



University of the Philippines  
**LOS BAÑOS**

*Office of the Chancellor*

04 January 2024

MEMORANDUM NO. 003

*Series of 2024*

**TO :** All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads

**SUBJECT :** Policy Guidelines on the Use of Incident Command System (ICS) as an On-Scene Disaster Response and Mechanism

In accordance with the recommendation of the UPLB Security and Safety Office (SSO) under the Office of the Vice Chancellor for Community Affairs (OVCCA), this policy is being issued to provide guidance to all UPLB constituents in managing crisis and disaster emergency situations. The primary objectives of this policy are to prioritize saving lives, ensuring the safety of responders and victims, protecting university property, and stabilizing incidents.

This policy aligns with the key provisions of Republic Act No. 10121, Series of 2010, as well as national policies, specifically:

1. National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 04, Series of 2012, which outlines guidelines for the use of ICS.
2. NDRRMC Memorandum No. 48, Series of 2015, which focuses on the localization of ICS forms.
3. NDRRMC Memorandum Nos. 43 and 44, Series of 2016, which emphasize the need for interoperability among incident management teams and response clusters through emergency operations centers.
4. Joint Memorandum of NDRRMC and National Security Council No. 01, Series of 2016, which mandates the use of ICS as an integral component of contingency plan guidelines.



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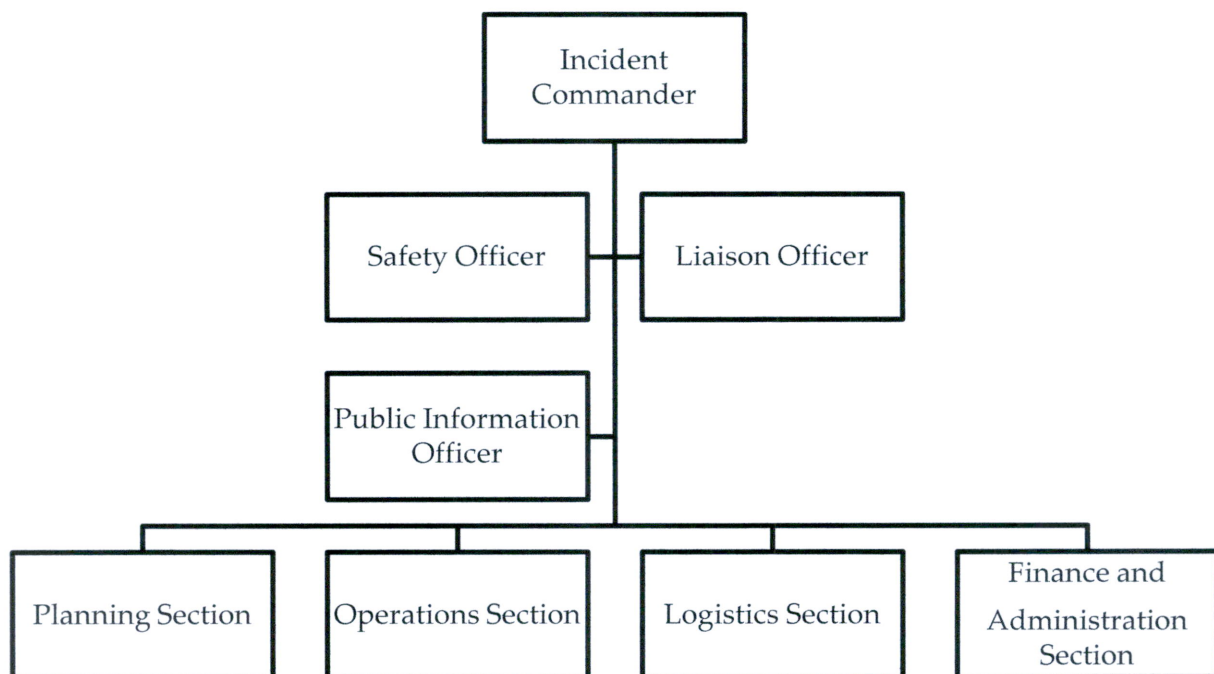


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Through previous NDRRMC issuances, the Incident Command System (ICS) has been officially integrated as an on-scene disaster response tool within the Philippine Disaster Risk Reduction and Management (DRRM) system. The ICS has consistently demonstrated its effectiveness in managing potential and actual disaster consequences.

In light of this, all units within UPLB are mandated to establish their own ICS organizational structure. This structure should include principal and alternate officers and members, with complete names and positions. Please use the provided sample format for this purpose. The completed organizational structures should be submitted to Atty. Eric Paul D. Peralta, SSO Director, via email at [sso.uplb@up.edu.ph](mailto:sso.uplb@up.edu.ph) on or before **31 January 2024**.



Office/Unit	
Contact Number	
Main Evacuation Area	
Alternate Evacuation Area	
Actual Location	(Please attach the building map.)



The primary objective of this organizational structure is to ensure the proper consolidation of incident management teams and the identification and designation of assembly areas within the campus. Additionally, it will facilitate a common understanding of the implementation of emergency response and evacuation procedures at the unit level.

Furthermore, as part of the institutionalization of ICS within UPLB, all concerned units are strongly encouraged to engage in capacity-building programs for their ICS organizations. This includes the organization and execution of ICS training initiatives. To coordinate such activities, please direct your requests to the SSO - Crisis and Emergency Response Unit.

Thank you for your usual support and cooperation.

A handwritten signature in black ink, appearing to read "JC", with a long, sweeping horizontal line extending to the right.

**JOSE V. CAMACHO, JR.**

Chancellor 

cc: OVCCA  
SSO  
RMO