



Republic of the Philippines
MUNICIPALITY OF LINGAYEN
Province of Pangasinan
Office of the Mayor

EXECUTIVE ORDER NO. 11, SERIES OF 2023

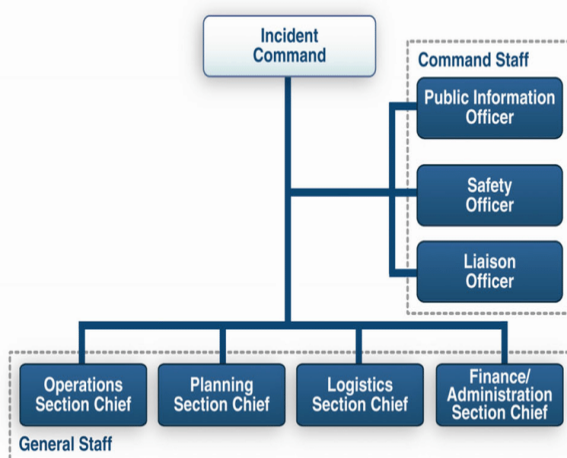
**CREATING THE MUNICIPAL INCIDENT COMMAND SYSTEM (MICS) AND
DEFINING ITS COMPOSITION AND FUNCTIONS**

WHEREAS, under Republic Act No. 10121, otherwise known as the “*Philippine Disaster Risk Reduction and Management Act of 2010*,” it is the policy of the State to adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated, and proactive in lessening the socioeconomic and environmental impacts of disasters including climate change, and promote the involvement and participation of all sectors and all stakeholders concerned, at all levels, especially the local community;

WHEREAS, there is a need for the establishment of an Incident Command System (ICS) as part of the Municipality’s on-scene disaster response system to ensure the effective consequence management of disasters or emergencies;

NOW THEREFORE, I, LEOPOLDO N. BATAOIL, Municipal Mayor of Lingayen, Province of Pangasinan by virtue of the powers vested in me by law do hereby order the creation of the Municipal Incident Command System (MICS) Structure, defining its composition and functions, as follows:

Primary ICS Management Functions:



Function responsibility:

Command - overall responsibility

Operations - direct tactical actions

Planning - collects/analyze data and prepare action plan

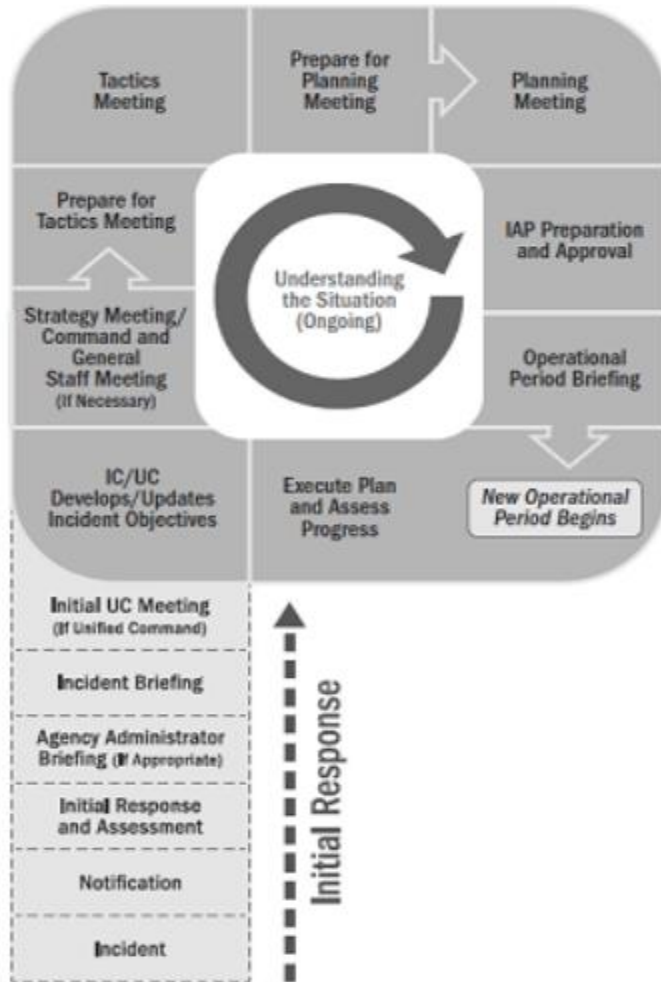
Logistics - provide support

Finance/Administration - cost accounting and procurement





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**OPERATIONAL
PERIOD PLANNING
CYCLE**

I. INCIDENT COMMAND

A. Composition

- | | | |
|---------------------------|---|------------------------------------|
| Incident Commander | : | Municipal Mayor/MDRRMC Chairperson |
| Deputy Incident Commander | : | LDRRMO III |
| Information Officer | : | Municipal Information Officer |
| Liaison Officer | : | LDRRMA |
| Safety Officer | : | PNP Chief |
| Operation Officer | : | LDRRMO Operation Head |

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Planning Officer	:	Municipal Planning and Development Officer
Logistics Chief	:	General Service Officer
Administrative Officer	:	Human Resource Management Officer
Finance Officer	:	Municipal Accounting Officer

B. Basic Functions of the Incident Commander and Command Staff

- a. The Incident Commander is responsible for overall management response operations.
- b. Determine incident objectives and strategies.
- c. Establish priorities in consultation with staff.
- d. Establish Incident Command post (ICP)
- e. Establish appropriate ICS organization based on the situation.
- f. Ensures planning meetings are scheduled as required.
- g. Approve and authorize the implementation of the Incident Action Plan.
- h. Ensure that adequate safety measures are in place.
- i. Coordinate with key people and officials.
- j. Exercise overall authority and responsibility for conducting incident operations.
- k. Ensure availability of resources and serve as link to higher authorities.
- l. Authorize release of information to the news media

C. Incident Command Staff

1. Information Officer

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

2. Safety Officer

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

3. Liaison Officer

- a. Direct and coordinate all incident tactical operations
- b. Supervise 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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4. Planning Section Chief

- a. Maintain resource status
- b. Maintain situation status
- c. Prepare Incident Action Plan
- d. Provide documentation service
- e. Prepare demobilization plan
- f. Provide technical specialists

5. Logistics Section Chief

- a. Provide services and support to the incident commander
- b. Responsible for:
 - Facilities
 - Transportation
 - Communications
 - Supplies
 - Equipment Maintenance and Fuel
 - Food services
 - Medical Services

6. Finance/Administration Section Chief

- a. Monitor incident costs
- b. Maintain financial records

7. 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

II. MANUAL OF DISASTER OPERATIONS

A. PRE-DISASTER

1. Communication and Warning

Chairperson : Municipal Information Officer
Co-Chairperson : LDRRMO Communication Officer

Purpose:





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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

- a. To relay 24-hours weather bulletin and advisory from PAG-ASA
- b. To forewarn vulnerable areas for possible impact of a 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 update information advisory thru social networks, website, etc.

2. Pre-emptive Evacuation and Transportation

Chairperson	:	LDRRMO Operation Head
Co-chairperson	:	BFP/PNP
Members	:	LDRRMO, PNP and BFP Personnel

Purpose

To provide vehicles for transporting evacuees to the assigned evacuation center and to give information to the MDRRMO headquarters of any assistance needed by the evacuees.

Basic Functions

- 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

B. DURING DISASTER

1. Search and Rescue Team

Chairperson	:	LDRRMO Operation Head
Co-Chairperson	:	BFP/PNP
Members	:	LDRRMO, PNP and BFP Personnel

Purpose:

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To save lives and minimize damage to property

Basic Functions

- 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	:	MSWDO
Co-chairperson	:	General Service Officer
Members	:	LDRRMO, PNP, BFP, GSO, RHU I, RHU II and MSWDO Personnel

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

Basic Functions

- a. Identify beneficiaries in coordination with barangay secretaries.
- b. Distribute of relief goods.
- c. Be in the frontline in the event of disaster and calamities.
- d. Lead in the relocation of victims to a safe place.
- e. Monitor 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

Chairperson	:	Municipal Health Officer
Co-Chairperson	:	Medical Officer IV

Purpose

Provide medical services (emergencies) and post-emergency services.

Basic Functions

- a. Conduct rapid health assessment to affected areas.
- b. EVS/health education /water supply, garbage disposal etc.
- c. Provision of essential medicines/medical supplies.
- d. Update the incident commander on status of the health of the victims





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- e. Issue health advisories
- f. Refer to higher authority for serious cases of medical treatment.
- g. Recommend and suggest medical actions.

4. Fire Suppression/prevention

Chairperson	:	BFP Chief
Member	:	All BFP Personnel and volunteer fire brigade

Purpose

To minimize effects of the occurrence of disastrous fire

Basic Functions

- 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	:	PNP Chief
Members	:	All PNP Personnel

Purpose

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

Basic Functions


- a. Maintain 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

C. POST DISASTER

1. Damage Assessment/Needs Analysis

Chairperson	:	LDRRMO III
Co-Chairperson on Infrastructure	:	Municipal Engineering Officer
Co-Chairperson on Agriculture	:	Municipal Agriculture Officer

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Purpose

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

Basic Functions

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

2. Rehabilitation and Recovery Team

Chairperson : Municipal Planning and Development Officer
Co-Chairperson : Municipal Engineering Officer

Purpose

To rehabilitate /repair damaged properties after the occurrence of the calamity/disaster.

Basic Functions

- Investigate/survey extent of damage
- Assess and make inventory of damaged properties, infrastructure, etc.
- Submit report to incident commander

3. Retrieval Operation

Chairperson : PNP
Co-Chairperson : DILG
Member : LDRRMO Responders

Purpose

- To find or retrieve any missing persons or bodies as reported

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- b. To find important things or properties reported missing

Basic Functions

- 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

III. PLANNING

A. Composition

1. Municipal Planning and Development Officer
2. President, Federation of Barangay DRRM Action Officer
3. Liga President

B. Basic Functions

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

IV. LOGISTICS

A. Composition

1. Municipal Treasury Officer
2. Municipal Budget Officer
3. Municipal Accounting Officer
4. Municipal Planning and Development Officer
5. Municipal General Services Officer

B. Basic Functions

1. Provide services and support to the Incident Commander
2. Responsible for:
 - Facilities
 - Transportation
 - Communications





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- Supplies
- Equipment maintenance and fuel
- Food Services
- Medical Services

V. FINANCE ADMINISTRATION

A. Composition

1. Municipal Treasury Officer
2. Municipal Budget Officer
3. Municipal Accounting Officer
4. Municipal Planning and Development Officer

B. Basic Functions

- a. Monitors Incident Costs
- b. Maintains financial records
- c. Administers procurement contracts
- d. Perform Time recording

This Executive Order shall take effect immediately.

Done this 7th day of March, 2023, in Lingayen, Pangasinan.


LEOPOLDO N. BATAOIL
Municipal Mayor

