

District Disaster Management Plan

Volume - I 2019-2020



Emergency Operation Center (Disaster Management) Collector office, Bharuch



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PREFACE

The district disaster management plan is part of multi- level planning advocated by the disaster Risk Management Programme an initiative of the government of Gujarat Preparedness of such a plan for Bharuch assumes significance given multi hazards scenario of the district i.e. natural and Disaster includes flood, cyclone, and storm surge and man-made includes industrial- chemical, fire, building collapse, communal right are main hazards of the district. Several efforts have been made over the years to address all these hazards by the district administration. However there remained several gaps which needed urgent plugging in.

The Multi –Hazards District Disaster Management Plan of Bharuch District is divided in two Volumes Volume-I and Volume-II.

This is a Volume - I is basically action plan for various hazards, which envisages an Incident Response System with a clear line of command but also provide garter role clarity with delegation of specific power and responsibility to each staff in the structure

Volume II is a comprehensive document covering all possible hazards, with a systematic analysis of risk & vulnerability, elements at risk and level of compact through scientific and experience developed by the team of district administration.

I appreciate the work carried out by Mr. Shaileshkumar Jiyani, District Project Officer of GSDMA and Bharuch District who has been taken lead for developing and compiling DDMP – Volume I for the year 2016 .I also appreciate support from Disaster Management Team members. It is hoped that the plan would concert guidelines towards preparedness and quick response in case of an emergency and help in realizing sustainable disaster risk reduction for the district in the long run.

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Collector Bharuch**

8th May 2019

ABBREVLATION

AC	Area Commander
ADC	Additional District Collector
ADM	Additional District Magistrate
ATF	Additional Turbine Fuel
BDO	Block Development Officer
DDMA	District Disaster Management Authority
ESF	Emergency Support Staff
GSU	Ground Support Unit
He	He/She
His	His/her
Him	Him/Her
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMD	Indian Metrological Department
IMO	Information and Media Officer
IRS	Incident Response System
IRTS	Incident Response Teams
ISS	Incident Status Summary
LO	Liaison Officer
LS	Logistic section
LSC	Logistic section Chief
NDRF	NDRF National Disaster Response Force
NGO	Non Government Organization
NSS	Nationl Service Scheme
NYKS	Naheru Yuva Kendra Sangathan
NO	Nodal Officer
OS	Operation Section
OSC	Operation Section Chief
PS	Planning Section
PSC	Planning Section Chief
PD	Project Director
PHD	Public Health Department
POL	Petrol, Oil, Lubricants
RO	Responsible Officer
RBD	Response Branch Director
SEC	State Executive Committee
SP	Superintendent Of Police
SUL	Situation Unit Lesder
Sup.BD	Support Branch Dirsctor
TB	Transporation Branch
TS	Technical Specialist
TUL	Time Unit Leader
UC	Unified Commanad
UL Bs	Urban Local Bodies

Incident Response System

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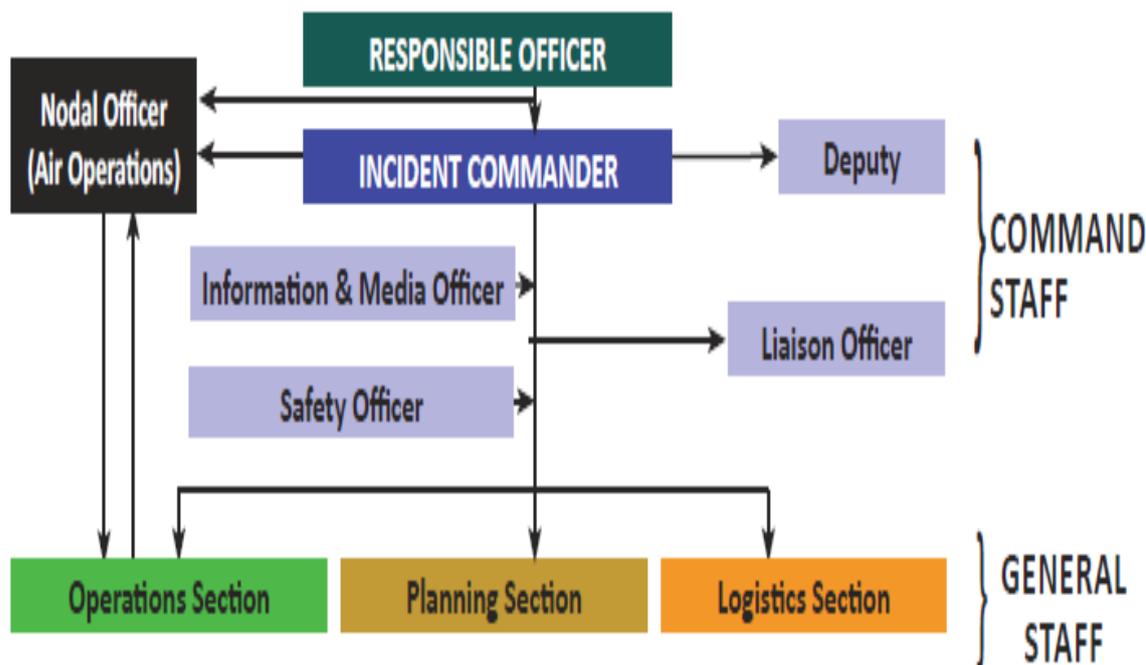
Incident Response System

Definition:

The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. The IRS identifies and designates officers to perform various duties and get them trained in their respective roles. If IRS is put in place and stakeholders trained and made aware of their roles, it will greatly help in reducing chaos and confusion during the response phase. Everyone will know what needs to be done, who will do it and who is in command, etc. IRS is a flexible system and all the Sections, Branches and Units need not be activated at the same time. Various Sections, Branches and Units need to be activated only as and when they are required.

IRS organization:

The IRS organization functions through Incident Response Teams (IRTs) in the field. In line with our administrative structure and DM Act 2005, Responsible Officers (ROs) have been designated at the State and District level as overall in charge of the incident response management. The RO may however delegate responsibilities to the Incident Commander (IC), who in turn will manage the incident through IRTs. The IRTs will be pre-designated at all levels; State, District, Sub-Division and Block. On receipt of Early Warning, the RO will activate them. In case a disaster occurs without any warning, the local IRT will respond and contact RO for further support, if required. A Nodal Officer (NO) has to be designated for proper coordination between the District, State and National level in activating air support for response. Apart from the RO and Nodal Officer (NO), the IRS has two main components; a) Command Staff and b) General Staff.



Command Staff:-

The Command Staff consists of Incident Commander (IC), Information & Media Officer (IMO), Safety Officer (SO) and Liaison Officer (LO). They report directly to the IC and may have assistants. The Command Staff may or may not have supporting organizations under them. The main function of the Command Staff is to assist the IC in the discharge of his functions.

General Staff

The General Staff has three components which are as follows;

Operations Section (OS)

The OS is responsible for directing the required tactical actions to meet incident objectives.

Management of disaster may not immediately require activation of Branch, Division and Group. Expansion of the OS depends on the enormity of the situation and number of different types and kinds of functional Groups required in the response management. The roles and responsibilities of OS have been discussed in Chapter-6.

Planning Section (PS)

The PS is responsible for collection, evaluation and display of incident information, maintaining and tracking resources, preparing the Incident Action Plan (IAP) and other necessary incident related documentation. They will assess the requirement of additional resources, propose from where it can be mobilized and keep IC informed. This Section also prepares the demobilization plan.

Coordination response at the district level

The District Magistrate/DC is the head of the District administrative set up and chairperson of the DDMA as per the DM Act, 2005. He has been designated as the RO in the District.

The heads of different departments in the District will have separate roles to play depending on the nature and kind of disaster. The roles and responsibilities of the members of the DDMA will be decided in advance in consultation with the concerned members. The roles of other line departments also have to be clearly delineated in various disaster situations in the District DM Plan which will be duly approved by the State Government, so that there will be no ambiguity about their functions during response.

DISTRICT INCIDENT RESPONSE STRUCTURE-KEY OFFICERS

Taskforce	Taskforce Operation Room/Contact Number	Taskforce leader/Contact Number	TASKFORCE-Alternate LEADER /Contact Number
Incident Commander - District Collector -02642-222332			
Alternate Incident Commander- Resident Addl. District Collector 02642-222332 (M) 99784-05177			
1. Warning and Communications	RAC Office	RAC 02642-222332 Mo -99784-05177	-
2. Law & Order	Police Control Room (CR)	DSP 02642-223600 Mo -9978405066	Dy. SP/ 02642-223433
3. Search & Rescue	Fire Brigade CR	fire Officer 02642-220143	9574007002
4. Public Works	R&B-CR	Ex. Engr, R&B/ 02642-651642 9825562962	Ex. Engr, R&B/GMC
5. Shelter	Edu. Office-CR	District Education Officer 02642-240424/9909970211 District Primary education officer 02642-244210/9099025943	
6. Water Supply	GWSSB-CR	Ex. Engr. GWSSB/ 02642-265560 /9978440706	Ex.Engr. Waterworks, GMC 9978406654
7. Food & Relief supplies	DSO-CR &DDO office	District Supply Officer 02642-241500 / 7567021674	
8. Public Health & Sanitation	District Health Centre,	CDHO 02642- 243660/9727702155	
9. Power	GEB-CR DGVCL	Supt. Engr GEB/ 02642-245402	9825603168 9925208084
9. Power	GEB-CR GETCO	Supt. Engr GEB/ 02642-227306	9925211179
10. Logistics	DDO office	DDO(O) 02642-240603 9978406230	Dy. DDO/ 02642-252473
11. Animal Health & Welfare	A & H Office	Dy. Director, A&H/ 02642-252471 / 9427344510	
12. Damage Assessment/Survey	RAC office	RAC 02642-222332 Mo -99784-05177	
13. Media/public Information	Information Dept. CR	District Info Officer/ 02642-222348 / 9824979504	Dy. DIO/
14. Planning and coordination	Collector's office	Collector / 02642-240600 M- 9978406205	RAC 02642-222332 Mo -99784-05177
15. Finance/Administration/ protocol	RAC office/ dy collector protocol	RAC 02642-222332 Mo -99784-05177	DEOC 02642-242300

Note: for municipal areas, the Chief fire Officer is the taskforce leader of the Search & Rescue. While a Deputy collector should be appointed as taskforce leader for search and Rescue operation in non-municipal areas.

**DISTRICT DISASTER MANAGEMENT COMMITTEE (DDMC)
OF
BHARUCH DISTRICT**

S.No	Name of the Department	Head of the Department	Phone Numbers			
			Office	Fax	Resident	Mobile
1	Revenue	Collector	240600	240602	223701	9978406205
2	Revenue	Res. Addi.Collector	222332	240602	231275	9978405177
3	Panchyat	DDO	240603	240951	240880	9978406230
4	Home	Superintendent of Police	223633	223401	223330	9978405066
5	GSDMA	District Project Officer	265050	251900		9428057174
6	Road & Buildings (R&B)	Executive Engineer (R&B) State	651641	241476	651642	9825562962
7	Health & Family Welfare	Chief District Health Officer (Panchyat)	243660	261332	261332	9727702155
8	Ex.Engr. Panchyat R&B	252471 to 478 9EX-132)	240951	240951		9913750037 7567020056
9	Education	District Education Officer (Secondary)	240424	240424	221800	9909970211 9909971661
10	Education	District Education Officer (Primary)	244210 240951	240951		9099025943
11	Port Authority	Port Officer	241772	243140	269004	9998057507
12	Fisheries	Superintendent of Fisheries	240453	240453		9879335412
13	I/c Forest	Dy. Conservation of Forest (Social Forestry)	269065	222330	241734	7567898348 9726875656 9426575986
14	Water Supply	Ex.Engineer,GWSSB		265581		997840706

			265560			
15	Labour & Employment	Dy. Director. Industries Safety & Health	240421	240421	225838	9426046828
16	Information Department	Dy. Director Information	222348 243778	240850	264003	9824979504
17	Rural Development	Director DRDA	241953	240745	247557	9426770347
18	State Road Transport	Asst. RTO	233102 240653		25211224	9825165290 9537988999
19	Agriculture	DAO	252471	240951		9825695200
20	Animal Husbandry	Dy. Director (Animal Husbandry)	24314625 2471	240951		9427344510
21	Western Railway	Station Superintendent	261800			9724098417
22	GEB (GETCO)	Superintendent Engineer	227306	02642 227303		9925218526
23	GEB (DGVCL)	Superintendent Engineer	245402 229189		245775	9825603168
24	State Transport ST	Divisional Controller	228650			9998953110
25	Food & Civil Supplies	District Supply Officer	241500	240862	266335	7567021674
26	Civil Defense	Inspector Civil Defense	02646- 225700			9925563237
27	Home Guards	District Home guards	260150			9924136545
28	(GPCB)	Regional Officer (Bharuch)	246333			9427825119 9427318615
29	(GPCB)	Regional Officer (Anklesvar)	02646- 222933	02646- 222933		7574827582
30	CDMO	Civil Surgeon	241759	241759		9426891971 9426043580
31	GLDC	Add. Director	229122			9975251235 9974563341
32	NH (Central)	Project Director	0261-			9978959591

		Surat	2221223			
33	NH (Central)	Project Director, Bharuch	02642-230800			9643123825
34	GSRDC	Dy. Engineer (Baroda)	-	-	-	9974041101
35	SSSN		229282	229287		9909028735
36	MIP-Drainage	Dy. Engineer (Ank)	02646-250303	222827		9978405572 9978405572
37	State NH		241426	269159		
38	GIDC (Bharuch)	Ex. Engineer	242432 224183			8140870352
39	Notified Area Anklesvar	Chief Officer	02646-222487	251750		9879110045
40	Irrigation	Ex. Engineer Dist. Panchyat	243905	243905		9979414341
41	Notified Area GIDC, Anklesvar	Dy. Ex. Engineer	02646-222487	251750		9909009051
42	Notified Area GIDC Panoli	Dy. Ex. Engineer	02646-272747	272747		9909009051
43	CWC Bharuch	Ex. Engineer	02642-249848			9824420502
44	Asst. Commissioner Food and Drugs		02642-269525			9825639971
45	Irrigation (Ukai)	Ex. Engineer (Ank-Hansot)	02646-247403	247451		9879068434 9099954106

CONTACT DETAILS OF LIASION OFFICER

TALUKA	DESIGNATION	OFF-PHONE	MOBILE
Bharuch City & Rural	SDM-Bharuch	02642-241980	9978405256
Ankleshvar	SDM- Anklesvar	02646-242648	7567011436

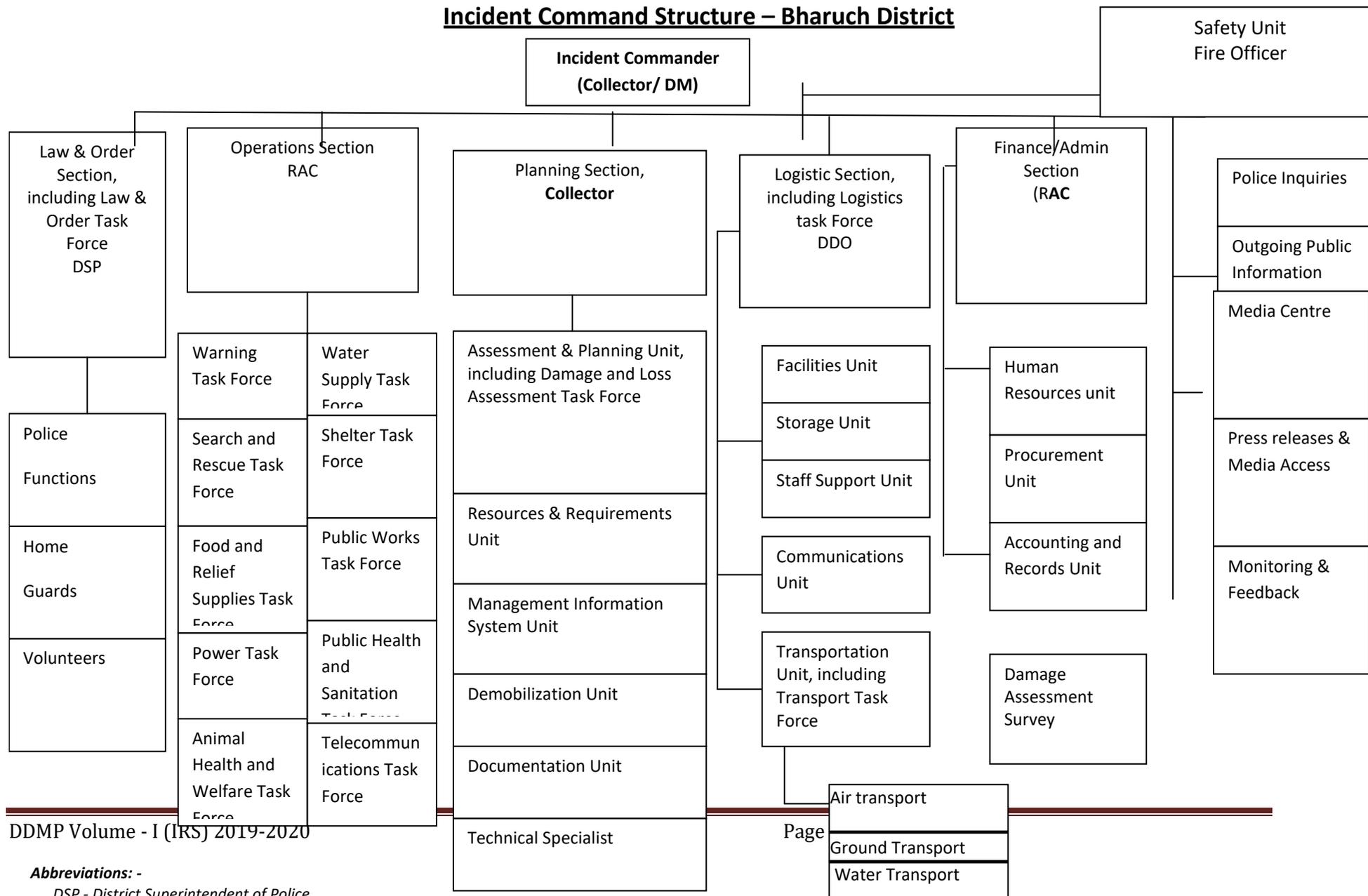
Jambusar	SDM-Jambusar	02644-220191	7567011407
Amod	District Planning Officer Bharuch	02642-240771/ 228287	9586998209
Jhagadia	Asst. Collector, Jhagadia	02645-220036	7567011411
Valia	PO-cum TDO valia	02643-270626	7567018204
Netrang	PO cum TDO-Jhagadia	02642-220036	7567018293
Hansot	Dy.DDO (dev.) District Panchyat	02642-252478	7567017319
Vagra	Dy.collector-StampDuty	02642-240650	9033180849

Contact Details of Prant Officer / Mamlatdar / TDO & Chief Officers in District:-

Taluka Name	Designation	Officer Name (Shri)	Code	(O)	Mobile	Police Station
Amod	Prant Officer	Shri A K Kalsariya	2644	220170	7567011407	245333
	Mamlatdar	Shri K H Taral	2641	245040	7567001322	
	TDO	Shri T B Thakar		245269	9825764721	
	Chief Officer	I/C Shri Rahul Dodiya		245442	7434817102	
Jambusar	Prant Officer	Shri A K Kalsariya	02644	220191	7567011407	222411
	Mamlatdar	Shri B A Rohit	220070	7567001547		
	TDO	Shri N B Chaudhari	220071	7567012606		
	Chief Officer	Shri Rahul Dodiya	220360	7434817102		
Bharuch	Prant Officer	Shri J V Desai	02642	241980	9879272081,9978405256	245801
	Mamlatdar	Shri P D Patel	243536	7567001377		
	TDO	Shri Sonava	243404	9427175132		

	Chief Officer	Shri Sanjay Soni		243525	9574700002	
Vagra	Prant Officer	Shri J V Desai	02642	241980	9879272081,9978405256	224233
	Mamlatdar	Shri H N Rathwa	02641	225221	9909668439	
	TDO	Shri B S Zaria		225223	7567012640 9429555963	
Hansot	Prant Officer	Shri R K Bhagora	02646	227648	7567011476	262033
	Mamlatdar	Shri J H Rathwa		262026	7567001392	
	TDO	Shri V G Naik		262025	7567012651	
Ankleshwar	Prant Officer	Shri R K Bhagora	02646	227648	7567011436	247352
	Mamlatdar	Shri B U Mahida		224603	7567001495	
	TDO	Vanitaben M Patel		247801	7567012651	
	Chief Officer	Shri Prashantbhai Parikh		247137	9099918903	
Jhagadia	Prant Officer	Ms Neha Singh (IAS)	02645	220052	7567011436	220033
	Mamlatdar	Shri J A Rajvanshi		220039	7016095494	
	TDO	Shri N M Patel		220036	7567018293	
Valia	Prant Officer	Ms Neha Singh (IAS)	02645	220052	7567011436	270623
	Mamlatdar	Shri. J J Rathwa	02643	270623	7572941580	
	TDO	Shri K K Patel		270626	7567018204	
Netrang	Prant Officer	Ms Neha Singh (IAS)	02645	220052	7567011436	282338
	Mamlatdar	Shri B KTadvi	02643	282038	9998033621	
	TDO	Shri M B Vasava		282216	7567866901	

Incident Command Structure – Bharuch District

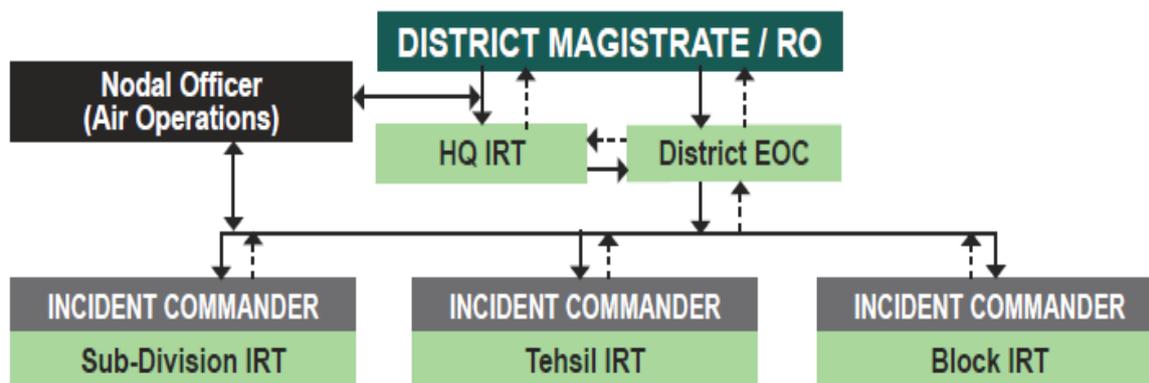


Abbreviations: -

DSP - District Superintendent of Police

RAC - Resident Deputy Collector

AC - Additional District Collector



Roles & Responsibilities of District Magistrate as RO

The District Magistrate / RO will:

- i. ensure that IRTs are formed at District, Sub-Division, Tehsil/Block levels and IRS is integrated in the District DM Plan as per Section 31 of the DM Act, 2005. This may be achieved by issuing a Standing Order by the RO to all SDOs, SDMs and Tehsildars/ BDOs;
- ii. ensure web based / on line Decision Support System (DSS) is in place in EOC and connected with Sub-Division and Tehsil / Block level IRTs for support;
- iii. ensure that toll free emergency numbers existing for Police, Fire and Medical support etc. are linked to the EOC for response, command and control. For e.g., if there is any fire incident, the information should not only reach the fire station but also the EOC and the nearest hospital to gear up the emergency medical service;
- iv. obtain funds from State Government as recommended by the 13th FC (Annexure – XVI) and ensure that a training calendar for IRTs of District is prepared and members of IRTs are trained through ATIs and other training institutions of the District;
- v. delegate authorities to the IC;
- vi. activate IRTs at District headquarter, Sub-Division, Tehsil / Block levels, as and when required;
- vii. appoint / deploy, terminate and demobilize IC and IRT(s) as and when required;
- viii. decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other;
- ix. ensure that IAP is prepared by the IC and implemented;
- x. remain fully briefed on the IAP and its implementation ;
- xi. coordinate all response activities;

- xii. give directions for the release and use of resources available with any department of the Government, Local Authority, private sector etc. in the District;
- xiii. ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required;
- xiv. ensure that when Armed Forces arrive in support for disaster response, their logistic requirements like camping grounds, potable water, electricity and requirement of vehicles etc. are sorted out;
- xv. appoint a NO at the District level to organize Air Operations in coordination with the State and Central Government NO. Also ensure that all ICs of IRTs of the District are aware of it;
- xvi. ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner;
- xvii. deploy the District Headquarter IRTs at the incident site, in case of need;
- xxviii. ensure that effective communications are in place;
- xix. ensure that telephone directory of all ESF is prepared and available with EOC and members of IRTs;
- xx. ensure provision for accountability of personnel and a safe operating environment;
- xxi. in case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level RO;
- xxii. mobilize experts and consultants in the relevant fields to advise and assist as he may deem necessary;
- xxiii. procure exclusive or preferential use of amenities from any authority or person;
- xxiv. conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
- xxv. take other necessary action as the situation demands

Area Command

Area Command is activated when span of control becomes very large either because of geographical reasons or because of large number of incidents occurring at different places at the same time. Area Command may also be activated when a number of administrative jurisdictions are affected. It provides closer supervision, support to the IRTs and resolution of conflicts locally. When a number of Districts get affected, involving more than one Revenue Division, the concept of Area Command may be introduced Revenue Division wise by the State RO. In such cases the District Magistrate (RO) of the District will function as the IC. Similarly the District RO may introduce it Sub-Division wise when a large number of Blocks in different Sub-Divisions get affected. The RO will ensure adequate supporting staff for the AC.

The roles and responsibilities of AC are as follows.

The AC will:

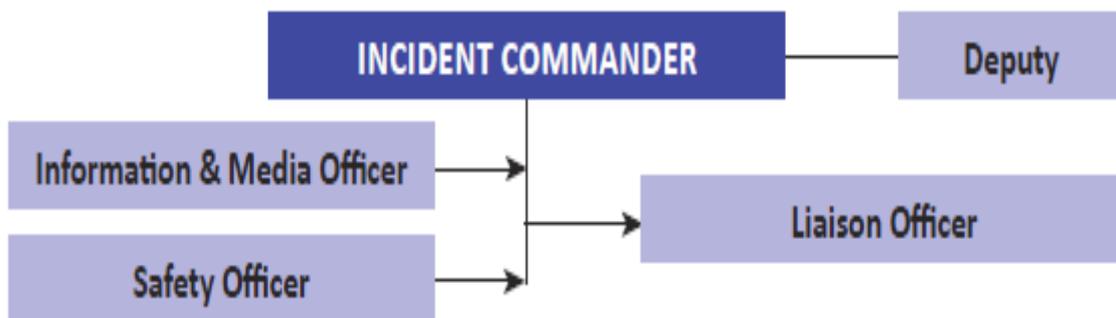
- i. ensure that i. incident management objectives are met and do not conflict with each other;
- ii. allocate critical resources according to identified priorities;
- iii. ensure proper coordination in the management of incidents;
- iv. ensure resolution of all conflicts in his jurisdiction;
- v. ensure effective communications;
- vi. identify critical resource needs and liaise with the EOC for their supply;
- vii. provide for accountability of personnel and ensure a safe operating environment; and
- viii. Perform any other tasks as assigned by the RO.

Incident Commander (IC) and Command Staff

The IC is the overall in-charge for the management of onsite response to any incident. He is appointed by the RO. He may have a deputy with him depending upon the magnitude and nature of the incident. For his assistance and management of the incident there are two sets of staff:

a) Command Staff and b) General Staff.

The command staff comprises IC, Information & Media Officer (IMO), Safety Officer (SO), and the Liaison Officer (LO).



The IC will:

- i. obtain information on:
 - a) situation status like number of people and the area affected etc.;
 - b) availability and procurement of resources;
 - c) requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp, etc.;
 - d) availability and requirements of Communication system;

- e) future weather behavior from IMD; and
 - f) any other information required for response from all available sources and analyses the situation.
- ii. determine incident objectives and strategies based on the available information and resources;
 - iii. establish immediate priorities, including search & rescue and relief distribution strategies;
 - iv. assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with help of the local police;
 - v. brief higher authorities about the situation as per incident briefing form - 001 enclosed in Annexure-I and request for additional resources, if required;
 - vi. extend support for implementation of AC and UC if considered necessary by the RO;
 - vii. establish appropriate IRS organization with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident;
 - ix. Establish ICP at a suitable place. There will be one ICP even if the
 - x. incident is multijurisdictional. Even a mobile van with complete communication equipment and appropriate personnel may be used as ICP. In case of total destruction of buildings, tents, or temporary shelters may be used. If appropriate or enough space is not available, other Sections can function from a different convenient location. But there should be proper and fail safe contact with the ICP in order to provide quick assistance;
 - ix. Ensure that the IAP is prepared;
 - ensure that team members are briefed on performance of various Activities as per IAP;
 - xi. approve and authorize the implementation of an IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members. It will be reviewed every 24 hours and circulated to all concerned;
 - xii. ensure that planning meetings are held at regular intervals. The meetings will draw out an implementation strategy and IAP for effective incident response. The decision to hold this meeting is solely the responsibility of the IC. Apart from other members, ensure that PSC attend all briefing and debriefing meetings;
 - xiii. ensure that all Sections or Units are working as per IAP;
 - xiv. ensure that adequate safety measures for responders and affected communities are in place;
 - xv. ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved;
 - xvi. ensure that computerized and web based IT solutions are used for planning, resource mobilization and deployment of trained IRT members;

- xvii. consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their procurement;
- xviii. approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and Units etc. and are properly utilized. On completion of assigned work, the resources will be returned immediately for utilization elsewhere or to the department concerned;
- xix. if required, establish contact with PRIs, ULBs, CBOs, NGOs etc. and seek their cooperation in achieving the objectives of IAP and enlist their support to act as local guides in assisting the external rescue and relief teams;
- xx. approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command;
- xxi. authorize release of information to the media;
- xxii. ensure that the record of resources mobilized from outside is maintained so that prompt payment can be made for hired resources;
- xxiii. ensure that Incident Status Summary (ISS) is completed and forwarded to the RO (IRS form-002 is enclosed at Annexure-II);
- xxiv. Recommend demobilization of the IRT, when appropriate;
- xxv. review public complaints and recommend suitable grievance redresser measures to the RO;
- xxvi. ensure that the NGOs and other social organizations deployed in the affected sites are working properly and in an equitable manner;
- xxvii. ensure preparation of After Action Report (AAR) prior to the demobilization of the IRT on completion of the incident response.
- xxviii. perform any other duties that may be required for the management of the incident;
- xxix. ensure that the record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (IRS Form-003) enclosed at Annexure-III; and
- xxx. perform such other duties as assigned by RO.

Roles and Responsibilities of Information and Media Officer (IMO)

The IMO will:

- i. prepare and release information about the incident to the media agencies and others with the approval of IC;
- ii. jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the PS on its activation for incorporation in the IAP;

- iii. ask for additional personnel support depending on the scale of incident and workload;
- iv. monitor and review various media reports regarding the incident that may be useful for incident planning;
- v. organize IAP meetings as directed by the IC or when required;
- vi. coordinate with IMD to collect weather information and disseminate it to all concerned;
- vii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
- viii. perform such other duties as assigned by IC.

Roles and Responsibilities of Liaison Officer (LO)

The LO is the focal point of contact for various line departments, representatives of NGOs, PRIs and ULBs etc. participating in the response. The LO is the point of contact to assist the first responders, cooperating agencies and line departments. LO may be designated depending on the number of agencies involved and the spread of affected area.

The LO will:

- i. maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations;
- ii. carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government;
- iii. monitor Operations to identify current or potential inter-agency problems;
- iv. participate in planning meetings and provide information on response by participating agencies;
- v. ask for personnel support if required;
- vi. keep the IC informed about arrivals of all the Government and Non Government agencies and their resources;
- vii. help in organizing briefing sessions of all Governmental and Non Governmental agencies with the IC;
- viii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
- ix. perform such other duties as assigned by IC.

and Responsibilities of Safety Officer (SO)

The SO's function is to develop and recommend measures for ensuring safety of personnel, and to assess and/or anticipate hazardous and unsafe situations. The SO is authorized to stop or prevent unsafe acts. SO may also give general advice on safety of affected communities.

The SO will:

- i. recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations and review it regularly;
- ii. ask for assistants and assign responsibilities as required;
- iii. participate in planning meetings for preparation of IAP;
- iv. review the IAP for safety implications;
- v. obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities;
- vi. review and approve the Site Safety Plan, as and when required;
- vii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
- viii. perform such other duties as assigned by IC.

General Staff

The General Staff consists of the OS, PS and LS, each having a specific function in the overall response.

Operations Section (OS)

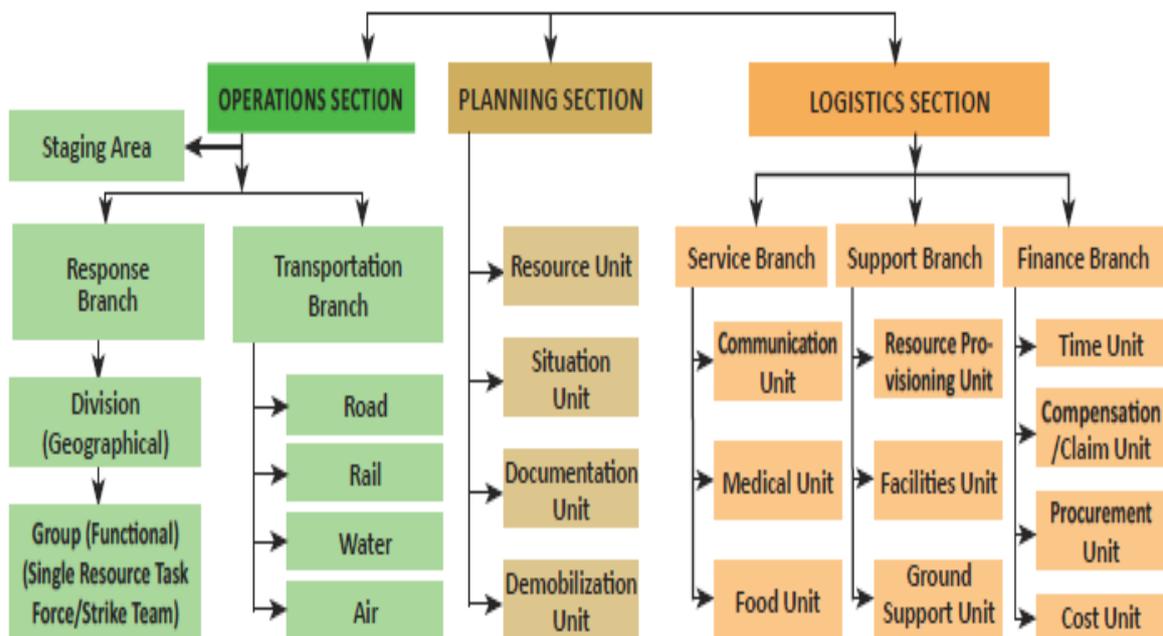
The OS deals with all types of field level tactical operations directly applicable to the management of an incident. This section is headed by an Operation Section Chief (OSC). In addition, a deputy may be appointed to assist the OSC for discharging his functions depending on the magnitude of the work load. OS is further sub-divided into Branches, Divisions and Groups which assist the OSC / IC in the execution of the field operations.

Planning Section (PS)

The PS deals with all matters relating to the planning of the incident response. It is headed by the Planning Section Chief (PSC). This section helps the IC in determining the objectives and strategies for the response. It works out the requirements for resources, their allocation and subsequent utilization. It maintains up-to-date information about the ongoing response and prepares IAP. For the closing phase of the Operations, this Section also prepares the Incident Demobilization Plan (IDP).

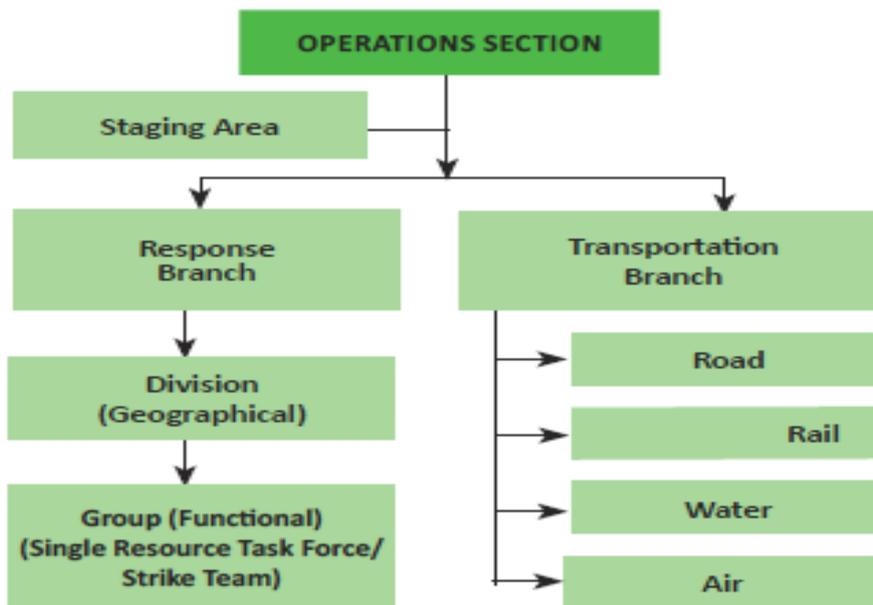
Logistics Section (LS)

The LS deals with matters relating to procurement of resources and establishment of facilities for the incident response. It also deals with all financial matters, concerning an incident. This section is headed by the Logistic Section Chief (LSC) and is an important component of the IRS organization for providing back end services and other important logistic support like communications, food, medical supplies, shelter and other facilities to the affected communities and responders as well. There is a Finance Branch (FB) attached to this Section in order to ensure that the procurements, if any, may be done quickly and in accordance with the financial rules.



Operations Section

The OS comprises Response Branch (RB), Transportation Branch (TB) and Staging Area (SA) and is headed by the OSC. The activation of the RB and TB is situational. The RB consists of various Divisions and Groups depending upon the functional and geographical requirements of the incident response. The Groups are classified by their functional characteristics, such as Single Resource, Strike Teams and/or Task Force. The TB may consist of Road Operations Group, Rail Operations Group, Water Operations Group and Air Operations Group. These Groups are also activated according to the transportation modes that may be required in the incident response. SA is the area where resources mobilized are collected and accounted for. It is from this location that the resources are deployed for specific assignments or tasks.



RB is activated according to the nature of response required. For example in case of earthquake and flood where a lot of houses get damaged or destroyed and people need to be rescued and provided relief and temporary shelter. The rescue and relief group of the Response Branch will be activated to provide these services.

The TB will manage the transportation of the affected people and the movement of relief materials. Groups within the TB like Road group or Water group will be activated as required for managing and providing the Road or Water transport.

Selection of the OSC depends on the nature of operations required. Rescuing people and taking them to shelter in case of earthquake or floods can best be handled by the police/Armed Forces and thus in such cases it should ideally be headed by them. However in cases of such disaster like bird flu epidemic, the main requirement will be providing medical treatment to the victims, vaccinating and culling of birds. In such cases the OS shall have to be headed by Doctors for treatment of victims and supported by Animal husbandry department and Municipal institutions for vaccinating and culling of birds.

In disaster response a large number of duties and activities need to be performed. To meet the various duty requirements, the IRS provides for Single Resource, Task Force and Strike Teams.

As the operational activity increase because of the largeness and magnitude of the disaster, the OSC who is responsible for directing all tactical actions to meet the incident objectives will have to deploy more and more functional teams. It

has been generally accepted that an ideal span of control is 1:5 that is one leader or supervisor can effectively manage five groups.

Operations Section Chief (OSC) i.e. RAC

On activation of the OS, the OSC will assume command of all the field operations and will be fully responsible for directing all tactical actions to meet the incident objectives.

The OSC will report to the IC. He will be responsible for activation, deployment and expansion of his Section as per IAP. As the operational activities increase and because of geographical reasons, the OSC will introduce or activate and expand the Branch into Divisions for proper span of control and effective supervision.

The OSC will:

- i. coordinates with the activated Section Chiefs; manage all field operations for the accomplishment of the incident objectives;
- iii. Ensure the overall safety of personnel involved in the OS and the affected Communities;
- iv. deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc.) in his Section in consultation with IC and in accordance with the IAP; vs assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list (IRS Form-007) for the day as enclosed in

Annexure-VII;

- vi. request IC for providing a Deputy OSC for assistance, if required;
- vii. brief the personnel in OS at the beginning of each operational period;
- viii. ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
- ix. prepare Section Operational Plan in accordance with the IAP; if required;
- x. suggests expedient changes in the IAP to the IC;
- xi. consult the IC from time-to-time and keep him fully briefed;
- xii. determine the need for additional resources and place demands accordingly and ensure their arrival;
- xiii. ensure record of various activities performed (IRS Form-004 enclosed in Annexure- IV) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003 (enclosed in Annexure-III); and
- xiv. perform such other duties as assigned by RO / IC.

Roles and Responsibilities of the Staging Area Manager (SAM).

The SA is an area where resources are collected and kept ready for deployment for field operations. These may include things like food, vehicles and other materials and equipment.

The SA will be established at a suitable area near the affected site for immediate, effective and quick deployment of resources. More than one SA may be established if required. If resources are mobilized at other locations to be ultimately dispatched to the affected areas, these locations are also known as SAs. The overall in-charge of the SA is known as Staging Area Manager (SAM) and he needs to work in close liaison with both the LS and PS through the OSC.

School and college playgrounds, community halls, cyclone shelters and Panchayat Offices, stadia etc. may be used as SA. In case of total destruction of buildings in an incident, tents or temporary shelters may be used for such purposes.

For Air Operations, open space of Airport Authority of India (AAI) may be used for loading and unloading of relief materials. If area of AAI is not available, other suitable places near, Wheelbases etc. will have to be selected for such purpose. For parking of vehicles, playgrounds of the schools or any large plain areas may be used.

Such parking area will preferably have separate entry and exit points. The SAM will arrange for separate entry and exit points to avoid and reduce traffic jam in an emergency.

The SAM will:

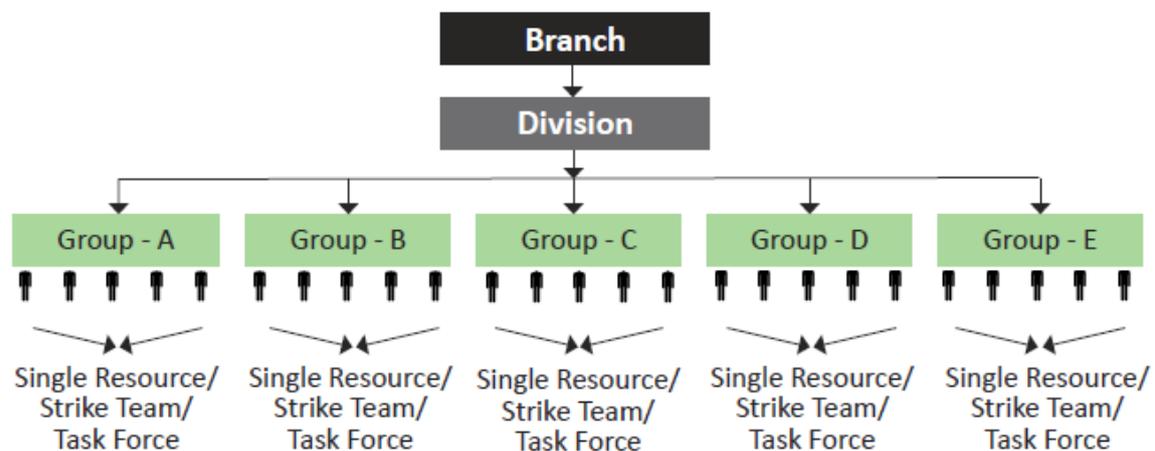
- i. establish the SA with proper layout, maintain it in an orderly condition
- ii. and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc;
- iii. organize storage and dispatch of resources received and dispatch it as per IAP;
- iii. report all receipts and dispatches to OSC and maintain their records;
- iv. manage all activities of the SA;
- v. utilize all perishable supplies expeditiously;
- vi. Establish check-in function as appropriate;
- vii. request maintenance and repair of equipment at SA, as needed;
- xiii. ensure that communications are established with the ICP and other
- xiv. required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc;
- ix. maintain and provide resource status to PS and LS;
- x. demobilize SA in accordance with the Demobilization Plan IRS

- xi. maintain record of various activities performed and send to Sections concerned; and
- xii. perform any other duties as assigned by OSC.

Roles and Responsibilities of Response Branch Director (RBD)

Response Branch is the main responder in the field dealing with the situation and performing various functions. Depending on the scale of disaster, the RBD may have to expand the number of Groups which in turn may require creation of Division. This structure is meant for close supervision by the OSC in the management of a large incident.

The ideal span for supervision is 1:5. i.e. one Branch Director can supervise up to five Divisions, one Division Supervisor can supervise up to five Groups and one Group-in-charge can supervise five teams. More Branches, Divisions, Groups may be formed as required.



The RBD will:

- i. work under the supervision of the OSC and is responsible for the
- ii. implementation of IAP as per the assigned role;
- ii. attend planning meetings as required by the OSC;
- iv. review Assignment Lists IRS Form-005 (enclosed in Annexure -V) for
- v. Divisions or Groups under his Branch;
- iv. assign specific tasks to Division and Groups-in-Charge;
- v. supervise Branch functions;
- vi. resolve conflicts reported by subordinates;
- vii. report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.
- viii. provide Single Resource, Strike Team and Task Force support to various operational

areas;

- ix. ensure that all team leaders maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) relating to their field Operations and send to OSC;
- X. performs any other duties assigned by the OSC;

Roles and Responsibilities of Division Supervisor and Groups-in-charge

As the operational activity increase because of the largeness and magnitude of the disaster, the OSC who is responsible for directing all tactical actions to meet the incident objectives will have to deploy more and more functional teams. There may be such locations which are distant, isolated and difficult to reach. There may also be a situation when simultaneously different types of incidents occur requiring different specialized handling. For example while a lot of building may have collapsed in case of earthquake, gas leaks may also have occurred resulting in fire at a number of places.

The OSC may create a Division for close and proper supervision, when the span of control becomes larger or when some locations are very distant and difficult to reach.

Except for the hierarchical difference, the roles and responsibilities of the Division Supervisors and the Groups-in-charge are the same. Divisions are activated when there are supervisory requirements in an isolated and distant geographical area or for the purpose of a proper span of control when the number of functional Groups increases or for various specialized response.

While Groups-in-charge are assigned to accomplish specific functions within the Branch,

Divisions are created for effective supervision over a large number of Groups.

Division Supervisors and Group-in-charge will:

- i. implements Division or Group assignment list;
- ii. assign resources within the Division or Group under them;
- iii. report on the progress of Operations, and the status of resources within the Division or Group;
- iv. circulate Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V to the leaders of the Group, Strike Team and Task Force;
- v. review assignments and incident activities with subordinates and assign tasks as per the situation;

- vi. coordinate activities with adjacent Divisions or Groups, if required;
- vii. submit situation and resource status to the RBD and the OSC;
- viii. report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC;
- ix. resolve problems within the Division or Group;
- x. participates in the development of IAP for next operational period, if required;
- xi. ensure that record of various activities performed (IRS Form-004 enclosed in Annexure - IV) are collected and sent to the RBD and OSC; and
- xii. perform any other duties as assigned by the RBD/OSC.

Roles and Responsibilities of Single Resource Leader

Single Resource includes both personnel and their required equipment to be deployed in a given incident, e.g. a fire tender with the required personnel, an ambulance with the required medical officer, paramedic and driver etc. For the purpose of a correct and proper requisition and deployment, it is important that the resources should be categorized into 'kind' and 'type'. The ROs of the States and Districts will ensure that the resources are categorized into 'kind' and 'type'. In IRS, resources are categorized under; a) 'kind' and b) 'type'. 'Kind' refers to equipment, vehicles or personnel for example; truck, medical team, bulldozer, etc. 'Type' refers to its capacity for that kind of resource e.g. truck having 1 ton capacity or 2 tons capacity, medical team having 1 doctor and 3 paramedics etc.

The Single Resource Leader will:

- i. takes charge of necessary equipment and supplies;
- ii. assess local weather and environmental conditions, law and order situation etc. in the assigned area and report to the in-charge;
- iii. perform the assigned duty;
- iv. keep contact with his supervisor; and
- v. perform any other duties that may be assigned by his supervisor.

Roles and Responsibilities of Strike Team or Task Force Leader

A Strike Team is a combination of same 'kind' and 'type' of Single Resource with a common communication facility and one leader. A Task Force is a combination of different 'kinds' and 'types' of Single Resources. They are assembled for a particular tactical need, with a common communication facility and one leader. A Strike Team may be needed when specific type of work, requiring specific expertise and resources are grouped under one leader.

A Task Force may be grouped with different 'kinds' and 'types' of Single Resource and dispatched under a leader, when a number of different tasks requiring different expertise need to be performed. For example, if a combination of Medical team, Rescue personnel, Fire personnel, Sanitation workers and workers for disposal of dead bodies and animal carcasses is required to be sent to a particular location, the teams constituted will be called a Task Force. The concept of proper span of control should be kept in mind while constituting the Task Force. The Strike Team or Task Force Leader reports to the Division Supervisor or Group Supervisor and is responsible for performing the tactical assignments assigned to the Strike Team or Taskforce. The leader of the Strike Team and Task Force reports on work progress and status of resources, maintains work records on assigned personnel and relays important information

The Strike Team or Task Force Leader will:

- i. review assignments with members of his team;
- ii. report on work progress;
- iii. coordinate activities with adjacent Single Resource, Strike Teams and Task Forces if assigned;
- iv. establish and ensure communications;
- v. perform any other duties assigned; and
- vi. maintain record of various activities.

Transportation Branch (TB)

The TB in the OS supports the response effort by transporting different resources, relief materials, personnel to the affected site and also transportation of victims if necessary.

Though there is a Ground Support Unit (GSU) in the LS which is responsible for providing all transportation and other related resources, the TB in the OS manages the actual deployment and utilization of the transport at ground zero according to the needs of the IRT and the IAP. The TB may comprise four operational Groups such as Road, Rail, Water and Air. These Groups may be activated as and when required.

Air Operations is an important transportation activity during disasters which requires coordination at the National, State and District level. For coordination of Air Operations, the RO of the State and District will identify and designate a NO.

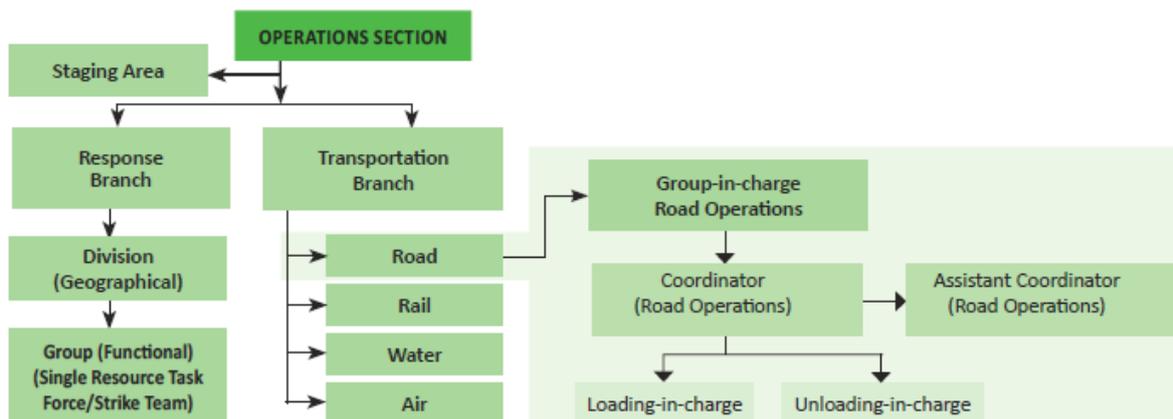
Roles and Responsibilities of Transportation Branch Director (TBD)

The TBD will:

- I. activates and manages different Operations Groups like Road, Rail, Water and Air;
- ii. coordinate with the LS for required resources, and activate Groups of his Branch;
 - iii. coordinate with railways, road transport, waterways and airport authorities for support as required;
- iv. ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Group-in-charge(s) and other responders of his Branch;
- v. provide ground support to the air operations and ensure appropriate security arrangements;
- vi. provide Road transport support to the Rail and Water Operations Group as required;
- vii. ensure safety of all personnel of his Branch involved in the Incident Response activities;
- viii. ensure that all units moving in the area are familiarized with route with the help of road maps or local guides;
- ix. report to the OSC and IC about progress of the TB;
- x. prepare transportation plan as per the IAP, if required;
- xi. determine the need for additional resources, their proper and full use and place demand accordingly in advance;
- xii. resolve problems and conflicts, if any;
 - xiii. ensure the maintenance of the status of hired resources, their full utilization and timely release;
- xiv. ensure that the record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned; and
- xv. perform any other duties assigned by the IC or OSC;

Roles and Responsibilities of Group-in-charge (Road Operations)

The Group-in-charge (Road Operations) works under the TBD and is responsible for all road transportation activities. He has a Coordinator (Road Operations) under him for assistance. If the scale of operations increases, the TBD may activate the position of an Assistant Coordinator. The Loading and Unloading-in-charge will work under the Coordinator.



The Group-in-charge (Road Operations) will:

- i. ensures transportation of resources by Road to the affected sites;
- ii. requisition additional personnel support, if required;
- iii. attend planning meetings on the direction of OSC;
- iv. determine coordination procedures with various destinations as per IAP;
- v. ensure proper parking locations;
- vi. resolve conflicts of the Group, if any;
- vii. update Road Operations plan as required and share them with higher authorities;
- viii. in case of accidents, inform the TBD, the local police and provide assistance in investigation, if required;
- ix. ensure that mechanics are available for repair of vehicles and also ensure adequate availability of Petrol, Oil and Lubricants (POL);
- x. maintain the records of all important activities relating to the number of vehicles deployed, source of vehicles (i.e. Government or private), locations where vehicles are deployed along with resource details they are carrying, etc.;
- xi. Support and coordinate the Road Operations part of the Rail, Water and Air Operations as required;
- xii. collect record of various activities performed (IRS Form-004 enclosed in Annexure IV) from coordinator and other members and send to TBD or OSC; and
- xiii. perform any other duties assigned by the TBD or OSC.

Roles and Responsibilities of Coordinator (Road Operations)

The Coordinator (Road Operations) is primarily responsible for coordinating the Road transport needs. There may be more than one coordinator depending upon the number of vehicles deployed.

The Coordinator (Road Operations) will:

- i. survey the assigned incident area to analyse situation and identify other potential problems in the context of transportation;
- ii. requisition an Assistant Coordinator (Road Operations) depending on the magnitude of the incident and requirement;
- iii. coordinate with SAM for smooth transportation of resources;
- iv. receive assignments, brief drivers regarding the routes, assign missions, supervise vehicle movement and attend to the vehicle maintenance and repair needs;
- v. monitor activities of all assigned vehicles and keep senior officers informed;
- vi. report incidents or accidents that occur in Road Operations to the TBD;
- vii. maintain the records of supplies to different locations;
- viii. keep track of vehicle movements. Provide GPS support, if available;
- ix. request security support for transportation of relief materials if required and alert the police administration in the affected areas along the transportation route;
- x. maintain coordination at loading and unloading points;
- xi. ensure that communication facilities are established at loading stations, SAs and destination points;
- xii. attend to and resolve the needs of the personnel working under him;
- xiii. maintain record of various activities performed and send to the Group-in-charge or TBD; and
- xiv. perform any other duties assigned by the OSC or TBD.

Roles and Responsibilities of Loading / Unloading-in-Charge (Road, Rail and Water)

The Loading and Unloading-in-charge has a very significant role to play in any disaster response. The roles and responsibilities in Road, Rail and Water Operations are the same where as the roles and responsibilities for the Air Operations is slightly different. Therefore the roles and responsibilities of Loading / Unloading-in-charge are being dealt together for the Rail, Road and Water and separately for the Air Operations. The Loading / Unloading in charge will work under the Road, Rail and Water Coordinator.

The Loading / Unloading-in-charge (Road, Rail and Water) will:

- i. supervises the safe Operations of Loading / Unloading activities;
- ii. obtain Operations Summary from the Groups-in-charge (Road, Rail and Water transport);
- iii. organize the Loading areas;
- iv. supervise Loading and Unloading crews and collect equipment (ladder,

- v. gloves, helmet, etc.) as required;
- v. from time to time inform the coordinator about the progress of Loading / Unloading activities;
- vi. prepare a Loading / Unloading plan with details of their resources and destinations;
- vii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the TBD or Coordinator; and
- viii. perform any other duties assigned by Coordinator or in-charge (Road, Rail and Water).

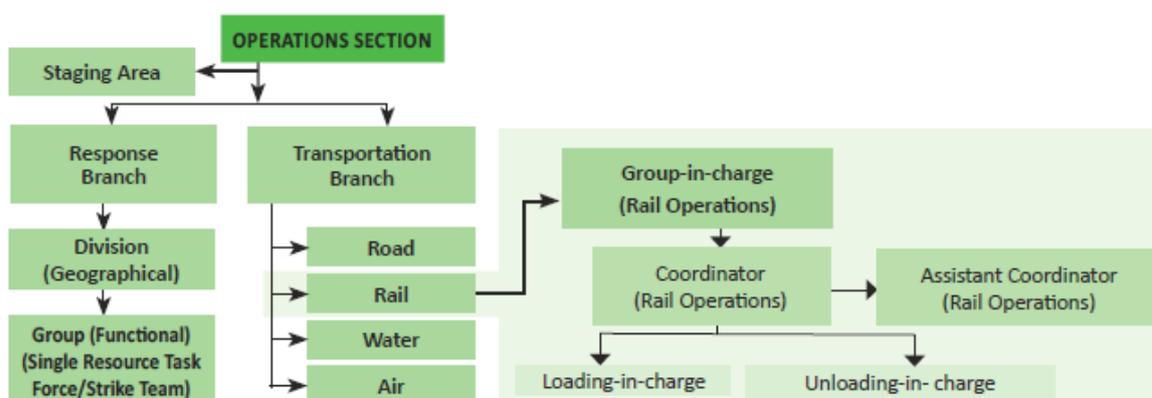
Roles and Responsibilities of Group-in-charge (Rail Operations)

In most disaster response situations, Rail Transportation is utilised for transporting relief materials and resources from very distant places. It requires coordination with the railway authorities for making available trains and wagons at appropriate places.

Railway stations are located at specific locations, sometimes far away from the affected sites. Loading and Unloading may be required from Rail to Road and Road to Rail. Whenever transportation by Rail is envisaged, a Rail Operations Group needs to be activated and they should have close liaison with the Road Operations Group-in-charge.

The Group-in-charge (Rail) works under the TBD and is responsible for supervision of all

Rail Transportation activities. In keeping with the scale of transportation requirements and management of proper span of control, the TBD may activate position of Assistant Coordinator if required.



The Group-in-charge (Rail Operations) will:

- i. works under the TBD and coordinate all Rail Operations;
- ii. organize crew for Loading and Unloading;
- iii. ensure safe storage and warehousing of the materials;
- iv. evaluate storage locations, ensure safety and obtain guidance from the TBD, if required;
- v. coordinate with Road Operations Group for movement of resources;
- vi. prepare and provide Rail Operations Summary including time of departure and arrival, destinations, resource details, etc as and when required by the senior officers;
- vii. request for additional personnel support, if required;
- viii. update the TBD from time to time and seek support, if required;
- ix. resolve conflicts within his Group, if any;
- x. update Rail Operations Plan;
- xi. establish and maintain communications with various storage and warehousing areas, destination points and railway officers;
- xii. collect record of various activities performed IRS (Form-004 enclosed in Annexure-IV) from Coordinator and other in-charges and send to TBD or OSC; and
- xiii. perform any other duties assigned by OSC or TBD.

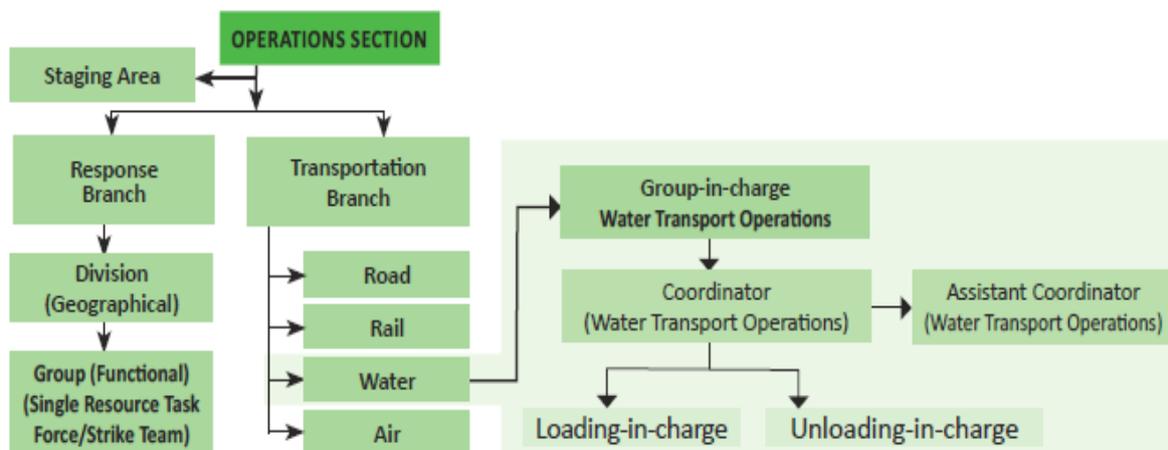
Roles and Responsibilities of Coordinator (Rail Operations)

The Coordinator (Rail Operations) will:

- i. work under the Group-in-charge and provide coordination services for transportation of relief materials by Rail;
- ii. survey assigned stations or points, to analyse the situation and other potential problems;
- iii. ask for additional personnel support, if required;
- iv. receive assignments, and supervise movement of resources;
- v. maintain liaison with Railway authorities regarding train timings etc.;
- vi. report incidents or accidents that may occur in Rail Operations;
- vii. ask for and monitor security arrangements of the resources;
- viii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the Group-in-charge or TBD; and
- ix. perform any other duties assigned by Group-in-charge.

Roles and Responsibilities of Group-in-charge (Water Operations)

In some disasters, especially floods and cyclones, the need for Water Operations may become essential. The deployment of boats / country boats and other water transport may be necessary both for rescue work and transportation of relief materials. Depending on the scale of the disaster, the TBD may activate a Water Operations Group, consisting of Group in charge, Coordinator and Loading / Unloading-in-charge. If required, the Group-in-charge may request for an Assistant Coordinator.



The Group-in-charge (Water Operations) will:

- i. ensure transportation of rescue teams and relief materials by motor boats / country boats or by any other water transport to the affected sites with communication facilities and a local guide for guidance with each team;
- ii. requisition personnel support, if required;
- iii. determine coordination procedures with various destinations as per IAP;
- iv. supervise all Water Operations and related activities associated with the incident;
- v. evaluate and ensure docking or harboring locations;
- vi. resolve conflicts, if any;
- vii. update Water Operations plan and share it with the higher authorities, including the LSC;
- viii. arrange for an accident investigation team as and when required and cooperate with the appropriate investigating authorities;
- ix. ensure availability of POL and other logistic support for boat operations;
- x. attend to the needs of the personnel working with him.
- xi. collect record of various activities performed (IRS Form-004 enclosed in Annexure-IV)

- from Coordinator and other in-charges and send to TBD or OSC; and
- xii. perform such other duties as assigned by TBD or OSC.

Roles and Responsibilities of Coordinator (Water Operations)

The Coordinator (Water Operations) will:

- i. Coordinate all activities relating to transportation of resources by motor boats / country boats etc. Activation of this position is contingent upon the complexity of the incident. There may be more than one Coordinator (Water) assigned to an incident with Loading and Unloading-in-charge;
- ii. survey assigned incident areas to analyses the situation and other potential problems;
- iii. coordinate with SAM for smooth transportation of relief materials, if required;
- iv. receive assignments and supervise Water transport movement activities;
- v. monitor all Water Operations for their safety;
- vi. ensure proper communications with Water transport personnel deployed in search and rescue as well as relief operations;
- vii. keep the records of supplies to different locations, Water transport movements etc;
- viii. report incidents or accidents that may occur in Water Operations to the TBD and other designated authorities;
- ix. Assess requirements of POL etc. for Water Operations and ensure their availability;
- x. maintain liaison with Coordinator (Road Operations) as most relief supplies will arrive by road;
- xi. maintain record of various activities performed as per IRS Form-004 and send to the Group-in-charge or TBD; and
- xii. Perform any other duties assigned by the OSC or TBD.

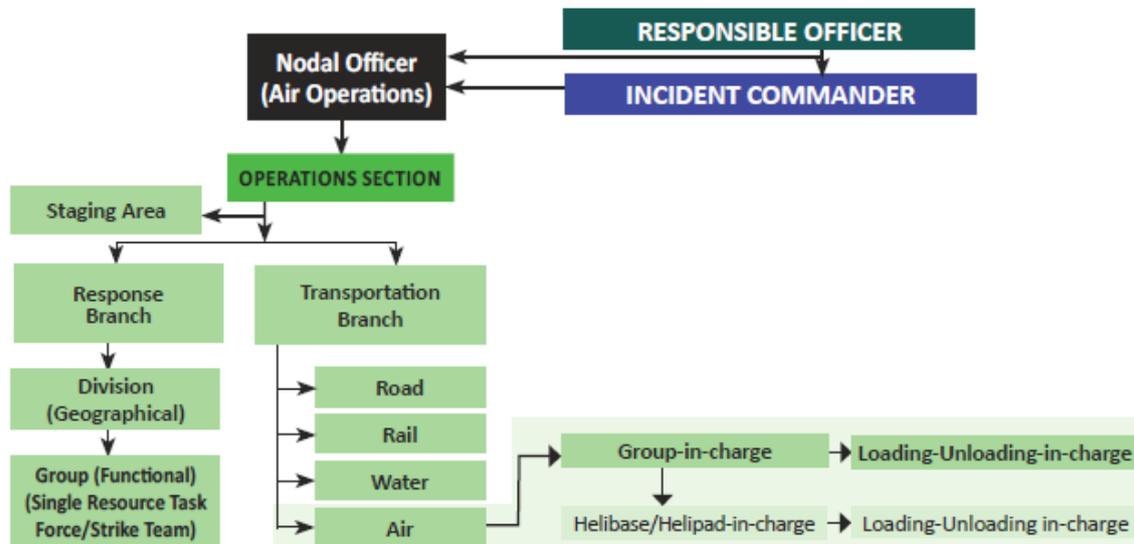
Air Operations

For disaster response in India air operations may be needed for four tasks: (a) quick transportation of relief materials and resources to the affected area, (b) quick distribution of relief materials, food, medicine etc (Air dropping) in inaccessible and affected areas, (c) search and rescue of victims trapped in inaccessible areas, and (d) evacuation of casualties.

Normally, the Indian Air Force will be tasked for Air support Operations. At times, Indian Airlines, Pawan Hans and other private Airlines may also be utilized for transportation purposes. Different types of Aircrafts may need to be utilized for different mission requirements e.g. transport Aircraft or helicopter etc. from any of the agencies discussed above. Close coordination at the National Level is essential for the launch of any Air Operations. It needs a close liaison among the NDMA, NEC, Air Force, Ministry of Civil Aviation, State

RO and the ROs of the Districts where the Air Operations is to be performed. It is therefore very essential that a NO should be identified and designated in advance at all these levels for coordination and activation of the Air Support. The stakeholders should be aware of the designated NO for Air Operations. In the context of the IRS, a ground support element will have to be placed at all required landing and takeoff facilities in the affected areas. The ground support requirements including

Aviation Turbine Fuel (ATF), security etc. for the Air Operations will be the responsibility of the TBD. On taking the decision to launch Air Operations, the TBD will activate the Air Operations Group under him. The Group will be headed by a supervisor and necessary organizational elements will have to be activated at all required landing and takeoff locations headed by an in-charge at airbases, wheelbases and helipads.



Roles and Responsibilities of Nodal Officer (NO)

The Nodal Officer (Air Operations) will:

- i. coordinates with concerned authorities for air operations;
- ii. project the type of Air support required to the appropriate authorities based on the IAP and place the demand at least 24 hours in advance or as early as possible;
- iii. inform the IC and OSC about the Air movements and landing schedules
- iv. in their respective areas;
- v. ensure that relevant Maps of the incident locations are available with all agencies involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required;
- vi. determine the suitability of Helipads or Celibates in coordination with the

- vii. Air Force authorities and the State authorities;
- vi. maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities;
- vii. assist the IC and the LSC in the procurement of required ATF etc.;
- viii. report on Air Operations activities to the RO; and
- viii. perform any other duties assigned by the RO and IC.

Roles and Responsibilities of Group-in-charge (Air Operations)

The Group-in-charge (Air Operations) will:

- i. provides ground support to Air Operations as per the IAP;
- ii. report to TBD the progress of Air Operations and work in close coordination with the NO, IC, OSC and TBD;
- iii. ensure resources and supplies required for the Air Operations are available at the concerned locations;
- iv. keep appropriate Maps in order to provide correct coordinates to the pilots and others involved in the Air Operations;
- v. requisition additional personnel support, if required;
- vi. ensure refueling facilities are available at the landing and takeoff locations;
- ix. ensure that Celibate and Helipad locations are identified and approved by the appropriate authorities;
- x. determine the need for assignment of personnel and equipment at each Helibase and Helipad;
- ix. ensure identification and marking of Helibases and Helipads;
- x. ensures that the communication systems are in place;
- xi. update landing and takeoff schedule of Aircrafts and Helicopters as informed by NO;
- xv. ensure preparation of the load manifest for proper loading or unloading of relief supplies;
- xvi. arrange for unloading and dispatch or storage of relief materials that arrive at the airports, helipads and Helibases. In order to keep airports operational, special attention needs to be paid to unsolicited relief supplies that may arrive. They should be immediately cleared from the operational area;
- xv. ensure that proper packaging and weighing facilities are in place and used for loading of relief materials;
- xvi. liaise with the road operations group for the road transportation needs;
- xvii. ensure the functionality of Aircraft rescue and firefighting service at Helibases and Helipads, security, proper lights, smoke candles/devices, weighing facilities, wind direction socks, etc. are in place;

- xviii. collect record of various activities performed (IRS Form-004 enclosed in Annexure-IV) from Helibase and Helipad-in-charge and send to TBD or OSC or IC; and
- xix. perform any other duties assigned by the TBD.

Roles and Responsibilities of Helibase / Helipad-in-Charge

The Helibases, Helipad-in-charge will:

- i. provides all ground support requirement of Helicopters at the location;
- ii. keep appropriate Maps in order to provide correct coordinates to the pilots;
- iii. survey the Helibases / Helipad area to analyze situation, potential Aircraft hazards and other likely problems;
- iv. ensure that the Helipad and Helibases is properly marked so that it is visible from the air for smooth landing of Aircrafts;
- v. coordinate with the ground supervisor for Helicopter Operations;
- vi. determine and implement ground and air safety requirements and procedures;
- vii. maintain continuous monitoring of the assigned Helibases and Helipads
- viii. and remain vigilant for unusual happening or hazards that may affect the Air operations and take precautionary measures;
- ix. ensure that all personnel deployed at the Helibases and Helipads are
- x. aware of the safety requirements;
- ix. establish ground communication facilities;
- x. notify supervisor immediately of any delays in Helicopter schedules;
- xi. ensure Aircraft rescue measures, firefighting services, and lights, smoke candles, weighing facilities, wind direction socks, dust abatement measures and security etc. are in place and working properly at Helibases and Helipads;
- xi. ensure proper facilities for rest, refreshment, water and sanitation for the
- xii. Air crew;
- xiii. inform the supervisor about the mission completion;
- xiii. maintain record of various activities performed and send to Group-in-
- xiv. charge; and
- xv. perform any other duties assigned by the Group-in-charge.

Roles and Responsibilities of Loading / Unloading-in-Charge

The Loading / Unloading-in-charge will:

- i. be responsible for the safe Operations of Loading and Unloading of cargo and personnel at Helibases;

- ii. report to the Airbases, Helibases and Helipad-in-charge;
- iii. ensure load manifest of personnel and cargo;
- iv. ensure no inflammable material is loaded on the Aircrafts;
- v. supervise loading and unloading crew;
- vi. ensure proper packaging of the loads, keeping in view the weight restriction that may be imposed by the pilots due to weather conditions and make sure that weighing facilities are available for such purpose;
- viii. maintain record of various activities performed and send to Group-in-charge; and
- viii. perform any other duties as assigned by the Group-in-charge, Helibases-in-charge and Helipad-in-charge.

Planning Section

Roles and Responsibilities of PSC

The PSC will:

- i. coordinates with the activated Section Chiefs for planning and preparation of IAP in consultation with IC;
- ii. ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- iii. ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilized;
- iv. coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organization assignment list IRS Form-005 (enclosed in Annexure-V), incident communication plan
- v. ensure that Incident Status Summary (IRS Form-002) enclosed in Annexure-II is filled and incorporated in the IAP;
- vi. ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Unit leaders and other responders of his Section;

- vii. plan to activate and deactivate IRS organizational positions as appropriate, in consultation with the IC and OSC;
- viii. determine the need for any specialized resources for the incident management;
- ix. utilize IT solutions for pro-active planning, GIS for decision support and modeling capabilities for assessing and estimating casualties and for comprehensive response management plan;
- x. provides periodic projections on incident potential;
- xi. report to the IC of any significant changes that take place in the incident status;
- xii. compile and display incident status summary at the ICP;
- xiii. oversee preparation and implementation of Incident Demobilization Plan (IRS Form-010) enclosed in Annexure-X;
- xiv. assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure- VII;
- xv. ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Units are collected and maintained in the Unit Log (IRS Form-003) enclosed at Annexure-III; and
- xvi. Perform any other duties assigned by IC.

Roles and Responsibilities of Resource Unit Leader (RUL)

The Resource Unit Leader will:

- i. maintains and displays the status of all assigned resources (Primary and Support) at the incident site by overseeing the check-in of all resources, and maintaining a resource status-keeping system. Primary resources are meant for responders and support resources are meant for affected communities;
- ii. compile a complete inventory of all resources available. He will also access information about availability of all required resources at other locations and prepare a plan for their mobilization, if required. IDRN, CDRN and IDKN facilities will also be used for this purpose;
- iii. ensure and establish Check-in function at various incident locations;
- iv. update the PSC and IC about the status of resources received and dispatched from time to time;
- v. coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources;
- vi. ensure quick and proper utilization of perishable resources;
- vii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned; and

- viii. perform any other duties assigned by PSC.

Roles and Responsibilities of Check-in/Status Recorder

The Check-in and Deployment Status Recorder will:

- i. report to the RUL;
- ii. Ensure that all resources assigned to an incident are accounted for at each check-in point;
- iii. obtain required work materials, including Check-in Lists, Resource Status display boards showing different locations for deployment of resources, collection of resources with time of arrival and type of resources etc. The status of resources would be displayed through T card board or through a computerized program on the computers;
- iv. establish communications with the EOC and Ground Support Unit (GSU) of LS;
- v. ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s);
- vi. enter or record information on Incident Check-in and deployment list as per the IRS Form-006 enclosed at Annexure - VI;
- vii. transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed;
- viii. forward completed Check-in Lists to the Resource Unit;
- ix. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and
- x. perform any other duties as assigned by PSC.

Roles and Responsibilities of Situation Unit Leader (SUL)

The SUL will:

- i. collects process and organizes all incident information as soon as possible for analysis. For such purposes, he can take the help of members of the Single Resource, Task Forces, Strike Teams, field level Government officers and members of PRIs, CBOs,NGOs etc;
- ii. prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed;
- iii. prepare situation and resource status reports and disseminate as required;
- iv. provide authorized maps, photographic services to responders, if required;
- v. attend IAP Meeting with required information, data, documents and Survey of India maps etc;

- vi. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned; and
- vii. perform such other duties assigned by SUL or PSC.

Roles and Responsibilities of Display Processor (DP)

The DP will:

- i. display incident status obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, aerial photographs and other data received from technical sources;
- ii. report to the SUL;
- iii. ensure timely completion of display chart;
- iv. obtain necessary equipment and stationery;
- v. assist in analyzing and evaluating field reports;
- vi. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the SUL; and
- vii. perform such other duties as assigned by SUL or PSC.

Roles and Responsibilities of Field Observer (FO)

The FO will:

- i. report to SUL immediately on any situation observed which may cause danger and safety hazard to responders and affected communities. This should also include local weather conditions;
- ii. gather intelligence that may facilitate better planning and effective response;
- iii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the SUL; and
- iv. perform such other duties as assigned by SUL or PSC.

Roles and Responsibilities of Documentation Unit Leader (DUL)

The DUL will:

- i. ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units;
- ii. compile all information and reports related to the incident;
- iii. review and scrutinize the records and various IRS forms for accuracy and completeness;
- iv. inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified;

- v. store files properly for post-incident analysis;
- vi. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and
- vii. perform any other duties as assigned by the PSC.

Roles and Responsibilities of Demobilization Unit Leader (Demob. UL)

The Demob. UL will:

- i. prepare Incident Demobilization Plan (IDP) as per IRS Form-010 given in Annexure-X;
- ii. identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources;
- iii. develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS;
- iv. plan for logistics and transportation support for Incident Demobilization in consultation with LS;
- v. disseminate IDP at an appropriate time to various stakeholders involved;
- vi. ensure that all Sections, Units, Teams and Resources understand their specific Incident Demobilization responsibilities and avail Demobilization facilities;
- vii. arrange for proper supervision and execution of the IDP;
- viii. brief the PSC on the progress of Demobilization;
- ix. request the PSC for additional human resources, if required;
- x. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and
- xi. perform any other duties assigned by the PSC.

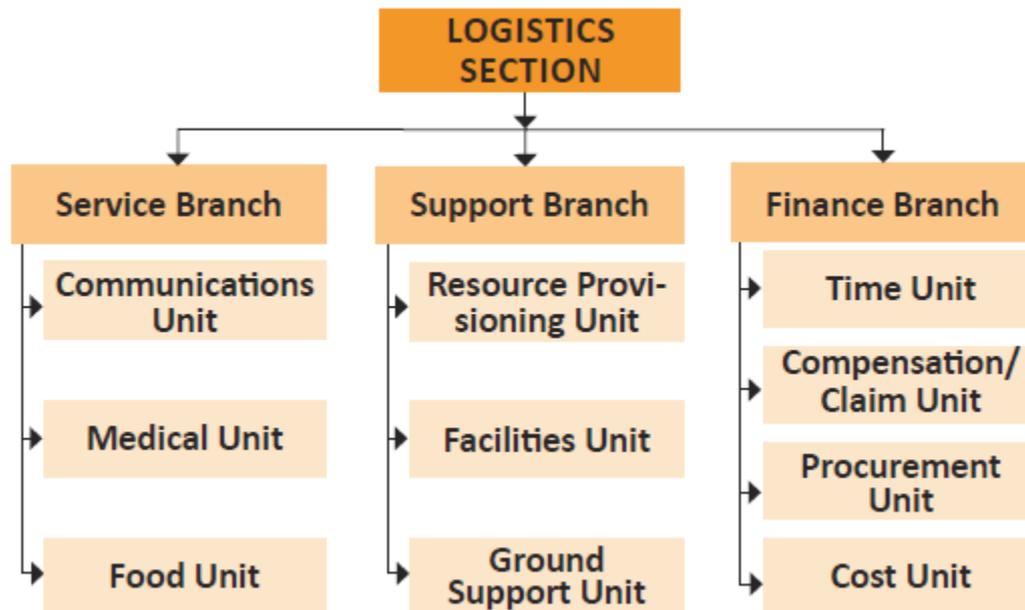
Logistics Section (LS)

LS provide all logistic support for effective response management. The Units under different Branches of the LS are responsible not only for the supply of various 'kinds' and 'types' of resources, but also for the setting up of different facilities like the Incident Base, Camp, ICP and Relief Camp etc. This would entail the involvement of several line departments of Government and other agencies. It would require a proper and smooth coordination at the highest level of the administration. The LS will work closely with the RO, EOC and the IC. The State and

District DM plans will have comprehensive details like where the required resources can be procured from and manpower mobilized, etc. IDKN, IDRN and CDRN may also be useful for the mobilization of equipment and manpower.

Logistics Section Chief (LSC)

The LS comprises Service, Support and Finance Branches. Structure and details of each Branch are shown in Fig. 16. The Section is headed by a chief known as the LSC. The activation of various Branches of the LS is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component of the LS to specially facilitate speedy procurement, and proper accounting following financial procedures and rules.



Roles and Responsibilities of LSC

The LSC will:

- i. coordinates with the activated Section Chiefs;
- ii. provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.;
- iii. participate in the development and implementation of the IAP;
- iv. keep RO and IC informed on related financial issues;
- v. ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Branch Directors and other responders of his Section;
- vi. request for sanction of Imp rest Fund, if required;
- vii. supervise the activated Units of his Section;
- viii. ensure the safety of the personnel of his Section;
- ix. assign work locations and preliminary work tasks to Section personnel;
- x. ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;

- xi. brief Branch Directors and Unit Leaders;
- xii. anticipate over all logistic requirements for relief Operations and prepare accordingly;
- xiii. constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;
- xiv. assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC;
- xv. provide logistic support for the IDP as approved by the RO and IC;
- xvi. ensure release of resources in conformity with the IDP;
- xvii. ensure that the hiring of the requisitioned resources is properly documented and paid by the FB;
- xviii. assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List
- xix. ensure that cost analysis of the total response activities is prepared;
- xx. ensure that record of various activities performed (IRS Form-004 enclosed in Annexure- IV) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003 as enclosed at Annexure-III; and
- xxi. Perform any other duties as assigned by RO or IC.

Roles and Responsibilities of Service Branch Director (SBD)

The SBD will:

- i. works under the supervision of LSC, and manage all required service support for the incident management;
- ii. manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit;
- iii. discuss with activated Unit leaders for the materials and resources required and procure the same through LS;
- iv. ensure proper dispatch of personnel, teams, resources etc as per the IAP;
- v. prepare an assignment list, if required;
- vi. keep the LSC informed about the progress of Service Branch, from time-to-time;
- vii. resolve Service Branch problems, if any;
- viii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to sections concerned; and
- ix. perform any other duties assigned by the IC and LSC.

Roles and Responsibilities of Communication Unit Leader (Com. UL)

The Com. UL will:

- i. work under the direction of the SBD;
- ii. provide communications facility as and when required;
- iii. ensure that all communications equipment available are in working condition and that the network is functional;
- iv. supervise Communication Unit activities;
- v. maintain the records of all communications equipment deployed in the field;
- vi. recover equipment provided by Communication Unit after the incident is over. Ensure that it is properly linked with the IDP;
- vii. ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records;
- viii. prepare an alternative communication plan for execution in case of possible failure of the normal communications network. The alternative communications network may have wireless, satellite phones, cell phones, HAM radios etc;
- x. prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) with the local communications set up for the management of large scale disasters when they come to assist in the response effort;
- xi. asks for and ensures adequate staffing support;
- xii. ensure that the communications plan is supporting the IAP;
- xiii. demobilize Communications Centre in accordance with the IDP;
- xiii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD; and
- xiv. Perform any other duties assigned by the SBD or LSC.

Roles and Responsibilities of Medical Unit Leader (MUL)

The MUL will:

- i. work under the direction of the SBD;
- ii. prepare the Medical Plan and procurement of required resources as per IAP, provide medical aid and ambulance for transportation of victims and maintain the records of the same, as given in IRS Form 008 (Annexure-VIII), obtain a road map of the area from the PS for the ambulance services, transportation of medical personnel and victims;
- iii. respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC;
- iv. maintain the list of medical personnel who could be mobilized in times of

- need;
- v. requisition more human resources as and when required to meet the incident objectives;
- vi. prepare and circulate list of referral service centers to all the medical team leaders;
- vii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD; and
- viii. Perform any other duties assigned by the SBD and LSC.

Roles and Responsibilities of Food Unit Leader (FUL)

The FUL will:

- i. work under the direction of the SBD;
- ii. supply resources to various activated Sections, Branches, Units and Groups of IRT as per direction of the SBD;
- iii. supply food to: a) Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc., and b) Victims at the temporary shelters, relief camps etc.;
- iv. request for assistants if the task becomes very large. The FUL may request the LSC to split the unit into two groups—one to supply food for personnel and another for victims. Requisition transport for supply of food to incident base, relief camp and other facilities;
- v. determine food and drinking water requirements and their transportation, and brief the SBD and LSC;
- vi. maintain an inventory of receipt and dispatch of resources;
- vii. supervise the Unit activities;
- viii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD; and
- ix. perform any other duties assigned by the SBD and LSC.

Roles and Responsibilities of Support Branch Director (Sup. BD)

The Sup. BD will:

- i. work under the supervision of LSC, and supervise the function of
- ii. Resource Provisioning Unit, Facility Unit and Ground Support Unit;
- ii. procure and dispatch required tactical materials and resources for Operations with the concurrence of the Section Chief;
- iii. participate in the planning meeting of the LS;
- iii. ensure that organization assignment list concerning the Branch is
- iv. circulated to all Units under him;
- v. coordinate various activities of the Support Branch;
- vi. keep the LSC informed about the progress of work;

- vii. resolve problems within his unit, if any;
- viii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned; and
- ix. perform any other duties assigned by the LSC.

Roles and Responsibilities of Resource Provisioning Unit Leader (RPUL)

The RPUL will:

- i. work under the supervision of Sup.BD;
- ii. organize movement of personnel, equipment and supplies,
- iii. receive and store safely all supplies required for the incident response,
- iv. maintain the inventory of supplies and equipment;
- v. maintain the records of receipt and dispatch of supplies including
- vi. equipment and personnel;
- vi. organize repair and servicing of non-expendable supplies and equipment;
- vii. participate in the planning meeting of LS;
- vii. monitor the 'Kind', 'Type' and quantity of supplies available and
- viii. dispatched;
- ix. receive and respond to requests for personnel, supplies and equipment
- x. from the activated Sections, Branches, Divisions, Units and Groups of the IRS organization under intimation to Sup. B.D.;
- xi. requisition additional human resource assistance, if needed. These
- xii. assistants may be deployed for different functional activities such as Resource Ordering, Resource Receiving and Tool & Equipment maintenance;
- xi. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sup.BD; and
- xii. Perform any other duty as assigned by LSC or Sup.BD.

Roles and Responsibilities of Resource Ordering-in-charge

The Resource Ordering-in-charge will:

- i. report to the RPUL;
- ii. prepare a list of resources to be procured and obtain its approval;
- iii. place resource orders in a timely manner as per procedure laid down;
- iv. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL; and
- v. perform any other duties assigned by the RPUL.

Roles and Responsibilities of Resource Receiving and Distribution-in-Charge

The Resource Receiving and Distribution-in-Charge will:

- i. report to the RPUL;
- ii. receive and distribute all resources and services which have been ordered;
- iii. identify and ensure time and locations for delivery of supplies and equipment;
- iv. prepare separate lists for the resources received from line departments of Government and from other sources;
- v. organize physical layout of supply area;
- vi. set up a filing system for receiving and distributing supplies and equipment and keep RPUL informed;
- vii. ensure security requirements;
- viii. keep the Resource Ordering-in-Charge informed about the positions of supplies and equipment received;
- ix. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL; and
- x. perform any other duties assigned by the RPUL.

Roles and Responsibilities of the Tool and Equipment Specialist

The Tool and Equipment Specialist will:

- i. report to RPUL;
- ii. supervise the service and repair all tools and equipment and keep the RPUL informed of their status;
- iii. maintain record of activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL; and
- iv. perform any other duties assigned by the RPUL.

Roles and Responsibilities of Facilities Unit Leader (Fac. UL)

The Fac. UL will:

- i. prepare the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders;
- ii. report to the Sup.BD;
- iii. locate the different facilities as per the IAP;
- iv. participate in the planning meeting of the Section, prepare list for each

- facilities and its requirements in coordination with the LSC;
- v. ask for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc;
 - vi. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sup. BD; and
 - vii. perform such other duties as assigned by the Sup. BD.

Roles and Responsibilities of Facility Maintenance-in-charge

The Facility Maintenance-in-charge will:

- i. ensures that proper sleeping and resting facilities are organized;
- ii. organize and provide toilet, bath and sanitation;
- iii. maintain lighting arrangements;
- iv. maintain general cleanliness in Incident Base, Camp(s), Relief Camp(s), ICP etc.;
- v. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Fac. UL; and
- vi. perform any other duties directed by the Fac. UL.

Roles and Responsibilities of Security-in-charge

The Security-in-charge will:

- i. provide security to the deployed resources including responders, relief
- ii. materials at the required places and relief camps; establish contact with local law enforcement agencies, as required;
- iii. request personnel support to accomplish work assignments, if required;
- iv. coordinate security plan for incident facilities;
- v. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Fac. UL; and
- vi. perform any other duties assigned by the Fac. UL.

Roles and Responsibilities of Ground Support Unit Leader (GSUL)

The GSUL will:

- i. work under the supervision of the Sup. BD;
- ii. provide transportation services for field operations to TBD;
- iii. in case Air Operations are activated, organize and provide required
- iv. ground support through TBD;
- v. provide maintenance and repair services for all the vehicles and related

- vi. equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC;
- v. develop and implement the Incident Traffic Plan;
- vi. inform Resource Unit about the availability and serviceability of all vehicles and equipment;
- vii. arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Sup. BD;
- viii. maintain inventory of assigned, available and off road or out of service resources;
- ix. ensure safety measures within his jurisdiction;
- x. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the Sup. BD; and
- xi. perform any other duties as assigned by the Sup. BD.

Roles and Responsibilities of Finance Branch Director (FBD)

The FBD will:

- i. work under the LSC;
- ii. attend planning meetings;
- iii. prepare a list of resources to be mobilized, procured or hired in accordance with the IAP. Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay;
- iv. ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment;
- v. examine and scrutinize cost involved in the entire response activity including the demobilization, analysis the cost effectiveness and keep the LSC informed;
- vi. ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;
- vii. brief the LSC or IC on all incident related financial issues needing attention or follow-up;
- viii. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and
- ix. perform any other duties as assigned by the LSC or IC.

Roles and Responsibilities of Time Unit Leader (TUL)

The TUL will:

- i. maintain time recording of hired equipment and personnel and ensure that
- ii. it is maintained on a daily basis and according to government norms;
- iii. examine logs of all hired equipment and personnel with regard to their
- iv. optimal utilization;
- ii. ensure that all records are correct and complete prior to demobilization of
- iii. hired resources;
- iv. brief the FBD on current problems with recommendations on outstanding issues, and any follow-up required;
- v. ask for additional support of human resources for assistance, if required;
- vi. maintain record of the activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- vii. perform any other duties as assigned by the FBD.

Roles and Responsibilities of Procurement Unit Leader (PUL)

The PUL will:

- i. attend to all financial matters pertaining to vendors and contracts;
- ii. review procurement needs in consultation with the FBD;
- iii. prepare a list of vendors from whom procurement can be done and follow proper procedures;
- iv. ensure all procurements ordered are delivered on time;
- v. coordinate with the FBD for use of imprest funds, as required;
- vi. complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, LSC and IC;
- vii. brief FBD on current problems with recommendations on outstanding issues and follow-up requirements;
- viii. maintain record of activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- ix. perform any other duties as assigned by the FBD.

Roles and Responsibilities of Compensation / Claims Unit Leader (Com./CUL)

The Com./CUL will:

- i. collects all cost data and provide cost estimates;
- ii. prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition;
- iii. follow appropriate procedures for preparation of claims and compensation;
- iv. requisition additional human resources, if required;
- v. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- vi. perform any other duties as assigned by the FBD.

Roles and responsibilities of Cost Unit Leader (CUL)

The CUL will:

- i. develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;
- ii. make cost-saving recommendations to the FBD;
- iii. complete all records relating to financial matters prior to demobilization;
- iv. maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- iv. perform any other duties as assigned by the FBD.

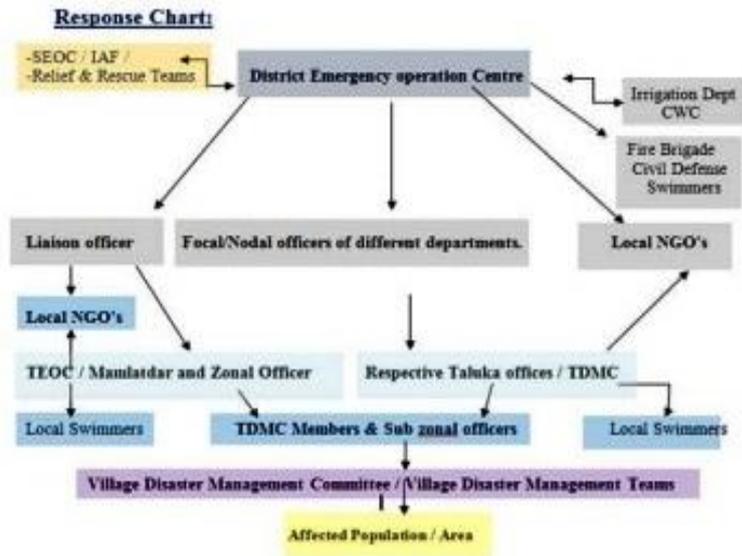
District and Taluka Level Incident Response Team

Position	District	Taluka
Responsible Officer	Collector & DM	Dy Collector & SDM
Incident Commander	Resident Additional collector	Mamlatdar
Deputy Incident	Dy, Collector and any Class one officer	SDM
Information & Media Officer	Dy. Director Information	Asst. Officer from Info Dept.
Liaison Officer	SDM/Any Class One Officer	SDM/Any Class One Officer
Safety Officer	Disaster Specific. Fire Officer, SP (Police) Dy. Director Industrial and Safety, CDHO, , Civil Engineer, RTO etc.	Disaster Specific Dy, fire Officer, Factor Inspector, BHO, Dy, SP, dy. Engineer, ARTO.
Operations Section Chief	Disaster Specific DISH/SP/CDHO/ Dy.collector Forest Officer (Specific Disaster)	Disaster Specific Dy. SP/ Factory Inspector/ BHO/dy, Forest Officer & SDM (Specific disaster)
Staging area manger	District Primary education Offier, District Education Officer, Dy.DDO Panchyat, CDHO,	Ass.TDO, Taluka education Officer, Block Health officer, Dy.Mamlatdar,BHO
Response Bharuch Director	Dy, collectors, Dy.Sp of Police, Fire Officer, DISH, (Specific Disaster)	Mamlatdar, TDO, PI-(police) fire Staff, Factory Inspector. (Specific Disaster)
Division Supervisor /Group-in Charge	SDM, Dy,SP,Chief Officer, or any suitable officer	Mamlatdar, TDO, Chief officer or any suitable officer
Transportation Bharuch Director	RTO, Dy.SP, Forest Officer, Depot Manager	ARTO, PI (Police dept), St depo Manger, Range forest officer.
Road Group	ARTO	ARTO'S Staff
Rail Group	Divisional Manger	Station Master
Air Operations Group	EE R&B State	Ass. Eng. R&B State
Planning Section Chief	Dy. Collector Dy.SP, Fire officer, CDHO, DISH,	SDM, PI, Fire officer, BHO, Factory

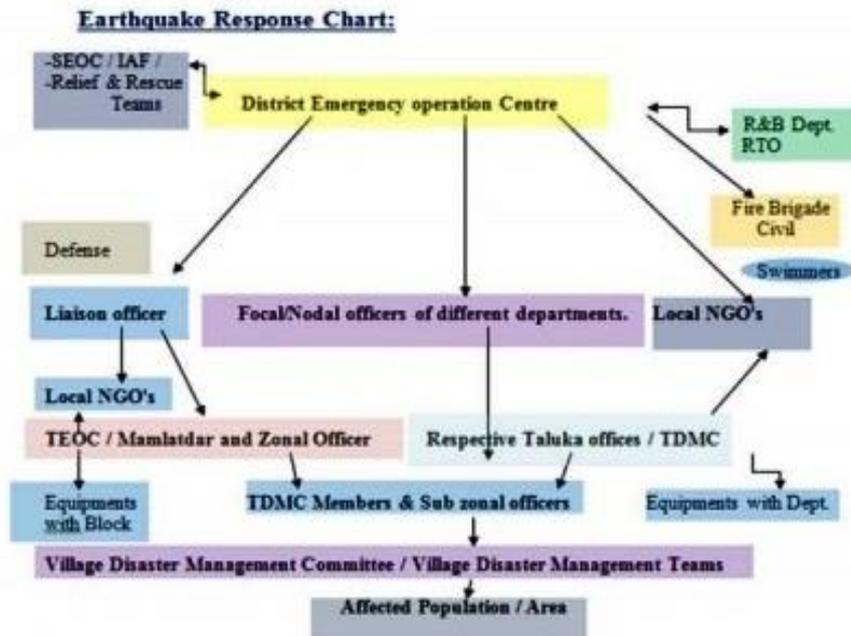
		Inspector
Recourse Unit	District Project Officer GSDMA & DEOC Staff	Dy. Mamlatdar Revenue & ATDO
Situation Unite	Executive Eng, Irrigation, Suitable Offier.	Dy, Executive Eng. Irrigation, Suitable Offier.
Documentation Unit	District Project Officer GSDMA (Along with DEOC Staff)	Dy. Mamlatdar Revenue & ATDO
Demobilization Unit	District Project Officer GSDMA (Along with DEOC Staff) Fire Officer	Dy. Mamlatdar And TDO staff. Fire staff
Logistic/ Finance Section Chief	Dy Collector	Mamlatdar
Service Branch Director	Dy. DDO	Dy. Chitnesh Panchyat
Communication Unit	Ex.Eng. GEB/R&B, General Manager BSNL, CWC PI wireless,	Dy. Engineer, R&B & GEB, SDOP PSI wireless.
Medical Unit	CDHO, Civil Surgeon	BHO, Medical Offier CHC.
Food Unit	DSO	Dy Mamlatdar, Supply Officer
Support Branch Director	Dy DDO Revenue	TDO
Resource Provisioning	DSM (District Supply Mamlatdar)	Dy Mamlatdar/RAK
Facilities Unit	DPEO/DEO, Ex. ENG. R&B Panchyat DYSP	TPEO, Dy. Engineer, R&B Panchyat PI
Ground Support Unit	ARTO, DSO, DYSP,	RAK,RTO Inspector, PI
Finance Branch Director	District Treasury Officer, Dy.DDO Revenue.	Sub- Treasury Officer
Time Unit	Chitnesh To Collector (PRO)	Accountant Panchyat/ Mamlatdar
Compensation Unit	Dy. DDO (Revenue) & Team	Dy mamlatdar/ TDO/ Co & Team
Procurement Unit	Mamlatdar Chitnesh To Collector	Dy. Mamlatdar Under the guidance of mamlatdar
Cost Unit	Treasury Officer, District Account Branch	Mamlatdar

Action Plan in various Disasters

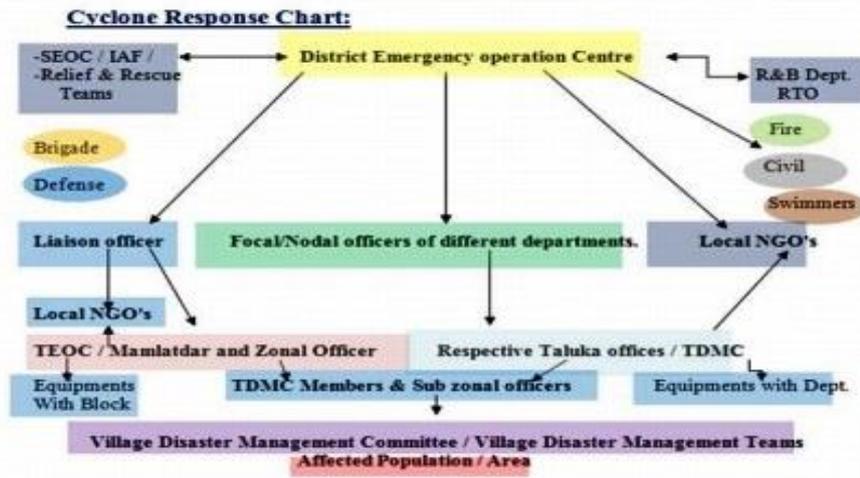
Response Chart



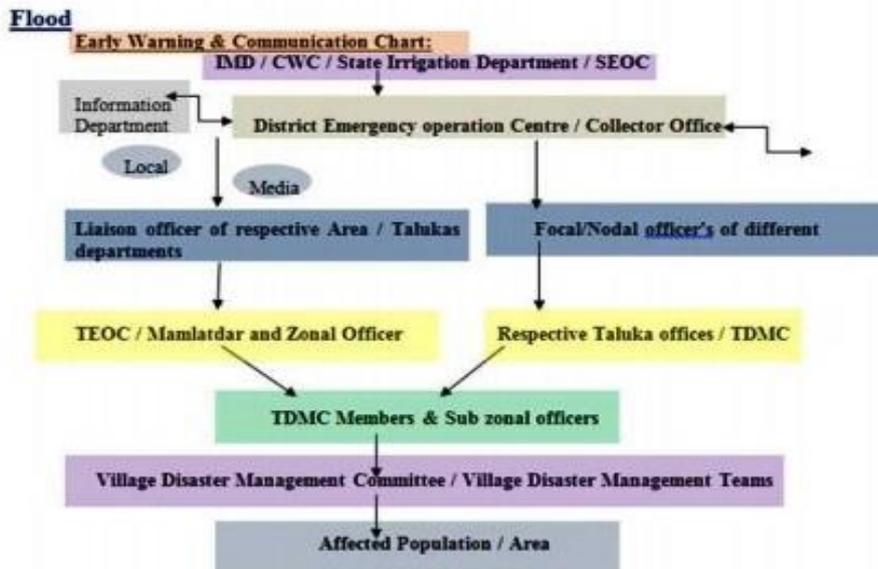
Earthquake Action plan



Cyclone Action Plan

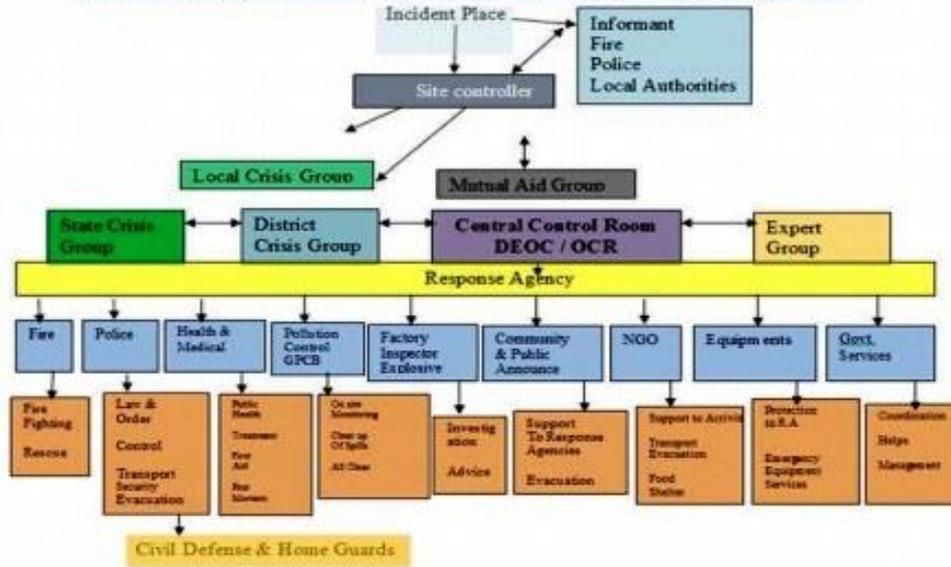


Flood Action Plan



Chemical/Industrial fire/Oil spills Action Plan

Action Chart in case of Chemical / Industrial Fire / Oil Spill types of Emergencies is as under:



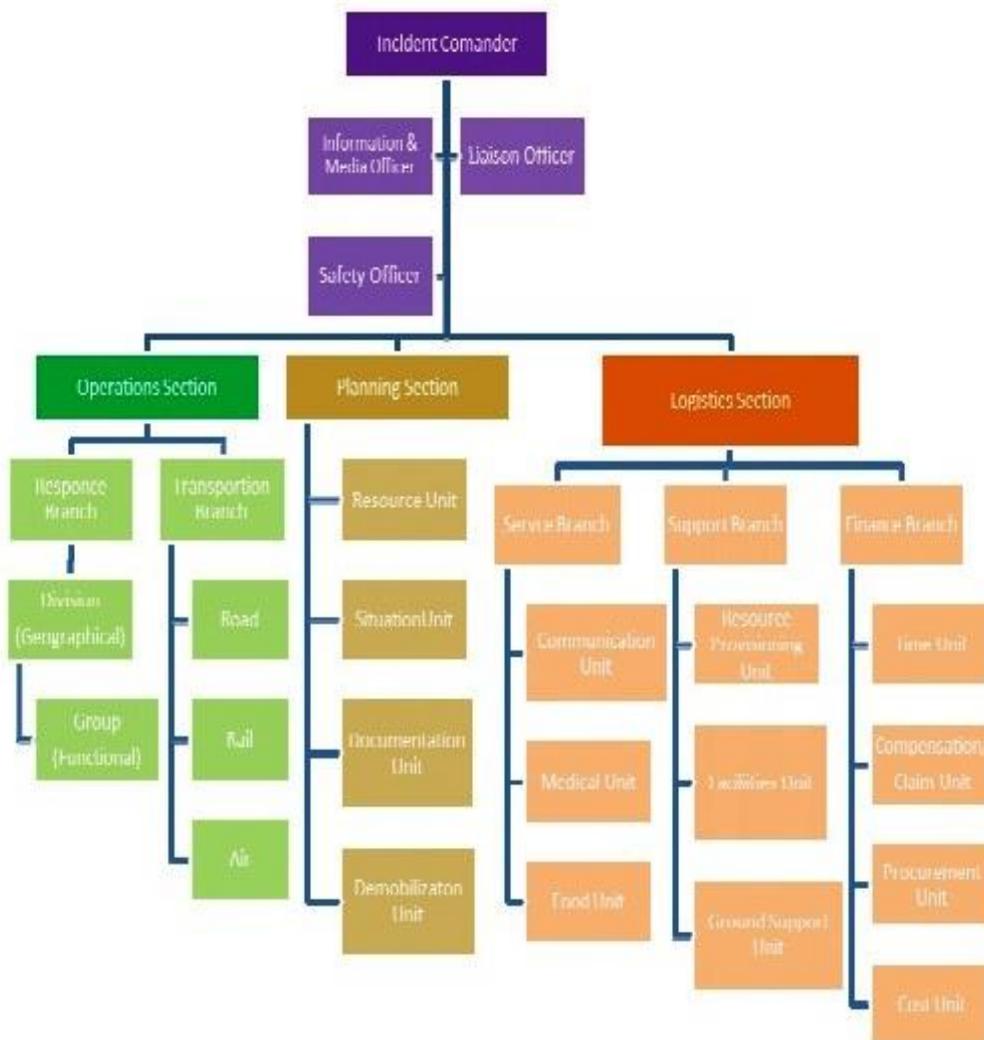
Annexures

Annexure-1

Incident Briefing-IRS form 001

1. Incident Name	
2. Map Sketch (Give details of the affected site)	
Date Prepared	Time Prepared
3. Summary of Current action	
A. Action Already Taken	
.....	
.....	
.....	
.....	
B. Action To be Taken	
.....	
.....	
.....	
.....	
C. Difficulties If Any In Response Including Mobilisation of Resources and Manpower	
.....	
.....	
.....	
.....	

4. Current Organization (Brief about activated section of IRT)



Annexure-2

**Incident Status summary (ISS)- IRS Form 002
(Major Components)**

1.Name of the incident: _____		2.Name of the IRS: _____		3.Operational Period _____		4.Prepared	
						Date:	
						Time:	
5.Name of the IC : _____				6.Phone : _____			
7.current situation (Nos. of casualty)							
(a)	(b)	(c)	(d)	(e)	Dead	Identified and cremated /buried dead bodies	Un-identified dead bodies
Locations	Injured	Treated	Discharged	Patients referred (specify Hospitals with locations)			
8.status of infrastructure (put tick mark)					9.Threats ,if any which may be increase severity of incident may be indicated		
(a)	(b)	(c)	(d)				
Infrastructure	Not Damaged	Partially Damaged	Completely Damaged				
Road							
Railways							
Airport							
Water supply							
Electricity supply							
Communication Network							

Communities/ critical Infrastructure							
Residence							
Any Other (specify)							
10.Resources deployed for response with descriptions							
(a)		(b)		(c)		(d)	
Locations	Human Resources	Resources			ESF involved		Activities
		Equipments			GOV.	Non GOV.	
		Kind	Type	Quantity			
11.Need for additional resources							
(a)					(b)		
Resource Details					Source of Mobilization		
kind		Type	Quantity				
12. Remarks if any:							
13. Name and designation of officer Prepared by _____							

Source : Adapted from IRS Form 002

Annexure-3

**Unit Log - IRS Form 003
(Major components)**

1.Name of the incident: _____	2.Name of the section: _____	3.Operational period: _____	4. prepared	
			Date: _____	
5.Name of the units	6.Work Assigned with Resources	7. Name of the site	8. status of work	
			(a)	(b)
			Completed	Not completed
9.specify accident / incident / weather conditions which may increase severity of incident				
(a)	(b)	(c)		
Time	Locations	Action taken or suggested		
10 .Name and designation of officer prepared by				

Source : Adapted from IRS Form 003

Annexure-4

Record of performed Activities- IRS Form 004

(Major components)

1.Name of the Incident: _____	2.Operational period _____	3.prepared	
		Date: _____	
		Time: _____	
4.Name of the Section: _____ Branch /Division/Unit: _____			
5. Name of the Facilities where (ICP / Incident Base /camp / Relief camp /Staging Area ,Medical camp / Helibase / Helipad / Any other) Division or Unit is deployed (Specify With exact location). _____			
6.Work Assigned		7.Status of work (put tick mark)	
		(a)	(b)
		Completed	Not completed
8.Any incident /accident during the response and action taken			
(a)		(b)	
Incident /Accident (Specify, if any)		Taken	Action
9.Name and designation of officer prepared by (Specify Name position and section): _____ (prepared by all responders bellow the section)		10.Despatch: Date: _____ Time: _____ _____	
		11.Signature of Receiving officer	

Source : Adapted from IRS Form 004

Annexure-5

**Organization Assignment List – IRS Form 005
(Major components)**

This assignment list will be prepared as IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective section chiefs.

1.Name of the Incident: _____	2.Operational period: _____	3.Prepared:
		Date: Time:
4.Name of the section to whom work assigned: _____		
5.Name of the supervisory officer concerned: _____		
6.Name of the responder: _____		
7.list of task assigned :		
(a) _____		
(b) _____		
(c) _____		
(d) _____		
(e) _____		
(f) _____		
(g) _____		
(h) _____		
(i) _____		

8. Name and designation of officer prepared by:		9. Approved by:
_____		_____

Source: Adapted from ICS Form 203

Annexure-5

**Organization Assignment List – IRS Form 005
(Major components)**

This assignment list will be prepared as IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective section chiefs.

1.Name of the Incident: _____	2.Operational period: _____	3.Prepared:
		Date: Time:
4.Name of the section to whom work assigned: _____		
5.Name of the supervisory officer concerned: _____		
6.Name of the responder: _____		
7.list of task assigned :		
(a) _____		
(b) _____		
(c) _____		
(d) _____		
(e) _____		
(f) _____		
(g) _____		
(h) _____		
(i) _____		

8. Name and designation of officer prepared by:		9. Approved by:
_____		_____

Source: Adapted from ICS Form 203

Annexure-7

**On Duty Officer List -IRS Form 007
(Major components)**

This will be maintained by all the section and sent to Ro through IC

1.Name of the incident: _____		2. Name of section/Branch /Division/ Unit (specify): _____			3.Operational period: _____		4. Prepared Date: Time:	
SI	5. Name of officer	6.Designation in Normal period	7. phone no/ E-mail ID	8. IRS position for the Incident	9. Location of Deployment	10. Location of camp with contact Details		11. Any other Information
12. Name and designation of officer prepare by _____					13. signature of the section chief _____		14. Dispatch	
							Date	_____
							Time	_____

Annexure-8

Medical Plan –IRS Form 008-(Major components)

1.Name of the incident: _____		2.Operational: _____		3.Prepared Date: Time:			4.Total Nos. of medical aid camp to be established:							
4.1 SI.No	4.2 Location(s)	4.3 Resources Available in the medical camp												
		(a) No. of Medical officers	(b) No.of paramedics staff	(c) Others (ANM & trained volunteers)specify			(d) Lifesaving drugs /Appliances		(e) Facilities of referral services and Blood Banks		(f) Any other (specify)			
							Yes	No	Yes	NO				
5.Status of Ambulances				6.Avilability of Regular Medical Facilties (Specify in Nos.)										
(a)		(b)		(c)		6.1 Govt					6.2 Private			
Name of the Ambulance service provider	Address& Contact No.	Paramedics Yes NO		(a) Loca tions	(b) Sub centre	(c) PHC	(d) Hospitals	(e) Medical college	(a) Locations	(b) Clinic	(c) Nursing	(d) Hospitals	(e) Medical College	(f) RMP
7.Road map of area circulated among the Ambulance service				8.Referral Medical Facilities in the neighborhood										
(a) Yes	(b) No	(a) Location		(b) Address					(c) Specialization					
9.Name and designation of officer prepared by (Medicalunit) _____							10.Approved by _____							

Source :Adapted from IRS Form 008

Annexure-9

Communication plan -IRS Form 009-(Major components)

1.Name of the Incident: _____					2.Operational period: _____					3.Prepared:		
Date: _____												
Time: _____												
3.List of locations where communication is available												
(a) Name of location	(b) organisation	(c) Requirement of Backup power		(d) Type of communication								
		yes	No	Wireless			Telephone			HAM Radio	Web	
				HF	VHF	Morse	Land line	Mobile	satellite		E- mail	skype
4.List of locations where communication has to be setup												
(a) Name of location	(b) Organization responsible	(c) Requirement of Backup power supply		(d) Personnel Requirement (specify Nos. if required)		(e) Type of communication						
		Yes	No	Yes	No	wireless			Telephone			HAM Radio
				HF	VHF	MORse	Land line	Mobile	satelite		E-mail	skype
5 .Arrangements for repair and replacement of faulty sets: _____						6.In stock available sets (specify Nos., kind and type): _____						
7.Networking plan for integrating inter - organisational communication facilities with the local setup (Army /NDRF, etc)-weather repeater or relay setup is required or not									8.Transport requirements for supervision and maintenance: _____			
9.Name and designation of officer prepared by: _____												

Source: Adapted from ICS Form 205

Annexure-10

**Demobilisation plan - IRS Form 010
(Major components)**

1.Name of the Incident: _____	2.Name of section /Branch /Division / Unit to be Demobilized (specify): _____			3.Operational period: _____		4.Prepared:	
						Date:	
						Time:	
5.Name of responder(s)/ details of resources to be demobilized	6.Location from where demobilization will take place	7.Date&Time	8. Mode of transport	9. Transit destination, if any	10. Final Destination & name of agency to whom returned	11.Ultimate destination agency notified or not	
						Yes	NO
12.Demobilisation Plan for out service equipments and sick personnel							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	
Name of sick personnel /out of service equipments	Location from where demobilisation will take place	Date &time	Mode of Transport	Transit destination, if any	Final destination &name of agency to whom returned	Ultimate destination agency notified or not	
13. name and designation of officer prepared by				14.Approved by	15. Issued by		

Sourced: adapted ICs Form 221

