

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER: WEST KHASI HILLS DISTRICT,
NONGSTOIN.

☎ (03654) 280221

Notification

Dated Nongstoin the 6th March 2018

NO.NDR-DRM-11/2008/112 In exercise of the powers conferred under Section 30(x), (xi), (xii) and Section 33 of Disaster Management Act 2005 the District Disaster Management Authority, West Khasi Hills, Nongstoin hereby designate the following officers for the **Incident Response Team** of West Khasi Hills District.

IRS Position	Designation of Officers	Roles/Responsibilities
Responsible Officer	Deputy Commissioner cum Chairman (DDMA), West Khasi Hills District, Nongstoin.	<ul style="list-style-type: none"> • Overall in-charge • Issue a Standing Order in advance to different departments and agencies for mobilization of resource in times of emergency • Activate Incident Response Team (IRT) at District Headquarter when the need arises • Coordinate with the Incident Response Team (IRS) of the District. • Coordinate with the state government for mobilisation of state disaster response force, (SDRF), national disaster response force, (NDRF), armed forces, air support, etc as and when required.
Incident Commander	Additional Deputy Commissioner cum CEO, (DDMA) West Khasi Hills District	<ul style="list-style-type: none"> • Establish immediate properties, including search & rescue and relief distribution • Brief higher authorities about the situation as per incident briefing form – 001 and request for additional resources, if required; • Establish appropriate Incident Response Team (IRS) organization with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident • Establish Incident Command Post (ICP) at a suitable place. • Ensure that the Incident Action Plan (IAP) is prepared. • Approve and authorize the implementation of the Incident Action Plan (IAP). • Ensure that planning meetings with section heads are held at regular intervals. • Authorize release of information to the media • Recommend demobilization of the Incident Response Team (IRT), when appropriate.
Media and Information Officer(IMO)	District Public Relation Officer Nongstoin	<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 (IC) • Jot down decisions taken and directions issued in case of sudden disasters when the Incident Response Team (IRT) has not been fully activated and hand it over to the

		<p>Planning Section (PS) on its activation for incorporation in the Incident Action Plan (IAP)</p> <ul style="list-style-type: none"> • Monitor and review various media supports regarding the incident that may be useful for incident planning • Disseminate whether information to all the concerned.
Liaison Officer	Executive Engineer, PHE Nongstoin	<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 NDRF and Arm Forces and line departments of Government. • Keep the IC informed about arrivals of all the Government and Non Government agencies and their resources. • Help in organizing briefing sessions of all governmental and Non Governmental agencies with the Incident Commander • Maintain record of various activities performed as per IRS Form -004 each section.
Safety Officer	Addl. S.P. West Khasi Hills District	<ul style="list-style-type: none"> • Recommend measures for assuring safety of responders and hazardous unsafe situations and review it regularly • Review the Incident Action Plan (IAP) for safety implications • Review and approve the Site Safety Plan, as and when required
Operation Section Chief	Superintendent of Police, West Khasi Hills District	<ul style="list-style-type: none"> • Manage all field operations for accomplishment of the incident objectives. • Deploy, activate, expand and supervise organisational elements (Branch, Division, Group, etc.) in his Section. • Maintain On Duty Officers list (IRS Form-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 Incident Action Plan (IAP), if required. • Consult the incident Commander (IC) from time to time and keep him fully briefed. • Determine the need for additional resources and place demands accordingly with planning section chief and ensure their arrival. • Ensure record of various activities performed (IRS Form-004) by member of Branches, Divisions, Units/Groups are collected and maintained in the unit Log (IRS Form-003)
Staging Area Manager	BDO Nongstoin C & RD Block	<ul style="list-style-type: none"> • Establish the Staging Area (SA) with proper layout • Organise storage and despatch of resources received and dispatch them as per the Incident Action Plan (IAP). • Report all receipts and despatch to Operational Section OSC and maintain their records.

		<ul style="list-style-type: none"> • 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 to Planning Section (PS) and Logistic Section (LS). • Demobilize SA in accordance with the Demobilization Plan IRS Form-010 maintain record of various activities performed as per IRS Form-004
In-charge Transportation Branch	District Transport Officer, Nongstoin	<ul style="list-style-type: none"> • Activate and manage different Operations Groups like Road, Rail, Water and Air. • Coordinate with the Logistic Section (LS) for required resources, and activate Group of his branch. • On placement of resources/requisition, coordinate with railways, road transport, waterways and airport authorities for support as required. • Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the group in-charge(s) and other responder of his Branch. • Provide ground support to the air operations and ensure appropriate security assignments. • Report to the Operation Section Chief and Incident Commander about the progress of the Transportation Branch. • Prepare transportation plan as per the Incident Action Plan (IAP), if required. • Ensure the maintenance of the status as of hired resources, their fully utilization and timely release. • Ensure that the record of various activities performed (IRSForm-004) by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned.
Asst. Transportation Branch	MVI, o/o District Transport officer	
Resource Unit Field	AEE, P.W.D. (Road) Nongstoin Subdivision-1	<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 (PSC) and incident Commander about the status of resources received and dispatch 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 to Section concerned.
Resource Unit Leader	Deputy Labour Commissioner, Nongstoin	
Planning Section Chief	Extra Assistant Commissioner, (EAC), West Khasi Hills District	<ul style="list-style-type: none"> • Coordinate with the activated Section Chief for planning and preparation of Incident Action Plan (IAP) in consultation with the Incident Commander • Ensure that decisions taken and directions

		<p>issued in case of sudden disasters when the Planning Section (PS) has not been activated are obtain from the information and Media Officer (Command Staff) and incorporated in the Incident Action Plan (IAP)</p> <ul style="list-style-type: none"> • Ensure collection, evacuation, dissemination of information about the incident including weather, environment toxicity, availability of resources etc. from concerned departments 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 Incident Action Plan (IAP). • Ensure that Organization Assignment List (Divisional/Group) IRS Form-005 is circulated among the unit leaders and other responders of his Section.
Situation Unit Leader (SUL)	A.E.E. P.W.D. (Building), Nongstoin	<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 map if required) and keep the Planning Section Chief (PSC) and Incident Commander (IC) informed. • Prepare situation and resource status reports and disseminate as required • Provide authorized maps, photographic services to responders if required. • Attend Incident Action Plan (IAP) meeting with required information, data, documents and survey of India maps etc. • Maintain record of various activities performed as per IRS Form-004 and send to Section concerned.
Documentation Unit Leader	District Informatics Officer	<ul style="list-style-type: none"> • Ensure all the required forms and stationery are procured and issued to all the activated Section, Divisions, Groups and Units. • Compile all information and reports related to the incident • Review and scrutinize the records and various IRS forms for accuracy and completeness, • Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified. • Store 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	Executive Engineer, Water Resources Nongstoin	<ul style="list-style-type: none"> • Prepare Incident Demobilization Plan (IDP) as per IRS Form-010. • Identify surplus resources and prepare a tentative Incident Demobilization Plan (IDP) in consultation with the PSC and give priority to demobilization of surplus resources. • Develop Incident check-out functions for Sections, Branches, Divisions and Units in consultation with all the Sections and send it

		<p>the Planning Section (PS).</p> <ul style="list-style-type: none"> Plan for logistics and transportation support for Incident Demobilization in consultation with Logistic Section (LS). Disseminate Incident Demobilization Plan (IDP) on the progress of Demobilization. Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.
Technical Specialist	Executive Engineer (P.W.D) Technical Cell	<ul style="list-style-type: none"> The Technical Specialists will provide a technical support to the response management. A data base of Technical Specialist (TS) will be prepared in advance at the District, State levels and incorporate in their DM Plans.
Assistant Technical specialist	SDO (T/C) Water Resource (WR)Nongstoin	
Logistic Section Chief	District Housing Officer, Nongstoin	<ul style="list-style-type: none"> Provide logistic 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 of the Incident Action Plan (IAP). Keep Responsible Officer (RO) and Incident Commander (IC) informed on related financial issues. Ensure that Organizational Assignment List (Division/Group) IRS Form-005 is circulated among the Branch Directors and other responders of his Section. Request for sanction of Imprest Fund, if required. Brief Branch Directors and Unit Leaders. Constantly review the Communication Plan, Medical Plan and Traffic plan to meet the changing requirements of the situation. Asses the requirement of additional resources and take steps for their procurement in consultation with the RO and IC. Maintain On Duty Officers 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 maintained in the Unit Log IRS Form-003
Service Branch Manager	Project Manager, NERCOMP, Nongstoin	<ul style="list-style-type: none"> Works under the supervision of Logistic Section Chief (LSC), and manage all required service support for the incident management. Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food unit and any other activated Unit. Discuss with the activated Unit Leaders for the materials and resources required and procured the same through Logistic Section (LS). Ensure proper dispatch of personnel, teams, resources etc. as per the Incident Action Plan (IAP). Keep the Logistic Section Chief (LSC)
Assistance Service Manager	Principal ITI Department	

		<p>informed about the progress of Service Branch, from time to time.</p> <ul style="list-style-type: none"> • Maintain record of various activities performed as per IRS Form-004 and send to section concerned
Medical Unit Leader-1	Medical Superintendent, Nongstoin Civil Hospital	<ul style="list-style-type: none"> • Work under the direction of the Service Branch Director (SBD). • Prepare the Medical Plan and procurement of required resources as per the Incident Action Plan (IAP). • Respond to requests of the Operating Section (OS) for medical aid, transportation and medical supplies etc. under intimation to the Service Branch Director (SBD) and Logistic Section Chief (LSC). • Maintain the list of the medical personnel who could be mobilized in times of need. • Prepare and maintain the list of referral service centres to all the medical teams leaders. • Maintain record of various activities perform as per IRS Form-004 and send to Service Branch Director (SBD).
Medical Unit Leader-2	Medical Health Officer ,CHC Nongstoin	
Food Unit Leader	Deputy Director of Supply, Nongstoin	<ul style="list-style-type: none"> • Work under the direction of the SBD. • Supply food to: a) personnel of IRT(s) at Incident Commander Post (ICP), Camps, Incident Base, Staging Area (SA), etc. and b) Victims at the temporary shelters, relief camp etc. • Determine food and drinking water requirements and their transportation, and brief the Service Branch Director (SBD) and Logistic Section Chief (LSC). • Maintain an inventory of receipt and dispatch of resources. • Maintain record of various activities perform as per IRS Form-004 and send to Service Branch Director (SBD)
Assistant Food Unit Leader	Superintendent of Supply, Nongstoin	
Ground Support Leader-1	CDPO, Nongstoin	<ul style="list-style-type: none"> • Work under the supervision of the Sup. BD. • Provide transportation services for fields operation to Transport Branch Director (TBD). • In case of Air Operations are activated, organize and provide required ground support through Transport Branch Director (TBD). • Provide maintenance and repair services for all the vehicle 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 fuelling requirements for all transporting including Aircrafts in consultation with the Sup. BD. • Maintain inventory of assigned, available and off road or out of service of resources. • Ensure safety measures within his jurisdiction. • Maintain record of various activities
Ground Unit Leader-2	District Horticulture Officer	
Ground Unit Leader-3	DCPO, Nongstoin	

		performed as per IRS Form-004.
Resource Provisioning Unit Leader	Executive Engineer, PWD (Road), Nongstoin Division	<ul style="list-style-type: none"> • Work under the supervision of Sup. BD • Organize movement of personnel, equipment and supplies. • Receive and store safety all supplies required for the incident response. • Maintain the inventory of supplies and equipment. • Maintain the record of receipt and despatch of supplies including equipment and personnel. • Organize repair and servicing of non-expandable supplies and equipment. • Participate in the planning meeting of Logistic Section (LS). • Monitor the 'Kind', 'Type' and quantity of supplies available and despatched. • Requisition additional human resource assistance, if needed. • Maintain record of various activities perform as per IRS Form-004 and send to Sup. BD. •
Assistant Resource Provisioning Unit Leader	AAE (Mech.) Nongstoin	
Facilities Unit Leader-1	AEE, P.W.D., (Road), Nongstoin Subdivision-2	<ul style="list-style-type: none"> • Prepare the layout and activation of incident facilities e.g., Incident Base, Camp(s), relief Camp(s), Incident Command Post (ICP) etc., and provide basic amenities to the responders.
Facilities Unit Leader-2	SDO, PHE, Nongstoin	<ul style="list-style-type: none"> • Report to the Sup. BD • Locate the different facilities as per the Incident Action Plan (IAP). • Participate in the Planning meeting of the section. Prepare list for each facilities and requirements in coordination with the Logistic Section Chief (LSC). • Maintain record of various activities performed as per IRS Form-004 and send to Sup. BD
Finance Branch Director	Treasury Officer Nongstoin	<ul style="list-style-type: none"> • Work under the Logistic Section Chief (LSC). • Attend planning meeting • Prepare a list of resources to be mobilized, procures or hired in accordance with the Incident Action Plan (IAP). Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay. • Ensured that time record of hired equipment, personnel and their services are accurately maintained as per the Government Norms for payment. • Examine and scrutinize cost involved in the entire response activity including the demobilization, analyse the cost effectiveness and keep the Logistic Section Chief (LSC) informed. • Ensure that all obligations documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and Branch Director (BD). • Brief the Logistic Section Chief (LSC) or Incident Commander (IC) on all the incident

		<p>related financial issues needing attention or follow-up.</p> <ul style="list-style-type: none"> • Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.
Compensation/Claim Unit Leader	Extra Assistant Commissioner, EAC West Khasi Hills District	<ul style="list-style-type: none"> • Collect all cost data and provide cost estimates. • Prepare and maintain a list of requisitioned premises, services, resources and vehicle, etc. with correct date and time of such requisition. • Follow appropriate procedures for preparation of claims and compensation. • Maintain record of various activities performed as per IRS form-004 and send to Finance Branch Director (FBD).
Procurement Unit Leader-1	RO, Planning	<ul style="list-style-type: none"> • Attend to all financial matters pertaining to vendors and contracts. • Review procurement needs in consultation with Finance Branch Director (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 send documents for payment with the approval of the Finance Branch Director (FBD), Logistic Section Chief (LSC) and Incident Commander (IC). • Brief Finance Branch Director (FBD) on current problem with recommendations on outstanding issues and follow-up requirements. • Maintain record of activities performed as per IRS Form-004 and send to Finance Branch Director (FBD).
Procurement Unit Leader-2	Inspector of Supply, Nongstoin	
Cost Unit Leader	District Handloom Officer	<ul style="list-style-type: none"> • Develop incident cost summaries in consultation with the Finance Branch Director (FBD) on the basis of the Cost Analysis Report. • Make cost-saving recommendations to the Finance Branch Director (FBD). • Complete all record relating to financial matter prior to demobilization. • Maintain record of various activities performed as per IRS Form-004 and send to Finance Branch Director (FBD).
Assistant Cost unit Leader	General Manager. DCIC Industries	
Time Unit Leader	Deputy Supt. of Excise	<ul style="list-style-type: none"> • Maintain time recording of hires equipment and personnel and ensure that it is maintained on a daily basis according to 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 Finance Branch Director (FBD).
Assistant Time Unit Leader	Assistant Registrar Cooperative Society	
Relief Camp Manager-1	District Sports Officer	<ul style="list-style-type: none"> • All support services to the affected communities are usually provided in the Relief Camps (RCs). They will be established as per the demands of the situation.
Relief Camp Manager-2	District School Education Officer	

		<ul style="list-style-type: none"> • In-charge Relief Camp. Maintenance of records of relief personnel and relief victims.
Communication Unit Leader	1.JTO, BSNL, 2. Officer in Charge MPRO, Nongstoin	<ul style="list-style-type: none"> • Work under the direction of Service Branch Director (SBD). • Provide communications facility as and when required. • Ensure that all communication equipments available are in working condition and that the network is functional. • Maintain the record of all communications deployed in the field. • 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. • Prepare an alternative communication plan for execution in case of possible failure of the normal communications network. • Prepare a plan for integration of the communications set up of the central teams. • Maintain record of various activities performed as per IRS Form-004 and send to Finance Branch Director (FBD).

Sd/-
(Arunkumar Khembavi, IAS)
Deputy Commissioner & Chairman
District Disaster Management Authority,
West Khasi Hills District, Nongstoin.
Dated Nongstoin the 6th March 2018.

Memo NO.NDR-DRM-11/2008/112-A

Copy to:

1. The Executive Director, State Disaster Management Authority, Shillong for kind information.
2. The Joint Secretary to the Government of Meghalaya, Revenue & Disaster Management Department for kind information.

Copy for kind information and necessary action to-

3. The Sub-Divisional Officer (C) Mairang and Mawshynrut Sub-Divisions
4. Additional Deputy Commissioner, West Khasi Hills District, Nongstoin
5. All Extra Assistant Commissioners
6. All Block Development Officers.
7. HQ Eastern Air Command, Shillong
8. North Eastern Space Application Centre, Umiam
9. BSNL, Meghalaya
10. India Meteorological Department, Shillong
11. Central Water Commission, Shillong
12. Geological Survey of India, NE Region, Shillong
13. Meghalaya State Pollution Control Board, Shillong
14. All concerned
15. Office copy.


 Deputy Commissioner & Chairman
 District Disaster Management Authority,
 West Khasi Hills District, Nongstoin.