



Republic of the Philippines
CITY GOVERNMENT OF ALAMINOS
 San Jose Drive, Poblacion, City of Alaminos, Pangasinan

EXCERPT TAKEN FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLUNGSOD OF THE CITY OF ALAMINOS, PANGASINAN HELD ON AUGUST 01, 2023

PRESENT:

- | | |
|---|-----------------------------------|
| Vice Mayor Jan Marianne R. Fontelera | - Presiding Officer |
| Councilor Michelle S. Segundera | - Presiding Officer Pro-Tempore |
| Councilor Carolyn D. Sison | - Majority Floor Leader |
| Councilor Kelvin Theus O. Humilde | - Minority Floor Leader |
| Councilor Verna S. D. Rabago | - Assistant Majority Floor Leader |
| Councilor Arthur C. Celeste, Jr. | - Member |
| Councilor Apple Joy B. Tolentino | - Member |
| Councilor Joselito O. Fontelera | - Member |
| Councilor Raul B. Bacay | - Member |
| Councilor Dahlia M. de Leon | - Member |
| Councilor Oscar A. Boling, Sr. | - Member |
| LBP Salvador P. Dona | - Ex-Officio Member |
| PPSKP Lovely V. Bernabe | - Ex-Officio Member |

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ORDINANCE NO. 2023-26

ORDINANCE INSTITUTIONALIZING THE INCIDENT COMMAND SYSTEM IN THE CITY OF ALAMINOS, PANGASINAN PROVIDING GUIDELINES IN ITS ACTIVATION AND PROPER USE AND FOR OTHER PURPOSES

Sponsored by: Councilor Apple Joy B. Tolentino

WHEREAS, Rule 7 Section 3(h) of the Implementing Rules and Regulations of Republic Act No. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010," provides 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, Disaster Response 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, Republic Act No. 10121 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, 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;

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CPG
ISO 9001:2015
REG. NO.: QAC/R63/0267
QUALITY MANAGEMENT SYSTEM





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WHEREAS, NDRRMC Memo Circular No. 4, 2012, issued on March 28, 2012, provides for the implementing guidelines on the use of the ICS under the Philippine Disaster Risk Reduction and Management System;

NOW THEREFORE, on motion of Councilor Apple Joy B. Tolentino, duly seconded by all the members present

BE IT ENACTED, AS IT IS HEREBY ENACTED, BY THE SANGGUNIANG PANGLUNSOD in a session duly assembled, that:

SECTION 1. TITLE. — This Ordinance shall be known as the *“Incident Command System Ordinance of the City of Alaminos, Pangasinan”*.

SECTION 2. PURPOSE. — This ordinance shall provide a standard, on-scene, all-hazard incident management concept that can be used by all DRRMC member agencies and response groups, allowing them 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.

The use of ICS ensures:

- Safety of responders and the general public;
- The achievement of tactical objectives; and
- The efficient use of resources to prevent wastage of resources and overlapping of functions, cost effective avoiding duplication of efforts.

SECTION 3. INSTITUTIONALIZING THE INCIDENT COMMAND SYSTEM IN THE CITY OF ALAMINOS, PANGASINAN. — The Incident Command System is hereby institutionalized in the City of Alaminos. The ICS will be used by the Local Government Unit of the City of Alaminos and other private or government agencies concerned, that are responsible for all-hazards incident management (including planned events) in their respective areas of jurisdiction. It shall specifically cover on-scene management of emergency response operations from disaster impact to the immediate emergency response phase of an incident, with priority objectives of saving lives, ensuring safety of responders and others, protecting property and environment, and incident stabilization.

SECTION 4. DEFINITION OF TERMS. —

4.1 Responsible Official – the official responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing direction to the management organization for an incident; he/she is normally the Chairperson of the DRRMC or Agency Head or their duly authorized representative.

4.2 All-Hazards - any incident, natural or human-induced, that warrants action to protect life, property, environment, public health, or safety and minimize disruptions of government, social or economic activities.

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- 4.3 Area Command** - an organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or of a very large or evolving incident that has multiple Incident Management Teams engaged. An agency administrator/executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. It is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.
- 4.4 Assistant** - title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.
- 4.5 Base** - the location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base). The Incident Command Post may be co-located with the Base.
- 4.6 Branch** - the organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
- 4.7 Camp** - a geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.
- 4.8 Chain of Command** - series of command, control, executive or management positions in hierarchical order of authority; an orderly line of authority within the ranks of the incident management organization.
- 4.9 Chief** - The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate section)
- 4.10 Check In** - the process whereby resources report to an incident or planned event to receive tactical assignment.
- 4.11 Close out** - a formal concluding meeting of the response operation to discuss the incident summary and actions taken, major events that may have lasting ramifications, documentation concerns, evaluation and other relevant matters.

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- 4.12 Cluster** - a group of agencies that gather to work together towards common objectives within a particular sector of emergency response.
- 4.13 Cluster Approach** - a coordination system of the NDRRMC that aims to ensure a more coherent and effective response by mobilizing groups of agencies, organizations and non-government organizations to respond in a strategic manner across all key sectors or areas of activity, each sector having a clearly designated lead, in support of existing government coordination structure and emergency response mechanisms.
- 4.14 Command** - the act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
- 4.15 Command and Control** - exercise of authority and direction by the Incident Commander over resources checked-in to accomplish the objectives.
- 4.16 Command Staff** - Consists of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have assistant or assistants, as needed.
- 4.17 Common Terminology** - normally used words and phrases-avoids the use of different words/phrases for same concepts, consistency.
- 4.18 Community** - consists of people, property, services, livelihoods and environment; a legally constituted administrative local government unit of a country, e.g. municipality or district.
- 4.19 Coordination** - bringing together of organizations and elements to ensure effective counter disaster response. It is primarily concerned with the systematic acquisition and application of resources (organization, manpower and equipment) in accordance with the requirements imposed by the threat of impact of disaster.
- 4.20 Delegation of Authority** - a statement or instruction given to the Incident Commander by the Agency Executive or Responsible Official delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed.
- 4.21 Demobilization** - the release and return of resources that are no longer required for the support of the incident/event.
- 4.22 Deputy** - a fully qualified individual who, in the absence of the superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases a deputy can act as relief for superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff and Branch Directors.

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- 4.23 Disaster** - a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources; an actual threat to public health and safety where the local government and the emergency services are unable to meet the immediate needs of the community, an event in which the local emergency management measures are insufficient to cope with a hazard, whether due to a lack of time, capacity or resources, resulting in unacceptable levels of damage or number of casualties.
- 4.24 Disaster Response** - 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. Disaster response is predominantly focused on immediate and short-term needs and is sometimes called "disaster relief".
- 4.25 Disaster Risk Reduction & Management** – the systematic process of using administrative directives, organizations and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Prospective disaster risk reduction and management refers to risk reduction and management activities that address and seek to avoid the development of new or increased disaster risks, especially if risk reduction policies are not put in place.
- 4.26 Disaster Risk Reduction and Management Council (DRRMC)** - organized body of government agencies, to include the civil society organizations and private sector, mandated to undertake DRRM functions from the national to local levels. The composition, powers and functions of the DRRMC are defined in RA 10121.
- 4.27 Emergency** - unforeseen or sudden occurrence, especially danger, demanding immediate action; an actual threat to an individual's life or to public health and safety which needs immediate response.
- 4.28 Emergency Management** - the organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular, preparedness, response and initial recovery steps; a management process that is applied to deal with the actual or implied effects of hazards.
- 4.29 Emergency Operations Center (EOC)** - the physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.
- 4.30 Exercise** - a focused practice activity that places the participants in a simulated situation requiring them to function in the capacity that would be



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expected of them in a real event. Exercise can be discussion-based such as seminars, workshops, table top exercises and games or operations-based such as drills, functional exercises and full-scale exercises.

- 4.31 Facilities** - physical locations that are necessary to support the requirements of the operation, such as incident command post, base, camp, staging area, helibase and helispot.
- 4.32 Finance/Administration Section** - the ICS functional section responsible for approving and tracking all expenditures and spending related to the incident.
- 4.33 Function** - refers to the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management need.
- 4.34 General Staff** - a group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administrative Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
- 4.35 Hazard** - a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage; loss of livelihood or services, social and economic disruption, or environmental damage; any potential threat to public safety and/or public health; any phenomenon which has the potential to cause disruption or damage to people, their property, their services or their environment, i.e., their communities. The four classes of hazards are natural, technological, biological and societal hazards.
- 4.36 Incident** - an occurrence or event, natural or human-induced that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
- 4.37 Incident Action Plan (IAP)** - an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

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- 4.46 Jurisdiction** - a range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g. town, city) or functional (e.g. law enforcement, public health).
- 4.47 Liaison Officer** - a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
- 4.48 Logistics Section** - the section responsible for providing facilities, services and material support for the incident.
- 4.49 Planned Events** - organized gatherings such as parades, fiestas, concerts, conferences and other events usually characterized by having high density population of audiences and significant profile of attendees among others.
- 4.50 Pre-Disaster Risk Assessment** - Actions, Programs and Protocols (PDRA – APP) – a process to evaluate a hazard’s level of risk given the degree of exposure and vulnerability in specific area. It presents the possible impacts to the populace and form as a basis to determine the appropriate level of response actions from the national level government agencies down to the local government units. It is hazard-specific, area focused and time bound method assessment.
- 4.51 Preparedness** - measures taken to strengthen the capacity of the emergency services to respond in an emergency.
- 4.52 Rapid Damage Assessment and Needs Analysis (RDANA)** - a disaster response mechanism that is used immediately in the early emergency phase to determine the extent of impacts and assess the priority needs of the communities.
- 4.53 Resources** - personnel and major items of equipment, supplies and facilities available or planned event operations and for which status is maintained.
- 4.54 Response Cluster** - are part of the NDRRMC’s strategic action on providing humanitarian assistance and disaster response services. These are organized groups of government agencies that are designated to undertake coordination functions at the strategic level to provide resource support for tactical response.
- 4.56 Tactics** - refers to those activities, resources and maneuvers that are directly applied to achieve goals, deploying and directing resources on an incident to accomplish the objectives designated by the strategy.

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4.57 Transfer of Command - the process of moving the responsibility of command and control from one Incident Commander to another Incident Commander.

4.58 Unified Command (UC) - an Incident Command System management option that can be used when more than one agency has incident jurisdiction or when incidents cross political boundaries/ jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

4.59 Unity of Command (UC) - the concept by which each person within an organization reports to one and only designated person. The purpose of unity of command is to ensure unity of efforts under one responsible commander for every objective; principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

SECTION 5. — BASIC ICS CONCEPTS AND PRINCIPLES

To ensure the standard use and application of ICS, the following basic concepts and principles for on-scene disaster operations are hereby adopted:

1. FOURTEEN (14) MANAGEMENT CHARACTERISTICS OF ICS

ICS is based on fourteen (14) proven management characteristics, each of which contributes to the strength and efficiency of the overall system, to wit:

a. Common Terminology

The use of common terminology in ICS will allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios. This common terminology applies to the following:

1. Organizational Function

Major functions and functional units with incident management responsibilities are named and defined. Terminology for the following organizational elements is standard and consistent, namely, Command, Planning, Operations, Logistics and Administration & Finance.

2. Resource Descriptions

Major resources – including personnel, facilities and major equipment and supply items – that support incident management activities are given common names and are “typed” with respect to their capabilities as follows: “Assigned”, “Available” and “Out-of-Service”. This is to help avoid confusion and to enhance interoperability.

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location of facilities based on the requirements of the situation. ICS facilities should include Incident Command Posts, Bases, Camps, Staging Areas, mass casualty triage areas, point-of-distribution sites, and others as required.

g. Resource Management

Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management and emergency response. Resources to be identified include personnel, teams, equipment, supplies and facilities available or potentially available for assignment or allocation.

h. Integrated Communications

Incident communications should be developed through the use of a common Communication Plan to ensure interoperability and connectivity between and among operational and support units of the various agencies involved. Preparedness planning should therefore endeavor to address the equipment, systems, and protocols necessary to achieve integrated voice and data communications.

i. Establishment and Transfer of Command

The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

j. Chain of Command and Unity of Command

At all times during disaster operations, chain of command and unity of command shall be observed. This is to ensure clarity in reporting relationships and eliminate the confusion caused by multiple, conflicting directives.

k. Unified Command

In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, a Unified Command approach should be applied to allow agencies with different legal, geographic, and functional authorities and responsibilities work together effectively without affecting individual agency authority, responsibility, or accountability.

l. Accountability

Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential. To this end, Check-In/Check-Out, Incident Action Planning, Unity of Command, Personal Responsibility, Span of Control, and Resource Tracking must be adhered to within the ICS.

m. Dispatch/Deployment

Resources should respond only when requested or when dispatched by an appropriate authority through established resource management

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single or unified, only one Public Information Officer should be designated per incident. Assistants may be assigned from other involved agencies, departments or organizations. The IC/UC must approve the release of all incident related information. In large-scale incidents or where multiple command posts are established, the Public Information Officer should participate in or lead the Joint Information or Media Center in order to ensure consistency in the provision of information to the public.

2) Safety Officer

The Safety Officer monitors incident operations and advises the IC/UC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC/UC and supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the IC/UC for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the incident Safety Plan, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety as well as the general safety of incident operations. The Safety Officer has immediate authority to stop and/or prevent unsafe acts during incident operations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all responder personnel involved in incident operations.

3) Liaison Officer

The Liaison Officer is Incident Command's point of contact for DRRMC/other government agency representatives, NGOs, and the private sector to provide input on their agency's policies, resource availability, and other incident-related matters. Under either a single-IC or a UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer.

4) Additional Command Staff

Additional Command Staff positions may also be necessary, depending on the nature and location(s) of the incident or specific requirements established by Incident Command.

5) GENERAL STAFF

The General Staff is responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs. The Section Chiefs may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multi-jurisdictional incidents.

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a. Operations Section

This Section is responsible for all tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Lifesaving and responder safety will always be the highest priorities and the first objectives in the IAP. The Operations Section Chief is responsible to Incident Command for the direct management of all incident-related tactical activities. The Operations Section Chief will establish tactics for the assigned operational period. An Operations Section Chief should be designated for each operational period, and responsibilities include direct involvement in development of the IAP.

The Operations Section is composed of the following:

1) Branches

Branches may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control. Branches are identified by the use of Roman numerals or by functional area.

2) Divisions and Groups

Divisions and/or Groups are established when the number of resources exceeds the manageable span of control of Incident Command and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, Incident Command may assign evacuation or mass-care responsibilities to a functional Group in the Operations Section. Additional levels of supervision may also exist below the Division or Group level.

3) Resources

Resources may be organized and managed in three different ways, depending on the requirements of the incident.

- **Single resources:** Individual personnel or equipment and any associated operators.
- **Task Forces:** Any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
- **Strike Teams:** A set number of resources of the same kind and type that have an established minimum number of personnel. All resource elements within a Strike Team must have common communications and a designated leader.

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The use of Task Forces and Strike Teams is encouraged, when appropriate, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.

b. Planning Section

The Planning Section collects, evaluates, and disseminates incident situation information and intelligence to the IC/UC and incident management personnel. This Section prepares status reports, displays situation information, maintains the status of resources assigned to the incident, and prepares and documents the IAP, based on Operations Section input and guidance from the IC/UC.

The Planning Section is comprised of four primary Units, as well as a number of technical specialists, to assist in evaluating the situation, developing planning options, and forecasting requirements for additional resources. Within the Planning Section, the following primary Units fulfill functional requirements:

- **Resources Unit:** Responsible for recording the status of resources committed to the incident. This Unit also evaluates resources committed currently to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.
- **Situation Unit:** Responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.
- **Demobilization Unit:** Responsible for ensuring orderly, safe, and efficient demobilization of incident resources.
- **Documentation Unit:** Responsible for collecting, recording, and safeguarding all documents relevant to the incident.
- **Technical Specialist(s):** Personnel with special skills that can be used anywhere within the ICS organization.

c. Logistics Section

All incident support needs are provided by the Logistics Section, with the exception of aviation support. Aviation support is handled by the Air Support Group in the Air Operations Branch.

The Logistics Section is managed by the Logistics Section Chief, who may assign a Deputy. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

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In very large incidents, or in incidents requiring a great deal of equipment or facilities, the Logistics Section may be divided into two Branches - **Service Branch and Support Branch**. Section Chief, leads each Branch. This is most often done for span of control reasons, resulting in a more manageable organization.

As seen in the ICS Structure chart, there are three units under the Service Branch Director namely, Communications Unit, Medical Unit and Food Unit. On the other hand, the Support Branch Director supervises the Supply Unit, Facilities Unit and Ground Support Unit.

Six units may be established within the Logistics Section:

- **Supply Unit** is responsible for ordering, receiving, processing, and storing all incident-related resources. All off-incident resources will be ordered through the Supply Unit, including tactical and support resources (including personnel), all expendable and non-expandable support supplies. As needed, the Supply Unit will manage tool operations, including the storage, disbursement, and service of all tools and portable non-expandable equipment.
- **Facilities Unit**- this unit is responsible for set-up, maintenance, and demobilization of all incident support facilities except for the Staging Areas. These facilities are: Incident Command Post, Incident Base, Camps and other facilities within the incident area to be used for feeding, sleeping, and sanitation services.
- **Ground Support Unit**- is primarily responsible for maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit is also responsible for the around transportation of personnel, supplies, equipment, and the development of the incident Traffic Plan.
- **Communication Unit** – is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.
- **Food Unit** – is responsible for supplying the food needs for the entire incident, including all remote locations (e.g. Camps, Staging Areas) as well as providing food for personnel unable to leave tactical field assignments.
- **Medical Unit** – most major incidents require the establishment of a medical unit that is responsible for all medical service for incident assigned personnel. The unit will develop an Incident

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Medical Plan to be included in the Incident Action Plan; develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administration Section with processing injury-related claims.

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

d. Finance/ Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/ Administration Section. It is only when the involved agencies have a specific need for Finance/Administration services will the section be activated.

The Finance/Administration Section has four units.

- **Time Unit** – is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency time recording policies, and managing commissary operations if established in the incident.
- **Procurement Unit** – all financial matters pertaining to vendor contracts, leases and fiscal agreements are managed by the Procurement Unit. The unit is also responsible for maintaining equipment time records.
- **Compensation/Claims Unit** – in the ICS, Compensation-for-Injury and Claims are contained in this unit.
- **Cost Unit** – provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment, records all cost data, analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

3. The Incident Command System Organization

The ICS organization, as an on-scene level command and management structure, should be located at the ICP, which is generally located at or in the immediate vicinity of the incident site. It is not a permanent structure nor will replace existing DRRMCs/other similar organizations in public and private agencies or entities. It is designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

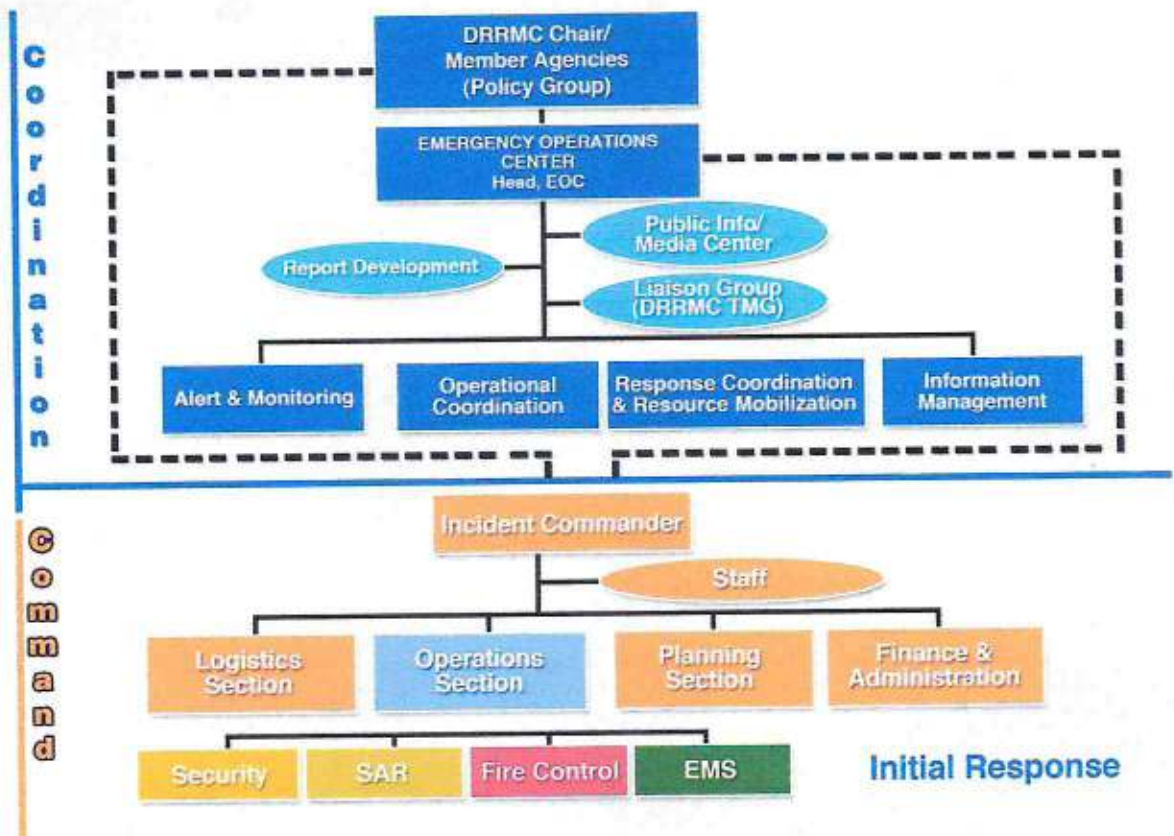
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THE INCIDENT COMMAND SYSTEM ORGANIZATION



DRRMC Emergency Operations Center (EOC)-ICS Organization Interoperability

The above chart describes the relationship between and among the DRRMC Chairperson as Responsible Official (RO), DRRMC Emergency Operations Center and the ICS organization at the scene level

The DRRMC through its Chairperson and likewise the Responsible Official, provides the Incident Commander his policy directions and strategic objectives, the mission and authority to achieve the overall priorities of the on-scene disaster response operations, namely, life safety; incident stabilization and property/environmental conservation and protection.

The DRRMC OpCen, which is generally located away from the disaster site, supports the Incident Commander by making executive / policy decisions, coordinating interagency relations, mobilizing and tracking resources, collecting, analyzing and disseminating information and continuously providing alert advisories/bulletins and monitoring of the obtaining situation. The EOC does not command the on-scene level of the incident.

On the other hand, the Incident Commander manages the incident at the scene with the support of the relevant Command and General Staff depending on the complexity of the situation. The IC also keeps the Responsible Official / DRRMC Chairperson and the EOC updated of all important matters pertaining to the incident.

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SECTION 6. — GUIDELINES IN THE ACTIVATION OF INCIDENT MANAGEMENT TEAM.

6.1 Duties and Responsibilities of the IMT

The IMT shall perform the following duties and responsibilities:

- a. Overall in-charge of planning, organizing, staffing, directing, coordinating, reporting and managing on-scene response decisions;
- b. Manages all resources checked-in for disaster response operation by the member agencies of the DRRMC's, government departments, bureaus, agencies, offices, units, and instrumentalities, including civil society organizations, private sector and other stakeholders;
- c. Receives and implements the directives of the RO to respond to incident and/or planned events;
- d. Ensures the safety of all personnel and other resources to support deployed operations;
- e. Manages the provision of logistical requirements to support the conduct of operations;
- f. Documents and reports all situation updates and actions taken to the RO through the EOC.
- g. Requests for additional resources from the RO through EOC; and
- h. Facilitates the complete process on demobilization of resources.

6.2 Selection of an IMT Member

The criteria for the selection of an IMT member are as follows:

- a. Must come from a government agency/office, local government unit, civil society organization or private sector, or a private individual with authorization to operate in the area;
- b. Preferably must have completed the ICS training requirements and standards set by the OCD, and
- c. Must be allowed by the sending agency/office/unit/organization to be deployed as an IMT member immediately even on short notice from the RO.
- d. The RO shall have the primary responsibility to select the IC through delegation of authority.
 - For safety and security concerns such as festivals, concerts, spiritual gatherings, jamborees, political/civil disturbance rallies and conventions, IC will be coming from any member of the Philippine National Police-Alaminos City Police Station (PNP-ACPS);
 - For traffic management such as: motorcades, parades, fun bikes, road races and fun runs, IC will be coming from Public Order and Safety Office (POSO)
 - For fire and hazardous materials incidents, IC will be coming from Bureau of Fire Protection (BFP)
 - For disaster such as floods, typhoons, earthquakes and vehicular accidents, IC will be coming from CDRRM Office (CDRRMO)

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- For disease outbreaks and epidemics, IC will be from the City Health Office (CHO)
- For outbreaks concerning animal diseases, IC will be from City Veterinary Office (CVO)
- For drought and other agricultural problems, IC will be from City Agriculture Office (CAO)
- For structural/infrastructure collapse, the IC will be coming from the City Engineering Office (CEO).

Once the IC is designated, the IC shall select the appropriate members of his/her Command & General Staff to compose the whole IMT; and

- e. All selected IMT members shall temporarily be relieved from their regular office duties and responsibilities to perform in full time the expected functions of their respective IMT positions.

6.3 Activation of IMT

- 6.3.1 For disasters or incidents, the criteria for the activation of the IMT according to levels shall be as follows:

IMT Level	Criteria
Barangay IMT	Incident affects one barangay
Municipal/City IMT	Incident affects two or more barangays
Provincial IMT	Incident affects two more municipalities/component cities
Regional IMT	Incident affects two or more provinces/chartered cities
National IMT	Incident affects two or more regions

- 6.3.2 For management of planned events, all relevant IMTs shall be activated in response to the worst case disaster or incident scenario.

Higher level IMTs shall be on stand-by and be activated as the need arises;

- 6.3.3 The RO shall decide for the activation of the IMT based on any of the following:
 - a. Recommendation from PDRA-APP;
 - b. Recommendation from RDANA;
 - c. Recommendation from intelligence reports;
 - d. Official request for higher-level IMT assistance from another RO;

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- e. Absence of report or contact from the DRRMC/agency/organization/office/local government unit presumed to be affected;
 - f. Occurrence of sudden-onset of disasters with immediate great impact; or
 - g. Recommendation from other relevant sources of information.
- 6.3.4 The RO shall issue a formal memorandum to officially activate the IMT for dissemination to all relevant stakeholders. The said memorandum shall clearly specify the names and affiliations of the members of the IMT;
- 6.3.5 Once activated, all IMT members shall report to the designated assembly area by the RO for briefing; and
- 6.3.6 In the event that there is already initial IMT that is activated, transfer of command shall take place to the higher IMT level, when deemed as necessary;

6.4 Concept of Operation

- 6.4.1 After the conduct of briefing by the RO, the IMT shall proceed to designated area of operation, establish the ICP and other appropriate ICS facilities;
- 6.4.2 All resources of assisting DRRMCs, government departments, bureaus, agencies, offices, units, and instrumentalities, including civil society organizations, private sector and other stakeholders shall be required to check in to the IMT. Once checked in the said resources shall work under the command and control of the IMT;
- 6.4.3 The IMT shall request for additional resources to the RO through the EOC to be provided by the Response Clusters;
- 6.4.4 The RO shall communicate directives and guidance to the IMT through the EOC for implementation
- 6.4.5 All status updates and actions taken shall be documented by the IMT to be reported to the EOC for inclusion in the official periodic situation report;
- 6.4.6 The IMT, with clearance from the RO, shall have the decision to expand or downsize the response organization depending on the size and complexity of the incident. For this purpose, resources that are no longer needed for the operation shall be demobilized; and
- 6.4.7 The maximum duration of the operation of the IMT shall be up to fifteen (15) days. Afterwards, the RO shall designate new members of the IMT.

6.5 Termination of the Operation

- 6.5.1 The decision to terminate the operation of the IMT shall be recommended by the IC, for approval of the RO, based on any of the following conditions:

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a. For disasters or incidents:

- The emergency phase has been lifted on the ground, as indicated by decreased need for response activities and tactical resources, and the situation is proceeding to early recovery; or
- The lower level IMT can already handle the management of the disaster or incident.

b. For planned events:

- The conduct of the planned event has ended and resources are ready to proceed for demobilization; or
- The lower IMT can already handle the management of the planned event.

6.5.2 During the termination process:

- a. The IMT shall facilitate the demobilization of all resources as appropriate:
- b. For Planned Events, resources shall be demobilized within five days after the conduct of the event, except for cases in which longer duration for the operation is required; and
- c. The IMT shall transfer the command to the lower level IMT and turnover all necessary reports, tools and other response documents.

6.5.3 Upon termination of operation, the IC shall organize a team close out meeting with the Command Staff and General Staff to discuss the strengths, areas for improvement, and recommendations for the operation. There shall also be the conduct of Critical Incidents Stress Debriefing/Psychosocial Debriefing for the IMT members and key service providers. The output of the team close out meeting is the After Action Review that shall contain the consolidated evaluation of the IMT's performance as well as lessons learned for future operations.

6.5.4 The IMT shall participate in the close out meeting to be organized by the RO. During the meeting, the IMT shall endorse the necessary reports, tools and other response documents, to include the After Action Review.

6.6 Funding: Funding for all the activities of the IMT during the operation shall be charged against the funds of the agency/organization/office of the RO in charge.

6.6.1 Employees of the City Government Unit of Alaminos who will be utilized as IMT will be compensated in excess of their working hours.



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SECTION 7. IMPLEMENTATION OF THIS ORDINANCE. — This ordinance shall be strictly applied to all disasters, incidents, simulation drills and planned events. In the case of planned events, event coordinators or representatives must seek ICS approval from the activated IMT prior to the issuance of their event's permit to conduct such activities.

SECTION 8. AMENDATORY CLAUSE. — Any new circular, order or statute coming from higher authorities amending the basic concepts and principles of the Incident Command System shall automatically amend any portion of this ordinance that is in conflict thereto.

SECTION 9. REPEALING CLAUSE. — Any Ordinance, resolution, executive order, rules and regulations, or parts thereof are inconsistent with this Ordinance are hereby repealed and/or modified accordingly.

SECTION 10. PENALTY CLAUSE. Non-compliance with this Ordinance shall be dealt with in accordance with pertinent laws, rules and regulations.

Any ongoing event found to have not sought ICS approval from the City Government of Alaminos can be immediately stopped from doing their activity by the City Government.

Appointed IC and IMT members who failed to perform their respective duties and responsibilities will have to explain in writing the reason/s for such failure to the RO for further investigation and appropriate action.

SECTION 11. EFFECTIVITY. — This ordinance shall take effect upon approval in accordance with the provisions of the Local Government Code of 1991.

APPROVED.....

A collection of approximately ten handwritten signatures in black ink, arranged in a loose cluster. The signatures vary in style, with some being more legible and others being highly stylized or cursive. One signature in the upper right is clearly legible as 'Aiji'.



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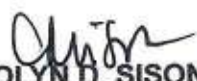
I **HEREBY CERTIFY** to the correctness of the foregoing ordinance consisting of twenty-four (24) pages including this page.


LUZ B. VALE
 Secretary

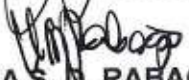
ATTESTED:



JAN MARIONNE R. FONTELERA
 City Vice Mayor/Presiding Officer


MICHELLE S. SEGUNDERA
 Presiding Officer Pro-Tempore


CAROLYN D. SISON
 Majority Floor Leader



KELVIN THEUS O. HUMILDE
 Minority Floor Leader



VERNA S. D. RABAGO
 Assistant Majority Floor Leader


ARTHUR C. CELESTE, JR.
 Member


APPLE JOY B. TOLENTINO
 Member


JOSELITO O. FONTELERA
 Member


RAUL B. BACAY
 Member


DAHLIA M. DE LEON
 Member


OSCAR A. BOLING, SR.
 Member


SALVADOR P. DONA, LBP
 Ex-Officio Member


LOVERLY V. BERNABE, PPSKP
 Ex-Officio Member

APPROVED BY:


ARTH BRYAN C. CELESTE
 City Mayor

09/07/2023
 Date