

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER::: RI BHOI DISTRICT, NONGPOH**

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**NOTIFICATION**

**Dated 1<sup>st</sup> December 2016.**

**No. DCRB ( DRM)6/2014/ 22** - The following are hereby notified as members of District Incident Response Team (IRT) to make the response to any disaster swift, efficient and effective as indicated below and until further orders :-

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

**COMMAND STAFF**

<p>Incident Commander (IC)</p>		<ul style="list-style-type: none"> <li>• Establish immediate priorities, including search &amp; rescue and relief distribution strategies;</li> <li>• Brief higher authorities about the situation as per incident briefing form – 001 and request for additional resources, if required;</li> <li>• Establish appropriate Incident Response System (IRS) organization with Sections, Branches, Divisions and /or Units based on the span of control and scale of the incident;</li> <li>• Establish Incident Command Post (ICP) at a suitable place.</li> <li>• Ensure that the Incident Action Plan (IAP) is prepared</li> <li>• Approve and authorize the implementation of IAP.</li> <li>• Ensure that planning meetings with section heads are held at regular intervals.</li> <li>• Authorise release of information to the media,</li> <li>• Recommend demobilization of the Incident Response Team (IRT), when appropriate;</li> </ul>
<p>Deputy IC</p>		<p>Will carry out any kind of assignment given by Incident Commander.</p>
<p>Information &amp; Media Officer (IMO)</p>		<ul style="list-style-type: none"> <li>• Prepare and release information about the incident to the media agencies and others with the approval of Incident Commander (IC)</li> <li>• Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the Planning Section (PS) on its activation for incorporation in the IAP;</li> <li>• Monitor and review various media reports regarding the incident that may be useful for incident planning;</li> <li>• Disseminate information to all concerned;</li> </ul>

Liaison Officer (LO)		<ul style="list-style-type: none"> <li>• Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc) and their representatives at various locations;</li> <li>• Carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government;</li> <li>• Keep the IC informed about arrivals of all the Government and Non Governmental agencies and their resources;</li> <li>• Help in organizing briefing sessions of all Governmental and Non Governmental agencies with the Incident Commander;</li> <li>• Maintain record of various activities performed as per IRS Form-004 by each section.</li> </ul>
Safety Officer (SO)		<ul style="list-style-type: none"> <li>• Recommend measures for assuring safety of responders and hazardous unsafe situations and review it regularly;</li> <li>• Review the IAP for safety implications;</li> <li>• Review and approve the Site Safety Plan, as and when required;</li> </ul>

**GENERAL STAFF**

<p>OPERATIONS SECTION CHIEF (OSC)</p>		<ul style="list-style-type: none"> <li>• Manage all field operations for the accomplishment of the incident objectives;</li> <li>• Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc) in his Section</li> <li>• Maintain On Duty Officers list (IRS Form-007) for the day.</li> <li>• Brief the personnel in Operation Section (OS) at the beginning of each operational period;</li> <li>• Prepare Section Operational Plan in accordance with the IAP; if required</li> <li>• Consult the IC from time-to-time and keep him fully briefed;</li> <li>• Determine the need for additional resources and place demands accordingly with planning section chief and ensure their arrival;</li> <li>• Ensure 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).</li> </ul>
<p>Staging Area Manager</p>		<ul style="list-style-type: none"> <li>• Establish the Staging Area (SA) with proper layout</li> <li>• Organise storage and dispatch of resources received and dispatch them as per IAP;</li> <li>• Report all receipts and dispatches to Operational Section OSC and maintain their records;</li> <li>• Establish check-in function as appropriate;</li> <li>• Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc;</li> <li>• Maintain and provide resource status to PS and LS;</li> </ul> <p>Demobilise SA in accordance with the Demobilization Plan IRS Form-010</p>

		maintain record of various activities performed as per IRS Form-004
Transportation Branch		<ul style="list-style-type: none"> <li>• Activate and manage different Operations Groups like Road, Rail, Water and Air;</li> <li>• Coordinate with the Logistic Section (LS) for required resources, and activate Groups of his Branch</li> <li>• On placement of resources/requisition. Coordinate with railways, road transport, waterways and airport authorities for support as required;</li> <li>• Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Group-in-charge(s) and other responders of his Branch;</li> <li>• Provide ground support to the air operations and ensure appropriate security arrangements;</li> <li>• Report to the Operation Section Chief and Incident Commander about progress of the Transportation Branch;</li> <li>• Prepare transportation plan as per the IAP, if required;</li> <li>• Ensure the maintenance of the status of hired resources, their full utilization and timely release;</li> <li>• Ensure that the record of various activities performed (IRS Form-004) by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned.</li> </ul>
Response Branch Director		<p>Response Branch Director work under the supervision of the OSC and is responsible for the implementation of</p> <ul style="list-style-type: none"> <li>• IAP as per the assigned role;</li> <li>• attend planning meetings as required by the OSC;</li> <li>• review Assignment Lists IRS Form-005 (enclosed in Annexure -V) for Divisions or Groups under his Branch;</li> <li>• assign specific tasks to Division and</li> </ul>

		<p>Groups-in-Charge;</p> <ul style="list-style-type: none"> <li>• supervise Branch functions; resolve conflicts reported by subordinates;</li> <li>• 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.</li> <li>• provide Single Resource, Strike Team and Task Force support to various operational areas;</li> <li>• 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; perform any other duties assigned by the OSC;</li> </ul>
<p><b>PLANNING SECTION CHIEF (PSC)</b></p>		<ul style="list-style-type: none"> <li>• Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with Incident Commander;</li> <li>• 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 (Command Staff) and incorporated in the IAP;</li> <li>• Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc from concerned departments and other sources. Ensure that Incident Status Summary (IRS Form-002) is filled and incorporated in the IAP;</li> <li>• Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Unit leaders and other responders of his Section;</li> <li>• Plan to activate and deactivate IRS</li> </ul>

		<p>organizational positions as appropriate, in consultation with the Incident Commander and Operation Section Chief</p> <ul style="list-style-type: none"> <li>• Determine the need for any specialized resources for the incident management.</li> <li>• Provide periodic projections on incident potential;</li> <li>• Report to the Incident Commander of any significant changes that take place in the incident status.</li> <li>• Compile and display incident status summary at the Incident Command Post;</li> <li>• Oversee preparation and implementation of Incident Demobilisation Plan (IRS Form-010)</li> <li>• Maintain On Duty Officers List (IRS Form-007) for the day</li> <li>• Ensure that record of various activities performed IRS Form-004 by members of Units are collected and maintained in the Unit Log (IRS Form-003).</li> </ul>
Resource Unit Leader (RUL)		<ul style="list-style-type: none"> <li>• Maintain and display the status of all assigned resources (Primary and Support) at the incident;</li> <li>• Compile a complete inventory of all resources available.</li> <li>• Ensure and establish Check-in function at various Incident locations</li> <li>• Update the Planning Section Chief (PSC) and Incident Commander about the status of resources received and dispatched from time to time;</li> <li>• Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Section concerned.</li> </ul>
Situation Unit Leader (SUL)		<ul style="list-style-type: none"> <li>• Collect, process and organize all incident information</li> <li>• Prepare periodic future projections of the development of the incident</li> </ul>

		<p>(along with maps if required) and keep the PSC and Incident Commander informed.</p> <ul style="list-style-type: none"> <li>• Prepare situation and resource status reports and disseminate as required;</li> <li>• Provide authorized maps, photographic services to responders, if required;</li> <li>• Attend IAP Meeting with required information, data, documents and Survey of India maps etc;</li> </ul> <p>Maintain record of various activities performed as per IRS Form-004 and send to Section concerned;</p>
Documentation Unit Leader (DUL)		<ul style="list-style-type: none"> <li>• Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units.</li> <li>• Compile all information and reports related to the incident.</li> <li>• Review and scrutinize the records and various IRS forms for accuracy and completeness;</li> <li>• Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified.</li> <li>• Store files properly for post-incident analysis.</li> </ul> <p>Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.</p>
Demobilization Unit Leader (DEMOB)	Executive Engineer , Water Resources, Ri Bhoi District	<ul style="list-style-type: none"> <li>• Prepare Incident Demobilization Plan (IDP) as per IRS Form-010;</li> <li>• Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources;</li> <li>• Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS;</li> <li>• Plan for logistics and transportation support for Incident Demobilization in consultation with LS;</li> <li>• Disseminate IDP at an appropriate</li> </ul>



		<p>time to various stakeholders involved;</p> <ul style="list-style-type: none"> <li>• Brief the PSC on the progress of Demobilisation;</li> </ul> <p>Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.</p>
Technical Specialists	Scientist, NESAC	<ul style="list-style-type: none"> <li>• The Technical Specialists will provide technical support to the response management. A data base of TS will be prepared in advance at the District level and incorporated in their DM Plans.</li> </ul>
Check-in/Status Recorder	Research Officer, (Planning) Ri Bhoi District	<ul style="list-style-type: none"> <li>• report to the Resource Unit Leader</li> <li>• Ensure that all resources assigned to an incident are accounted for at each check-in point;</li> <li>• 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 computerised programme on the computers;</li> <li>• establish communications with the EOC and Ground Support Unit (GSU) of LS;</li> <li>• ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s);</li> <li>• enter or record information on Incident Check-in and deployment list as per the IRS Form-006 enclosed at Annexure - VI;</li> <li>• transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed;</li> <li>• forward completed Check-in Lists to the Resource Unit;</li> <li>• maintain record of various</li> </ul>

		<p>activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and</p> <ul style="list-style-type: none"> <li>• perform any other duties as assigned by PSC.</li> </ul>
Resource Unit Field Observer		<ul style="list-style-type: none"> <li>• 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;</li> <li>• gather intelligence that may facilitate better planning and effective response;</li> <li>• maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the SUL; and</li> <li>• perform such other duties as assigned by SUL or PSC.</li> </ul>
<b>LOGISTICS CHIEF (LSC)</b>	<b>SECTION</b>	<ul style="list-style-type: none"> <li>• Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp Relief Camp, Helipad etc;</li> <li>• Participate in the development and implementation of the IAP;</li> <li>• Keep RO and IC informed on related financial issues;</li> <li>• Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Branch Directors and other responders of his Section;</li> <li>• Request for sanction of Imprest Fund, if required;</li> <li>• Brief Branch Directors and Unit Leaders;</li> <li>• Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;</li> <li>• Assess the requirement of additional resources and take steps for their</li> </ul>

		<p>procurement in consultation with the RO and IC.</p> <ul style="list-style-type: none"> <li>• Maintain On Duty Officers List (IRS Form-007) for the day;</li> <li>• Ensure that record of various activities performed IRS Form-004 by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003.</li> </ul>
Service Branch Director (SBD)		<ul style="list-style-type: none"> <li>• Work under the supervision of LSC and manage all required service support for the incident management;</li> <li>• Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit;</li> <li>• Discuss with activated Unit Leaders for the materials and resources required and procure the same through LS;</li> <li>• Ensure proper dispatch of personnel, teams, resources etc as per the IAP.</li> <li>• Keep the LSC informed about the progress of Service Branch, from time-to-time;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to sections concerned;</li> </ul>
Communication Unit Leader (CUL)		<ul style="list-style-type: none"> <li>• Work under the direction of the Service Branch Director ;</li> <li>• Provide communications facility as and when required;</li> <li>• Ensure that all communications equipment available are in working condition and that the network is functional;</li> <li>• Maintain the records of all communications equipment deployed in the field;</li> <li>• 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;</li> <li>• Prepare an alternative communication</li> </ul>

		<p>plan for execution in case of possible failure of the normal communications network.</p> <ul style="list-style-type: none"> <li>• Prepare a plan for integration of the communications set up of the central teams</li> </ul> <p>Maintain record of various activities performed as per IRS Form-004 and send to SBD.</p>
Medical Unit Leader (MUL)		<ul style="list-style-type: none"> <li>• Work under the direction of the Service Branch Director ;</li> <li>• Prepare the Medical Plan and procurement of required resources as per IAP;</li> <li>• Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC;</li> <li>• Maintain the list of medical personnel who could be mobilized in times of need;</li> <li>• Prepare and circulate list of referral service centres to all the medical team leaders;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to SBD.</li> </ul>
Food Unit Leader (FUL)		<ul style="list-style-type: none"> <li>• Work under the direction of the SBD;</li> <li>• 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;</li> <li>• Determine food and drinking water requirements and their transportation, and brief the SBD and LSC;</li> <li>• Maintain an inventory of receipt and dispatch of resources;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to SBD.</li> </ul>
Support Branch Director (SBD)		<ul style="list-style-type: none"> <li>• Work under the supervision of LSC, and supervise the function of Resources Provisioning Unit, Facility Unit and Ground Support Unit;</li> <li>• Procure and dispatch required tactical</li> </ul>

		<p>materials and resources for Operations with the concurrence of the Section Chief.</p> <ul style="list-style-type: none"> <li>• Participate in the planning meeting of the LS;</li> <li>• Ensure that organization assignment list concerning the Branch is circulated to all Units under him;</li> <li>• Keep the LSC informed about the progress of work;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Section concerned.</li> </ul>
Resource Provisioning Unit Leader (RPUL)		<ul style="list-style-type: none"> <li>• Work under the supervision of Sup.BD;</li> <li>• Organise movement of personnel, equipment and supplies.</li> <li>• Receive and store safely all supplies required for the incident response.</li> <li>• Maintain the inventory of supplies and equipment.</li> <li>• Maintain the records of receipt and dispatch of supplies including equipment and personnel;</li> <li>• Organise repair and servicing of non-expendable supplies and equipment;</li> <li>• Participate in the planning meeting of LS</li> <li>• Monitor the 'Kind', 'Type' and quantity of supplies available and dispatched;</li> <li>• Requisition additional human resources assistance, if needed.</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Sup. BD.</li> </ul>
Facilities Unit Leader (FUL)		<ul style="list-style-type: none"> <li>• 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;</li> <li>• Report to the Sup.BD</li> <li>• Locate the different facilities as per the IAP;</li> <li>• Participate in the planning meeting of the Section, prepare list for each</li> </ul>

		<p>facilities and its requirements in coordination with the LSC;</p> <ul style="list-style-type: none"> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Sup.BD.</li> </ul>
Ground Support Unit Leader (GSUL)		<ul style="list-style-type: none"> <li>• Work under the supervision of the Sup. BD;</li> <li>• Provide transportation services for field operations to TBD;</li> <li>• In case Air Operations are activated, organize and provide required ground support through TBD;</li> <li>• Provide maintenance and repair services for all the vehicles and related equipment used for incident management.</li> <li>• Develop and implement the Incident Traffic Plan;</li> <li>• Inform Resource Unit about the availability and serviceability of all vehicles and equipment;</li> <li>• Arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Sup. BD;</li> <li>• Maintain inventory of assigned, available and off road or out of service resources;</li> <li>• Ensure safety measures within his jurisdiction;</li> <li>• Maintain record of various activities performed as per IRS Form-004.</li> </ul>
Finance Branch Director (FBR)		<ul style="list-style-type: none"> <li>• Work under the LSC;</li> <li>• Attend planning meetings;</li> <li>• 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;</li> <li>• Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment.</li> <li>• Examine and scrutinize cost involved in the entire response activity</li> </ul>

		<p>including the demobilization, analyse the cost effectiveness and keep the LSC informed.</p> <ul style="list-style-type: none"> <li>• Ensure that all obligation documents initiated at the Incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;</li> <li>• Brief the LSC or IC on all incident related financial issues needing attention or follow-up;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.</li> </ul>
Time Unit Leader (TUL)		<ul style="list-style-type: none"> <li>• Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to Government norms;</li> <li>• Examine logs of all hired equipment and personnel with regard to their optimal utilization.</li> <li>• Maintain record of the activities performed as per IRS Form-004 and send to FBD.</li> </ul>
Compensation/Claim Unit Leader (CUL)		<ul style="list-style-type: none"> <li>• Collect all cost data and provide cost estimates;</li> <li>• Prepare and maintain a list of requisitioned premises, services, resources and vehicles etc with correct date and time of such requisition;</li> <li>• Follow appropriate procedures for preparation of claims and compensation;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to FBD.</li> </ul>
Cost Unit Leader (CUL)		<ul style="list-style-type: none"> <li>• Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;</li> <li>• Make cost-saving recommendation to the FBD;</li> <li>• Complete all records relating to financial matters prior to demobilization;</li> <li>• Maintain record of various activities</li> </ul>

		performed as per IRS Form-004 and send to FBD.
Relief Camp Manager		<ul style="list-style-type: none"> <li>• The Relief Camp Managers are responsible for managing the Relief camp</li> <li>• Will report to the Facility Unit in the LS. If the FUL has not been activated will report to the LSC.</li> </ul>