditions.
- v. Perform high-risk and technical rescue operations by conducting specialized interventions such as high-angle, confined space, and swift water rescues to protect lives in critical situations.
- vi. Retrieve and recover casualties with dignity by ensuring the proper handling, identification, and management of deceased individuals in collaboration with forensic teams and health authorities.
- vii. Manage mass casualty incidents (MCI) by establishing triage systems, deploying mobile field units, and coordinating with hospitals to address large-scale emergencies effectively.
- viii. Mobilize resources and deploy response teams rapidly by ensuring the prepositioning of essential equipment, supplies, and trained personnel to enable swift and effective emergency operations.

Section 5. STAFFING PATTERN. The CDRRMO shall have the following staffing pattern appropriate to the functional requirements and workload:

Number of positions	Positions Title	Salary Grade
OFFICE OF THE DEPARTMENT HEAD		
1	City Government Department Head I	25
1	Local DRRM Officer IV*	22
ADMINISTRATIVE AND TRAINING DIVISION		
1	Local DRRM Officer III	18
<i>Administrative and Records Unit</i>		
1	Administrative Officer IV	15
1	Senior Administrative Assistant I	13
1	Administrative Officer I (Records Officer I)	10
1	Administrative Assistant I	7

1	Administrative Aide III	3
Training and Capacity Development Unit		
1	Local DRRM Officer II	15
2	Local DRRM Officer I	11
1	Local DRRM Assistant*	8
1	Administrative Aide III (Driver)	3
Finance and Property Unit		
1	Administrative Officer IV	15
1	Administrative Officer III (Supply Officer II)	14
1	Administrative Assistant II (Property Custodian)	8
RESEARCH AND PLANNING DIVISION		
1	Local DRRM Officer III	18
Research and Planning Unit		
1	Local DRRM Officer II	15
2	Local DRRM Officer I	11
1	Administrative Aide VI (Artist Illustrator I)	6
1	Administrative Aide V (Photographer I)	5
Partnerships and Liaising Unit		
1	Local DRRM Officer II	15
1	Local DRRM Officer I	11
1	Local DRRM Assistant	8
1	Administrative Aide III (Clerk I)	3
OPERATIONS AND WARNING DIVISION		
1	Local DRRM Officer III	18
Operations Center		
1	Local DRRM Officer II (EOC Coordinator)*	15
1	Administrative Assistant V (Electronics and Communications Equipment Technician III)	11
1	Administrative Assistant II (Electronics and Communications Equipment Technician II)	8
2	Administrative Aide VI (Communications Equipment Operator II)	6
2	Administrative Aide IV (Communications Equipment Operator I)	4
2	Administrative Aide III (Driver I)	3
Emergency Services Unit		
1	Local DRRM Officer II	15
1	Local DRRM Officer I	11
3	Local DRRM Assistant	8
9	Administrative Aide VI (Rescue Worker)	6
3	Administrative Aide III (Driver)	3

CHAPTER 3 CITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Section 6. INSTITUTIONALIZATION OF NCDRRMC. The Naga City Disaster Risk Reduction and Management Council is hereby institutionalized

as the local advisory group on disaster preparedness programs, disaster operations and rehabilitation efforts undertaken by the government and the private sector.

Section 7. COMPOSITION OF NCDRRMC. The NCDRRMC shall be composed of the following:

- 1) City Mayor as Chairperson;
- 2) City Vice Mayor as Co-Chairperson;
- 3) SP Committee Chairperson on Public Safety and Disaster Management as member;
- 4) City Planning and Development Officer as member;
- 5) City Disaster Risk Reduction and Management Officer as member;
- 6) City Social Welfare and Development Office as member;
- 7) City Events, Protocol and Public Information Officer as member;
- 8) City Health Officer as member;
- 9) City Agriculturist as member;
- 10) Gender and Development Officer as member;
- 11) City Engineer as member;
- 12) City Environment and Natural Resources Officer as member;
- 13) General Services Department Head as member;
- 14) Public Safety Officer as member;
- 15) City Veterinarian as member;
- 16) City Budget Officer as member;
- 17) Housing and Settlements Development Officer as member;
- 18) Superintendent of Division of City Schools as member;
- 19) Commander of 9th Infantry Battalion, Philippine Army as member;
- 20) Naga City Police Office Director as member;
- 21) City Fire Marshal as member;
- 22) President of the Liga ng mga Barangay as member;
- 23) President, Sangguniang Kabataan Federation as member;
- 24) Chapter Administrator of the Philippine Red Cross as member;
- 25) President of the Metro Naga Chamber of Commerce and Industry as member;
- 26) One representative from the Naga City Youth Development Council;
- 27) One representative from the academe or independent research institutes based in Naga City;
- 28) One representative from faith-based organizations;
- 29) One representative from non-government or people's organizations;
- 30) One representative from professional organizations, foundations or community-based organizations.

Section 8. FUNCTIONS OF THE CDRRMC. The CDRRMC shall have the following functions:

- 1) Approve, monitor and evaluate the implementation of the LDRRMPs and regularly review and test the plan consistent with other national and local planning programs;
- 2) Ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;

- 3) Recommend the implementation of forced or preemptive evacuation of residents, if necessary; and
- 4) Convene the local council once every three (3) months or as necessary.

Section 9. GUIDELINES FOR THE SELECTION OF CSO REPRESENTATIVES. The guidelines set forth in NDRRMC Memorandum Circular No. 07., series of 2022 pertaining to the selection of representatives from Civil Society Organizations and Private Sector to Disaster Risk Reduction and Management Councils and subsequent issuances related thereto are hereby adopted.

CHAPTER 4 INCIDENT COMMAND SYSTEM

Section 10. INCIDENT COMMAND SYSTEM, DEFINED. The Incident Command System (ICS) is an on-scene, all-hazards incident management system that facilitates the integration of facilities, equipment, personnel, procedures, and communications into a unified organizational structure, enabling coordinated responses to incidents of any kind or complexity. ICS is a non-permanent organization, activated only in response to disasters, emergencies, or planned events, and is designed to expand or contract based on the specific demands and complexities of single or multiple incidents, irrespective of jurisdictional boundaries.

Section 11. ADOPTION AND INSTITUTIONALIZATION OF ICS. The City Government of Naga hereby adopts and institutionalizes the Incident Command System (ICS) as the standard mechanism for on-scene disaster response and management. All disaster response operations, management of planned events, and exercises within the City shall utilize the ICS framework to ensure a coordinated and effective response.

Section 12. MANAGEMENT CHARACTERISTICS OF ICS. The following management characteristics of the Incident Command System (ICS) are hereby adopted to ensure effective incident management:

- 1) **Common Terminology** – Utilizing standardized terms for organizational functions, resource descriptions, and incident facilities to ensure clear and consistent communication among all responders.
- 2) **Modular Organization** – Implementing a flexible organizational structure that can expand, or contract based on the size and complexity of the incident.
- 3) **Management by Objectives** – Establishing specific, measurable objectives to guide incident response efforts. Public Health Resources
- 4) **Incident Action Planning** – Developing and disseminating an Incident Action Plan (IAP) that outlines objectives, strategies, and tactics for each operational period.
- 5) **Manageable Span of Control** – Maintaining an effective span of control by ensuring that supervisors oversee an optimal number of subordinates, typically between three and seven.

- 6) **Incident Facilities and Locations** – Designating specific facilities and locations, such as Incident Command Posts, staging areas, and shelters, to support incident operations.
- 7) **Comprehensive Resource Management** – Effectively identifying, acquiring, allocating, and tracking resources to ensure their optimal use during an incident.
- 8) **Integrated Communications** – Establishing a unified communication plan and interoperable communication processes and systems to ensure effective information sharing.
- 9) **Establishment and Transfer of Command** – Clearly defining and communicating the command function from the beginning of an incident and ensuring a smooth transfer of command when necessary.
- 10) **Unified Command** – Allowing agencies with different legal, geographic, and functional authorities to work together effectively without affecting individual agency authority, responsibility, or accountability.
- 11) **Chain of Command and Unity of Command** – Ensuring that each individual reports to only one designated supervisor to clarify reporting relationships and eliminate confusion.
- 12) **Accountability** – Implementing processes to ensure that all personnel are accounted for, including check-in/check-out procedures, incident action planning, unity of command, personal responsibility, span of control, and resource tracking.
- 13) **Dispatch/Deployment** – Ensuring that personnel and equipment respond only when requested or when dispatched by an appropriate authority.
- 14) **Information and Intelligence Management** – Establishing processes for gathering, analyzing, assessing, sharing, and managing incident-related information and intelligence.

Section 13. INCIDENT COMMAND STRUCTURE. The ICS structure shall be composed of the following components:

- a. **Incident Commander (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- b. **Command Staff** – The Command Staff consists of the following positions, which report directly to the Incident Commander:
 - i. **Public Information Officer (PIO)** – Responsible for interfacing with the public, media, and other agencies to provide incident-related information.
 - ii. **Safety Officer (SO)** – Monitors incident operations and advises the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

- iii. **Liaison Officer (LNO)** – Serves as the point of contact for representatives of other governmental agencies, non-governmental organizations, and private entities.
- c. **General Staff** – The General Staff represents and is responsible for the functional aspects of the Incident Command structure. The General Staff typically consists of the following sections:
 - i. **Operations Section** – Responsible for managing tactical operations directly related to the primary mission.
 - ii. **Planning Section** – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).
 - iii. **Logistics Section** – Responsible for providing facilities, services, and material support for the incident.
 - iv. **Finance/Administration Section** – Responsible for all financial, administrative, and cost analysis aspects of the incident.

Section 14. FORMATION OF INCIDENT MANAGEMENT TEAMS (IMTs). The City of Naga through the City Disaster Risk Reduction and Management Office (CDRRMO) shall form and maintain Incident Management Teams (IMTs) composed of trained personnel from relevant departments and agencies. These teams shall be responsible for the on-scene management of disasters, emergencies, planned events, and exercises, following the ICS structure and principles.

Section 15. CAPACITY DEVELOPMENT. The City Government of Naga shall implement comprehensive training programs on the Incident Command System (ICS) for all relevant personnel, including local government officials, emergency responders, personnel from relevant departments and agencies and community volunteers. These programs shall aim to enhance understanding and proficiency in ICS principles and procedures. Also, the City shall conduct regular drills and simulation exercises that incorporate ICS protocols. These activities will help evaluate the effectiveness of response plans and identify areas for improvement.

CHAPTER 5 EMERGENCY OPERATIONS CENTER

Section 16. OPERATIONALIZATION OF EMERGENCY OPERATIONS CENTER (EOC). The Operations Center shall be transformed into an Emergency Operations Center for centralized monitoring, control, and command of an emergency event which shall serve as the link between the Response Clusters as resource providers and the Incident Management Team as resource employer. The EOC shall function as the primary facility where decision-makers and relevant stakeholders convene to collect, analyze, and

disseminate information, and to coordinate resources and actions during emergencies, disasters and planned events.

Section 17. ACTIVATION OF EOC. The EOC shall be activated for the following reasons:

- a. There is a threat of an impending natural or human induced hazard;
- b. There is an upcoming planned event with anticipated threat;
- c. There is an ongoing incident or emergency;
- d. There is a request for support or augmentation that requires multi-stakeholder coordination; and
- e. As directed by the Responsible Official

Section 18. MANAGEMENT OF THE EOC. Once activated, the EOC shall be organized in accordance with the five (5) management functions.

- 1) **Management** - Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.
- 2) **Operations** – Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the jurisdiction's Action Plan.
- 3) **Planning** – Responsible for collecting, evaluating, and disseminating information; developing the jurisdiction's Action Plan and Situational Status in coordination with other functions; maintaining all EOC documentation.
- 4) **Logistics** – Responsible for providing facilities, services, personnel, equipment and materials.
- 5) **Finance / Administration** - Responsible for financial activities and other administrative aspects.

CHAPTER 6 CLUSTER APPROACH

Section 19. CLUSTER APPROACH. The City of Naga hereby adopts the Cluster Approach as a coordination mechanism in Disaster Risk Reduction and Management (DRRM). This approach aims to enhance the effectiveness and efficiency of humanitarian response efforts by ensuring that multiple organizations—including government agencies, non-government organizations (NGOs), civil society, and the private sector—collaborate in a structured and organized manner to address specific sectors or areas of disaster response.

Section 20. PRINCIPLES OF THE CLUSTER APPROACH. The following key principles shall guide the implementation of the Cluster Approach in the City of Naga:

6) Coordination and Leadership

- a. Response efforts shall be coordinated under the leadership of designated cluster leads in various sectors, such as health, logistics, shelter, food security, search and rescue, and camp coordination and management.
- b. Each cluster shall be led by a designated government agency, with support from relevant stakeholders.

7) Resource Optimization and Information Sharing

- a. Clusters shall facilitate the efficient mobilization and utilization of resources, including human, financial, and material assets.
- b. Real-time information sharing and reporting mechanisms shall be established to enhance situational awareness and decision-making.

8) Community-Centered and Inclusive Approach

- a. The needs of vulnerable groups—including women, children, the elderly, and persons with disabilities (PWDs)—shall be prioritized in response operations.
- b. Active participation of local communities in planning and implementation shall be encouraged.

9) Interoperability and Integration

- a. The Cluster Approach shall complement existing DRRM systems and frameworks, ensuring seamless integration with national and local disaster response plans.
- b. Regular training, drills, and capacity-building initiatives shall be conducted to enhance interoperability among response actors.

10) Accountability and Continuous Improvement

- a. Clusters shall adhere to standards of transparency and accountability in managing relief operations and aid distribution.
- b. Post-disaster evaluations and after-action reviews shall be conducted to identify lessons learned and improve response mechanisms.

Section 21. RESPONSE CLUSTERS. The following response clusters shall be organized with the following objectives, but not limited to:

- 1) **Food and Non-Food Items Cluster** shall ensure the timely provision of essential food and non-food items to affected populations, addressing immediate nutritional needs and basic living requirements.
- 2) **Camp Management and Internally Displaced Persons Protection Cluster** shall oversee the establishment and management of temporary shelters, ensuring the safety, dignity, and rights of internally displaced persons (IDPs) are upheld, and facilitate their access to essential services.

- 3) **Health Cluster** shall provide immediate and coordinated health services to affected populations, prevent and control disease outbreaks, and ensure the continuity of essential health care during and after disasters.
- 4) **Logistics Cluster** shall facilitate effective and efficient logistics support, including transportation, warehousing, and distribution of relief goods, to ensure timely delivery of assistance to affected areas.
- 5) **Emergency Telecommunications Cluster** shall establish and maintain reliable communication systems among responders and affected communities to support coordination and information sharing during disaster response operations.
- 6) **Education Cluster** shall ensure the continuity of education by providing safe and secure learning environments, restoring educational services, and integrating disaster risk reduction into the education system.
- 7) **Search, Rescue, and Retrieval Cluster** shall conduct search, rescue, and retrieval operations to save lives, recover victims, and provide necessary support to affected populations during disasters.
- 8) **Law and Order Cluster** shall maintain public order, protect property, and ensure the safety and security of affected communities during disaster situations.
- 9) **Shelter Cluster** shall provide emergency shelter solutions and support the reconstruction of durable housing for affected populations, ensuring safety and adequacy.
- 10) **Volunteer Mobilization and Partnerships Cluster** shall coordinate the recruitment, training, and deployment of volunteers, and foster partnerships among stakeholders to enhance disaster response efforts.
- 11) **Management of the Dead and the Missing Cluster** shall ensure the dignified and proper management of fatalities, support the identification process, and assist families in locating missing persons.
- 12) **Clearing and Waste Management Cluster** shall oversee the clearing of debris and manage waste generated by disasters to facilitate mobility in relief operations and reduce health risks.

Section 22. IMPLEMENTATION PLAN (IMPLAN). The City Disaster Risk Reduction and Management Office (CDRRMO) shall develop a comprehensive Implementation Plan (IMPLAN) for each designated cluster. These plans shall detail specific objectives, identify lead and member agencies, and outline their respective roles and responsibilities across all disaster phases—preparedness, response, recovery, and rehabilitation.

Section 23. TERMS OF REFERENCE FOR RENDERING PHYSICAL OR VIRTUAL DUTY OF RESPONSE CLUSTER LEADS AND MEMBERS.

The following Terms of Reference (TOR) for the CDRRMC Response Cluster Leads and Members during the activation and deactivation of Response Cluster/s in disaster response and early recovery operations:

- 1) All activated Response Cluster leads and members shall ensure attendance to the following meetings, as necessary:
 - a. **Response Cluster Briefing**, upon activation, to provide operational instructions on the mobilization of teams and resources through the Response Clusters for augmentation
 - b. **Specific Response Cluster Meeting** to provide detailed instructions for the Response Cluster members and partners.
 - c. **Early Recovery Meeting** to provide updates and instructions to transition to early recovery operations
 - d. **Other Briefings and Meetings** to discuss other specific requirements for the response
- 2) Due to the criticality and timeliness of decisions and urgent actions to be undertaken based on meeting agreements, representation of all concerned response cluster leads and member agencies in the above-cited meetings shall be ensured. More so, attendance of senior / key officials (at least Division or Section Chief for civilian agencies and CAPTAIN to COLONEL for uniformed agencies) for high-level meetings is highly encouraged;
- 3) Once activated, representatives of the lead and members of the Response Clusters shall report physically or virtually at the designated NCDRRMC Coordination Center;

a. Physical Duty:

- i. Based on need/request and requirements, concerned agencies shall deploy at least one (1) Duty Detailed Officer (DDO), to form part of the Emergency Operations Center (EOC) Management Team on a rotational basis.
- ii. Basic requirements for DDOs per Response Cluster rendering physical duty at the shall be as follows:
 1. Must be at the technical/staff level;
 2. Must have competencies on technical writing and coordination;
 3. Must have knowledge of the present situation and latest response actions of the agency in connection with the disaster emergency;
 4. Must be able to represent the agency or Response Cluster during meetings and briefings, as necessary;
 5. Must be able to provide critical disaster response information and submit reportorial requirements to the NCDRRMC Coordination Center;

6. Must immediately coordinate within its own agencies to address the concerns received at the NCDRRMC Coordination Center;
7. Duty shift and rotation of the DDOs shall be determined by the sending agencies if the requirements of the EOC Management Team will be met.
8. The CDRRMO shall provide duty meals and workstations for the DDOs. However, other personal and essential work items shall be brought by the concerned duty personnel such as laptops, printers, two-way radio and mobile phones.

b. Virtual Duty

- i. The Virtual EOC of the NCDRRMC, which shall be opened on a 24-hour basis, shall be activated in cases where physical reporting to the NCDRRMC Coordination Center is deemed unsafe for the EOC personnel such as threat to public health safety, damage to facility, etc.)
- ii. The video teleconferencing (VTC) link for the Virtual EOC shall be provided by the NCDRRMC Coordination Center Secretariat to the Response Clusters. The same link may also be used for Response Cluster briefings.
- iii. Once the Virtual EOC is activated, Response Cluster leads and member agencies shall login in the Virtual EOC indicating their name and agency.
- iv. Each agency shall submit the duty personnel composition and schedule in the Virtual EOC to the Secretariat by any possible means. For this purpose, duty shift, and rotation shall be determined by the sending agencies as long as the requirements of the EOC Management Team will be met.
- v. Agencies may send more than one (1) duty personnel to join the Virtual EOC as long as they are properly identified. However, the link shall not be shared with agencies/offices unauthorized and unidentified by the CDRRMC.
- vi. Basic requirements for DDOs per Response Cluster rendering virtual duty at the NCDRRMC Coordination Center shall be the same with those required for physical duty;
- vii. Should there be a need to logout, notify the EOC

c. Coordination and Referrals

- i. Aside from formal letters, the NCDRRMC General Message Form (GMF) shall be used as the standard document for the referral of communications and requests between and among the Response Clusters.

- ii. Depending on the urgency of the situation, Response Clusters may use any existing possible means of communication to immediately coordinate and refer requests or concerns, such as short message service (SMS), verbal or electronic mail (email), among others. A formal request or the NCDRRMC GMF shall be provided thereafter.
- iii. The CDRRMO, through the Operations and Warning Section shall assign liaisons for each Response Cluster. The OCD liaisons shall serve as the primary point of contact to ensure immediate coordination and timely submission of Response Cluster reports and updates, among others. The Response Cluster Leads shall submit an updated directory of the composition of their clusters to the CDRRMO for consolidation and reference.

d. Monitoring and Reporting

- i. The CDRRMO, as the Response Cluster Secretariat, shall undertake strict monitoring of compliances and submission of reports by all the Response Clusters based on meeting agreements and directives from NCDRRMC officials.
- ii. Once on physical or virtual duty at the NCDRRMC Coordination Center, the Response Clusters shall receive and process existing primary and secondary information coming from the Situational Reports (with Actions Taken), specific agency reports, social media posts, phone calls and other communications.
- iii. Based on the data gathered, coordination and actions undertaken as well as reports received from various sources, Response Clusters on duty shall prepare and submit the following:
 - 1. **Response Cluster Situational Report** - includes updates and activities from the member agencies and partners of the Response Clusters from the national and regional levels as well as local levels, as appropriate, through the agreed report templates.
 - 2. **Essential Elements of Information (EEI)** - contains summarized important information about Response Cluster for reporting to agency principals
 - 3. **Other Reports** that may be requested shall be provided as soon as possible through any possible means, given that a formal or written report shall be provided thereafter

CHAPTER 6

INTEROPERABILITY

Section 24. INTEROPERABILITY OF IMT, EOC AND RESPONSE CLUSTERS. The following coordinating mechanisms and interoperability guidelines of the Response Cluster with the Incident Management Team (IMT), and EOC, during disaster response operations, management of planned events, and exercises shall be observed:

4) Incident Management Team

- a. The IMT shall exercise command and control functions over all checked-in resources for response;
- b. The IMT shall request for additional resources to the City Mayor as Responsible Official through the EOC; and 6
- c. The IMT shall facilitate the demobilization of resources mobilized and/or provided by the Response Clusters. The Responsible Official shall be properly informed on the demobilization details.

5) Response Clusters:

- a. The head or authorized representative of each Response Cluster shall report in person to the Responsible Official;
- b. The head or authorized representative of each Response Cluster shall exercise coordination functions within the EOC level to monitor the situation on the ground and stand-by for resource requests from the IMT;
- c. Upon receipt of resource requests from the IMT through the EOC, the concerned Response Clusters shall facilitate the availability of the requested resources;
- d. All resources mobilized and/or provided by the Response Clusters shall check-in to the IMT; and
- e. Once the resources have checked-in, the Response Clusters shall cease command and control over the resources.

6) Emergency Operations Center:

- a. The EOC shall facilitate all communications between the IMT and the Response Clusters;
- b. The EOC shall consolidate, process and synthesize the reports of the IMT and the Response Clusters for inclusion in the official periodic situation report;

7) Coordinating Instructions:

- a. The EOC and Incident Command Post (ICP) shall not be co-located during response operation;
- b. The Responsible Official, upon recommendation of the Incident Commander, shall decide for termination of the operation of the IMT and the Response Clusters; and
- c. Upon termination of the operation, the Responsible Official shall organize a close out meeting with the IMT and the Response Clusters to determine the strengths, areas for improvement, and recommendations for future operations.

CHAPTER 7 TRANSITORY PROVISIONS

Section 25. INTEGRATION OF NAGA CITY COMMUNITY FIRST RESPONDERS AND BASIC LIFE SUPPORT TRAINING PROGRAM. To centralize and harmonize DRRM-related trainings, all personnel and equipment procured for the use and implementation of the Naga City Community First Responders and Basic Life Support Training Program as established under City Ordinance No. 2017-007 is hereby integrated with the CDRRMO - Administrative and Training Division.

Section 26. INTEGRATION OF CENTRAL COMMUNICATIONS CENTER. The Central Communications Center with all resources – personnel and equipment - is hereby attached as component of the Operations Center under the CDRRMO - Operations and Warning Division.

CHAPTER 7 FINAL PROVISIONS

Section 27. REPEALING CLAUSE. All other laws , Ordinances, Executive Orders and other executive issuances which are inconsistent with or contrary to the provisions of this ordinance are hereby amended or repealed accordingly.

Section 28. FUNDING. The budgetary requirements for personal services, maintenance and other operating expenditures, and capital outlay of the LDRRMO shall be sourced from the General Fund of the LGU, subject to Section 76 of RA 7160.

Other maintenance and other operating expenditures, and other capital outlay requirements of the LDRRMO in the implementation of DRRM programs shall be charged to the Local DRRM Fund (LDRRMF) subject to the provisions of the Joint NDRRMC, DBM, and DILG Memorandum Circular No. 2013-1 and COA Circular No. 2012-002.

Section 28. EFFECTIVITY – This Ordinance shall take effect immediately upon its approval

ENACTED : April _____, 2025

WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

GIL A. DE LA TORRE
Secretary to the
Sanguniang Panlungsod

GABRIEL H. BORDADO, JR.
City Vice Mayor & Presiding Officer

APPROVED:

MARIA LEONOR G. ROBREDO
City Mayor