

Government of West Bengal
Department of Disaster Management & Civil Defence
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No. 2535 - RL/O/EOC/7M-163/2014

Date: 21.07.2017.

NOTIFICATION

In pursuance to the guideline issued on Incident Response System (IRS) by the National Disaster Management Authority (NDMA) under Section 6 of the DM Act, 2005 and subsequent order received from Joint Advisor (Ops), NDMA bearing memo no. 02/92/2016/IRS/Ops dated 09th March 2017, to minimize loss of life and property by strengthening and standardizing the disaster response mechanism in the state the Incidence Response Teams (IRT) has been designed. It is flexible and may be modified by the DM/SDO/BDO at their respective level depending on local circumstances and availability of staff for effective implementation of Incident Response System (IRS) utilizing existing administrative machinery at various level in West Bengal.

Indicative designs of Incidence Response Teams (IRT) for District, Sub-Division & Block are attached as Annexure-I, Annexure-II & Annexure-III respectively. Role & Responsibility of different level officers and staff are also attached as Annexure-IV.

District, Sub-division, Block wise Incident Response Teams are to be formed with name, designation and contact number.

ORDER

Ordered that the notification is to be forwarded to all concerned Departments / District Magistrates.

By order of the Governor



Principal Secretary
to the Government of west Bengal
&
Relief Commissioner, West Bengal.

No. 2535/1(25) -RL/O/EOC/7M-163/2014

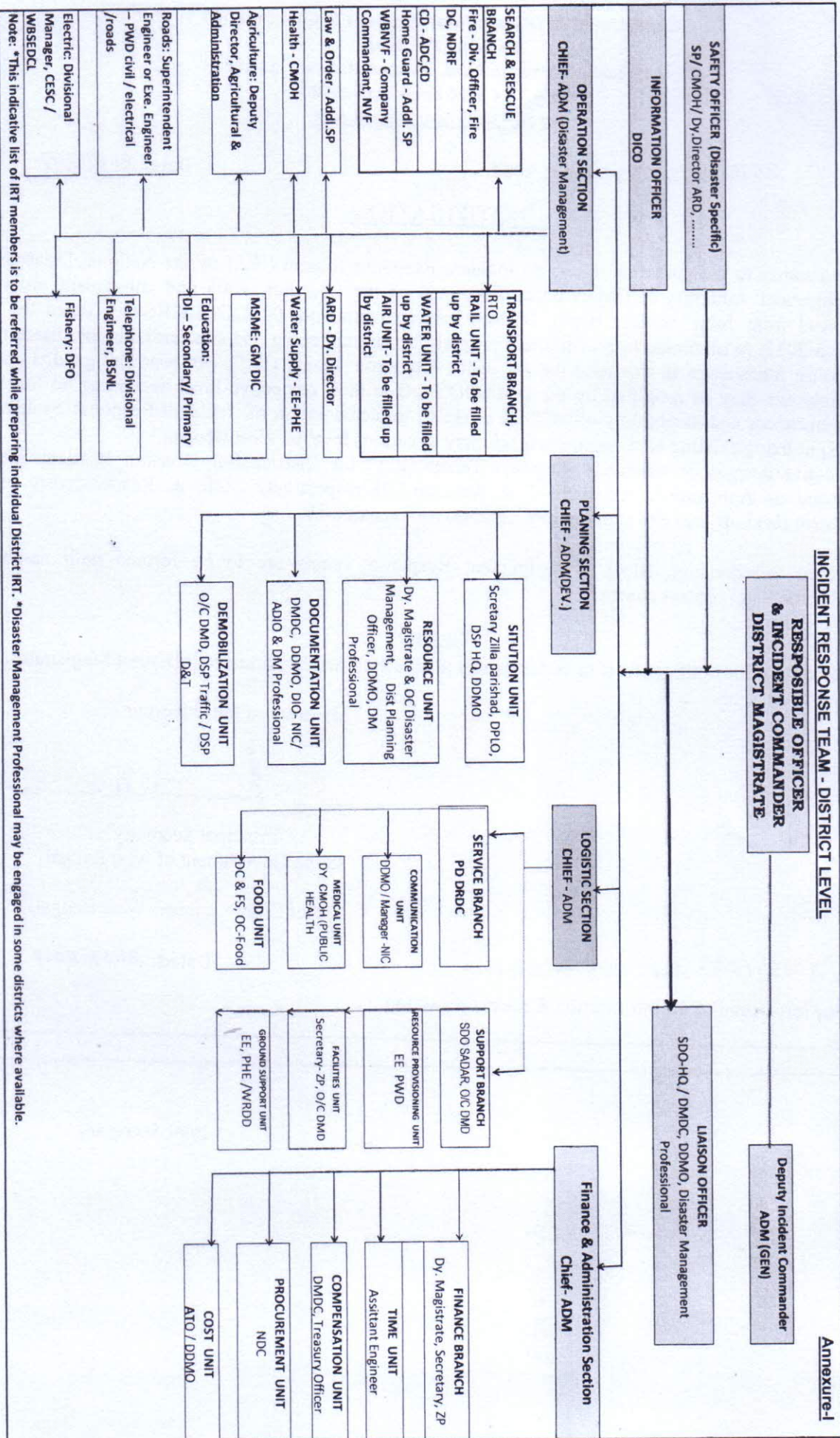
Dated: 21.07.2017

Copy forwarded to for information & necessary action.

Joint Secretary

INCIDENT RESPONSE TEAM - DISTRICT LEVEL

Annexure-1



Note: *This indicative list of IRT members is to be referred while preparing individual District IRT. *Disaster Management Professional may be engaged in some districts where available.

INCIDENT RESPONSE TEAM - SUB-DIVISION LEVEL

Annexure-II

**RESPONSIBLE OFFICER
& INCIDENT COMMANDER
SUB-DIVISIONAL OFFICER**

Deputy Incident Commander
Dy. Magistrate

LIAISON OFFICER
Dy. Magistrate, SDDMO

SAFETY OFFICER (Disaster Specific)
SDPO/Dy.SP/ACMOH/Asst. Director ARD,...

INFORMATION OFFICER
SDICO

OPERATION SECTION
CHIEF- Dy. Magistrate

PLANNING SECTION
CHIEF - Dy. Magistrate

LOGISTIC SECTION
CHIEF - Dy. Magistrate

Finance & Administration Section
Chief- Dy. Magistrate

**SEARCH & RESCUE
BRANCH**
Fire - Station Officer, Fire
CD - Deputy Controller, CD
Home Guard - Addl. SP
WBVNF - Company
Commandant, NVF

Law & Order - SDPO

Health - ACMOH

Agriculture: Subdivisional
Agri. Officer.

Roads-Exe. Engineer -
PWD civil / electrical
/roads

Electric: ASE, WBSEDCI

TRANSPORT BRANCH,
ARTO
RAIL UNIT - To be filled
up by SDO
WATER UNIT - To be filled
up by SDO

ARD - Asst. Director

Water Supply - A.E.- PHE

MSME: Manager DIC

Education:
AI - Secondary / Primary

Telephone: Sub-Divisional
Manager, BSNL

Fishery: DFO

SITUATION UNIT
Secretary Zilla parishad/
SDDMO / Addl.SP HQ

RESOURCE UNIT
Dy. Magistrate, SDDMO,

DOCUMENTATION UNIT
ADIO & SDDMO, System
Manager

DEMOBILIZATION UNIT
Addl SP Traffic/Addl SP D & T, Asst.
Engineer - PWD

SERVICE BRANCH

COMMUNICATION UNIT
SDDMO / ADIO, NIC

MEDICAL UNIT
DY CMOH (PUBLIC
HEALTH)

FOOD UNIT
SDC - F&S

SUPPORT BRANCH

RESOURCE PROVISIONING
UNIT
EE PWD

FACILITIES UNIT
Secretary, ZP,
SDDMO

GROUND SUPPORT UNIT
AE, PHE

FINANCE BRANCH
Dy. Magistrate, Secretary, ZP

TIME UNIT
Asst. Engineer - PWD

COMPENSATION UNIT
SAO, AD-ARD, DFO, Accounts

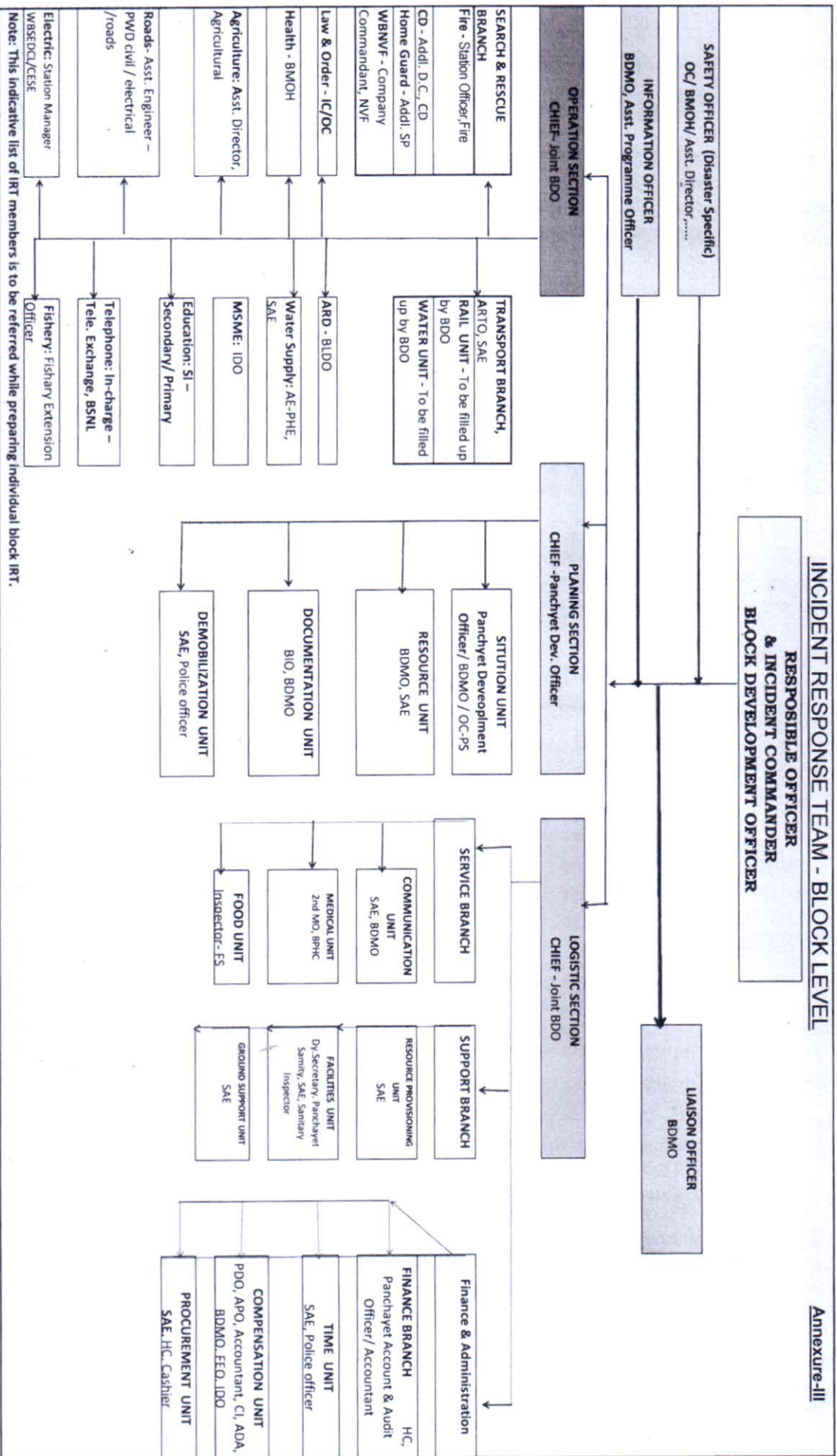
PROCUREMENT UNIT
NDC

COST UNIT
ATO/ SDDMO

Note: This indicative list of IRT members is to be referred while preparing individual Sub Divisional IRT.

INCIDENT RESPONSE TEAM - BLOCK LEVEL

Annexure-III



Note: This indicative list of IRT members is to be referred while preparing individual block IRT.

Role & Responsibility:

Incident Commander:

The IC is the over all in-charge for the management of onsite response to any incident. S/he will obtain information, identify priorities, activate IRT, orient Incident Action Plan (IAP), establish contact with line departments, ensure systematic monitoring, ensure coordination among different sections, ensure availability of equipments & instrument and perform all such other necessary duties to minimize loss of life and property by strengthening response mechanism.

Deputy Incident Commander:

The DIC will perform as supporting commanding officer of the IC, depending upon the magnitude and nature of the incident. S/he may mutually share some of responsibilities with IC as per situation to minimize loss of life and property.

Safety Officer:

S/he is responsible for taking all necessary measures for assuring safety of responders and to anticipate hazardous and unsafe situations & review it regularly, support the IC for preparing IAP by reviewing safety implications, obtain details of accidents occurred within the incident area and report to authorities, maintain records of various activities performed in the IRS form-004. Perform such other duties as assign by the IC.

Information Officer:

Prepare and release information about the incident to the media agencies and other with the approval of IC, jot down decision taken and direction issued, monitor and review of various media reports & supports IC for planning, coordinate with IMD and collect weather information and disseminate to all concern and maintain records of various activities performed in the IRS form-004. Perform such other duties as assign by the IC.

Liaison Officer:

S/he is the focal point of contact for all line departments, agencies, PRI & ULBs participating in response. S/he will carry out liaison with all concerned department / agencies including NDRF, armed force and will monitor current or potential inter-agency problems and will try to mitigate of those in consultation with IC. Perform such other duties as assign by the IC.

Chief of Operation Section:

S/he is responsible for directing the required tactical actions to meet incident objectives. Management of disaster may not immediately require activation of all branches, sections and groups. 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. Perform such other duties as assign by the IC.

Chief of Planning Section:

S/He is responsible for collection, evaluation and display of incident information, maintaining and tracking resources, preparing the Incident Action Plan (IAP), other necessary incident related documentation. S/he will assess the requirement of additional resources, propose from where it can be mobilized and keep IC informed. This section also prepares the demobilization plan. Perform such other duties as assign by the IC.

Chief of Logistic Section:

S/he is responsible for providing back end services and other logistic support like communication, food, medical supplies, shelter and other facilities to the affected communities and responders as well. Necessary coordination will be made with finance department to ensure availability of logistics. Perform such other duties as assign by the IC.

Chief of Finance & Administration Section:

S/he is responsible for managing all financial aspects of response management. The section will ensure quick and effective procurement by maintaining the proper procedure and need to keep all records of procured items. S/he will also ensure scrutiny of cost involved and examine records as per government norms. Perform such other duties as assign by the IC.

For more detail on role & responsibilities, please visit the link of IRS guideline of NDMA, Govt. of India:

<http://nidm.gov.in/pdf/guidelines/new/incidentresponsesystemjuly.pdf>

(Pages: 79-116)