



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

Executive Order No. 28
Series of 2022

CREATING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE. COMPOSITION OF THE MUNICIPAL INCIDENT MANAGEMENT TEAM (MIMT) AND DEFINING IT'S TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM, AN IS ACTIVATED ONLY IN RESPONSE TO DISASTERS OR EMERGENCIES AND SITUATIONS APPROACHING CRISIS LEVEL

WHEREAS, the new Republic Act No. 10121 Implementing Rules and Regulations (IRR) Rule 7, Section 3 (h) "Philippine Disaster Risk Reduction and Management Act of 2010" provided for the establishment of an Incident Command System (ICS) as part of the country's on scene disaster response system to ensure the effective consequence management of disasters or emergencies;

WHEREAS, the new law mandates the provisions of 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, the new law has restructured the roles of key players during disaster giving local government units the capacity to manage disaster as "first responders and manage the adverse effects of emergencies and carry out recovery activities";

WHEREAS, in the implementation of such roles requires the structuring of an incident command system that will govern responses and appropriate actions for pre-disaster, during disaster and post-disaster responses;

WHEREAS, Incident Command System (ICS) is a management system that is designed to enable effective and efficient management of disasters, incidents and planned events. It is a standard, on-scene, all hazard management system that allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by agency or jurisdictional boundaries.

NOW, THEREFORE, I, KEVIN ROY Q. MACANLALAY, Municipal Mayor of Calasiao, Pangasinan by virtue of the powers vested in me by law do hereby order the CREATION OF THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, ITS COMPOSITION, AND DEFINING ITS TEAM FUNCTIONS, which shall be the following:

MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE



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Incident Command System (ICS) organization comprises of the following five major functional areas which together are referred to as *Command* and *General Staff*:

- | | |
|-----------------------------|-------------------------------------|
| 1. Command | - overall responsibility |
| 2. Operations | - direct tactical actions |
| 3. Planning
action plan | - collects/analyze data and prepare |
| 4. Logistics | - provide support |
| 5. Finance & Administration | - cost accounting and procurement |

INCIDENT MANGEMENT TEAM (IMT)

- IMT is an incident command organization comprised of Command and General Staff members and other appropriate personnel that can be activated or deployed as needed.
- IMT is formed to manage an incident or a planned event.
- IMT should have formal trainings, certifications, qualifications, notifications and deployment.
- IMT should have developed its standard operational procedure.

INCIDENT COMMAND POST (ICP)

- Initially the ICP shall be established near the incident area.
- ICP shall provide a central coordination point.
- ICP can be any facility that is available and appropriate.
- ICP should not be moved unless absolutely necessary.
- There should only be one ICP for the incident.

MUNICIPAL INCIDENT MANAGEMENT TEAM (MIMT)

The Municipal Incident Management Team (MIMT) is composed of the following:

INCIDENT COMMAND:

Responsible Official:

Hon. Kevin Roy Q. Macanlalay
Municipal Mayor
MDRRM Chairman

Romalyne Q. Macanlalay
Municipal Administrator
MDRRM Vice- Chairman

Incident Commander:

Freddie D. Villacorta
MDRRMO

Deputy Incident Commander: **Zaldy A. Malit**
LDRRMO III

OFFICE OF THE MAYOR
2nd Flr., Municipal Hall
Calasiao, Pangasinan 2418



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COMMAND STAFF

Information Officer:

Hon. Kevin Roy Q. Macanlalay
Municipal Mayor
MDRRM Chairman

Freddie D. Villacorta
MDRRMO

Liaison Officers:

Marilou Geslanie
MLGOO

Kristine Joy Soriano
Civil Defense Officer I

Report Development:

Romalyn Sarmeinto
LDRRMA

Editha B. Gorospe
MSWDO

Juvet Esguerra
HRMO

Alert and Monitoring:

Zaldy A. Malit
Civil Defense Officer III

PLTCOL. JAMES PATRICK M. CALIBUSO
PNP Chief

SINSP. Andell R. Combate
BFP Chief

Operational Coordination:

Marilou Geslanie
MLGOO

PLTCOL. JAMES PATRICK M. CALIBUSO
PNP Chief

SINSP. Andell R. Combate
BFP Chief

Editha B. Gorospe
MSWDO



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Dr. Gemma Rodrigo
MHO

Response Coordination and Rescue Mobilization:

Freddie D. Villacorta
MDRRMO

Zaldy A. Malit
LDRRMO III

PO2 Adrian Garcia
WASAR Team Leader

Information Management:

Hon. Kevin Roy Q. Macanlalay
Municipal Mayor
MDRRM Chairman

Freddie D. Villacorta
MDRRMO

Zaldy A. Malit
LDRRMO III

Kristine Joy Soriano
LDRRMO I

GENERAL STAFF

Logistic Section:

Editha Gorospe
MSWDO

Dr. Gemma Rodrigo
MHO

Dr. Justin Ross Bajao
RHP

Operation Section:

a) SECURITY

PLTCOL. JAMES PATRICK M. CALIBUSO
PNP Chief

Dr. Gemma Rodrigo
MHO



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Brgy. Captain Carlito Dion
LIGA President

b) SEARCH AND RESCUE

PO2 Adrian Garcia
WASAR Team Leader

Editha Gorospe
MSWDO

Dr. Gemma Rodrigo
MHO

Brgy. Captain Carlito Dion
LIGA President

c) FIRE CONTROL

SINSP. Andell R. Combate
BFP Chief

d) EMERGENCY MANAGEMENT SYSTEM

Freddie D. Villacorta
MDRRMO

Dr. Gemma Rodrigo
MHO

PLTCOL. JAMES PATRICK M. CALIBUSO
PNP Chief

Planning Section:

Engr. Edwin Tigno
Municipal Engineer

Engr. Evelyn Siapno
Municipal Planning Officer

Finance and Administration:

Leticia Garcia
MBO

Chermel Poserio
MTO



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ICS ORGANIZATION

The Municipal Incident Management Team (MIMT) shall have the following role, functions and responsibilities:

A. INCIDENT COMMAND

1. Responsible Official (RO)

- a. The RO is the Chairperson of the MDRRMC, Local Executive (LCE) or Agency Head or their duly authorized representative;
- b. Official Responsible for administering policy for an agency or jurisdiction, having full authority for making decisions and providing directions to the management organization for an incident;
- c. Typically makes the decision to activate Incident Command System and order an Incident Management Team;
- d. Delegate's authority to the Incident Commander for on-scene incident operations;
- e. Conducts and initial meeting preferably face to face with Incident Commander and Deputy Incident Commander;
- f. Conducts an in-briefing for the incoming IMT for the delegation of authority, current situation, incident goals and performance expectations;
- g. Conducts closeout meeting with IMT and evaluates team performance: and
- h. Ensures resource coordination and support to the IMT from the Emergency Operation Center (EOC)

2. Incident Commander (IC)

- a. The IC has clear authority on the incident and knows the agency policy;
- b. Ensures incident safety;
- c. Establishes an incident Command Post (ICP);
- d. Obtains briefing from RO and prior IC and assesses the situation;
- e. Establishes immediate priorities;
- f. Determines incident objectives and strategies to be followed;
- g. Establishes the level of organization needed and monitor the operations and effectiveness of that organization;
- h. Overseas Planning Meetings as required;
- i. Approves the Incident Action Plan;
- j. Coordinates activities of the command and general staff;
- k. Approves requests for additional resources or for the release of resources;
- l. Approves the use of trainees, volunteers and auxiliary personnel;
- m. Authorizes release of information to the news media;



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- n. Orders demobilization of the incident when appropriate;
- o. Ensures incident After Action Reports (AAR) are complete;
- p. Keeps RO informed of incident status; and
- q. Displays Command Presence

3. Deputy Incident Commander (DIC)

- a. The DIC can step in for the IC when needed;
- b. The primary duty of the DIC is to assist the IC;
- c. Represent the IC to the press or media, making public statements concerning the incident;
- d. DIC often represents the agencies that respond to the incident; and
- e. The DIC provides information as the representative of the agency; not the incident command structure and represents her own agency to the media

B. COMMAND STAFF

1. Public Information Officers (PIO)

- a. Determines from the IC any limits on information release;
- b. Prepares press release;
- c. Obtains IC approval of media news releases;
- d. Conducts periodic media briefings;
- e. Arranges for tours and other interviews or briefings that may be required;
- f. Monitors and forwards media information that may be useful to incident planning;
- g. Maintains current information summaries and/or displays on the incident;
- h. Makes information about the incident available to incident personnel; and
- i. Participates in the Planning Meeting.

2. Liaison Officer (LO)

- a. Acts as a Point of Contact for agency representatives and other entities;
- b. Maintains a list of assisting and cooperating agencies and agency representatives;
- c. Assists in setting up and coordinating interagency contacts;
- d. Monitors incident operations to identify current or potential inter-organizational problems;
- e. Participates in the Planning Meetings and provide current resource status, including limitations and capability of agency resources; and
- f. Provides agency-specific demobilization information and requirements



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3. Report Development

- a. Monitors the update and current situations of the incident or disaster;
- b. Submit reports to the Incident Commander for Public Info; and
- c. Develop report enhancements by collaborating with the Alert and Monitoring Sector.

4. Alert and Monitoring

- a. Continuous monitoring of any incident within the area of responsibility;
- b. Monitoring of incoming typhoons entering the Philippine Area of Responsibility; and
- c. Passes all information and updates to the LCE for public Information and warnings.

5. Operational Coordination

- a. Conduct preliminary assessment to determine need during a disaster or an incident;
- b. Activate public health emergency operations;
- c. Develop incident response strategy,
- d. Manage and sustain public health response;
- e. Demobilize and evaluate public health emergency operations

6. Response Coordination and Rescue Mobilization

- a. Augment local emergency services with enhanced training and equipment;
- b. Identify problems associated with natural or man-made disasters including structural instability presence of hazardous materials, etc and advise the incident commander of protective actions;
- c. Provide relevant information on, assist, and/or conduct Search and Rescue operations;
- d. Operate as a team in an environment that may be unsafe;
- e. Conduct scene reconnaissance, identify and quantify the hazards of a disaster, advise first responders and the incident commander;
- f. Assist and/or implement victim rescue/extraction;
- g. Provide logistical support to other SAR teams including procurement, distribution, maintenance, and replacement of equipment and personnel; and
- h. Integrate operations with other SAR teams at an incident location.

7. Information Management



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- a. Responsibilities for managing Incident data and information apply across all content types and formats; and
- b. Involved in the design, creation, use, analysis, distribution, and disposal of Incident data and information in the course of daily operations.

C. GENERAL STAFF

1. Operation Section Chief (OSC)

(Security, Search and Rescue, Fire Control and Emergency Management System)

- a. Direct the execution of the Incident Action Plan (IAP);
- b. Activate and execute the Site Safety and Health Plan;
- c. Direct and prepare the unit operational plans;
- d. Request or release resources;
- e. Monitors hazardous/unsafe situations;
- f. Develop safety procedures and safety plan;
- g. Have authority to stop unsafe acts on the incident;
- h. Participate in the Planning Meetings;
- i. Identify and mitigate hazardous situations;
- j. Assign line safeties qualified to evaluate special hazards on the incident ;
- k. Initiate preliminary investigation of accidents within the incident area;
- l. Review and approved the medical plan; and
- m. Ensure safety messages and briefings are made.
- n. Make expedient changes to the IAPs as necessary;
- o. Report to the IC and/or DIC; and
- p. May assign a deputy OSC to assist in supervising operational activities.

2. Planning Section Chief (PSC)

- a. Work closely with the IC and OSC in formulating the best possible picture of the current situation;
- b. Work closely with the IC and OSC in determining the incident strategies and tactical objectives;
- c. Staffing, organizing, and supervising the plan section;
- d. Plan for relief and replacement of staff as appropriate;
- e. Complete necessary ICS forms for the IAP;
- f. Ensure the IAP is constructed, copied and disseminated to all incident personnel;
- g. Communicate and implement the IAP;
- h. Provide periodic status reports to the IC; and



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- i. May assign deputy PSC to assist in supervising planning activities.

3. Logistics Section Chief (LSC)

- a. Work closely with the IC and/or DIC in anticipating and providing all incident support requirements;
- b. Order all resources through appropriate procurement methods;
- c. Provide and establishes all incident facilities, transportation, communications, supplies, equipment maintenance and fuel, food services and medical services for incident personnel;
- d. Staff, organize and supervise the logistics section;
- e. Plan for relief and replacements of staff, as appropriate;
- f. Prepare for and participate in the operational planning process;
- g. Complete necessary ICS forms for the IAP;
- h. Provide periodic status reports to the IC and/or DIC; and
- i. May assign a deputy LSC to assist in supervising logistics activities.

4. Finance and Administration Section Chief (FASC)

- a. Work closely with the IC/DIC in estimating, tracking and approving all incident expenses;
- b. Monitor and coordinate funding from multiple sources;
- c. Ensures that all local, regional and national laws are complied with, in regard to spending;
- d. Staff, organize and supervise and Finance/ Administration Section;
- e. Plan for relief and replacement of staff, as appropriate
- f. Prepare for and participate in operational planning process;
- g. Complete necessary ICS forms for the IAP;
- h. Provide periodic status reports to the IC; and
- i. May assign deputy FASC to assist in supervising finance activities.

This Executive Order shall take effect immediately.

Done this 27th of April 2023 in the Municipality of Calasiao, Pangasinan.

HON. KEVIN ROY Q. MACANLALAY
Municipal Mayor