



REPUBLIC OF THE PHILIPPINES  
**OFFICE OF THE CITY MAYOR**  
CITY OF DAVAO

**EXECUTIVE ORDER NO. 22**  
Series of 2024

**AN ORDER INSTITUTIONALIZING THE INCIDENT COMMAND SYSTEM (ICS) AND CONSTITUTING THE INCIDENT MANAGEMENT TEAM OF DAVAO CITY DURING DISASTER OCCURRENCES AND UNPLANNED EVENTS, ITS STRUCTURE, COMPOSITION, FUNCTIONS, ACTIVATION, AND INTEROPERABILITY WITH THE DAVAO CITY EMERGENCY OPERATIONS CENTER AND RESPONSE CLUSTER**

**WHEREAS**, the City of Davao is prone to natural hazards such as typhoons, floods, landslides, earthquakes, monsoons, tsunamis, and other possible natural hazards. Furthermore, human-induced hazards such as fires, crimes, terrorism, and bombings also threaten the lives of the people in the communities;

**WHEREAS**, these natural and man-made hazards present real danger to the lives and well-being of the residents of Davao City and to their properties;

**WHEREAS**, Sections 4 and 5 of the 1987 Philippine Constitution articulate that it is "the prime duty of the government to serve and protect the people"; and that "the maintenance of peace and order, the protection of life, liberty, and property, and promotion of the general welfare are essential for the enjoyment by all people of the blessings of democracy";

**WHEREAS**, Rule 7 (h) of the Implementing Rules and Regulations (IRR) 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**, National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 04, Series of 2012 provides for the implementing guidelines on the use of an Incident Command System (ICS) as an On-Scene Disaster Management Mechanism under the Philippine Disaster Risk Reduction and Management System (PDRRMS);

**WHEREAS**, National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 43, Series of 2016, issued on August 18, 2016, provides the guidelines on the interoperability of the Incident Management Teams and Response Clusters;

**WHEREAS**, National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 131, Series of 2018, issued on October 25, 2018, provides for the standardization of an Emergency Operations Center (EOC) in terms of its establishment, operationalization, and management. It clarifies the application of ICS principles in EOC and highlights how the EOC should work with the Incident Management Teams during disaster and emergency response;

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**WHEREAS**, Department of the Interior and Local Government (DILG) Memorandum No. 2018-49, issued on April 6, 2018, provides the guidelines for the implementation of the Seal of Good Local Governance (SGLG). Specifically, ICS training has been required as one of the assessment criteria that must be satisfied by local government units to become qualified for the awarding of the SGLG;

**WHEREAS**, pursuant to Republic Act No. 10121, the Local Disaster Risk Reduction and Management Council (LDRRMC) is tasked to develop policies and plans, as well as implement actions and measures pertaining to all aspects of disaster risk reduction and management, which includes good governance, risk assessment and early warning, knowledge building and awareness raising, reduction of underlying risk factors, and preparedness for effective response and early recovery;

**WHEREAS**, the implementation of these actions and measures involves the structuring of the incident command system that will govern responses and appropriate actions in order to safeguard, preserve and protect the lives, well-being and health of the inhabitants of the City as well as their properties, and to minimize the adverse impacts of hazards and related disasters.

**NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE**, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the institution of the Incident Command System (ICS) and the constitution of the Davao City Incident Management Team, its structure, composition, functions, activation, and its interoperability with the Davao City Emergency Operations Center and Response Cluster:

**SECTION 1. COMPOSITION.** The Incident Management Team of Davao City shall be named the Davao City All Hazard Incident Management Team (DCAHIMT) and shall be composed of the following:

- City Mayor's Office
- City Administrator's Office (CAoO)
- City Disaster Risk Reduction and Management Office (CDRRMO)
- City Environment and Natural Resources Office (CENRO)
- City Social Welfare and Development Office (CSWDO)
- Office of the City Planning and Development Coordinator (OCPDC)
- City Engineer's Office (CEO)
- City Agriculturist's Office (CAgRO)
- City Veterinarian's Office (CVO)
- City Health Office (CHO)
- City Budget Office (CBO)
- City Accountant's Office (CAO)
- Public Safety and Security Office (PSSO)
- City Transport and Traffic Management Office (CTTMO)
- Davao City Hall Disaster Action Team (DCHDAT)
- Task Force Davao (TFD)
- Coast Guard Station Davao
- Davao City Police Office (DCPO)
- Bureau of Fire Protection-City Fire Office
- All Punong Barangays

**SECTION 2. EMERGENCY OPERATIONS CENTER (EOC), INCIDENT MANAGEMENT TEAM (IMT), AND RESPONSE CLUSTER COMPOSITION.**

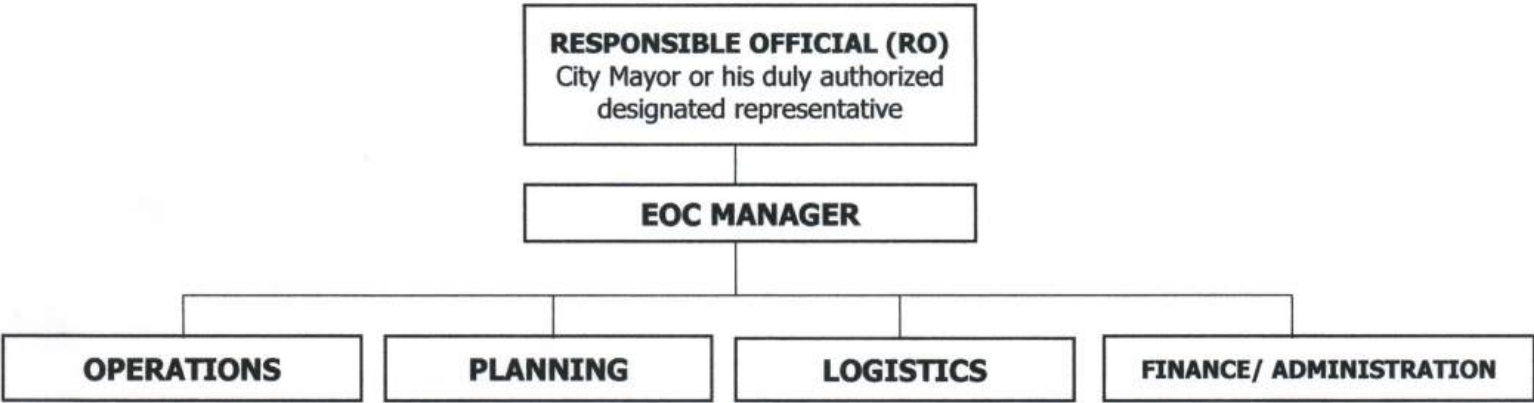
**A. EMERGENCY OPERATIONS CENTER (EOC).** An EOC shall be organized in accordance with the five (5) management functions:

- Management
- EOC Manager

- To be assisted with the following personnel:
- Operations
  - Planning
  - Logistics
  - Finance/Administration

➤ The EOC shall get authority and direction from and shall report directly to the RESPONSIBLE OFFICIAL (RO) who is the Local Chief Executive (City Mayor) or his duly authorized designated representative.

**EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATIONAL STRUCTURE**



**B. INCIDENT MANAGEMENT TEAM (IMT)**

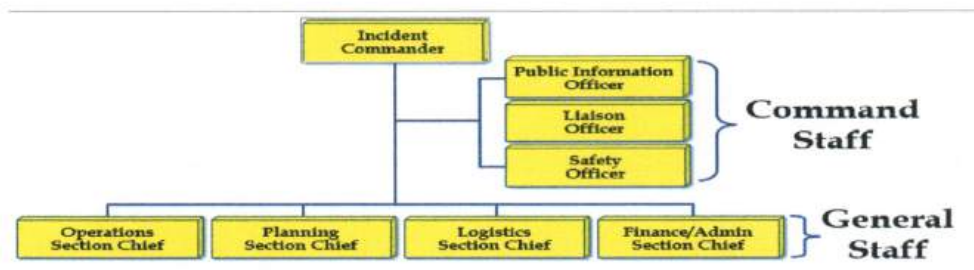
- Command
- Incident Commander
- Command Staff
- Liaison Officer
  - Safety Officer
  - Public Information Officer

- General Staff
- Operations Section Chief
    - o Branch Director
    - o Division/Group Supervisor
    - o Task Force/ Strike / Single Resource Team Leader
  - Planning Section Chief
    - o Situation Unit Leader
    - o Documentation Unit Leader
    - o Resource Unit Leader
    - o Demobilization Unit Leader



- Logistics Section Chief
  - o Service Branch Director
    - Communication Unit Leader
    - Medical Unit Leader
    - Food Unit Leader
  - o Support Branch Director
    - Supply Unit Leader
    - Facilities Unit Leader
    - Ground Support Unit Leader
- Finance/Admin Section Chief
  - o Time Unit Leader
  - o Procurement Unit Leader
  - o Compensation Unit Leader
  - o Cost Unit Leader

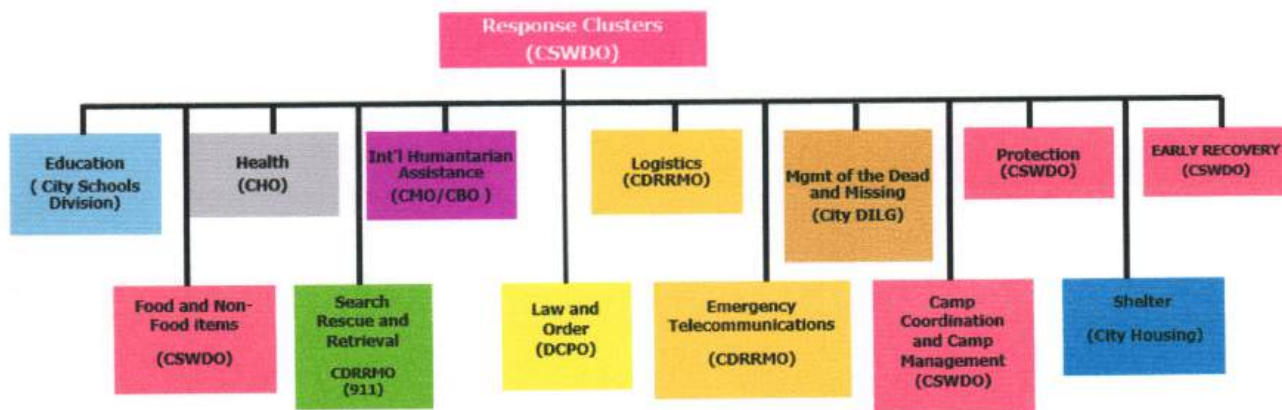
## ICS Organization



### C. RESPONSE CLUSTER

- Response Cluster Head : City Social Welfare and Development Office (CSWDO)
- Education : DepEd City Schools Division
- Health : City Health Office
- International Humanitarian Assistance : City Mayor’s Office/City Budget Office
- Logistics : City Disaster Risk Reduction and Management Office
- Management of the Dead & Missing : City DILG
- Protection : CSWDO
- Early Recovery : CSWDO
- Food & Non-Food Items : CSWDO
- Search, Rescue & Retrieval : CDRRMO (911 Division)
- Law & Order : Davao City Police Office
- Emergency Telecommunications : CDRRMO
- Camp Coordination and Camp Management : CSWDO
- Shelter : CPDO (City Housing Division)

## RESPONSE CLUSTER ORGANIZATIONAL STRUCTURE



## SECTION 3. EOC, IMT, AND RESPONSE CLUSTERS FUNCTIONS AND RESPONSIBILITIES.

### A. EMERGENCY OPERATIONS CENTER (EOC):

The EOC is a facility equipped with personnel and resources that serves as the repository of information and main hub for coordination to support the management of an incident or unplanned event. In this context, the EOC shall act as the link between the IMTs and the Response Clusters.

The EOC shall support incident operations by performing various coordination functions. This center is a designated facility that is staffed and equipped with resources to undertake multi-stakeholder coordination, manage information, and facilitate resource mobilization. From the name itself, an EOC operates during an emergency situation. Its main role is to support incident operations.

#### EOC Functions

##### Disseminate public warnings

Among the main functions of the EOC is dissemination of public warnings. The EOC shall provide advisories from scientific and warning agencies that shall be made known to the people through various means such as text blasts, calls, and online dissemination through websites and social media.

##### Collect, analyze, manage, and disseminate information

The EOC shall serve as the repository of all incident information. It shall collect, collate, validate and analyze data, generate reports, and undertake coordination.

The EOC shall also be a facility used to house the documentation of all past incident operations, which include a review of pre-disaster and post-disaster activities undertaken by all key actors.

##### Develop a common operating picture

Through multi-stakeholder coordination, the EOC shall ensure that response systems are interconnected and complementary, reinforcing interoperability among various stakeholders.



Response efforts become more efficient and effective by coordinating available resources and making decisions based on agreements. Such efforts shall be facilitated by the EOC.

#### Set response and early recovery priorities

The EOC shall provide support for the implementation of tactical operations in the field. It shall set response and early recovery priorities based on requirements from the ground and direction from the emergency managers.

The EOC shall initiate and lead the conduct of a multi-agency damage and needs assessment mission as needed for situation updates.

#### Support resource management

The EOC shall make sure that the resources are available to support tactical response. Hence, it shall coordinate with different agencies to acquire resources based on needs, assign them to specific areas, and monitor them to make sure that they reach the teams in need.

#### Assist in issue-resolution

People managing the EOC must be able to think about the bigger picture of the disaster more strategically than the tactical teams. Should macro-level response issues arise, the EOC shall undertake coordination to troubleshoot. The EOC shall facilitate policy, logistical, and legal support services as may be needed.

#### Conduct press briefings

The EOC shall, in coordination with the City Information Office (CIO), conduct press briefings or provide media releases to inform the public about the status of the emergency situation. The head of the CIO may be assigned to liaise with the media at the EOC during emergencies.

### **B. INCIDENT MANAGEMENT TEAM (IMT)**

**INCIDENT COMMANDER.** The Incident Commander shall undertake the following responsibilities:

- Receive authority from the RO.
- Assess the situation and/or obtain a briefing from the previous Incident Commander (IC).
- Determine incident objectives and strategy – know organization policy and direction; establish “SMART” (Specific, Measurable, Achievable, Relevant, and Time-Bound) Objectives; develop strategies; and monitor tactical progress and assess its effectiveness.
- Establish the immediate priorities: life safety, incident stabilization, protection of property, and the environment.
- Establish an Incident Command Post. Initially, the ICP will be wherever the Incident Commander is located. As the incident grows, it is important for the Incident Commander to establish a fixed location for the ICP and to work from that location.
- Establish and oversee appropriate management organization.
- Ensure planning meetings are scheduled as required. Planning meetings and the overall planning process are essential to achieving the incident objectives.
- Approve and authorize the implementation of an Incident Action Plan.



- Lead the tactical incident response. The IC shall establish the Incident Management Team and shall be responsible for the overall management of the incident. On most incidents, a single Incident Commander carries out the command activity. The IC shall further ensure incident safety, establish and maintain liaisons with other agencies participating in the incident, and provide information to internal and external stakeholders.

## **COMMAND STAFF**

The Command Staff shall be assigned to carry out staff functions needed to support the Incident Commander. These functions include inter-organization liaison, incident safety, and public information. Command Staff positions are hereby established to assign responsibility for key activities not specifically identified in the General Staff functional elements.

### **1. Liaison Officer**

- The Liaison Officer shall be the point of contact for representatives of other government agencies, non-government organizations, and/or private entities and vice versa.
- The Liaison Officer shall provide briefings to answer questions from support organizations

### **2. Safety Officer**

- The Safety Officer shall monitor incident operations and advise the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.
- Although the ultimate responsibility for safety rests with the Incident Commander and supervisors, the Safety Officer shall be responsible for establishing systems and procedures to ensure emergency responder safety, as well as the general safety of incident operations.
- The Safety Officer shall have emergency authority to stop and/or prevent unsafe acts during incident operations.
- The Safety Officer shall ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and non-government organizations.

### **3. Public Information Officer**

- The PIO shall be responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. The PIO shall work closely with other PIOs and the media.
- The PIO shall advise the Incident Commander on information dissemination and media relations. The Incident Commander must approve all information prior to its official release by the PIO.

## **GENERAL STAFF**

The General Staff are responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Sections.

- 1. Operations Section Chief.** The Operations Section Chief shall undertake the following responsibilities:



- Supervise the Operations Section. This section shall be responsible for all activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations.
- Direct and coordinate all incident tactical operations. The Operations Section Chief shall typically be one of the first personnel to be assigned to the incident.
- Report to the Incident Commander for the direct management of all incident-related operational activities.
- Establish tactical objectives for each operational period, with other Section Chiefs and Unit Leaders establishing their own supporting objectives.

An Operations Section Chief should be designated for each operational period and should have direct involvement in the preparation of the Incident Action Plan for the corresponding period of responsibility.

**A. Branch Director.** The Branch Director shall undertake the following responsibilities:

- Identify branch organization and resources
- Review division/group assignment lists (ICS form 204)
- Observe span of control.
- Organize, assign, and brief resource.
- Ensure that all supervisors have a copy of the current Incident Action Plan (IAP).
- Implement the IAP and operation for the branch.

**B. Division/Group Supervisor.** The Division/Group Supervisor shall undertake the following responsibilities:

- Be responsible for initiating all tactical operations in any incident as well as for coordinating with all Command and General Staff. Divisions and groups can work in the same area of an incident but with separate supervisors.

### **C. Task Force/Strike/Single Resource Team Leader**

**2. Planning Section Chief.** The Planning Section Chief shall undertake the following responsibilities:

- Supervise the Planning Section.
- Prepare the Incident Action Plan (IAP).
- Maintain resource status and display situation status.
- Develop alternative strategies, provide documentation services and prepare the Demobilization Plan.
- Provide a primary location for technical specialists assigned to an incident.
- Gather and disseminate information and intelligence critical to the incident, unless the Incident Commander places this function elsewhere.

The Planning Section Chief should be looking beyond the current and next operational period and anticipate potential problems or events.



#### **A. Situation Unit Leader**

- The Situation Unit Leader shall be responsible for the collection, processing, and organization of all incident information on the current situation. The Situation Unit prepares situation displays and summaries, gathers intelligence information and develops maps and projections of incident growth.

#### **B. Documentation Unit Leader**

- The Documentation Unit shall prepare the Incident Action Plan and shall also be responsible for the maintenance of accurate, up-to-date incident files and duplication services. Incident files will be stored for legal, analytical, and historical purposes.

#### **C. Resource Unit Leader.**

- Be responsible for all check-in activity and for maintaining the status of all assigned resources (primary and support) in an incident. The Resources Unit achieves this through:
  - Overseeing the check-in of all resources
  - Maintaining a status-keeping system indicating current location and status of all resources
  - Maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

#### **D. Demobilization Unit Leader.**

- The Demobilization Unit shall be responsible for developing the Incident Demobilization Plan. In large incidents, demobilization can be quite complex, requiring a separate planning activity. The Demobilization Unit assists in ensuring that an orderly, safe, and cost-effective movement of personnel is made when they are no longer required at the incident.

### **3. Logistics Section Chief.** The Logistics Section Chief shall undertake the following responsibilities:

- Supervise the Logistics Section which is responsible for all support requirements needed to facilitate effective and efficient incident management, including requesting resources from off-incident locations.
- Request, obtain, maintain, and account for essential personnel, equipment, and supplies.
- Provide communication planning and resources.
- Set up food services for responders.
- Set up and maintain incident facilities.
- Provide support transportation.
- Provide medical services for injured personnel.

#### **A. Service Branch Director**

- i Communication Unit Leader.** The Communication Unit Leader shall undertake the following responsibilities:
  - Prepare and implement the Incident Radio Communications Plan.
  - Establish appropriate communications with distribution/maintenance locations within the base/camp.



- Ensure that communications systems are installed and tested.
- Ensure that an equipment accountability system is established.
- Acquire and distribute mobile phones, if necessary, for the incident
- Ensure that personal portable radio equipment is distributed per the Incident Radio Communications Plan
- Provide technical information as required on:
  - Adequacy of communications systems currently in operation
  - Geographic limitations on communications systems
  - Equipment capabilities/limitations
  - Amount and types of equipment available
  - Anticipated problems in the use of communications equipment
- Supervise Communications Unit activities.
- Maintain records on all communications equipment.
- Ensure equipment is tested and repaired.
- Recover equipment from units being demobilized.
- Maintain unit/activity log (ICS Form 214)
- Make sure that communications are available for all leaders in an incident.
- Ensure that a good phone list is part of the IAP.
- Ensure the radio caches are delivered to the incident and that repeaters are installed if needed.
- Recommend the holding of Communications Exercises (COMex) to test frequencies, clarity of signals, and the like.

**ii. Medical Unit Leader.** The Medical Unit Leader shall undertake the following responsibilities:

- Ensure that the responders' health and medical needs are met throughout the entire duration of the assignment.
- Provide for the responders' medical needs.
- Provide basic medical items readily available at the ICP for use of the responders.
- Mobilize ambulances to be assigned at the Incident for use by responders who may get ill or injured while on the Incident.
- Make arrangements with the Philippine Air Force Unit for air evacuation of any critically injured responders.

**iii. Food Unit Leader.** The Food Unit Leader shall undertake the following responsibilities:

- Determine food and water requirements.
- Determine the best method of feeding assigned personnel for each facility or situation.
- Supervise personnel and administer food contracts as needed.
- Ensure that all appropriate health and safety measures are followed.
- Maintain unit/activity log (ICS Form 214).
- Determine the amount of food and water that will be needed to supply the needs of the IMT and the responders



throughout the incident.

- Ensure that refrigeration is ordered to keep perishables safe.
- Acquire Meals, Ready-to-Eat (MREs) to supply the unit.
- Work closely with Logistics Section Chief (LSC) to meet all of the nutritional needs of the Incident Management Team.

## **B. Support Branch Director**

**i. Supply Unit Leader.** The Supply Unit Leader shall undertake the following responsibilities:

- Participate in logistics/support planning meetings to apprise other Logistics personnel as to availability of supplies.
- Manage assigned personnel, i.e., the Receiving/Distribution Manager (RDMG) or the Ordering/Resource Manager (ORMG).
- Determine the type and number of resources to order.
- Order, receive, distribute, and store supplies and equipment.
- Maintain an inventory of supplies and equipment.
- Order or return supplies and equipment per incident needs.
- Service reusable equipment.
- Maintain unit/activity log (ICS Form 214).
- Place any orders to EOC for the Incident. These orders include resources, food, fuel, equipment, and any other supplies that will be needed.
- Set up an area where all of the supplies will be delivered
- Work closely with the Logistics Section Chief and the Finance Section Chief.
- Ensure adequate, safe and secured area for receiving ordered supplies including its storage.

**ii. Facilities Unit Leader.** The Facilities Unit Leader shall undertake the following responsibilities:

- Ensure that there is adequate and appropriate space for the team to work, by securing a building, tents, or any location that might be available.
- Ensure that there is adequate housing / billeting for all resources to get adequate rest between shifts.
- Monitor the area and assure adequate space for the team should there be a need for expansion of operations.
- Consider sanitation, safety, and security in each facility.
- Constantly monitor each facility.
- Oversee the facilities and security.
- Determine requirements for each facility (i.e., eating and sleeping areas, toilets, and general layout)
  - Base
  - Camp
  - Incident Command Post (ICP)
- Provide layouts of facilities to sections and units. The layout of incident facilities will depend on a number of factors, including but not limited to traffic, incident size, and the topography of the area.



- Maintain unit/activity log (ICS Form 214).
- Supervise assigned personnel: Security Manager, Base Camp Manager who may be separate from ICP.
- Supervise Security Manager and Base/Camp Manager to look at the following: parking space, bedding space, weather, personnel, equipment.

**iii. Ground Support Unit Leader.** The Ground Support Unit Leader shall undertake the following responsibilities:

- Supervise assigned personnel:
  - Equipment managers
  - Mechanics
  - Assigned contract equipment
  - Drivers
- Develop and implement the Traffic Plan. The Traffic Plan should identify routes that incident personnel will use to travel to and from their work assignments. This may include how to travel to the Incident Command Post (ICP), ingress/egress routes, access for medical personnel, etc.
- Arrange and support fueling, maintenance, and repair of ground resources
- Maintain records and an inventory of support and transportation vehicles
- Maintain incident roads
- Maintain unit/activity log (ICS Form 214)
- Coordinate extensively with the Safety Officer.
- Be responsible for making sure any needed transportation is at the incident
- Ensure that adequate fuel is available to keep the equipment running, and mechanics to keep it repaired.

**4. Finance/Administration Section Chief** - the Finance/Administration Section is established when the City Government involved in incident management activities may require financial and other administrative support services.

The Finance/Administration Section Chief shall undertake the following responsibilities:

- Supervise the Finance and Administrative Section.
- Be responsible for managing all financial aspects of an incident.
- Monitor incident costs, maintain financial records, administer procurement contracts and perform time recording

**A. Time Unit Leader**

- The Time Unit shall be 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.

**B. Procurement Unit Leader**

- All financial matters pertaining to vendor contracts, leases, and fiscal agreements shall be managed by the Procurement Unit. This unit shall also be responsible for maintaining equipment



time records as well as establishing local sources for equipment and supplies, managing all equipment rental agreements, and processing all rental and supply fiscal document billing invoices. The unit shall also work closely with local fiscal authorities to ensure efficiency.

**C. Compensation Unit Leader**

- The Compensation Unit Leader shall be responsible for the overall management and direction of all administrative matters pertaining to compensation for injury-related and claims-related activities for the incident.

**D. Cost Unit Leader**

- The Cost Unit shall provide all incident cost analysis. It shall ensure the proper identification of all equipment and personnel requiring payment, record all cost data, analyze and prepare estimates of incident costs, and maintain accurate records of incident costs.
- The Cost Unit Leader shall collect all cost data, perform cost effectiveness analyses, provide cost estimates, and make cost-saving recommendations.

**C. RESPONSE CLUSTERS**

EDUCATION CLUSTER. The Education Cluster shall handle the following responsibilities:

- Keep electric records and hard copies of the list of the learners and staff affected by the incident.
- Ensure the safety of school records of the learners and other pertinent papers.
- Prepare the inventory and submit reports of the school properties damaged to the EOC Manager.
- Coordinate with the City Government and other concerned agencies for possible assistance in the continuity of education.
- Adhere to minimum health protocols at all times by wearing personal protective equipment to prevent the spread of infectious diseases.
- Ensure that children and the youth are included in community-based disaster risk reduction and management and climate change adaptation activities in the community.
- Encourage the private and public organizations and agencies to be involved in Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) activities.
- Educate people especially the most vulnerable groups in the community on disaster risk reduction and management and climate change adaptation.
- Develop information education campaign materials on DRR and CCA and share these to the public.
- Coordinate regularly with education sectors in the community for possible partnership on DRR and CCA advocacy and project implementation.
- Submit overall education updates and reports to the IMT.



**HEALTH CLUSTER:** The Health Cluster shall undertake the following responsibilities:

- Activate Disaster Risk Reduction Management for Health (DRRM-H) Clusters and teams.
- Strengthen the capacity of the City Health Office and its personnel to respond during mass casualty incidents caused by disasters.
- Assess the impacts of the hazards to the health of the population affected.
- Assess the critical health needs of the affected individuals during disasters and after disasters.
- Match the available resources to the health needs of the affected population;
- Establish measures using a holistic approach to address the needs of the evacuees in the temporary shelter or evacuation area.
- Evaluate the efforts and services provided by the different health clusters and City Health Office in general.
- Establish and implement health protocols during the operations for emerging and re-emerging infectious diseases.
- Make sure that there are available basic medicines and medical supplies in the evacuation centers and health centers that may be used by the evacuees especially for children, youth, women, pregnant and lactating mothers, elderly, people with disability and indigenous people.
- Provide appropriate health and psychosocial intervention to affected population especially the vulnerable groups or sectors such as children, youth, women, pregnant and lactating mother, elderly, persons with disability, and indigenous people.

**INTERNATIONAL HUMANITARIAN ASSISTANCE CLUSTER:** The International Humanitarian Assistance Cluster shall undertake the following responsibilities:

- Accommodate the Search and Rescue and Disaster relief teams from international humanitarian aid organizations.
- Establish a seamless coordination system between key players involved in international assistance during disaster response operations.
- Adhere to minimum health protocols at all times during the operations by wearing personal protective equipment to prevent the spread of infectious diseases.
- Consolidate all the activities conducted by the Search, Rescue, and Retrieval (SRR) cluster members into one cluster report.

**LOGISTICS CLUSTER:** The Logistics Cluster shall undertake the following responsibilities:

- Transportation (land, sea, and air) – provide mobility assets for all cluster operations.
- Warehouse – provide space for the storage and safekeeping of relief goods, supplies, materials and equipment of the different clusters.
- Supplies and Inventory – provide fuel, generators, and other emergency resources for cluster operations as well as ensure the tracking of deployed items.
- Services – provide road clearing operations including the restoration and maintenance of utilities such as electricity and water supplies.
- Restore and maintain utilities such as power, water, and communication towers.



- Provide the basic requirement to build temporary shelters.

**MANAGEMENT OF THE DEAD & MISSING (MDM) CLUSTER:** The MDM Cluster shall focus on the proper care, protection, and management to the retrieved human remains and missing calamity victims. It is a disaster response for both the living and those who perished, and involves the rescue and care of survivors, and the provision of essential services.

The Management of the Dead and Missing Cluster shall undertake the following responsibilities:

- Identification, tagging, and profiling of disaster victims.
- Arrangement of the proper disposition of cadavers.
- Management of the missing persons.
- Management of the bereaved families.
- Attend briefings of the situation together with the retrieval team.
- Manage information regarding the identification of retrieved bodies using Interpol Identification Center.
- Adhere to minimum health protocols at all times during the operations by wearing personal protective equipment to prevent the spread of infectious diseases.
- Consolidate and submit the report to the IMT.

**PROTECTION CLUSTER:** The Protection Cluster shall undertake the following responsibilities:

- Assess the needs of Internally Displaced Persons (IDPs) resulting from the incident in relation to the necessary services required for a decent quality of life and make recommendations thereat.
- Ensure the safety of the IDPs and Camp Managers and its committees from infectious diseases.
- Ensure that all disaster risk reduction and management and climate change adaptation programs, projects, and activities do not violate the rights of the people especially children, women, persons with disability, the elderly, Indigenous Peoples, and other vulnerable sectors or groups in the community.
- Ensure that the vulnerable groups or sectors such as children, youth, women, pregnant and lactating mothers, the elderly, persons with disability, and Indigenous Peoples are protected and are free from any harm during and after emergency or disaster.
- Assure compliance to the legal procedures for the implementation of disaster risk reduction and management and climate change adaptation laws in the barangay and other protocols, policies, and guidelines related to DRRM.

**EARLY RECOVERY CLUSTER:** The Early Recovery Cluster shall undertake the following responsibilities:

- Undertake multi-sectoral assessment to determine early recovery needs and priorities.
- Facilitate provision of financial aid to affected barangays and seek additional funding from concerned agencies for early recovery purposes.
- Facilitate food-for-work and cash-for-work schemes.
- Provide resources, services, and alternatives for livelihood and economic opportunities for affected communities.



**FOOD & NON-FOOD ITEMS CLUSTER:** The Food and Non-Food Items Cluster shall undertake the following responsibilities:

- Identify immediate needs of the affected IDPs.
- Coordinate with Camp Managers of every evacuation center for the conduct of relief distribution.
- Keep the records of IDPs updated and available.
- Ensure sufficient supply of food and non-food items for affected IDPs.
- Maintain open communication and coordination with the IMT open.
- Activate a relief distribution system.
- Adhere to minimum health protocols at all times during the operations by wearing personal protective equipment to prevent the spread of infectious diseases.
- Consolidate in one report all the activities of the member agencies from the cluster.
- Ensure that relief management such as receiving, packaging, distribution, and other aspects of handling goods either of food and non-food items are in accordance to relief procedures and protocols of the barangay and the City Government.
- Make sure everyone involved in relief distribution are trained or at least knowledgeable on how to properly handle and distribute the goods to affected population.
- Ensure that all affected population especially the vulnerable groups or sectors receive sufficient amount of goods.

**SEARCH, RESCUE AND RETRIEVAL CLUSTER:** The Search, Rescue, and Retrieval Cluster shall undertake the following responsibilities:

- Organize capable response teams to conduct Search, Rescue, and Retrieval (SRR).
- Provide support for an effective, timely, organized, and systematic search, rescue, and retrieval operations in all affected areas during emergencies.
- Provide immediate assistance to affected individuals or families that need to evacuate or transfer from high risk to safe areas.
- Lead in the conduct of search, rescue, and retrieval operations during emergencies or disasters.
- Assist higher-level government units or responders in the conduct of search, rescue, and retrieval operations during emergency or disaster.
- Coordinate with the other clusters for the resource necessities.
- Provide resource augmentation, to include manpower and equipment to other areas as needed.
- Deploy self-sufficient response teams with complete Personal Protective Equipment.
- Adhere to minimum health protocols at all times during the operations by wearing personal protective equipment to prevent the spread of infectious diseases.
- Consolidate all the activities conducted by the SRR cluster members into one cluster report.

**LAW AND ORDER CLUSTER:** The Law and Order Cluster shall undertake the following responsibilities:

- Implement forced evacuations to residents within designated danger zones.



- Implement lockdowns to designated danger zones.
- Prevent looting and other related crimes in evacuation areas.
- Design and implement traffic controls.
- Provide sufficient alternative facilities to hold person under custody.
- Ensure that every member of the community is safe during times of emergency or disaster.
- Ensure that all facilities, equipment, supplies, and materials are safe and free from any form of theft.
- Provide security to the responders and the affected population during relief distribution in times of emergency or disaster.
- Ensure that the evacuation centers or areas are safe from any intruders during emergencies or disasters.
- Initiate the development of mechanisms for relief distribution and service delivery to the affected population.

**EMERGENCY TELECOMMUNICATIONS CLUSTER:** The Emergency Telecommunications Cluster shall undertake the following responsibilities:

- Ensure provision of communications to response teams deployed on the field.
- Conduct immediate and quick restoration of communications in affected areas.
- Provide necessary technical interventions to severely affected areas.
- Organize capable response teams.
- Coordinate with the other clusters or with private sectors/entities for other resource necessities.
- Provide resource augmentation to include manpower and equipment to other areas as needed.
- Adhere to minimum health protocols at all times during operations.
- Consolidate all the activities conducted by the Emergency Telecommunications Cluster (ETC) members into one cluster report.

**CAMP COORDINATION AND CAMP MANAGEMENT (CCCM) CLUSTER:** The Camp Coordination and Camp Management Cluster shall undertake the following responsibilities:

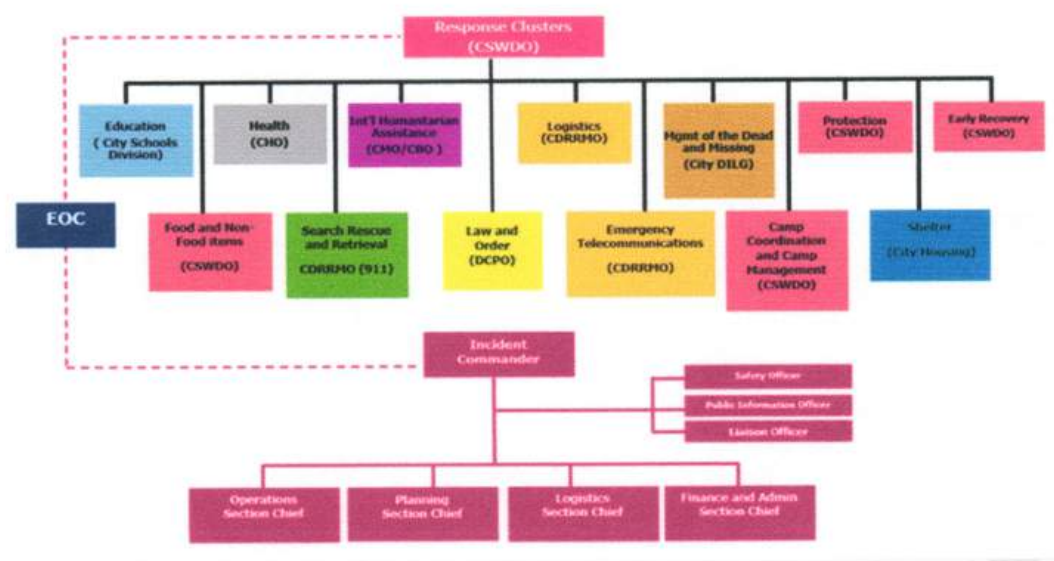
- Ensure that the planning and implementation of rules and regulations of the camp shall be followed and adhered to.
- Ensure that the CCCM cluster has a functional information management strategy.
- Validate the total number of families and individuals in the evacuation center as well as assist in the conduct of intake interview of all IDPs inside the evacuation center.
- Adhere to minimum health protocols at all times during the operations to prevent the spread of infectious diseases.
- Conduct stress debriefing/psychosocial activity inside the camp.
- Ensure to submit CCCM cluster reports to authorities.
- Ensure that the information of each evacuee in the evacuation center or evacuation site are complete and updated.
- Ensure that all evacuation centers/sites are assessed and prepared before the occurrence of hazards.
- Make sure that all materials and supplies in evacuation centers/sites are available and ready to use during evacuation.



- Ensure that all persons or staff involved in evacuation and camp management are trained or at least have knowledge on camp management.

**SHELTER CLUSTER:** The Shelter Cluster shall undertake the following responsibilities:

- Assess the emergency shelter needs of affected communities and set targets for prioritization.
- Determine and ensure implementation of standards for provision of emergency shelter assistance and other relevant support services for shelter.
- Maximize all available resources caused by the typhoon, that can be used for the construction of shelters.
- Capacitate barangays and communities in the construction of emergency shelters, in collaboration with relevant organizations and partners.



#### SECTION 4. ACTIVATION PROCEDURES.

1. The following criteria shall be observed for activating the appropriate IMT:

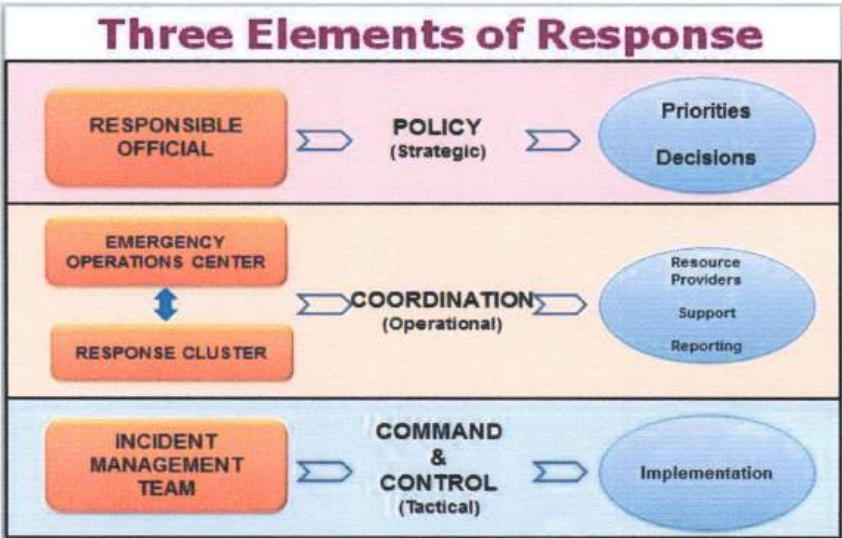
Directive from the City Mayor	Davao City IMT
Directive from the Barangay Captain/ BDRRMC	Barangay IMT

2. The Responsible Official (RO) (LCE) shall appoint and designate personnel as the Incident Commander following the formal delegation of authority.
3. The Incident Commander shall select and organize his Command and General Staff to constitute the Incident Management Team (IMT).
4. The Incident Commander shall work with the DRRM Operations Center to notify IMT members and their immediate supervisors or head of office of their activation. The Operations Center shall provide the following incident information:
  - a. Type/ Nature/ Location of the Incident/ Current Situation
  - b. Incident Command Post location (or location for the IMT to respond)
  - c. Contact Details of who provides the initial response / Current Incident Commander
5. The IMT members shall signify their availability upon the receipt of notification from the DRRM Operations Center. The heads of the agencies of the IMT



- members shall allow the immediate deployment of the IMT for response.
6. The DRRM Operations Center shall acknowledge or confirm the IMT activation.
  7. The IMT members shall proceed to the reporting location within two (2) hours upon activation along with the written Administrative Orders, Memorandums, or Travel Orders.
  8. ICS positions are different from office titles. ICS positions are temporary designations. They are not meant in any way to replace or change office titles or ranks.
  9. The Incident Commander shall activate the other positions only when needed. The ICS positions enumerated comprise the members of the IMT. ICS positions shall only be utilized as needed for every incident.
  10. In selecting the IC or members of the IMT, office rank or position shall not apply. These positions are temporary designations.

**SECTION 5. INTEROPERABILITY WITH EMERGENCY OPERATIONS CENTER AND RESPONSE CLUSTER.**



The distinction of these three elements is fundamental to make disaster response effective.

**1. Policy**

The highest element is the policy level, where overall decisions shall be made. It is where the Responsible Official (RO) is situated. As the head of agency or person vested with decision-making authority, the RO shall undertake the following under the policy level:

- Make policy decisions
- Establish priorities
- Resolve critical issues

**2. Coordination**

Under the Coordination Level, the EOC and Response Clusters shall operate by:

- Mobilizing and tracking resources
- Collecting, analyzing, and disseminating situation reports and information

To make the dynamics of ICS and Response Clusters effective, it is essential



to establish an EOC to serve as the repository of information and main hub for coordination. The EOC shall serve as the link between the ICS and the clusters. Clusters shall ensure availability of the resources and bring them down to the ICS operations on the ground for execution.

**3. Command and Control**

This is where ICS is applied. Under Command and Control, the Incident Management Team (IMT) shall undertake implementation of tactical response by:

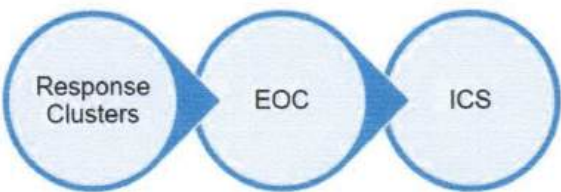
- Commanding responders for on-scene operations
- Controlling and managing the resources deployed tactically on the ground
- Reporting progress and updates on the operations to the RO through the EOC.

As stipulated in the National Disaster Response Plan, the Response Clusters shall serve as the operating mechanisms to provide widespread support in terms of resource pooling and mobilization for massive humanitarian assistance and disaster response services.

The ICS and the Cluster Approach are two (2) distinct yet complementary systems. As evidenced by past major operations for disaster and planned events, both systems effectively complement each other by using the resource provider and resource employer relationship. Under the concept of ICS, the Incident Management Team (IMT), as the resource employers, shall be mobilized to manage on-scene response. On the other hand, the Response Clusters, as the resource providers, shall act as supporters to the IMTs.

The Response Cluster shall provide resources to the Incident Management Team (IMT) following the check-in procedure under the Resource Unit of the Planning Section. These resources shall be placed under the Operational Control of the IMT, but shall remain to be under the Administrative Control of the RC Teams. At the tactical level on the ground, RC Teams with their respective resources shall operate as units under the Operations and Planning Sections. The RC Teams shall abide by the principles of the ICS upon check-in, while performing their specific mandates, Standard Operating Procedures (SOPs) and technical expertise. The IMT shall manage them tactically for proper placement and efficiency.

**Interoperability:**  
Harmonization of the response arrangements



**SECTION 6. TRAINING REQUIREMENT AND QUALIFICATIONS.**

1. All IMT members shall have completed the following Incident Command System (ICS) courses offered and conducted by the Office of Civil Defense (OCD), as per order:

*EO NO. 22 s. 2024 – AN ORDER INSTITUTIONALIZING THE INCIDENT COMMAND SYSTEM (ICS) AND CONSTITUTING THE INCIDENT MANAGEMENT TEAM OF DAVAO CITY DURING DISASTER OCCURRENCES AND UNPLANNED EVENTS, ITS STRUCTURE, COMPOSITION, FUNCTIONS, ACTIVATION, AND INTEROPERABILITY WITH THE DAVAO CITY EMERGENCY OPERATIONS CENTER AND RESPONSE CLUSTER*



- a. Three-Day Basic ICS Training Course
  - b. Five-Day Integrated Planning Course
  - c. Five-Day ICS Position Courses
  - d. Five-Day All-Hazards Incident Management Team Training Course
2. The Incident Commander (IC) shall select and organize the Command and General Staff to constitute the IMT based on the following qualifications:
  - a. Level of knowledge on ICS based on the ICS courses completed;
  - b. Appropriate skills, experience and expertise to handle similar incident.

**SECTION 7. SEPARABILITY CLAUSE.** If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

**SECTION 8. REPEALING CLAUSE.** All other Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

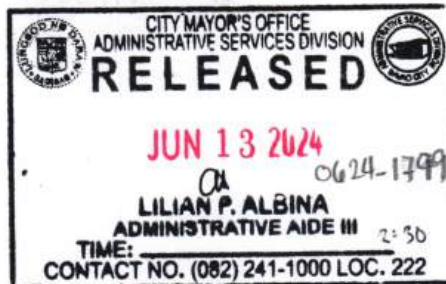
**SECTION 9. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this JUN 13 2024 in the City of Davao, Philippines.

  
**SEBASTIAN Z. DUTERTE**  
 City Mayor

Attested by:

  
**ATTY. FRANCIS MARK H. LAYOG**  
 Acting City Administrator



Ref. No. ASD061324-11