



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF ANDA**  
OFFICE OF THE MUNICIPAL MAYOR

**EXECUTIVE ORDER NO. 04**  
**Series of 2021**

**“UPDATING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE AND STANDARD OPERATING PROCEDURES, COMPOSITION AND DEFINING ITS TEAM FUNCTIONS AS AN ON-SCENE DISASTER RESPONSE AND MANAGEMENT MECHANISM, AND IS ACTIVATED ONLY IN RESPONSE TO DISASTERS OR EMERGENCIES AND SITUATIONS APPROACHING CRISIS LEVEL”**

**WHEREAS**, the new RA 10121 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 this country’s on-scene disaster response system to ensure the effective consequence management of disasters or emergencies;

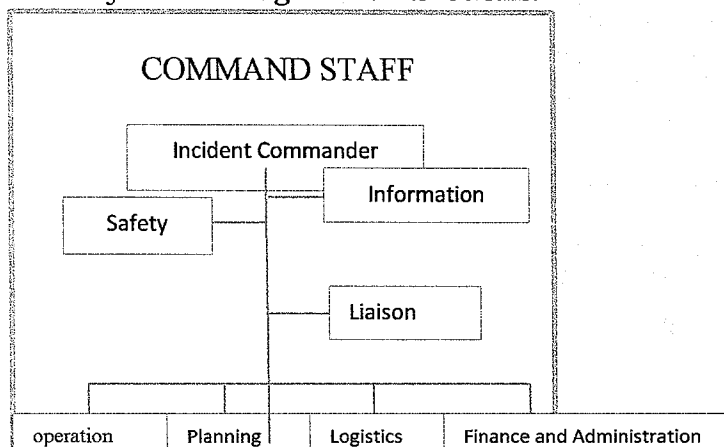
**WHEREAS**, the new law mandates the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected;

**WHEREAS**, the new law 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 on an incidence command system that will govern responses and appropriate actions for pre-disaster, during disaster and post disaster responses;

**NOW THEREFORE, I, JOGANIE C. RARANG**, Municipal Mayor of Anda 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, DEFINING ITS TEAM FUNCTIONS AND STANDARD OPERATING PROCEDURES, which shall be the following:

Primary ICS Management Functions:

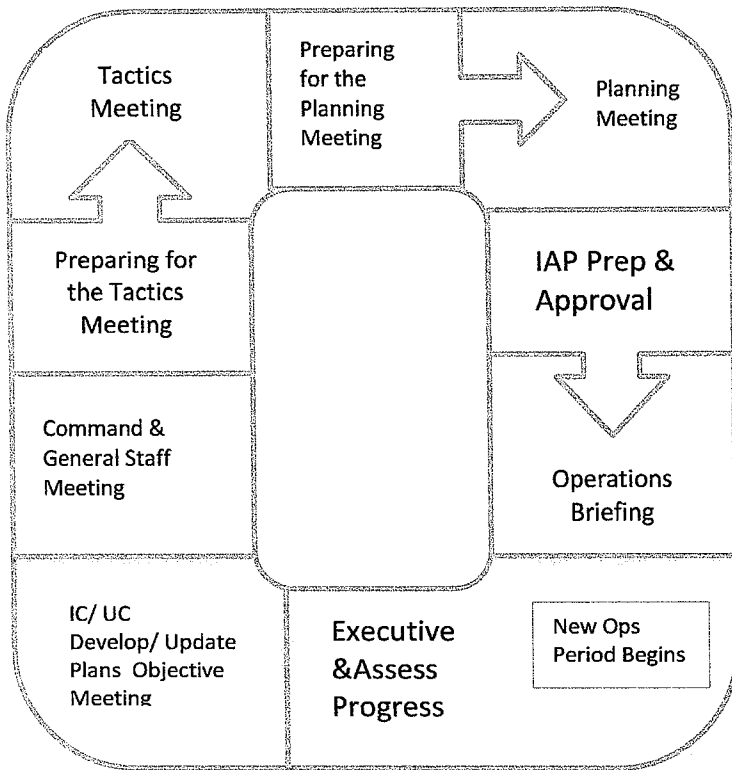


**Functional responsibility:**

Command – overall responsibility  
Operations – direct tactical actions  
Planning – collects/ analyze data and prepare action plan  
Logistics – provides support  
Finance/Administration - Cost Accounting and Procurement



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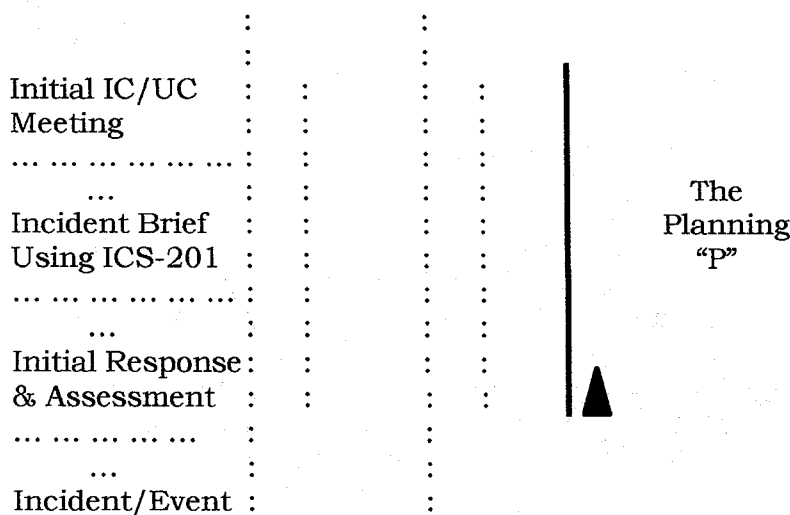


**The Operational Planning Cycle**

The Incident Command System will follow the standard operation 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. For incidents happening in Anda, incident command post will be at MDRRM Office or MDRRM Operation Center.



The **MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) STRUCTURE** is shown below and shall have the following responsibilities:

**COMMAND**

- Responsible Official: **HON. JOGANIE C. RARANG**, Municipal Mayor
- Incident Commander in case of natural Disaster: **ENGR. LEONEIL C. CAALIM**,  
LDRRMO III
- Incident Commander in case of Fire: **SFO2 RENATO CONSUL**, Municipal Fire  
Marshal, BFP
- Incident Commander in case of Human Induced and Vehicular Accident:  
**PCPT. REGIN CABICO**,  
Anda PNP Chief



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Incident Commander in case of Agricultural and Marine Disaster:

**MRS. ELIZABETH TOMAS,**  
Municipal Agriculturist

Incident Commander in Health and First Aid Response: **DR. GILLEN V. VUELTA,**  
MHO

Incident Commander in Tourism and EVENTS: **MR. DARYLL JUSTIN Z. CELESTE,**  
Tourism Officer

Information Officer: **MR. JEOPETER C. CASULLA,** Admin Officer II

Liaison Officer: **ENGR. LEONEIL C. CAALIM,** LDRRMO III

Safety Officer: **PCPT. REGIN CABICO,** Anda PNP Chief

**Basic Functions and Standard Operating Procedures of the Incident Commander and Command Staff**

- a. The Incident Commander is responsible for overall management response operation
- 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 meeting 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 link to higher authorities
- m. Authorizes release of information to the news media

**Information Officer**

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

**Liaison Officer**

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

**Safety Officer**

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

**Operation Section Chief**

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



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**Planning Section Chief**

- a. Maintain resource status
- b. maintain situation status
- c. Prepares incident action plan
- d. provides documentation service
- e. Prepares demobilization plan
- f. Provide technical specialist

**Logistics Section Chief**

Provides service and support to the incident commander

Responsible for:

- Transportation
- Communication
- Supplies
- Equipment Maintenance and Fuel
- Food Services
- Medical Services

**Finance/Administration Section Chief**

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

**Disaster Risk Reduction and Management Council**

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

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

**OPERATIONS**

**PRE-DISASTER**

**1. Communication and Warning**

Chairperson	:	<b>MS. LYRA RJ C. CAROLINO</b> , Senior Admin III
Co-chairperson	:	<b>ENGR. ELMO C. CARIÑO</b> , Municipal Engineer
	:	<b>MR. JEOPETER C. CASULLA</b> , Admin Officer II
Members	:	Mayor's Office Staff, Engineering Staff, LDRRM Staff

**Purpose:** To rapidly disseminate information concerning imminent disaster threats to government officials, institutions properties and the population at large in the areas of immediate risk

**Basic Functions and Standard Operating Procedures**

- a. To relay 24-hour weather bulletin and advisory from PAG-ASA.
- b. To forewarn vulnerable areas for possible impact of hazard so as to enable protective or preventive actions to be taken by disaster management officials.
- c. To assist in the activation of warning system devices
- d. To furnish information on updates to responsible persons/ agencies
- e. Establish linkage with other agencies
- f. Post and updates information advisory thru social networks, website, twitter, PAG-ASA, resource agencies, etc



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## 2. Pre-emptive Evacuation and Transportation

Chairperson : **ENGR. SUNY C. OLERMO**, MPDC  
Co-chairperson : **MRS. IRMA C. CATABAY**, HRMO  
Members : **ENGR. ELMO C. CARIÑO**, Municipal Engineer  
**MR. RODOLFO C. DE CASTRO**, Executive Assistant II  
All LGU Drivers – Members

**Purpose:** To provide vehicles for transporting evacuees to assigned evacuation center and to give information to the MDRRM headquarters any needed assistance of the evacuees.

### Basic Functions and Standard Operating Procedures

- a. Transport the evacuees to the designated evacuation center
- b. Transport relief goods
- c. Provide assistance in the proper and orderly distribution of supplies and materials
- d. Responsible for providing vehicles to the teams
- e. Responsible for checking if the evacuation areas have the needed basic necessities and report to the barangay what is lacking in the center

## DURING THE DISASTER

### 1. Search and Rescue Team

Chairperson : **PCPT. REGIN CABICO**, Anda PNP Chief  
Co-chairperson : **SFO2 RENATO CONSUL**, BFP Fire Marshal  
Members:  
1. ALL BANTAY BAYAN AND BANTAY DAGAT TASK FORCE, BFP, PNP  
2. ALL LGU DRIVERS  
3. ENGINEERING PERSONNEL  
4. MDRRM PERSONNEL

**Purpose:** To save lives and minimize damage to property

### Basic Functions and Standard Operating Procedures

- a. To have capable rescue personnel assigned in search and rescue operations
- b. To minimize further injury to people and damage to property

### 2. Evacuation and Relief Operation

Chairperson : **MR. JOWEY C. CELZO**, MSWDO  
Co-Chairperson : **DR. EDWIN A. AMPLER**, District Supervisor  
Members : **ENGR. SUNY C. OLERMO**, MPDC  
**HON. LEOPOLDO C. CAROLINO, JR.**, LIGA President  
**MR. JIMMY C. CACHO**, MBO  
**MRS. EULA V. CASAÑA**, Municipal Accountant  
**ENGR. LEONEIL C. CAALIM**, MDRRMO  
Municipal Nutrition Council Members and BNS  
Anda Association of Day Care Workers

### Purpose:

- a. To assist in the evacuation of affected families to prevent casualties
- b. To provide relief operations while in evacuation centers (food, water, blankets, mats, etc.)
- c. To provide relief and appropriate disaster intervention



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**Basic Functions and Standard Operating Procedures:**

- a. Identify beneficiaries in coordination with barangay secretaries
- b. Distribution of relief goods
- c. Frontline in the event of disaster and calamities
- d. Lead in the relocation of victims to a safe place
- e. Monitor the evacuation centers
- f. Conduct of stress debriefing of victims (DSWD)
- g. To coordinate with other teams
- h. Link with civic groups for continuous provision of basic necessities

**3. Emergency Medical Services, Psycho Social Support, Emergency Team**

Chairperson : **DR. GILLEN V. VUELTA, MHO**  
Co-chairperson : **PCPT. REGIN CABICO, Anda PNP Chief**  
**MR. JOWEY C. CELZO, MSWDO**  
**MRS. GRACE F. CHIONG**  
**ENGR. LEONEIL C. CAALIM, LDRRMO III**  
**MRS. HEIDI CLAIRE A. CACHO**

**Purpose:** Provide medical services (emergencies) & post emergencies

**Basic Functions and Standard Operating Procedures**

- a. Conduct rapid health assessment to affected areas
  - a. 1. Rescue and assist victims of vehicles accidents and drowning incidents and hospital conduction
  - a. 2. Provide First Aid and Basic Life Support
- b. Disposal of dead bodies if the need arises
- c. EVS/ health education/ water supply, garbage disposal etc.
- d. Provision of essential medicines/ medical supplies
- e. Update the incident commander on status of the health services especially the victims
- f. Health advices information
- g. Refer to higher authority (TBGDH) for serious cases of medical treatment
- h. Establish protocol of command

**4. Fire Suppression/prevention**

Chairperson : **SFO2 RENATO CONSUL, BFP Fire Marshal**  
Co-Chairperson : **MR. NORMAN VINCENT BACALA, BFP**  
Members : All BFP Personnel volunteer fire brigade

**Purpose:** to minimized effects of the occurrence of disastrous fire

**Basic Functions and Standard Operating Procedures**

- a. Conduct of fire suppression operation during conflagration.
- b. Pre and post assessment of cost of damage
- c. Prepare reports and submit to MDRRMC Office.

**5. Security and Safety**

Chairperson : **PCPT. REGIN CABICO, Anda PNP Chief**

**Purpose:** Ensure safety and security of the affected families including personal properties and belongings and maintain peace and order situation at the site.



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**Basic Functions Standard Operating Procedures:**

- a. Police visibility at the site
- b. Monitor peace and order situation
- c. Coordinate with barangay tanod/barangay officials at the site
- d. Report incident to the commander on post for any unusual peace and order situation
- e. Crowd control during relief distribution

**POST DISASTER**

**1. Damage Assessment/ Needs Analysis**

Chairperson	:	<b>ENGR. ELMO C. CARIÑO</b> , Municipal Engineer
Co-chairperson	:	<b>ENGR. SUNY C. OLERMO</b> , MPDC
Co-chairperson	:	<b>MRS. ELIZABETH T. TOMAS</b> , Municipal Agriculturist
Members	:	<b>MR. JOWEY C. CELZO</b> , MSWDO <b>ENGR. LEONEIL C. CAALIM</b> , MDRRMO

**System for Registration for Evacuees**

- a. To list down number of casualties (male, female, age)
- b. To account/ list down number of affected families/ household (rescued/missing family members)
- c. List down injured persons that need immediate attention and medical services
- d. Feedback/reporting to public information
- e. Submit list/record of affected families to evacuation & relief team
- f. Submit list of injured persons to emergency medical services
- g. To analyze immediate needs at evacuation center

**Basic Functions and Standard operating Procedures**

- a. Manage the listing of affected families rescued and brought to the evacuation center
  - List of injured
  - List of casualties
  - List of missing persons
- b. Assess the immediate needs of the affected families in the evacuation center
- c. Manage the listing of damaged to property
- d. Submit report to headquarters/ Mayor
- e. Update the headquarters every 3 hours

**2. Rehabilitation and Recovery Team**

Chairperson	:	<b>ENGR. SUNY C. OLERMO</b> , MPDC
Co-chairperson	:	<b>MRS. IRMA C. CATABAY</b> , HRMO
Member	:	<b>MR. CARLITO C. CATIVO</b> , MCR <b>ENGR. ELMO C. CARIÑO</b> , Mun. Engr.

**Purpose:** To rehabilitate/recover/repair damaged properties after the occurrence of the calamity/disaster.

**Basic Functions Standard Operating Procedures:**

- a. Investigate/survey extent of damage
- b. Assessment as to properties, infrastructure and etc.(inventory)
- c. Submit report to incident commander
- d. If all request granted implementation will follow



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### **3. Retrieval Operation**

Chairperson : **ENGR. LEONEIL C. CAALIM**, MDRRMO  
Co-chairperson : **ENGR. SUNY C. OLERMO**, MPDC  
Co-chairperson : **ENGR. ELMO C. CARIÑO**, Mun. Engr.  
Members : Bantay Dagat and Bantay Bayan Task Force  
MDRRM Personnel

- a. To find or retrieve any missing persons or bodies as reported
- b. To find important things or properties as reported missing

#### **Basic Function and Standard Operating Procedures**

- a. After the search and rescue operation, retrieval operation will commence
- b. To find missing bodies and or property
- c. Coordinate with all the teams

### **PLANNING**

Chairperson : **ENGR. SUNY C. OLERMO**, MPDC  
Members : **ENGR. LEONEIL C. CAALIM**, LDRRMO III  
**HON. LEOPOLDO C. CAROLINO, JR.**, Liga President  
**MR. JIMMY C. CACHO**, MBO  
**MRS. EULA V. CASAÑA**, Municipal Accountant  
**ENGR. ELMO C. CARIÑO**, Municipal Engineer  
**MR. JOWEY C. CELZO**, MSWDO  
**MRS. ELIZABETH T. TOMAS**, Municipal Agriculturist

#### **Basic Functions and Standard Operating Procedures**

- a. Maintains resource status
- b. Maintain situation status
- c. Prepares incident Action Plan
- d. Provide documentation service
- e. Prepares demobilization plan
- f. Provide technical specialist

### **LOGISTICS**

#### **Members**

1. **MR. JIMMY C. CACHO**, MBO
2. **ENGR. ELMO C. CARIÑO**, Municipal Engineer
3. **MRS. REGINA C. CASULLA**, Municipal Treasure
4. **MRS. ELIZABETH T. TOMAS**, Municipal Agriculturist
5. **HON. LEOPOLDO C. CAROLINO, JR.**, Liga President
6. **DR. EDWIN AMPLER**, District Supervisor
7. **MRS. EULA V. CASAÑA**, Municipal Accountant
8. **MR. JOWEY C. CELZO**, MSWDO
9. **DR. GILLEN V. VUELTA**, MHO

**Basic Functions and Standard Operating Procedures:** Provides services and support to the Incident Commander





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**Responsible for:**

- Facilities
- Transportation
- Communications
- Supplies
- Equipment maintenance and fuel
- Food services
- Medical services

**FINANCE ADMINISTRATION**

**Members**

1. **MRS. REGINA C. CASULLA**, Municipal Treasurer
2. **MRS. EULA V. CASAÑA**, Municipal Accountant
3. **MR. JIMMY C. CACHO**, Municipal Budget Officer
4. SB Committee on Appropriation and Finance

**Basic Functions and Standard Operating Procedures**

- a. Maintain incident costs
- b. Maintains financial records
- c. Administers procurement contracts
- d. Perform time recording

This Executive Order shall take effect immediately.

Done this 7<sup>th</sup> day of January 2021 at Anda, Pangasinan

  
**JOGANIE C. RARANG**  
Municipal Mayor