

Republic of the Philippines  
Department of Education  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

August 07, 2023

**DIVISION MEMORANDUM**  
No. 392, s. 2023

**BRIGADA ESKWELA 2023: INCIDENT COMMAND SYSTEM**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT  
CURRICULUM IMPLEMENTATION DIVISION CHIEF  
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION CHIEF  
DIVISION DRRM COORDINATOR  
SELECT DIVISION PERSONNEL  
ALL OTHERS CONCERNED

1. In line with Division Memo No. 383, s.2023 entitled 2023 BRIGADA ESKWELA REGIONAL AND DIVISION KICK-OFF, the **Division Brigada Eskwela (BE) Kick-Off is on August 11, 2023 (8:00 A.M. to 5:00 P.M.)** at **Galas Elementary School, Barangay Galas, Dipolog City.**
2. In the same issuance, the BE Kick-Off will commence with a **MOTORCADE** where the assembly area is at **Zamboanga del Norte National High School (Main Campus), Estaka, Dipolog City**; and the number of expected attendees is **800 individuals.**
3. Thus, to ensure the effective and efficient management of any incidents that may arise from this high-density-population event, this division shall implement an **Incident Command System (ICS)** in collaboration with the **City Disaster Risk Reduction & Management Office (CDRRMO).**
4. The personnel below shall form part of the Incident Management Team (IMT); see enclosures for the Incident Action Plan (IAP) and the different ICS Forms.
  - a. Incident Commander (IC): Ronillo S. Yarag/ EPS for SGOD
  - b. Deputy IC: Neil Nonato F. Sebastian/SEPS for SMME
  - c. Safety Officer: Rambelle C. Flores/ EPS for HRD
  - d. Liaison Officer: Luisiano S. Murro Jr./SEPS for SMME
  - e. Planning Section Chief (PSC): Alan D. Chiu/PDOII for DRRM
  - f. Planning Section Resource Unit: Alan D. Chiu/PDOII for DRRM
5. For questions or clarifications, kindly contact ALAN D. CHIU, Division DRRM Coordinator, at 0907-054-7070.
6. Immediate dissemination of this Memorandum is highly desired.

**MA. LIZA R. TABILON, EdD., CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

SGOD, DRRM Schools	Brigada Eskwela Incident Command System
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ADC/20230807-DM-BE-ICS  
August 07, 2023





# INCIDENT ACTION PLAN



## BRIGADA ESKWELA 2023

GALAS ELEMENTARY SCHOOL

BARANGAY GALAS, DIPOLOG CITY, PHILIPPINES

OPERATIONAL PERIOD: 11 AUGUST 2023 (0800H-1700H)

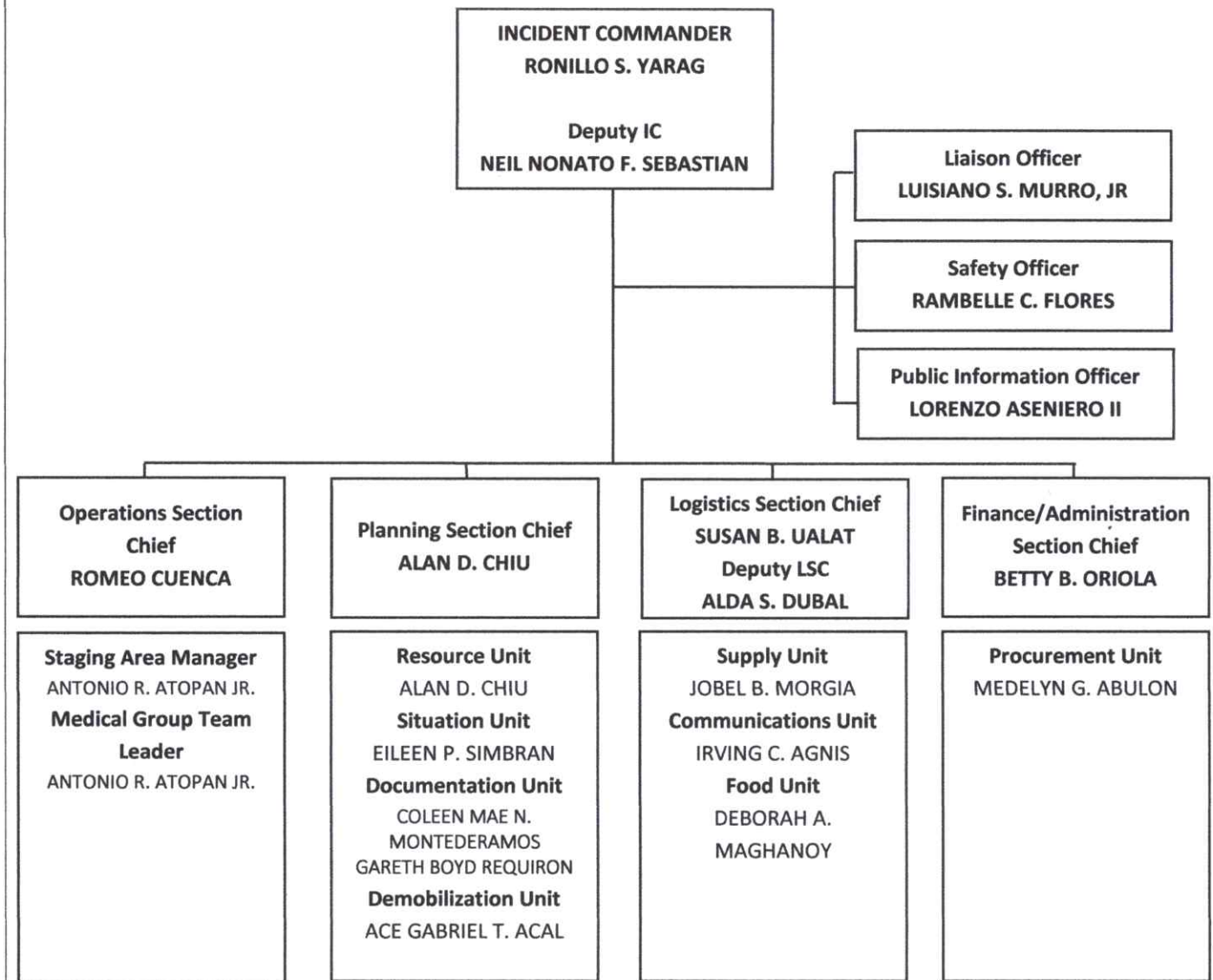


# INCIDENT BRIEFING

## ICS 201-3

### 10. CURRENT ORGANIZATION

[ fill in organization as appropriate]

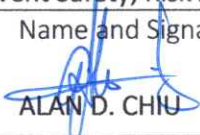
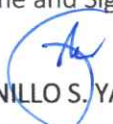


<b>11. Prepared by IC</b>	Name and Signature: <div style="text-align: center;"> <b>RONILLO S. YARAG</b></div>	Date Prepared: <p style="text-align: center;">August 07, 2023</p>	Time Prepared: <p style="text-align: center;"><b>1000H</b></p>
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# INCIDENT OBJECTIVES

## ICS 202

1. INCIDENT/EVENT NAME <b>BRIGADA ESKWELA 2023</b>		2. OPERATIONAL PERIOD From (Date and Time): 11 AUGUST 2023 (0800H) To (Date and Time): 11 AUGUST 2023 (1700H)	
3. OBJECTIVES FOR THE OPERATIONAL PERIOD a. To ensure the safety of the general public during the <b>BRIGADA ESKWELA 2023</b> . b. To ensure the safety of all responders. c. To ensure overall emergency preparedness and response.			
4. OPERATIONAL PERIOD COMMAND EMPHASIS.			
5. GENERAL SITUATION AWARENESS (WEATHER FORECAST) <i>Note: to be based on the latest issuance or advisory from PAGASA on the activity date</i>			
6. GENERAL SAFETY MESSAGE a. Maintain situation awareness and always be on alert. b. Ensure that all responders are adequately equipped with PPEs. c. Observe standard operating procedures at all times.			
7. SITE SAFETY PLAN REQUIRED? [ ] YES [ ✓ ] NO LOCATION OF SAFETY PLAN:			
8. ATTACHMENTS (CHECK IF ATTACHED) [ ✓ ] Incident Briefing (ICS 201-3) [ ✓ ] Incident Objectives (ICS 202) [ ✓ ] Organizational List (ICS 203) [ ✓ ] Assignment List (ICS 204) [ ✓ ] Communications Plan (ICS 205) [ ✓ ] Medical Plan (ICS 206) [ ✓ ] Safety Message Plan (ICS 208) [ ✓ ] Incident/Event Safety, Risk And Health Analysis (ICS 215-A)			
9. Prepared by PSC	Name and Signature:  ALAN D. CHIU	Date Prepared: August 07, 2023	Time Prepared: 1000H
10. Approved by IC	Name and Signature:  RONILLO S. YARAG	Date Approved: August 07, 2023	Time Approved: 1300H



**ORGANIZATION ASSIGNMENT LIST  
ICS 203**

<b>1. INCIDENT/EVENT NAME</b> <b>BRIGADA ESKWELA 2023</b>		<b>2. OPERATIONAL PERIOD</b> From (Date and Time): 11 AUGUST 2023 (0800H) To (Date and Time): 11 AUGUST 2023 (1700H)	
<b>3. INCIDENT COMMANDER AND COMMAND STAFF</b>		<b>7. OPERATIONS SECTION</b>	
INCIDENT COMMANDER	RONILLO S. YARAG	Chief	ROMEO CUENCA
Deputy	NEIL NONATO F. SEBASTIAN	Deputy	
Safety Officer	RAMBELLE C. FLORES	<b>STAGING AREA</b>	
Information Officer	LORENZO ASENIERO II	Manager	ANTONIO R. ATOPAN JR.
Liaison Officer	LUISIANO S. MURRO JR.	Assistant Manager	
<b>4. AGENCY REPRESENTATIVES</b>		<b>A. TF SECURITY</b>	
Agency	Names	TEAM LEADER	
		Deputy	
		<b>B. TF TRAFFIC MANAGEMENT</b>	
		TEAM LEADER	
<b>5. PLANNING SECTION</b>		<b>C. MEDICAL GROUP</b>	
Chief	ALAN D. CHIU	TEAM LEADER	ANTONIO R. ATOPAN JR.
Resource Unit	ALAN D. CHIU	ASST. TL	
Situation Unit	EILEEN P. SIMBRAN	<b>D. LGU-K9</b>	
Documentation Unit	COLEEN MAE N. MONTERAMOS GARETH BOYD REQUIRON	TEAM LEADER	
Demobilization Unit	ACE GABRIEL T. ACAL	ASST. TL	
Technical Specialists		<b>E. SRU/SRF</b>	
<b>6. LOGISTICS SECTION</b>			
Chief	SUSAN B. UALAT	<b>8. FINANCE/ADMINISTRATIVE SECTION</b>	
Deputy	ALDA S. DUBAL	Chief	BETTY B. ORIOLA
<b>SUPPORT BRANCH</b>		Deputy	
Director		Time Unit	
Supply Unit	JOBEL B. MORGIA	Procurement Unit	MEDELYN G. ABULON
Facilities Unit		Compensation/Claims Unit	
Ground Support Unit		Cost Unit	
<b>SERVICE BRANCH</b>			
Director			
Communications Unit	IRVING C. AGNIS		
Medical Unit			
Food Unit	DEBORAH A. MAGHANOY		
<b>9. Prepared by RESL</b>	Name and Signature:  ALAN D. CHIU	Date Prepared: August 7, 2023	Time Prepared: 1000H
<b>10. Approved by IC</b>	Name and Signature:  RONILLO S. YARAG	Date Prepared: August 7, 2023	Time Prepared: 1300H



# ASSIGNMENT LIST

## ICS 204

CDRRMO  
Dipolog City

<b>1. INCIDENT/EVENT NAME</b> <b>BRIGADA ESKWELA</b> <b>2023</b>	<b>2. OPERATIONAL PERIOD</b> From (Date and Time): 11 AUGUST 2023 (0800H) To (Date and Time): 11 AUGUST 2023 (1700H)	<b>3. Branch:</b>  Group/Division: Staging Area:
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4. OPERATIONS PERSONNEL			
Position	Name	Agency/Office	Contact Number(s)
OPERATION SECTION CHIEF	ROMEO CUENCA	CDRRMO	0930-844-4083
STAGING AREA MANAGER	ANTONIO R. ATOPAN JR.	CDRRMO	0938-375-1640

5. RESOURCES ASSIGNED FOR THIS PERIOD								
Resource Identification	Name of Leader	Contact Numbers	No. of Personnel	Trans. Needed?		Drop off point and time at area of assignment	Pick-up time from area of assignment	Remarks
				Yes	No			
CDRRMO	ARVIN L. BONBON	212-1916	15		✓			
Medical Team	ANTONIO R. ATOPAN JR.	0938-375-1640	10		✓			

**6. SPECIFIC WORK ASSIGNMENT**  
 To ensure the safety of the general public during the period covered.

- 7. SPECIAL INSTRUCTIONS/ SAFETY MEASURES**
- Ensure 100 percent equipment and personnel readiness.
  - Response to maintain situational awareness.
  - Maintain buddy system.

8. DIVISION/GROUP COMMUNICATIONS SUMMARY				
Function	System	Channel	Frequency	Others (cellphone, telephone, etc.)
COMMAND	REPEATER DIPOLOG CITY	1	150.930 MHZ	N/A
COMMAND	REPEATER DIPOLOG CITY	2	DIGITAL MOBILE RADIO	N/A
TACTICAL	REPEATER DIPOLOG CITY	3	148.570 MHZ	N/A

<b>9. Prepared by RESL</b>	Name and Signature:  <b>ALAN D. CHIU</b>	Date Prepared: <b>August 07, 2023</b>	Time Prepared: <b>1000H</b>
<b>10. Approved by IC</b>	Name and Signature:  <b>RONILLO S. YARAG</b>	Date Prepared: <b>August 07, 2023</b>	Time Prepared: <b>1300H</b>



# COMMUNICATIONS PLAN

## ICS 205

### 1. INCIDENT/EVENT NAME

**BRIGADA ESKWELA 2023**

### 2. OPERATIONAL PERIOD

From (Date and Time): 11 AUGUST 2023 (0800H)

To (Date and Time): 11 AUGUST 2023 (1700H)

### 3. BASIC RADIO CHANNEL UTILIZATION

Radio Type	System	Channel	Function	Tone/ Offset	Frequency	Others (cellphone telephone, etc)	Assignment	Remarks
HYTERA VHF	DIPOLOG CITY CDRRMO	1	ICS; CDRRMO	DMR	DIGITAL MOBILE RADIO	N/A	ICP	FUNCTIONAL/ OPERATIONAL LINABO REPEATER
BASE VHF	DIPOLOG CITY	3	MEDICAL TEAM	SIMPLEX MODE	148.570 MHZ	N/A	STAGING AREA	SIMPLEX FUNCTIONAL/ OPERATIONAL

### SPECIAL INSTRUCTION:

Station call sign "ICP" Operational Period  
Working Frequency (150.930 MHZ DUPLEX)

### 4. Prepared by COML

Name and Signature:

Date Prepared:

Time Prepared:

IRVING C. AGNIS

August 07, 2023

1000H



# MEDICAL PLAN ICS 206

**1. INCIDENT/EVENT NAME**

BRIGADA ESKWELA 2023

**2. OPERATIONAL PERIOD**

From (Date and Time): 11 AUGUST 2023 (0800H)  
To (Date and Time): 11 AUGUST 2023 (1700H)

**3. MEDICAL AID STATIONS**

Name	Location	Contact Person	Contact Number(s)	With Paramedics?		Remarks
				Yes	No	
DIPOLOG-RESCUE 911	STAGING AREA	ANTONIO ATOPAN JR.	0938-375-1640	✓		N/A

**4. AMBULANCE/ MEDICAL TRANSPORTATION SERVICES**

Name	Location	Contact Person	Contact Number(s)	Level of Service		Remarks
				BLS	ALS	
DIPOLOG-RESCUE 911	STAGING AREA	ANTONIO ATOPAN JR.	0938-375-1640	✓		N/A

**5. HOSPITALS**

Name	Location	Contact Person	Contact Number(s)	Travel Time		With Trauma Center?		With Burn Center?		With Helipad?	
				Air	Land	Yes	No	Yes	No	Yes	No
OKD HOSPITAL	PADRE RAMON ST., D.C.		212-2837		7 MINS	✓		✓			✓
ZN COOPERATIVE HOSPITAL	TURN0, D.C.	OTTO NEIL ACOSTA	09107511771		10 MINS	✓		✓			✓
CORAZON C. AQUINO HOSPITAL	BIASONG, D.C.	KRYSTEL GAYLE PINO	09395381261		10 MINS	✓		✓			✓
ZNMC HOSPITAL	SICAYAB, D.C.	ALPHA JAEN ALBA	09165520557		12 MINS	✓		✓			✓

**6. MEDICAL EMERGENCY PROCEDURES**

TRANSPORT INJURED PERSON IMMEDIATELY TO AN AID STATION AT STAGING AREA AND ADVISE THE SUPERVISOR AS SOON AS POSSIBLE TO ACCESS MEDICAL RESPONSE TEAM AND CONTACT THE ASSIGNED AMBULANCE/ MEDICAL TRANSPORTATION SERVICES.

<b>7. Prepared by MEDL</b>	Name and Signature:  <b>ANTONIO R. ATOPAN, JR.</b>	Date Prepared:  August 07, 2023	Time Prepared:  1000H
<b>8. Reviewed by SOFR</b>	Name and Signature:   <b>RAMBELLE C. FLORES</b>	Date Prepared:  August 07, 2023	Time Prepared:  1100H



## SAFETY MESSAGE/ PLAN ICS 208

### 1. INCIDENT/EVENT NAME

**BRIGADA ESKWELA 2023**

### 2. OPERATIONAL PERIOD

From (Date and Time): 11 AUGUST 2023 (0800H)

To (Date and Time): 11 AUGUST 2023 (1700H)

### 3. SAFETY MESSAGE

- Safety of all responders must be the priority at all times
- Stay hydrated.
- Keep rain gears and other PPEs ready.
- Strictly observe Standard Operating Procedures.
- Observe minimum public health standard to prevent infection from COVID-19 and other infectious disease.
- Maintain buddy-buddy system. Work or move around in pairs.

### 4. SITE SAFETY PLAN REQUIRED?

[  ] YES

[  ] NO

### 5. Prepared by SOFR

Name and Signature:

  
RAMBELLE C. FLORES

Date Prepared:

August 07 2023

Time Prepared:

1100H



CDRRMO  
Dipolog City

# INCIDENT/EVENT SAFETY, RISK AND HEALTH ANALYSIS

## ICS 215-A

<b>1. INCIDENT/EVENT NAME</b> <h3 style="text-align: center;">BRIGADA ESKWELA 2023</h3>		<b>2. OPERATIONAL PERIOD</b> From (Date and Time): 11 AUGUST 2023 (0800H) To (Date and Time): 11 AUGUST 2023 (1700H)							
<b>3. DIVISION/ GROUP / OTHERS</b>		<b>4. POTENTIAL HAZARDS/ THREATS</b> <i>(Check box if the hazard applies)</i>						<b>5. MITIGATING MEASURES</b> (eg. PPE, buddy system, escape routes)	
		Bombing	Shooting	Stampede	Riot	Fire	Heat Exhaustion		
TF Traffic Management								Designate parking area with signage, access points for pedestrians and vehicles	
Medical Team				✓		✓	✓	PPEs, Buddy Sytem, stay hydrated	
<b>6. Prepared by SOFR</b> Name and Signature: RAMBELLE C. FLORES						Date Prepared: August 07, 2023		Time Prepared: 1000H	
<b>7. Prepared by OSC</b> Name and Signature: ROMEO CUENCA						Date Prepared: August 07, 2023		Time Prepared: 1000H	