



EXECUTIVE ORDER NO. 19
Series of 2023

CREATING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE, COMPOSITION AND DEFINING ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM IN AN EMERGENCIES AND SITUATIONS APPROACHING CRISIS LEVEL

WHEREAS, it is a declared policy of the state to uphold the people's constitutional right to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the capacity for disaster risk reduction and management and building the resilience of local communities to disasters including climate change impacts;

WHEREAS, Republic Act 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, was enacted to strengthen the Philippine Disaster Risk Reduction and Management System. Pursuant to its IRR Rule 7 (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;

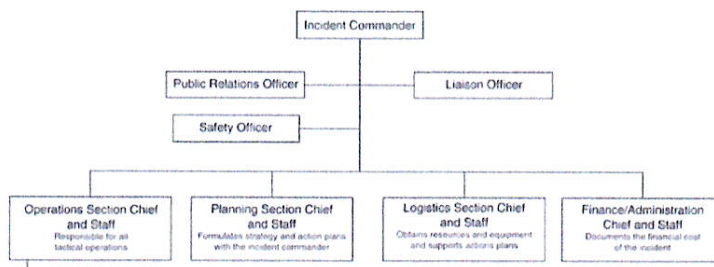
WHEREAS, the law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected;

WHEREAS, the 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;

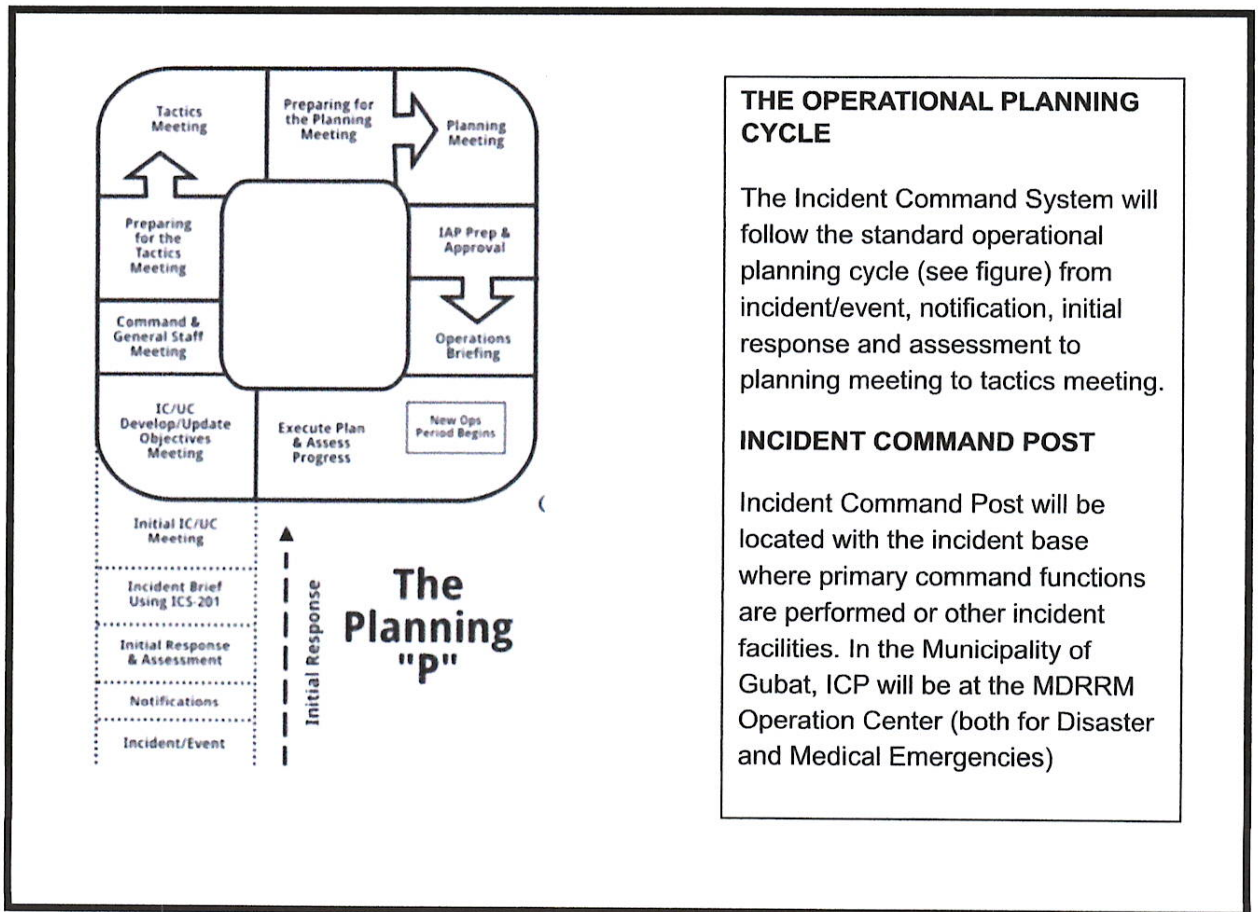
NOW THEREFORE, I, RONNEL U. LIM, Local Chief Executive of the Municipality of Gubat, Sorsogon, by virtue of the powers vested in me by law, do hereby order the Creation of the Municipal Incident Command System Structure, its composition and functions shall be the following;

Section 1. Structure. The following figures illustrates the MICS Management, structure and functional responsibility:



FUNCTIONAL RESPONSIBILITY

INCIDENT COMMANDER – overall responsible for managing the incident.
OPERATIONS – directs tactical actions
PLANNING – collects/analyze data and prepares action plan
LOGISTICS – provides support
FINANCE AND ADMINISTRATION – accounts cost and procures



THE OPERATIONAL PLANNING CYCLE

The Incident Command System will follow the standard operational planning cycle (see figure) from incident/event, notification, initial response and assessment to planning meeting to tactics meeting.

INCIDENT COMMAND POST

Incident Command Post will be located with the incident base where primary command functions are performed or other incident facilities. In the Municipality of Gubat, ICP will be at the MDRRM Operation Center (both for Disaster and Medical Emergencies)

Section 2. Composition. The MUNICIPAL INCIDENT MANAGEMENT TEAM (MIMT)— shall have the following membership:

COMMAND

- Responsible Official : Municipal Mayor
- Incident Commander : Head of the Concerned Department/Agency
- Information Officer : ICS Trained personnel Concerned

Safety Officer : COP Gubat MPS
Liaison Officer : ICS Trained Personnel Concerned

Section 3. Mandate. The MIMT shall perform the following duties and responsibilities:

I. The Incident Commander

- a. The Incident Commander is responsible for overall management response operations.
- b. The Incident Commander is selected by qualifications and experience.
- c. Determines incident objectives and strategies.
- d. Establishes priorities in consultation with the staff.
- e. Establishes Incident Command Post (ICP).
- f. Establish appropriate ICS organization based on the situation
- g. Ensures planning meetings are scheduled as required.
- h. Approves and authorizes the implementation of the Incident Action Plan.
- i. Ensures that adequate safety measures are in place.
- j. Coordinates with key people and officials.
- k. Has overall authority and responsibility for conducting incident operations.
- l. Ensures availability of resources and will serve as a link to higher authorities.
- m. Authorizes release of information to the news media.

II. Information Officer

- a. Acts as a central point for information dissemination
- b. Works closely with all the different information officers/media
- c. Ask approval of the Incident Commander before media releases

III. Liaison Officer

- a. Contact point for representatives of assisting and cooperating agencies (DRRMC member and partner agencies)
- b. Assisting agency – provides tactical or service resources

IV. Safety Officer

- a. Work with operations on tactics
- b. Anticipate, detect, and correct unsafe situations
- c. Has emergency authority to stop unsafe acts/operations

V. Operation Section Chief

- a. Directs and coordinates all incident tactical operations
- b. Supervises in the staging areas and monitors various operation teams such as communication and warning, pre-emptive evacuation and transportation, evacuation and relief and search and rescue groups.

VI. Planning Section Chief

- a. Maintains resource status
- b. Maintain situation status
- c. Prepares Incident Action Plan
- d. Provides documentation service

- e. Prepares demobilization plan
- f. Provide technical specialists

VII. Logistics Section Chief

Provide services and support to the incident commander Responsible for:

- Facilities
- Transportation
- Communications
- Supplies
- Equipment Maintenance and Fuel
- Food Services
- Medical Services

VIII. Finance/Administration Section Chief

- a. Monitors incident costs
- b. Maintains financial records
- c. Administer procurements
- d. Perform time recordings

IX. Disaster Risk Reduction and Management Council

Provides the following to the Incident Commander, through Responsible Officials:

- Making policy decisions
- Establishing priorities
- Resolving critical resource issues
- Mobilizing and tracking resources
- Collecting, analyzing and disseminating information

Section 4. Automatic Succession of Members. In case of resignation, retirement, separation, transfer, re-assignment, removal of member, the successor or replacement shall automatically take the position and serve only for the unexpired term. Provided, that in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension.

Section 5. Activation and Deactivation. The Responsible Official will convene the ICS members for activation and deactivation. Deactivation may differ on the extent of the disaster or event.

Section 6. Separability Clause. If any provision of this Executive Order is found to be inconsistent with the Philippine Constitution, laws or decrees, other provisions hereof shall continue to be in force and effect.

Section 7. Repealing Clause. All executive orders, rules, regulations and other issuance or parts thereof inconsistent with the Executive Order, are hereby repealed or accordingly modified.

Section 8. Effectivity. This Executive Order shall take effect immediately.

DONE, this 3rd day of April, 2023 in the Municipality of Gubat, Province of Sorsogon.


RONNEL U. LIM
Municipal Mayor