



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER No. 12
Series of 2022-B

PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 05, SERIES OF 2016, ON THE ESTABLISHMENT OF THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OPERATIONS CENTER OF THE CITY GOVERNMENT OF MUNTINLUPA, ITS FUNCTIONS, FUNDING, OPERATIONALIZATION AND MANAGEMENT

WHEREAS, the City of Muntinlupa, owing to its geographical location, is vulnerable to natural disasters such as typhoons, earthquakes and floods that pose a clear and present danger to lives and properties.

WHEREAS, it is settled that disasters of such severity and magnitude may render effective response, if not coordinated and managed properly, beyond the capabilities of the city government;

WHEREAS, in line with the objective of the city government to prevent casualties and to mitigate the effects of man-made and natural-disasters, and, consistent with the provisions of Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, the City Government of Muntinlupa, through Executive Order No. 15, Series of 2015, created the Muntinlupa City Disaster Risk Reduction and Management Council (MCDRRMC), which primarily oversees the resolution of issues and concerns relating to the events of human-induced and natural disasters affecting the city;

WHEREAS, an Operations Center, to breathe life into the provisions of the said statute, is a requisite and an imperative considering the impending hazards and risks that may brought about by any of the aforementioned disasters;

WHEREAS, changes have to be introduced into the aforesaid Executive Order to reflect movements in assignments and streamlining of operations;

NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Re-Establishment.

The Operations Center of the Muntinlupa City Disaster Risk Reduction and Management Council is hereby re-established.



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The Command Center is the permanent Operations Center of the City Government located at the Resilience Building, Susana Heights, Barangay Tunasan. It shall be headed by the Department of Disaster Risk and Reduction (DDRM) Officer, and shall be manned at all hours of the day, or 24/7, by DDRM staff members for daily normal operating procedures.

In the event of a major disaster, the back-up or alternate Emergency Operations Center (EOC, for brevity) shall be lodged in Muntinlupa Sports Complex to be headed by the City Mayor, Chair of the MCDRRMC to ensure the continuity of operations and prevent any disruption. It shall be manned at all hours of the day, or 24/7, by the DDRM personnel who will be appointed by the City Mayor.

Section 2. Composition and Respective Functions.

A. The EOC Organization Structure – The EOC shall be managed according to the five (5) broad EOC functions, namely:

1. EOC Manager

- i. Obtain response directives and priorities from the Responsible Official (RO) or Local DRRM Officer;
- ii. Supervise all operational and support functions being performed at the Muntinlupa EOC;
- iii. Attend meetings and briefings on behalf of the Muntinlupa EOC duty team;
- iv. Check reports, correspondences, and other documentary requirements prepared by the Muntinlupa EOC duty team for approval of concerned authorities; and
- v. Lead the provision of briefing on situation updates for the information of LDRRMC members.

2. Operations Coordinator

- i. Facilitates implementation of instructions for coordination and consequence management;
- ii. Develop correspondences and other documentary requirements for execution of disaster response activities;
- iii. Coordinate and follow-up with concerned agencies and stakeholders regarding the conduct of response activities; and
- iv. Serve as lead secretariat support during Disaster Response Pillar meetings.

3. Planning Coordinator

- i. Gather, validate and analyze information about the current situation;
- ii. Develop Muntinlupa EOC Situational Report with analysis and recommendation/s;



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- iii. Maintain information briefing materials, status displays and other documentary references about the latest situation update; and
 - iv. Provide secretariat support during Disaster Response Pillar meetings and briefings.
4. Logistics Coordinator
- i. Ensure functionality and maintenance of Muntinlupa EOC equipment, tools and supplies used for coordination and communication;
 - ii. Provide information and communications technology (ICT) support for report development, communication, coordination, meetings and briefings; and
 - iii. Provide secretariat support during Disaster Response Pillar meetings and briefings.
5. Finance and Administration Coordinator
- i. Ensure availability of funds to support Muntinlupa EOC operational activities;
 - ii. Arrange for provision of meals and snacks for Muntinlupa EOC duty personnel;
 - iii. Ensure adherence to health and safety measures inside Muntinlupa EOC;
 - iv. Provide utility and security services at the EOC;
 - v. Serve as message center for administrative documents within the Muntinlupa EOC; and
 - vi. Provide secretariat support during Disaster Response Pillar meetings and briefings.

Section 3. Operations Center Functions.

The Operations Center shall perform the following functions, namely:

- a. Serve as an information facility and clearing house wherein all reports and other pertinent documents relating to disaster issues coming from different city offices, agencies and barangays are retained;
- b. Serve as convergence area for all stakeholders for coordinated response during emergency with systems in place for Command, Communication and Control;
- c. Serve as advanced command post and provide accurate exchange of information for appropriate action or response;
- d. Strengthen linkages with the private sector, civil society, non-government organizations, volunteer individuals and groups, and other stakeholders;
- e. Monitor all potential and current emergency related events, whether natural or human-induced at all hours of the day, or 24/7, paying close attention to those with possible catastrophic results or effects;
- f. Disseminate information and raise public awareness about hazards, vulnerabilities and risk, their nature, effects, early warning signs and counter-measures;



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- g. Serve as the radio communication network center for transmitting and receiving emergency reports from the city's different agencies, the private sector, civil society, volunteer individuals and groups, and stakeholders, including those from different cities and municipalities, regional and national agencies;
- h. Ensure that pieces and units of communication equipment are at all times available, functional, and ready for use in emergencies and disasters;
- i. Coordinate, in times of emergencies, with all government agencies, non-governmental organizations, the private sector, civil society, volunteer individuals and groups; and
- j. Perform such other functions as may be necessary to accomplish the foregoing.

Section 4. Operations Center to Emergency Operations Center Transformation.

During emergencies or disaster situations, the Operations Center shall be transformed into an Emergency Operations Center (EOC).

Section 5. EOC Functions.

The EOC shall perform the following functions, namely:

- a. Facilitate the interoperability of the Incident Command System (ICS) and Response Cluster;
- b. Serve as repository of information and main hub for coordination to support the management of an incident or planned event;
- c. Act as the link between the Incident Management Teams (IMTs) and the Response Clusters.

Section 6. Funding.

The following guidelines shall govern on the availability of, access to, use of and accounting of funds related to the operations of the Operations Center and the EOC, if necessary.

- a. Funding for the establishment, maintenance and operations of EOCs shall form part of the projects and activities to be sourced against the LDRRMF. The said funding will be incorporated in the LDRRMP and integrated in the approved Annual Investment Program of the City Government of Muntinlupa.



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Section 7. Operationalization.

A. The triggers for the activation of the EOC or upgrading of alert status shall be any of the following:

1. There is a threat of an impending natural or human-induced hazard;
2. There is upcoming planned event with anticipated threat;
3. There is an ongoing incident or emergency situation;
4. There is a request for support or augmentation that requires multi-stakeholder coordination;
5. As directed by the Responsible Official (RO) or Chairperson NDRRMC.

B. Standard Codes for Alert Levels

1. Alert Status: WHITE

This refers to regular or normal operations, monitoring and reporting.

Indicators: Normal Situation

- i. Agency Specific Action;
- ii. Agency Monitoring;
- iii. Agency Routine.

Response Level: 0

Action:

- i. Daily Administrative and Operational Activities;
- ii. Continuous preparedness activities.

2. Alert Status: BLUE

This pertains to a condition of standby-readiness in preparation for a full scale response operation. In this condition, at least 50% of human and material resources are made available for duty deployment.

Indicators: Early Warning

- i. Detection;
- ii. Tracking;
- iii. Monitoring;
- iv. Early Actions;
- v. Result of the Pre-Disaster Risk Assessment (PDRA)

Response Level: 1

Action:

- i. Risk Analysis and Monitoring;
- ii. Minimum Preparedness Action;
- iii. Advance Preparedness Action;



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- iv. Contingency Planning for Response.
3. Alert Status: RED
This signifies the highest level of readiness in anticipation of an imminent emergency situation, or in response to a sudden onset of disaster. In this condition, all human and material resources are made available for duty and deployment.
- Indicators: Operations
- i. Result of PDRA-App;
 - ii. IMT Activation;
 - iii. Agency / Cluster / Inter-Cluster Operations.
- Response Level: 2 or 3
- Action:
- i. Response Cluster Operations;
 - ii. Incident Management Team Operations;
 - iii. Resource Provider – Resource Employer; and
 - iv. Rapid damage Assessment and Needs Analysis (RDANA) Operations
- C. During normal conditions, the Operations Center shall undertake regular situation monitoring with periodic release of reports, warnings and advisories in accordance with the mandates and authorities of the concerned agency or organization.
- D. During emergencies or disaster situations, the Operations Center shall be transformed into an EOC and undertake multi-stakeholder functions appropriate to the agency or organization such as, but not limited to, dissemination of warnings and advisories, development and release of situation reports, development of common operating picture for response, facilitation of acquiring, assignment, and tracking of resources to be dispatched and deployed on-scene.
- E. In the context of Incident Command System (ICS) and Response Clusters:
1. The EOC shall serve as the link between the Response Clusters as the “resource providers” and the IMT as the “resource employer;”
 2. All requests for resources of the IMT shall be communicated to the EOC. The EOC shall then coordinate with the Response Clusters to provide the said resource requests;
 3. The EOC and ICP shall not be co-located;
 4. The IC shall recommend for the termination of operations depending on the situation updates at the ground for the approval of the Responsible Official (RO);
 5. All actions of the EOC, Response Clusters and the IMT shall be derived from the priorities and decisions of the RO.



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- F. Deactivation of the EOC or downgrading of the alert status may be any of the following instances, namely:
1. The situation has improved and the emergency has been alleviated;
 2. Tactical operations no longer require the support of the EOC;
 3. The emergency situation can already be effectively managed by lower level EOCs and/or individual agencies or organizations; and
 4. As may be directed by the RO.

Section 8. Repealing Clause.

Previously issued orders or directives inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

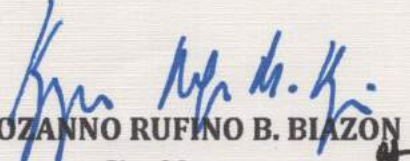
Section 9. Separability Clause.

In the event any provision found herein shall be judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 10. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked, or amended accordingly.

DONE AND EXECUTED on this 12th day of July 2022 in the City of Muntinlupa.


ROZANNO RUFINO B. BLAZON
City Mayor