



EXECUTIVE ORDER NO. 29
Series of 2024

INSTITUTIONALIZING THE INCIDENT COMMAND SYSTEM (ICS) AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM IN THE MUNICIPALITY OF ITOGON, ADOPTING THE IMPLEMENTING GUIDELINES FOR THE USE THEREOF UNDER NDRRMC MEMORANDUM CIRCULAR NUMBER 4, SERIES OF 2012 AND AMENDING EXECUTIVE ORDER NO. 07, series of 2018.

WHEREAS, Section 2 (e) of Republic Act No. 10121 declares it a policy of the State to develop, promote, and implement a comprehensive National Disaster Risk Reduction and Management Plan (NDRRMP) that aims to strengthen the capacity of the national government and the local government units (LGUs), together with partner stakeholders, to build the disaster resilience of communities, and to institutionalize arrangements and measures for reducing disaster risks, including projected climate risks, and enhancing disaster preparedness and response capabilities at all levels;

WHEREAS, Rule 7, section 3 (h) of the IRR of R.A. 10121 provides that the Office of Civil Defense shall *"establish an incident command system (ICS) as part of the country's existing on-scene disaster response system, to ensure effective consequence management of disasters or emergencies;"*

WHEREAS, the Incident Command System which was introduced to Asian Member States (AMS) under the ASEAN-US Cooperation on Disaster Management has proven to be an effective disaster response mechanism at the scene level, being utilized by the United States and adopted by other countries, is now emerging as the common international language of disaster response;

WHEREAS, the National Disaster Risk Reduction and Management Council promulgated the guidelines on the use of Incident Command System through NDRRMC Resolution No. 04, series of 2012 which aims to provide guidance to all DRRMCs and other agencies concerned from both government and private sector on the institutionalization and proper use of the ICS as a tool to organize on-scene operations for a broad spectrum of disasters or emergencies from small to complex incidents, both natural and human-induced;

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, **BERNARD S. WACLIN**, hereby ORDER as follows::

Section 1. Institutionalization of the ICS. The Incident Command System established under Executive Order No. 07- 2018 shall be maintained and strengthened as the municipality's standard operating procedure for on-scene management of emergency response operations from disaster impact to the immediate emergency response phase of an incident, with the priority objectives of saving lives, ensuring safety of responders and others, protecting property and environment, and incident stabilization.

Section 2. Adoption of the Implementing Guidelines Under NDRRMC MC No. 04-2012 and Other Issuances. Aside from the basic ICS concepts and principles, provisions of NDRRMC Memorandum Circular No. 04, series of 2012, and other issuances, guidelines and standards related to Incident Command System are hereby adopted.

Section 3. Basic ICS Concepts and Principles. To ensure the standard use and application of Incident Command System, the following basic concepts and principles for on-scene operations are likewise hereby adopted:

A. Fourteen (14) Management Characteristics of ICS. ICS is based on fourteen management characteristics, each of which contributes to the strength and efficiency of the over-all system. These are as follows:

1. Common Terminology. The use of common terminology in ICS will allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.
2. Modular Organization. The ICS organizational structure develops in a modular fashion based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with Incident Command, which bases the ICS organization on requirements of the organization.
3. Management by Objectives. Management by objectives is communicated throughout the entire ICS organization and includes the following:
 - i. Knowing agency policy and direction;
 - ii. Establishing incident objectives;
 - iii. Developing strategies based on incident objectives;
 - iv. Establishing specific, measurable tactics or tasks for various incident management functional activities and directing efforts to accomplish them, in support of defined strategies; and
 - v. Documenting results to measure performance and facilitate corrective actions.
4. Incident Action Plan. Centralized, coordinated incident action planning should guide all response activities. An Incident Action Plan provides a concise, coherent means of capturing and communicating the overall incident priorities, objectives, strategies, and tactics in the context of both operational and support activities.
5. Span of Control. Manageable span of control is a key to effective and efficient incident management. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
6. Incident Facilities Location. Establishing various types of operational support facilities in the vicinity of an incident to accomplish a variety of purposes. ICS facilities should include Incident Command Post, Bases, Camps, Staging Areas, mass casualty stage areas, point-of-distribution sites, and others as required.
7. Resource Management. Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management and emergency response. Resources to be identified include personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation.
8. Integrated Communications. Incident communications should be developed through the use of a common communications plan to ensure interoperability and connectivity between and among operational and support units of the various agencies involved. Preparedness planning should therefore endeavor to address

the equipment, systems, and protocols necessary to achieve integrated voice data communications.

9. *Establishment and Transfer of Command*. The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individuals at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.
10. *Chain of Command and Unity of Command*. At all times during disaster operations, chain of command shall be observed to ensure clarity in reporting relationships and eliminate confusion caused by multiple, conflicting directives.
11. *Unified Command*. In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdiction with multiagency involvement, a Unified Command approach should be applied to allow agencies with different legal, geographic, and functional authorities and responsibilities work together effectively without affecting individual agency authority, responsibility, or accountability.
12. *Accountability*. Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential. To this end, Check-in/Check-out, Incident Action Planning, Unity of Command, Personal Responsibility, Span of Control, and Resource Tracking must be adhered with the Incident Command System.
13. *Dispatch/Deployment*. Resources should respond only when requested or when dispatched by an appropriate authority through established resource management systems. Resources not requested must refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.
14. *Information and Intelligence Management*. The incident management organization must establish a process for gathering, analyzing, assessing, sharing and managing incident-related information and intelligence.

B. THE INCIDENT COMMAND. The Incident Command headed by an Incident Commander shall be responsible for overall management of the incident. It shall be comprised of the Command Staff and General Staff and are typically located at the Incident Command Post. The command function may be conducted in one or two general ways such as:

1. Single Incident Command which is applied when an incident occurs within a single jurisdiction and there is no jurisdiction or functional agency overlap. Overall incident management responsibility rests on the appropriate jurisdictional authority. In some cases where incident management crosses jurisdictional and/or functional agency boundaries, a single Incident Command may be designated if agreed upon.
2. Unified Command may be applied when a disaster or emergency affects several areas or jurisdiction or requires multi-agency engagement. Unified Command is an incident management option, providing the necessary guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate plans, and interact effectively. As a team effort, the Unified Command allows all agencies with jurisdictional authority or functional responsibility for the

incident to jointly provide management direction through a common set of incident objectives and strategies and a single Incident Action Plan. Each participating agency maintains its authority, responsibility and accountability.

C. THE COMMAND STAFF. The Command Staff typically includes a Public Information Officer, a Safety Officer, and a Liaison Officer, who report directly to the Incident Command/Unified Command and may have assistants as necessary. Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the IC/UC.

1. **The Public Information Officer.** The Public Information Officer is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. Whether the command structure is single or unified, only one Public Information Officer should be designated per incident. Assistants may be assigned from other involved agencies, departments, or organizations. The IC/UC must approve the release of all incident-related information. In large-scale incidents or where multiple command posts are established, the Public Information Officer should participate in or lead the Joint Information or Media Center in order to ensure consistency in the provision of information to the public.
2. **The Safety Officer.** The Safety Officer monitors incident operations and advises the IC/UC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC/UC and supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the IC/UC for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the incident Safety Plan, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety as well as the general safety of incident operations. The Safety Officer has immediate authority to stop and/or prevent unsafe acts during incident operations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all responder personnel involved in incident operations.
3. **The Liaison Officer.** The Liaison Officer is Incident Command's point of contact for DRRMC/other government agency representatives, NGOs, and the private sector to provide input on their agency's policies, resource availability, and other incident-related matters. Under either a single-IC or a UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer.
4. **Additional Command Staff.** Additional Command Staff positions may also be necessary, depending on the nature and location(s) of the incident or specific requirements established by Incident Command.

D. THE GENERAL STAFF. The General Staff is responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs. The Section Chiefs may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multijurisdictional incidents.

1. **Operations Section.** This Section is responsible for all tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Lifesaving and responder safety will always be the highest priorities and the first objectives in the IAP. The Operations Section Chief is responsible to Incident Command for the direct management of all incident-related tactical activities. The Operations Section Chief will establish tactics for the assigned operational period. An Operations Section Chief should be designated for each operational period, and responsibilities include direct involvement in development of the IAP. The Operations Section is composed of the following:

- a. ***Branches.*** Branches may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control. Branches are identified using Roman numerals or by functional area.
- b. ***Divisions and Groups.*** Divisions and/or Groups are established when the number of resources exceeds the manageable span of control of Incident Command and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, Incident Command may assign evacuation or mass-care responsibilities to a functional Group in the Operations Section. Additional levels of supervision may also exist below the Division or Group level.
- c. ***Resources.*** Resources may be organized and managed in three different ways, depending on the requirements of the incident.
 - *Single Resources:* Individual personnel or equipment and any associated operators.
 - *Task Forces:* Any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
 - *Strike Teams:* A set number of resources of the same kind and type that have an established minimum number of personnel. All resource elements within a Strike Team must have common communications and a designated leader.

The use of Task Forces and Strike Teams is encouraged, when appropriate, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.

2. **Planning Section.** The Planning Section collects, evaluates, and disseminates incident situation information and intelligence to the IC/UC and incident management personnel. This Section prepares status reports, displays situation information, maintains the status of resources assigned to the incident, and prepares and documents the IAP, based on Operations Section input and guidance from the IC/UC. As shown in figure 2 of the ICS organization below, the Planning Section is comprised of four primary Units, as well as a number of technical specialists to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources. Within the Planning Section, the following primary Units fulfill functional requirements:

- *Resources Unit:* Responsible for recording the status of resources committed to the incident. This Unit also evaluates resources committed currently to the

incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

- *Situation Unit*: Responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.
- *Demobilization Unit*: Responsible for ensuring orderly, safe, and efficient demobilization of incident resources.
- *Documentation Unit*: Responsible for collecting, recording, and safeguarding all documents relevant to the incident.
- *Technical Specialist(s)*: Personnel with special skills that can be used anywhere within the ICS organization.

E. THE INCIDENT COMMAND SYSTEM ORGANIZATION. The ICS organization, as an on-scene level command and management structure, should be located at the Incident Command Post, which is generally located at or in the immediate vicinity of the incident site. It is not a permanent structure nor will replace existing DRRMCs / other similar organizations in public and private agencies or entities. It is designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Figure 1. ICS ORGANIZATIONAL STRUCTURE (showing command and general staff)

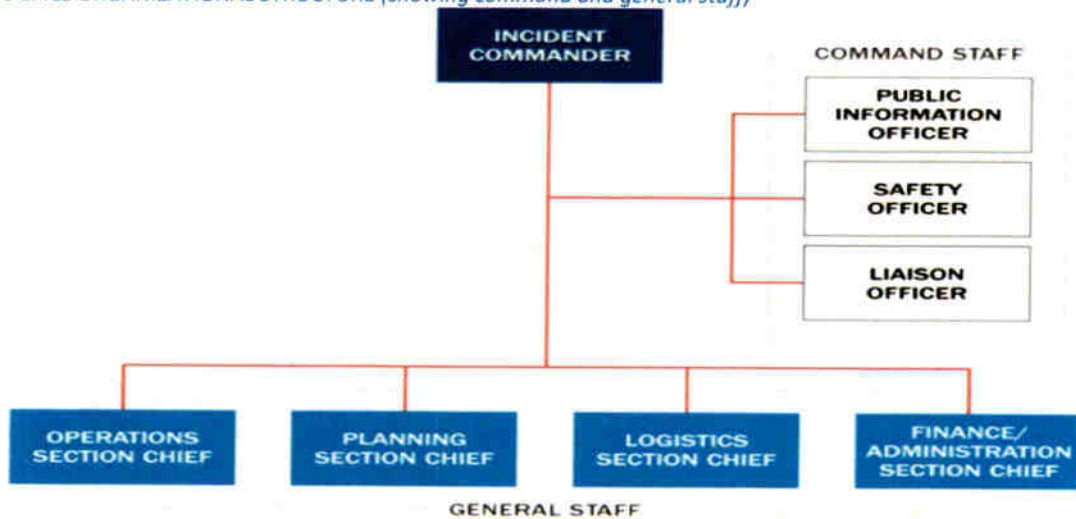
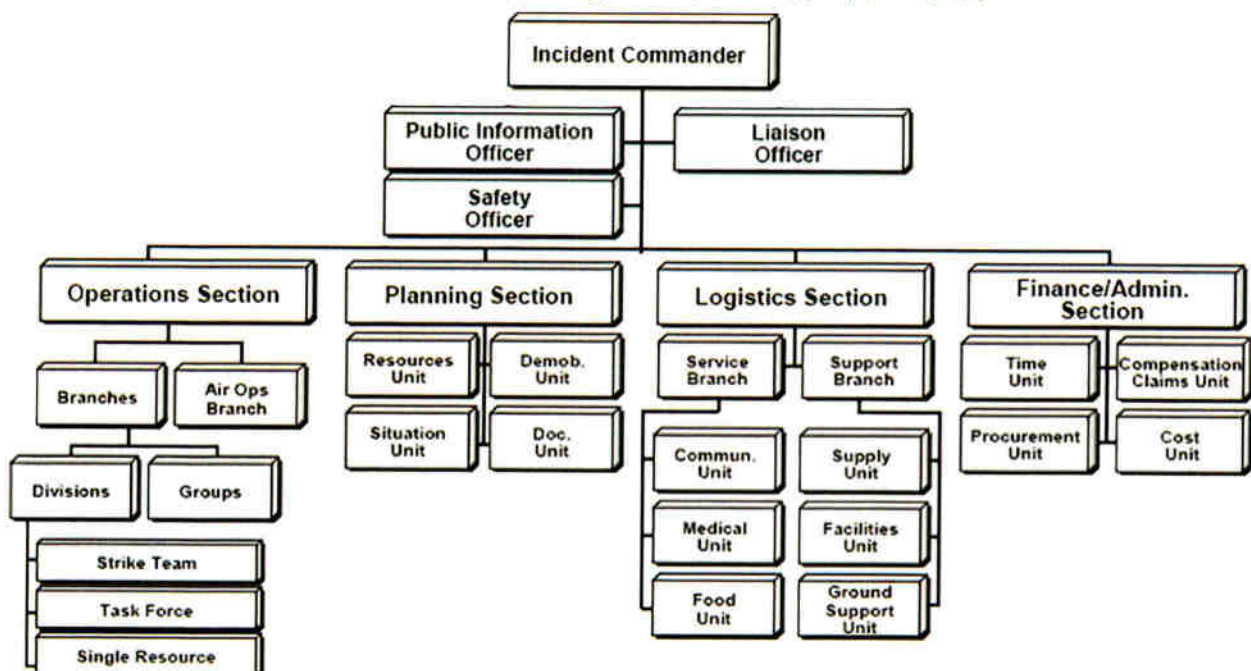


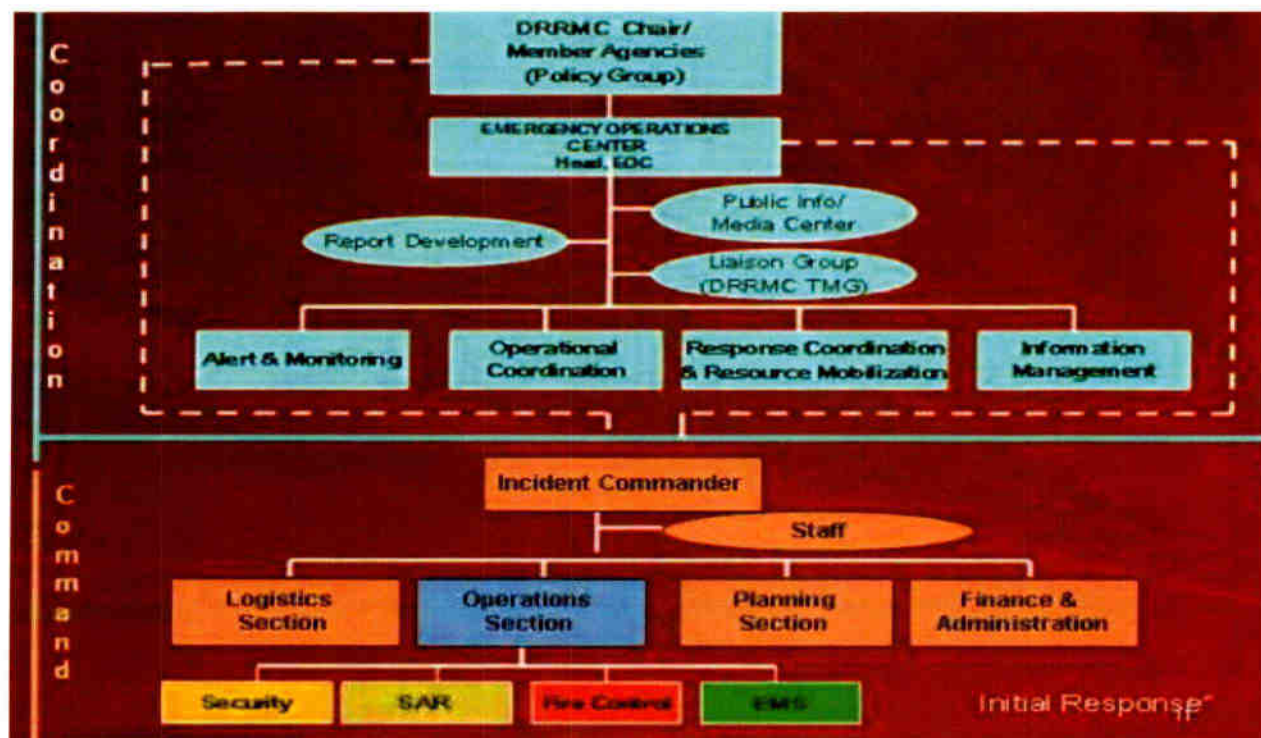
Figure 2. ICS ORGANIZATIONAL STRUCTURE (Showing branches/ divisions/groups/ units, etc.)



Section 4. DRRMC Emergency Operations Center (EOC) – ICS Organization Interoperability. The Chairman of the LDRRMC which is the Municipal Mayor in the case of the municipality, shall be the Responsible Official. He shall provide the Incident Commander with his policy directions and strategic objectives, the mission and authority to achieve the overall priorities of the on-scene disaster response operations, namely, life safety, incident stabilization and property/environmental conservation and protection. The DRRMC Operations Center, which is generally located away from the disaster site, supports the Incident Commander by making executive / policy decisions, coordinating interagency relations, mobilizing and tracking resources, collecting, analyzing and disseminating information and continuously providing alert advisories/bulletins and monitoring of the obtaining situation. The Emergency Operations Center does not command the on-scene level of the incident. On the other hand, the Incident Commander manages the incident at the scene with the support of the relevant Command and General Staff depending on the complexity of the situation. The IC also keeps the Responsible Official and the EOC of all important matters pertaining to the incident.

The chart (Figure 3) below describes the relationship between and among the DRRMC Chairperson as Responsible Official (RO), DRRMC Emergency Operations Center and the ICS organization at the scene level.

Figure 3. (Source: NDRRMC MC No. 04, series of 2012)



Section 5. Repealing Clause. All Executive Orders or parts thereof inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

Section 6. Effectivity. Order shall take effect immediately.

DONE this 26th day of November, 2024 at Itogon, Benguet.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

-Office of the Provincial Governor
-DILG, MLGOO
-The Hon. Sanguniang Bayan

-OCD-CAR
-All Punong Barangays
-MDRRMO/file