



MUNICIPAL MAYOR OF BAYAMBANG

EXECUTIVE ORDER No. 45 Series of 2018

ESTABLISHMENT OF AN INCIDENT COMMAND SYSTEM AND STRUCTURE IN THE MUNICIPALITY OF BAYAMBANG FOR A STANDARD, ON-SCENE, ALL-HAZARD INCIDENT MANAGEMENT

WHEREAS, the Philippines is at risk to various disasters caused by either human or natural phenomena that necessitates the establishment of an effective and efficient response management system;

WHEREAS, Planned events such as fiestas, parades, sports events, conferences and concerts are being held in the Municipality that requires an efficient incident command system to prevent loss of life, physical injury, or damage to property and the environment;

WHEREAS, the Incident Command System (ICS) is a standard, on-scene, all-hazard incident management concept that can be used by all DRRMC member agencies and response groups;

NOW THEREFORE, I, DR. CEZAR T. QUIAMBAO, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby establish, organize and mobilize an Incident Command System and Structure for the Municipality to plan, prepare, execute mitigation and incident management measures:

SECTION 1. COMPOSITION: The **Incident Management Team** is hereby created and organized with the following Composition:

RESPONSIBLE OFFICER:

DR. CEZAR T. QUIAMBAO - Municipal Mayor

COMMAND STAFF

INCIDENT COMMANDERS :

Over-all Supervising:

ATTY. RAYMUNDO B. BAUTISTA JR. - Chief of Staff



Fire Incident
SFO3 RAYMUND PALISOC

- OIC-Fire Marshall, BFP

Crime Related
PSUPT FIDEL DG JUNIO

- OIC-Chief of Police, PNP

PUBLIC INFORMATION OFFICERS:

RESTY ODON
RAFAEL SAYGO

- Public Information Officer
- Senior Tourism Officer

SAFETY OFFICERS:

ENGR. EDDIE MELICORIO
VIVENCIO B. RAMOS

- Municipal Engineer
- Chief, POSO

LIAISON OFFICERS:

CARMELA SANTILLAN
ISMAEL MALICDEM JR.

- OIC-ICT
- Municipal Civil Registrar

GENERAL STAFF

OPERATIONS SECTION CHIEFS:

GENEVIEVE BENEBE
DR. PAZ F. VALLO

PLANNING SECTION CHIEFS:

MA-LENE TORIO
DR. ADRIENE ESTRADA

LOGISTICS SECTION CHIEFS

CHINITA ESTRADA
PETER CARAGAN

FINANCE/ADMINISTRATIVE SECTION CHIEFS

LUISITA DANAN
NORA ZAFRA

SECTION 2. FUNCTIONS and RESPONSIBILITIES. The Incident Management Team shall have the following respective functions:

A. The **RESPONSIBLE OFFICER** shall

- a. Provides overall policy direction and guidance
- b. Serves as a link to other higher authorities
- c. Delegates authority to the Incident Commander to manage the incident

B. The **INCIDENT COMMANDER** shall

- a. Responsible for overall management of response operations
- b. Acts as First Responder to the Incident
- c. Assesses the situation or receives briefing from the Responsible Officer or Outgoing Incident Commander
- d. Determines incident objectives
- e. Establishes Incident Command Post (ICP)
- f. Establishes appropriate ICS organization based on the organization
- g. Establishes response priorities in consultation with the Command and General Staff
- h. Coordinates activities for all Command and General Staff
- i. Ensures planning meeting are scheduled as required
- j. Approves and authorizes the implementation of the Incident Action Plan
- k. Ensures that adequate safety measures are in place
- l. Approves requests for additional resources and for their release
- m. Coordinates with key people and officials
- n. Keeps the Responsible Official informed of the incident status
- o. Authorizes release of information to the media

C. The **PUBLIC INFORMATION OFFICER** shall be

- a. The focal person for information dissemination
- b. Works closely with all other information officers or the media

D. The **LIAISON OFFICER** shall be the Contact Point for Representatives of assisting and cooperating agencies.

E. The **SAFETY OFFICER** shall

- a. Work with Operations Section on tactics
- b. Anticipate, detect and correct unsafe situations
- c. Have Emergency authority to stop unsafe acts or operations

F. The **OPERATIONS SECTION CHIEF** shall be responsible for managing, directing and coordinating all tactical operations. He/She shall determine whether to expand the

Operations Section as generally dictated by the number of tactical resources involved and as influenced by span of control considerations.

G. The **PLANNING SECTION CHIEF** shall

- a. Be responsible for planning services
- b. Collect, evaluate and process situation and resources status information
- c. Develop Incident Action Plan to accomplish objectives
- d. Maintain situation and resource status
- e. Assign Technical Specialists whenever needed depending on the requirements of the incident

H. The **LOGISTICS SECTION CHIEF** shall provide resources and all other services to the incident such as, but not limited to, facilities, transportation, communications, supplies, equipment maintenance, fuel, food services and medical services.

I. The **FINANCE AND ADMINISTRATIVE SECTION CHIEF** shall

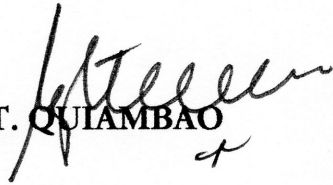
- a. Monitor incident costs
- b. Maintain financial records
- c. Administer procurement contracts
- d. Perform time recording

SECTION 3. FLOW OF INFORMATION. There shall be a complete Freedom for Flow of Information within the Incident Command System organization to the possible extent. Orders, directives, resource request and status changes must follow the chain of command, as seen in the diagram attached to this Executive Order, unless otherwise directed.

SECTION 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Let copies of this Order be furnished to Offices concerned for their information and guidance.

DONE this 26th day of September, 2018 in the Municipality of Bayambang, Pangasinan, Philippines.


DR. CEZAR T. QUIAMBAO

