

Incident Response System–Jamnagar

JAMNAGAR



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COLLECTOR OFFICE
JAMNAGAR
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***DISTRICT DISASTER
MULTI-HAZARD MANAGEMENT PLAN
JAMNAGAR***

Volume-1

Incident Response System

Preamble

The Guidelines on the Incident Response System (IRS) are issued by the National Disaster Management Authority (NDMA) under Section 6 of the DM Act, 2005 for effective, efficient and comprehensive management of disasters in India. The vision is to minimize loss of life and property by strengthening and standardizing the disaster response mechanism in the country.

Though India has been successfully managing disasters in the past, there are still a number of shortcomings which need to be addressed. The response today has to be far more comprehensive, effective, swift and well planned based on a well conceived response mechanism.

Realization of certain shortcomings in our response system and a desire to address the critical gaps led the Government of India (GoI) to look at the world's best practices. The GoI found that the system evolved for fire- fighting in California is very comprehensive and thus decided to adopt Incident Command System (ICS).

In view of the provisions of the DM Act, 2005, NDMA felt that authoritative Guidelines on the subject, with necessary modifications to suit the Indian administrative setup, were essential. To meet this need, a core group of experts was constituted and four regional consultation workshops were conducted. It was ensured that representatives of the State Governments and MHA participate and their views given due consideration. Training Institutes like the LBSNAA, NIDM and various RTIs / ATIs along with National core trainers also participated. The adaptation of ICS by other countries was also examined. The draft prepared was again sent to all States, UTs and their final comments were obtained and incorporated. A comprehensive set of Guidelines has thus been prepared and is called the Incident Response System (IRS)

Definition and Context:

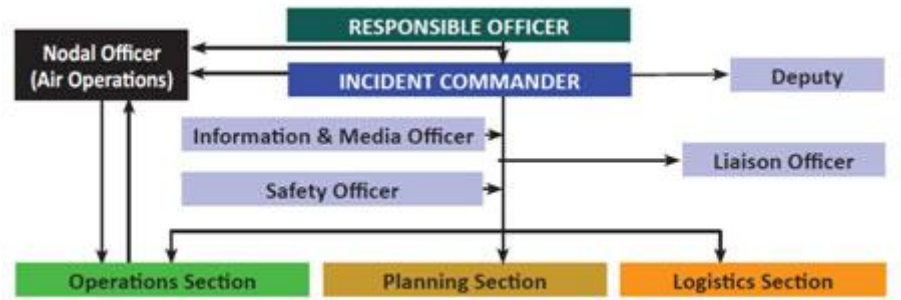
The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible 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.

The main purpose of these Guidelines is to lay down the roles and responsibilities of different functionaries and stakeholders, at State and District levels and how coordination with the multi-tiered institutional mechanisms at the National, State and District level will be done. It also emphasises the need for proper documentation of various activities for better planning, accountability and analysis. It will also help new responders to immediately get a comprehensive picture of the situation and go in for immediate action.

IRS Organisation:

The IRS organisation 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 Tehsil/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 as shown in this Fig.



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 organisations 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.

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 mobilised and keep IC informed. This Section also prepares the demobilisation plan.

Logistics & Finance Section (L&FS):

The L&FS is responsible for providing facilities, services, materials, equipment and other resources in support of the incident response. The Section Chief participates in development and implementation of the IAP, activates and supervises Branches and Units of his section. In order to ensure prompt and smooth procurement and supply of resources as per financial rules, the Finance Branch has been included in the LS.

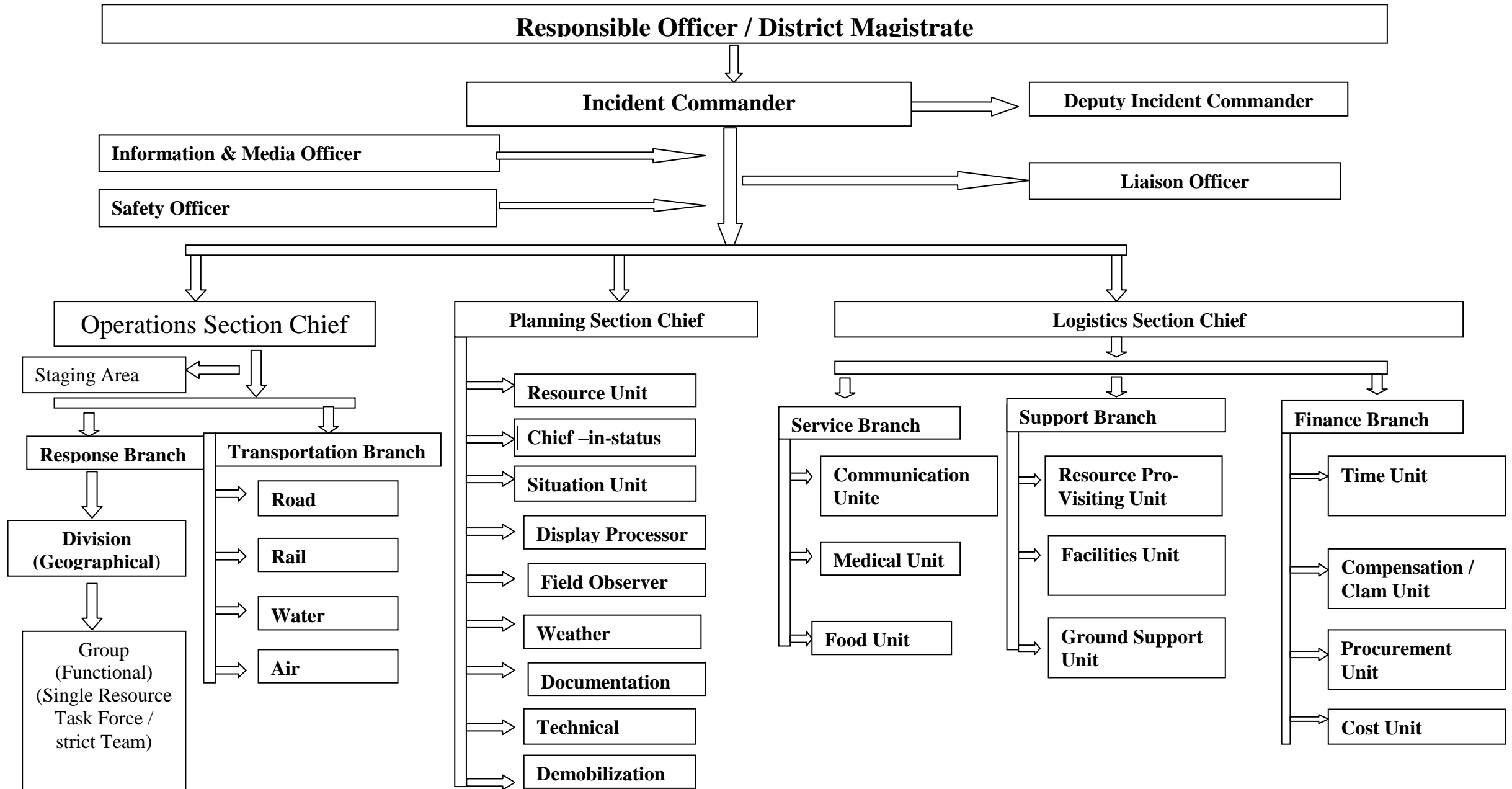
Disaster Response and District Response System

The response to disasters in the district will be organized according to the Incident Command System as adapted to conditions in Gujarat State (ICS/GS). The argument for the ICS is that its fundamental elements –unity of command, clarity of objectives and efficient resource use are common to the effective response to any disaster.

In Jamnagar district, the multi-hazard response plan focused on sector specific action plans unlike the department specific planning approach in the previous plan documents. The disaster response is led by the **District Emergency Operation Center (DEOC)** under the command and control of the District Collector.

The organizational structure of the Incident command system of Jamnagar district is given in the page No.6 To 8

Chart of Incident Response System of Jamnagar



**Responsible Officer (RO)
District Magistrate -Jamnagar**

S.N.	Position of IRT	Designation (Responsible officer)			
1	Incident Commander	Resident Additional Collector-Jamnagar			
2	Deputy Incident Commander	Dy. Collector, Jamnagar City			
3	Information &Media Officer	Dy. Director Information, Jamnagar			
4	Liaisoning Officer	SDM-Jamnagar Rural			
5	Safety Officer	Disaster Specific			
		SN	Disaster	Responsible officer	
		1	Fire	Chief Fire Officer, Jamnagar-JMC	
		2	Flood	Executive Engineer Irrigation, Jamnagar	
		3	Earthquake	Executive Engineer R & B (State) Jamnagar	
		4	Cyclone	CFO-JMC	
6	Operations Section Chief	Disaster Specific			
		SN	Disaster	Responsible officer	Remarks
		1	Fire	Chief Fire Officer, JMC- Jamnagar	Other Depart. will support as per Require of response to Disaster situation
		2	Flood	Executive Engineer Irrigation, Jamnagar	
		3	Earthquake	Executive Engineer R & B (State) Jamnagar	
		4	Cyclone	CFO-JMC	
		5	Chemical and Industrial	ADISH Department	
6	Tsunami	GMB, Fishries, Salt			
7	Staging Area Manger	Near to side of incident:- 1. District Primary Education Officer /DEO 2. Head Master Primary/Secondary, 3. Gram-Sevak, and 4. Talati cum Mantri			
8	Response Branch Director	SP, Police Department Jamnagar.			
8.1	Division Supervisor/Group-in charge	Dy.SP Jamnagar Hq.			
8.2	Task Force /Strike Team	Police Inspector, Jamnagar City and Rural			
8.3	Single Resources	District Supply Officer-Jamnagar			
		Road Group			
9	Transportation Branch Director	R. T. O. Jamnagar-Jamnagar			
9.1	Group in-charge	Divisional Controller of State Transportation, Jamnagar			
9.2	Vehicle Coordinator	ARTO, Jamnagar			

9.3	Loading-in-charge/ Unloading – in-charge	Depot Manager S.T.- Jamnagar
Rail Group		
9.4	Group in-charge	Station Manager, Jamnagar Railway Station
9.5	Vehicle Coordinator	As appointed by Station Manager, Jamnagar Railway Station
9.6	Loading /Unloading –in-charge	As appointed by Station Manager, Jamnagar Railway Station
Water Group		
9.7	Group In Charge	Executive Engineer, GWSSB-Jamnagar
Air Operations Group		
9.8	Group in-charge-Air operations	Air Officer Commanding- Jamnagar Air Force
9.9	Helibase/Helipad-in-charge	As Appointed by Jamnagar Air Force
9.10	Loading/Unloading –in-charge	As Appointed by Jamnagar Air Force
10	Planning Section Chief	Resident Additional Collector, Jamnagar
10.1	Resource Unit	Mamlatdar Disaster Management - Jamnagar and District Project Officer-GSDMA
10.2	Chief –in-status Recorder	PRO-Collector Office-Jamnagar
10.3	Situation Unit	Mamlatdar Disaster Management Cell, Jamnagar
10.4	Display Processor	Dy. Director Information-Jamnagar
10.5	Field Observer	Sarpanch, Talati, /NHRM Employee/ VDMC Members
10.6	Weather Observer	District Agriculture Officer-District Panchayat
10.7	Documentation Unit	Mamlatdar DM, Dy. Director Information, District Project Officer-GSDMA and DEOC staff
10.8	Demobilization Unit	Mamlatdar-DM/District Project Officer-GSDMA (Along with DEOC Staff)
10.9	Technical Specialist	1. CFO-JMC 2. CDHO, Jilla Panchayat, Jamnagar 2. DCF-Forest Department
11	Logistic/ Finance Section Chief	Director Rural Development Officer, Jamnagar-
11.1	Service Branch Director	District Planning Officer, Jamnagar
11.2	Communication Unit	General Manager BSNL, PI wireless-Jamnagar
11.3	Medical Unit	CDHO, Jilla Panchayat, Supritendent-G.G.Hospital
11.4	Food Unit	District Supply Officer, Jamnagar
11.5	Support Branch Director	District Municipal Officer, Collector Office, Jamnagar
11.6	Resource Provisioning Unit	DSM (District Supply Mamlatdar) Supply Depart.
11.7	Facilities Unit	DPEO/DEO, Dy. Ex. Eng .R&B Panchayat
11.8	Ground Support Unit	DSO, RTO
11.9	Finance Branch Director	District Treasury Officer, Jamnagar
11.10	Time Unit	Chief Supply Inspector-DSO Office
11.11	Claim Unit	Chitnish to Collector /(PRO)
11.12	Compensation	1. Dy. DDO (Development) & Team 2. District Treasury Officer, Panchayat
11.13	Procurement Unit	Chitnish to Collector, Collector Office, Jamnagar
11.14	Cost Unit	1. Resident additional collector-Jamnagar 2. District Treasury Officer, Jamnagar-Jamnagar

Role and Responsibility of IRS Officer

Roles and Responsibilities of District Magistrate as RO

The District Magistrate / RO will:

- ✓ Ensure that IRTs are formed at District, Sub-Division, Taluka 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 Responsible Officer to all SDOs, SDMs and Mamlatdar .
- ✓ Ensure web based / on line Decision Support System (DSS) is in place in EOC and connected with Sub-Division and Mamlatdar level IRTs for support.
- ✓ 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.
- ✓ Obtain funds from State Government as recommended by the 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.
- ✓ Delegate authorities to the IC.
- ✓ Activate IRTs at District headquarter, Sub-Division, Taluka levels, as and when required.
- ✓ Appoint / deploy, terminate and demobilize IC and IRT(s) as and when required.
- ✓ Decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other.
- ✓ Ensure that IAP is prepared by the IC and implemented.
- ✓ Remain fully briefed on the IAP and its implementation.
- ✓ Coordinate all response activities.
- ✓ Give directions for the release and use of resources available with any department of the Government, Local Authority, private sector etc. in the District.
- ✓ Ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required.
- ✓ 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.
- ✓ 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.
- ✓ Ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner.
- ✓ Deploy the District Headquarter IRTs at the incident site, in case of need.
- ✓ Ensure that effective communications are in place.
- ✓ Ensure that telephone directory of all ESF is prepared and available with EOC and members of IRTs.
- ✓ Ensure provision for accountability of personnel and a safe operating environment.
- ✓ In case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level RO.
- ✓ Mobilize experts and consultants in the relevant fields to advise and assist as he may deem necessary.
- ✓ Procure exclusive or preferential use of amenities from any authority or person.
- ✓ Conduct post response review on performance of IRTs and take appropriate steps to improve performance.
- ✓ Take other necessary action as the situation demands.

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:

The Incident Commander Role and Responsibility:

The Incident Commander will:

1. 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.
 - f. Any other information required for response from all available sources and analyzes the situation.
2. Determine incident objectives and strategies based on the available information and resources.
3. Establish immediate priorities, including search & rescue and relief distribution strategies.
4. 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.
5. Brief higher authorities on the situation as per incident briefing form - 001 enclosed in Annexure-I and request for additional resources, if required.
6. Extend support for implementation of AC and UC if considered necessary by the RO.
7. Establish appropriate IRS organization with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident.
8. Establish ICP at a suitable place. There will be one ICP even if the 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.
9. Ensure that the IAP is prepared.
10. Ensure that team members are briefed on performance of various activities as per IAP.
11. 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.
12. 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;
13. Ensure that all Sections or Units are working as per IAP;
14. Ensure that adequate safety measures for responders and affected communities are in place;
15. Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved;
16. Ensure that computerized and web based IT solutions are used for planning, resource mobilization and deployment of trained IRT members;
17. Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their procurement;
18. 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;

19. 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;
20. Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command;
21. Authorize release of information to the media;
22. Ensure that the record of resources mobilized from outside is maintained so that prompt payment can be made for hired resources;
23. Ensure that Incident Status Summary (ISS) is completed and forwarded to the RO (IRS form-002 is enclosed at Annexure-II);
24. Recommend demobilization of the IRT, when appropriate;
25. Review public complaints and recommend suitable grievance redresses measures to the RO;
26. Ensure that the NGOs and other social organizations deployed in the affected sites are working properly and in an equitable manner;
27. Ensure preparation of After Action Report (AAR) prior to the demobilization of the IRT on completion of the incident response.
28. Perform any other duties that may be required for the management of the incident;
29. 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
30. Perform such other duties as assigned by RO.

Roles and Responsibilities of Information and Media Officer (IMO)

The Information and Media Officer will:

1. prepare and release information about the incident to the media agencies and others with the approval of IC;
2. Joint 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;
3. ask for additional personnel support depending on the scale of incident and workload;
4. monitor and review various media reports regarding the incident that may be useful
5. for incident planning;
6. Organize IAP meetings as directed by the IC or when required;
7. coordinate with IMD to collect weather information and disseminate it to all
8. concerned;
9. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV).

Roles and Responsibilities of Liaison Officer (LO)

The **Liaison Officer** 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 Liaison Officer will:

1. Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations;
2. Carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government;
3. Monitor Operations to identify current or potential inter-agency problems;
4. Participate in planning meetings and provide information on response by participating agencies;
5. Ask for personnel support if required;

6. Keep the IC informed about arrivals of all the Government and Non Government agencies and their resources;
7. Help in organizing briefing sessions of all Governmental and Non Governmental agencies with the IC.
8. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV).

Roles and Responsibilities of Safety Officer (SO)

The **Safety Officer** 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 Safety Officer will:

1. Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations and review it regularly.
2. Ask for assistants and assign responsibilities as required.
3. Participate in planning meetings for preparation of IAP.
4. Review the IAP for safety implications.
5. Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities.
6. Review and approve the Site Safety Plan, as and when required.
7. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV).

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. The establishment and functions of all Sections are essential and vital for efficient response management. However, for management of smaller incidents, all the Sections need not be activated.

Operations Section (OS)

The OS comprises Response Branch (RB), Transportation Branch (TB) and Staging Area (SA) and is headed by the Operation Section Chief. 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. Response Branch 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.

Since Air Operations in disaster response involves coordination between Central Government, Ministry of Civil Aviation,

Air Force, State and the Districts concerned and also require technical inputs. 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. In order to maintain close supervision, the IRS provides for the formation of Branches, Divisions and Groups.

Operations Section Chief (OSC)

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.

Roles and Responsibilities of Operations Section Chief (OSC)

The Operations Section Chief will:

1. Coordinate with the activated Section Chiefs;
2. Manage all field operations for the accomplishment of the incident objectives;
3. Ensure the overall safety of personnel involved in the OS and the affected communities;
4. Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc.) in his Section in consultation with IC and in accordance with the IAP;
5. 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;
6. Request IC for providing a Deputy OSC for assistance, if required;
7. Brief the personnel in OS at the beginning of each operational period;
8. Ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
9. Prepare Section Operational Plan in accordance with the IAP; if required;
10. Suggest expedient changes in the IAP to the IC;
11. Consult the IC from time-to-time and keep him fully briefed;
12. Determine the need for additional resources and place demands accordingly and ensure their arrival;
13. 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).

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, stadium 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 Helipads, Helibases 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 Staging Area Manager (SAM) will:

1. Establish the SA with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc;
2. Organize storage and dispatch of resources received and dispatch it as per IAP;
3. Report all receipts and dispatches to OSC and maintain their records;
4. Manage all activities of the SA;
5. Utilize all perishable supplies expeditiously;
6. Establish check-in function as appropriate;
7. Request maintenance and repair of equipment at SA, as needed;
8. Ensure that communications are established with the ICP and other required locations
9. e.g. Different SAs, Incident Base, Camp, Relief Camp etc;
10. Maintain and provide resource status to PS and LS;
11. Demobilize SA in accordance with the Demobilization Plan IRS Form-010 as enclosed in Annexure-X;
12. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and

Response Branch

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.

The Response Branch Director (RBD) will:

1. Work under the supervision of the OSC and is responsible for the implementation of IAP as per the assigned role;
2. Attend planning meetings as required by the OSC;
3. Review Assignment Lists IRS Form-005 (enclosed in Annexure -V) for Divisions or Groups under his Branch;
4. Assign specific tasks to Division and Groups-in-Charge;
5. Supervise Branch functions;
6. Resolve conflicts reported by subordinates;
7. 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.
8. Provide Single Resource, Strike Team and Task Force support to various operational areas;
9. 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;

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:

1. Implement Division or Group assignment list.
2. Assign resources within the Division or Group under them.
3. Report on the progress of Operations, and the status of resources within the Division or Group.
4. 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.
5. Review assignments and incident activities with subordinates and assign tasks as per the situation.
6. Coordinate activities with adjacent Divisions or Groups, if required.
7. Submit situation and resource status to the RBD and the OSC;
8. Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC.
9. Resolve problems within the Division or Group;
10. Participate in the development of IAP for next operational period, if required.
11. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) Are collected and sent to the RBD and OSC; and

Single Resource

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:

1. Take charge of necessary equipment and supplies.
2. Assess local weather and environmental conditions, law and order situation etc. in the assigned area and report to the in-charge;
3. Perform the assigned duty.
4. Keep contact with his supervisor.

Strike Team or Task Force

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 team so 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 Task Force.

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 Task Force to their supervisor. In case the Branch, Division, or Group is not activated, the team leader will directly report to the OSC. Roles and Responsibilities of Strike Team or Task Force Leader

The Strike Team or Task Force Leader will:

1. Review assignments with members of his team;
2. Report on work progress;
3. Coordinate activities with adjacent Single Resource, Strike Teams and Task Forces if assigned;
4. Establish and ensure communications;
5. Perform any other duties assigned; and
6. 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)

All functional Groups (Road, Rail, Water and Air) of the TB are managed by the TBD. Since the air transportation is to be coordinated at the State and District levels, the TBD also needs to function in close coordination with RO, IC and NO for Air Operations. He will collect the details of all related flights from the concerned NO and organize the ground support requirement.

The TBD will also be responsible for the activation and expansion of various functional Groups as per the IAP.

Transportation Branch Director will:

1. Activate and manage different Operations Groups like Road, Rail, Water and Air.
2. Coordinate with the LS for required resources, and activate Groups of his Branch.
3. Coordinate with railways, road transport, waterways and airport authorities for support as required.
4. 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;
5. Provide ground support to the air operations and ensure appropriate security arrangements.
6. Provide Road transport support to the Rail and Water Operations Group as required.
7. Ensure safety of all personnel of his Branch involved in the Incident Response activities;
8. Ensure that all units moving in the area are familiarized with route with the help of road maps or local guides;
9. Report to the OSC and IC about progress of the TB;
10. Prepare transportation plan as per the IAP, if required;
11. Determine the need for additional resources, their proper and full use and place demand accordingly in advance.
12. Resolve problems and conflicts, if any.
13. Ensure the maintenance of the status of hired resources, their full utilization and timely release.
14. 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.

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 Group-in-charge (Road Operations) will:

1. Ensure transportation of resources by Road to the affected sites;
2. Requisition additional personnel support, if required;
3. Attend planning meetings on the direction of OSC;
4. Determine coordination procedures with various destinations as per IAP;
5. Ensure proper parking locations.
6. Resolve conflicts of the Group, if any.
7. Update Road Operations plan as required and share them with higher authorities.
8. In case of accidents, inform the TBD, the local police and provide assistance in investigation, if required.
9. Ensure that mechanics are available for repair of vehicles and also ensure adequate availability of Petrol, Oil and Lubricants (POL);
10. 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.
11. Support and coordinate the Road Operations part of the Rail, Water and Air Operations as required.
12. Collect record of various activities performed (IRS Form-004 enclosed in Annexure-IV) from coordinator and other members and send to 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:

1. Survey the assigned incident area to analyze situation and identify other potential problems in the context of transportation.
2. Requisition an Assistant Coordinator (Road Operations) depending on the magnitude of the incident and requirement.
3. Coordinate with SAM for smooth transportation of resources.
4. Receive assignments, brief drivers regarding the routes, assign missions, supervise vehicle movement and attend to the vehicle maintenance and repair needs.
5. Monitor activities of all assigned vehicles and keep senior officers informed;
6. Report incidents or accidents that occur in Road Operations to the TBD.
7. Maintain the records of supplies to different locations.
8. Keep track of vehicle movements. Provide GPS support, if available.
9. Request security support for transportation of relief materials if required and alert the police administration in the affected areas along the transportation route.
10. Maintain coordination at loading and unloading points.
11. Ensure that communication facilities are established at loading stations, SAs and destination points.
12. Attend to and resolve the needs of the personnel working under him;
13. Maintain record of various activities performed (IRS Form-004 enclosed in Annexure- IV) and send to the Group-in-charge or TBD; and

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:

1. Supervise the safe Operations of Loading / Unloading activities;
2. Obtain Operations Summary from the Groups-in-charge (Road, Rail and Water transport);
3. Organize the Loading areas;
4. Supervise Loading and Unloading crews and collect equipment (ladder, gloves, helmet, etc.) as required;
5. From time to time inform the coordinator about the progress of Loading / Unloading activities;
6. Prepare a Loading / Unloading plan with details of their resources and destinations;
7. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the TBD or Coordinator; and
8. 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 utilized 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 Loading / Unloading-in-charge will work under the Coordinator as shown in

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

1. Work under the TBD and coordinate all Rail Operations.
2. Organize crew for Loading and Unloading.
3. Ensure safe storage and warehousing of the materials;
4. Evaluate storage locations, ensure safety and obtain guidance from the TBD, if required.
5. Coordinate with Road Operations Group for movement of resources;
6. Prepare and provide Rail Operations Summary including time of departure and arrival, destinations, resource details, etc as and when required by the senior officers.
7. Request for additional personnel support, if required.
8. Update the TBD from time to time and seek support, if required.
9. Resolve conflicts within his Group, if any.
10. Update Rail Operations Plan;
11. Establish and maintain communications with various storage and warehousing areas, destination points and railway officers.
12. 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

Roles and Responsibilities of Coordinator (Rail Operations)

The Coordinator (Rail Operations) will:

1. Work under the Group-in-charge and provide coordination services for transportation of relief materials by Rail;
2. Survey assigned stations or points, to analyze the situation and other potential problems;
3. Ask for additional personnel support, if required;
4. Receive assignments, and supervise movement of resources;
5. Maintain liaison with Railway authorities regarding train timings etc.;
6. Report incidents or accidents that may occur in Rail Operations;
7. Ask for and monitor security arrangements of the resources;
8. 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
9. 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.

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

1. 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;
2. Requisition personnel support, if required;
3. Determine coordination procedures with various destinations as per IAP;
4. Supervise all Water Operations and related activities associated with the incident;
5. Evaluate and ensure docking or harboring locations;
6. Resolve conflicts, if any;
7. Update Water Operations plan and share it with the higher authorities, including the LSC;
8. Arrange for an accident investigation team as and when required and cooperate with the appropriate investigating authorities;
9. Ensure availability of POL and other logistic support for boat operations;
10. Attend to the needs of the personnel working with him.
11. 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

Roles and Responsibilities of Coordinator (Water Operations)**The Coordinator (Water Operations) will:**

1. 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;
2. Survey assigned incident areas to analyze the situation and other potential problems.
3. Coordinate with SAM for smooth transportation of relief materials, if required;
4. Receive assignments and supervise Water transport movement activities;
5. Monitor all Water Operations for their safety.
6. Ensure proper communications with Water transport personnel deployed in search and rescue as well as relief operations.
7. Keep the records of supplies to different locations, Water transport movements etc.
8. Report incidents or accidents that may occur in Water Operations to the TBD and other designated authorities.
9. Assess requirements of POL etc. for Water Operations and ensure their availability.
10. Maintain liaison with Coordinator (Road Operations) as most relief supplies will arrive by road.
11. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the Group-in-charge 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, helibases and helipads.

The composition of the Air Operations will be NOs will be designated by the State and District level ROs at their respective level, Group-in-charge, who will work directly under the TBD for coordination of logistic support at Airbase, Helibase and Helipad.

Roles and Responsibilities of Nodal Officer (NO)

The Nodal Officer (Air Operations) will:

1. Coordinate with concerned authorities for air operations;
2. Project the type of Air support required to the appropriate authorities based on the IAP and places the demand at least 24 hours in advance or as early as possible.
3. Inform the IC and OSC about the Air movements and landing schedules in their respective areas.
4. 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;
5. determine the suitability of Helipads or Helibases in coordination with the Air Force authorities and the State authorities;
6. Maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities;
7. Assist the IC and the LSC in the procurement of required ATF etc.
8. Report on Air Operations activities to the RO.

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

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

1. Provide ground support to Air Operations as per the IAP.
2. Report to TBD the progress of Air Operations and work in close coordination with the NO, IC, OSC and TBD;
3. Ensure resources and supplies required for the Air Operations are available at the concerned locations.
4. Keep appropriate Maps in order to provide correct coordinates to the pilots and others involved in the Air Operations.
5. Requisition additional personnel support, if required;
6. Ensure refueling facilities are available at the landing and takeoff locations.
7. Ensure that Helibases and Helipad locations are identified and approved by the appropriate authorities.
8. Determine the need for assignment of personnel and equipment at each Helibase and Helipad.
9. Ensure identification and marking of Helibases and Helipads.
10. ensure that the communication systems are in place;
11. Update landing and takeoff schedule of Aircrafts and Helicopters as informed by NO.
12. Ensure preparation of the load manifest for proper loading or unloading of relief supplies.

13. Arrange for unloading and dispatch or storage of relief materials that arrive at the airports, helipads and helibase. 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.
14. Ensure that proper packaging and weighing facilities are in place and used for loading of relief materials.
15. xvi Liaise with the road operations group for the road transportation needs;
16. 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.
17. 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.
18. xix. Perform any other duties assigned by the TBD.
 1. Roles and Responsibilities of Helibase / Helipad-in-Charge
19. A Helibase is the main location for parking, fueling and carrying out the maintenance of the Helicopters. It may also be used for loading and unloading of relief materials. Helipads are temporary locations in the incident area where Helicopters can safely land and take off.
20. The Helibase is often located at the Airport or at another location decided by the District administration in consultation and approval by the agency operating the Helicopter. When more than one Helibase is established it will be designated by name of the incident with number. Helipads are established and used for operational purpose only like loading unloading of personnel and equipment and other relief materials etc. The Helibase / Helipad-in-charge will report to the TBD.

The Helibase, Helipad-in-charge will:

1. Provide all ground support requirement of Helicopters at the location.
2. Keep appropriate Maps in order to provide correct coordinates to the pilots.
3. Survey the Helibase / Helipad area to analyze situation, potential Aircraft hazards and other likely problems.
4. Ensure that the Helipad and Helibase is properly marked so that it is visible from the air for smooth landing of Aircrafts.
5. Coordinate with the ground supervisor for Helicopter Operations.
6. Determine and implement ground and air safety requirements and procedures.
7. Maintain continuous monitoring of the assigned Helibases and Helipads and remain vigilant for unusual happening or hazards that may affect the Air Operations and take precautionary measures.
8. Ensure that all personnel deployed at the Helibases and Helipads are aware of the safety requirements.
9. Establish ground communication facilities.
10. Notify supervisor immediately of any delays in Helicopter schedules;
11. Ensure Aircraft rescue measures, firefighting services, lights, smoke candles, weighing facilities, wind direction socks, dust abatement measures and security etc. are in place and working properly at Helibases and Helipads;
12. Ensure proper facilities for rest, refreshment, water and sanitation for the Air crew.
13. Inform the supervisor about the mission completion.
14. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Group-in-charge; and

Roles and Responsibilities of Loading / Unloading-in-Charge

The Loading / Unloading-in-charge will:

1. Be responsible for the safe Operations of Loading and Unloading of cargo and personnel at Helibases.
2. Report to the Airbases, Helibases and Helipad-in-charge.
3. Ensure load manifest of personnel and cargo.
4. Ensure no inflammable material is loaded on the Aircrafts.
5. Supervise loading and unloading crew.
6. 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.
7. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Group-in-charge; and
8. Perform any other duties as assigned by the Group-in-charge, Helibase-in-charge and Helipad-in-charge.

Planning Section (PS)

PS comprises Resource Unit, Situation Unit, Documentation Unit and Demobilization Unit. The Section is headed by a chief known as Planning Section Chief

Planning Section Chief (PSC)

The Planning Section Chief is responsible for collection, evaluation, dissemination and use of information. It keeps track of the developing scenario and status of the resources. In case of need, the PS may also have Technical Specialist for addressing the technical planning matters in the management of an incident.

A list of such specialists will be kept available in the PS. The PSC reports to the IC and will be responsible for the activation of Units and deployment of personnel in his Section as per requirement.

Roles and Responsibilities of Planning Section Chief

The Planning Section Chief will:

1. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC.
2. 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.
3. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned Composition of Planning Section Technical Specialist (if required) Demobilization Unit, Documentation Unit, Situation Unit Resource Unit departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilized.
4. 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 IRS Form-009 (enclosed in Annexure-IX), demobilization plan IRS Form-010 (enclosed in Annexure-X), traffic plan, safety plan, and incident map etc. The major steps for preparing IAP are as follows;

- ✓ Initial information and assessment of the damage and threat;
 - ✓ Assessment of resources required;
 - ✓ Formation of incident objectives and conducting strategy meetings;
 - ✓ Operations briefing;
 - ✓ Implementation of IAP;
 - ✓ Review of the IAP; and
 - ✓ Formulation of incident objectives for the next operational period, if required;
5. Ensure that Incident Status Summary (IRS Form-002) enclosed in Annexure-II is filled and incorporated in the IAP.
 6. 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.
 7. Plan to activate and deactivate IRS organizational positions as appropriate, in consultation with the IC and OSC.
 8. Determine the need for any specialized resources for the incident management.
 9. 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;
 10. Provide periodic projections on incident potential;
 11. Report to the IC of any significant changes that take place in the incident status.
 12. Compile and display incident status summary at the ICP.
 13. Oversee preparation and implementation of Incident Demobilization Plan (IRS Form-010) enclosed in Annexure-X.
 14. 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.
 15. 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

Roles and Responsibilities of Resource Unit Leader (RUL)

The Resource Unit Leader will:

1. Maintain and display 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.
2. 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. SDRN, IDRN, CDRN and facilities will also be used for this purpose.
3. Ensure and establish Check-in function at various incident locations.
4. Update the PSC and IC about the status of resources received and dispatched from time to time.
5. Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources.
6. Ensure quick and proper utilization of perishable resources.
7. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned.

Roles and Responsibilities of Check-in/Status Recorder

The Check-in and Deployment Status Recorder will:

1. Report to the **Resource Unit Leader**.
2. Ensure that all resources assigned to an incident are accounted for at each check-in point;

3. 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 programme on the computers.
4. Establish communications with the EOC and Ground Support Unit (GSU) of LS.
5. Ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s).
6. Enter or record information on Incident Check-in and deployment list as per the IRS Form-006 enclosed at Annexure – VI.
7. Transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed.
8. Forward completed Check-in Lists to the Resource Unit.
9. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned.

Roles and Responsibilities of Situation Unit Leader (SUL)

The Situation Unit Leader (SUL) will:

1. Collect process and organize 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;
2. Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed.
3. Prepare situation and resource status reports and disseminate as required.
4. Provide authorized maps, photographic services to responders, if required.
5. Attend IAP Meeting with required information, data, documents and Survey of India maps etc.
6. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned.

Roles and Responsibilities of Display Processor (DP)

The DP is responsible for the display of incident status information obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, and through other sources.

The Display Processor DP will:

1. Display incident status obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, aerial photographs and other data received from technical sources.
2. Report to the SUL;
3. Ensure timely completion of display chart;
4. Obtain necessary equipment and stationery;
5. Assist in analyzing and evaluating field reports.
6. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the SUL; and

Roles and Responsibilities of Field Observer (FO)

The FO is responsible for collecting situation information from personal observations of the incident and provides this information to the SUL. He may be a local private individual or a member of any of the operational Units / Groups. The PSC will specially designate the individuals for such purpose.

The FO will:

1. 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;
2. Gather intelligence that may facilitate better planning and effective response.
3. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the SUL; and

Roles and Responsibilities of Documentation Unit Leader (DUL)

The Documentation Unit Leader will:

1. Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units;
2. Compile all information and reports related to the incident;
3. Review and scrutinize the records and various IRS forms for accuracy and completeness.
4. Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified;
5. Store files properly for post-incident analysis.
6. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned.

Roles and Responsibilities of Demobilization Unit Leader

In the management of a large incident, demobilization can be quite a complex activity and requires proper and separate planning. When the disaster response is nearing completion, the resources mobilized for response need to be returned. This should be done in a planned and phased manner. Demobilization requires organizing transportation of both equipment and personnel to a large number of different places both near and far away. The Demobilization Unit will prepare the demobilization plan in consultation with RO, IC and PSC. The plan should include the details of the responders to be demobilized, the date, mode of transport, location from where they will be demobilized, the destination where they have to finally reach etc. There will be a similar plan for out of service equipment and sick personnel also.

The Demobilization UL will:

1. Prepare Incident Demobilization Plan (IDP) as per IRS Form-010 given in Annexure-X.
2. Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources.
3. Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS.
4. Plan for logistics and transportation support for Incident Demobilization in consultation with LS.
5. Disseminate IDP at an appropriate time to various stakeholders involved.
6. Ensure that all Sections, Units, Teams and Resources understand their specific Incident Demobilization responsibilities and avail Demobilization facilities.
7. Arrange for proper supervision and execution of the IDP.
8. Brief the PSC on the progress of Demobilization.
9. Request the PSC for additional human resources, if required;
10. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned.

Technical Specialists (TS)

In consultation with the RO and IC, the PSC may mobilize Technical Resources and Specialists for specialized response, if required. They may be deployed for technical planning or specialized technical response and will function under the concerned section chief.

The TSs will provide technical support to the response management. A data base of TS will be prepared in advance at the District, State, Metropolitan City and Union Territory levels and incorporated in their DM Plan.

Logistics Section (LS)

Logistics Section provides 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. SDRN, 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 Logistics Section Chief (LSC)

The Logistics Section Chief will:

1. Coordinate with the activated Section Chiefs;
2. Provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.
3. Participate in the development and implementation of the Incident Action Plan (IAP)
4. Keep RO and IC informed on related financial issues.
5. 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.
6. Request for sanction of Impress Fund, if required.
7. Supervise the activated Units of his Section.
8. Ensure the safety of the personnel of his Section.
9. Assign work locations and preliminary work tasks to Section personnel.
10. Ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System.
11. Brief Branch Directors and Unit Leaders.
12. Anticipate over all logistic requirements for relief Operations and prepare accordingly.
13. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation.
14. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC.
15. Provide logistic support for the IDP as approved by the RO and IC.
16. Ensure release of resources in conformity with the IDP.
17. Ensure that the hiring of the requisitioned resources is properly documented and paid by the FB.
18. Assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII.
19. Ensure that cost analysis of the total response activities is prepared;
20. 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.

Roles and Responsibilities of Service Branch Director (SBD)

The Service Branch Director will:

1. Work under the supervision of LSC, and manage all required service support for the incident management.
2. Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit.
3. Discuss with activated Unit leaders for the materials and resources required and procure the same through LS.
4. Ensure proper dispatch of personnel, teams, resources etc as per the IAP;
5. Prepare an assignment list, if required;
6. Keep the LSC informed about the progress of Service Branch, from time-to-time.
7. Resolve Service Branch problems, if any;
8. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to sections concerned.

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

The Communication Unit Leader will:

1. Work under the direction of the SBD.
2. Provide communications facility as and when required.
3. Ensure that all communications equipment available is in working condition and that the network is functional.
4. Supervise Communication Unit activities.
5. Maintain the records of all communications equipment deployed in the field.
6. Recover equipment provided by Communication Unit after the incident is over. Ensure that it is properly linked with the IDP;
7. 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;
8. 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.
9. 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.
10. Ask for and ensure adequate staffing support.
11. Ensure that the communications plan is supporting the IAP.
12. Demobilize Communications Centre in accordance with the IDP.
13. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD.

Roles and Responsibilities of Medical Unit Leader (MUL)

The Medical Unit Leader will:

1. Work under the direction of the SBD;
2. 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;
3. Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC.
4. Maintain the list of medical personnel who could be mobilized in times of need;

5. Requisition more human resources as and when required to meet the incident objectives.
6. Prepare and circulate list of referral service centers to all the medical team leaders;
7. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD.

Roles and Responsibilities of Food Unit Leader (FUL)

The Food Unit Leader will:

1. Work under the direction of the SBD;
2. Supply resources to various activated Sections, Branches, Units and Groups of IRT as per direction of the SBD.
3. Supply food to:
 - A. Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc.
 - B. Victims at the temporary shelters, relief camps etc.
4. 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.
5. Determine food and drinking water requirements and their transportation, and brief the SBD and LSC.
6. Maintain an inventory of receipt and dispatch of resources;
7. Supervise the Unit activities;
8. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD.

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

The Support Branch Director will:

1. Work under the supervision of LSC, and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit.
2. Procure and dispatch required tactical materials and resources for Operations with the concurrence of the Section Chief;
3. Participate in the planning meeting of the LS;
4. Ensure that organization assignment list concerning the Branch is circulated to all Units under him.
5. Coordinate various activities of the Support Branch;
6. Keep the LSC informed about the progress of work;
7. Resolve problems within his unit, if any;
8. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned.
9. Perform any other duties assigned by the LSC.

Roles and Responsibilities of Resource Provisioning Unit Leader (RPUL)

The Resource Provisioning Unit Leader will:

1. Work under the supervision of Sup.BD.
2. Organize movement of personnel, equipment and supplies.
3. Receive and store safely all supplies required for the incident response,
4. Maintain the inventory of supplies and equipment;
5. Maintain the records of receipt and dispatch of supplies including equipment and personnel.
6. Organize repair and servicing of non-expendable supplies and equipment.
7. Participate in the planning meeting of LS.
8. Monitor the 'Kind', 'Type' and quantity of supplies available and dispatched.

9. Receive and respond to requests for personnel, supplies and equipment from the activated Sections, Branches, Divisions, Units and Groups of the IRS organization under intimation to Sup. B.D..
10. Requisition additional human resource assistance, if needed. These assistants may be deployed for different functional activities such as Resource Ordering, Resource Receiving and Tool & Equipment maintenance.
11. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sup.BD.

Roles and Responsibilities of Resource Ordering-in-charge

The Resource Ordering-in-charge will:

1. Report to the RPUL;
2. Prepare a list of resources to be procured and obtain its approval;
3. Place resource orders in a timely manner as per procedure lay down.
4. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL.

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

The Resource Receiving and Distribution-in-Charge will:

1. Report to the RPUL;
2. Receive and distribute all resources and services which have been ordered;
3. Identify and ensure time and locations for delivery of supplies and equipment;
4. Prepare separate lists for the resources received from line departments of Government and from other sources.
5. Organize physical layout of supply area.
6. Set up a filing system for receiving and distributing supplies and equipment and keep RPUL informed.
7. Ensure security requirements;
8. Keep the Resource Ordering-in-Charge informed about the positions of supplies and equipment received;
9. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL.

Roles and Responsibilities of the Tool and Equipment Specialist

The Tool and Equipment Specialist will:

1. Report to RPUL.
2. Supervise the service and repair all tools and equipment and keep the RPUL informed of their status.
3. Maintain record of activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL.
4. Perform any other duties assigned by the RPUL.

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

The Fac. UL will:

1. 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.
2. Report to the Sup.BD;
3. Locate the different facilities as per the IAP;
4. Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC.

5. Ask for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc.
6. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sup. BD.

Roles and Responsibilities of Facility Maintenance-in-charge

The Facility Maintenance-in-charge will:

1. Ensure that proper sleeping and resting facilities are organized.
2. Organize and provide toilet, bath and sanitation;
3. Maintain lighting arrangements;
4. Maintain general cleanliness in Incident Base, Camp(s), Relief Camp(s), ICP etc.;
5. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Fac. UL.

Roles and Responsibilities of Security-in-charge

The Security-in-charge will:

1. Provide security to the deployed resources including responders, relief materials at the required places and relief camps.
2. Establish contact with local law enforcement agencies, as required;
3. Request personnel support to accomplish work assignments, if required;
4. Coordinate security plan for incident facilities;
5. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Fac. UL.

Roles and Responsibilities of Ground Support Unit Leader (GSUL)

The GSUL will:

1. Work under the supervision of the Sup. BD.
2. Provide transportation services for field operations to TBD.
3. In case Air Operations are activated, organize and provide required ground support through TBD.
4. Provide maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC.
5. Develop and implement the Incident Traffic Plan;
6. Inform Resource Unit about the availability and serviceability of all vehicles and equipment
7. Arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Sup. BD;
8. Maintain inventory of assigned, available and off road or out of service resources;
9. Ensure safety measures within his jurisdiction;
10. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the Sup. BD.

Roles and Responsibilities of Finance Branch Director (FBD)

The FB is responsible for managing all financial aspects of response management. The FB has been kept under the LS for quick and effective procurement. Due diligence is very important in all financial transactions and proper procedure needs to be followed. Special precautions will be taken in selecting knowledgeable and experienced personnel conversant with the financial rules for functioning in this Branch.

The Finance Branch Director will:

1. Work under the LSC;
2. Attend planning meetings;
3. 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.
4. Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment;
5. Examine and scrutinize cost involved in the entire response activity including the demobilization, analysis the cost effectiveness and keep the LSC informed;
6. Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;
7. Brief the LSC or IC on all incident related financial issues needing attention or follow-up.
8. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned.

Roles and Responsibilities of Time Unit Leader (TUL)**The Time Unit Leader will:**

1. Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms;
2. Examine logs of all hired equipment and personnel with regard to their optimal utilization.
3. Ensure that all records are correct and complete prior to demobilization of hired resources;
4. Brief the FBD on current problems with recommendations on outstanding issues, and any follow-up required.
5. Ask for additional support of human resources for assistance, if required;
6. Maintain record of the activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD.

Roles and Responsibilities of Procurement Unit Leader (PUL)**The Procurement Unit Leader will:**

1. Attend to all financial matters pertaining to vendors and contracts;
2. Review procurement needs in consultation with the FBD;
3. Prepare a list of vendors from whom procurement can be done and follow proper procedures;
4. Ensure all procurements ordered are delivered on time;
5. Coordinate with the FBD for use of impress funds, as required;
6. 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;
7. Brief FBD on current problems with recommendations on outstanding issues and follow-up requirements;
8. Maintain record of activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD.

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

DM Act 2005, Section 65 and 66 provides for payment of compensation. Payments are also to be made for requisitioned premises, hired services, resources and vehicles for the purpose of disaster response and rescue operations etc. The Government may also decide to make ex-gratia payments depending upon the magnitude and the quantum of damage. There are some benchmarks for quantifying the level of loss in different scenarios like flood, drought, etc.

While some states may have their own norms for such purposes the GoI has also laid down the CRF Norms which should be followed.

If the incident is such that there may be a requirement of making payments concerning compensations and claims, the IC in consultation with the RO will activate a Compensation / Claims Unit and appoint a leader to collect and compile figures of loss of life and property etc. as provided by the relevant Government norms and directions. The leader in such cases should be advised to get photographs taken of the damages that may have occurred and even get the photographs of the dead victims and animals. He will also compile details of premises requisitioned, services and resources hired for which payments have to be made. These details should be sent to RO through IC for further necessary orders and payments.

The Compensation / Claims Unit Leader will:

1. Collect all cost data and provide cost estimates;
2. Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition;
3. Follow appropriate procedures for preparation of claims and compensation;
4. Requisition additional human resources, if required;
5. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD.

Roles and responsibilities of Cost Unit Leader (CUL)

The Cost Unit Leader is responsible for collecting all cost data, and providing cost estimates. At the end of the response the Cost Unit Leader provides cost effectiveness analysis.

The Cost Unit Leader will:

1. Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;
2. Make cost-saving recommendations to the FBD;
3. Complete all records relating to financial matters prior to demobilization;
4. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD.

Form-of 1 to 10 (Annexure-1 to X)