

INCIDENT COMMANDER – ROLES & RESPONSIBILITIES

- 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 Incident Command Post, Staging Area, Incident Base, Camp, Relief Camp etc.,
 - d) Availability and requirements of Communication system;
 - e) Future weather behaviour from IMD; and
 - f) Any other information required for response from all available sources and analyse the situation.
- Determine incident objectives and strategies based on the available information and resources;
- Establish immediate priorities, including search & rescue and relief distribution strategies,
- 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;
- Brief higher authorities about the situation as per IRS incident briefing form – 001 enclosed in Annexure-I and request for additional resources, if required;
- Extend support for implementation of AC and UC if considered necessary by the RO;
- Establish appropriate IRS organisation with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident;
- Establish ICP at a suitable place. There will be one ICP even if the incident is multi-jurisdictional. 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;
- Ensure that the IAP is prepared;
- Ensure that team members are briefed on performance of various activities as per IAP;
- Approve and authorise 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;
- 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;
- Ensure that all Sections or Units are working as per IAP;
- Ensure that adequate safety measures for responders and affected communities are in place;
- Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved;
- Ensure that computerised and web based IT solutions are used for planning, resource mobilisation and deployment of trained IRT members;
- Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their procurement;
- Approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and Units etc. and are properly utilised. On completion of assigned work, the resources will be returned immediately for utilization elsewhere or to the department concerned;
- 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;

Role & Responsibilities of IRT at District Level

- Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command;
- Authorise release of information to the media;
- Ensure that the record of resources mobilised from outside is maintained so that prompt payment can be made for hired resource;
- Ensure that Incident Status Summary (ISS) is completed and forwarded to the RO (IRS form-002 is enclosed at Annexure-II);
- Recommend demobilisation of the IRT, when appropriate;
- Review public complaints and recommend suitable grievance redressal measure to the RO;
- Ensure that the NGOs and other social organisations deployed in the affected sites are working properly and in an equitable manner;
- Ensure preparation of After Action Report (AAR) prior to the demobilisation of the IRT on completion of the incident response.
- Perform any other duties that may be required for the management of the incident;
- 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
- Perform such other duties as assigned by RO.

INFORMATION & MEDIA OFFICER (IMO) – ROLES & RESPONSIBILITIES

The IMO is the point of contact to assist the IC for media briefing. He also initially documents on-going activities of response. The roles and responsibilities of IMO are as follows-

- 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 of incident planning;
- v) Organise 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 Annexure-IV); and
- viii) Perform such other duties as assigned by IC.

LIAISON OFFICER (LO) – ROLES & RESPONSIBILITIES

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. The roles and responsibilities of LO are as follows-

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

Role & Responsibilities of IRT at District Level

- vi) Keep the IC informed about arrivals of all the Government and Non-Government agencies with the IC;
- 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.

SAFETY OFFICERS (SO) – ROLES & RESPONSIBILITIES

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 authorised to stop or prevent unsafe acts. SO also give general advice on safety of affected communities. The roles and responsibilities of LO are as follows-

- 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 authorise;
- 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.

OPERATIONS SECTION – ROLES & RESPONSIBILITIES

The Operation Section (OS) deals with all types of field level tactical operations directly applicable to the management of an incident. This section is headed by an Operation Section chief (OSC) and selection of OSC will however depend on the type and kind of Division and Groups which assist the OSC / IC in the execution of the field operations.

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.

OPERATIONS SECTION CHIEF – ROLES & RESPONSIBILITIES

- 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 organisational 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-I;
- 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;

Role & Responsibilities of IRT at District Level

- 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) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003; and
- xiv) Perform such other duties as assigned by RO/IC.

STAGING AREA

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 mobilised at other locations to be ultimately despatched 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.

STAGING AREA MANAGER (SAM) – ROLES & RESPONSIBILITIES

- i) Establish the SA with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc.;
- ii) Organise storage and despatch of resources received and despatch it as per IAP;
- iii) Report all receipts and despatches to OSC and maintain their records;
- iv) Manage all activities of the SA;
- v) Utilise 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) Demobilise SA in accordance with the Demobilisation Plan (IRS Form-010);
- xi) Maintain record of various activities performed as per IRs Form-004 and send to Sectins concerned; and
- xii) Perform any other duties as assigned by OSC.

PLANNING SECTION CHIEF – ROLES & RESPONSIBILITIES

- 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 has 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 mobilised;
- 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

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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, organisation assignment list IRS Form- 005 (enclosed in Annexure-1).

Incident communication plan IRS Form – 009 (enclosed in annexure – 2) demobilisation plan IRS Form – 010 (enclosed in annexure – 3) 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 – 4 is filled and incorporated in the IAP;
 - vi. Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 as enclosed in annexure –1 is circulated among the Unit leaders and other responders of his Section
 - vii. Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the IC and OSC;
 - viii. Determine the need for any specialised resources for the incident management;
 - ix. Utilise IT solutions for pro-active planning GIS for decision support and modelling 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 Demobilisation plan (IRS Form - 010) enclosed in annexure -3;
 - 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- 5;
 - xv. Ensure that record of various activities performed (IRS Form -004 (enclosed in annexure -7) by members of Units are collected and maintained in the Unit Log (IRS Form -003) enclosed in annexure -6; and
 - xvi. Perform any other duties assigned by IC.

LOGISTIC SECTION CHIEF – ROLES & RESPONSIBILITIES

The section is headed by a chief known as the L&FSC. The activation of various of Branches of the L&FS is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component L&FS to specially facilitate speedy procedures and rules. The roles & responsibilities of L&FSC are follows.

- i) Coordinate with the activated Section Chiefs.

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- 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 Organisational Assignment List (Divisional/Group) IRS Form -005 as enclosed in Annexure-1 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 personal of his Section.
- ix) Assign work location and preliminary work tasks to Section Personnel.
- x) Ensure that a plan is developed to meet the logistic requirement 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 brief regarding 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 personal keeping their capabilities for the tasks to be carried out and maintain on duty officer list (IRS Form-007) for the day enclosed in Annexure-2
- 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-3) by member of Branches and units are collected and maintained in the Unit Log IRS Form 003 as enclosed at Annexure-4 and

Perform any other duties as assigned by RO or IC.