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**GOVERNMENT OF MEGHALAYA
DISTRICT DISASTER MANAGEMENT AUTHORITY
SOUTH WEST GARO HILLS DISTRICT
AMPATI**

NOTIFICATION

**DISTRICT INCIDENT RESPONSE SYSTEM (IRS)
2017**





**GOVERNMENT OF MEGHALAYA
DISTRICT DISASTER MANAGEMENT AUTHORITY
SOUTH WEST GARO HILLS DISTRICT: AMPATI.**

NOTIFICATION

Dated: 24th August 2017

No. SWGHA/DM-5/Pt-1/2016/316 The District Disaster Management Authority, Ampati is pleased to constitute the District Incident Response Team (IRT) to make the response to any disaster swift, efficient and effective as indicated below:-

IRS Position	Designation of Officers	Roles/Responsibilities
Responsible Officer (RO)	Deputy Commissioner, South West Garo Hills Ampati.	<ul style="list-style-type: none">• Overall in charge• Issue a standing Order in advance to different department and agencies for mobilization of resources in times emergency.• Activate Incident Response Team (IRT) at District Headquarter when the need arises.• Coordinate with the Central Government for mobilization of Armed Forces, Air support etc. as and when required.

COMMAND STAFF

IRS Position	Designation of Officers	Roles/ Responsibilities
<p>Incident Commander (IC)</p>	<p>Addl. Deputy Commissioner (Revenue and Disaster Management) and Chief Executive Officer (CEO), DDMA, South West Garo Hills.</p>	<ul style="list-style-type: none"> • Establish immediate priorities, including search & rescue and relief distribution strategies ; • Brief higher authorities about the situation as per incident briefing form-001 and request for additional resources, if required; • Establish appropriate Incident Response System (IRS) organization with section, Branches, Divisions and /or Units based on the span of control and scale of the incident; • Established Incident Command Post (ICP) at a suitable place. • Ensure that the Incident Action Plan (IAP) is prepared; • Approve and authorize the implementation of IAP. • Ensuring that planning meeting with the section heads are held at regular intervals. • Authorize release of information to the media. • Recommend demobilization of the Incident Response team (IRT), when appropriate;
<p>Deputy IC</p>	<p>Extra Assistant Commissioner (Disaster Management) Branch/ District Disaster Management Officer, (DDMO) South West Garo Hills.</p>	<ul style="list-style-type: none"> • Will carry out any kind of assignment given by Incident commander
<p>Information & Media Officer (IMO)</p>	<p>District Information & Public Relation Officer, (DPRO). Ampati / MPRO,</p>	<ul style="list-style-type: none"> • Prepare and release information about the incident to the media agencies and others with the approval of Incident Commander. • Got down decision taken and directions issued in case of sudden disaster when the IRT has not been fully activated and hand it to the Planning Section (PS) on its Activation for incorporation

	South West Garo Hills.	<p>in the IAP:</p> <ul style="list-style-type: none"> • Monitor and review various media reports regarding the incident that may be useful for incident planning; • Disseminate weather information to all the concerned.
Liaison Officer (LO)	Extra Assistant Commissioner (Disaster Management) / District Disaster Management Officer (DDMO), South West Garo Hills.	<ul style="list-style-type: none"> • Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations. • Carry out liaison with all concerned agencies including NRDF and Armed Forces and lines departments of Governments. • Keep the IC informed about arrivals of all Government and Non-Government agencies and their resources. • Help in Organizing briefing sessions of all the government and Non-Governmental agencies with the Incident Commander; • Maintain record of various activities performed as per IRS Form-004 by each section.
Safety Officer (SO)	Superintendent of Police, South West Garo Hills.	<ul style="list-style-type: none"> • Recommend measures for assuring safety of responders and hazardous unsafe situations and review it regularly; • Review the IAP for safety implications • Review and approve the Site Safety Plan, as and when required;

GENERAL STAFF

IRS Position	Designation of Officer	Roles/ Responsibilities
OPERATIONS SECTION CHIEF (OSC)	<p>Superintendent of Police, South West Garo Hills.</p> <p>Assisted by: Additional Superintendent of Police and Officer Incharge, Ampati Police Station, South West Garo Hills.</p>	<ul style="list-style-type: none"> • Manage all field operations for the accomplishment of the incident objectives; • Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc) in his Section. • Maintain On Duty Officers list (IRS Formed-007) for the day as enclosed. • Brief the personnel in Operation Section (OS) at the beginning of each operational period; • Prepare Section Operational Plan in accordance with the IAP; if required; • Consult the IC from time and keep him fully briefed;

		<ul style="list-style-type: none"> • Determine the need for additional resources and place demands accordingly with planning section chief and ensure their arrival; • Determine the need for additional resources and place demand accordingly with planning section chief and ensure their arrival; • Ensure the record of various activities performed (IRS form-004 by members of branches, Divisions, Units /Groups are collected and maintained in the Unit Log (IRS Form-003).
STAGING AREA MANAGER	<p>Superintendent of Police, South West Garo Hills.</p> <p>Extra Assistant Commissioner (Relief)</p> <p>Executive Engineer (PWD), Ampati/Barengapara Division,</p> <p>Inspector of Supply Deputy Commissioner (Supply) South West Garo Hills.</p>	<ul style="list-style-type: none"> • Establish the area Staging Area (SA) with proper layout • Organize storage and dispatch of resources received and dispatch them as per IAP; • Report all receipts and dispatches to Operational Section OSC and maintain their records; • Establish check-in function as appropriate; • Ensure that communications are established with the ICP and other required locations e.g. different SAs. Incident Base, Camp, Relief Camp etc; • Maintain and provide resource status to PS and LS; <p>Demobilize SA in accordance with the Demobilization Plan IRS Form-010 maintain record of various activities performed as per IRS Form-004</p>
Transportation Branch Director Air Operations- Nodal office (TBD)	<p>Superintendent of Police (HQ), South West Garo Hills/</p> <p>District Transport Officer, South West Garo Hills.</p>	<ul style="list-style-type: none"> • Activate and manage different Operations Group like Road, Rail, Water and Air • Coordinate with the Logistic Section (LS) for required resources, and activate Groups of his branch; • On placement of resources/requisition. Coordinate with railways, road transport, waterways and airport authorities for support as required; • Ensure that Organizational Assignment List (Division/Group-in-charges) IRS Form-005 is circulated among the Group Group-in-charges(s) and other responders of his Branch; • Provide Ground support to the air operations and ensure appropriate security arrangements; • Report to the Operation Section Chief and

		<p>Incident Commander about progress of the Transportation Branch;</p> <ul style="list-style-type: none"> • Prepare transportation plan as per the IAP, if required; • Ensure the maintenance of the status of hired resources, their full utilization and timely release; • Ensure that the record of the various activities performed(IRS Form -001) by different operational groups (Roads Rail Water and Air) are collected and sent to the Section concerned
<p>PLANNING SECTION CHIEF (PSC)</p>	<p>Additional Deputy Commissioner (Rev & Disaster Management)</p> <p>To be Assisted by: Block Development Officer of concerned Block Extra Assistant Commissioner (Rev & Disaster Management) and District Disaster Management Officer (DDMO), South West Garo Hills.</p>	<ul style="list-style-type: none"> • Coordinate with the activate Section Chief for planning and preparation of IAP in consultation with Incident Commander; • Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the Information and Media Officer are obtained from the Information and Media Officer (Command Staff) and incorporated in IAP; • Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned department and other sources. The Principal Secretary must have a databank of available resources with their locations from where it can be mobilized; • Ensure that Incident Status summary (IRS Form-002) is filled and incorporated in the IAP; • Ensure that Incident Organizational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Unit leaders and other responders of his Section; • Plan to activate and deactivate IRS organizational position as appropriate, in consultation with the Incident Commander and Operation Section Chief • Determine the need for any specialized resources for the incident resources. • Provide periodic projections on incident potential; • Report to the incident Commander of any significant changes that take place in the incident status; • Compile and Display incident status summary at the Incident Command Post;

Leader (DUL)	<p>Officer, District Information Public Relation Office, South West Garo Hills/ District Information Officer, NIC, South West Garo Hills</p> <p>District Disaster Management Officer (DDMO), South West Garo Hills.</p>	<p>related to the incident:</p> <ul style="list-style-type: none"> Review and scrutinize the records and various IRS form for accuracy and completeness; Stores files properly for post-incident analysis: Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned
Demobilization Unit Leader (DEMOB)	<p>Superintendent of Police, South West Garo Hills</p> <p>District Transport Officer, South West Garo Hills.</p>	<ul style="list-style-type: none"> Prepare the Incident Demobilization Plan (IDP) as per IRS Form-010; Identify surplus resources and prepare a tentative IDP in consultation with PSC and give priority to demobilization of surplus resources. Develop incident check-out functions for Sections, Branches, Divisions and Units in consultation with all sections and send to the PS; Plan for logistics and transportation support for Incident Demobilization in consultation with LS; Disseminate IDP at an appropriate time to various stakeholders involve ; Brief the PSC on the progress of demobilization; Maintain record of various activities performed as per IRS Form-004 and to send Sections Concerned
Technical Specialists	National Informatics Centre(NIC), South West Garo Hills.	The Technical Specialist will provide technical support to the response management. A data base4 of TS will be prepared in advance at the District State levels and incorporated in their DM Plans.
LOGISTICS SECTION CHIEF (LSC)	<p>Additional Deputy Commissioner (Rev & Disaster Management)</p> <p>To be assisted by Block Development Officer (BDO), of the concerned</p>	<ul style="list-style-type: none"> Provide logistics support to all incident response effort including the establishment of staging Area, Incident Base, Camp, Relief Camp, Helipad etc; Participate in the development and implementation and implementation of the IAP; Keep RO and IC informed on related financial issues; Ensure that Organizational Assignment List (Divisional/Group) IRS Form-005 is circulated among the branch Directors and other responders of his section; Request for sanction of Impress Fund, if

		<ul style="list-style-type: none"> • Oversee preparation and implementation of Incident Demobilization Plan (IRS Form-010) • Maintain On Duty Officers List (IRS Form-007) for the day • Maintain On Duty Officers List (IRS form-007) for the day. • Ensure that record of various activities performed IRS Form-004 by members of Units are collected and maintained in the Unit Log (IRSF Form-003)
Resources Unit Leader (RUL)	<p>Superintendent of Police, South West Garo Hills,</p> <p>Extra Assistant Commissioner (Rev & Disaster Management) South West Garo Hills.</p>	<ul style="list-style-type: none"> • Maintain and display the status of all assigned resources (Primary and Support) at the incident; • Compile a complete inventory of all resources available • Ensure and establish Check-in function at various incident locations: • Update the Planning Section Chief (PSF) and Incident Commander about the status of resources received and dispatched from time to time; • Coordinate with the various activated Branches. Divisions and groups of OS for checking status and utilization of allotted resources; Maintain record of various activities performed as per IRS Form-004 and send Section concerned
Situation Unit Leader (SUL)	<p>Superintendent of Police, South West Garo Hills</p> <p>Extra Assistant Commissioner (Rev & Disaster Management)</p>	<ul style="list-style-type: none"> • Collect, process and organize all incident information • Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and Incident Commander Informed; • Prepare situation and resources status report and disseminate as required • Provide authorized maps, photographic services to responders, if required; • Attend IAP Meeting with required information. data document and Survey of India maps etc. • Maintain record of various activities performed as per IRS Form-004 and send to Section concerned:
Documentation Unit	District Information & Public Relation	<ul style="list-style-type: none"> • Ensure that all the required formed and stationery are procured and issued to all the activated Sections. Branches. Divisions. Groups and Units: • Compile all information and reports

	<p align="center">Blocks.</p> <p align="center">Inspector Supply, Deputy Commissioner Supply Branch, South West Garo Hills.</p>	<p>required;</p> <ul style="list-style-type: none"> • Brief Branch Directors and Unit Leaders; • Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements for their procurement in consultation with the RO and IC; • Assess the requirement of additional resources and take step for their procurement in consultation with the RO and IC; • Maintain on Duty Officer List (IRS Form-007) for the day. • Ensure that record of various activities performed IRS Form-004 by members of Branches and Units are collected and maintain in the Unit Log Form-003
<p align="center">Service Branch Director (SBD)</p>	<p align="center">Additional Deputy Commissioner, Supply Deputy Commissioner Supply Branch, South West Garo Hills.</p>	<ul style="list-style-type: none"> • Work under the supervision of LSC, and manage all required service support service support for the incident management; • Manage and supervise various Units of the Branch like Communication Unit. Food Unit and any other activated Unit; • Discuss with the supervise various Unit leaders for the materials and resources required and procure the same through LS; • Ensure proper dispatch of personnel, team, resources etc as per the IAP; • Keep the LSC informed about the progress of Service Branch, from time-to-time; • Maintain record of various activities performed as per IRS Form-004 and send to sections concerned :
<p align="center">Communication Unit Leader (CUL)</p>	<p align="center">SDO, BSNL/ MPRO, South West Garo Hills.</p>	<ul style="list-style-type: none"> • Work under the directions of the SBD; • Provide communication Facility as when required ; • Ensure that all communication equipment available are in working condition and that the network is functional; • Maintain the records of all communications equipment deployed in the field; • Ensure setting up of a message centre to receive and transmit radio, telephone and other message from various activated Section, Branches, Unit and higher authorities and maintain their records; • Prepare an alternative Communication plan for execution in case of possible failure of the normal communications network. • Prepare a plan for integration of the

		<p>communications set up of the central teams Maintain record of various activities performed as per IRS Form-004 and send to SBD.</p>
Medical Unit Leader (MUL)	District Medical & Health Officer, South West Garo Hills.	<ul style="list-style-type: none"> • Work under the direction of the SBD • Prepare the Medical Plan and Procurement of required resources as per IAP. • Respond to request of the OS for medical aid, transportation and medical personnel supplies etc. under intimation to the SBD and LSC: • Maintain the list of medical personnel who could be mobilized in times of need; • Prepare and circulate list of referral service centers to all the medical team leaders; • Maintain record of various activities performed as per as IRS Form-004 and send to SBD.
Food Unit Leader (FUL)	<p>Additional Deputy Commissioner (Supply)</p> <p>Assisted by District Social Welfare Officer/ Inspector of Supply, South West Garo Hills.</p>	<ul style="list-style-type: none"> • Work under the direction of the SBD; • Supply food to: a) Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc, and b) Victims at the temporary shelters, relief camps etc; • Determine food and drinking water requirements and their transportations. and the SBD and LSC; • Maintain an inventory of receipt and dispatch of resources; • Maintain record of various activities performed as per IRS Form-004 and send to SBD
Support Branch Director (SBD)	<p>District Programme Officer (DPO), Planning South West Garo Hills.</p> <p>Additional Deputy Commissioner (Disaster Management), South West Garo Hills.</p>	<ul style="list-style-type: none"> • Work under the supervision of LSC. and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit; • Procure and dispatch required tactical material and resources for Operations with the concurrence of the Section Chief; • Participate in the planning meeting of the LS; • Ensure that organization assignment list concerning the Branch is circulated to all Units under him; • Keep the LSC informed about the progress of work; • Maintain record of various activities performed as per IRS Form-004 and send to Section concerned
Resources	District Medical & Health	<ul style="list-style-type: none"> • Work under the supervision of Sup.BD: • Organize movement of personnel, equipment and supplies.

Provisioning Unit Leader (RPUL)	Officer, South West Garo Hills.	<ul style="list-style-type: none"> • Receive and store safely all safety all supplies required for the incident response. • Maintain the inventory of supplies equipment • Maintain the records of receipt and dispatch of supplies including equipment and personnel; • Organize repair and servicing of non-expendable supplies and equipment; • Participate in the planning meeting of LS • Monitor the 'Kind', 'Type' and quantity of supplies available and dispatch; • Requisition additional human resource assistance if needed • Maintain record of various activities performed as per IRS Form-004 and send to Sup.BD.
Facilities Unit Leader (FUL)	Executive Engineer, PWD (Roads & Building) / Executive Engineer, PHE/ District Social Welfare Officer, South West Garo Hills.	<ul style="list-style-type: none"> • 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; • Report to the Sup.BD; • Locate the different facilities as per the IAP; • Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC; • Main record of various activities performed as per IRS Form-004 and send to Sup.BD.
Ground Support Unit Leader (GSUL)	Superintendent of Police, South West Garo Hills/ District Transport Officer, South West Garo Hills.	<ul style="list-style-type: none"> • Work under the supervision of the Sup.BD; • Provide transportation services for field operation to TBD; • In case Air Operations are activated, organize and provide required ground support through TBD; • Provide maintenance and repair services for all the vehicles and related equipment used for incident management. • Develop and implement the Incident Traffic Plan • Inform Resource Unit about the availability and serviceability of all vehicles and equipment; • Arrange for and activate fueling requirement for all transport including Aircrafts in consultation with the Sup.BD; • Maintain inventory of assigned, available and off road or out of service resources; • Ensure safety measures within his

		<p>jurisdiction;</p> <ul style="list-style-type: none"> • Maintain record of various activities performed as per IRS Form-004.
<p>Finance Branch Director (FBR)</p>	<p>Treasury Officer, South West Garo Hills.</p> <p>Assisted by Senior Accountant, Treasury.</p>	<ul style="list-style-type: none"> • Work under the LSC; • Attend planning meeting; • 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 step for their services procurement without delay; • Ensure that time records of hired equipment personnel and their services are accurately maintained as per Government norms for payment; • Examine and scrutinize cost involved in the entire response activity including demobilization, analyze the cost effectiveness and keep the LSC informed • Ensure That all obligation document initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD; • Brief the LSC or IC n all incident related financial issues needing attention or follow-up; • Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned
<p>Time Unit Leader (TUL)</p>	<p>Treasury Officer/ Senior Accountant, South West Garo Hills.</p>	<ul style="list-style-type: none"> • Maintain time recording of hired equipment and personnel and ensure that it is maintain on a daily basis and according to the government norms; • Examine logs of all hired equipment and personnel with regard to their optimal utilization; • Maintain record of the activities performed as per IRS Form-004 and send to FBD.
<p>Compensation/Claim Unit Leader (CUL)</p>	<p>Additional Deputy Commissioner (Relief)/ Extra Assistant Commissioner (Relief)/ District Disaster Management Officer (DDMO)/ Statistical Officer, South West Garo Hills.</p>	<ul style="list-style-type: none"> • Collect all cost data and provide cost estimates • Prepare and maintain a list of requisition premises, services, resources and vehicles, etc with correct date and time of such requisition:
<p>Cost Unit Leader</p>	<p>Treasury Officer</p>	<ul style="list-style-type: none"> • Develop incident cost summarize in consultation with the FBD on the basis of Cost Analysis Report • Make cost-saving recommendations to the

(CUL)	Assisted by Senior Accountant of Treasury, South West Garo Hills.	FBD <ul style="list-style-type: none"> • Complete all record Various activities performed as per IRS Form-004 and send to FBD.
Procurement Unit Leader (PUL)	Additional Deputy Commissioner (Relief) Assisted by Extra Assistant Commissioner (Relief)/ Treasury Officer/ Supply Inspector Supply Branch, South West Garo Hills.	<ul style="list-style-type: none"> • Attend to all financial mater pertaining to vendors and contracts; • Review procurement needs in consultation with the FBD; • Prepare a list of vendors from whom procurement can be done and follow proper procedures; • Complete final processing of all bills arising out of the response management and document for payment with the approval of the FBD, LSC and IC; • Brief FBD on current problems with recommendations on outstanding issues and follow-up requirements; • Maintain record of activities performed as per IRS Form-004 and send to FBD.


 Deputy Commissioner & Chairman
 District Disaster Management Authority
 South West Garo Hills, Ampati.

Memo No. SWGHA/DM-5/Pt-1/2016/316-A

Dated Ampati, the 24th August 2017

Copy to:

1. Additional Chief Secretary, Revenue & Disaster Management Department/ Food and Civil Supplies/ General Administration Department.
2. Principal Secretary, Revenue & Disaster Management Department/Home/ Finance
3. Joint Secretary, Revenue & Disaster Management Department.
4. Executive Director, State Disaster Management Authority.
5. To all the concern Officers.
6. Office file.



Deputy Commissioner & Chairman
District Disaster Management Authority
South West Garo Hills, Ampati.