



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER NO. 10
Series of 2016

PROVIDING FOR THE CREATION OF THE CITY INCIDENT COMMAND SYSTEM (CICS) STRUCTURE AND COMPOSITION, ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM, AND ITS ACTIVATION AS A RESPONSE TO DISASTERS, EMERGENCIES OR SITUATIONS APPROACHING CRISIS LEVEL

WHEREAS, Rule 7 (h) of the Implementing Rules and Regulations of Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, provides for the establishment of an Incident Command System as part of the country's on-scene disaster response system to ensure the effective consequence management of disasters or emergencies;

WHEREAS, IRR, *supra*, mandates 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, IRR, *supra*, restructures the roles of key players during disasters and gives local government units the capacity to manage disaster as first responders, mitigate adverse effects of emergencies and carry out recovery activities;

WHEREAS, the implementation of such roles requires the structuring of an Incident Command Center that will govern responses and appropriate actions for pre-disaster, during disaster and post-disaster responses;

NOW, THEREFORE, I, Atty. JAIME R. FRESNEDI, City Mayor of Muntinlupa, by virtue of the powers vested in me by law do hereby order and decree that:

Section 1. Creation.

The City Incident Command Center (CICC) of Muntinlupa is hereby created.

Section 2. Composition and Respective Functions.

The CICS Structure:

- a. Incident Commander
Natural Disaster

City Administrator,
Head, DRRMO



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001

YAN ANG TAMAYAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- | | | | |
|----|---------------------------|--|--|
| | Human Induced | Fire, Hazardous Materials
Active Shooting, Bombing, Terrorism,
Insurgencies
Disease Outbreak (Human Origin)
Disease Outbreak (Animal Origin) | BFP Officer
PNP Officer
CHO Officer
City Veterinarian |
| b. | Deputy Incident Commander | | |
| | Natural Disaster | | Operations Unit Manager |
| | Human Induced | Fire, Hazardous Materials
Active Shooting, Bombing, Terrorism,
Insurgencies
Disease Outbreak (Human Origin)
Disease Outbreak (Animal Origin) | BFP Officer
PNP Officer
CHO Officer
City Veterinarian |
| c. | Information Officer | | |
| | Natural Disaster | | Head, PIO |
| | Human Induced | Fire, Hazardous Materials
Active Shooting, Bombing, Terrorism,
Insurgencies
Disease Outbreak (Human Origin)
Disease Outbreak (Animal Origin) | BFP Officer
PNP Officer
CHO Officer
City Veterinarian |
| d. | Liaison Officer | | |
| | Natural Disaster | | Head, Mayor's Office |
| | Human Induced | Fire, Hazardous Materials
Active Shooting, Bombing, Terrorism,
Insurgencies | BFP Officer
PNP Officer |
| e. | Safety Officer | | |
| | Natural Disaster | | Head, Engineering Office |
| | Human Induced | Fire, Hazardous Materials
Active Shooting, Bombing, Terrorism,
Insurgencies | BFP Officer
PNP Officer |

The functions of the members of the CICC shall be the following, namely:

- a. Incident Commander



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001

YAN ANG TAMIA YAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- i. Acts as overall management response operations head;
 - ii. Determines the incident objectives and strategies;
 - iii. Establishes the priorities in consultation with the staff;
 - iv. Establishes the Incident Command Post (ICP);
 - v. Establishes appropriate Incident Command System (ICS) organization based on the situation;
 - vi. Ensures planning meetings are scheduled, as required;
 - vii. Approves and authorize the implementation of the Incident Action Plan;
 - viii. Ensures the placement of adequate safety measures;
 - ix. Coordinates with key officials and individuals, both private and public;
 - x. Assumes overall authority and responsibility for conducting incident operations;
 - xi. Ensures availability of resources;
 - xii. Authorizes release of information to news media.
- b. Information Officer
- i. Acts as central point for information dissemination;
 - ii. Works closely with all the different information officers and media;
 - iii. Asks for approval of the Incident Commander before any media release.
- c. Liaison Officer
- i. Serves as contact point for representatives of agencies and DRRMC members;
 - ii. Provides tactical and service support;
 - iii. Assists agencies in the delivery of services.
- d. Safety Officer
- i. Works with operations on tactics;
 - ii. Anticipates, detects and corrects unsafe situations;
 - iii. Exercises emergency authority to cease unsafe acts and operations.
- e. Operation Section Chief
Head, DRRMO
- i. Directs and coordinates all tactical operations;
 - ii. Supervises the staging areas and monitors the various operation teams, such as warning systems, communications, pre-emptive evacuation, transportation, evacuation and relief, and search and rescue groups.



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001

YAN ANG TAMA YAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- f. Planning Section Chief
Head, City Planning and Development Office
- i. Maintains resource level status;
- ii. Maintains situation status;
- iii. Prepares the Incident Action Plan;
- iv. Provides documentation service;
- v. Prepares demobilization plan;
- vi. Provides technical specialists.

- g. Logistics Section Chief
Head, General Services Office
- i. Provides services and support to the Incident Commander;
- ii. Acts as depository of and furnishes supplies, including facilities, transportation, communications, equipment, fuel, food and health and medical stocks.

- h. Finance and Administrative Section Chief
Head, City Budget and Management Office
- i. Monitors incident costs;
- ii. Maintains financial records;
- iii. Administers procurements;
- iv. Performs time recordings.

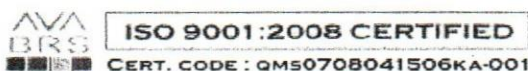
Section 3. Disaster Risk Reduction and Management Council

The Muntinlupa City Disaster Risk Reduction and Management Council (MCDRRMC) shall provide support to the Incident Commander, through responsible channels, in the following areas, to wit:

- a. Making policy decisions;
- b. Establishing priorities;
- c. Resolving critical resource issues;
- d. Mobilizing and tracking of resources;
- e. Collecting, analyzing and disseminating information.

Section 4. Operations

The CICC of Muntinlupa shall have different stages in the implementation of its operations. Towards this end, each time sector shall have its own set of officials and functions.



YAN ANG TAMA YAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

4.1. Pre-Disaster

4.1.1. Communication and Writing

Composition :

- | | | | |
|----|---------------------------------|---|----------------|
| a. | Head, DRRMO | : | Chairperson |
| b. | Head, Public Information Office | : | Co-Chairperson |

Purpose :

To rapidly disseminate information concerning imminent threats to government officials, institutions, property owners and the public in general, especially in areas of identified immediate risk.

Functions :

- Relay 24-hour weather bulletin and advisory from authorized meteorological agency;
- Forewarn vulnerable areas for possible hazard impact and provide them ample time for ample response;
- Assist in the activation of warning system devices;
- Furnish updates to responsible individuals and agencies;
- Establish linkage with other agencies, including advisories through social media and similar systems.

4.1.2 Pre-Emptive Evacuation and Transportation

Composition :

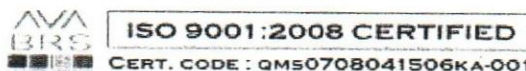
- | | | | |
|----|--------------------------|---|----------------|
| a. | Head, Engineering Office | : | Chairperson |
| b. | Head, SSD | : | Co-Chairperson |

Purpose :

To provide vehicles for transporting evacuees to the assigned evacuation center and to provide information to the MCDRRM headquarters on any assistance needed by the evacuees.

Functions :

- Transport the evacuees to the designated evacuation center;
- Transport relief goods;
- Provide assistance in the proper and orderly distribution of supplies and materials;



YAN ANG TAMAYAN YAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- d. Provide vehicles for the use of the other teams;
- e. Ensure the availability of the basic needs for the use of the evacuees.

4.2 During Disaster

4.2.1 Search and Rescue Team

Composition :

- | | | |
|--|---|----------------|
| a. Head, MCDRRMO/Rescue Unit | : | Chairperson |
| b. Head, City Health Office | : | Co-Chairperson |
| c. President, Association of Barangay Captains | : | Member |
| d. Chief of Police, PNP Muntinlupa Station | : | Member |
| e. Civil Society Representative of the MCDRRMC | : | Member |

Purpose :

To save lives and minimize damage to property.

Functions :

- a. Acquire and train capable and skillful personnel in search and rescue operations;
- b. Minimize further injury to people and damage to property.

4.2.2 Evacuation and Relief Operations

Composition :

- | | | |
|---|---|----------------|
| a. Head, Social Services Department | : | Chairperson |
| b. Head, City Health Office | : | Co-Chairperson |
| c. Head, City Engineering Office | : | Member |
| d. Head, General Services Office | : | Member |
| e. Head, Public Order and Safety Office | : | Member |
| f. Head, City Security Office | : | Member |
| g. Hospital Director, Ospital ng Muntinlupa | : | Member |
| h. Chief of Police, PNP Muntinlupa Station | : | Member |
| i. Head, Barangay Nutrition Scholars, CHO | : | Member |

Purpose :

- a. To assist in the evacuation of affected families and prevent casualties;
- b. To provide relief supplies (food, water, blankets, mats, etc.) while in evacuation centers;



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001

YAN ANG TAMAYAN YAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- c. To provide appropriate disaster intervention.

Functions :

- a. Identify beneficiaries in coordination with barangay secretaries;
- b. Distribute relief goods;
- c. Act as frontline in disasters and calamities;
- d. Lead in the relocation of victims to a safer and more secure place;
- e. Monitor the evolving situation in evacuation centers;
- f. Conduct stress debriefing, in cooperation with the DSWD, among victims;
- g. Coordinate with other teams;
- h. Link with civic groups for continuous provision of basic necessities.

4.2.3 Emergency Medical Services

Composition :

- a. Head, City Health Office : Chairperson
- b. Head, MCDRRMO/Rescue Unit : Co-Chairperson

Purpose :

To provide medical services during and after emergencies.

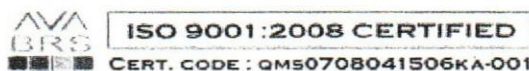
Functions :

- a. Conduct rapid health assessment in affected areas;
- b. Dispose the bodies of the deceased, should the need arise;
- c. Ensure steady and reliable water supply, efficient garbage disposal, and quick emergency medical volunteers' response;
- d. Provide essential drugs and medical supplies;
- e. Update the incident commander on the status of health services, especially among victims;
- f. Refer serious cases to the Ospital ng Muntinlupa for immediate and inclusive medical treatment;
- g. Recommend and suggest medical actions, if necessary;
- h. Establish the protocol of command.

4.2.4 Fire Prevention and Suppression

Composition :

- a. Chief, Bureau of Fire Protection, Muntinlupa : Chairperson



YAN ANG TAMAYAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- b. Chief of Police, PNP Muntinlupa Station : Co-Chairperson
- c. MCDRRMC : Members
- d. Bureau of Fire Protection Personnel : Members.

Purpose :
To minimize the effects of fire to lives and properties.

- Functions :
- a. Conduct fire drills and other prevention protocol;
 - b. Conduct fire suppression operation during conflagration;
 - c. Pre- and post-assessment of the cost of damage;
 - d. Prepare reports and submit to the MCDRRMO.

4.2.5 Security and Safety

- Composition :
- a. Chief of Police, PNP Muntinlupa Station : Chairperson
 - b. Head, Public Order and Safety Office : Member

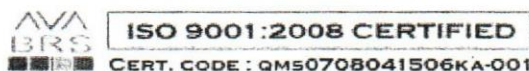
Purpose :
To guarantee the safety and security of affected families, including their personal properties, and to maintain peace and order at the site.

- Functions :
- a. Warrant police visibility and quick response at all times;
 - b. Monitor peace and order situation;
 - c. Coordinate with barangay security personnel at the site;
 - d. Report to the Incident Commander any unusual situation;
 - e. Assure crowd control during relief, food and water distribution.

4.3 Post-Disaster

4.3.1 Damage Assessment and Needs Analysis

- Composition :
- a. Head, City Health Office : Chairperson
 - b. Head, Public Information Office : Co-Chairperson
 - c. Head, Social Services Department : Co-Chairperson



YAN ANG TAMA YAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

Purpose :

To track down, account and monitor injuries, casualties and damages.

Functions :

- a. List down the number of injuries and casualties and identify each, if possible;
- b. Account for affected families and households, including missing members, and their respective properties;
- c. Submit and relay the foregoing reports to concerned authorities, including news media;
- d. Assist in the analysis of the pressing needs of the victims at the evacuation center.

4.3.2 Rehabilitation and Recovery Team

Composition :

- | | | | |
|----|---------------------------------------|---|----------------|
| a. | Head, City Engineering Office | : | Chairperson |
| b. | Head, Environmental Sanitation Center | : | Co-Chairperson |

Purpose :

To recover, rehabilitate, and repair damaged properties.

Functions :

- a. Investigate, mark and identify the extent of damage;
- b. Conduct inventory of damaged and intact properties;
- c. Submit reports to the Incident Commander and other proper authorities, and, subject to grant of approval, news media;
- d. Implement recovery, rehabilitation and repair works expeditiously.

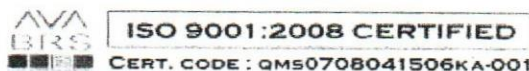
4.3.3 Retrieval Operation

Composition :

- | | | | |
|----|---|---|----------------|
| a. | Head, City Health Office | : | Chairperson |
| b. | Head, MCDRRMO | : | Co-Chairperson |
| c. | Chief of Police, PNP Muntinlupa Station | : | Member |
| d. | President, Liga ng mga Barangay | : | Member |

Purpose :

To find or retrieve any missing person or body, and to discover location of important properties.



YAN ANG TAMAYAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

Functions :

- a. Conduct the retrieval operations after the search and rescue operations;
- b. Find any reported missing person or body;
- c. Coordinate efforts with all the other teams herein identified.

Section 5. Planning

Composition :

- | | | | |
|----|---|---|-------------|
| a. | Head, City Planning and Development Office | : | Chairperson |
| b. | Head, MCDRRMO | : | Member |
| c. | President, Liga ng mga Barangay | : | Member |
| d. | President, Federation of Barangay
Disaster and Risk Reduction Management | : | Member |

Functions :

- a. Maintain the status and availability of resources;
- b. Maintain the status of controllable situations;
- c. Prepare the Incident Action Plan;
- d. Provide documentation service;
- e. Prepare demobilization plan;
- f. Provide technical specialization.

Section 6. Logistics

Composition :

- | | | | |
|----|----------------------------------|---|-------------|
| a. | Head, General Services Office | : | Chairperson |
| b. | Head, City Engineering Office | : | Member |
| c. | Head, Social Services Department | : | Member |
| d. | Head, Traffic Management Bureau | : | Member |

Purpose :

To provide support services to the Incident Commander.

Functions :

- a. Ensure the availability of facilities, transportation, communication equipment, supplies, food services and medical services;
- b. Replenish stocks and inventory as feasible.



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001

YAN ANG TAMAYAN ANG MUNTINLUPA!



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

Section 7. Finance Administration

Composition :

- | | | | |
|----|--|---|-------------|
| a. | Head, City Budget and Management Office | : | Chairperson |
| b. | Head, City Accounting Office | : | Member |
| c. | Head, City Treasurer's Office | : | Member |
| d. | Chairman,
Committee on Appropriations and Finance
Sangguniang Panlungsod | : | Member |

Purpose :

To maintain fiscal responsibility in the midst of crisis.

Functions :

- Monitor incident costs;
- Maintain financial records;
- Administer procurement contracts;
- Perform time recording.

Section 8. Effectivity

This Executive Order shall take effect immediately, and shall remain subsisting and effective unless revoked, amended, rescinded or superseded accordingly.

DONE AND EXECUTED on this 18th day of April 2016 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
City Mayor



YAN ANG TAMAYAN YAN ANG MUNTINLUPA!