



## ACTIVITY ACCOMPLISHMENT REPORT

<b>Implementing Office</b>	<b>CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>
<b>Title of the Activity</b>	<b>BASIC INCIDENT COMMAND SYSTEM</b>
<b>Date Implemented</b>	<b>October 1 -3 , 2025</b>
<b>Rationale</b>	<p>The Basic Incident Command System (ICS) Training Course was successfully conducted from <b>October 1 to 3, 2025</b>, at <b>City Mall Convention, Cotabato City</b>. The activity was spearheaded by the <b>Cotabato City Disaster Risk Reduction and Management Office (CDRRMO)</b> in partnership with the <b>Office of Civil Defense (OCD)</b>.</p> <p>The training aimed to enhance the knowledge, skills, and understanding of responders and disaster management practitioners on the Incident Command System — a standardized, on-scene, all-hazard incident management concept that enables effective coordination during emergencies and disasters.</p>
<b>Activity Narrative Report</b>	<p><b>II. OBJECTIVES</b></p> <p>The general objective of the training was to capacitate participants in implementing ICS during disaster operations. Specifically, it aimed to:</p> <ol style="list-style-type: none"><li>1. Explain the basic concepts and principles of the Incident Command System.</li><li>2. Identify the structure, functions, and staffing of ICS positions.</li><li>3. Demonstrate the process of developing an Incident Action Plan (IAP).</li><li>4. Apply ICS in managing planned events and emergency incidents.</li></ol> <p><b>III. PARTICIPANTS</b></p> <p>A total of 47 participants from various offices and response units attended the training. The participants were composed of representatives from the CDRRMO, BFP, PNP, barangay DRRM committees, and partner agencies.</p> <p><b>IV. HIGHLIGHTS OF ACTIVITIES</b></p> <p><b>Day 1 – October 1, 2025</b></p> <ul style="list-style-type: none"><li>• Registration and Opening Program led by the Cotabato CDRRM Office and OCD Secretariat.</li><li>• Modules 1 to 3 were discussed covering Introduction to ICS, ICS Organization and Staffing, and ICS Facilities.</li><li>• The day concluded with a daily course evaluation facilitated by the host team.</li></ul>



#### Day 2 – October 2, 2025

- The day started with a recap of the previous sessions.
- Modules 4 to 7 covered Managing Planned Events and Incidents, Event Assessment, Managing Resources, and Event Planning.
- Participants also formulated their Incident Action Plans and prepared for operational briefing.
- Daily evaluation followed at the end of the day.

#### Day 3 – October 3, 2025

- Continuation of IAP formulation and operational briefing.
- Module 8 covered Transfer of Command, Demobilization, and Closeout.
- Participants completed a post-exam and training evaluation before the Closing Program.

#### V. RESOURCE PERSONS

The following resource persons facilitated the sessions:

- **NOVA ELOIZA YBAÑEZ** – Module 1: Introduction to ICS
- **AL-MOHAMMED ARON** – Modules 2 and 6: ICS Organization & Staffing; Organizing & Managing Resources
- **ALEXON AUSTRIA** – Modules 3, 5, and 8: ICS Facilities; Event Assessment; Transfer of Command
- **KRISTINE JOY JAVA** – Modules 4 and 7: Managing Planned Events; Incident & Event Planning

#### VI. OUTPUTS

Participants successfully prepared and presented sample **Incident Action Plans (IAPs)** as part of their final workshop. Post-examination results indicated improved understanding and appreciation of the ICS structure and its application.

#### VII. ISSUES AND CHALLENGES

- Some participants had limited prior exposure to ICS terminologies, requiring extended discussion time.
- Venue acoustics slightly affected audibility during breakout discussions.

#### VIII. CONCLUSION

The Basic ICS Training Course achieved its objectives of strengthening the operational capability and coordination skills of participants in disaster response. The participants demonstrated enhanced competence in ICS application and teamwork during simulations and group activities.

#### IX. RECOMMENDATIONS

1. Conduct **ICS Level 2 (ICS for Single Resources and Initial Action Incidents)** as a follow-up course.
2. Provide **ICS simulation exercises** to reinforce practical application.



	3. Ensure continuous collaboration among response agencies to maintain ICS proficiency.
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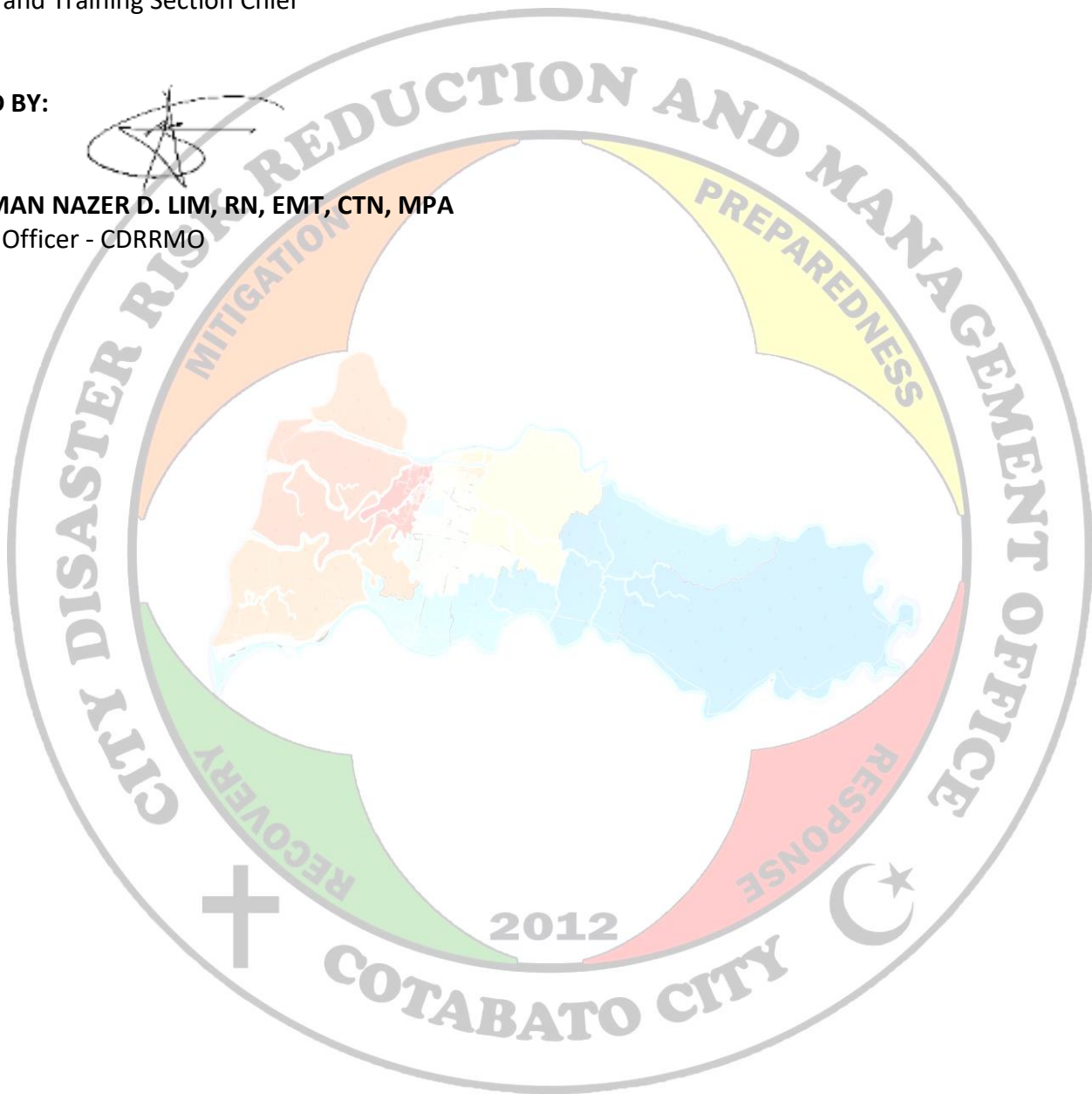
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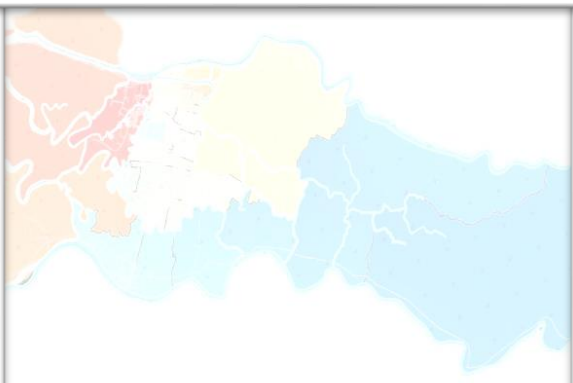
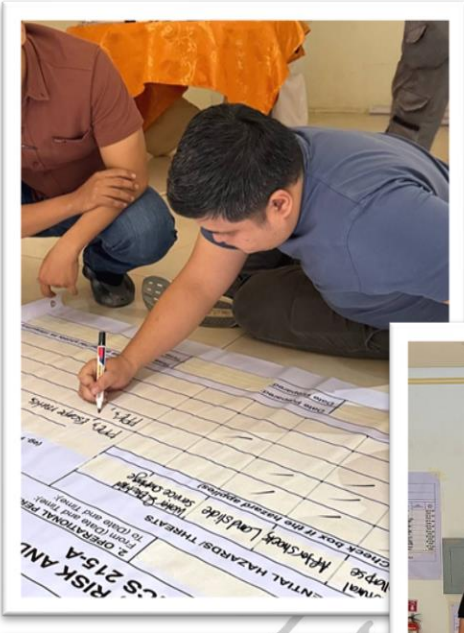


## BASIC INCIDENT COMMAND SYSTEM TRAINING PHOTOS





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## ACTIVITY ACCOMPLISHMENT REPORT

<b>Implementing Office</b>	<b>CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>
<b>Title of the Activity</b>	<b>INTEGRATED PLANNING COURSE IN INCIDENT COMMAND SYSTEM</b>
<b>Date Implemented</b>	<b>October 6 - 10 , 2025</b>
<b>Rationale</b>	<p>The <b>Integrated Planning Course on Incident Command System (ICS)</b> was successfully conducted from <b>October 6 to 10, 2025</b>, at <b>City Mall Convention, Cotabato City</b>. This training was organized by the <b>Cotabato City Disaster Risk Reduction and Management Office (CDRRMO)</b> in partnership with the <b>Office of Civil Defense (OCD)</b>.</p> <p>The activity served as a continuation of the Basic ICS Training, focusing on strengthening the participants' capabilities in planning, coordination, and documentation under the ICS framework. It emphasized the importance of the Planning Section's role in managing information, resources, and incident documentation during response operations.</p>
<b>Activity Narrative Report</b>	<p><b>II. OBJECTIVES</b></p> <p>The training aimed to enhance the knowledge and skills of participants in planning and managing incidents using the ICS framework. Specifically, it sought to:</p> <ol style="list-style-type: none"><li>1. Explain the roles and responsibilities of the Planning Section and its units.</li><li>2. Demonstrate proper planning processes, documentation, and incident information management.</li><li>3. Familiarize participants with ICS forms and their practical applications.</li><li>4. Conduct exercises and simulations on Incident Action Plan (IAP) formulation and operational briefings.</li><li>5. Strengthen inter-agency coordination and teamwork during incident management operations.</li></ol> <p><b>III. PARTICIPANTS</b></p> <p>A total of <b>(insert number)</b> participants attended the course. They represented various offices such as the CDRRMO, Bureau of Fire Protection (BFP), Philippine National Police (PNP), local government offices, barangay DRRM committees, and other response agencies.</p> <p><b>IV. HIGHLIGHTS OF ACTIVITIES</b></p> <p><b>DAY 1 – October 6, 2025</b></p> <ul style="list-style-type: none"><li>• Registration and Opening Program facilitated by OCD Secretariat and Cotabato CDRRM Office.</li></ul>



- Course Overview conducted by **NOVA ELOIZA YBAÑEZ**.
- Module 1: Overview of the Planning Section, including sessions on unit activation and team interaction exercises.
- Module 2: Forms, Documents, and Supplies led by **KRISTINE JOY JAVA**.
- The day concluded with a daily course evaluation.

#### **DAY 2 – October 7, 2025**

- Recapitulation and continuation of training sessions.
- Module 3: Planning Section Chief, which covered information gathering, strategies, meetings, briefings, and Incident Action Plan preparation.
- Facilitators included **MUHAMMAD ULYSSES AMPATUAN, AL-MOHAMMED ARON, KRISTINE JOY JAVA, and ALEXON AUSTRIA**.

#### **DAY 3 – October 8, 2025**

- Module 4: Resource and Demobilization Unit Leaders with hands-on exercises on resource status systems, planning processes, and demobilization planning.
- Sessions were facilitated by **KIERSTINE GARCIA, AL-MOHAMMED ARON, MUHAMMAD ULYSSES AMPATUAN, KRISTINE JOY JAVA, and ALEXON AUSTRIA**.

#### **DAY 4 – October 9, 2025**

- Module 5: Situation Unit Leader sessions on information gathering, mapping, and technology use in planning.
- Module 6: Documentation, and Module 7: Transfer of Command, Demobilization, and Closeout with exercises.
- Preparation for the final operational period briefing exercise.

#### **DAY 5 – October 10, 2025**

- Final Exercise: Operational Period Briefing and presentation of outputs facilitated by **ALL CADRE**.
- Feedback and evaluation of the final exercise followed by the Post-Test and Training Evaluation.
- Closing Program led by the **Cotabato CDRRM Office**.

#### **V. RESOURCE PERSONS / FACILITATORS**

- **NOVA ELOIZA YBAÑEZ**
- **ALEXON AUSTRIA**
- **AL-MOHAMMED ARON**
- **KRISTINE JOY JAVA**
- **KIERSTINE GARCIA**
- **MUHAMMAD ULYSSES AMPATUAN**

#### **VI. OUTPUTS**

Participants successfully produced and presented comprehensive **Incident Action Plans (IAPs)** during the final exercise. The course also yielded improved understanding of



planning functions, documentation systems, and teamwork essential for effective incident management.

### VII. ISSUES AND CHALLENGES

- Some participants initially struggled with understanding advanced ICS forms and terminologies.
- Limited time for group exercises due to the depth of technical discussions.
- Coordination challenges during simulation activities, which were later resolved through guided facilitation.

### VIII. CONCLUSION

The Integrated Planning Course on ICS was successfully implemented and met its objectives. The participants demonstrated enhanced competence in incident planning, documentation, and coordination through interactive lectures, workshops, and simulation exercises. The training contributed significantly to building a more cohesive and capable disaster response team for Cotabato City and partner agencies.

### IX. RECOMMENDATIONS

1. Conduct **ICS Intermediate and Advanced Courses** to sustain competency and readiness.
2. Integrate **tabletop and field exercises** in future training for practical application.
3. Strengthen collaboration between CDRRMO, OCD, and other agencies for continued ICS capacity-building programs.

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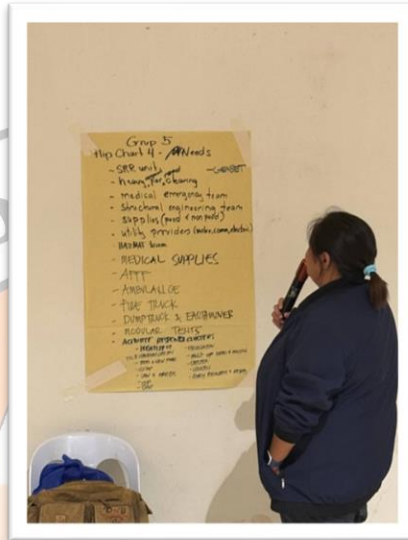
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# INTEGRATED PLANNING COURSE ON INCIDENT COMMAND SYSTEM TRAINING PHOTOS





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## ACTIVITY ACCOMPLISHMENT REPORT

<b>Implementing Office</b>	<b>CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE</b>
<b>Title of the Activity</b>	<b>MULTI-AGENCY EARTHQUAKE AND FIRE DRILL AT CRMC</b>
<b>Date Implemented</b>	<b>October 15, 2025</b>
<b>Rationale</b>	<p>The <b>Cotabato Regional Medical Center (CRMC)</b>, and various partner response agencies, successfully conducted a <b>Multi-Agency Earthquake and Fire Drill</b> on <b>October 15, 2025</b> at the hospital premises.</p> <p>The activity was held to strengthen the hospital's emergency preparedness and response capabilities in handling simultaneous disaster incidents such as earthquakes followed by fire outbreaks. It also aimed to test the effectiveness of the hospital's contingency plan, communication systems, and inter-agency coordination mechanisms.</p>
<b>Activity Narrative Report</b>	<p><b>II. OBJECTIVES</b></p> <p>The drill was conducted with the following objectives:</p> <ol style="list-style-type: none"><li>1. To assess the readiness of CRMC personnel and stakeholders in responding to earthquake and fire incidents.</li><li>2. To evaluate the hospital's evacuation, rescue, and communication procedures.</li><li>3. To enhance inter-agency coordination and cooperation during multi-hazard emergencies.</li><li>4. To identify operational gaps and areas for improvement in disaster preparedness and response.</li></ol> <p><b>III. PARTICIPATING AGENCIES AND ORGANIZATIONS</b></p> <p>The following agencies and institutions actively participated in the activity:</p> <ul style="list-style-type: none"><li>• <b>Cotabato Regional Medical Center (CRMC)</b></li><li>• <b>City Disaster Risk Reduction and Management Office (CDRRMO)</b></li><li>• <b>Bureau of Fire Protection (BFP) – Cotabato City</b></li></ul> <p><b>IV. HIGHLIGHTS OF THE ACTIVITY</b></p> <ul style="list-style-type: none"><li>• The drill began with a <b>simulation of a magnitude 7.2 earthquake</b>, prompting hospital staff, patients, and visitors to perform the <b>“Duck, Cover, and Hold”</b> procedure.</li><li>• Once the shaking subsided, the hospital's emergency alarm system was activated, signaling the start of the evacuation process.</li></ul>



- Hospital personnel safely evacuated patients, including those in critical areas, following designated routes toward identified **safe assembly areas**.
- During evacuation, a **fire scenario** was simulated at one of the hospital wings, prompting the activation of the **BFP** and **CDRRMO Fire Suppression Teams**.
- The **Search and Rescue Team** responded to simulated trapped and injured victims, while the **Medical Team** established a **Triage Area** for emergency treatment.
- A **debriefing session** followed, led by the **Incident Commander Dr. Faisal Romancap**, where each agency provided feedback and recommendations for improvement.

## V. OBSERVATIONS AND RECOMMENDATIONS

### Positive Observations:

- Active participation and coordination among all agencies.
- Efficient communication and command structure under the **Incident Command System (ICS)**.
- Quick response and proper use of evacuation procedures by CRMC staff.

### Recommendations:

- Continue regular conduct of earthquake and fire drills to maintain staff readiness.
- Improve signages and visibility of evacuation routes inside hospital wards.
- Enhance coordination for patient transport, especially for critical care units.
- Conduct refresher training on emergency procedures for new hospital personnel.

## VI. CONCLUSION

The **Multi-Agency Earthquake and Fire Drill at Cotabato Regional Medical Center** was successfully conducted and achieved its objectives of enhancing preparedness and response coordination among participating agencies. The activity demonstrated the importance of teamwork, communication, and readiness in responding to multiple emergencies within a hospital setting.

The **CDRRMO**, together with **CRMC** and partner agencies, remains committed to sustaining disaster preparedness initiatives to ensure the safety and resilience of both healthcare workers and the community they serve.



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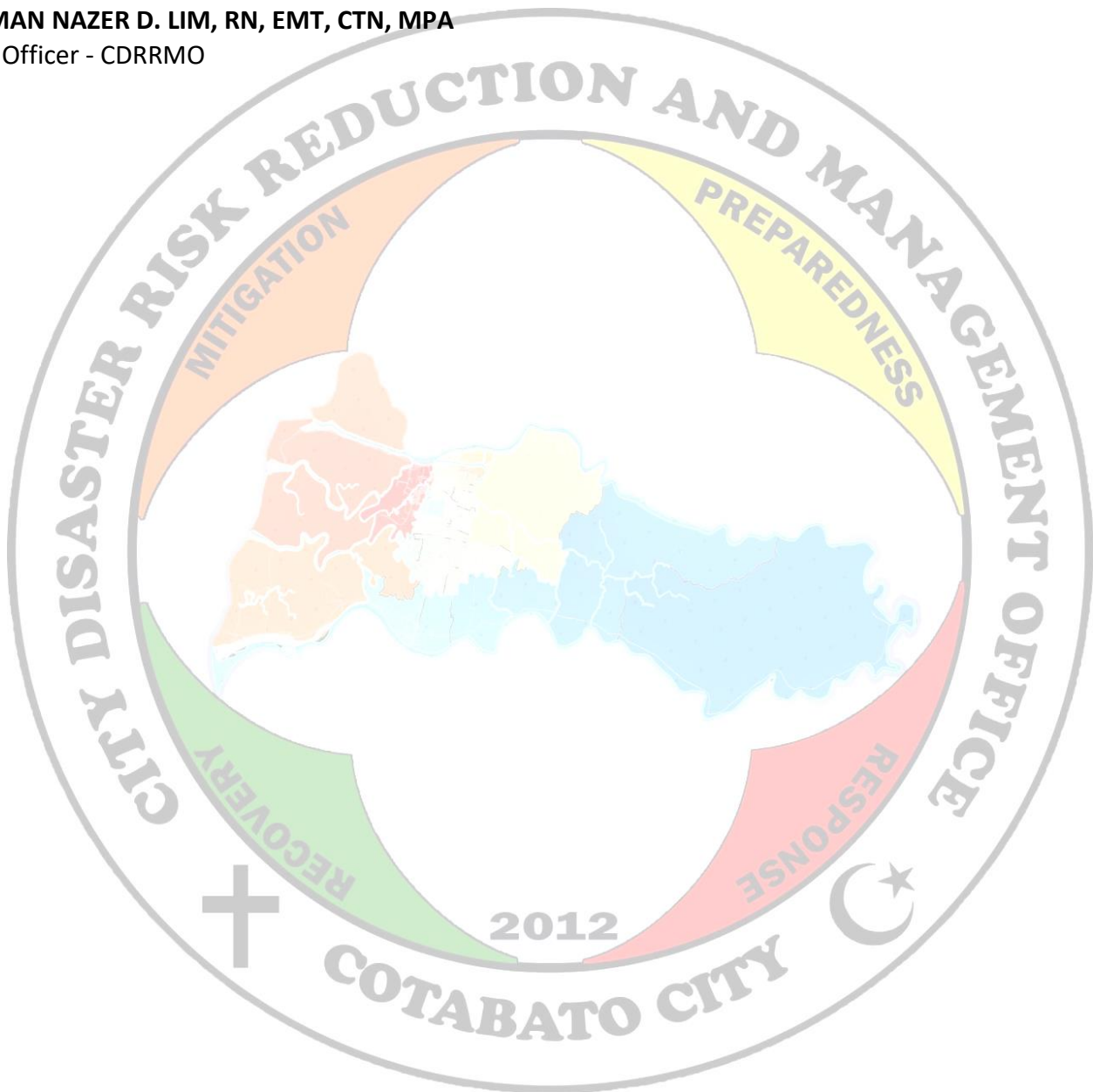
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## CRMC MULTI AGENCY EARTHQUAKE AND FIRE DRILL PHOTOS





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