



# NAGALAND STATE DISASTER MANAGEMENT AUTHORITY

## INCIDENT RESPONSE SYSTEM (IRS) GUIDELINES



### **NSDMA**

NAGALAND STATE DISASTER MANAGEMENT AUTHORITY  
HOME DEPARTMENT  
GOVERNMENT OF NAGALAND





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AUTHORITY**

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SYSTEM (IRS)  
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## **ABBREVIATIONS**

|                  |                                        |
|------------------|----------------------------------------|
| <b>AAR</b>       | After Action Report                    |
| <b>AC</b>        | Area Commander                         |
| <b>ADC</b>       | Additional Deputy Commissioner         |
| <b>AOG i/c</b>   | Air Operation Group In-Charge          |
| <b>ATF</b>       | Aviation Turbine Fuel                  |
| <b>RBD</b>       | Response Branch Director               |
| <b>CBDM</b>      | Community Based Disaster Management    |
| <b>CBO</b>       | Community Based Organization           |
| <b>CDRN</b>      | Corporate Disaster Resource Network    |
| <b>CEO</b>       | Chief Executive Officer                |
| <b>CM</b>        | Chief Minister                         |
| <b>CMG</b>       | Crisis Management Group                |
| <b>CO</b>        | Circle Officer                         |
| <b>Com./CUL</b>  | Compensation/ Claims Unit Leader       |
| <b>CRF</b>       | Calamity Relief Fund                   |
| <b>CS</b>        | Chief Secretary                        |
| <b>Com. UL</b>   | Communication Unit Leader              |
| <b>CUL</b>       | Cost Unit Leader                       |
| <b>DC</b>        | Deputy Commissioner                    |
| <b>DDMA</b>      | District Disaster Management Authority |
| <b>Demob-UL</b>  | Demobilization Unit Leader             |
| <b>DM</b>        | Disaster Management                    |
| <b>DS/G i/c</b>  | Division Supervisor/ Group In-Charge   |
| <b>DP</b>        | Display Processor                      |
| <b>DSS</b>       | Decision Support System                |
| <b>DUL</b>       | Documentation Unit Leader              |
| <b>Dy. IC</b>    | Deputy Incident Commander              |
| <b>EOC</b>       | Emergency Operations Centre            |
| <b>ESF</b>       | Emergency Support Function             |
| <b>ETA</b>       | Expected Time of Arrival               |
| <b>FacUL</b>     | Facility Unit Leader                   |
| <b>FB</b>        | Finance Branch                         |
| <b>FBD</b>       | Finance Branch Director                |
| <b>FO</b>        | Field Observer                         |
| <b>FUL</b>       | Food Unit Leader                       |
| <b>GoI</b>       | Government of India                    |
| <b>GSU</b>       | Ground Support Unit                    |
| <b>GSUL</b>      | Ground Support Unit Leader             |
| <b>He</b>        | He/She                                 |
| <b>HG&amp;CD</b> | Home Guards & Civil Defence            |
| <b>His</b>       | His/Her                                |
| <b>Him</b>       | Him/Her                                |
| <b>HLC</b>       | High Level Committee                   |

|                 |                                           |
|-----------------|-------------------------------------------|
| <b>HQ</b>       | Headquarters                              |
| <b>IAP</b>      | Incident Action Plan                      |
| <b>IC</b>       | Incident Commander                        |
| <b>ICP</b>      | Incident Command Post                     |
| <b>ICS</b>      | Incident Command System                   |
| <b>IDKN</b>     | India Disaster Knowledge Network          |
| <b>IDP</b>      | Incident Demobilization Plan              |
| <b>IDRN</b>     | India Disaster Resource Network           |
| <b>IMD</b>      | India Meteorological Department           |
| <b>IMG</b>      | Inter Ministerial Group                   |
| <b>IMO</b>      | Information and Media Officer             |
| <b>IRS</b>      | Incident Response System                  |
| <b>IRTs</b>     | Incident Response Teams                   |
| <b>ISS</b>      | Incident Status Summary                   |
| <b>Jt.</b>      | Joint                                     |
| <b>LO</b>       | Liaison Officer                           |
| <b>LS</b>       | Logistics Section                         |
| <b>LSC</b>      | Logistics Section Chief                   |
| <b>MBO</b>      | Management by Objectives                  |
| <b>MHA</b>      | Ministry of Home Affairs                  |
| <b>MoD</b>      | Ministry of Defense                       |
| <b>MUL</b>      | Medical Unit Leader                       |
| <b>NDMA</b>     | National Disaster Management Authority    |
| <b>NAC</b>      | Notified Area Committee                   |
| <b>NDRF</b>     | National Disaster Response Force          |
| <b>NEC</b>      | National Executive Committee              |
| <b>NGO</b>      | Non Governmental Organization             |
| <b>NIDM</b>     | National Institute of Disaster Management |
| <b>NYKS</b>     | Nehru Yuva Kendra Sangathan               |
| <b>NO</b>       | Nodal Officer                             |
| <b>OS</b>       | Operations Section                        |
| <b>OSC</b>      | Operations Section Chief                  |
| <b>PRIs</b>     | Panchayati Raj Institutions               |
| <b>PD</b>       | Project Director                          |
| <b>PS</b>       | Planning Section                          |
| <b>PSC</b>      | Planning Section Chief                    |
| <b>PUL</b>      | Procurement Unit Leader                   |
| <b>RB</b>       | Response Branch                           |
| <b>RBD</b>      | Response Branch Director                  |
| <b>RC</b>       | Relief Camp                               |
| <b>RdOG i/c</b> | Road Operation Group In-Charge            |
| <b>RIOG i/c</b> | Rail Operation Group In-Charge            |
| <b>RO</b>       | Responsible Officer                       |
| <b>RPUL</b>     | Resource Provisioning Unit Leader         |
| <b>RUL</b>      | Resource Unit Leader                      |

|               |                                     |
|---------------|-------------------------------------|
| <b>SA</b>     | Staging Area                        |
| <b>SAM</b>    | Staging Area Manager                |
| <b>SBD</b>    | Service Branch Director             |
| <b>SDMA</b>   | State Disaster Management Authority |
| <b>SDRF</b>   | State Disaster Response Force       |
| <b>SEC</b>    | State Executive Committee           |
| <b>SO</b>     | Safety Officer                      |
| <b>SOPs</b>   | Standard Operating Procedures       |
| <b>SRUL</b>   | Single Resource Unit Leader         |
| <b>ST/TFL</b> | Strike Team/ Task Force Leader      |
| <b>SUL</b>    | Situation Unit Leader               |
| <b>Sup.BD</b> | Support Branch Director             |
| <b>TB</b>     | Transportation Branch               |
| <b>TBD</b>    | Transportation Branch Director      |
| <b>TS</b>     | Technical Specialist                |
| <b>TUL</b>    | Time Unit Leader                    |
| <b>UC</b>     | Unified Command                     |



## **GLOSSARY**

- Branch:** The organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is used in operations and logistics and is organizationally between the Section, Division/Group and Unit.
- Command:** The act of directing, coordinating, ordering and controlling resources by virtue of explicit legal delegated authority.
- Command staff:** The command staff consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander and may have assistants. The command staff may or may not have supporting organization below it.
- Complex Incident:** Two or more individual incidents located in the same general area which are assigned to a single incident commander or unified command.
- Deputy:** A qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
- Division:** Divisions are used to divide an incident into geographical areas of operations. Divisions are also established when the number of resources exceeds the span-of-control of the Operations Section Chief. A division is located with the Incident Response System organization between the Branch and the Task Force/Strike Team.
- Finance Branch:** The Finance Branch is responsible to keep track of incident related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event. Finance Branch is located in the Logistics Section.
- General Staff:** The group of incident management personnel reporting to the Incident Commander. They may each have a deputy, as needed. General Staff consists of Operations Section Chief, Planning Section Chief and Logistics Section Chief.
- Group:** Groups are established to divide the incident into functional areas of operations. Groups are composed of resources assembled, to perform a special function.
- Helibase:** The main location within the general incident area for parking, fueling, maintaining and loading helicopters. The Helibase is usually located at or near the incident base.
- Helispot:** A temporary landing spot for helicopters.
- Incident:** A human caused or natural occurrence that requires emergency service actions to prevent or reduce loss of life or damage to property or natural resources.
- Incident Action Plan:** A plan with objectives reflecting the overall incident strategy and specific tactical actions and supporting information for an operational period. The plan may be oral or written. When written, the plan may have a number of attachments, including incident objectives, division assignment list, incident radio communication plan, medical plan, traffic plan, safety plan, incident map, etc.
- Incident Base:** Location at which primary logistic functions are coordinated and administered. The incident base may be co-located with the Incident Command Post or other incident facilities.
- Incident Command Post:** Location at which primary command functions are executed. The Incident Command Post may be co-located with the incident base or at other incident facilities.

**Incident Commander:** Individual responsible for the management of all incident operations of the incident site.

**Incident Response System:** The combination of facilities, equipment, personnel, procedure and communications operating within a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

**Incident Response Team:** The incident commander and appropriate general or command staff personnel assigned to manage an incident.

**Incident Objectives:** Guidance and directions necessary for selection of appropriate strategies and tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed.

**Kind:** 'Kind' refers to equipment, vehicles or personnel for example; Truck, Medical team, Bulldozer, etc.

**Logistics Section:** The Logistics Section is responsible for providing adequate services and support to meet all incident or event needs. It supports the Operations Section in the formation of Task Force / Strike Team and dispatches resources to various targeted locations as designed in the Incident Action Plan. The Logistics Section has three Branches: Service Branch, Support Branch and Finance Branch.

**Branch Director:** Officer under the direction of the Section Chief responsible for implementing the incident action plan appropriate to the Branch.

**Operational Period:** The time period for execution of a given set of tactical actions as specified in the Incident Action Plan. Operational periods can be of various lengths, usually not more than 24 hours.

**Operations Section:** The Operations Section is responsible for directing the required tactical actions to meet incident objectives.

**Planning Section:** The Planning Section is responsible for the collection, evaluation, and display of incident information, maintaining and tracking the resources and preparing the Incident Action Plan and incident related documentation. They may also assess the requirement of more resources and keep Incident Commander informed.

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.

**Responsible Officer:** The Responsible Officer is the senior most officer in the hierarchy of State and District Administration. At the State level, the Chief Secretary (Chairperson of SEC) and at the District level, the District Magistrate / District Collector (Chairperson of DDMA) will be the Responsible Officer. Such officer is the overall in-charge in the management of emergency response at the respective administrative levels.

**Resources:** Personnel, equipment, services and supplies available, or potentially available, for assignment to respond to the incidents.

**Section:** The organizational level having functional responsibility for primary segments of incident operations, such as: operations, planning and logistics.

**Single Resource:** An individual or a piece of equipment and its personnel or a crew or

team of individuals with an identified work supervisor that can be used to respond in an incident.

**Staging Area:** An area earmarked and organized where resources are collected. It is from this location that resources are deployed for tactical assignments. Staging Area is under the Operations Section.

**Strike Team:** Specified combinations of the same 'kind' and 'type' of resources, with common communications and a leader.

**Strike Team Leader:** Person responsible to a Division Supervisor or Group-in-charge for performing tactical assignments given to the strike team.

**Tactics:** Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

**Task Force:** A group of different 'kinds' and 'types' of resources with common communications and a leader, temporarily assembled for a specific mission covering a number of different activities.

**Type:** The capability of a resource in comparison to another type. Type 1 usually means a greater capability due to power, size or capacity.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or financial activity.

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**GOVERNMENT OF NAGALAND**  
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**Dated Kohima, the 19<sup>th</sup> October, 2023**

**NOTIFICATION**

**NO. NSDMA-R&P-IRS/522/2023/1246** : In partial modification of the notification NO.NSDMA/NOT-ORD/2012/(Vol-II), dated Kohima, the 21<sup>st</sup> October, 2019, and in exercise of the powers conferred under Section 38 (1) of the Disaster Management Act 2005 (Central Act of No. 53 to 2005), the Governor of Nagaland is pleased to notify the Incident Response Teams (IRTs) for the State level and District level as per the Incident Response System (IRS) Guidelines by National Disaster Management Authority (NDMA) under Section 6 of the Disaster Management Act, 2005:

**1. State level Incident Response System (IRS) structure**

| Sl. No.                    | IRS Position                   | Abbv     | Officer                                          |
|----------------------------|--------------------------------|----------|--------------------------------------------------|
| <b>INCIDENT COMMANDERS</b> |                                |          |                                                  |
| 1                          | Responsible Officer            | RO       | Chief Secretary                                  |
| 2                          | Incident Commander             | IC       | Home Commissioner                                |
| 3                          | Deputy Incident Commander      | Dy IC    | Secretary/Comm. & Secy., NSDMA                   |
| 4                          | Nodal Officer (Air Operation)  | NO       | Airport Director                                 |
| 5                          | Information & Media Officer    | IMO      | Commissioner And Secretary, IPR                  |
| 6                          | Safety Officer                 | SO       | Director General of Police                       |
| 7                          | Liaison Officer                | LO       | Secretary, Home (GAB)                            |
| 8                          | Operation Section Chief        | OSC      | Director General, HG&CD&SDRF                     |
| 9                          | Planning Section Chief         | PSC      | ACS & Dev. Commissioner                          |
| 10                         | Logistic Section Chief         | LSC      | Commissioner, Nagaland                           |
| Sl. No.                    | IRS Position                   | Abbv     | Officer                                          |
| <b>OPERATION SECTION</b>   |                                |          |                                                  |
| 1                          | Operation Section Chief        | OSC      | Director General, HG&CD&SDRF                     |
| 2                          | Staging Area Manager           | SAM      | C.E.O., Election                                 |
| 3                          | Response Branch Director       | RBD      | I.G (Range), PHQ                                 |
| i                          | Division Supervisor/ Group I/C | DS/G i/c | Dy. CG, HG&CD&SDRF                               |
| ii                         | Single Resource Unit Leader    | SRUL     | I.G (Range), PHQ                                 |
| iii                        | Strike Team/ Task Force Leader | ST/TFL   | D.I.G. F&ES/AHoD, AH&VS/Principal Director, H&FW |
| 4                          | Transport Branch Director      | TBD      | Comm. & Secy., Transport/E-in-C (NPWD)           |

*Achali*  
19/10/23

|                         |                                   |             |                                                             |
|-------------------------|-----------------------------------|-------------|-------------------------------------------------------------|
| <b>i</b>                | Road Operation Group I/C          | RdOG i/c    | Transport Comm.                                             |
| <b>ii</b>               | Rail Operation Group I/C          | RIOG i/c    | Station Superintendent, NFR, Dmp                            |
| <b>iii</b>              | Air Operation Group I/C           | AOG i/c     | Airport Director, Dimapur                                   |
| <b>Sl. No.</b>          | <b>IRS Position</b>               | <b>Abbv</b> | <b>Officer</b>                                              |
| <b>PLANNING SECTION</b> |                                   |             |                                                             |
| <b>1</b>                | Planning Section Chief            | PSC         | ACS & Dev. Commissioner                                     |
| <b>2</b>                | Resource Unit Leader              | RUL         | Secy., Rural Development                                    |
| <b>3</b>                | Situation Unit Leader             | SUL         | Agriculture Production Comm./AHOd, H&FW                     |
| <b>4</b>                | Documentation Unit Leader         | DUL         | Director, IPR/Director, E&S                                 |
| <b>5</b>                | Demobilization Unit Leader        | Demob.UL    | Addl. Dev. Commissioner                                     |
| <b>Sl. No.</b>          | <b>IRS Position</b>               | <b>Abbv</b> | <b>Officer</b>                                              |
| <b>LOGISTIC SECTION</b> |                                   |             |                                                             |
| <b>1</b>                | Logistic Section Chief            | LSC         | Commissioner, Nagaland                                      |
| <b>2</b>                | Service Branch Director           | SBD         | Addl. Commissioner, Nagaland                                |
| <b>i</b>                | Communication Unit Leader         | Com.UL      | D.I.G. (Wireless)                                           |
| <b>ii</b>               | Medical Unit Leader               | MUL         | Director, H&FW                                              |
| <b>iii</b>              | Food Unit Leader                  | FUL         | Director, Food & Civil Supplies                             |
| <b>3</b>                | Support Branch Director           | SupBD       | Director, UD/Director, Social Welfare/ Commissioner of PwDs |
| <b>i</b>                | Resource Provisioning Unit Leader | RPUL        | Chief Engineer, Power/AHOd, DoSE/AHOd, YRS                  |
| <b>ii</b>               | Facility Unit Leader              | FacUL       | Chief Er (Mech) & PD, NGIS&RS/AHOd, IT&C/AHOd, NIC          |
| <b>iii</b>              | Ground Support Unit Leader        | GSUL        | GM, NST                                                     |
| <b>iv</b>               | Security i/c                      |             | S.P (PHQ)                                                   |
| <b>v</b>                | Facility Maintenance i/c          |             | Project Coordinator, GIS & RS                               |
| <b>4</b>                | Finance Branch Director           | FBD         | Finance Commissioner                                        |
| <b>i</b>                | Time Unit Leader                  | TUL         | Director, Land Record & Survey                              |
| <b>ii</b>               | Procurement Unit Leader           | PUL         | Secretary/Comm. & Secy., NSDMA                              |
| <b>iii</b>              | Compensation/ Claims Unit Leader  | Com./CUL    | Secretary/Comm. & Secy., NSDMA                              |
| <b>iv</b>               | Cost Unit Leader                  | CUL         | Secretary/Comm. & Secy., NSDMA                              |

## 2. District level Incident Response System (IRS) structure

|                            |                     |             |                           |
|----------------------------|---------------------|-------------|---------------------------|
| <b>Sl. No.</b>             | <b>IRS Position</b> | <b>Abbv</b> | <b>Officer</b>            |
| <b>INCIDENT COMMANDERS</b> |                     |             |                           |
| <b>1</b>                   | Responsible Officer | RO          | Deputy Commissioner       |
| <b>2</b>                   | Incident Commander  | IC          | Addl. Deputy Commissioner |

*Archie*  
19/10/23

|                          |                                      |             |                                                |
|--------------------------|--------------------------------------|-------------|------------------------------------------------|
| 3                        | Deputy Incident Commander            | Dy IC       | SDO (C) HQ                                     |
| 4                        | Nodal Officer (Air Operation)        | NO          | GM, NST                                        |
| 5                        | Information & Media Officer          | IMO         | DPRO                                           |
| 6                        | Safety Officer                       | SO          | Superintendent of Police                       |
| 7                        | Liaison Officer                      | LO          | SDO (C)                                        |
| 8                        | Operation Section Chief              | OSC         | District Commandant,<br>HG&CD&SDRF             |
| 9                        | Planning Section Chief               | PSC         | District Planner                               |
| 10                       | Logistic Section Chief               | LSC         | Addl. S.P.                                     |
| <b>Sl. No.</b>           | <b>IRS Position</b>                  | <b>Abbv</b> | <b>Officer</b>                                 |
| <b>OPERATION SECTION</b> |                                      |             |                                                |
| 1                        | Operation Section Chief              | OSC         | Director Commandant, HG&CD                     |
| 2                        | Staging Area Manager                 | SAM         | A.E.O., Election                               |
| 3                        | Response Branch Director             | RBD         | Sub Division Police Officer                    |
| i                        | Division Supervisor/ Group I/C       | DS/G i/c    | Sub Inspector, HG&CD                           |
| ii                       | Single Resource Unit Leader          | SRUL        | O.C/Inspector, Police                          |
| iii                      | Strike Team/ Task Force Leader       | ST/TFL      | Officer In-charge, F&ES/CVO,<br>AH&VS/MS, H&FW |
| 4                        | Transport Branch Director            | TBD         | District Transport Officer                     |
| i                        | Road Operation Group I/C             | RdOG i/c    | Asst. Superintendent, NST                      |
| ii                       | Rail Operation Group I/C             | RIOG i/c    | Station Superintendent, NST                    |
| iii                      | Air Operation Group I/C              | AOG i/c     | Airport Director, Dimapur                      |
| <b>Sl. No.</b>           | <b>IRS Position</b>                  | <b>Abbv</b> | <b>Officer</b>                                 |
| <b>PLANNING SECTION</b>  |                                      |             |                                                |
| 1                        | Planning Section Chief               | PSC         | District Planner                               |
| 2                        | Resource Unit Leader                 | RUL         | Block Development Officer                      |
| 3                        | Situation Unit Leader                | SUL         | District Agriculture<br>Officer/CMO, H&FW      |
| 4                        | Documentation Unit Leader            | DUL         | District Public Relation<br>Officer/DESO, E&S  |
| 5                        | Demobilization Unit Leader           | Demob.UL    | District Welfare Officer                       |
| <b>Sl. No.</b>           | <b>IRS Position</b>                  | <b>Abbv</b> | <b>Officer</b>                                 |
| <b>LOGISTIC SECTION</b>  |                                      |             |                                                |
| 1                        | Logistic Section Chief               | LSC         | Addl. S.P.                                     |
| 2                        | Service Branch Director              | SBD         | EAC (Dev)                                      |
| i                        | Communication Unit Leader            | Com.UL      | O.C. (Wireless)                                |
| ii                       | Medical Unit Leader                  | MUL         | Senior Medical Officer, H&FW                   |
| iii                      | Food Unit Leader                     | FUL         | Superintend of Supply                          |
| 3                        | Support Branch Director              | SupBD       | EAC (Estt)/CDPO                                |
| i                        | Resource Provisioning Unit<br>Leader | RPUL        | Executive Engineer,<br>Power/DEO/DSO & YRO     |
| ii                       | Facility Unit Leader                 | FacUL       | Dist. Informatics Officer, NIC                 |

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|     |                            |          |                                    |
|-----|----------------------------|----------|------------------------------------|
| iii | Ground Support Unit Leader | GSUL     | Station Superintendent, NST        |
| 4   | Finance Branch Director    | FBD      | Treasury Officer                   |
| i   | Time Unit Leader           | TUL      | Dist. Land Record & Survey Officer |
| ii  | Procurement Unit Leader    | PUL      | ADC                                |
| iii | Compensation/ Claims Unit  | Com./CUL | ADC                                |
| iv  | Cost Unit Leader           | CUL      | ADC                                |

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19/10/23

**(LHOUCALIE VIYA) IAS**

Commissioner & Secretary, to the Govt. of Nagaland

**NO. NSDMA-R&P-IRS/522/2023/1246**

**Dated Kohima, 19<sup>th</sup> October, 2023**

Copy to:

1. The Principal Secretary to Hon'ble Chief Minister, Nagaland, Kohima for kind information.
2. The Secretary, National Disaster Management Authority, New Delhi for kind information.
3. The Commissioner, Nagaland, Kohima for kind information and necessary action.
4. The Executive Director, National Institute of Disaster Management, New Delhi for kind information.
5. All AHoDs/HoDs, Govt. of Nagaland for kind information and necessary action.
6. The Deputy Commissioners, Govt. of Nagaland for kind information and necessary action.
7. The Publisher, Nagaland Gazette, Kohima for publication please.
8. Office copy.

*Achalie*  
19/10/23

**(LHOUCALIE VIYA) IAS**

Commissioner & Secretary, to the Govt. of Nagaland



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graph TD
    CS[Chief Secretary  
(Response Officer)] --> AD[Airport Director  
(Nodal Officer)]
    CS --> HC[Home Commissioner  
(Incident Commander)]
    CS --> CS_Sec[Comm & Secy/Secy (NSDMA)  
(Dy. Incident Commander)]
    CS --> Secy_GAB[Secy, GAB-Home  
(Liaison Officer)]
    CS --> Comm_IPR[Comm & Secy, IPR  
(Inf. & Media Officer)]
    CS --> DGP[DGP (Safety Officer)]

    AD --> DG[Director General, HG&CD & SDRF  
(Operation Section Chief)]
    HC --> DG
    CS_Sec --> DG
    Secy_GAB --> DG
    Comm_IPR --> DG
    DGP --> DG

    DG --> ACS[ACS & Dev. Comm  
(Planning Section Chief)]
    DG --> Log[Commissioner Nagaland  
(Logistic Section Chief)]
    DG --> Fin[Fin. Comm (FBD)]
    DG --> Dir_LR[Dir. LR & S (TUL)]
    DG --> Comm_NS[Comm & Secy/Secy NSDMA  
(PUL)]
    DG --> Comm_NS_C[Comm & Secy/Secy NSDMA  
(Com/CUL)]
    DG --> Comm_NS_CUL[Comm & Secy/Secy NSDMA  
(CUL)]

    ACS --> Sec_RD[Secretary, RD, (RUL)]
    ACS --> APC[APC/AHod, H&FW  
(SUL)]
    ACS --> Dir_IPR[Dir. IPR/Dir. E&S  
(DUL)]
    ACS --> Addl_Dev[Addl. Dev. Comm.  
(Demob)]

    Log --> Dir_UD[Dir. UD/Dir, Social Welfare/  
Comm of PwDs  
(SupBD)]
    Log --> CE[CE, (Power)/AHoD  
DoSE/AHoD, YRS(RPUL)]
    Log --> CE_Mech[CE (Mech) & PD, NGIS & RS  
AHoD, ITC&C/AHoD, NIC  
(FacUL)]
    Log --> GM[GM, NST (GSUL)]

    Fin --> Addl_Comm[Addl. Comm.  
Nagaland (SBD)]
    Addl_Comm --> DIG_Wireless[DiG Wireless  
(ComUL)]
    Addl_Comm --> Dir_H&FW[Dir. H&FW  
(MUL)]
    Addl_Comm --> Dir_FCS[Dir. F&CS  
(FUL)]

    DG --> CEO[CEO, Election  
(SAM)]
    CEO --> I_G[I.G. (Range), (RBD)]
    CEO --> Dy_CG[Dy. CG, HG&CD &  
SDRF(DS/G i/c)]
    CEO --> DiG_Range[DiG (Range)  
(SRUL)]
    CEO --> DiG_FES[DiG, F&ES/ AHoD,  
AV&VS/PD, H&FW  
(ST/TFL)]

    DG --> ComSec[Com&Secy, Transport/  
E-in-C (NPWD)-(TBD)]
    ComSec --> TranspComm[Transport Comm  
(RdOG i/c)]
    TranspComm --> SS_NFR[SS, NFR  
(RIOG i/c)]
    SS_NFR --> AirportDir[Airport Dir.  
(AOG i/c)]
  
```

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# Chapter-1

## Overview of Incident Response System

### 1.1. 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.

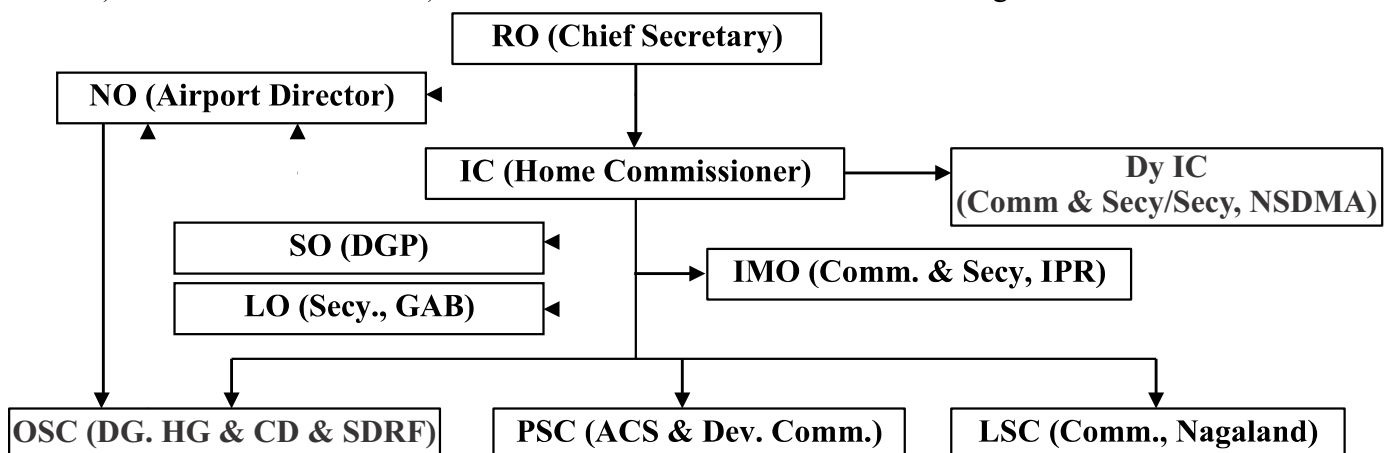
The main purpose of these Guidelines is to lay down the roles and responsibilities of different functionaries and stakeholders, at State and District levels and how coordination with the multi-tiered institutional mechanisms at the National, State and District level will be done. It also emphasizes the 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.

### 1.2. IRS Organization

The IRS organization functions through Incident Response Teams (IRTs) in the field. In line with our administrative structure and DM Act 2005, Responsible Officers (ROs) have been designated at the State and District level as overall in charge of the incident response management. The RO may however delegate responsibilities to the Incident Commander (IC), who in turn will manage the incident through IRTs. The IRTs will be pre-designated at all levels; State, District, Sub-Division and Circle/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. The structure is shown in Fig. 1.



*Fig. 1. IRS Organization*

### **1.2.1. Command Staff**

The Command Staff consists of Incident Commander (IC), Information & Media Officer (IMO), Safety Officer (SO) and Liaison Officer (LO). They report directly to the IC and may have assistants. The Command Staff may or may not have supporting organizations under them. The main function of the Command Staff is to assist the IC in the discharge of his functions and it has been discussed in Chapter-2 from para 2.1 to para 2.5.

### **1.2.2. General Staff**

The General Staff has three components which are as follows;

#### **1.2.2.1. Operations Section (OS)**

The OS is responsible for directing the required tactical actions to meet incident objectives. Management of disaster may not immediately require activation of Branch, Division and Group. Expansion of the OS depends on the enormity of the situation and number of different types and kinds of functional Groups required in the response management. The roles and responsibilities of OS have been discussed in Chapter-2 from para 2.6 to para 2.6.3.3.3.

#### **1.2.2.2. 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. The roles and responsibilities of PS have been discussed in Chapter – 2 from para 2.7 to para 2.7.5 in detail.

#### **1.2.2.3. Logistics Section (LS)**

The LS 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. The roles and responsibilities of the LS have been discussed in Chapter -2 from para 2.8 to para 2.8.3.4.

### **1.3. Features of IRS**

#### **1.3.1. Management by Objectives**

Management by Objectives (MBO) covers four essential steps in IRS. These steps should be taken for the management of every incident regardless of its size or complexity:

- a. Understand Government policy and directions including relief code, evacuation procedures etc.;
- b. Establishment of incident objectives;
- c. Selection of appropriate strategies; and
- d. Performance of tactical moves (assigning the right resources, and monitoring performance, etc.).

#### **1.3.2. Unity of Command and Chain of Command**

In IRS, Unity of Command means that every individual has a designated supervisor.

Chain of Command means that there is an orderly line of authority within the ranks of the organization with a clear cut reporting pattern right from the lowest level to the highest. In the IRS, the Chain of Command is established through a prescribed organizational structure which consists of various layers such as Sections, Branches, Divisions, etc. This feature eliminates the possibility of receiving conflicting orders from various supervisors. Thus it increases accountability, prevents freelancing, improves the flow of information, and helps in smooth coordination in operational efforts.

### **1.3.3. Transfer of Command**

The command of an incident initially is vested in the highest ranking authority in the area where the disaster occurs. The Transfer of Command in any incident may take place for the following reasons:

- a. When an incident becomes overwhelming for the IC and IRT;
- b. More qualified and experienced senior officers arrive at the scene;
- c. The incident situation changes over time, where a jurisdictional or agency change in command is operationally required; and
- d. Normal turnover of personnel in the case of long or extended incidents.

The various processes in IRS of briefing, debriefing, documentation through forms and formats, prove very useful during transfer of command. The IAP, assignment list, details of actions already taken, resources deployed, available, ordered etc. gives an immediate and comprehensive view of the incident status to the new comer.

### **1.3.4 Organizational Flexibility**

The IRS organization is a need-based flexible organization. All the components need not be activated simultaneously. It would depend upon the nature and requirements of the incident. Each activated Section, Branch or Unit must have a person in charge to perform its role. In some cases, because of lack of personnel, a single supervisor may be made in-charge of more than one Group, Unit or Section. It should be clearly understood that in such cases the Groups, Units, Sections do not get merged / amalgamated. Their functioning would continue to be independent. Only the supervisory work / responsibility will be performed and discharged by the same individual. The organizational elements that are no longer required should be deactivated to reduce the size of the organization and to ensure appropriate use of resources.

### **1.3.5 Span of Control**

Span of control refers to the number of elements (Section, Branch or Unit) that one supervisor can directly manage effectively. Ideally a supervisor should have five organizational elements under his control. However if the elements increase to more than five or are reduced to less than three, necessary changes in the IRS organizational structure should be carried out.

### **1.3.6 Area Command**

Area Command is an expansion of the Incident Response function, primarily designed to manage a very large number of incidents that has multiple IRTs assigned or area being isolated because of geographical reasons. It is established for overseeing response and to ensure that conflicts, jurisdictional or otherwise, do not arise amongst deployed responding teams.

### 1.3.7 Unified Command (UC)

UC is a team effort that allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies under one commander. This is accomplished through the UC framework headed by Governor / Lt. Governor (LG) / Administrator / Chief Minister (CM) and assisted by Chief Secretary (CS) without losing or abdicating agency authority, responsibility or accountability.

### 1.3.8 Common Terminology

In IRS, common terminology is applied to Organizational Elements, Position Titles, Resources and Facilities which are as follows.

- a) **Organizational Elements:** There is a consistent pattern for designating each level of the organization (e.g., Sections, Branches, Divisions and Units etc).
- b) **Position Titles:** Those charged with management or leadership responsibility in IRS are referred to by specific position titles such as Commander, Officer, Chief, Director, Supervisor, Leader, in-charge etc. It provides a standardized nomenclature for requisitioning personnel to fill various levels of positions.
- c) **Branch:** The organizational level having functional or geographic responsibility for major segments of incident operations. The Branch is found in Operations and Logistics Sections. It is based on various functional requirement of the Section.
- d) **Division:** Divisions are used to divide an incident into geographical area of operations. It is positioned in the IRS organization between the Branch and Groups. Divisions are established when number of resources deployed exceeds the span of control of the Operations Sections Chief. It is also activated for closer supervision when an area is very distant or isolated.
- e) **Group:** Group refers to only functional responsibilities for major segments of Incident operations. Group consists of different functional teams (Single Resource, Strike Team and Task Force).
- f) **Resources:** Resources are grouped into two categories: i) Primary and ii) Support. The Primary resources are meant for the responder and support resources are meant for the affected people. All resources are however designated according to the 'kind' and 'type'. 'Kind' would mean the overall description of the resource like Bus, Truck, Bulldozer, Medical Team. 'Type' would mean the performance capability of the resource which may be large, medium or small. This helps in ordering the exact and correct resource by the ordering unit. It also helps the deploying agencies to send the correct requirement.
- g) **Facilities:** Different kinds of facilities have to be established to meet the specific needs of the incident. IRS tries to standardize them by using common terminology like Incident Command Post, Staging Area, Incident Base, Camp, Relief Camp, Helibase, Helipad, etc. The details of facilities and its symbols are provided in chapter 1 at paras 1.10.1, 1.10.2, 1.10.3, 1.10.4, 1.10.5 and 1.10.6.

### 1.3.9 Accountability

In IRS, through a clear cut chain of command it is ensured that one individual or Group is not assigned to more than one Supervisor. Through other procedures and use of various forms, accountability of personnel and resources are ensured. It makes the response effort absolutely focused and leaves no room for unsupervised activity. It helps maintain a complete record of all



activities performed and resources deployed. The various procedures and forms in the IRS are as follows.

- a) **Incident Briefing – Form 001** helps in briefing everyone involved in the response activities. It also helps new responders to immediately get a complete view of status of response. It shows map of affected site, summary of current action, status of activated IRS organization and resource summary.
- b) **Incident Status Summary (ISS) – Form 002** indicates the status of the tasks assigned, completed or still to be completed. It also has details of the weather conditions and other threats that may increase the severity of the incident.
- c) **Unit Log – Form 003** is a complete performance report of the IRT down to the different Sections, Branches, Groups indicating their locations and details of work assigned along with resources and the status of work done etc. The details of these information for the Unit Log will be obtained from the “Record of Performed Activities – Form 004”.
- d) **Record of Performed Activities – Form 004** will be available with every responder under different Sections and will be a complete account of the activities performed during the concerned operational period. The information collected through this form will be compiled by OS and maintained in the Unit Log - Form 003.
- e) **Organization Assignment List – Form 005** helps in performing the task in a focused manner. After preparation of the IAP in the briefing meeting, the IC and the different Section Chiefs will ensure that the activities required to be performed is listed in the form 005 and circulated among all the concerned responders and supervisory staff of different Sections respectively. It will be like a check list in a particular operational period that helps responders to respond in a comprehensive and focused manner.
- f) **Incident Check-in and Deployment List – Form 006** helps to keep track of resources received at different facilities and dispatched to various incident site for response. This list will be maintained by the managers/in-charges of all the facilities that are set up for response.
- g) **On Duty Officers List – Form 007** the list contains details of the officers who have been deployed. It will be maintained at the Section level and sent to the RO through the IC. The list will help the RO and IC to easily locate officers and issue directions to them.
- h) **Medical Plan – Form 008** will be prepared by Medical Unit of the LS in accordance with IAP. This will contain the number of medical aid camps activated in various locations of affected sites, resources available; i) medical officer, ii) paramedics, iii) other volunteers,
- i) iv) life saving drugs, v) medicines / appliances, vi) list of referral services and blood banks, vii) availability and mobilization of ambulance services and viii) list of Government and private establishments for further support, etc.
- j) **Incident Communication Plan – Form 009** helps to provide a complete picture of the already existing, available communication facilities and where new facilities have to be setup for disaster response. It gives details of the type of communications available, the source of their power supply and whether alternative arrangements are available or not. The plan will also have a design for networking of inter organization communications facilities of the Police, NDRF, Armed Forces, Irrigation Department etc. keeping in mind the conflicting codes that may be in use. Because of the large number and variety of sets and possibility of heavy communication traffic, a number of nets may have to be established like command net, operational net, logistics net and ground to air net. It will

also help in working out the requirement of supervision, maintenance, replacement, repair and transportation for the maintenance of communication facilities.

- k) **Demobilisation Plan – Form 010** will be prepared by the PS in consultation with IC and other Section Chiefs. It will have to be approved by the RO and widely circulated in advance. It has often been experienced that because of lack of a proper demobilization plan and a lack of its proper dissemination, resources (men and machines) mobilized for disaster response face difficulties in availing transportation while returning. Demobilisation plan therefore is very important. It is equally important that every one among the responders must know the date and time they have to move and what will be the modality of their movement.

### 1.3.10 Integrated Communications

Ability to communicate within the IRS structure is very important. Provision for a complete Communication Unit has been made in the LS. Several communication networks may be established depending upon the size, complexity of the incident, availability of various types of equipment and the simultaneous need to communicate by a number of responders and agencies. These may include Command Net, Operational Net, Logistics Net and Ground to Air Net. A suitable interoperable and compatible network between various agencies will have to be designed. This networking is also vital for the integration of agency capabilities like the NDRF, Armed Forces, etc. when they come in aid and support. The GoI is also concurrently working on a National Disaster Communication Network (NDCN) which will be useful in extreme disasters when all existing communication systems have failed.

### 1.3.11 Resource Management

Resources are managed and assigned under specific terminology to denote their employability. The terms used are as follows;

- a) **Resource Status:** Tactical resources assigned to an incident will always be in any one of the following five status conditions.
- **Required:** Resources that would be needed to respond to disasters effectively and which need to be obtained;
  - **Available:** Resources ready for deployment in the staging area;
  - **Assigned:** Resources on active assignment; and
  - **Out-of-Service:** Resources not assigned or not available because of repair or maintenance.

*(The resource status is maintained by the PS)*

- b) **Single Resource:** Single Resource includes both personnel and their equipment.
- c) **Strike Team:** A Strike Team is a specified combination of a designated number of the same 'kind' and 'type' of resources with common communications and a leader. Strike Teams can be pre-designated or assembled at an incident site from the available Single Resources as per demand of the situation.
- d) **Task Force:** A Task Force is any combination of Single Resource of different 'kinds' and 'types' within the ambit of a specific span of control to perform different types of functions simultaneously. They are assembled for a multi-tactical task in a particular location with common communications and a leader. Task Forces can be pre-determined or assembled for response in an incident site from available Single Resources according to the requirement.

#### **1.4. The Incident Action Plan (IAP), Briefing and Debriefing Meetings**

Management of every incident needs an action plan and proper briefing of all personnel. The purpose of the action plan and briefing is to provide all concerned personnel with appropriate directions for the various tasks in hand. Before taking up response activities, the RO/IC will need to take stock of the situation, availability and mobilization of resources for listing out the various tasks and to provide proper briefing to the responders. For this, he will need to hold a proper briefing meeting at the beginning of each operational period. At the end of the operational period, a debriefing meeting is equally important where he will be able to again review whether the objectives were achieved or not and then decide what further steps need to be taken in the next operational period. Both the briefing and debriefing meetings are the basis on which the IAP will be prepared and tasks assigned. For the convenience of the IC, a briefing form 001 has also been prepared and placed at Annexure-I. The briefing form - 001 can also be used for briefing of senior officers who arrive on the scene.

In certain circumstances when important developments take place and further immediate intervention is needed in-between the briefing and debriefing meetings, the IC may issue directions even before completion of one operational period.

IAP can be written or oral depending on the duration and magnitude of the incident. The incident may be of low, medium or large levels. Low level incident would be of less than 24 hours, medium would be of more than 24 hours and less than 36 hours and a large incident would be of more than 36 hours of emergency operations. In low or medium level incidents, oral action plan may suffice. The directions given orally may be jotted down by the Command Staff and handed over to the PS to be integrated in the IAP.

At times there may be sudden disasters without warning and the IC may have to respond immediately. In such cases also the Command Staff will jot down the decisions taken for response and hand it over to the PS when it is activated and it should be incorporated in the IAP.

In larger incidents when there is adequate early warning, a written IAP will be required. IAP may consist of incident objectives, organization assignment and division assignment list, incident communication plan, traffic plan, safety plan and incident map etc.

#### **1.5. The Incident Response Teams (IRTs) at State and District Levels**

The IRT is a team comprising of all positions of IRS organization as shown in Fig. 2 headed by IC. The OS helps to prepare different tactical operations as required. The PS helps in obtaining different information and preparing plans as required. The LS assesses the availability and requirement of resources and takes action for obtaining them.

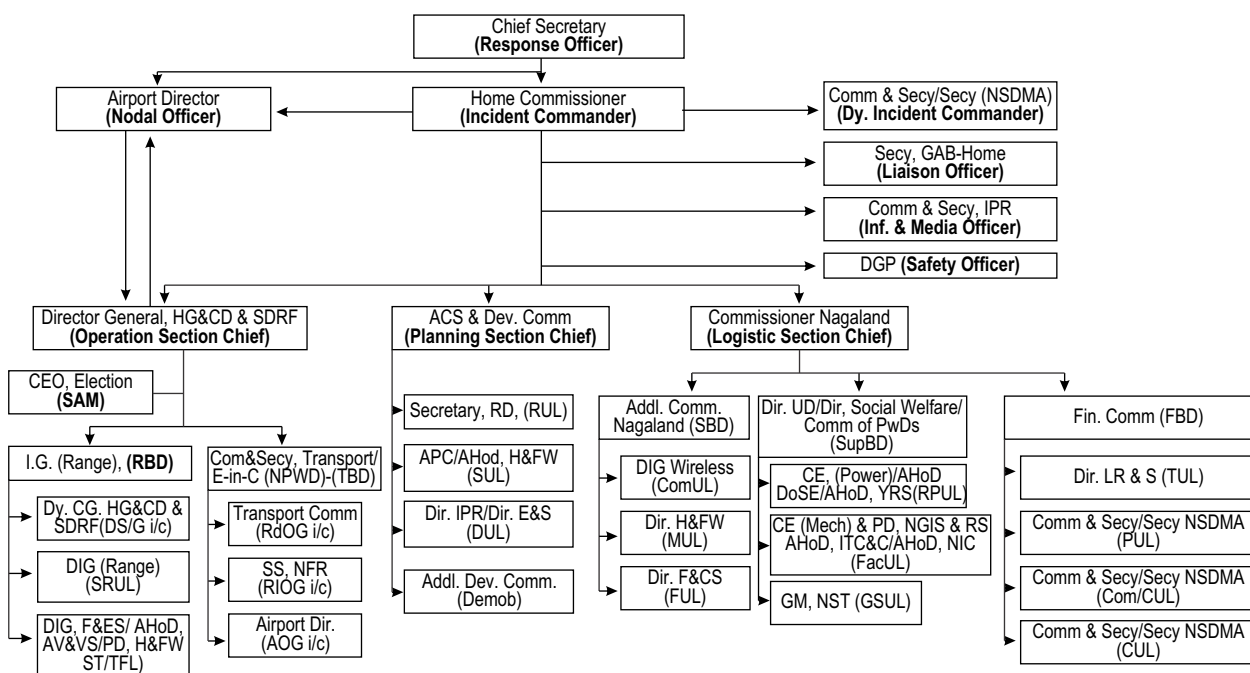
IRTs will function at State, District, Sub-Division and the Circle / Block levels. These teams will respond to all natural and man-made disasters.

The lowest administrative unit (Sub-Division, Circle or Block) will be the first responder as the case may be. If the incident becomes complex and is beyond the control of local IRT, the higher level IRT will be informed and they will take over the response management. In such cases the lower level IRT will merge with higher level IRT.

When a lower level of IRT (e.g. Block / circle) merges with a higher level (e.g. Sub-Division, District or State) the role of IC of lower level of IRT will change. When the Block level IRT merges with Sub-Division level IRT, IC of the Block level may play the role of Deputy



IC or OSC or any other duty that the IC of higher authority assigns. This process will be applicable at all levels.



**Fig 2. IRS Framework-refer IRS structure State level at Page xii**

## 1.6. Roles of Local Authorities

The DM Act, 2005 has defined the roles of NACs, Municipalities, Municipal Corporations, Municipal Councils and PRIs under section 41 (1)(2). These bodies will ensure that their officials and employees are trained in DM and resources relating to DM are also maintained in order to be readily available for use in any threatening disaster situation or disaster. These bodies are also required to carry out relief activities in the affected areas in accordance with State and District DM Plans. The SDMA/DDMA will lay down the specific roles and responsibilities of these local bodies in the DM Plan and suitably integrate them with relevant IRTs.

## 1.7. Community Participation in Disaster Response

A number of community based organizations like NGOs, Self Help Groups (SHGs), Youth Organizations, Volunteers of NYK, Civil Defense (CD) & Home Guard, etc., and workers of different projects funded by Government of India like National Rural Health Mission (NRHM), Integrated Child Development Services (ICDS), etc., normally volunteer their services in the aftermath of any disaster.

In the IRS structure, these organizations are placed in the OS where the skills and services of the community may be utilized systematically in the form of Single Resource, Strike Team and Task Force. The ROs of the State and District will ensure that such resources at village or ward levels are organized with the help of leadership of Village councils and other community leaders. Their resources should be identified as per hazard and they should be encouraged and

trained to be a part of the IRT.

The details of the Single Resource, Strike Team and Task Force are discussed in chapters-2 para 2.6.2.2 and para 2.6.2.3. The Community Based Disaster Management Teams should be appropriately integrated in the State and District level IRTs.

### **1.8. Emergency Operations Centre (EOC)**

EOC is an offsite facility which will be functioning from the State / District headquarters and which is actually an augmented control room having communication facilities and space to accommodate the various ESFs. It is a combination of various line departments of Government and other agencies whose services are generally required during incident response. These officials will be able to take decisions on the spot under the guidance of RO and will be able to assist the RO in achieving the incident objectives. RO will also ensure that the line departments do not issue parallel and contradictory instructions to their field level officers.

The EOC will take stock of the emerging situation and assist the RO in mobilizing the respective line department's resources, manpower and expertise along with appropriate delegated authorities for the on-scene IRT(s). EOC will keep the RO informed of the changing situation and support extended.

This responsibility can be discharged most effectively only if it has the required information through a failsafe communication facility and an ideal information technology solution with DSS. In addition to the above, a web-based connectivity will further help in accessing situational awareness, decision support and multi-agency coordination. It will allow all collaborating agencies and departments inside and outside EOC environment to share information, make decisions, activate plans, deploy IRTs, perform and log all necessary response and relief activities and make the EOC effective. It is very important to put the above capabilities in place.

#### **EOC Norms**

##### ***It will have:***

- a. One Sr. Administrative Officer as EOC in-charge having experience in DM with required assistants;
- b. Representation of all concerned line departments with authority to quickly mobilize their resources;
- c. Adequate space with proper infrastructure to accommodate the participating agencies and departments;
- d. Communication facilities with last mile connectivity;
- e. A vehicle mounted with HF, VHF and satellite telephone for deployment in the affected site to provide immediate connectivity with the headquarters and ICP;
- f. A representative of central teams (NDRF, Armed Forces) whenever they are deployed to integrate their resources, expertise and to resolve conflicts that may arise during the response effort;
- g. Provision and plan for dovetailing the NDRF, Armed Forces communication capabilities with the local communication set up. There will be proper plan so that all are able to connect with each other in case of large scale disasters or failure of the local communication systems;
- h. Map depicting affected site, resources deployed, facilities established like Incident Command Post, Staging Area, Incident Base, Camp, Relief Camp, Helibase, Helipad, etc.

- i. DM plans of all line departments;
- j. DM plans of the State and the District;
  - Directories with contact details of all emergency services and nodal officers;
  - Connectivity with all District headquarters and police stations;
  - Database of NGOs working in different geographical areas;
  - Demographic details of the State and Districts;
- k. Online / Web based DSS with the availability of at least the following components:
  - Standardization of Command Structure with the details of the earmarked and trained personnel in IRS;
  - Proactive planning facilities;
  - Comprehensive resource management system;
  - Geographic Information System (GIS) for decision support; and
  - Modeling capability for predicting casualties and resources for large scale incidents including CBRN emergencies.
- l. Socio-economic, demographic and land use planning;
- m. Resource inventories of all line departments and connectivity with database of India Disaster Resource Network (IDRN) India Disaster Knowledge Network (IDKN) and Corporate Disaster Resource Network (CDRN).

### **1.9. Incident Response Team (IRT)**

The ROs of the State and Districts will constitute IRTs from among officers at the State and District level respectively. The members of IRTs will be properly trained and sensitized regarding their roles during the pre-disaster phase itself. Selection of different section chiefs will be guided by the nature and type of disaster. The headquarters IRT will provide continuous support to the on-scene IRT(s) and if required join them or take over response on the directions of the RO.

### **1.10. Incident Response System (IRS)- Facilities**

For effective response the following facilities may be required to be established depending on the needs of the incidents, the length and time the facilities are needed to be used, the cost to establish it and prevailing weather conditions etc.

#### **1.10.1 Incident Command Post (ICP)**

The ICP is the location at which the primary command functions are performed. The IC will be located at the ICP. There will only be one ICP for each incident. This also applies to situations with multi-agencies or multi jurisdictional incidents operating under a single or Unified command.

The ICP can be located with other incident facilities like Incident Base. For the initial location of the ICP, the nature of the incident, whether it is growing or moving and whether the ICP location will be suitable in size and safe for the expected duration of the incident should be taken into consideration. Larger and more complex incidents will require larger ICP.

The ICP may be located at Headquarters of various levels of administration of State (State, District, Sub-Division, Circle / Block). In case of total destruction or reasons of non availability of any other space, the ICP may be located in a vehicle, trailer or tent. It should however have adequate lighting, effective communication system and other such facilities so that

one can function effectively. In such a situation the other components of IRT may function from a convenient location and the ICP should be in constant and regular touch with them.

***General guidelines for Establishing the ICP:***

- a. Position away from the general noise and confusion associated with the incident;
- b. Position outside the present and potential hazard zone;
- c. Position within view of the incident, when appropriate;
- d. Have the ability to expand as the incident grows;
- e. Have the ability to provide security and to control access to the ICP as necessary;
- f. Should have distinctive banner or sign to identify location; and
- g. Activation of ICP and its location should be announced via radio or other communications so that all concerned personnel are notified.

**1.10.2 Staging Area (SA)**

The details of Staging Area is discussed in chapter 2 at para 2.6.1.

**1.10.3 Incident Base**

All primary services and support activities for the incident are usually located and performed at the Incident base. The LS will also be preferably located here. Normally base is the location where all uncommitted / out-of-service equipment and personnel to support operations are located.

There will be only one Base established for each incident and normally it will not be relocated. It will be designated by incident name. In locations where major incidents are known to occur frequently, it is advisable to pre-designate possible base locations and plan their layouts in advance.

The management of the Incident Base comes under the LS. If an Incident base is established, a Base Manager will be designated. The Base Manager in a fully activated IRS organization will be in the Facility Unit of the LS.

**1.10.4 Camps**

Camps are temporary locations within the general incident area which are equipped and staffed to provide rest, food, drinking water and sanitary services to the responders. These are separate facilities which may not be located at the Incident Base. Camps may be in place for several days and they may be moved depending upon incident needs while the Incident Base remains at the same location.

Very large incidents may have one or more Camps located in strategic areas. All IRS functional unit activities performed at the incident Base may also be performed at camps. Each camp will have a Camp Manager assigned. The Camp Managers are responsible for managing the camp and for providing coordination to all organizational Units operating within the camp.

The Camp manager will report to the Facility Unit in the LS. If the FUL has not been activated he will report to the LSC. After the camp is established, additional personnel and support needs will normally be determined and ordered by the Camp manager. If Logistics Units are established at Camps they will be managed by assistants. Camps will be designated by a geographic name or by a number.

#### **1.10.5 Relief Camp (RC)**

All support services to the affected communities are usually provided in the Relief Camps (RCs). They will be established as per demands of the situation. The resources required for the establishment of RC will be provided by the LS and it will be maintained and managed by the Branch or Division of the OS deployed for the purpose. It may be established at the existing buildings like Schools, Community halls, Cyclone Shelters, etc. or tents may also be used for such purposes.

While establishing the RC, priority will be given for cleanliness of the RC. Each RC will have a Camp Manager assigned. After RC is established, additional personnel and support needs will normally be determined and requested for by the RC Manager. The RCs will be designated by a geographic name or by a number.

#### **1.10.6 Helibase / Helipad**

The details of Helibase / Helipad are discussed in chapter 2 at para 2.6.3.3.2.

#### **1.11. Triggering Mechanism for Deployment of IRT**

Some of the natural hazards have a well established early warning system. States and Districts also have a functional 24 x 7 EOC / Control Room. On receipt of information regarding the impending disaster, the EOC will inform the RO, who in turn will activate the required IRT and mobilize resources. The scale of their deployment will depend on the magnitude of the incident.

At times the information about an incident may be received only on its occurrence without any warning. In such cases the local IRT (District, Sub-Division, Circle / Block) as the case may be, will respond and inform the higher authority and if required seek reinforcement and guidance.

The measures decided to be taken for response will be jotted down by the Command Staff and later handed over to PS. It will thus form the initial IAP.

#### **1.12. Conclusion**

To sum up, IRS is a system of Management by Objectives through IAP. It takes care of any expanding incident through an organizational structure of Command Staff, Sections, Branches, Divisions, Groups, Units, resources and span of control. Through Unified Command (UC) it allows all agencies having jurisdictional or functional responsibilities to jointly develop incident objectives and strategies. It has a clear cut process for personnel accountability, resource management, integrated communications and transfer of command.

In line with the federal structure of the country, it should be clearly understood that response to any disaster will be carried out by the concerned States and Districts. The GoI will play a supporting role by way of assistance in the form of resources, manpower (NDRF, Armed & Para Military Forces), equipment and funds. At the GoI level, the NCMC or NEC will coordinate and provide the required resources. NDMA will also help in monitoring the coordination of response.



## **Chapter – 2**

# **Roles and Responsibilities of Incident Response Team (IRT)**

### **2.1. Roles and Responsibilities of Chief Secretary as Responsible Officer (RO) of the State**

#### ***The RO will:***

- i. The CS who is the head of the State administration and also chairperson of SEC and CEO of SDMA, will perform responsibilities laid down under clause 22 (2) and 24 of the DM Act, 2005;
- ii. The Section 22 (h) of the Act provides that the Chairperson of SEC will give directions to any department of the Government of the State or any other authority or body in the State regarding actions to be taken in response to any threatening disaster situation or disaster. Thus He will ensure active participation of all departments at State level;

#### ***Apart from the above, the CS will:***

- i. Ensure that IRTs at State, District, Sub-Division, Circle/Block are formed and IRS is integrated in the State and District DM Plan. This may be achieved by issuing a Standing Order to all District Magistrates/DCs, line departments to identify suitable officers for different positions in the **IRTs as given in Annexure – XI**;
- ii. Issue a Standing Order in advance to different departments and agencies, so that in any emergency, mobilization of both equipment and personnel happens smoothly;
- iii. Ensure that a reasonable amount of imprest fund is sanctioned clearly delineating the procedure for emergency procurement;
- iv. Ensure that IRS is incorporated in the training syllabus of ATIs and other training institutions of the State. There should be proper faculty in the ATI for such purpose
- v. Ensure effective communication and Web based / online Decision Support System (DSS) is in place in the EOC and connected with District, Sub-Division, Circle/Block level IRTs for support;
- vi. Ensure that toll free emergency numbers existing in the State for Police, Fire and Medical support etc. will be 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 to the EOC and the nearest hospital to gear up to attend to any casualties and to the emergency medical service for the mobilization of ambulance service to reach the spot;
- vii. Activate IRTs at State headquarters when the need arises and issue order for their demobilization on completion of response;
- viii. Set overall objectives and incident related priorities;
- ix. Identify, mobilize and allocate critical resources according to established priorities;
- x. Ensure that local Armed Forces Commanders are involved in the Planning Process and their resources are appropriately dovetailed, if required;
- xi. Ensure that when NDRF, Armed Forces arrive in support for disaster response, their logistic requirements like, camping ground, potable water, electricity and requirement of vehicles etc. are taken care of;
- xii. Coordinate with the Central Government for mobilization of Armed Forces, Air support etc. as and when required;

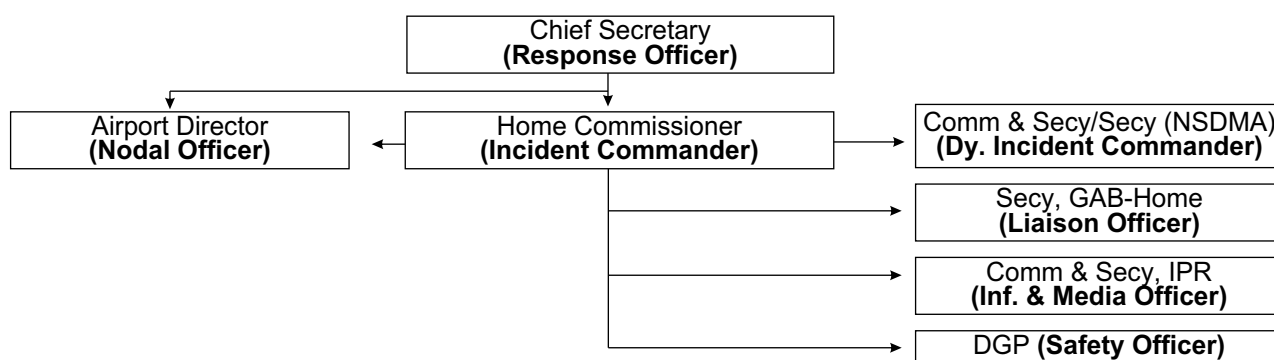
- xiii. Identify suitable NO to coordinate Air Operations and ensure that all District ROs are aware of it;
- xiv. Ensure that incident management objectives do not conflict with each other;
- xv. Consider the need for the establishment of AC, if required;
- xvi. Establish Unified Command (UC) if required and get the approval of Chief Minister;
- xvii. Ensure that telephone directory of all ESF is prepared and available with EOC and IRTs;
- xviii. Ensure use of Global Positioning System (GPS) technology in the vehicles (Police, Fire, Ambulance etc.) to get connectivity for their effective utilization;
- xix. Keep the chairperson of SDMA informed of the progress of incident response;
- xx. Ensure overall coordination of response, relief and other activities;
- xxi. Ensure that the Non-Governmental Organizations (NGOs) carry out their activities in an equitable and non-discriminatory manner;
- xxii. Conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
- xxiii. Take such other necessary action as the situation demands.

### **2.1.1 Roles and responsibilities of District Dy Commissioner as Responsible Officer (RO)**

#### ***The District Deputy Commissioner / RO will:***

- i. Ensure that IRTs are formed at District, Sub-Division, Circle/Block levels and IRS is integrated in the District DM Plan as per Section 31 of the DM Act, 2005. This may be achieved by issuing a Standing Order by the RO to all SDOs, SDMs and Circle Administrative Officers/ BDOs;
- ii. Ensure web based / on line Decision Support System (DSS) is in place in EOC and connected with Sub-Division and Circle / Block level IRTs for support;
- iii. Ensure that toll free emergency numbers existing for Police, Fire and Medical support etc. are linked to the EOC for response, command and control. For e.g., if there is any fire incident, the information should not only reach the fire station but also the EOC and the nearest hospital to gear up the emergency medical service;
- iv. Delegate authorities to the IC;
- v. Activate IRTs at District headquarter, Sub-Division, Circle / Block levels, as and when required;
- vi. Appoint / deploy, terminate and demobilize IC and IRT(s) as and when required;
- vii. Decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other;
- viii. Ensure that IAP is prepared by the IC and implemented;
- ix. Remain fully briefed on the IAP and its implementation ;
- x. Coordinate all response activities;
- xi. Give directions for the release and use of resources available with any department of the Government, Local Authority, private sector etc. in the District;
- xii. Ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required;
- xiii. 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;
- xiv. 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;
- xv. Ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner;
- xvi. Deploy the District Headquarter IRTs at the incident site, in case of need;
- xvii. Ensure that effective communications are in place;
- xviii. Ensure that telephone directory of all ESF is prepared and available with EOC and members of IRTs;
- xix. Ensure provision for accountability of personnel and a safe operating environment;
- xx. In case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level RO;
- xxi. Mobilize experts and consultants in the relevant fields to advise and assist as he may deem necessary;
- xxii. Procure exclusive or preferential use of amenities from any authority or person;
- xxiii. Conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
- xxiv. Take other necessary action as the situation demands.



**Fig. 3: IRS structure of Command Staff.**

## **2.2. Roles and Responsibilities of Incident Commander (IC)**

### ***The IC will:***

- i. Obtain information on:
  - a. Situation status like number of people and the area affected etc.;
  - b. Availability and procurement of resources;
  - c. Requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp, etc.;
  - d. Availability and requirements of Communication system;
  - e. Future weather behavior from IMD; and NSDMA Weather Portal (nsdmaweather.com)
  - f. Any other information required for response from all available sources and analyze the situation.
- ii. Determine incident objectives and strategies based on the available information and resources;
- iii. Establish immediate priorities, including search & rescue and relief distribution strategies;
- iv. Assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with help of the local police;



- v. Brief higher authorities on the situation as per incident briefing form - 001 enclosed in Annexure-I and request for additional resources, if required;
- vi. Extend support for implementation of AC and UC if considered necessary by the RO;
- vii. Establish appropriate IRS organization with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident;
- viii. 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;
- ix. Ensure that the IAP is prepared;
- x. Ensure that team members are briefed on performance of various activities as per IAP;
- xi. Approve and authorize the implementation of an IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members. It will be reviewed every 24 hours and circulated to all concerned;
- xii. Ensure that planning meetings are held at regular intervals. The meetings will draw out an implementation strategy and IAP for effective incident response. The decision to hold this meeting is solely the responsibility of the IC. Apart from other members, ensure that PSC attend all briefing and debriefing meetings;
- xiii. Ensure that all Sections or Units are working as per IAP;
- xiv. Ensure that adequate safety measures for responders and affected communities are in place;
- xv. Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved;
- xvi. Ensure that computerized and web based IT solutions are used for planning, resource mobilization and deployment of trained IRT members;
- xvii. Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their procurement;
- xviii. Approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and Units etc. and are properly utilized. On completion of assigned work, the resources will be returned immediately for utilization elsewhere or to the department concerned;
- xix. If required, establish contact with PRIs, ULBs, CBOs, NGOs etc. and seek their cooperation in achieving the objectives of IAP and enlist their support to act as local guides in assisting the external rescue and relief teams;
- xx. Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command;
- xxi. Authorize release of information to the media;
- xxii. Ensure that the record of resources mobilized from outside is maintained so that prompt payment can be made for hired resources;
- xxiii. Ensure that Incident Status Summary (ISS) is completed and forwarded to the RO (**IRS form-002 is enclosed at Annexure-II**);
- xxiv. Recommend demobilization of the IRT, when appropriate;
- xxv. Review public complaints and recommend suitable grievance redresses measures to the RO;

- xxvi. Ensure that the NGOs and other social organizations deployed in the affected sites are working properly and in an equitable manner;
- xxvii. Ensure preparation of After Action Report (AAR) prior to the demobilization of the IRT on completion of the incident response.
- xxviii. Perform any other duties that may be required for the management of the incident;
- xxix. Ensure that the record of various activities performed (**IRS Form-004 enclosed in Annexure-IV**) by members of Branches, Divisions, Units/Groups are collected and maintained in the **Unit Log (IRS Form-003)** enclosed at **Annexure-III**; and
- xxx. Perform such other duties as assigned by RO.

### **2.3. Roles and Responsibilities of Information and Media Officer (IMO)**

#### ***The IMO will:***

- i. Prepare and release information about the incident to the media agencies and others with the approval of IC;
- ii. Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the PS on its activation for incorporation in the IAP;
- iii. Ask for additional personnel support depending on the scale of incident and workload;
- iv. Monitor and review various media reports regarding the incident that may be useful for incident planning;
- v. Organize IAP meetings as directed by the IC or when required;
- vi. Coordinate with IMD to collect weather information and disseminate it to all concerned;
- vii. Maintain record of various activities performed as **per IRS Form-004** (enclosed in **viii. Annexure-IV**); and
- ix. Perform such other duties as assigned by IC.

### **2.4. Roles and Responsibilities of Liaison Officer (LO)**

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

#### ***The LO will:***

- i. Maintain a list of concerned line departments;
- ii. Carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government;
- iii. Maintain a database of agencies like CBOs, NGOs, etc. and their representatives (IAG Nagaland list enclosed in Annexure-XIV).
- iv. Monitor Operations to identify current or potential inter-agency problems;  
Participate in planning meetings and provide information on response by participating
- v. agencies;
- vi. Ask for personnel support if required;  
Keep the IC informed about arrivals of all the Government and Non Government
- vii. agencies and their resources;  
Help in organizing briefing sessions of all Governmental and Non Governmental agencies with the IC;

- viii. Maintain record of various activities performed as per **IRS Form-004 (enclosed in Annexure-IV)**; and
- ix. Perform such other duties as assigned by IC.

## **2.5. Roles and Responsibilities of Safety Officer (SO)**

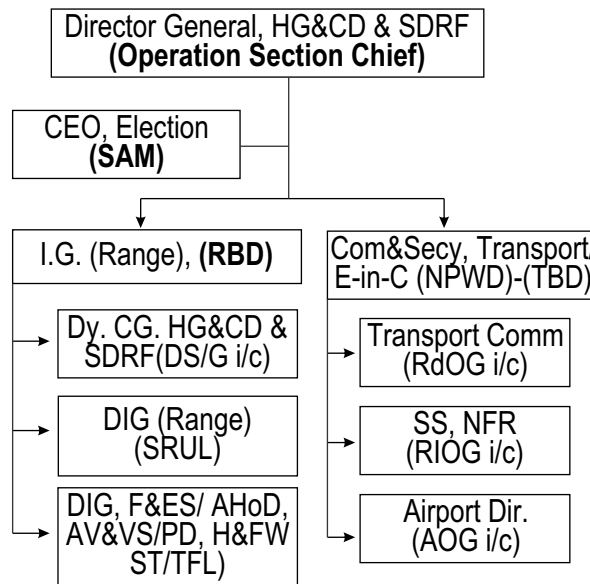
The SO's function is to develop and recommend measures for ensuring safety of personnel, and to assess and/or anticipate hazardous and unsafe situations. The SO is authorized to stop or prevent unsafe acts. SO may also give general advice on safety of affected communities.

### ***The SO will:***

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

## **2.6. Roles and Responsibilities of Operation 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.



**Fig. 4: IRS Structure of Operation Section Chief**

**The OSC will:**

- i. Coordinate with the activated Section Chiefs;
- ii. Manage all field operations for the accomplishment of the incident objectives;
- iii. Ensure the overall safety of personnel involved in the OS and the affected communities;
- iv. Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc.) in his Section in consultation with IC and in accordance with the IAP;
- v. Assign appropriate personnel, keeping their capabilities for the task in mind and maintain **On Duty Officers list (IRS Form-007)** for the day as enclosed in **Annexure- VII**;
- vi. Request IC for providing a Deputy OSC for assistance, if required;
- vii. Brief the personnel in OS at the beginning of each operational period;
- viii. Ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
- ix. Prepare Section Operational Plan in accordance with the IAP; if required;
- x. Suggest expedient changes in the IAP to the IC;
- xi. Consult the IC from time-to-time and keep him fully briefed;
- xii. Determine the need for additional resources and place demands accordingly and ensure their arrival;
- xiii. Ensure record of various **activities performed (IRS Form-004** enclosed in Annexure-IV) by members of Branches, Divisions, Units/Groups are collected and maintained in the **Unit Log IRS Form-003 (enclosed in Annexure-III)**; and
- xiv. Perform such other duties as assigned by RO / IC.

**2.6.1. Roles and Responsibilities of 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 Village Council Offices, stadia etc. may be used as SA. In case of total destruction of buildings in an incident, tents or temporary shelters may be used for such purposes.

For Air Operations, open space of Airport Authority of India (AAI) may be used for loading and unloading of relief materials. If area of AAI is not available, other suitable places near 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.

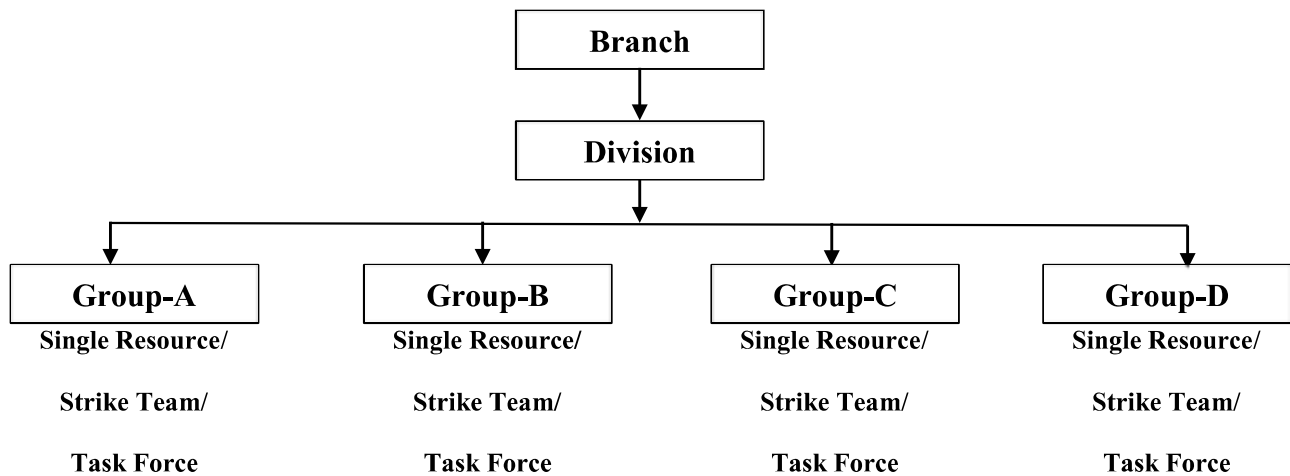
***The SAM will:***

- i. Establish the SA with proper layout (district-wise SA enclosed in Annexure-XV), maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc.
- ii. Organize storage and dispatch of resources received and dispatch it as per IAP;
- iii. Report all receipts and dispatches to OSC and maintain their records;
- iv. Manage all activities of the SA;
- v. Utilize all perishable supplies expeditiously;
- vi. Establish check-in function as appropriate;
- vii. Request maintenance and repair of equipment at SA, as needed;
- viii. Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc;
- ix. Maintain and provide resource status to PS and LS;
- x. Demobilize SA in accordance with the Demobilization **Plan IRS Form-010** as enclosed in **Annexure-X**;
- xi. Maintain record of various activities performed as per **IRS Form-004** (enclosed in **Annexure-IV**) and send to Sections concerned; and
- xii. Perform any other duties as assigned by OSC.

**2.6.2. 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 as shown in Fig. 10. More Branches, Divisions, Groups may be formed as required.



***Fig. 5: Composition of Response Branch.***

***The RBD will:***

- i. Work under the supervision of the OSC and is responsible for the implementation of IAP as per the assigned role;
- ii. Attend planning meetings as required by the OSC;
- iii. Review Assignment **Lists IRS Form-005 (enclosed in Annexure -V)** for Divisions or Groups under his Branch;
- iv. Assign specific tasks to Division and Groups-in-Charge;
- v. Supervise Branch functions;
- vi. Resolve conflicts reported by subordinates;
- vii. Report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.
- viii. Provide Single Resource, Strike Team and Task Force support to various operational areas;
- ix. Ensure that all team leaders maintain record of various activities performed as **per IRS Form-004 (enclosed in Annexure-IV)** relating to their field Operations and send to OSC;
- x. Perform any other duties assigned by the OSC;

**2.6.2.1. Roles and Responsibilities of Division Supervisor and Group-in-charge (DS/G i/c)**

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.

***DS/G i/c will:***

- i. Implement Division or Group assignment list;
- ii. Assign resources within the Division or Group under them;
- iii. Report on the progress of operations, and the status of resources within the Division or Group;
- iv. Circulate Organizational Assignment List (Divisional / Group) **IRS Form-005** as enclosed in **Annexure – V** to the leaders of the Group, Strike Team and Task Force;
- v. Review assignments and incident activities with subordinates and assign tasks as per the situation;
- vi. Coordinate activities with adjacent Divisions or Groups, if required;
- vii. Submit situation and resource status to the RBD and the OSC;
- viii. Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC;
- ix. Resolve problems within the Division or Group;
- x. Participate in the development of IAP for next operational period, if required;
- xi. Ensure that record of various activities performed (**IRS Form-004** enclosed in **Annexure-IV**) are collected and sent to the RBD and OSC; and
- xii. Perform any other duties as assigned by the RBD/OSC.
- xiii. The unit leader would work with Support Branch leader under the Logistic Section to address the issue of RPWD

**2.6.2.2. Roles and Responsibilities of Single Resource Unit Leader (SRUL)**

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 back hoeloder, 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 SRUL will:***

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

- v. Perform any other duties that may be assigned by his supervisor.

#### **2.6.2.3. Roles and Responsibilities of Strike Team or Task Force Leader (ST/TFL)**

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 to their supervisor. In case the Branch, Division, or Group is not activated, the team leader will directly report to the OSC.

#### ***The ST/TFL will:***

- i. Review assignments with members of his team;
- ii. Report on work progress;
- iii. Coordinate activities with adjacent Single Resource, Strike Teams and Task Forces if assigned;
- iv. Establish and ensure communications;
- v. Perform any other duties assigned; and
- vi. Maintain record of various activities.

#### **2.6.3. Roles and Responsibilities of Transport Branch Director (TBD)**

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. 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.

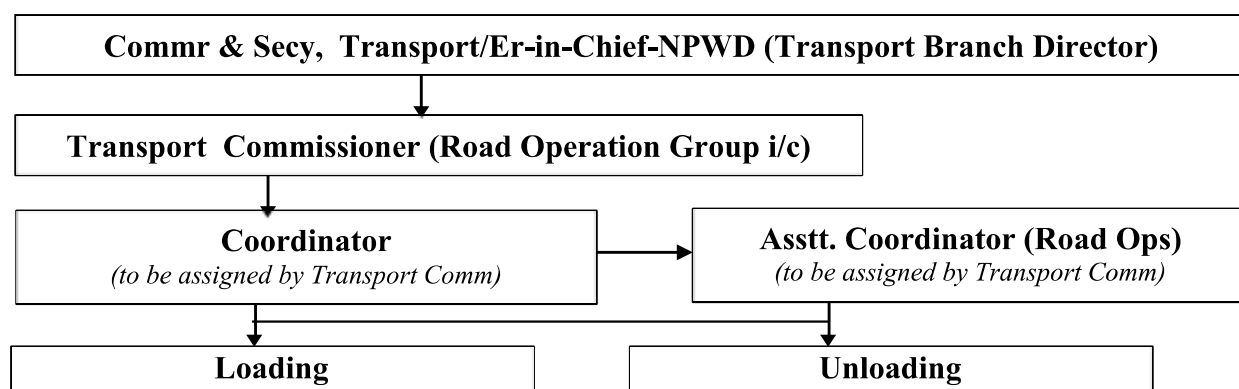


***The TBD will:***

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

**2.6.3.1. Roles and Responsibilities of Road Operation Group-in-charge (RdOG i/c)**

The **Group-in-charge (Road Operations)** works under the TBD and is responsible for all road transportation activities. He has a Coordinator (Road Operations) under him for assistance. If the scale of operations increases, the TBD may activate the position of an Assistant Coordinator. The Loading and Unloading-in-charge will work under the **Coordinator as shown in Fig. 4.**



***Fig. 6: Composition of Road Operation Group.***

***The RdOG i/c will:***

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

**2.6.3.1.1. Roles and Responsibilities of Road Operation Coordinator (RdOC)**

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 RdOC will:***

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

- xiv. Perform any other duties assigned by the OSC or TBD.

#### **2.6.3.1.2. Roles and Responsibilities of Loading/ Unloading-in-charge-Road & Rail Ops (LU i/c RdRI)**

The Loading and Unloading-in-charge has a very significant role to play in any disaster response. The roles and responsibilities in Road and Rail 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 and Road and separately for the Air Operations. The Loading / Unloading-in-charge will work under the Road and Rail Coordinator.

##### ***The LU i/c RdRI will:***

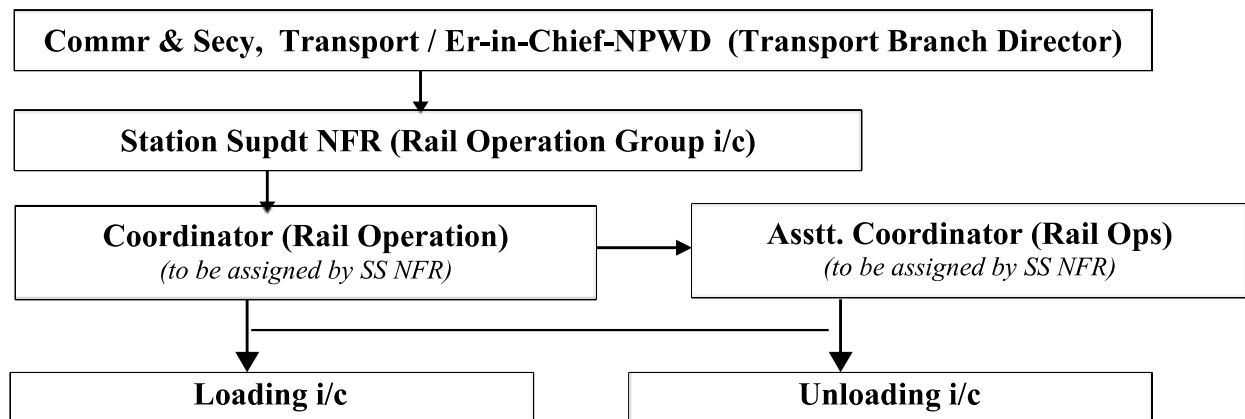
- i. Supervise the safe Operations of Loading / Unloading activities;
- ii. Obtain Operations Summary from the Groups-in-charge (Road and Rail transport);
- iii. Organize the Loading areas;
- iv. Supervise Loading and Unloading crews and collect equipment (**ladder, gloves, helmet, etc.**) as required;
- v. From time to time inform the coordinator about the progress of Loading / Unloading activities;
- vi. Prepare a Loading / Unloading plan with details of their resources and destinations;
- vii. Maintain record of various activities performed as per **IRS Form-004 (enclosed in Annexure-IV)** and **send to the TBD or Coordinator**; and
- viii. Perform any other duties assigned by Coordinator or in-charge (Road and Rail).

#### **2.6.3.2. Roles and Responsibilities of Rail Operation Group-in-charge (RIOG i/c)**

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 Fig. 5.



**Fig. 7: Composition of Rail Operation Group.**

***The RLOG i/c will:***

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

**2.6.3.2.1. Roles and Responsibilities of Rail Operation Coordinator (RIOC)**

***The RIOC will:***

- i. Work under the Group-in-charge and provide coordination services for transportation of relief materials by Rail;
- ii. Survey assigned stations or points, to analyze the situation and other potential problems;
- iii. Ask for additional personnel support, if required;
- iv. Receive assignments, and supervise movement of resources;
- v. Maintain liaison with Railway authorities regarding train timings etc.;
- vi. Report incidents or accidents that may occur in Rail Operations;
- vii. Ask for and monitor security arrangements of the resources;

- viii. Maintain record of various activities performed as per **IRS Form-004 (enclosed in Annexure-IV)** and send to the Group-in-charge or TBD; and
- ix. Perform any other duties assigned by Group-in-charge.

#### **2.6.3.2.2. Roles and Responsibilities of Rail Operation Loading/ Unloading-in-charge**

The roles and responsibilities of Loading/Unloading-in-charge of Rail Operations are similar to those of the Loading/Unloading-in-charge of Road Operations. Para 6.3..2. will be referred.

#### **2.6.3.3. 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.

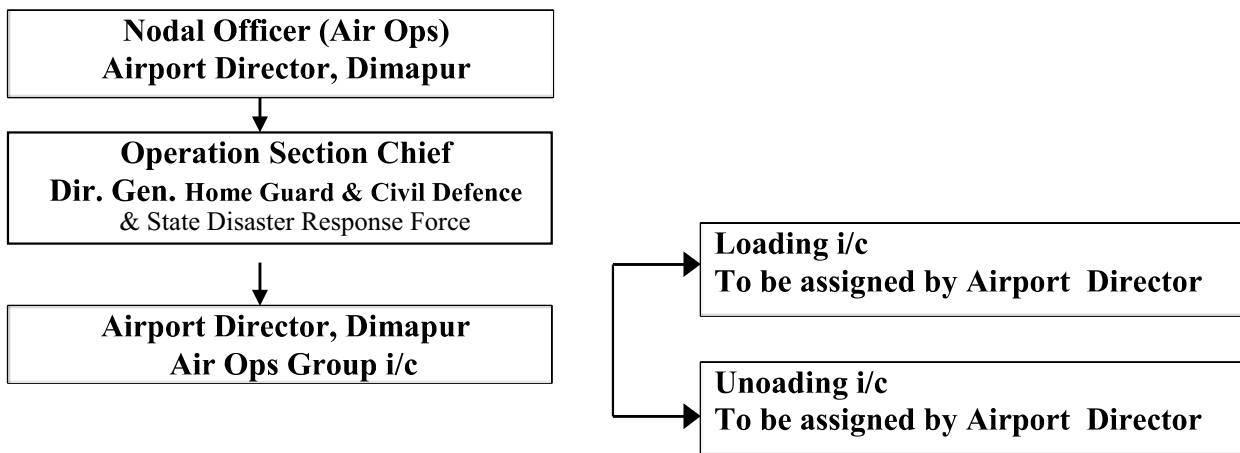
In the context of the IRS, a ground support element will have to be placed at all required landing and takeoff facilities in the affected areas. The ground support requirements including Aviation Turbine Fuel (ATF), security etc. for the Air Operations will be the responsibility of the TBD. On taking 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 (Fig. 14.) will be: NOs who 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.

#### ***The Nodal Officer (Air Operations) will:***

- i. Coordinate with concerned authorities for air operations;
- ii. Project the type of Air support required to the appropriate authorities based on the IAP and place the demand at least 24 hours in advance or as early as possible;
- iii. Inform the IC and OSC about the Air movements and landing schedules in their respective areas;
- iv. 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;
- v. Determine the suitability of Helipads or Helibases in coordination with the Air Force authorities and the State authorities;
- vi. Maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities;
- vii. Assist the IC and the LSC in the procurement of required ATF etc.;
- viii. Report on Air Operations activities to the RO; and
- ix. Perform any other duties assigned by the RO and IC.



**Fig. 8: Composition of Air Operation Group.**

#### **2.6.3.3.1. Roles and Responsibilities of Air Operation Group-in-charge (AOG i/c)**

***The AOG i/c will:***

- i. Provide ground support to Air Operations as per the IAP;
- ii. Report to TBD the progress of Air Operations and work in close coordination with the NO, IC, OSC and TBD;
- iii. Ensure resources and supplies required for the Air Operations are available at the concerned locations;
- iv. Keep appropriate Maps in order to provide correct coordinates to the pilots and others involved in the Air Operations;
- v. Requisition additional personnel support, if required;
- vi. Ensure refueling facilities are available at the landing and takeoff locations;
- vii. Ensure that Helibase and Helipad locations are identified and approved by the appropriate authorities;
- viii. Determine the need for assignment of personnel and equipment at each Helibase and Helipad;
- ix. Ensure identification and marking of Helibases and Helipads;
- x. Ensure that the communication systems are in place;
- xi. Update landing and takeoff schedule of Aircrafts and Helicopters as informed by NO;
- xii. Ensure preparation of the load manifest for proper loading or unloading of relief supplies;
- xiii. 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;
- xiv. xv. Ensure that proper packaging and weighing facilities are in place and used for loading of relief materials;
  - xv. xvi Liaise with the road operations group for the road transportation needs;
  - xvi. 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;
  - xvii. Collect record of various activities performed (**IRS Form-004 enclosed in Annexure-IV**) from Helibase and Helipad-in-charge and send to TBD or OSC or IC; and
  - xviii. Perform any other duties assigned by the TBD.

#### **2.6.3.3.2. Roles and Responsibilities of Helibase/ Helipad-in-charge (HH i/c)**

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. 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 HH i/c will:***

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

- xv. Perform any other duties assigned by the Group-in-charge.

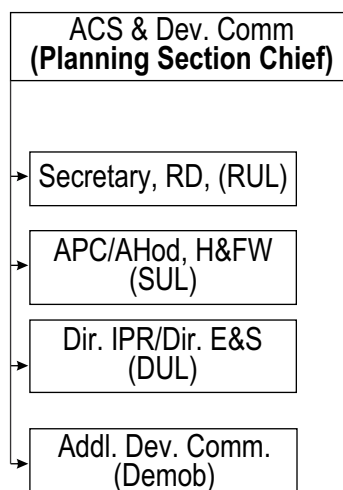
### 2.6.3.3.3. Roles and Responsibilities of Air Operation Loading/ Unloading-in-charge (LU i/c AO)

**The LU i/c AO will:**

- i. Be responsible for the safe Operations of Loading and Unloading of cargo and personnel at Helibases;
- ii. Report to the Airbases, Helibases and Helipad-in-charge;
- iii. Ensure load manifest of personnel and cargo;
- iv. Ensure no inflammable material is loaded on the Aircrafts;
- v. Supervise loading and unloading crew;
- vi. Ensure proper packaging of the loads, keeping in view the weight restriction that may be imposed by the pilots due to weather conditions and make sure that weighing facilities are available for such purpose;
- vii. Maintain record of various activities performed as **per IRS Form-004 (enclosed in Annexure-IV)** and send to Group-in-charge; and
- viii. Perform any other duties as assigned by the Group-in-charge, Helibase-in-charge and Helipad-in-charge.
- ix.

## 2.7. Planning Section Chief (PSC)

The PSC 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.



**Fig. 9: IRS structure for Planning Section.**

**The PSC will:**

- i. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC;



- ii. Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- iii. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilized;
- iv. Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organization assignment list **IRS Form-005 (enclosed in Annexure-V)**, incident communication plan **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;
  - a. Initial information and assessment of the damage and threat;
  - b. Assessment of resources required;
  - c. Formation of incident objectives and conducting strategy meetings;
  - d. Operations briefing;
  - e. Implementation of IAP;
  - f. Review of the IAP; and
  - g. Formulation of incident objectives for the next operational period, if required;
- v. Ensure that Incident Status Summary (**IRS Form-002**) enclosed in **Annexure-II** is filled and incorporated in the IAP;
- vi. Ensure that Organizational Assignment List (Divisional / Group) **IRS Form-005** as enclosed in **Annexure – V** is circulated among the Unit leaders and other responders of **his Section**;
- vii. Plan to activate and deactivate IRS organizational positions as appropriate, in consultation with the IC and OSC;
- viii. Determine the need for any specialized resources for the incident management;
- ix. Utilize IT solutions for pro-active planning, GIS for decision support and modeling capabilities for assessing and estimating casualties and for comprehensive response management plan;
- x. Provide periodic projections on incident potential;
- xi. Report to the IC of any significant changes that take place in the incident status;
- xii. Compile and display incident status summary at the ICP;
- xiii. Oversee preparation and implementation of Incident Demobilization Plan (**IRS Form-010**) enclosed in Annexure-X;
- xiv. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers **List (IRS Form-007)** for the day as enclosed in Annexure-VII;
- xv. Ensure that record of various activities performed (**IRS Form-004 enclosed in Annexure-IV**) by members of Units are collected and maintained in the **Unit Log**

- (IRS Form-003) enclosed at Annexure-III; and
- xvi. Perform any other duties assigned by IC.

### 2.7.1. Roles and Responsibilities of Resource Unit Leader (RUL)

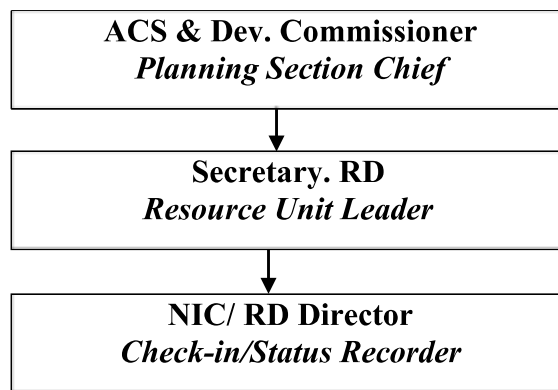
#### *The Resource Unit Leader will:*

- i. 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;
- ii. Compile a complete inventory of all resources available. He will also access information about availability of all required resources at other locations and prepare a plan for their mobilization, if required. IDRN, CDRN and IDKN facilities will also be used for this purpose;
- iii. Ensure and establish Check-in function at various incident locations;
- iv. Update the PSC and IC about the status of resources received and dispatched from time to time;
- v. Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources;
- vi. Ensure quick and proper utilization of perishable resources;
- vii. Maintain record of various activities performed as per **IRS Form-004 (enclosed in Annexure-IV)** and send to Section concerned; and
- viii. Perform any other duties assigned by PSC.

#### 2.7.1.1. Roles and Responsibilities of Check-in/ Status Recorder (CSR)

##### *The CSR will:*

- i. Report to the RUL;
- ii. Ensure that all resources assigned to an incident are accounted for at each check-in point;
- m. 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;
- iv. Establish communications with the EOC and Ground Support Unit (GSU) of LS;
- v. Ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s);
- vi. Enter or record information on Incident Check-in and deployment list as per the IRS Form-006 enclosed at Annexure - VI;
- vii. Transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed;
- viii. Forward completed Check-in Lists to the Resource Unit;
- ix. Maintain record of various activities performed as per **IRS Form-004 (enclosed in Annexure-IV)** and send to Sections concerned; and
- x. Perform any other duties as assigned by PSC.



**Fig. 10: Composition of Resource Unit**

### **2.7.2. Roles and Responsibilities of Situation Unit Leader (SUL)**

***The SUL will:***

- i. 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;
- ii. Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed;
- iii. Prepare situation and resource status reports and disseminate as required;
- iv. Provide authorized maps, photographic services to responders, if required;
- v. Attend IAP Meeting with required information, data, documents and Survey of India maps etc;
- vi. Maintain record of various activities performed as per **IRS Form-004** (enclosed in Annexure-IV) and send to Section concerned; and
- vii. Perform such other duties assigned by SUL or PSC.

#### **2.7.2.1. 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.

***DP will:***

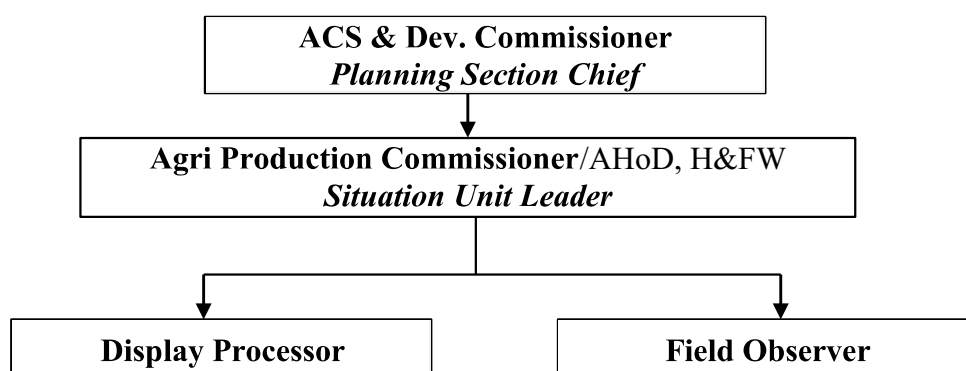
- i. Display incident status obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, aerial photographs and other data received from technical sources;
- ii. Report to the SUL;
- iii. Ensure timely completion of display chart;
- iv. Obtain necessary equipment and stationery;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

#### 2.7.2.2. 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:***

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



***Fig. 11: Composition of Situation Unit Leader.***

#### 2.7.3. Roles and Responsibilities of Documentation Unit Leader (DUL)

***The DUL will:***

- i. Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units;
- ii. Compile all information and reports related to the incident;
- iii. Review and scrutinize the records and various IRS forms for accuracy and completeness;
- iv. Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified;
- v. Store files properly for post-incident analysis;
- vi. Maintain record of various activities performed **as per IRS Form-004 (enclosed in Annexure-IV)** and send to Sections concerned; and
- vii. Perform any other duties as assigned by the PSC.

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

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 Demob. 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 Demob. UL will:***

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

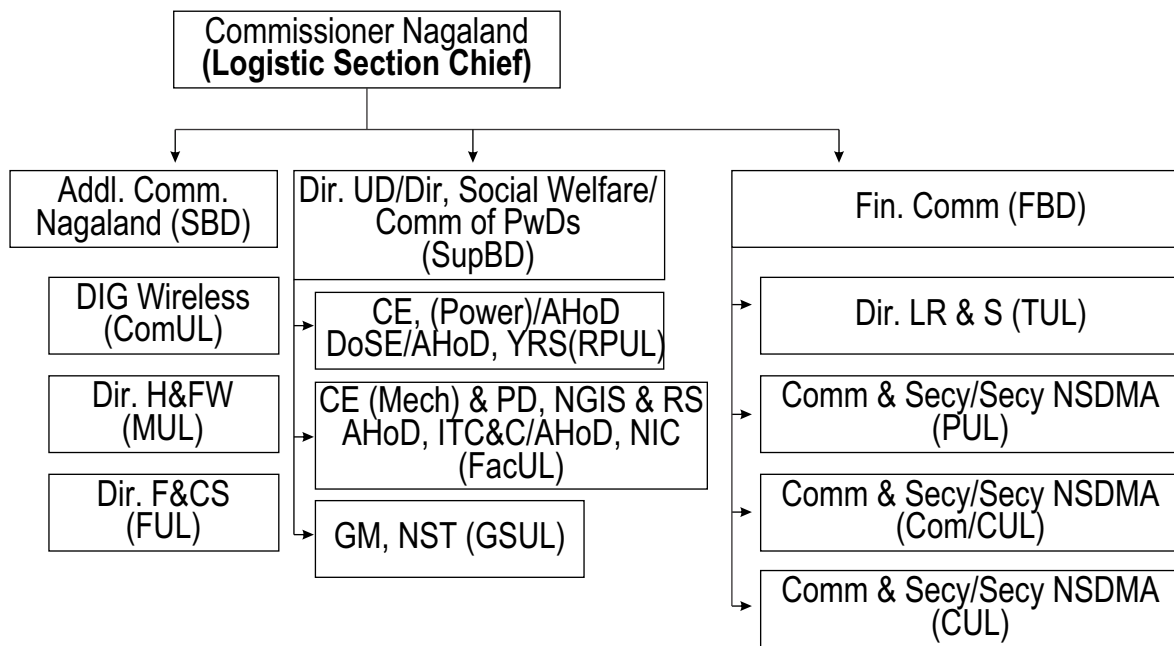
**2.7.5. Technical Specialists (TS)**

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.

**2.8. Logistic Section Chief (LSC)**

The LS comprises Service, Support and Finance Branches. Structure and details of each Branch are shown in Fig. 10. 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.



**Fig. 12: IRS structure of Logistic Section.**

**The LSC will:**

- i. Coordinate with the activated Section Chiefs;
- ii. Provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.;
- iii. Participate in the development and implementation of the IAP;
- iv. Keep RO and IC informed on related financial issues;
- v. Ensure that Organizational Assignment List **(Divisional / Group) IRS Form-005** as **enclosed in Annexure – V** is circulated among the Branch Directors and other responders of his Section;
- vi. Request for sanction of Imprest Fund, if required;
- vii. Supervise the activated Units of his Section;
- viii. Ensure the safety of the personnel of his Section;
- ix. Assign work locations and preliminary work tasks to Section personnel;
- x. Ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
- xi. Brief Branch Directors and Unit Leaders;
- xii. Anticipate over all logistic requirements for relief Operations and prepare accordingly;
- xiii. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;
- xiv. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC;
- xv. Provide logistic support for the IDP as approved by the RO and IC;
- xvi. Ensure release of resources in conformity with the IDP;
- xvii. Ensure that the hiring of the requisitioned resources is properly documented and paid by the FB;
- xviii. Assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain **On Duty Officers List (IRS Form-007)** for the day as enclosed in Annexure-VII;



- xix. Ensure that cost analysis of the total response activities is prepared;
- xx. Ensure that record of various activities performed (**IRS Form-004** enclosed in Annexure- IV) by members of Branches and Units are collected and maintained in the **Unit Log IRS Form 003** as enclosed at **Annexure-III**; and
- xxi. Perform any other duties as assigned by RO or IC.

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

##### ***The SupBD will:***

- i. Work under the supervision of LSC, and manage all required service support for the incident management;
- ii. Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit;
- iii. Discuss with activated Unit leaders for the materials and resources required and procure the same through LS;
- iv. Ensure proper dispatch of personnel, teams, resources etc as per the IAP;
- v. Prepare an assignment list, if required;
- vi. Keep the LSC informed about the progress of Service Branch, from time-to-time;
- vii. Resolve Service Branch problems, if any;
- viii. Maintain record of various activities performed as **per IRS Form-004 (enclosed in Annexure-IV)** and send to sections concerned; and
- ix. Perform any other duties assigned by the IC and LSC.
- x. People with special needs and concerns of people living with disability shall be taken cared as per the standard of Relief Operations and in compliance with the RPWD act as per Annexure XII
- xi. Ensure special attention during disaster response is given to vulnerable groups like elderly person, women, children, physically challenged persons, individual infected with chronic disease etc. who are more likely to bear the brunt of disasters because of poor coping capacity.
- xii. The unit would work with Division supervisor/Group i/c of Operation Section

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

##### ***The Com. UL will:***

- i. Work under the direction of the SBD;
- ii. Provide communications facility as and when required;
- iii. Ensure that all communications equipment available is in working condition and that the network is functional;
- iv. Supervise Communication Unit activities;
- v. Maintain the records of all communications equipment deployed in the field;
- vi. Recover equipment provided by Communication Unit after the incident is over. Ensure that it is properly linked with the IDP;
- vii. Ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records;
- viii. Prepare an alternative communication plan for execution in case of possible failure of the normal communications network. The alternative communications network may have wireless, satellite phones, cell phones, HAM radios etc;
- ix. 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;



- x. Ask for and ensure adequate staffing support;
- xi. Ensure that the communications plan is supporting the IAP;
- xii. Demobilize Communications Centre in accordance with the IDP;
- xiii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD; and
- xiv. Perform any other duties assigned by the SBD or LSC.

#### **2.8.1.3. Roles and Responsibilities of Medical Unit Leader (MUL)**

##### ***The MUL will:***

- i. Work under the direction of the SBD;
- ii. Prepare the Medical Plan and procurement of required resources as per IAP, provide medical aid and ambulance for transportation of victims and maintain the records of the same, as given in **IRS Form 008 (Annexure-VIII)**, obtain a road map of the area from the PS for the ambulance services, transportation of medical personnel and victims;
- iii. Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC;
- iv. Maintain the list of medical personnel who could be mobilized in times of need;
- v. Requisition more human resources as and when required to meet the incident objectives;
- vi. Prepare and circulate list of referral service centre to all the medical team leaders;
- vii. Maintain record of various activities performed as **per IRS Form-004 (enclosed in Annexure-IV)** and send to SBD; and
- viii. Perform any other duties assigned by the SBD and LSC.

#### **2.8.1.4. Roles and Responsibilities of Food Unit Leader (FUL)**

##### ***The FUL will:***

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

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

##### ***The Sup. BD will:***

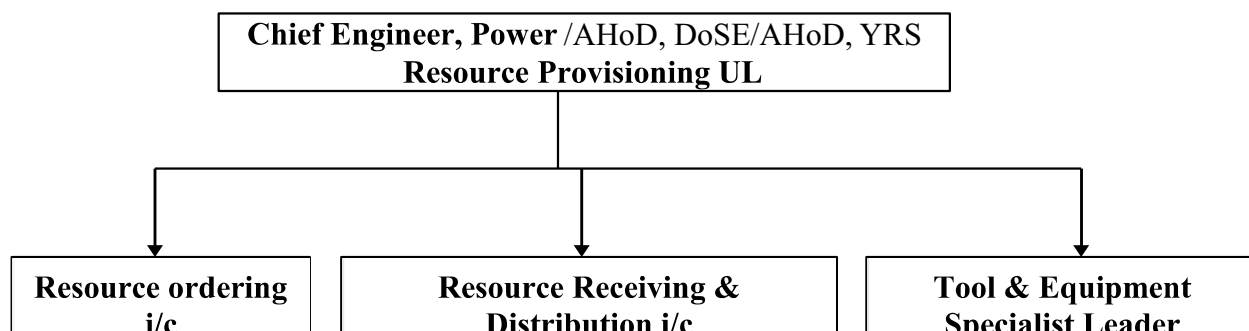
- i. Work under the supervision of LSC, and supervise the function of Resource

- Provisioning Unit, Facility Unit and Ground Support Unit;
- ii. Procure and dispatch required tactical materials and resources for Operations with the concurrence of the Section Chief;
- iii. Participate in the planning meeting of the LS;
- iv. Ensure that organization assignment list concerning the Branch is circulated to all Units under him;
- v. Coordinate various activities of the Support Branch;
- vi. Keep the LSC informed about the progress of work;
- vii. Resolve problems within his unit, if any;
- viii. Maintain record of various activities performed as per **IRS Form-004 (enclosed in Annexure-IV)** and send to Section concerned; and
- ix. Perform any other duties assigned by the LSC.

#### 2.8.2.1. Roles and Responsibilities of Resource Provisioning Unit Leader (RPUL)

***The RPUL will:***

- i. Work under the supervision of Sup.BD;
- ii. Organize movement of personnel, equipment and supplies,
- iii. Receive and store safely all supplies required for the incident response,
- iv. Maintain the inventory of supplies and equipment;
- v. Maintain the records of receipt and dispatch of supplies including equipment and personnel;
- vi. Organize repair and servicing of non-expendable supplies and equipment;
- vii. Participate in the planning meeting of LS;
- viii. Monitor the 'Kind', 'Type' and quantity of supplies available and dispatched;
- ix. 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.;
- x. 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;
- xi. Maintain record of various activities performed as per **IRS Form-004 (enclosed in Annexure-IV)** and send to Sup.BD; and
- xii. Perform any other duty as assigned by LSC or Sup.BD.



*To be assigned by Chief Er. Power*

***Fig.13: Composition of Resource Provisioning Unit Leader.***

#### **2.8.2.1.1. Roles and Responsibilities of Resource Ordering-in-charge (RO i/c)**

##### ***The RO i/c will:***

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

#### **2.8.2.1.2. Roles and Responsibilities of Resource Receiving and Distribution-in-Charge (RRD i/c)**

##### ***The RRD i/c will:***

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

#### **2.8.2.1.3. Roles and Responsibilities of Tool and Equipment Specialist (TES)**

##### ***The TES will:***

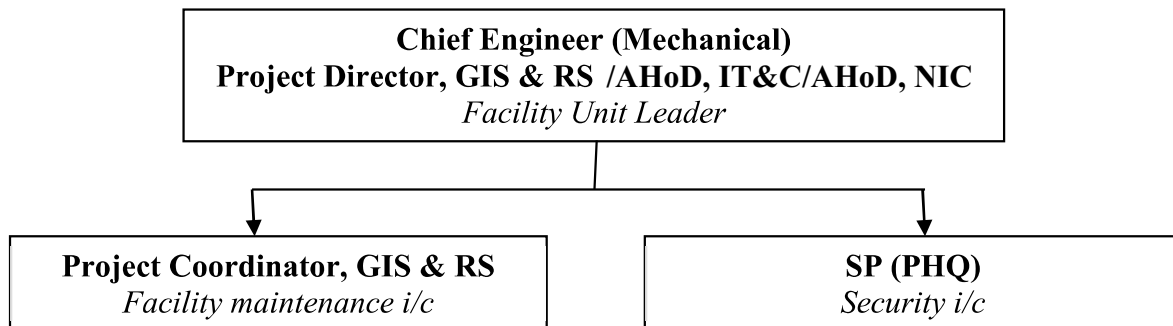
- i. Report to RPUL;
- ii. Supervise the service and repair all tools and equipment and keep the RPUL informed of their status;
- iii. Maintain record of activities performed as per **IRS Form-004 (enclosed in Annexure-iv. IV)** and send to RPUL; and
- v. Perform any other duties assigned by the RPUL.

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

##### ***The Fac. UL will:***

- i. Prepare the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders;
- ii. Report to the Sup.BD;
- iii. Locate the different facilities as per the IAP;
- iv. Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC;
- v. Ask for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc;
- vi. Maintain record of various activities performed as per **IRS Form-004 (enclosed in**

- vii. **Annexure-IV)** and send to Sup. BD; and
- viii. Perform such other duties as assigned by the Sup. BD.
- viii. Real time data collection, analysis and interpretation.



**Fig. 14: Composition of Facility Unit.**

#### **Other in-charge under the Fac. UL**

Depending on the enormity and magnitude of the arrangements required, the Fac.UL may need to deploy other in-charge under him for maintenance of various facilities and their security. The various other in-charges and their roles and responsibilities are as follows:

##### **2.8.2.2.1. Roles and Responsibilities of Facility Maintenance-in-charge (FM i/c)**

**The FM i/c will:**

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

##### **2.8.2.2.2. Roles and Responsibilities of Security-in-charge (S i/c)**

**The S i/c will:**

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

##### **2.8.2.3. Roles and Responsibilities of Ground Support Unit Leader (GSUL)**

**The GSUL will:**

- i. Work under the supervision of the Sup. BD;
- ii. Provide transportation services for field operations to TBD;

- iii. In case Air Operations are activated, organize and provide required ground support through TBD;
- iv. 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;
- v. Develop and implement the Incident Traffic Plan;
- vi. Inform Resource Unit about the availability and serviceability of all vehicles and equipment;
- vii. Arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Sup. BD;
- viii. Maintain inventory of assigned, available and off road or out of service resources;
- ix. Ensure safety measures within his jurisdiction;
- x. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the Sup. BD; and
- xi. Perform any other duties as assigned by the Sup. BD.

### **2.8.3. 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 FBD will:***

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

### **2.8.3.1. Role and Responsibilities of Time Unit Leader (TUL)**

#### ***The TUL will:***

- i. Maintain time recording of hired equipment and personnel and ensure that it is

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

#### **2.8.3.2. Roles and Responsibilities of Procurement Unit Leader (PUL)**

##### ***The PUL will:***

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

#### **2.8.3.3. 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 Govt. of India 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 (CRF norms – **enclosed in Annexure - XIII**). 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 Com./CUL will:***

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

**2.8.3.4. Roles and Responsibilities of Cost Unit Leader (CUL)**

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

***The CUL will:***

- i. Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;
- ii. Take decisions on costing based on the norms of assistance for SDRF and NDRF. (enclosed in Annexure-XIII).
- iii. Make cost-saving recommendations to the FBD;
- iv. Complete all records relating to financial matters prior to demobilization; Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- v. Perform any other duties as assigned by the FBD.



## Annexure-I

## Incident Briefing- IRS Form 001

Attach separate sheet under each heading incase space is not sufficient

|                                                   |               |
|---------------------------------------------------|---------------|
| 1. Incident Name                                  |               |
| 2. Map Sketch (Give details of the affected site) |               |
|                                                   |               |
| Date prepared                                     | Time Prepared |

Source: National Disaster Management Guideline, IRS

*Contd...*

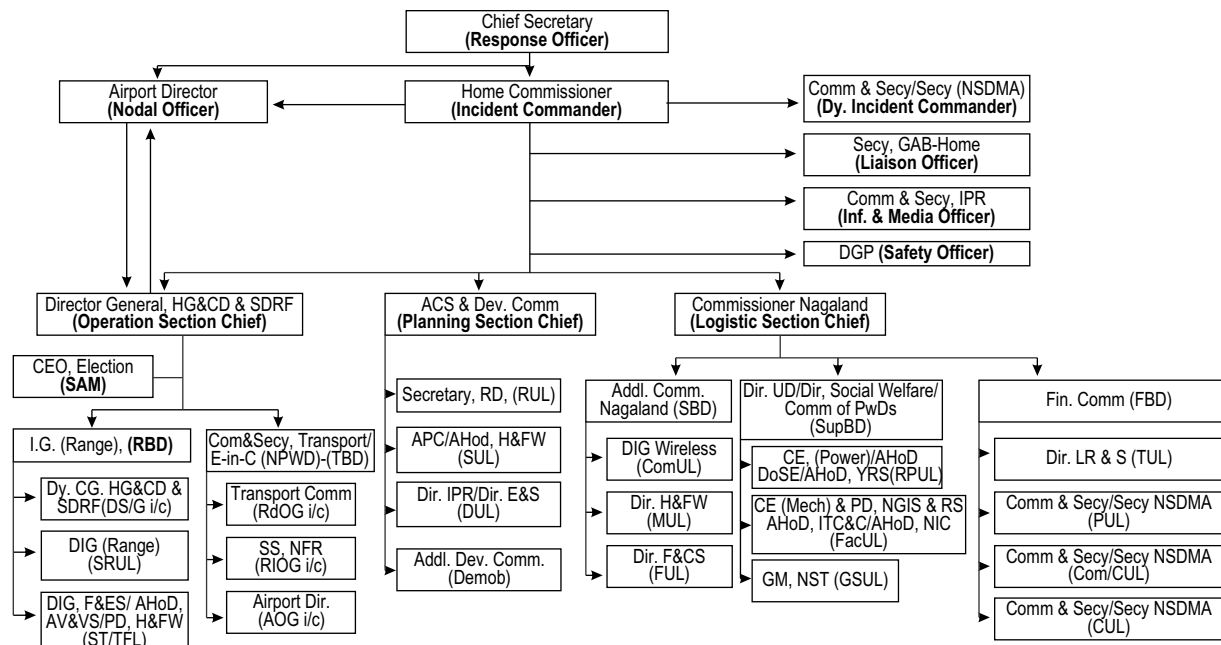
|                                                                                     |
|-------------------------------------------------------------------------------------|
| 3. Summary of Current Actions                                                       |
| a. Action already taken                                                             |
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| b. Action to be taken                                                               |
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| c. Difficulties if any in response including mobilization of resources and manpower |
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#### 4. Current Organization (Brief about activated section of IRT)

Highlight the activated Section/Branches/Units

INCIDENT RESPONSE TEAM STRUCTURE AT STATE LEVEL



Contd...

[illegible]

- *ETA: Expected Time of Arrival*

## Incident Status Summary (ISS)- IRS Form 002

(Major Components)

Attach a separate sheet in case space is not sufficient

|                                             |             |                     |                    |                                                     |                                                                             |                                            |                          |
|---------------------------------------------|-------------|---------------------|--------------------|-----------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------|--------------------------|
| 1. Name of the incident                     |             | 2. Name of the IRT  |                    | 3. Operational period                               |                                                                             | 4. Prepared                                |                          |
|                                             |             |                     |                    |                                                     |                                                                             | Date:                                      |                          |
|                                             |             |                     |                    |                                                     |                                                                             | Time:                                      |                          |
| 5. Name of the IC: _____                    |             | 6. Phone No.: _____ |                    |                                                     |                                                                             |                                            |                          |
| 7. Current Situation (Nos. of casualty)     |             |                     |                    |                                                     |                                                                             |                                            |                          |
| (a)                                         | (b)         | (c)                 | (d)                | (e)                                                 | Dead                                                                        | Identified and cremated/buried dead bodies | Unidentified dead bodies |
| Location                                    | Injured     | Treated             | Discharged         | Patients referred (Specify Hospitals with location) |                                                                             |                                            |                          |
|                                             |             |                     |                    |                                                     |                                                                             |                                            |                          |
|                                             |             |                     |                    |                                                     |                                                                             |                                            |                          |
| 8. Status of Infrastructure (Put tick mark) |             |                     |                    |                                                     |                                                                             |                                            |                          |
| (a)                                         | (b)         | (c)                 | (d)                | (e)                                                 | 9. Threats, if any which may increase severity of incident may be indicated |                                            |                          |
| Infrastructure                              | Not damaged | Partially Damaged   | Completely Damaged |                                                     |                                                                             |                                            |                          |
| Road                                        |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Railways                                    |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Airways                                     |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Airport                                     |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Water Supply                                |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Electricity Supply                          |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Communication Network                       |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Communities/ Critical Infrastructure        |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Residence                                   |             |                     |                    |                                                     |                                                                             |                                            |                          |
| Any other (Specify)                         |             |                     |                    |                                                     |                                                                             |                                            |                          |

| 10. Resources deployed for response with descriptions |                 |           |            |                        |          |            |
|-------------------------------------------------------|-----------------|-----------|------------|------------------------|----------|------------|
| (a)                                                   | (b)             |           |            | (c)                    |          | (d)        |
| Locations                                             | Human Resources | Equipment |            | ESF involved           |          | Activities |
|                                                       | Kind            | Type      | Quantities | Gov.                   | Non Gov. |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
| 11. Need for additional resources                     |                 |           |            |                        |          |            |
| (a)                                                   |                 |           |            | (b)                    |          |            |
| Resource Details                                      |                 |           |            | Source of mobilization |          |            |
| Kind                                                  | Type            | Quantity  |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
|                                                       |                 |           |            |                        |          |            |
| 12. Remarks if any:                                   |                 |           |            |                        |          |            |
| 13. Name & Designation of office prepared by _____    |                 |           |            |                        |          |            |

Source: National Disaster Management Guideline, IRS

## Unit Log – IRS Form 003

(Major Components)

*Attach a separate sheet in case space is not sufficient*

|                                                                                         |          |                                 |  |                      |  |                   |               |
|-----------------------------------------------------------------------------------------|----------|---------------------------------|--|----------------------|--|-------------------|---------------|
| 1. Name of the incident:                                                                |          | 2. Name of the Section:         |  | 3. Operation Period: |  | 4. Prepared Date: |               |
| 5. Name of the Units                                                                    |          | 6. Work assigned with Resources |  | 7. Name of the Site  |  | 8. Status of work |               |
|                                                                                         |          |                                 |  |                      |  | (a)               | (b)           |
|                                                                                         |          |                                 |  |                      |  | Completed         | Not completed |
|                                                                                         |          |                                 |  |                      |  |                   |               |
|                                                                                         |          |                                 |  |                      |  |                   |               |
|                                                                                         |          |                                 |  |                      |  |                   |               |
|                                                                                         |          |                                 |  |                      |  |                   |               |
| 9. Specify accident/incident/weather conditions which may increase severity of incident |          |                                 |  |                      |  |                   |               |
| (a)                                                                                     | (b)      | (c)                             |  |                      |  |                   |               |
| Time                                                                                    | Location | Action taken or suggested       |  |                      |  |                   |               |
|                                                                                         |          |                                 |  |                      |  |                   |               |
|                                                                                         |          |                                 |  |                      |  |                   |               |
|                                                                                         |          |                                 |  |                      |  |                   |               |
| 10. Name & Designation of officer prepared by                                           |          |                                 |  |                      |  |                   |               |

Source: National Disaster Management Guideline, IRS



**Record of Performed Activities- TBD Form 004**

(Major Components)

*Attach a separate sheet in case space is not sufficient*

|                                                                                                                                                                                              |                                   |                                                                                    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------|--|
| 1. Name of the Location                                                                                                                                                                      | 2. Operational Period             | 3. Prepared                                                                        |  |
|                                                                                                                                                                                              |                                   | Date:                                                                              |  |
|                                                                                                                                                                                              |                                   | Time:                                                                              |  |
| 4. Name of the Section: _____<br>Branch/ Division/ Unit: _____                                                                                                                               |                                   |                                                                                    |  |
| 5. Name of the Facilities where (ICP/ Incident Base/ Camp/ Relief Camp/ Staging Area/ Medical Camp/ Helibase/ Helipad/ Any other) Division or Unit is deployed (Specify with exact location) |                                   |                                                                                    |  |
| 6. Work Assigned                                                                                                                                                                             | 7. Status of work (Put tick mark) |                                                                                    |  |
|                                                                                                                                                                                              | (a)                               | (b)                                                                                |  |
|                                                                                                                                                                                              | Completed                         | Not completed                                                                      |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
| 8. Any incident/ accident during the response and action taken                                                                                                                               |                                   |                                                                                    |  |
| (a)                                                                                                                                                                                          |                                   | (b)                                                                                |  |
| Incident/ Accident (Specify, if any)                                                                                                                                                         |                                   | Action Taken                                                                       |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
|                                                                                                                                                                                              |                                   |                                                                                    |  |
| 9. Name & Designation of officer prepared by<br>(Specify Name, Position and Section):<br><br>_____<br>(Prepared by all responders below the Section)                                         |                                   | 10. Despatch:<br>Date:<br>Time:<br><br>_____<br>11. Signature of Receiving Officer |  |

Source: National Disaster Management Guideline, IRS

## Annexure- V

### Organization Assignment List- TBD Form 005 (Major Components)

*Attach a separate sheet in case space is not sufficient*

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

|                                                                                                                                                                                          |                                       |                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------|
| 1. Name of the incident:<br><br>..... -                                                                                                                                                  | 2. Operational period:<br><br>..... - | 3. Prepared<br>Date:<br>Time: |
| 4. Name of the Unit/Dept. to whom work assigned:<br>_____                                                                                                                                |                                       |                               |
| 5. Name of the Supervisory Officer concerned: _____                                                                                                                                      |                                       |                               |
| 6. Name of the responder: _____                                                                                                                                                          |                                       |                               |
| 7. List of task assigned: (a) _____<br><br>(b) _____<br><br>(c) _____<br><br>(d) _____<br><br>(e) _____<br><br>(f) _____<br><br>(g) _____<br><br>(h) _____<br><br>(i) _____<br><br>_____ |                                       |                               |
| 8. Name & Designation of officer prepared by:<br><br>..... -                                                                                                                             | 9. Approved by:<br><br>.....          |                               |

Source: National Disaster Management Guideline, IRS

## Incident Check-in and Deployment list – IRS Form 006

(Major Components)

*Attach a separate sheet in case space is not sufficient*

|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|-----------------------------------------------|-----------|------|---------------------------|--------------------------------------------------------------|-------------|------------------------|---------------------------------------|--------------------------------------|----------------------------------------|------|------|
| 1. Name of the incident:                      |           |      |                           | 2. Name of the Section/ Branch/ Division/ Unit and Facility: |             | 3. Operational Period: |                                       | 4. Prepared:<br>Date:<br>Time:       |                                        |      |      |
| 5. Resource Check-in Information              |           |      |                           | 8. Status of Resources                                       |             |                        |                                       |                                      |                                        |      |      |
| (a)                                           | (b)       | (c)  | 6. Source of Mobilization |                                                              | 7. Check-in |                        | (a)                                   | (b)                                  | (c)                                    | (d)  | (e)  |
| Personnel                                     | Equipment |      | Govt.                     | Private                                                      | (a)         | (b)                    | If still in Facility<br>Put tick mark | Sick/ out of service/<br>maintenance | Location of Site if deployed (Specify) | Date | Time |
|                                               | Kind      | Type |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
|                                               |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |
| 9. Name & Designation of officer prepared by: |           |      |                           |                                                              |             |                        |                                       |                                      |                                        |      |      |

Source: National Disaster Management Guideline, IRS

## On Duty Officer List - IRS Form 007

(Major Components)

*Attach a separate sheet in case space is not sufficient*

This will be maintained by all the Section and sent to RO through IC

[illegible]

**Medical Plan – Form 008**  
(Major Components)

*Attach a separate sheet in case space is not sufficient*

| <b>1. Name of the incident:</b>                                        |                         | <b>2. Operational Period:</b>                                          |                               | <b>3. Prepared:</b>                             |                    | <b>4. Total Nos. of Medical aid camp to be established</b> |                         |               |                     |                 |                        |            |
|------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------|-------------------------------|-------------------------------------------------|--------------------|------------------------------------------------------------|-------------------------|---------------|---------------------|-----------------|------------------------|------------|
|                                                                        |                         |                                                                        |                               | <b>Date:</b>                                    |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               | <b>Time:</b>                                    |                    |                                                            |                         |               |                     |                 |                        |            |
| <b>4.1 Sl. No.</b>                                                     | <b>4.2 Location (s)</b> | <b>4.3 Resource Available in the medical camp</b>                      |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
| (a)                                                                    | (b)                     | (c)                                                                    | (d)                           |                                                 | (e)                |                                                            | (f)                     |               |                     |                 |                        |            |
| No. of medical officer                                                 | No. of Paramedics staff | Others (ANM & trained volunteers) specify                              | Life saving drugs/ Appliances | Facilities of referral services and Blood Banks | Yes                | No                                                         | Yes                     | No            | Any other (Specify) |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
| <b>5. Status of Ambulances services</b>                                |                         | <b>6. Availability of Regular Medical Facilities (Specify in Nos.)</b> |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
| (a)                                                                    | (b)                     | <b>6.1 Govt.</b>                                                       |                               |                                                 | <b>6.2 Private</b> |                                                            |                         |               |                     |                 |                        |            |
| Name of ambulance Service Provider                                     | Address & Contact No.   | (c)<br>Paramedics<br>Yes    No                                         | (a)<br>Locations              | (b)<br>Sub Centre                               | (c)<br>PHC         | (d)<br>Hospital                                            | (e)<br>Medical Hospital | (f)<br>Clinic | (g)<br>Nursing Home | (h)<br>Hospital | (i)<br>Medical College | (j)<br>RMP |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
| <b>7. Road map of the area circulated among the ambulance service</b>  |                         | <b>8. Referral Medical Facilities in the neighborhood</b>              |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
| (a)                                                                    | (b)                     | (a)                                                                    |                               | (b)                                             |                    | (c)                                                        |                         | (d)           |                     | (e)             |                        | (f)        |
| Yes                                                                    | No                      | Location                                                               |                               | Address                                         |                    | Specialization                                             |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
| <b>9. Name &amp; Designation of officer Prepared by (Medical Unit)</b> |                         | <b>10. Approved by</b>                                                 |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |
|                                                                        |                         |                                                                        |                               |                                                 |                    |                                                            |                         |               |                     |                 |                        |            |

Source: National Disaster Management Guideline, IRS

## Communication Plan –IRS Form 009

(Major Components)

*Attach a separate sheet in case space is not sufficient*

[illegible]

Source: National Disaster Management Guideline, IRS

**Demobilization Plan- IRS Form 010**

(Major Components)

*Attach a separate sheet in case space is not sufficient*

|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         |                                          |
|-----------------------------------------------------------------|---------------------------------------------------------------------------|----------------|----------------------|--------------------------------|-----------------------------------------------------|---------------------------------------------------------|------------------------------------------|
| 1. Name of the incident                                         | 2. Name of Section/ Branch/ Division/ Unit to be demobilized<br>(Specify) |                |                      |                                | 3.                                                  | 4. Operation period                                     | 5. Prepared                              |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         | Date:                                    |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         | Time:                                    |
| 6. Name of responder (s)/details of resources to be demobilized | 7. Location from where demobilization will take place                     | 8. Date & Time | 9. Mode of transport | 10. Transit destination if any | 11.                                                 | 12. Final Destination & name of agency to whom returned | 13. Ultimate destination agency notified |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         | Yes                                      |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         |                                          |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         |                                          |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         |                                          |
| 14                                                              | 15. Demobilization plan for out of service equipments and sic personnel   |                |                      |                                |                                                     |                                                         |                                          |
| (a)                                                             | (b)                                                                       | (c)            | (d)                  | (e)                            | (f)                                                 | (g)                                                     |                                          |
| Name of sick personnel/ out of service equipment                | Location from where demobilization will take place                        | Date & Time    | Mode of Transport    | Transit destination if any     | Final destination & name of agency to whom returned | Ultimate destination agency notified                    |                                          |
|                                                                 |                                                                           |                |                      |                                |                                                     | Yes                                                     |                                          |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         |                                          |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         |                                          |
|                                                                 |                                                                           |                |                      |                                |                                                     |                                                         |                                          |
| 16. Name & Designation of Officer prepared by:                  | 17. Approved by:                                                          |                | 18.                  |                                | 19 Issued by                                        |                                                         |                                          |

Source: National Disaster Management Guideline, IRS

## **Examples of Groups for Formation of Strike Team & Task Force and their Roles & Responsibilities**

Response in disasters normally may require performance of rescue & evacuation, setting up of Relief Camps, providing medical assistance, supply of food, Restoration of essential services, and establishment of facilities both for the affected communities and the responders etc.

When under one leader, a number of boats and personnel (preferably not more than five in the context of span of control) are assigned the job of rescuing marooned villagers, such a team would be called a Strike Team. In this case a number of single resource i.e. boat with rescue personnel are being deployed to perform only one task i.e. rescue and evacuation of marooned villagers.

When under one leader a team of doctors / paramedics, personnel for dead body management, setting up and management of relief camp etc., such a combined team of different types and kinds of Single resource is called a Task force. These teams may be formed for any type of requirement that may crop up. An illustrative list of different functional groups is being given for reference. The list is not exhaustive.

### **Different functional Groups and their roles and responsibilities**

#### **A. Food Group-in-charge**

1. Work under the direction of Team Leader / RBD and supervise functions of all group members and report;
2. Attend planning meeting of the section at the request of Team Leader / OSC / RBD;
3. Brief Group members about the objectives and strategy to achieve the goal;
4. Supply food to the affected site. The team leader shall ensure that the food is properly cooked, packed and religious sentiments are kept in mind;
5. Maintain record of all important activities e.g. numbers of kitchens activated, resources supplied, personnel deployed etc.;
6. Assess further requirement and inform RBD / OSC;
7. Organise the communities and take their help in running the kitchen etc.;
8. Perform any other duties assigned by the RBD/OSC.

#### **B. Medical Group-in-charge**

1. Work under the direction of Team Leader / RBD and supervise functions of all group members and report;
2. Attend planning meeting of the section at the request of Team Leader / OSC / RBD;
3. Brief Group members about the objectives and strategy to achieve the goal;
4. Support PS and LS for organizing and mobilizing; referral services, first aid, treatment of pregnant and lactating women, care for differently abled person and HIV  
a. / TB infected patients, etc. if required;
5. Ensure that affected population is getting appropriate care. If the managing capability is beyond the control of the team leader, he shall ask for more teams;
6. Collect a list of health referral service centers from the OSC / RBD or Division supervisor and obtain resources for transportation of patients;
7. Arrange photography and display the information for non-identified patients for



- identification;
- 8. Open a counter for public information;
- 9. Provide psycho-social care. The NDMA Guidelines for Psycho-Social Support and Mental Health Services in disaster should be referred;
- 10. Develop strategy to control and manage rush of patients at the medical camp;
- 11. Maintain record of important activities performed relating to health care, e.g. record of number of victims admitted, treated, discharged and referred, types of casualty, status of various medicines used and available, etc.; and
- 12. Perform such other duties as directed by RBD.

### **C. Relief camp management Group-in-charge**

- 1. Work under the direction of Team Leader / RBD and supervise functions of all group members and report;
- 2. Attend planning meeting of the section at the request of Team Leader / OSC / RBD;
- 3. Brief Group members about the objectives and strategy to achieve the goal;
- 4. Ensure preparation of food and its distribution in the camp. While distributing food Keep religious sentiments in mind;
- 5. Place order and ensure that food materials and other required resources are available;
- 6. Maintain cleanliness of the camp;
- 7. Arrange light, water & sanitation services;
- 8. Ensure gender sensitive needs and their safety are in place;
- 9. Ensure general security of the camp, and;
- 10. Perform such other duties as directed by RBD.

### **D. Dead body management Group-in-charge**

- 1. Work under the direction of Team Leader / RBD and supervise functions of all group members and report;
- 2. Attend planning meeting of the section at the request of Team Leader / OSC / RBD;
- 3. Brief Group members about the objectives and strategy to achieve the goal;
- 4. Organise Inquest / postmortem and other legal requirement before cremation / burial of dead bodies;
- 5. Identify suitable places for cremation / burial or liaison with the in-charge of cremation / burial ground, if required;
- 6. Mobilise communities for cremation / burial and also for identification of dead bodies, if required;
- 7. Organise photography of unidentified dead bodies and activate an information cell and display photos for identification;
- 8. Maintain record of all important activities relating to identification of dead bodies including photographs, status of dead bodies, locations where they were found, place of cremation / burial, etc. and send to RBD; and
- 9. Perform any other duties assigned by the RBD.

## **Groups for Restoration of Essential Services**

### **A. Restoring Medical Services: roles and responsibilities**

- 1. Work under the team leader of restoration of essential services and supervise functions of all groups and report to RBD / OSC;
- 2. Attend planning meetings of the Section at the request of RBD / OSC;

3. Brief team members about the objectives and strategy to achieve the goal;
4. Check different instruments installed in the hospitals;
5. Check power supply and ensure backup in case of failure;
6. Ensure telephone and other means of communication are in working condition;
7. Ensure services of water and sanitation;
8. Maintain cleanliness;
9. Involve community;
10. Maintain record of activities relating to restoration activities;
11. Perform any other duties assigned by Team Leader / RBD / OSC.

**B. Restoring Water and Sanitation Services: roles and responsibilities**

1. Work under the team leader of restoration of essential services and supervise functions of all groups and report to RBD / OSC;
2. Attend planning meetings of the section at the request of RBD / OSC;
3. Brief team members about the objectives and strategy to achieve the goal;
4. Project requirement of Task Forces, Strike Teams and Single Resource for water and sanitation services, if required;
5. Repair water lines or supply water tanks of the affected sites;
6. Supply drinking water tank to inaccessible area;
7. Repair tube wells;
8. Check contamination of water and provide facilities for water purification;
9. Involve employees of NAC, Municipality or Corporation for sanitation services in consultation with OSC, LSC and ensure that work is in progress;
10. Involve community;
11. Maintain the record of important activities performed; and
12. Perform any other duties assigned by the Team Leader / RBD / OSC.

**C. Restoring Telephone / Electric Service: roles and responsibilities**

1. Work under the team leader of restoration of essential services and supervise functions of all groups and report to RBD / OSC;
2. Attend planning meetings of the section at the request of RBD / OSC;
3. Brief team members about the objectives and strategy to achieve the goal;
4. Perform assigned tactical tasks;
5. Maintain record of important activities performed etc; and
6. Perform any other duties assigned by the Team Leader / RBD / OSC.

**DISASTER MANAGEMENT AND PERSONS WITH DISABILITIES.**

The Right of Persons with Disabilities (RPWD) Act mandates the participation of persons with disabilities in Disaster Management process. Article 8 (2) of RPWD Act 2016 state that NDMA and SDMA shall take appropriate measures to ensure inclusion of persons with disabilities in its DM activities as defined under clause (e) of section 2 of the DM Act 2005 for the safety and protection of persons with disabilities.

In compliance to the DM Act 2005 as enshrined in the section IV of National Disaster Management Guidelines 2018 and RPWD Act 2016 as mentioned above. The following measures should be adopted:

1. Identification, data and enumeration of people with disabilities and to identify disabilities resulting from disasters and to focus on the elderly, women, children and girls.
2. Facilitate vulnerability and capacity assessments to collate information on persons with disabilities and to identify existing risks.
3. Participation of persons with disabilities in Disaster Risk Management.
4. Include community, DRM and disability organizations and policy making institutions for community based disaster.
5. Temporary relief camps/shelters should ensure that wheelchairs should be able to access the doors and entrances and the approach to outdoor toilets is free of stones, rubble, steps, tree roots, mud and loose sands.
6. Mock drills / trainings:
  - a. Conduct regular drills and ensure participation of people with disabilities and activity limitations.
  - b. Conduct evacuation drills in communities and prepare persons with disabilities and their families, rescue and disaster management personnel and community volunteers for appropriate evacuation and rescue in different kinds of disasters and emergencies including crowd and crisis management.
  - c. Conduct workshops, consultations and seminars
  - d. Impart training to family members and neighbours on appropriate and safe methods for evacuation and rescue for persons with disabilities.
  - e. Appropriate evacuation, facilities and transportation should be accessible for persons with disabilities.
7. Search & Rescue:
  - a. Integrate disability aspects in the Search & Rescue Operations (for example, find the regular caregiver or family member; do not separate them from the assistive devices such as crutches/hearing aid/wheelchair.)
  - b. Allocate volunteers for search and rescue operations trained in handling the persons with disability.
8. Medical care/first aid, mental health and health be provided to those who may have acquired disability due to disaster.
9. Ensure disability inclusive WASH (Water, Sanitation and Hygiene) facilities in relief centers, temporary and other shelters.
10. Collect and publish good practices for persons with disabilities.

**PROFORMA FOR BIODATA OF PERSONS WITH DISABILITIES**

|                                                                                                    |  |
|----------------------------------------------------------------------------------------------------|--|
| Name                                                                                               |  |
| Type of Disability                                                                                 |  |
| Age                                                                                                |  |
| Gender                                                                                             |  |
| Details of<br>Parents/Guardian/Caretaker                                                           |  |
| Address                                                                                            |  |
| Contact Details                                                                                    |  |
| Whether register at District<br>Disability Rehabilitation<br>centre (DDRC)                         |  |
| Whether attending /<br>enrolled in any<br>schools/college/institutions,<br>if yes mention the name |  |
| Any Other details                                                                                  |  |

**GOVERNMENT OF NAGALAND  
HOME DEPARTMENT  
NAGALAND STATE DISASTER MANAGEMENT AUTHORITY  
NAGALAND: KOHIMA**

Kohima, dated the 8<sup>th</sup> Sept, 2023

**NOTIFICATION**

NO.NSDMA/SDRF/GEN/2012/1117 :: In pursuance to the Disaster Management Division, Ministry of Home Affairs, Government of India letter F.No.33-03/2020-NDM-I Dated the 11<sup>th</sup> July 2023, the Governor of Nagaland is pleased to notify the Revised Items and Norms of assistance for the State Disaster Response Fund (SDRF) and the National Disaster Response Fund (NDRF) for the period 2022-23 to 2025-26. The approved list of items and norms of assistance from SDRF/NDRF in the wake of notified natural disasters is annexed.

2. The revised norms will be applicable with immediate effect.

Enclosed: As above.

**Sd/- J.ALAM, IAS**

Chief Secretary to the Government of Nagaland

NO.NSDMA/SDRF/GEN/2012/

Kohima, dated the 8<sup>th</sup> Sept, 2023

Copy to:-

1. The Commissioner & Secretary to Governor of Nagaland, Kohima for kind information.
2. The Principal Secretary to Chief Minister, Nagaland, Kohima for kind information.
3. The P.S. to Advisor, NSDMA, for kind information.
4. The Deputy Secretary to Chief Secretary, Nagaland, Kohima for kind information.
5. All Administrative Heads of Department, Nagaland for kind information.
6. The Commissioner, Nagaland, Kohima for kind information.
7. The Accountant General, Nagaland, Kohima for kind information.
8. All Deputy Commissioners in Nagaland for kind information.
9. The Publisher, Nagaland Gazette, for kind information.
10. Office Copy.

  
(ABHIJIT SINHA) IAS

Home Commissioner, Nagaland



# REVISED LIST OF ITEMS AND NORMS OF ASSISTANCE FROM STATE DISASTER RESPONSE FUND (SDRF) AND NATIONAL DISASTER RESPONSE FUND (NDRF)

(Period 2022-26, MHA Letter No. 33-03/2020-NDM-I Dated 10.10.2022, modified vide letter No. 33-03/2020-NDM-I Dated 11.07.2023)

| S.No.    | Items                                                                                                                                                                          | Norms of Assistance                                                                                                                                                                                                                                                                           |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b> | <b>Response &amp; Relief [40% of State Disaster Risk Management Fund (SDRMF) i.e. equal to 50% of SDRF allocation for the year]</b>                                            |                                                                                                                                                                                                                                                                                               |
| <b>1</b> | <b>Gratuitous Relief</b>                                                                                                                                                       |                                                                                                                                                                                                                                                                                               |
|          | a) Ex-Gratia payment to families of deceased persons                                                                                                                           | Rs. 4.00 lakh per deceased person, including those involved in the relief operations or associated in preparedness activities, subject to the certification regarding cause of death from the appropriate authority.                                                                          |
|          | b) Ex-Gratia payment for loss of a limb or eye(s).                                                                                                                             | Rs. 74,000/- per person, when the disability is between 40% and 60%.<br><br>Rs. 2.50 lakh per person, when the disability is more than 60%.<br><br>Subject to certification by a doctor from a hospital or dispensary of Government, regarding the extent and cause of disability             |
|          | c) Grievous injury requiring hospitalization                                                                                                                                   | Rs. 16,000/- per person requiring hospitalization for more than a week.<br><br>Rs. 5400/- per person requiring hospitalization for less than a week<br><br><b>Note:</b> Injured persons getting treatment under the 'Ayushman Bharat' Yojna, will not be eligible for relief under this item. |
|          | d) Clothing and utensils/ household goods for families, whose houses have been washed away fully damaged/ severely inundated for more than two days due to a natural calamity. | Rs. 2,500/- per family, for the loss of clothing<br><br>Rs.2,500/- per family, for loss of utensils/ household goods.                                                                                                                                                                         |

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| <p>e) Gratuitous relief for families whose livelihood is seriously affected.</p> | <p>Gratuitous Relief (GR) for families, whose livelihood is seriously affected will be provided to two adults members of the affected family as per actual rate of MNREGA per day or average rate of all States/ UTs per day, whichever is lower. For this purpose, notification issued by Ministry of Rural Development from time to time, is to be referred for calculating average rate. The relief amount should be disbursed through DST/ cash (In case of exigency of the situation only) or the State Government may provide this relief in kind.</p> <p>State Govt. will certify that identified beneficiaries are not housed in relief camps, during the period GR is provided. Further, the State Government will provide the basis and process for arriving at such beneficiaries, district-wise.</p> <p>Period for providing gratuitous relief will be as per the assessment of the State Executive Committee (SEC) and the Central Team (in case of NDRF). The default period of assistance will be upto 30 days, which may be extended upto 60 days in the first instance, if required, and subsequently upto 90 days in case of drought/ pest attack. Depending on the ground situation, the SEC can extend the time period beyond the prescribed limit. Provided that expenditure on this account, in no case, should exceed 30% of SDRF allocation under this window (Response &amp; Relief) for the year. However, in case of drought, expenditure on this account, in no case, should exceed 50% of SDRF allocation under this window (Response &amp; Relief) for the year.</p> |
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|    |                                                                                                                                                     | Further, to ensure transparency, the list of persons to whom Gratuitous Relief is provided, should be uploaded on the website of the State Government. The State Government shall notify the basis and proof for the identification of beneficiaries in a transparent manner.                                                                                                                |
| 2. | <b>Search &amp; Rescue Operations</b>                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                              |
|    | a) Cost of search and rescue measures/evacuation of people affected/ likely to be affected.                                                         | <p>As per the actual cost incurred, assessed by SEC and recommended by the Central Team (in case of NDRF).</p> <p>By the time the Central Team visits the affected area, these activities may be already over. Therefore, the SEC and the Central Team can recommend actual/ near-actual costs.</p>                                                                                          |
|    | b) Hiring of boats and other essential equipments for carrying immediate relief and saving lives.                                                   | <p>As per the actual cost incurred, assessed by SEC and recommended by the Central Team (in case of NDRF).</p> <p>The quantum of assistance will be limited to the actual expenditure incurred on hiring boats and other essential equipment required for rescuing stranded people and thereby saving human lives during a notified natural calamity.</p>                                    |
| 3  | <b>Relief Measures</b>                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                              |
|    | (a) Provision for temporary accommodation, food, clothing, medical care, Gen-set etc. for people affected/ evacuated and sheltered in relief camps. | As per actual cost incurred, and assessed by SEC and recommended by the Central Team (in case of NDRF), for a period upto 30 days. The SEC would need to specify the number of camps, their duration and the number of persons in camps. In case of continuation of a calamity like drought, or widespread devastation caused by earthquake or flood etc., this period may be extended to 60 |



|          |                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|          |                                                                 | <p>days. Depending on the ground situation, the SEC can extend the time period beyond the prescribed limit. Provided that expenditure on this account, in no case, should exceed 30% of SDRF allocation under this window (Response &amp; Relief) for the year.</p> <p>Medical care to be provided from National Health Mission (NHM).</p>                                                                                                            |
|          | (b) Air dropping of essential supplies and rescue by Air Force. | <p>As per actual cost incurred, assessed by SEC and recommended by the Central Team (in case of NDRF).</p> <p>The quantum of assistance will be limited to actual amount raised in the bills by the Ministry of Defence for airdropping of essential supplies and rescue operations only.</p>                                                                                                                                                         |
|          | (c) Provision of emergency supply of drinking water.            | <p>As per actual cost, based on the assessment of need by SEC and recommended by the Central Team (in case of NDRF), up to 30 days, which may be extended upto 90 days in case of drought. Depending on the ground situation, the SEC can extend the time period beyond the prescribed limit. Provided that expenditure on this account, in no case, should exceed 30% of SDRF allocation under this window (Response &amp; Relief) for the year.</p> |
| <b>4</b> | <b>Clearance Of Affected Areas</b>                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|          | a) Clearance of debris in public areas.                         | <p>As per actual cost, for a period upto 30 days from the date of start of the work, based on assessment of need by SEC for the assistance to be provided under SDRF and as per the assessment of the Central team for assistance to be provided under NDRF.</p>                                                                                                                                                                                      |

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|    | b) Draining off flood water in affected areas                                                                                                                   | As per the actual cost within 30 days from the date of start of the work based on assessment of need by SEC for the assistance to be provided under SDRF and as per assessment of the Central team(in case of NDRF).                                                                                                                  |
|    | c) Disposal of dead bodies/Carcasses                                                                                                                            | As per the actual cost, based on assessment of need by SEC and recommendation of the Central Team (in case of NDRF).                                                                                                                                                                                                                  |
| 5  | <b>Agriculture</b>                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                       |
| i) | <b>Assistance to small &amp; marginal farmers having landholding upto 2 ha</b>                                                                                  |                                                                                                                                                                                                                                                                                                                                       |
| A) | <b>Assistance for land and other loss</b>                                                                                                                       |                                                                                                                                                                                                                                                                                                                                       |
|    | a) De-silting of agricultural land (where thickness of sand/ silt deposit is more than 3", to be certified by the competent authority of the State Government.) | Rs 18,000/- per hectare for each item.<br><br>Above is subject to a minimum assistance of not less than Rs. 2,200/- per farmer.<br><br>(Subject to the condition that no other assistance/subsidy has been availed of by/is eligible to the beneficiary under any other Government Scheme).                                           |
|    | b) Removal of debris on agricultural land in hilly areas                                                                                                        |                                                                                                                                                                                                                                                                                                                                       |
|    | c) De-silting/ Restoration/ Repair of fish farms                                                                                                                |                                                                                                                                                                                                                                                                                                                                       |
|    | d) Loss of substantial portion of land caused by landslide, avalanche, change of course of rivers.                                                              | Rs 47,000/- per hectare to only those small and marginal farmers whose ownership of the land is legitimate as per the revenue records.<br>Above is subject to a minimum assistance of not less than Rs 5,000/- per farmer.                                                                                                            |
| B) | <b>Input subsidy (where crop loss is 33% and above)</b>                                                                                                         |                                                                                                                                                                                                                                                                                                                                       |
|    | a) For agriculture crops, horticulture crops and annual plantation crops.                                                                                       | Rs 8,500/- per ha. in rainfed areas.<br><br>Above is subject to a minimum assistance of not less than Rs 1,000/- per farmer and restricted to sown areas.<br><br>Rs 17,000/- per ha. in assured irrigated areas.<br><br>Above is subject to a minimum assistance of not less than Rs 2,000/- per farmer and restricted to sown areas. |

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|     | b) Perennial crops/Agro forestry<br>(Plantation in own farmland)                                 | Rs. 22,500/- ha. for all types of perennial crops/ Agro forestry (Plantation in own farmland), subject to a minimum assistance of not less than Rs. 2,500/- per farmer and restricted to sown areas.                                                                                                                                                                                                                                             |
|     | c) Sericulture                                                                                   | Rs. 6,000/- per ha. for Eri, Mulberry, Tussar.<br>Rs. 7,500/- per ha. for Muga.<br>Above is subject to a minimum assistance of not less than Rs. 1000/- per farmer and restricted to sown areas.                                                                                                                                                                                                                                                 |
| ii) | Input subsidy to farmers having more than 2 ha. of landholding                                   | Rs. 8,500/- per hectare in rainfed areas and restricted to sown areas.<br><br>Rs. 17,000/- per hectare for areas under assured irrigation and restricted to sown areas.<br><br>Rs. 22,500/- per hectare for all types of perennial crops/ trees including agro forestry (Plantation in own farmland) and restricted to sown areas.<br><br>Assistance may be provided where crop loss is 33% and above, subject to a ceiling of 2 ha. per farmer. |
| 6   | <b>Animal Husbandry - Assistance To Small And Marginal Farmers And Landless Livestock Owners</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|     | i) Assistance for the loss of milch animals, draught animals or animals used for haulage.        | Milch Animals-<br>Rs. 37,500/- Buffalo/ cow/camel/ yak/ Mithun etc.<br>Rs. 4,000/- Sheep/ Goat/ Pig.<br><br>Draught animals -<br>Rs. 32,000/- Camel/ horse/ bullock etc.<br>Rs. 20,000/- Calf/ Donkey/ Pony/ Mule/ Heifers.<br><br>The assistance may be restricted for the actual loss of economically productive animals due to notified natural calamity and will be subject to a ceiling of 3 large milch animals and/ or 30 small milch     |

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|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>animals or 3 large draught animals and/or 6 small draught animals per household irrespective of whether a household has lost a larger number of animals.</p> <p>(Claim for loss of animals will be considered only if number and type of animals owned by Small and Marginal Farmers/ Landless Livestock Owners are registered with local/ designated authorities.)</p> <p>Poultry:-<br/>Poultry @ 100/- per bird subject to a ceiling of an assistance of Rs 10,000/- per beneficiary household. The death of the poultry birds should be on account of a natural calamity.</p> <p><b>Note:</b> - Relief under these norms is not eligible if the assistance is available from any other Government Scheme, e.g. loss of birds due to Avian Influenza or any other diseases for which the Department of Animal Husbandry has a separate scheme for compensating the poultry owners.</p> |
|  | <p>ii) Provision of fodder/feed concentrates including water supply and medicines in cattle camps.</p> <p><b>Explanation:</b> It will also include existing Gaushalas, if authorized by the State Government by Notification or Government Order, to act as a cattle camp subject to the following conditions:-</p> <p>(i) During the period of calamity, District Administration will assess the requirement of cattle shelter and number of gaushala required to be notified as cattle shelter in the District/ Tehsil. After obtaining</p> | <p>Large animals – Rs 80/- per day.</p> <p>Small animals – Rs 45/- per day.</p> <p>Period for providing relief will be as per the assessment of the SEC and the Central Team (in case of NDRF). The default period for assistance will be for the period of calamity upto 30 days, which may be extended upto 60 days in the first instance and in case of severe drought up to 90 days. Depending on the ground situation, the SEC can extend the time period beyond the prescribed limit. Provided that expenditure on this account, in no case should exceed 30% of SDRF allocation under this window (Response &amp; Relief)</p>                                                                                                                                                                                                                                                        |

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|          | <p>the base-line information on the cattle already sheltered and the number of more cattle it can accommodate, Gaushala may be notified as cattle shelter.</p> <p>(ii) The notified gaushala shall maintain a separate account of the additional cattle belonging to SMF and landless laborers for the notified drought period. The consolidated list of SMF and landless beneficiaries with number and types of animals will be displayed on the notice board of Gram Panchayat, Block, Tehsil and in the office of Sub-Divisional Magistrate and District Magistrate as well as State/District web-site for the purpose of verification and social audit.</p> <p>(iii) SDRF funds will only be released to such notified gaushala on reimbursement basis and will be limited to list of individual beneficiaries notified as in Sl. No. (ii) above.</p> | <p>for the year.</p> <p>Based on assessment of need by SEC and recommendation of the Central Team, (in case of NDRF) consistent with estimates of cattle as per Livestock Census and subject to the certificate by the competent authority about the requirement of medicine and vaccine being calamity related.</p> |
|          | <p>iii) Transport of fodder to cattle outside cattle camp.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>As per actual cost of transport during notified calamity, based on assessment of need by SEC and the recommendation of the Central Team (in case of NDRF), consistent with estimates of cattle as per Livestock Census.</p>                                                                                       |
| <b>7</b> | <b>Fishery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                      |
|          | <p>i) Assistance to Fisherman for repair/replacement of non-mechanized boats and damaged/lost nets.</p> <p>(This assistance will not be provided if the beneficiary is eligible or has availed of any subsidy/assistance, for the instant calamity, under any other Government Scheme.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Rs. 6,000/- for repair of partially damaged boats only.</p> <p>Rs. 3,000/- for repair of partially damaged net.</p> <p>Rs.15,000/- for replacement of fully damaged boats.</p> <p>Rs. 4,000/- for replacement of fully</p>                                                                                        |

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|          |                                                                                                                                                                                                         | <p>damaged net.</p> <p>(Assistance under this item will be adjusted to the extent of insurance claim, if any, received by the fisherman, under any insurance scheme, for the instant calamity).</p>                                                                                                                                                                                                                                                                                                        |
|          | ii) Input subsidy for fish seed farm to Small and Marginal Farmers                                                                                                                                      | <p>Rs. 10,000/- per hectare.</p> <p>This assistance will not be provided if the beneficiary is eligible or has availed of any subsidy/ assistance, for the instant calamity, under any other Government Scheme, except the one time subsidy provided under the Scheme of ministry of Fisheries, Animal Husbandry &amp; Dairying.</p>                                                                                                                                                                       |
| <b>8</b> | <b>Handicrafts/ Handloom Assistance To Artisans</b>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|          | i) For replacement of damaged main functional tools/ equipments                                                                                                                                         | <p>Rs. 5,000/- per artisan for equipments.</p> <p>Subject to certification by the competent authority designated by the Government about damage and its replacement.</p>                                                                                                                                                                                                                                                                                                                                   |
|          | ii) For loss of raw material/ goods in process/ finished goods                                                                                                                                          | <p>Rs. 5,000/- per artisan for raw material.</p> <p>Subject to certification by Competent Authority designated by the State Government about loss and its replacement.</p>                                                                                                                                                                                                                                                                                                                                 |
| <b>9</b> | <b>Locust Control</b>                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|          | Hiring of vehicles, tractors, with spray equipments for spraying of plant protection chemicals for pest control, hiring of water tankers and purchase of plant protection chemicals for locust control. | <p>As per the actual cost, based on the assessment of need by the SEC and recommended by the Central Team (in case of NDRF).</p> <p>The quantum of assistance will be limited to the actual expenditure incurred on hiring vehicles, tractors with spray equipments for spraying of plant protection chemicals for locust control during locust attack. However, expenditure on this account, in no case, should exceed 30% of SDRF allocation under this window (Response &amp; Relief) for the year.</p> |

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| <b>B.</b> | <b>Recovery &amp; Reconstruction: (30% of SDRMF i.e. equal to 37.50% of SDRF allocation of the year)</b>             |                                                                                                                                                                                                                                                                                                                                                         |
| <b>10</b> | <b>Housing</b>                                                                                                       |                                                                                                                                                                                                                                                                                                                                                         |
|           | <b>a) Fully damaged/ destroyed houses and severely damaged houses</b>                                                |                                                                                                                                                                                                                                                                                                                                                         |
|           | i) Pucca house                                                                                                       | Rs. 1,20,000/- per house, in plain areas.                                                                                                                                                                                                                                                                                                               |
|           | ii) Kutcha House                                                                                                     | Rs. 1,30,000/- per house, in hilly areas.                                                                                                                                                                                                                                                                                                               |
|           | <b>b) Partially Damaged Houses (Other than huts) where the damage is at least 15%</b>                                |                                                                                                                                                                                                                                                                                                                                                         |
|           | i) Pucca house                                                                                                       | Rs. 6,500/- per house.                                                                                                                                                                                                                                                                                                                                  |
|           | ii) Kutcha House                                                                                                     | Rs. 4,000/- per house.                                                                                                                                                                                                                                                                                                                                  |
|           | <b>c) Damaged/ destroyed huts:</b>                                                                                   | Rs. 8,000/- per hut.<br><br>(Hut means temporary, make shift unit, inferior to Kutcha house, made of thatch, mud, plastic sheets etc. traditionally recognized as hut by the State/ District authorities).<br><br>Note: The damaged house/ hut should be an authorized construction, duly certified by the Competent Authority of the State Government. |
|           | <b>d) Cattle shed attached with house</b>                                                                            | Rs. 3,000/- per shed.                                                                                                                                                                                                                                                                                                                                   |
| <b>11</b> | <b>Infrastructure</b><br>[Repair/ restoration (of immediate nature) of damaged infrastructure]                       |                                                                                                                                                                                                                                                                                                                                                         |
|           | <b>(1) Road &amp; bridges</b> , which may include the following activities:                                          | Assessment of requirements:<br>Based on the assessment of need, as per States' notified schedule of rates for repairs, by SEC and recommendation of the Central Team (in case of NDRF).                                                                                                                                                                 |
|           | i) Filling up of breaches and potholes. Use of pipe for creating waterways, repair and stone pitching of embankment. |                                                                                                                                                                                                                                                                                                                                                         |
|           | ii) Repair of breaches culverts.                                                                                     | In case of repair of roads, assistance                                                                                                                                                                                                                                                                                                                  |

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|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>iii) Providing diversions to damaged/ washed out portions of bridges to restore immediate connectivity.</p> <p>iv) Temporary repair of approaches to bridges/ embankments of bridges, repair of damaged railing bridges, repair of causeways to restore immediate connectivity, granular sub base, over damaged stretch of roads to restore traffic.</p> | <p>will be given based on the notified Ordinary repair (OR) and Periodical Renewal (PR) of the state.</p> <p>In case OR &amp; PR is not available, then assistance will be provided as per rate prescribed in this item. However, in the case, the assistance will be provided at the rate whichever is lower.</p> <p>Prescribed rate are as under:-</p> <ul style="list-style-type: none"> <li>➤ Repairs of State Highways /Major District Roads(MDR). <ul style="list-style-type: none"> <li>- in normal areas -- @ Rs. 1.00 lakh /km;</li> <li>- in hilly areas -- @ Rs. 1.25 lakh /km;</li> </ul> </li> <li>➤ Repairs of Rural/village Roads with culverts <ul style="list-style-type: none"> <li>- In normal areas -- @ Rs. 60,000/- per km;</li> <li>- In hilly areas -- @ Rs. 75,000/- per km;</li> </ul> </li> <li>➤ Repairs of RCC Culvert/Bridges <ul style="list-style-type: none"> <li>- In normal areas -- @ Rs. 60,000/- per culvert;</li> <li>- In hilly areas -- @ Rs. 75,000/- per culvert;</li> </ul> </li> </ul> |
|  | <p><b>(2) Drinking Water Supply Schemes,</b> which may include the following activities:-</p> <p>i) Repair of damaged platforms of hand pumps/ ring wells/ spring-tapped chambers/ public stand posts, cisterns.</p> <p>ii) Restoration of damaged stand posts including replacement of damaged pipe lengths with new pipe lengths, cleaning of clear</p>   | <p>Damaged drinking water supply schemes will be eligible for assistance as per actual, subject to a ceiling of Rs 2.00 lakh per damaged scheme.</p> <p>Cleaning of Community drinking water wells as per actual, subject to a ceiling of Rs 10,000/- per well.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>water reservoir (to make it leak proof).</p> <p>iii) Repair of damaged pumping machines, leaking overhead reservoirs and water pumps including damaged intake- outtake structure, approach gantries/ jetties.</p>                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|  | <p><b>(3) Minor Irrigation Schemes</b>, which may include the following activities:</p> <p>i) Immediate repair of damaged canal structure and earthen/ masonry works of tanks and small reservoirs with the use of cement, sand bags and stones.</p> <p>ii) Repair of weak areas such as piping or rat holes in dam walls/ embankments.</p> <p>iii) Removal of vegetative material/ building material/ debris from canal and drainage system.</p> <p>iv) Repair of embankments of minor irrigation projects.</p> | <p>In case of repairs of minor Irrigation works, assistance will be given as per the schedule of rates (SOR) for repairs notified by the concerned state.</p> <p>In case SOR is not available, assistance for irrigation scheme/ canal will be provided as per actual, subject to the ceiling of Rs 2.00 lakh per damaged minor scheme.</p> <p><b>Note:-</b> However, in the case, the assistance will be provided at the rate whichever is lower.</p> <p>Assistance for restoration of damaged embankment of minor irrigation projects will be at par with the case of similar rural roads, subject to the stipulation that no duplication would be done with any ongoing schemes.</p> |
|  | <p><b>(4) Power</b> (only limited to immediate restoration of electricity supply in the affected areas):</p> <p>Damaged Poles/ conductors and transformers upto 11 kv.</p>                                                                                                                                                                                                                                                                                                                                       | <p>Regarding repair of damaged power sector, assistance will be given for the damaged conductors, poles and transformers upto the level of 11 KV and LT lines with bare conductor, as per details hereunder:</p> <p>➤ The rate of assistance will be:</p> <ul style="list-style-type: none"> <li>- Rs. 5000/- poles;</li> <li>- Rs. 0.50 lakh per km for repairing of damaged LT lines;</li> <li>- Rs. 1.00 lakh for replacement of one damaged distribution transformer.</li> </ul>                                                                                                                                                                                                    |

|           |                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                                                                                                                                                                                                                 | (Note:- The above assistance will not be applicable for those items which can be reused).                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|           | <b>(5) Schools</b><br>Repair of damaged schools building                                                                                                                                                                                                                        | As per actual, subject to a ceiling of Rs 2.00 lakh per school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|           | <b>(6) Primary/ Community Health Centres</b><br>Repair of Primary/ Community Health Centres                                                                                                                                                                                     | As per actual, subject to a ceiling of Rs 2.00 lakh per unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|           | <b>(7) Community Assets Owned By Panchayat</b><br>Temporary repair of Mahila Mandal, Yuva Kendra, Panchayat Ghar, Community Hall, Anganwadi, etc.                                                                                                                               | As per actual subject to a ceiling of Rs 2.50 lakh per unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>C.</b> | <b>Preparedness &amp; Capacity Building (10% Of SDRMF i.e. equal to 12.50% of SDRF allocation for a year)</b>                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 12.       | Procurement of essential search, rescue and evacuation equipments including communication equipments, etc for response to disaster.                                                                                                                                             | Expenditure from the preparedness and capacity building window will be governed by the Guidelines issued separately by the ministry of Home Affairs for the Preparedness & Capacity Building window of SDRF/ NDRF.                                                                                                                                                                                                                                                                                                                          |
| 13.       | Capacity Building                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>D.</b> | <b>State Specific Disasters</b>                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|           | State specific disasters within the local context in the State, which are not included in the notified list of disasters eligible for assistance from SDRF/ NDRF, can be met from SDRF within the limit of 10% of the annual funds allocation of the respective window of SDRF. | <p>Expenditure is to be incurred from SDRF only (and not from NDRF), as assessed by the SEC.</p> <p>The norm for various items will be the same as applicable to other notified natural disasters as listed above.</p> <p>Or</p> <p>In these cases, the scale of relief assistance against each item for 'local disaster' shall not exceed the norms of SDRF.</p> <p>The flexibility is to be applicable only after the State has formally listed the disasters for inclusion and has notified transparent norms and guidelines, with a</p> |

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|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | clear procedure for identification of the beneficiaries for disaster relief for such local disasters', with the approval of SEC. |
| <b>E</b> | <b>Items Not Covered under SDRF/ NDRF</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                  |
|          | <ul style="list-style-type: none"> <li>a) Colleges and other educational institutions buildings.</li> <li>b) Major/ medium Irrigation Schemes.</li> <li>c) Flood control and anti Erosion Protection work.</li> <li>d) Hydro Power Project/ HT Distribution systems/ Transformers and sub stations.</li> <li>e) High Tension Lines (above 11 kv).</li> <li>f) State Government Buildings viz. departmental/ office building, departmental/ residential quarters, religions structures, patwarkhana, Court premises, play ground, forest bungalow property and animal/ bird sanctuary etc.</li> <li>g) Long terms/ permanent restoration work.</li> <li>h) Procurement of equipments/ machineries under NDRF.</li> <li>i) National Highways.</li> <li>j) Sectors such as Telecommunication and Power (except immediate restoration of power supply), which generate their own revenues, and also undertake immediate repair/ restoration works from their own funds/ resources, are excluded.</li> </ul> |                                                                                                                                  |

**Note:-**

- (i) For assistance under NDRF for items at S. Nos. 2 (a), (b), 3 (a), (b), (c), 4 (a), (b), (c), 6 (ii), (iii), and 9, while actual expenditure is allowed, the State Government will provide the item-wise details of expenditure to the Inter-Ministerial Central Team (IMCT)/ Central Government.
- (ii) Ex-Gratia payment of Rs 50,000/- per deceased person, to next of kin of the deceased person, including those involved in the relief operations or associated in the preparedness activities, subject to the cause of death being certified as COVID-19, as per the guidelines jointly issued by the Ministry of Health and Family Welfare and the Indian Council of Medical Research on 3rd September, 2021, will be given as per guidelines on minimum relief issued by the National Disaster Management Authority (NOMA) dated 11.09.2021.

This ex-gratia assistance will be applicable from the date of first COVID-19 case reported in the country and will continue till de-notification of COVID-19 as a disaster or till further orders, whichever is earlier, to next of kin of the deceased due to COVID-19.

- (iii) There will be a Mid-Term review of the norms after 2 years, based on price level index.

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- (iv) The State Governments are to take utmost care and ensure that all individual beneficiary-oriented assistance is necessarily/ mandatorily disbursed through Direct Benefit Transfer in the bank account of the beneficiary.
- (v) The scale of relief assistance against each item for all notified disasters including 'local disaster' should not exceed the norms of SDRF/ NDRF. Any amount spent by the State for such disasters over and above the ceiling, would be borne out of the resources of the State Government and not from SDRF.

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**List of NGOs under Inter Agency Group (Nagaland)**

| Sl No. | Organization Name                                  | Point of Contact/<br>Chief Functionary         | Contact Number                           | Location                                                                              | District |
|--------|----------------------------------------------------|------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------|----------|
| 1      | Act For Women Development And Empowerment          | President : Mezhuizonuo Sorhie                 | 9436005654/<br>0370-2290626              | AWDE, Opposite War Cemetery Below East Gate Hotel, Midland, Kohima, Nagaland - 797001 | Kohima   |
| 2      | ARK Foundation                                     | Ketho Angami                                   | 7005430252                               | Kohima Town                                                                           | Kohima   |
| 3      | Cherry Blossoms Society                            | Director: D Adani                              | 9615150400                               | Post Box 658 Lerie Chazou Kohima 797001 Nagaland North East India                     | Kohima   |
| 4      | Entrepreneurs Associates                           | Chief Executive Officer: Neichüte Doulo        | 8974539456/<br>0370-2243152              | PWD Junction, Next to Traffic Police Point, NH 29, Kohima Nagaland 797001             | Kohima   |
| 5      | Good Samaritan Women Society                       | Director/ Chief Functionary: Neithonuo Liegise | 9436065806/<br>0370-2806181              | Kohima Old Age home, Below High Court, Meriema village                                | Kohima   |
| 6      | Kripa Foundation Nagaland                          | Abou Mere                                      | 9436011066                               | Red Cross Complex, Raj Bhavan Road, Kohima, Nagaland                                  | Kohima   |
| 7      | Nagaland Users' Network                            | Pepe Khamo                                     | 8787571738/<br>9436060562/<br>9612634147 | Kohima                                                                                | Kohima   |
| 8      | Youth Net                                          | Director/ Chairman: Lezo Putsüre               | 8414098126/<br>8413964884                | Billy Graham Road, Near Kohima College, Kohima, Nagaland                              | Kohima   |
| 9      | NNP+ (Network of Naga People living with HIV/AIDS) | President/ Lanu Aier                           | 8974545505                               | MK Market,oop HDFC Bank, Kohima                                                       | Kohima   |
| 10     | Akimbo Society                                     | Tokavi Chishi                                  | 9856014640                               | Dimapur Sadar                                                                         | Dimapur  |
| 11     | Anma Integrated Development Association            | Director/ Chief Functionary: Nestor            | 9436060443                               | Don Bosco Provincial House, Pb 40, Dimapur, Nagaland                                  | Dimapur  |



|    |                                                            | Guria                                            |                                          |                                                                                                                                                                     |  |         |
|----|------------------------------------------------------------|--------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------|
| 12 | Assisi Centre For Integrated Development                   | Director/ Chief Functionary: Sr. Pramila         | 8259858033                               | Khermahal                                                                                                                                                           |  | Dimapur |
| 13 | Baseleia Mission Org.                                      | Roben Humtsoe                                    | 9862226788/<br>6009150050                | Basileia Mission Organisation, Post Box No. 454. Dimapur, Nagaland-797112                                                                                           |  | Dimapur |
| 14 | Bethesda Youth Welfare Centre                              | Director/ Chief Functionary: Chenithung Humtsoe  | 9436003697/<br>8974028616                | Bethesda Youth Welfare Centre, Centre For Community Transformation (CCT) Training Complex, House No151, Bank Colony, Walford, Post Box-33, Dimapur-797112, Nagaland |  | Dimapur |
| 15 | Can Youth                                                  | Director/ Chief Functionary: Jenpu Rongmei       | 8416091735                               | Lovi Complex, Walford Road, Namgalong Colony, Burma Camp.                                                                                                           |  | Dimapur |
| 16 | Christian Institute Of Health Science And Research (CIHSR) | Director/ Chief Functionary: Joshua Sunil Gokavi | 9862583193/<br>03862 242555              | Cihsr (Referral Hospital) 4Th Mile, Central Jail Road Dimapur 797115 Nagaland                                                                                       |  | Dimapur |
| 17 | Church's Auxiliary For Social Action (CASA)                | Vanjamo Murry                                    | 9615718397                               | Diphupar 4Th Mile, K Khel Lane -4 Dimapur 797112 Nagaland                                                                                                           |  | Dimapur |
| 18 | Community Awareness And Development Foundation             | Director/ Chief Functionary: Limhathung Ezung    | 9436261109/<br>03862 248904              | Cad Foundation Office H.No.194, Supply Colony Opp. West Police Station                                                                                              |  | Dimapur |
| 19 | Galilee Welfare Ministry                                   | Director/ Chief Functionary: Fanny Shitiri       | 9402747622                               | Galilee Welfare Ministry Chümoukedima Ward-6 Dimapur Nagaland                                                                                                       |  | Dimapur |
| 20 | Guardian Angel                                             | Inatoli Chophy (Director)                        | 9436014464/<br>8732847304/<br>8014602779 | East Police Colony                                                                                                                                                  |  | Dimapur |
| 21 | Immanuel Society                                           | Director/ Chief Functionary: Dr A Loso Chalai    | 9015252225                               | House No-3, Lengrijan, Dimapur                                                                                                                                      |  | Dimapur |
| 22 | International Border Area People'S Welfare Organisation.   | Rhuletsu Whurr                                   | 8730093473/<br>9612432464                | Rio Swak Colony, Naga Gaon, Viola, Sachu K And Signal Angami                                                                                                        |  | Dimapur |

|    |                                |                                                  |                                                              |                                                                                            |         |
|----|--------------------------------|--------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------|
| 23 | Life Ministry Learning Centre  | Head: Samuel Therieh                             | 9436013536                                                   | Naga United Village, Dimapur                                                               | Dimapur |
| 24 | Livingstone Foundation         | Director/ Chief Functionary: Andrew Ahoto Sema   | 9862556507                                                   | Thahekh Village Dimapur                                                                    | Dimapur |
| 25 | Nagaland Development Outreach  | Director/ Chief Functionary: Rev C. Amop Noklang | 9436006729                                                   | Nagaland Development Outreach, House No. 316, Nmm Building, Fellowship Colony              | Dimapur |
| 26 | Peace Channel                  | Rev Dr C P Anto                                  | 9436260435                                                   | Circular Road, Post Box- 03 Old Bishop House, Dimapur, Nagaland                            | Dimapur |
| 27 | People In Need Foundation      | Joe Ngamkhuchung                                 | 9436004219                                                   | The Chairman, People In Need Foundation, H/No 202, United North Block, Burma Camp, Dimapur | Dimapur |
| 28 | Pro Rural                      | Kapani Athilu Khrasi                             | 9436832176                                                   | City Tower                                                                                 | Dimapur |
| 29 | Prodigals' Home                | K Ela                                            | 6009015558/<br>9436009366/<br>03862 231830                   | Old NSCB Building, Ground Floor. Opposite Dimapur Fire Brigade                             | Dimapur |
| 30 | Rural Area Foundation          | Lapingtsu                                        | 7005863924                                                   | Dimapur and Chümoukedima                                                                   | Dimapur |
| 31 | Serendip Guardians             | Rini Ghose                                       | 8730879468                                                   | 7th Mile, Chümoukedima, Dimapur                                                            | Dimapur |
| 32 | Miqlat Ministry                | Director/Asha Sanchu                             | 8837487751                                                   | Seleophe Village, Dimapur                                                                  | Dimapur |
| 33 | Vivekananda Welfare Foundation | Niranjan Saha                                    | 9774807718<br>(WhatsApp number)/<br>8787447756 (for calling) | Room No. 15, 2Nd Floor, D. M. C. Complex, Kalibari Road, Dimapur : 797112: Nagaland        | Dimapur |
| 34 | Youth Alive Society            | Sentikumla                                       | 9862561383                                                   | 26, Viola Colony Dimapurnagaland-797112 India                                              | Dimapur |

|    |                                                             |                                                               |                             |                                                                                         |            |
|----|-------------------------------------------------------------|---------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------|------------|
| 35 | Care And Support Society                                    | Chief Functionary:<br>Imhawati Kichu                          | 8414852011/<br>0369 2227259 | Care And Support Society Sangtemla Ward, Mokokchung.<br>P.B. No. 6                      | Mokokchung |
| 36 | Grace Society                                               | Chief Functionary:<br>Razianlung Gonmei                       | 8413030337/<br>03862 242613 | Changtongya                                                                             | Mokokchung |
| 37 | Nagaland Ecological And<br>Sanitation Management<br>Society | President:<br>Lepzungchiba Jamir                              | 8413946471/<br>0369 9222968 | Patizung Ward, Tuli Town, Pin Code-798618, District,<br>Mokokchung : Nagaland, India.   | Mokokchung |
| 38 | Yimkong Welfare Society                                     | President: Lanuzulu                                           | 9436604215                  | H.Q-Sungratsu Village Mokokchung                                                        | Mokokchung |
| 39 | Yimkummer Welfare<br>Society                                | Chairman: Allen<br>Imsong                                     | 9856742774                  | Yimkummer House, Lukongmendam Ward, Tuli Town                                           | Mokokchung |
| 40 | Agape Youth Welfare<br>Organisation                         | Director/ President:<br>Robin Lotha                           | 8731004733                  | Agape Youth Welfare Organisation PO Box 20 NST<br>Wokha Town Dist Wokha 797111 Nagaland | Wokha      |
| 41 | Bethesda Youth Welfare<br>Centre                            | Director/ Chief<br>Functionary:<br>Chenithung Humsotse        | 9436003697/<br>8974028616   | Bhandari ADC Hq.                                                                        | Wokha      |
| 42 | Charity Club Multipurpose<br>Society                        | Director/ Chief<br>Functionary: M Mhalo<br>Ezung              | 9436000257/<br>03860-222596 | Tsumang Colony Wokha 797111                                                             | Wokha      |
| 43 | Metsen Society                                              | Director/ Chief<br>Functionary: Motsuo<br>Yanrenthung Ngullie | 8974236219                  | Tsumang Colony, P.O. Box- 24, Wokha District,<br>Nagaland, PIN 797111.                  | Wokha      |
| 44 | Rural Youth Welfare<br>Society                              | Director/ President:<br>Mhadenshitiri                         | 9612170226                  | Chukitong renga, Post Box No 169 HPO Wokha                                              | Wokha      |
| 45 | Team Metamorphosis                                          | Director/ Chief : Mr. M<br>James Tungoe                       | 9863342080/9201<br>6108727  | 3rd floor, WVBC Building Tsumang Colony, Wokha                                          | Wokha      |
| 46 | Thera Welfare Society                                       | Director/ President:<br>Therali Tungoe                        | 9856244511/<br>9436401876   | Wozhuro, Wokha Nagaland                                                                 | Wokha      |
| 47 | Zion Welfare Society                                        | Director -N.James<br>Murry                                    | 9436816263                  | Baghty and Sanis                                                                        | Wokha      |

|    |                                                         |                                  |                             |                                                                                |          |
|----|---------------------------------------------------------|----------------------------------|-----------------------------|--------------------------------------------------------------------------------|----------|
| 48 | Ayolta Human Resource Society                           | N Sungkong                       | 9612581243/<br>03869 222345 | Orangkong Village                                                              | Longleng |
| 49 | Gospel Wing Club, Pongo                                 | Director: Imnanukshi Phom        | 8729810087                  | Longleng                                                                       | Longleng |
| 50 | Tribal Welfare Society                                  | Taulang Phom                     | 8730882079                  | Tamlu Town, Longleng                                                           | Longleng |
| 51 | Yingli Mission Society                                  | LIMA PHOM (CHIEF FUNCTIONARY)    | 9862876726 /<br>8732815273  | Tamlu & Longleng                                                               | Longleng |
| 52 | Chakhesang Women Welfare Society                        | Vechulo U Kanuo                  | 9436010260/<br>03865 262098 | T Chikri, Pfutsero                                                             | Phek     |
| 53 | Eureka Life Foundation                                  | Akhrie Huiire - Project Director | 8731003364                  | Phek Town                                                                      | Phek     |
| 54 | Green Creations Etshe Society                           | Kozo U Lasuh                     | 9612512325                  | Green Creations eTshe Society Reku Colony, Pfutsero H. No. 155B Phek: Nagaland | Phek     |
| 55 | Lightway Society                                        | Vesusa Tetseo                    | 9436208943/<br>7085578355   | Mission Colony, Pfutsero Town P.O/P.S Pfutsero(P.B No.24)                      | Phek     |
| 56 | Rural Area Foundation                                   | Lapingtsu                        | 7005863924                  | Phokhungri                                                                     | Phek     |
| 57 | Versatile Development Society                           | Diwang Nusory                    | 9862288574                  | Versatile Development Society, Phek Town 797108 Below Telecom Of               | Phek     |
| 58 | International Border Area People's Welfare Organisation | President: Rhuletsu Whurr        | 8730093473/<br>9612432464   | Khongka PO box 19, Kiphire-798611                                              | Kiphire  |
| 59 | Marie Sangtam Multi Purpose Society                     | President : Merie Sangtam        | 8731939953                  | Kiphire Town                                                                   | Kiphire  |
| 60 | Changlangshu Women Welfare Society                      | Bejem Konyak                     | 8974633727                  | Wagiem Ward Mon,Tobu Block                                                     | Mon      |

|    |                                                                                 |                                                           |                                            |                                                                                                                                         |       |
|----|---------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------|
| 61 | Evergreen Welfare Society                                                       | Sashi Yin (Secretary)                                     | 8413816064                                 | Jahjon Ward, Mon Town                                                                                                                   | Mon   |
| 62 | Gospel Outreach Ministry                                                        | N. Neangba Kheang                                         | 8413803399                                 | Tammong Village                                                                                                                         | Mon   |
| 63 | John Three Sixteen                                                              | Director/ Chief<br>Functionary: Phongjen<br>Hamkai Arolim | 8729939007/<br>9436219769/<br>03869 251209 | New Site Colony, Mon Town                                                                                                               | Mon   |
| 64 | New Site Women<br>Association                                                   | Phengna                                                   | 9862938026/<br>9862115695                  | New Site, Shamnyu Ward, Mon Town, Wakching Block                                                                                        | Mon   |
| 65 | Phomching Welfare Socieity                                                      | Ellen konyak                                              | 8132870503                                 | Chingai Ward                                                                                                                            | Mon   |
| 66 | Shansham Organisation                                                           | Joseph Chipa Konyak                                       | 9862628998/<br>8732092435                  | Shamnyu Ward, Mon Town                                                                                                                  | Mon   |
| 67 | True Inspiration Foundation                                                     | M Nangpa                                                  | 8730919696                                 | Walo Ward                                                                                                                               | Mon   |
| 68 | Turning Point Organisation                                                      | Bangkhat Konyak                                           | 8414807072/<br>9862082193                  | Above Petrol Pump, Tizit, Naganimora, Mon Town                                                                                          | Mon   |
| 69 | Water Of Life For People<br>Ministry                                            | M Shonya Konyak                                           | 9862154671/<br>8414918216                  | Jahjon Ward, Phomching Block, Mon Town                                                                                                  | Mon   |
| 70 | Cultural Club Of Ahthibung.                                                     | Ngamkhoneh Hangsing                                       | 6909288383                                 | Ahthibung Town. Peren District. Ahthibung Block                                                                                         | Peren |
| 71 | Nagaland Users' Network                                                         | Pepe Khamo                                                | 8787571738/<br>9436060562/<br>9612634147   | Peren                                                                                                                                   | Peren |
| 72 | Rongmei Baptist<br>Association Nagaland                                         | Director/ Chief<br>Functionary: Mathiuthai<br>Gonmei      | 8729935410/<br>03839 220246                | Rongmei Baptist Association Nagaland Mission Hills PB<br>01 Keilelwa Ward No. 6 Jalukie Town-797110 Peren<br>(Kohima) District Nagaland | Peren |
| 73 | Rural Organisation For<br>Advancement of People's<br>Action Development Service | Director/ Chief<br>Functionary:<br>Keyizieteing Ndang     | 9612469606/<br>7423817477                  | Nkozai Colony, Peren Town                                                                                                               | Peren |

|    | (ROAPADS)                         |                                           |                                          |                                                                                      |           |           |
|----|-----------------------------------|-------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------|-----------|-----------|
| 74 | Community Development Corporation | S Sotsula                                 | 9612812832                               | Shamator                                                                             | Tuensang  | Tuensang  |
| 75 | Dolen Thangjam Society            | Chongshen                                 | 7005226130                               | Dolen Thangjam Society C/O. Cblt Mission Centre Post Box26 Tuensang: Nagaland 798612 | Tuensang  | Tuensang  |
| 76 | Eleutheros Christian Society      | Sipong Chingmak Chang                     | 7085123320                               | Eleutheros Christian Society, Post Box 51, High School Road, 798612, Nagaland        | Tuensang  | Tuensang  |
| 77 | Integrated Development Society    | N James Chang                             | 8837351050                               | Tuensang                                                                             | Tuensang  | Tuensang  |
| 78 | Regional Rural Development Agency | YBBA (Yimchungrü Baptist Borü Amukhungto) | 7005778858/<br>8730094625                | Shamator                                                                             | Tuensang  | Tuensang  |
| 79 | Green Club Zünheboto              | Tavinto K Sumi                            | 8119015498                               | Zunheboto                                                                            | Zunheboto | Zunheboto |
| 80 | M/S Awomi Welfare Society         | Shitoqhe Awomi                            | 9612741843                               | M/S Aowmi Welfare Society Usto Village Zunheboto District                            | Zunheboto | Zunheboto |
| 81 | Nagaland Users' Network           | Pepe Khamo                                | 8787571738/<br>9436060562/<br>9612634147 | Zunheboto                                                                            | Zunheboto | Zunheboto |
| 82 | Salvatus Christian Society        | Linoto P Awomi                            | 8787846725                               | Zunheboto Town                                                                       | Zunheboto | Zunheboto |
| 83 | Radical Society                   | President: Puchong                        | 9612887767/<br>9366783627                | Noklak District                                                                      | Noklak    | Noklak    |
| 84 | Longton Baptist Church            | Associate Pastor                          | 8974164254                               | P.O, Noklak                                                                          | Noklak    | Noklak    |



**GOVERNMENT OF NAGALAND**  
**HOME DEPARTMENT**  
**NAGALAND STATE DISASTER MANAGEMENT AUTHORITY**  
**NAGALAND: KOHIMA**

Email: [sdma.nagaland@gmail.com](mailto:sdma.nagaland@gmail.com)

Telephone: 0370-2270050

**NO. NSDMA-R&P-IRS/522/2023/1239**

**Dated Kohima, 18<sup>th</sup> October, 2023**

**NOTIFICATION**

In pursuance of the Disaster Management Act 2005, Section 18(2)(d) and State Disaster Management Rules 2011, Section 7(2)(d), the Governor of Nagaland is pleased to notify the following places as Permanent Staging Area to be used during emergency and Disaster Risk Reduction (DRR) activities for the state of Nagaland.

| Sl. No. | District   | Headquarter       | Staging Area                                                   | Geo-coordinates of Staging Area         |
|---------|------------|-------------------|----------------------------------------------------------------|-----------------------------------------|
| 1       | Longleng   | Longleng Town     | Local Ground                                                   | Lat 26.48852°<br>Long 94.816222°        |
| 2       | Wokha      | Wokha Town        | Local Playground                                               | Lat 26.094718°<br>Long 94.251958°       |
| 3       | Zunheboto  | Zunheboto HQ      | Zunheboto Public Ground                                        | Lat 26.021331°<br>Long 94.530013°       |
| 4       | Dimapur    | Dimapur HQ        | State Stadium<br>MTSC (Near DC Office Junction)                | Lat 25.904995°<br>Long 93.704267°       |
| 5       | Mokokchung | Mokokchung Sadar  | Imkongmeren Sport Complex                                      | Lat 26.321535°<br>Long 94.515968°       |
| 6       | Mon        | Mon HQ            | Local Ground                                                   | Lat 26.715574°<br>Long 95.022582°       |
| 7       | Noklak     | Noklak Town       | Local Ground,<br>Noklak                                        | Lat 26°12'02.1" N<br>Long 95°01'09.5" E |
| 8       | Kiphire    | Kiphire HQ        | High School Ground<br>(Public Ground),<br>GHS Ward, Kiphire HQ | Lat 25°52'38" N<br>Long 94°47'07" E     |
| 9       | Shamator   | Shamator HQ       | Local Ground                                                   | Lat 26.073482°<br>Long 98.873376°       |
| 10      | Phek       | Phek HQ           | Local Ground                                                   | Lat 25.7018555°<br>Long 94.462539°      |
| 11      | Niuland    | Niuland Town      | Public Ground                                                  | Lat 25.9304409°<br>Long 93.965408°      |
| 12      | Peren      | New Peren HQ      | DC Office Peren                                                | Lat 25.5632° N<br>Long 93.6731° E       |
| 13      | Tseminyu   | Tseminyu New Town | RSA Ground,<br>Tseminyu Old Yown                               | Lat 25.90923° N<br>Long 94.21761° E     |

|    |              |                    |                                                                                                                                         |                                         |
|----|--------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 14 | Chümoukedima | Chümoukedima       | Chümoukedima Town Hall/ Ground                                                                                                          | Lat 25.807061° N<br>Long 93.788054° E   |
| 15 | Kohima       | Kohima Town        | Khuochiezie Local Ground ( <i>Under Construction</i> )                                                                                  | Lat 25°40'19.9" N<br>Long 94°06'29.6" E |
|    |              | High School Colony | Rüzükhrie Government Higher Secondary School ( <i>Permanent Staging Area until Khuochiezie Local Ground construction is completed</i> ) | Lat 25°41'33.4" N<br>Long 94°05'50.5" E |
| 16 | Tuensang     | Tuensang Town      | Parade Ground                                                                                                                           | Lat 26°14'08" N<br>Long 94°48'43" E     |

- The above identified areas are notified to be the Staging Areas until further notification.
- The Staging Area has to be maintained and monitored periodically for efficient operations.

*Achalie*  
18/10/23

(LHOUCALIE VIYA) IAS

Commissioner & Secretary, to the Govt. of Nagaland

**NO. NSDMA-R&P-IRS/522/2023/1239**

**Dated Kohima, 18<sup>th</sup> October, 2023**

Copy to:

- The Commissioner & Secretary to the Governor of Nagaland.
- The Principal Secretary to the Hon'ble Chief Minister, Nagaland.
- The PS to Hon'ble Advisor, NSDMA, Nagaland.
- The Deputy Secretary to the Chief Secretary, Nagaland.
- The Commissioner, Nagaland.
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*Achalie*  
18/10/23

(LHOUCALIE VIYA) IAS

Commissioner & Secretary, to the Govt. of Nagaland

**Status List of State Disaster Response Force (SDRF)/ CFR (Community First Responders) and Aapda Mitra in the 16 Districts of Nagaland**

| Sl. No. | District     | SDRF       |               | CFR               |            | Aapda Mitra       |            |
|---------|--------------|------------|---------------|-------------------|------------|-------------------|------------|
|         |              | Activated  | Non-Activated | No of CFR Trained | Training   | No. of volunteers | Training   |
| 1       | CHÜMOUKEDIMA | On process | No            | On process        | On process | On process        | On process |
| 2       | DIMAPUR      | Yes        | -             | 287               | Yes        | 200               | Yes        |
| 3       | KIPHIRE      | On process | No            | 248               | Yes        | 94                | Yes        |
| 4       | KOHIMA       | Yes        | -             | 225               | Yes        | On process        | On process |
| 5       | LONGLENG     | On process | No            | 226               | Yes        | 93                | Yes        |
| 6       | MOKOKCHUNG   | Yes        | -             | 280               | Yes        | 72                | Yes        |
| 7       | MON          | Yes        | -             | 247               | Yes        | On process        | On process |
| 8       | NIULAND      | On process | No            | On process        | On process | On process        | On process |
| 9       | NOKLAK       | On process | No            | On process        | On process | On process        | On process |
| 10      | PEREN        | On process | No            | 248               | Yes        | 93                | Yes        |
| 11      | PHEK         | Yes        | -             | 78                | Yes        | 95                | Yes        |
| 12      | SHAMATOR     | On process | No            | On process        | On process | On process        | On process |
| 13      | TSEMINYU     | On process | No            | On process        | On process | On process        | On process |
| 14      | TUENSANG     | Yes        | -             | 280               | Yes        | On process        | On process |
| 15      | WOKHA        | Yes        | -             | 257               | Yes        | 82                | Yes        |
| 16      | ZUNHEBOTO    | Yes        | -             | 376               | Yes        | 73                | Yes        |
| 17      | HG,CD&SDRF   | On process | -             | On process        | On process | 98                | Yes        |

















**NAGALAND STATE DISASTER MANAGEMENT AUTHORITY  
HOME DEPARTMENT  
GOVERNMENT OF NAGALAND  
NAGALAND CIVIL SECRETARIAT  
KOHIMA-797001, NAGALAND, INDIA**

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