



REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

**EXECUTIVE ORDER NO. 52**  
*Series of 2022*

**AN ORDER UPDATING THE STANDARD OPERATING PROCEDURES OF THE  
CITY EMERGENCY RESPONDERS**

**WHEREAS**, the City of Imus adheres to the mandate of Republic Act No. 10121 otherwise known as the "*Philippine Disaster Risk Reduction and Management System of 2010*", and the National DRRM Frameworks and Plans.

**WHEREAS**, the local chief executive, pursuant to the general welfare clause of the Local Government Code, is empowered to exercise such power and perform such duties and functions for the general welfare of the city and its inhabitants.

**WHEREAS**, in order to safeguard, preserve and protect the lives, well-being, and health of the inhabitants of the City, the necessary mitigating measures should be employed.

**WHEREAS**, to effectively carry out the operational plan of the emergency responders under the CDRRMC, there is a need to update, enhance and continue to implement the Standard Operating Procedures for the operational guidance of our emergency responders.

**NOW, therefore, I, ALEX L. ADVINCULA, Chairperson CDRRMC, City Mayor**, by virtue of the powers vested in me by law, do hereby order the Updating of the Standard Operating Procedures of the City Emergency Responders as a guiding tool in implementing the 24/7 operational protocols.

**Section 1. Emergency/Urgent Calls-** Emergency calls must be attended to by the Emergency Dispatching personnel on duty and shall be evaluated immediately after a call. The EDS who received the call shall gather the vital information of the patient and evaluate the cases cited prior to making an emergency dispatch.

**Section 2. Cases of Emergency Calls**

**2.1 EMERGENCY MEDICAL SERVICES (EMS)**



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- a. Difficulty of Breathing (DOB)
- b. Heavy Bleeding
- c. Heart Attack/Stroke
- d. Road Crash
- e. O.B/Maternal and Gynaecological Cases
- f. Fire Incident and Other related Fire Incidents
- g. Police call-related cases
  - Gunshot Wound
  - Stab Wound
  - Mauling
  - Hostage Scenario Case

The above-cited calls should be assessed immediately by the Duty Operator/Dispatcher before it makes an emergency dispatch to the EMS Team on duty for a quick response. After which, the patient/victim shall be brought to the nearest hospital for necessary treatment and medical attention.

**2.1.1 PROCEDURES IN EMERGENCY CASES:**

For every dispatch, the Operator/Dispatcher should first get the exact location/address with the landmark, and get the patient information. (Name, age, what happened or medical case, ask the hospital of choice. The Operator/Dispatcher should also get the contact number of the patient or relative so that they can call them back for additional information. Advise the relative to wait for the ambulance at the landmark provided. Dispatch the team and give the 10-36. The Operator/Dispatcher should then advise the City of Imus Traffic Management Office (CITMO) base for traffic assistance then get the patient status from the ambulance nurse and call the hospital of choice for advance call (status and data of patient) and monitor the status of the team until the quarter arrival.

**2.1.2 SHOOTING INCIDENT:**

For every shooting incident, it is necessary to get the call sign or contact number and name of the caller then get the exact location and landmark of the incident. The Operator/Dispatcher must be knowledgeable in getting all information from the caller such as the description of the vehicle/ plate number, route of the suspect, and witness (this information is applicable for the public announcement if the case is intentional and riding in tandem cases). Report the incident to the police as soon as possible if the call is not from PNP, if needed for ambulance assistance dispatch the team but make sure that the PNP is in the area of the incident. The





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Operator/Dispatcher will advise the EMS Team for ambulance assistance then monitor the time of response, wait for the advice on the patient's status, and make the advance call to the nearest hospital. Advise the CITMO base for traffic assistance and monitor the status of the team until the quarter's arrival. Further, for police operations, particularly victims who sustained gunshot, and upon the arrival of the EMS team (medic) and after thorough examination and evaluation, and for the obvious reason that the body has already been examined meaning no signs of life for an hour or more. The medic team will not allow bringing the body to the hospital. This will be automatically referred to the PNP-SOCO for further investigation.

### **2.1.3 ROAD CRASH**

Road crashes should be attended/responded to immediately by the emergency team in the quickest time, regardless who made the call (concerned citizen or passenger), get the call sign or contact number and name of the caller, then get the exact location and landmark of the incident, as well as the vehicles involved in the accident and the number of casualty or casualties. The Operator/Dispatcher will report the incident to PNP/250 base immediately.

The operator/dispatcher shall order an emergency dispatch to the incident and give the time. Advise the CITMO base to assist the team for traffic assistance then monitor the time of response. Wait for the advice on the patient's status and make the advance call to the nearest hospital. After the hospital arrival, monitor the team's status until the quarter arrival.

### **2.1.4 NON-EMERGENCY DISPATCH/REQUEST (CHECK-UP .ETC.)**

Non-Emergency Request/Dispatch like a routine medical check-up, for Chemotherapy, Hemodialysis, and other related requests shall first secure a written request letter addressed to the Hon. Alex L. Advincula, City Mayor, thru the CDRRMO Head for further approval and disposition at least 2 days prior to the scheduled check-up or as the case may be when the situation permits.

### **2.1.5 TRANSFER PATIENT REQUEST FROM HOSPITAL TO ANOTHER HOSPITAL**

Request for transfer of a patient from hospital to another hospital shall be advised to make a written request letter addressed to CDRRMO Head for approval. Further, the concerned relative or immediate member of the family shall make necessary coordination to the chosen hospital to be transferred in order to approve the request.



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Note: Failure to comply with the "hospital coordination procedures" may disapprove the transfer request. This procedure is required by the hospital concerned as their SOPs.

**2.1.6 NON-EMERGENCY REQUEST DISPATCH FOR TRANSPORT SERVICES NOT USING AMBULANCE VEHICLE**

For Non-Emergency Requests, the 107 rescue vehicle shall be dispatched for this kind of request. Requests made from different departments or requesting parties must secure a written request letter addressed to CDRRMO Head for disposition and approval within 30 minutes. A non-emergency form from Radio Operator/Dispatcher will be given to the assigned driver for proper recording/encoding of the schedule.

Example of Non-Emergency Dispatch

- Transport services including hauling of personnel to other places as may be requested
- Request from the different departments as needed and necessary
- Other duty transport requests.

**2.1.7 NON-EMERGENCY REQUEST/DISPATCH USING FIRE TRUCK VEHICLES INTENDED ONLY FOR WATER RATIONING AND OTHERS**

Non-Emergency request/dispatch using fire truck vehicles for water rationing and other related forms of request from other departments, civilian personnel, and CITMO. Subdivision and Homeowners Association shall first submit a written request letter addressed to the CDRRMO Head for disposition and approval at least 30 minutes prior to such request.

**2.1.8 HOSPITAL TO RESIDENCE TRANSFER**

Hospital to Residence Transfer will be allowed only if the patient is totally bedridden and shall request a written notice/letter prior to his/her dispatch and shall seek the approval of the CDRRMO Head.

**2.1.9 EMERGENCY MEDICAL TEAM ON DUTY**

EDS should verify and monitor every dispatch including ambulance dispatches that are in doubt if really needed to be transported. The Operator/Dispatcher will deploy the team on the said reported event and when the team is on-site the





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Operator/Dispatcher will verify the situation with the ambulance team leader. After verification, the EDS shall monitor the team status until quarter arrival.

## **2.2 FIRE EMERGENCY DISPATCH**

Fire emergency dispatch will be attended to and responded to immediately upon receiving a call or an alarm call from BFP to provide support. Radio Operator/Dispatch will raise the alarm to the fire/rescue team for immediate response. One (1) team rescue/ ambulance vehicle will immediately dispatch to support the fire incident.

### **2.2.1 RESIDENTIAL**

If the call for a fire emergency is residential, the Operator/Dispatcher should dispatch the fire truck team with the ambulance team if there are reports of casualties. Contact the barangay hall of the said incident to verify the location, ask about the situation of the residential fire, and if needed ask for assistance in controlling the crowd. Then inform the BFP about the report of the residential fire. Get the exact address, landmark, or street name to Ground Commander and call the MERALCO to cut the line. Advise the CITMO base for traffic assistance. If there are concerns about Law and Order, report them to the PNP. Inform the Barangay Fire Trucks for back-up and also the Red Cross (484-6266) for additional back-up if the alarm is raised to a second alarm.

### **2.2.2 GRASS FIRE**

In case of a grass fire, the Operator/Dispatcher should dispatch the fire truck team. Contact the barangay hall of the said incident to verify the location, and ask for the status of the fire. Then, inform the BFP about the report of a grass fire and advise the CITMO base for traffic assistance.

### **2.2.3 RULES ON AUGMENTATION FOR VARIOUS ALARMS RAISED**

Fire alarms raised by the BFP Imus Station shall correspond with the status of the Fire Incident; the EDS should verify the Fire Alarm level and ready the barangay fire trucks for possible deployment.



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**RUNNING CARD SYSTEM  
(FIRETRUCK RESPONSE DURING FIRE INCIDENT)**

<b>LOCATION OF FIRE</b>	<b>RESPONDING LEVEL</b>	<b>RESPONDING FIRE TRUCK</b>	<b>GROUND COMMANDER</b>
ALAPAN I-A ALAPAN I-B ALAPAN I-C	1 <sup>st</sup> RESPONSE	<b>CLUSTER 1</b> BFP CDRRMO ALAPAN I-A BUCANDALA 3 (1-C AREA) PAG-ASA 3 (1-A & 1-B AREA)	BFP
	2 <sup>nd</sup> RESPONSE	BAYAN LUMA 3 MALAGASANG I-A ALAPAN II-A ANABU I-C ANABU II-B MALAGASANG II-B ANABU II-F PRVA BUHAY NA TUBIG PASONG BUAYA 2 MARANATHA	
ALAPAN II-A – II-B	1 <sup>st</sup> RESPONSE	BFP CDRRMO ALAPAN II-A BUCANDALA III BAYAN LUMA III MALAGASANG I-A ANABU I-C ANABU II-B ANABU II-F PRVA BUHAY NA TUBIG PASONG BUAYA II MARANATHA	BFP
	2 <sup>nd</sup> RESPONSE		
CARSADONG BAGO I	1 <sup>st</sup> RESPONSE	<b>CLUSTER 2</b> BFP CDRRMO ALAPAN I-A BAYAN LUMA III (CAR BAG RD. AREA) BUCANDALA III (NIA RD. AREA)	BFP



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	2 <sup>ND</sup> RESPONSE	PAG-ASA III PRVA BUHAY NA TUBIG ALAPAN II-A MALAGASANG I-A ANABU I-C ANABU II-B MALAGASANG I-B ANABU II-F MARANATHA PASONG BUAYA II	
CARSADANG BAGO II	1 <sup>ST</sup> RESPONSE	BFP CDRRMO PAG-ASA III ALAPAN I-A	BFP
	2 <sup>ND</sup> RESPONSE	BUCANDALA III BAYAN LUMA III PRVA BUHAY NA TUBIG ALAPAN II-A MALAGASANG I-A ANABU I-C ANABU II-B MALAGASANG II-B ANABU II-F MARANATHA PASONG BUAYA II	
MEDICION I-A – I-D	1 <sup>ST</sup> RESPONSE	BFP CDRRMO BAYAN LUMA III ALAPAN I-A	BFP
	2 <sup>ND</sup> RESPONSE	PAG-ASA III BUCANDALA III ANABU I-C ANABU II-B BUHAY NA TUBIG PRVA ALAPAN II-A MALAGASANG I-A MALAGASANG II-B ANABU II-F MARANATHA PASONG BUAYA II	
MEDICION II-A – II-F	1 <sup>ST</sup> RESPONSE	BFP CDRRMO PAG-ASA III ALAPAN I-A	BFP



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	2 <sup>nd</sup> RESPONSE	BAYAN LUMA III BUCANDALA III ANABU I-C ANABU II-B BUHAY NA TUBIG PRVA ALAPAN II-A MALAGASANG I-A MALAGASANG II-B ANABU II-F MARANATHA PASONG BUAYA II	
PAG-ASA I-III	1 <sup>ST</sup> RESPONSE	BFP CDRRMO PAG-ASA III ALAPAN I-A	BFP
	2 <sup>ND</sup> RESPONSE	BUCANDALA III BAYAN LUMA III PRVA BUHAY NA TUBIG ALAPAN II-A MALAGASANG I-A ANABU I-C ANABU II-B MALAGASANG II-B ANABU II-F MARANATHA PASONG BUAYA II	
		<b>Cluster 3</b>	
ANABU I-A – I-G	1 <sup>ST</sup> RESPONSE	BFP CDRRMO ANABU I-C ANABU II-B	BFP
	2 <sup>ND</sup> RESPONSE	BAYAN LUMA III BUHAY NA TUBIG PRVA BUCANDALA III MALAGASANG I-A ALAPAN I-A MALAGASANG II-B PAG-ASA III ALAPAN II-A PASONG BUAYA II ANABU II-F MARANATHA	





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		<b>Cluster 4</b>	
ANABU II-A – II-B	1 <sup>ST</sup> RESPONSE	BFP CDRRMO ANABU II-B ANABU I-C	BFP
	2 <sup>ND</sup> RESPONSE	BAYAN LUMA III BUHAY NA TUBIG PRV BUCANDALA III MALAGASANG I-A ALAPAN I-A MALAGASANG II-B PAG-ASA III ALAPAN II-A PASONG BUAYA II ANABU II-F MARANATHA	
ANABU II-C – II-D	1 <sup>ST</sup> RESPONSE	BFP CDRRMO ANABU II-B ANABU I-C (ANABU MAIN RD. AREA) MALAGASANG II-B (AGUINALDO HIGHWAY, OPEN CANAL, ANABU COASTAL RD. AREA)	BFP
	2 <sup>ND</sup> RESPONSE	ANABU II-F MARANATHA MALAGASANG I-A PASONG BUAYA II BUHAY NA TUBIG PRVA BUCANDALA III BAYAN LUMA III ALAPAN I-A ALAPAN II-A PAG-ASA III	
ANABU II-E – II-F	1 <sup>ST</sup> RESPONSE	BFP CDRRMO ANABU II-F MARANATHA MALAGASANG II-B (AGUINALDO HIGHWAY AREA) ANABU II-B (ANABU MAIN RD. AREA)	BFP



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	2 <sup>ND</sup> RESPONSE	PASONG BUAYA II ANABU I-C MALAGASANG I-A BUHAY NA TUBIG PRVA BUCANDALA III BAYAN LUMA III ALAPAN I-A PAG-ASA III ALAPAN II-A	
BAYAN LUMA I - IX	1 <sup>ST</sup> RESPONSE	<b>Cluster 5</b> BFP CDRRMO BAYAN LUMA III BUCANDALA III ANABU I-C (AGUINALDO HIGHWAY AREA) ALAPAN I-A MALAGASANG I-A PAG-ASA III ALAPAN II-A ANABU II-B BUHAY NA TUBIG PRVA MALAGASANG II-B MARANATHA ANABU II-F PASONG BUAYA II	BFP
	2 <sup>ND</sup> RESPONSE	ALAPAN I-A MALAGASANG I-A PAG-ASA III ALAPAN II-A ANABU II-B BUHAY NA TUBIG PRVA MALAGASANG II-B MARANATHA ANABU II-F PASONG BUAYA II	
BAHAYANG PAG-ASA BAGONG SILANG MAGDALO PINAGBUKLOD MAHARLIKA	1 <sup>ST</sup> RESPONSE	<b>Cluster 6</b> BFP CDRRMO BUHAY NA TUBIG PRVA ANABU I-C PASONG BUAYA II ANABU I-C ANABU II-B BAYAN LUMA III BUCANDALA III ALAPAN I-A ALAPAN II-A PAG-ASA III MALAGASANG II-B MALAGASANG I-A ANABU II-F MARANATHA	BFP
	2 <sup>ND</sup> RESPONSE	PASONG BUAYA II ANABU I-C ANABU II-B BAYAN LUMA III BUCANDALA III ALAPAN I-A ALAPAN II-A PAG-ASA III MALAGASANG II-B MALAGASANG I-A ANABU II-F MARANATHA	



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ESPELETA I – III  
PASONG BUAYA I - II

1<sup>ST</sup> RESPONSE

BFP  
CDRRMO  
BUHAY NA TUBIG  
PASONG BUAYA II

BFP

2<sup>ND</sup> RESPONSE

ANABU II-B  
PRVA  
ANABU II-F  
MARANATHA  
MALAGASANG II-B  
ANABU I-C  
MALAGASANG I-A  
BUCANDALA III  
ALAPAN I-A  
PAG-ASA III  
ALAPAN II-A

**Cluster 7**

BUHAY NA TUBIG  
TANZANG LUMA I – VI  
PALICO I - IV

1<sup>ST</sup> RESPONSE

BFP  
CDRRMO  
BUHAY NA TUBIG  
PRVA

BFP

2<sup>ND</sup> RESPONSE

ANABU I-C (TANZANG LUMA)  
ANABU II-B  
PASONG BUAYA II  
BAYAN LUMA III  
BUCANDALA III  
ALAPAN I-A  
MALAGASANG I-A  
PAG-ASA III  
ALAPAN II-A  
MALAGASANG II-B  
ANABU II-F  
MARANATHA

**Cluster 8**

POBLACION I-A – IV-D

1<sup>ST</sup> RESPONSE

BFP  
CDRRMO  
BAYAN LUMA III  
BUCANDALA III

BFP

2<sup>ND</sup> RESPONSE

ALAPAN I-A  
PAG-ASA III  
ANABU I-C  
MALAGASANG I-A  
ALAPAN II-A  
ANABU II-B  
MALAGASANG II-B  
BUHAY NA TUBIG  
PRVA  
ANABU II-F





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TOCLONG I-A – II-B	1 <sup>ST</sup> RESPONSE	MARANATHA PASONG BUAYA BFP	BFP
	2 <sup>ND</sup> RESPONSE	CDRRMO ALAPAN I-A PAG-ASA III BAYAN LUMA III BUCANDALA III PRVA BUHAY NA TUBIG ANABU I-C ANABU II-B ALAPAN II-A MALAGASANG I-A MALAGASANG II-B MARANATHA ANABU II-F PASONG BUAYA II	
MALAGASANG I-A – I-B	1 <sup>ST</sup> RESPONSE	<b>Cluster 9</b> BFP CDRRMO	BFP
	2 <sup>ND</sup> RESPONSE	MALAGASANG I-A BUCANDALA III MALAGASANG II-B BAYAN LUMA III ALAPAN II-A ALAPAN I-A ANABU I-C ANABU II-B ANABU II-F MARANATHA PASONG BUAYA II PAG-ASA III BUHAY NA TUBIG PRVA	
MALAGASANG I-C – II-B	1 <sup>ST</sup> RESPONSE	BFP	BFP
	2 <sup>ND</sup> RESPONSE	CDRRMO MALAGASANG I-A MALAGASANG II-B BUCANDALA III MARANATHA BAYAN LUMA III ANABU II-F ALAPAN I-A ANABU I-C ALAPAN II-A ANABU II-B	



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MALAGASANG II-C – II-G	1 <sup>ST</sup> RESPONSE	PRVA BUHAY NA TUBIG PASONG BUAYA II PAG-ASA III BFP	BFP
	2 <sup>ND</sup> RESPONSE	CDRRMO MALAGASANG II-B ANABU II-F MARANATHA MALAGASANG I-A PASONG BUAYA II ANABU II-B BUCANDALA III ANABU I-C ALAPAN I-A ALAPAN II-A BAYAN LUMA III BUHAY NA TUBIG PRVA PAG-ASA III	

**2.3 SEARCH AND RESCUE / SEARCH AND RETRIEVAL**

When the EDS receives a call in need of search and rescue or retrieval the Operator/Dispatcher should recall the SAR team and be ready for deployment. Upon deployment EDS should develop communication to the barangay asking questions for the identification of the person who needs to be rescued and get the caller/person's information (name, what happened, contact number and exact location of the incident, Last place seen, Last clothes wore, Address, Age, any description of the missing person, also ask for assistance in the confinement of area the Radio Operator seeks clearance before sending the responders to the location of the incident and ensuring unauthorized people cannot enter in the area. Also, communicate to the Barangay Captain or Barangay Official who is familiar with the affected or target area and include the Barangay Health Emergency Response Team (BHERT). If additional resources are needed the Operator/Dispatcher can identify the rescue group or agency (PNP, BFP, ACVDs, AFP/Coast Guard Reserve Group).



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## **2.4 LAW AND ORDER**

The standard Operating Procedures of the Philippine National Police for the City of Imus Headquarters shall be formed part of this order when it comes to criminality and violation of Law and Order. It shall be attached to this order and formed part of the SOP.

## **2.5 ACTIVATION OF EMERGENCY OPERATIONS CENTER**

During activation of EOC, the Contingency Plan for such effects of hazards shall be activated. The Operations Center shall be transformed into the designed response mechanisms for particular incidents where the Incident Management Team Members and the Response Clusters as cited in the Contingency Plans shall be fully activated.

The Emergency Dispatch and the Monitoring shall act accordingly with the protocol of the EOC.

## **2.6 SUBMISSION OF REPORT**

In every event of an emergency and non-emergency dispatches, the EDS should remind and report regarding the dispatches, including post evaluation of every response and dispatcher. Recognize all personnel on duty that honed in the operations. Make an evaluation of the operation conducted by the team as it serves as a reality check of what went right or what went wrong during the event and keep track of feedback to be documented and reduced to a proper incident report.

**Section 3. Repealing Clause-** Any issuances or order, or part thereof, which is/are inconsistent with this order is/are hereby repealed accordingly.

**Section 4. Separability Clause-** If any provision of this order shall be held invalid or unconstitutional, the remaining provisions thereof not affected thereby shall remain in full force and effect.

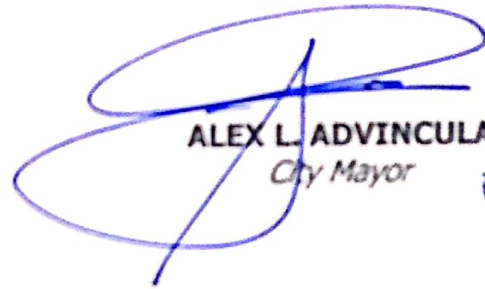
**Section 5. Effectivity-** This Executive order shall take effect immediately upon the approval hereof and shall remain in full force and effect unless sooner revoked or amended by the Local Chief Executive.





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**DONE** and **SIGNED** this 9<sup>th</sup> day of September 2022, City of Imus.

  
**ALEX L. ADVINCULA**  
*City Mayor* ✪