

राज्य नियंत्रण कक्ष

STATE CONTROL ROOM

आपदा प्रबंधन निदेशालय / Directorate of Disaster Management,
अंडमान तथा निकोबार प्रशासन / Andaman & Nicobar Administration

STANDARD OPERATING PROCEDURE

INTRODUCTION:

The A&N Administration has set up the State Control Room (SCR) (24x7x365) in the Directorate of Disaster Management and equipped it with State-of-the-Art Communication Facilities so that all disaster related response, relief and rescue efforts could be monitored by the higher authorities Union Territory Disaster Management Authority. The State Control Room plays a major role in interlinking Emergency Operation Centres established at Mayabunder, Port Blair, Little Andaman, Car Nicobar, Nancowry, Campbell Bay and Control Rooms of A&N Police, Coast Guard, A&N Command, Ministry of Home Affairs, INCOIS, Hyderabad, NDRF and Control Rooms established by ESF Departments. The State Control Room aims to extend assistance to State/District Authorities to control relief operations with an unambiguously defined authority matrix of various Civil Defence and other agencies involved in relief operations for smooth operation of the EOCs and for sending report to Ministry of Home Affairs. All these control rooms will function on round the clock (24 x 7).

In a modest way, the State Control Room may be stated as the nerve centre of the Administration during real calamity to effectively handle crisis/disaster situation through activation of Incident Response System comprising of various function of operation, planning, logistics, liaison, information and safety under over all supervision of Incident Commander (Secretary (R&R)) as per the type of crisis/disaster.

ACTIONS TO BE TAKEN IN THE EVENT OF AN INCIDENT AT STATE CONTROL ROOM/ EMERGENCY OPERATION CENTRE

EARTHQUAKE

1. Receive First Information from INCOIS, USGS, IMD or Field
 - i) Make Log entry in the concerned register
 - ii) Interpret and analyse the data
 - iii) Communicate instantly to In-charge (SCR)
 - iv) Prepare message in the message form as per Annexure - I
 - v) Disseminate the information to all concerned through Mass Server, SMS, FAX & Email
 - vi) Communicate the public through mass media
 - vii) Activate Siren as per the Annexure – II
 - viii) Report to SDMA/MHA/NDMA Control Rooms

2. Convert the organization into incident response system as per the Scale of incident and initiate the following: -
 - I) INCIDENT ACTION PLAN as annexure - III
 - a) Initial information and assessment of the damage and incident maps etc.
 - b) Assessment of resource required
 - c) Formation of Incident objectives and conducting strategies meeting
 - d) Operation briefing
 - e) Implementation of Incident Action Plan
 - f) Formation of Incident Objectives for the next operational period

 - II) INCIDENT BRIEFING : - IRS Form 001 as Annexure – IV
 - III) INCIDENT STATUS REPORT: IRS Form 002 as Annexure – V
 - IV) Unit Log (Assignment): IRS Form 003 as Annexure - VI
 - V) Record of Performed Activities – IRS Form 004 as Annexure - VII
 - VI) Organization assignment list – IRS Form 005 as Annexure - VIII
 - VII) Incident check-in and deployment list – IRS Form 006 as Annexure – IX
 - VIII) On duty officers list – IRS form 007 as Annexure – X
 - IX) Medical Form – IRS Form 008 as Annexure – XI
 - X) Communication Plan – IRS Form 009 as Annexure – XII
 - XI) Demobilisation Plan – IRS Form 010 as Annexure - XIII

3. Information to Media

TSUNAMI

1. Receive First Information from INCOIS, USGS, IMD or Field
 - i) Make Log entry in the concerned register
 - ii) Interpret and analyse the data
 - iii) Communicate instantly to In-charge (SCR).
 - iv) Prepare message in the message form as per Annexure - I
 - v) Disseminate the information to all concerned through Mass Server, SMS, FAX & Email
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 - V) Record of Performed Activities – IRS Form 004 as Annexure - VII
 - VI) Organization assignment list – IRS Form 005 as Annexure - VIII
 - VII) Incident check-in and deployment list – IRS Form 006 as Annexure – IX
 - VIII) On duty officers list – IRS form 007 as Annexure – X
 - IX) Medical Form – IRS Form 008 as Annexure – XI
 - X) Communication Plan – IRS Form 009 as Annexure – XII
 - XI) Demobilisation Plan – IRS Form 010 as Annexure - XIII

3. Information to Media

CYCLONES

1. Receive First Information from INCOIS, USGS, IMD or Field
 - i) Make Log entry in the concerned register
 - ii) Interpret and analyse the data
 - iii) Communicate instantly to In-charge (SCR).
 - iv) Prepare message in the message form as per Annexure - I
 - v) Disseminate the information to all concerned through Mass Server, SMS, FAX & Email
 - vi) Communicate the public through mass media
 - vii) Report to SDMA/MHA/NDMA Control Rooms

2. Convert the organization into incident response system as per the Scale of incident and initiate the following
 - I) INCIDENT ACTION PLAN as annexure - III
 - a) Initial information and assessment of the damage and incident maps etc.
 - b) Assessment of resource required
 - c) Formation of Incident objectives and conducting strategies meeting
 - d) Operation briefing
 - e) Implementation of Incident Action Plan
 - f) Formation of Incident Objectives for the next operational period

 - II) INCIDENT BRIEFING : - IRS Form 001 as Annexure – IV

 - III) INCIDENT STATUS REPORT: IRS Form 002 as Annexure – V

 - IV) Unit Log (Assignment): IRS Form 003 as Annexure - VI

 - V) Record of Performed Activities – IRS Form 004 as Annexure - VII

 - VI) Organization assignment list – IRS Form 005 as Annexure - VIII

 - VII) Incident check-in and deployment list – IRS Form 006 as Annexure – IX

 - VIII) On duty officers list – IRS form 007 as Annexure – X

 - IX) Medical Form – IRS Form 008 as Annexure – XI

 - X) Communication Plan – IRS Form 009 as Annexure – XII

 - XI) Demobilisation Plan – IRS Form 010 as Annexure - XIII

3. Information to Media

FLASH FLOOD

1. Receive First Information from INCOIS, USGS, IMD or Field
 - i) Make Log entry in the concerned register
 - ii) Interpret and analyse the data
 - iii) Communicate instantly to In-charge (SCR).
 - iv) Prepare message in the message form as per Annexure - I
 - v) Disseminate the information to all concerned through Mass Server, SMS, FAX & Email
 - vi) Communicate the public through mass media
 - vii) Report to SDMA/MHA/NDMA Control Rooms
2. Convert the organization into incident response system as per the Scale of incident and initiate the following
 - I) INCIDENT ACTION PLAN as annexure - III
 - a) Initial information and assessment of the damage and incident maps etc.
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 - XI) Demobilisation Plan – IRS Form 010 as Annexure - XIII
3. Information to Media

- List of Communication, VHF Frequencies & Emergency Contact Numbers as Annexure – XIV
- Roles & Responsibilities of Incident Commander as Annexure – XV
- Roles & Responsibilities of Information & Media Officer as Annexure – XVI
- Roles & Responsibilities of Liaison Officer as Annexure – XVII
- Roles & Responsibilities of Safety Officer as Annexure – XVIII
- Roles & Responsibilities of Planning Section Chief as Annexure – XIX
- Roles & Responsibilities of Operation Section Chief as Annexure – XX
- Roles & Responsibilities of Logistic Section Chief as Annexure – XXI
- Roles & Responsibilities of Incident Response Team as Annexure - XXII
- Role of NGOs in Disaster Preparedness as Annexure – XXIII
- List of NGOs & Contact Numbers as Annexure - XXIV

Annexure - I

MESSAGE FORM

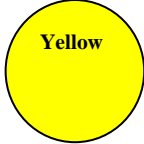
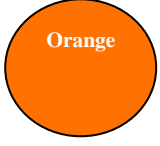
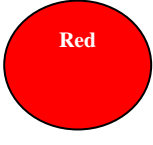
From:		No.:
To :		Date:
Info:		Time:
Sl. No.	Incident Occurrence	Details
1.	Type of Incident, Origin, Date & Time (Information on Earthquake/ Tsunami/Cyclone/Flash Floods)	
2.	Source of Information:	
3.	Magnitude/ Focal Depth/ Whether Land/Ocean /Water Level Depth (if in Ocean/Sea)/Tsunami Wave Height/ Wind Speed/ Inundation	
4.	Category Moderate/Great	
5.	Location Latitude/ Longitude	
6.	Focal Point	

Other information/message: _____

Signature:
Name :
Designation :

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Annexure - II**ACTIVATION OF SIREN**

Sl.No.	Threat Status	Colour sign	Earthquake & Wave amplitude Criteria	Siren to be blown at the time of threat	Advice	Dissemination To
01.	WATCH		> 6.5 M 0.5 Mtr.	One Long Blast	No immediate action is required	MHA, UTDMEC, UTDMA, ALL EOCs & Control Rooms, DDMA,
02.	ALERT		> 6.5 M 0.52 to 2.0 Mtr.	Two Long Blast	1) People in sea beaches and vulnerable areas to move to higher ground 2) Vessel to move into deep ocean	MHA, UTDMEC, UTDMA, ALL EOCs & Control Rooms, DDMA, public & media
03.	WARNING		> 6.5 M > 2.00 Mtr.	Three Long Blast	1) People in affected areas to vacate 2) Vessel to move into deep ocean	MHA, UTDMEC, UTDMA, ALL EOCs & Control Rooms, DDMA, public & media

INCIDENT ACTION PLAN

A. Initial information and assessment of the damage and incident maps etc.

B. Assessment of resource required

C. Formation of Incident objectives and conducting strategies meeting

D. Operation briefing

E. Implementation of Incident Action Plan

F. Formation of Incident Objectives for the next operational period

(Enclosed IRS 001, 002, 003, 004, 005, 006, 007, 008, 009 & 010)

Incident Briefing – IRS Form 001

Attach a separate sheet under each heading in case space is not sufficient

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

Source: Adapted from ICS Form 201

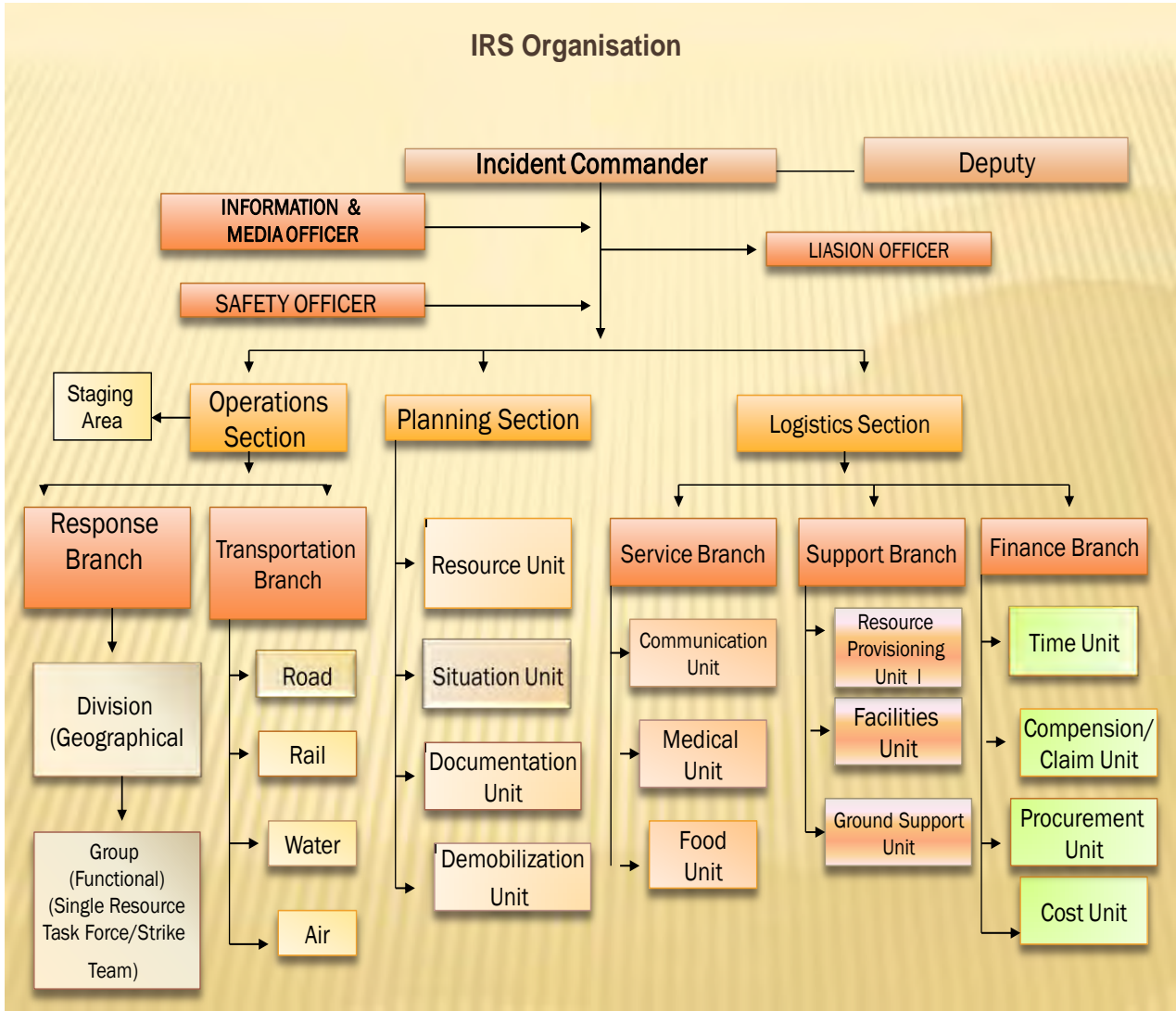
Contd...

3. Summary of Current Actions
a. Action already taken
b. Action to be taken
c. Difficulties if any in response including mobilisation of resources and manpower

Contd...

4. Current Organisation (Brief about activated section of IRT)

Highlight the activated Sections / Branches / Units



Contd...

5. Resources Summary				
Resources Ordered	Source	ETA	Site of Deployment	Assignments

Prepared By (Name & Position)				

				Signature

Annexure – V

**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) Locations	(b) Injured	(c) Treated	(d) Discharged	(e) Patients referred (Specify Hospitals with locations)	Dead	Identified and cremated / buried dead bodies	Unidentified dead bodies	
8. Status of Infrastructure (Put tick mark)								
(a)	(b)	(c)	(d)	9. Threats, if any which may increase severity of incident may be indicated				
Infrastructure	Not Damaged	Partially Damaged	Completely Damaged					
Road								
Railways								
Airport								
Water Supply								
Electricity Supply								
Communication Network								
Communities / Critical Infrastructure								
Residence								
Any Other (Specify)								

Contd..

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10. Resources deployed for response with descriptions							
(a) Locations	(b) Resources				(c) ESF Involved		(d) Activities
	Human Resources	Equipments			Gov.	Non Gov .	
		Kind	Type	Quantity			
11. Need for additional resources							
(a) Resource Details					(b) Source of Mobilization		
Kind		Type		Quantity			
12. Remarks if any:							
13. Name and Designation of Officer prepared by _____							

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**Unit Log – IRS Form 003
(Major Components)**
Attach a separate sheet if space is not sufficient

1. Name of the incident: _____	2. Name of the Section: _____	3. Operational Period: _____	4. Prepared	
			Date:	
			Time:	
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	Locations	Action taken or suggested		
10. Name and designation of officer Prepared by _____				

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Annexure – VII

**Record of Performed Activities – IRS Form 004
(Major Components)**

(Attach a separate sheet, if space is not sufficient)

1. Name of the incident: _____	2. Operational Period: _____	3. Prepared
		Date:
		Time:
4. Name of the Section: _____ 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 and designation of officer Prepared by <i>(Specify Name Position and Section):</i> _____	10. Despatch: Date: _____ Time: _____	
<i>(Prepared by all responders bellow the Section)</i>	_____	
	11. Signature of Receiving Officer	

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Annexure – VIII

**Organization Assignment List – IRS Form 005
(Major Components)**

(Attach a separate sheet if 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: _____	2. Operational Period: _____	3. Prepared
		Date: _____
		Time: _____
4. Name of the section to whom work assigned: _____		
5. Name of the supervisory Officer concerned: _____		
6. Name of the responder: _____		
7. list of task assigned		
(a) _____		
(b) _____		
(c) _____		
(d) _____		
(e) _____		
(f) _____		
(g) _____		
(h) _____		
(i) _____		
8. Name and designation of officer Prepared by:	9. Approved by:	

Annexure – IX

**Incident Check-in and Deployment list – IRS Form 006
(Major Components)
(Attach a separate sheet if space is not sufficient)**

1. Name of the incident: _____		2. Name of the Section/Branch/Division/Unit and Facility: _____				3. Operational Period: _____		4. Prepared		
								Date:		Time:
5. Resource check-in information		6. Source of Mobilisation		7. Check-in		8. Status of Resources				
(a)	(b)	(a)	(b)	(a)	(b)	(a)	(b)	(c)	(d)	(e)
Personnel	Equipment	Govt.	Private	Date	Time	If still in Facility	Stick/Out of Service/ Maintenance	Location of site if deployed (Specified)	Date	Time
	Kind	Type				Put Tick Mark				
9. Name and designation of officer Prepared by: _____										

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Annexure –X

On Duty Officer List – IRS Form 007

(Major Components)

(Attach a separate sheet if space is not sufficient)

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

1. Name of the incident: _____			2. Name of the Section/Branch/Division/Unit and Facility: _____			3. Operational Period:		4. Prepared		
								Date:		
								Time:		
Sl	5. Name of Officer	6. Designation in Normal Period	7. Phone No. / E-mail ID	8. IRS Position for the Incident	9. Location of Deployment	10. Location of Camp with Contact Details		11. Any other Information		
12. Name and designation of officer Prepared by					_____ 13. Signature of the Section Chief		14. Dispatch			
							Date			
							Time			

Annexure –XI

Medical Plan – IRS Form 008

(Major Components)

Attach a separate sheet if space is not sufficient

1. Name of the Incident:		2. Operational Period:			3. Prepared				4. Total Nos. of medical aid camp to be established:					
					Date:									
					Time:									
4.1 Sl.No.	4.2 Location (s)	4.3 Resources Available in the medical camp												
		(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		Any other (Specify)			
						Yes	No	Yes	No					
5. Status of Ambulances Services				6. Availability of Regular Medical Facilities (Specify in Nos.)										
(a)	(b)	(c)		6.1 Govt					6.2 Private					
Name of the Ambulance Service Provider	Address & Contact No.	Paramedics		(a)	(b)	(c)	(d)	(e)	(a)	(b)	(c)	(d)	(e)	(f)
			No	Locations	Sub Centre	PHC	Hospitals	Medical College	Locations	Clinic	Nursing Home	Hospitals	Medical College	RMP
7. Road map of the area circulated among the ambulance service			8. Referral Medical Facilities in the Neighborhood											
(a)	(b)	(a)					(b)					(c)		
Yes	No	Location					Address					Specialization		
9. Name and designation of officer Prepared by (Medical Unit):						10. Approved by								

**Communication Plan – IRS Form 009
(Major Components)**
(Attach a separate sheet if space is not sufficient)

1. Name of the Incident: _____		2. Operational Period: _____				3. Prepared										
						Date: _____										
						Time: _____										
3. List of locations where communication is available																
(a) Name of location	(b) Organisation	(c) Requirement of Backup Power Supply				(d) Type of communication										
		Yes		No		Wireless			Telephone			HAM Radio	Web			
		Yes	No	HF	VHF	Morse	Land line	Mobile	Satellite	E-mail	Skype					
4. List of locations where communication has to be setup																
(a) Name of location	(b) Organisation responsible	(c) Requirement of Backup Power Supply				(d) Personnel requirement (Specify Nos. if required)		(e) Type of communication								
		Yes		No		Yes	No	Wireless			Telephone			HAM Radio	Web	
		Yes	No	Yes	No			HF	VHF	Morse	Land line	Mobile	Satellite		E-mail	Skype
5. Arrangements for repair and replacement of faulty sets: _____						6. In stock available sets (Specify Nos., kind and type): _____										
7. Networking plan for integrating inter-organisational communication facilities with the local setup (Army / NDRF, etc.) – weather repeater or relay setup is required or not								8. Transport requirements for supervision and maintenance:								
9. Name and designation of officer Prepared by: _____																

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Annexure –XIII

Demobilisation Plan - IRS Form 010
(Major Components)
(Attach a separate sheet if space is not sufficient)

1. Name of the incident: _____	2. Name of the Section/Branch/Division/Unit to be demobilized (Specify): _____				3. Operational Period:	4. Prepared	
						Date:	
						Time:	
5. Name of responder (s) / details of resources to be demobilized	6. Location from where demobilization will take place	7. Date & Time	8. Mode of transport	9. Transit destination, if any	10. Final Destination & name of agency to whom returned	11. Ultimate destination agency notified or not	
						Yes	No
12. Demobilisation plan for out of service equipments and sick personnel							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	
Name of sick personnel / out of service equipments	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 or not	
						Yes	No
13. Name and designation of officer Prepared by: _____		14. Approved by _____			15. Issued by: _____		

LIST OF COMMUNICATION, VHF FREQUENCIES & EMERGENCY CONTACT NUMBERS

a) Sat Phones

Sl. No.	Name of the Organization /Control Room	SAT phone Numbers
01.		
02.		
03.		
04.		
05.		
06.		
07.		
08.		
09.		
10.		
11.		
12.		
13.		

b) VHF Frequencies

Sl. No.	Name of the Organization /Control Room	VHF Frequencies
01.	A&N Police	
a.	Police Control Room	Mike – 1
b.	PS – Aberdeen	Alfa – 51
c.	PS – CCS	Alfa – 52
d.	PS – Pahargaon	Alfa – 53
e.	PS – Ograbraj	Alfa – 54
f.	PS – Bambooflat	Alfa – 55
g.	PS – Chatham	Alfa – 71
h.	PS – Humfrigunj	Alfa – 73
i.	PS – Havelock	Alfa – 84
j.	PS – Kadamtala	Alfa – 56
k.	PS – Rangat	Alfa – 57
l.	PS – Mayabunder	Alfa – 58
m.	PS – kalighat	Alfa – 59
n.	PS – Diglipur	Alfa – 60
o.	PS – Hut Bay	Alfa – 61
p.	PS – Baratang	Alfa – 82
q.	PS – Billyground	Alfa - 88
02.	Dte. Of Shipping Services	
03.	Port Management Board	
04.	Electricity Department	

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05.	Department of Forest & Environment	
06.	Coast Guard	
07.	Andaman & Nicobar Command	
08.	District Control Room, S/A	Mike - 3

c) Emergency Operation Centres

Sl.No.	Emergency Operation Centre	Authority	PH. No.	Fax No.
01.	South Andaman	Dy. Commissioner	238881	231945
02.	Mayabunder	Tehsildar	262960	262997
03.	Hut Bay	Tehsildar	284216	284208
04.	Car Nicobar	Asst. Commissioner	265220	265177
05.	Kamorta	Asst. Commissioner	263222	263264
06.	Campbell Bay	Asst. Commissioner	264264	264264

d) Control Rooms of A&N Islands

Sl.No.	Control Room/ Department	Phone No.	Fax No.
01.	District Control Room, S/A	238881	231945
02.	Police Control Room	232100	239693
03.	IMD, Port Blair	228891	229480
04.	Fire Services	232101	232002
05.	Medical Department	232102	232910
06.	APWD	232852	230215
07.	MRCC	253522	253522
08.	A&N Command	246338	232727
09.	Coast Guard	242948	245942
10.	PMB, P/B	233683	233644
11.	Port Control Room	233674	233675
12.	Shipping Control Room	231794	246494
13.	BSNL, Control Room	240052	
14.	Forest Control Room	233688	230113
15.	Municipal Control Room	245798	234508
16.	Raj Niwas	233300	246500
17.	District Control Room, N&M Andaman	273027	262997
18.	District Control Room, Nicobar	265220	265177

e) Union Territory Disaster Management Authority

Sl.No.	Authority	Phone No.	Mobile No.	Fax No.
1.	HON'BLE LT. GOVERNOR, A&N ISLANDS	Off. 233333, 246464; Res. 233300, 246500	-	230372
2.	HON'BLE MEMBER OF PARLIMENT, A&N ISLANDS	242222, 011- 23093095/ 23093092	9434282720	242222
3.	COMMANDER IN CHIEF, A&N ISLANDS	246571	-	230248
4.	CHIEF SECRETARY, A&N ADMINISTRATION	234087, 233110	9430280102	232656
5.	DEVELOPMENT COMMISSIONER, A&N ADMN.	233205, 232470	9476046349	232479
6.	SECRETARY(RR), A&N ADMN.	234880	9434284798	233629
7.	DIRECTOR GENERAL OF POLICE, A&N POLICE	230216	9434280003	230262
8.	SECRETARY (HEALTH), A&N ADMN.	233227	9434289428	232236

f) Union Territory Disaster Management Executive Committee

Sl.No.	Designation	Phone No.	Mobile No.	Fax No.
1.	CHIEF SECRETARY, A&N ADMINISTRATION	234087, 233110	9430280102	232656
2.	CHIEF OF STAFF, A&N COMMAND	246338	3494281510	241391
3.	DIRECTOR GENERAL OF POLICE, A&N POLICE	230216	9434280003	230262
4.	DEVELOPMENT COMMISSIONER, A&N ADMN.	233205, 232470	9476046349	232479
5.	SECRETARY (RR), A&N ADMN.	234880	9434284798	233629
6.	SECRETARY (HEALTH), A&N ADMN.	233227	9434289428	232236
7.	SECRETARY (APWD), A&N	232852	9476046410	230215

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	ADMN.			
8.	SECRETARY (SHIPPING), A&N ADMN.	233113	9434280022	232135
9.	CHIEF GENERAL MANAGER (BSNL)	23380022	9434284400	233660
10.	IN-CHARGE METEROLOGICAL DEPARTMENT, A&N ISLANDS	228891	9434282799	229480
11.	OFFICE IN- CHARGE, NATIONAL INSTITUTION OF OCEAN TECHNOLOGY, P/BLAIR, A&N ISLANDS	225083	9434284574	225089

g) District Disaster Management Authority

SOUTH ANDAMAN DISTRICT

SL. NO.	Authorities/Member	PHONE NO.	MOBILE NO.	Fax Number
1.	DEPUTY COMMISSIONER	233089	9434280018	245444
2.	ADHYAKSHA, ZILLA PARISHAD			
3.	DY. SUPERINTENDENT OF POLICE	232405	9434288546	232405
4.	GENERAL MANAGER (BSNL)	233800	9434284400	2336600
5.	ADDTL. DISTRICT MAGISTRATE (SA)	231951	9476046460	-
6.	DIRECTOR OF HEALTH SERVICES	233331	9434280898	232910
7.	CHIEF ENGINEER, APWD	233852	9476046410	230215
8.	DIRECTOR (EDUCATION)			
9.	SUPERINTENDENT ENGINEER (ELECTRICITY)	232404	9434289754	233365
10.	DIRECTOR (SHIPPING)			

N&M ANDAMAN DISTRICT

SL. NO.	Authorities/Member	PHONE NO.	MOBILE NO.	Fax Number
1.	DEPUTY COMMISSIONER	262999	9434285670	262997
2.	ADHYAKSHA, ZILLA PARISHAD			

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3.	DY. SUPERINTENDENT OF POLICE (N)	273206	9434285670	262997
4.	DY. SUPERINTENDENT OF POLICE (M)	258019	9434289981	258014
5.	DY. GENERAL MANAGER/ SDO BSNL			
6.	ASSISTANT COMMISSIONER, MAYABUNDER	273208	9476059849	273620

NICOBAR DISTRICT

SL. NO.	Authorities/Member	PHONE NO.	MOBILE NO.	Fax Number
1.	DEPUTY COMMISSIOENR (NICOBAR)	265220, 265377	9476046496	265177, 265241
2.	CHIEF CAPTAIN, TRIBAL COUNCIL, C/N			
3.	SUPERINTENDENT OF POLICE	265223	9434288536	265965
4.	DY. GENERAL MANAGER/ SDO BSNL		9434289668	
5.	ASSISTANT COMMISSIONER, C/N	265556	9474263300	265177
6.	MEDICAL SUPERINTENDENT, C/N	265234, 228, 280	-	265786
7.	SUPERINTENDENT ENGINEER (APWD), C/N	-	9434262857	-
8.	EDUCATION OFFICER, C/N	265037	-	-
9.	ASSISTANT ENGINEER (ELECTRICITY), C/N	265247	-	265247

h) NODAL OFFICER

SL. NO.	NAME OF OFFICER & DESIGNATION	DEPARTMENT	MOBILE NO.	Phone No.	Fax No.
1.	Shri Ashok Kumar, IAS, Dy. Commissioner	Revenue Department	9434200818	233089	245444
2.	Dr. S.K. Sharma, Chief Engineer, APWD	APWD	9434288404	232852	230215
3.	Shri Chinmoy Biswas, IPS, ASP	Police Department	9434288546	232405	233307
4.	Shri S.K. Vishnoi, In-charge	Disaster Management Cell, Police Department	9434262912	234472	-
5.	Dr. Paul	Directorate of Health Services	9434280898	232412	232910
6.	Shri R.P. Singh, EE (HQ)	Electricity Department	9434283426	232412	232593

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7.	Shri Rajgopalan, Asst. Director (Soil)	Agriculture Department	9434270252	233257	
8.	Shri Anil Koshy, AO	DO	9434281849	236544	
9.	Shri C. Hamza, Asst. Director	Fisheries	9476051299	232770	
10.	Shri U. N. Choudary, Asst. Director	Education (Sports)	9474229417	243394	

Head of Department/Stakeholders

SL. NO.	NAME OF OFFICER	Designation & DEPARTMENT	MOBILE NO.	Phone No.	Fax No.
1.	Shri S.S. Choudhary	The Principal Chief Conservator of Forest, Van Sadan, Port Blair	9434283939	233321	230113
2.	Shri S.B. Deol, IPS	The Director General of Police, A&N Police, Port Blair	9434280003	230216	230262
3.	Maj. Gen. N P Padhi	The Chief of Staff, A&N Command, Port Blair	9434281510	246338	241391
4.	Dr. S. K. Sharma	The Chief Engineer, APWD, A&N Administration, Port Blair	9476046410	232852	230215
5.	Shri Ashok Kumar	The Deputy Commissioner (SA), South Andaman District, Port Blair.	9434280018	233089	245444
6.	Shri Rupesh Kumar Thakur	The Deputy Commissioner (Nicobar), Nicobar District, Car Nicobar.	9476046496	265220	265177
7.	Shri Ashish More	The Deputy Commissioner (N&M), N&M Andaman District, Mayabunder.	9434286261	262999	262997
8.		The Secretary, Port Blair Port Trust, Port Blair.			
9.	Shri Rakesh Pali	The Secretary (PBMC), A&N Administration, Port Blair.	9434286182	232576	234508
10.	Dr. S.K. Paul	The Director of Health Services, A&N Administration, Port Blair.	9434280898	233331	232910
11.	Shri N.P. Pillai	The Director of Accounts & Budgets, A&N Administration, Port Blair.	200700 – WLL	230879	230168
12.	Capt. K S Seshasai	The Director of Shipping Services, A&N Administration, Port Blair.	9434287808	230480, 245608	230480
13.	Shri Binay Bhushan	The Director (IP&T), A&N Administration, Port Blair.	-	230933	230933
14.	Shri Dev Das	The Director of Education, A&N Administration, Port	9434289595	232777, 232398	230101

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		Blair.			
15.	Shri Som Naidu	The Director of Civil Supplies & Consumer Affairs, A&N Administration, Port Blair.	9476040222	232321	232321
16.	Shri K.C. Agarwal	The Director of Transport, A&N Administration, Port Blair.	9434289284	230225	230235
17.	Dr. S. Senthil Kumar	The Director of Science & Technology, A&N Administration, Port Blair.	200754 – WLL	250370	251395
18.	Shri S.K. Haldar	The Director of Social Welfare, A&N Administration, Port Blair.	200912 – WLL	233356	243817
19.	Shri M.N. Murali	The Director of Industries, A&N Administration, Port Blair.	9434284790	232395	230499
20.	Shri Rakesh Bali	The Registrar of Coop. Societies, A&N Administration, Port Blair.	9434286182	232388	-
21.	Shri M.A. Salam	The Director of Agriculture, A&N Administration, Port Blair	9434263829, 200705 – WLL	233257	
22.	Dr. B. Mahte	The Director of Animal Husbandry & Veterinary Services, Port Blair.	200710 – WLL	233286	233286
23.	Dr. V. Krishnamurthy	The Director of Fisheries, A&N Administration, Port Blair.	9434263814, 200737 – WLL	232770	231474
24.	Shir A Nedunchezhiyan	The Director of RD & Panchayat, A&N Administration, Port Blair	9434289941	233397	232708
25.	Shri Balakrishnan Nair S. S.	The Chief Executive Officer, Zilla Parishad, South Andaman, Port Blair.	9434280365	232074	234765
26.	Shri V. K. Sanjeevi	The Chief General Manager (BSNL), A&N Islands, Port Blair	9434284400	233800	233660
27.	Shri Yameen Md. Murtaza	The Superintendent Engineer, Electricity Department, Port Blair.	9434289754	232404	233365
28.	Shri Madhu	The Labour Commissioner, A&N Administration, Port Blair.	9434270182, 200702 – WLL	233138	231774
29.	Shri U.C. Gain	The Assistant Secretary (Perl.), A&N Administration, Port Blair.	9434294540	233179	-
30.	Dr. N. V. Vineet Kumar	The In-charge, National Institute of Ocean Technology, Port Blair.	9434284574	225083	225089

31.		The In-charge, Indian Metrological Department, Port Blair.		228891	229480
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i) HELP LINE NUMBERS

Sl.No.	Office/Control Room	Help Line Number
1.	Police Control Room	100, 232100
2.	Fire Services	101, 232101
3.	Secretariat	-
4.	Disaster Management Control Room (DC office S/A	1070
5.	Maritime Rescue Coordination Centre (MRCC)	1093 & 1554
6	DHS Casualty and Ambulance	102, 232102, 233473
7	Directorate of Social Welfare (Women Cell)	1091
8	“Prayas” Child Care Centre Haddo	1098
9	Broad Band Customer Care BSNL	1500
10	Complain BSNL	198
11	Directory and Enquiry BSNL	197
12	Maritime Disaster	1718

j) Control Room (Mainland)

Sl.No.	Name of Control Room	Phone Numbers	Fax Numbers
1.	IMD – DELHI	011 – 24619943	011 – 23093750
2.	MHA	011 – 23092885	011 – 23093750
3.	INCOIS, HYDRABAD	040 – 23895011, 23895017	040 – 23895012
4.	NSG	011 – 25663336	011 – 25675588
5.	SPG	011 – 23011694	-
6.	CISF	011 – 23093271	011 – 23093271
7.	BSF	011 – 24360922	-
8.	CRPF	011-24364230	011-24363130
9.	NDMA	011-26655020,	011-26701794, 011-26654935
10.	MINISTRY OF DEFENCE	011-23012983	
11.	MINISTRY OF AVIATION	011-24632950 (EPBX)	
12.	BCAS	011-23311443	
13.	BCA	011-23311381	
14.	IB CONTROL ROOM, DELHI	011-23093756, 23093757	
15.	SIB, CHENNAI	044-24980370	
16.	SIB, KOLKATA	033-24603628, 24603629	

k) Media

*State Control Room, Directorate of Disaster Management.
A&N Administration*

Sl.No.	Media	Phone Number	Fax Number
1.	All India Radio	230118, 232369	
2.	Govt. Press	229217	
3.	Doordarshan	230797	
4.	Local Press		
A	Andaman Express	232368, 230899	243019
B	The Herald	230283	
C	The Echo of India	230269, 234325	
D	Sagar	233375	
5.	Local Networks		
A	ACN		
B	Sunshine		
C	City TV		
6.	Mainland Networks		
A.	Door Darshan (Metro News)		
B.	NDTV	022-24900190	
C.	Zee News	0120-2511064, 2511065, 2511066, 2511067, 2511068, 2511069,	
D.	Star News		
7.	Mainland Press		
a.	The Hindu		
b.	Indian Express		

D) STATE/UT's EMERGENCY OPERATION CENTRE (EOC)

State	Phone	Fax
Andhra Pradesh	04023451044,23451043	04023452044,23452819
Andaman & Nicobar	03192-1070,1077,45444,238881	03192-233089
Assam	0361-2262898, 2230982	0361-2261901
Bihar	0612-2226305	0612-2225786
Gujarat	079-2320005	079-23251916
Himachal Pradesh	0177-262204	0177-2621154
Karnataka	080-22252731	08022256384
Madhya Pradesh	0755-2441419,2552122	0755-2441574
Maharashtra	022-22027990,22854168	022-22855920
Orissa	0674-2536721	0674-2415292
Sikkim	03592-202932	03592-202932
Tamil Nadu	044-28518742	-
Uttar Pradesh	0522-2208081	0522-2208081
Uttaranchal	0135-2712058	0135-2710199
West Bengal	033-22145855	033-22145855
Pondicherry	2248691,2249060, 2248673	2248759

ROLES AND RESPONSIBILITIES OF INCIDENT COMMANDER

- 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
 - 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. site, and make arrangements with help of the local police;
- v. Brief higher authorities about the situation as per incident briefing form - 001 and request for additional resources, if required;
- vi. Extend support for implementation of AC and UC
- vii. Establish appropriate IRS organisation 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);
- xxiv. Recommend demobilisation of the IRT, when appropriate;
- xxv. Review public complaints and recommend suitable grievance redressal measures to the RO;
- xxvi. Ensure that the NGOs and other social organisations deployed in the affected sites are working properly and in an equitable manner;
- xxvii. Ensure preparation of After Action Report (AAR) prior to the demobilisation 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) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (IRS Form-003).

**ROLES AND RESPONSIBILITIES OF INFORMATION AND MEDIA OFFICER
(IMO)**

- 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. 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.
- viii. Perform such other duties as assigned by IC.

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, 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 on response by participating agencies;
- v. Ask for personnel support if required;
- vi. Keep the IC informed about arrivals of all the Government and Non Government agencies and their resources;
- vii. Help in organising briefing sessions of all Governmental and Non Governmental agencies with the IC;
- viii. Maintain record of various activities performed as per IRS Form-004
- ix. Perform such other duties as assigned by IC.

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 and
- viii. Perform such other duties as assigned by IC.

ROLES AND RESPONSIBILITIES OF PLANNING SECTION CHIEF

- 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, incident communication plan IRS Form-009, demobilization plan (IRS Form-010), traffic plan, safety plan, and incident map etc.

- a. Initial information and assessment of the damage & 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 next operational period.
- v. Ensure that Incident Status Summary (IRS Form-002) and incorporated in the IAP;
 - vi. Ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 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 De-mobilisation Plan (IRS Form-010);
 - xiv. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day;
 - xv. Ensure that record of various activities performed (IRS Form-004) by members of Units are collected and maintained in the Unit Log (IRS Form-003);
 - xvi. Perform any other duties assigned by IC.

Annexure – XX

ROLES AND RESPONSIBILITIES OF OPERATIONS SECTION CHIEF (OSC)

He is 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.

- i. coordinate with the activated Section Chiefs;
- ii. manage all field operations
- 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;
- 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;
- 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 (IRS Form-004) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003.

ROLES AND RESPONSIBILITIES OF LOGISTIC SECTION CHIEF

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


DUTIES & RESPONSIBILITIES OF INCIDENT RESPONSE TEAM**1. RESPONSIBLE OFFICER (RO)**

The Chief Secretary who is the Chairperson of the Union Territory Disaster Management Executive Committee and member of the UT Disaster Management Authority, shall perform responsibilities down under clause 22(2) and 24 of the DM Act, 2005

- i. Section 22 (h) of the Disaster Management Act, 2005 provides the Chairperson of Union Territory Disaster Management Executive Committee to give directions to any department of the Union Territory or any other authority or body in the Union Territory regarding actions to be taken in response to any threatening disaster situation or disaster. Thus, S/he shall ensure active participation of all departments at Union Territory level.
- ii. Ensure that IRS is integrated in the Union Territory and District Disaster Management Plan.
- iii. Activate IRTs at Union Territory headquarters, and issue order for their demobilization on completion of response;
- iv. Set overall objectives and incident-related priorities;
- v. Coordinate with the central govt. for mobilization of Armed Forces, air support etc. as and when required;
- vi. Identify suitable nodal officer to coordinate air operation activities and ensure that all District ROs are aware of it;
- vii. Ensure that incident management objectives do not conflict with each other;
- viii. Consider the need for the establishment of Area Command if required
- ix. Establish Unified Command if required and get approval of Lieutenant Governor;
- x. Keep the Chairperson of UTDMA informed of the progress of incident response;
- xi. Ensure overall coordination of response relief activities; and
- xii. Ensure that relief activities by governmental and NGO are performed in an equitable manner.

2 INCIDENT COMMANDER(IC)

The Principal Secretary (RR), A&N Administration is the member of the UT Disaster Management Authority and member secretary of the Union Territory Disaster Management Executive Committee.

- i. Assess the situation and/or obtain a briefing from prior incident commander
- ii. Determine incident objectives and strategy. i.e. MBO (Manage by objective)
- iii. Establish the immediate priorities
- iv. Establish an incident command post, Symbol is - 
- v. Establish an appropriate organization
- vi. Ensure Planning Meetings are scheduled as required
- vii. Approve and authorize the implementation of an incident action plan
- viii. Ensure adequate safety measures are in place
- ix. Coordinate activity for all command and general Staff
- x. Coordinate with key people and officials and keep agency, administrator informed
- xi. Approve request for additional resources or for the release of

- xii. Approve the use of volunteers and auxiliary personnel
- xiii. Authorise release of information to the News Media
- xiv. Order the demobilization of the incident
- xv. Assess the situation and/or obtain a briefing from prior incident commander
- xvi. Establish an incident command post (icp)
 - Initially wherever the incident commander is located. (Control Room)
 - As the incident grows, incident commander to establish a fixed location
 - ICP provides a central coordination point
 - ICP can be type of facility that is available and appropriate, e.g. vehicle, trailer, tent an open area. Be located at the incident base
- xvii. Ensure that relief activities by governmental and NGO are performed in an equitable manner.
- xviii. Ensure Web based/ on line incident Response Solution is in place in the EOC to support field level IRTs;
- xix. Identity, mobilize and allocate critical resources according to established priorities;
- xx. Ensure that effective communications are in place'

3 DISTRICT: Deputy Commissioner as RO

- i. Ensure that IRS is integrated in the District Response Plan as per Section 31 of the DM Act, 2005.
- ii. Ensure web based/on line incident Response solution is in place to support field level IRTs;
- iii. Delegate responsibilities to the IC;
- iv. Activate IRTs at District HQ, Sub-division, Block/Circle levels, when required;
- v. Appoint/deploy, terming and demobilize IC and IRT;
- vi. Decide overall incident objectives and priorities and ensure that various objectives do not conflict with each other.
- vii. Ensure that Incident Action Plan is prepared by the IC and acted upon.
- viii. He should be fully briefed on the IAP;
- ix. Coordinate all response activities;
- x. Give directions for the release and use of resources available with any Department of the Government and the local authority in the district;
- xi. Appoint a nodal officer at the District level to organize air operation in coordination with the Union Territory and Central Nodal Officer. Also ensure that all incident Commander (s) of the district are aware of it;
- xii. Ensure that the non-governmental organizations carry out their activities in an equitable and non-discriminatory manner;
- xiii. Deploy the district level IRT at the incident site, in case of need;
- xiv. Ensure that effective communications are in place;
- xv. Ensure provision for personnel accountability and a safe operating environment;
- xvi. In case the situation deteriorate, the RO may assume the role of the IC and may seek support from the Union Territory Level RO
- xvii. Mobilize experts and consultants in the relevant fields to advise and assist as s/he may deem necessary;
- xviii. Procure exclusive or preferential use of amenities from any authority person;

4. INFORMATION & MEDIA OFFICER (IMO)

1. Responsible for preparing and releasing information about the incident to the media/agencies/persons/officers_ with the approval of incident Commander (IC)
2. Ask for additional personnel support depending on scale of incidents.
3. Obtain information from all agencies including Media regarding the incident that may be useful to incident planning;
4. Maintain, display and keep updating incident status; assigned/available/out of service of resource, personnel etc. and keep the IC informed with the information;
5. Organize IAP meetings as and when required;
6. Coordinate with IMD to collect weather information and pass it to all concerned;
7. Perform such other duties as instructed by IC; and
8. Maintain records of various activities performed.

5 LIASON OFFICER(LO)

1. Maintain a list of assisting and cooperating line department/agencies (CBOs, NGOs, etc.) and their representatives at various affected sites;
2. Carry out liaison with all involved agencies and line departments of government;
3. Monitor incident operations to identify current or potential inter-organizational problems;
4. Participate in planning meeting, & provide current information regarding involvement and activities of various line departments of government and other agencies;
5. Collect relevant resources information and pass it to IC and other section Chiefs;
6. Ask for personnel support if required;
7. Keep the IC informed about arrivals of all the government and non-government agencies;
8. Arrange and ensure a concluding briefing session of all governmental and non governmental agencies with the IC;
9. Perform such other duties as instructed by IC; and
10. Maintain records of various activities performed.

6 SAFETY OFFICER (SO)

1. Recommend measure for assuring responders' Safety, and to assess or anticipate hazardous and unsafe situations;
2. Give general advice/guidelines for safety of affected population in consultation with IC/OSC;
3. Ask for assistants and assign responsibilities as required;
4. Participate in planning meetings for preparation of IAP;
5. Review the IAP for safety implications;
6. Exercise authority to stop or prevent unsafe acts and communicate such exercise of authority to the IC;
7. Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities.;
8. Review and approve the Site Safety Plan, as and when required;
9. Perform such other duties as instructed by incident Commander (IC); and
10. Maintain records of various activities performed.

7 OPERATIONS SECTION CHIEF (OSC)

1. Coordinate with the activated Section Chiefs;
2. Responsible for management of all field operations directly applicable to the accomplishment of the incident objectives.
3. Ensure the overall safety of personnel involved in the operation section and the affected community;
4. Deploy, activate, expand and supervise organizational elements; branch, division, group, etc.; in his / her section in consultation with IC and in accordance with the IAP;
5. Assign appropriate personnel keeping in mind their capabilities for the task;
6. If required, request IC for providing a Deputy OSC for assistance;
7. Brief the personnel in Operations Section at the beginning of each operational period ;
8. Ensure information sharing, coordination and cooperation between various branches of his/ her section;
9. Prepare section operational plan keeping IAP in mind;
10. Suggest expedient changes in the IAP to the IC;
11. Consult the IC from time – to – time and keep him/her fully briefed;
12. Determine need for additional resources and place demand accordingly and ensure its arrival; s/he shall keep the planning section informed of the resource status;
13. Perform such other duties as instructed by RO / IC; and
14. Maintain Unit Log.

8 STAGING AREA MANAGER

1. Establish Staging Area with proper layout;
2. Determine any support needs for feeding, sanitation, and security etc of his team and the receipted resources;
3. Report all receipts and dispatch to OSC and maintain their record;
4. Responsible for managing all activities of the Staging Area;
5. Establish Check-in function as appropriate;
6. Request maintenance service for equipments at Staging Area as needed;
7. Ensure that communication is established with the incident Command Post (ICP) and other required locations e.g. different staging area, base camp etc;
8. Maintain and provide resource status to Planning Section and Logistic Section;
9. Maintain Staging Area in orderly condition and ensure that there is no obstruction to the in-coming and outgoing vehicles / resources etc;
10. Demobilize Staging Area in accordance with Incident Demobilization Plan (IDP); and
11. Perform such other duties as instructed by OSC;

9 BRANCH DIRECTOR-RESCUE & RELIEF(BD-RR)

1. Rescue & Relief Branch Director shall work under the supervision of the Operations Section Chief and is responsible for the implementation of IAP as per the assigned role;
2. Attend planning meetings as required by the Operations Section Chief ;
3. Review Assignment Lists for Divisions or Groups under his/her Branch;
4. Assign specific tasks to Divisions and Groups Supervisors;

5. Supervise Branch Functions;
6. Resolve problems reported by subordinated;
7. Report to Operations Section Chief regarding:
 - Modification required if any, in the IAP;
 - Need for additional resources;
 - Availability of surplus resources; and
 - When hazardous situations or significant events occur, etc.
8. Provide strike team, task force and single resource support to various activated tactical operational areas;
9. Ensure that all team leaders maintain record of all important activities relating to their field operations;
10. Perform such other duties as instructed by OSC; and
11. Maintain record of various activities performed.

10 DIVISION AND GROUP SUPERVISORS

1. Responsible for the implementation of the division/group assignment list;
2. Responsible for the assignment of resources within the Division or Groups under him;
3. Report on the progress of operations, and the status of resources within the Division or Group;
4. Circulate organizational / divisional assignment list to the leaders of the group, strike Team Task Force;
5. Review assignment and incident activities with subordinates and assign tasks as per situation;
6. Coordinate activities with adjacent Divisions or Groups;
7. Submit situation and resources status to BD and OSC;
8. Report hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather condition, etc) to OSC and BD or immediate supervisor;
9. Resolve problems within the Division or Groups;
10. Participate in the Development of plans for next operational period; and
11. Perform such other duties as instructed by OSC.

11 STRIKE TEAM OR TASK, FORCE LEADER

1. Review assignments with members of his/her team;
2. Report work progress;
3. Coordinate activities with adjacent strike teams, task forces and single resources if assigned;
4. Establish and ensure communication;
5. Perform such other duties as instructed; and
6. Maintain record of various activities.

12. SINGLE RESOURCE LEADER

1. Obtain necessary equipments/supplies;
2. Assess local weather/environmental conditions in job assignment area and inform the in-charge;

- 3 keep in contact with his / her supervisor;
- 4 Perform such other duties as instructed by his / her supervisor.

13. TRANSPORT BRANCH DIRECTOR(TBD)

- 1 Activate and manage different operations groups; Road, Ship and Air;
- 2 Coordinate with the Logistic Section (LS) for required resources, and activate groups of his / her branch;
- 3 Coordinate with Shipping, Transport Department and Airport Authority for support as per requirement;
- 4 Provide ground support to the Air operations and ensure appropriate security arrangements;
- 5 Provide Road transportation support to the Ship and Air group as required;
- 6 Ensure safety of all personnel of his branch involved in the response activities;
- 7 Report progress of the transportation to the OSC / IC;
- 8 Prepare transportation plan as per Incident Action Plan (IAP);
- 9 Determine need for additional resources and place demand accordingly in advance;
- 10 Resolve problems of his / her branch;
- 11 Ensure that status of hired resources is maintained and are released timely when their need ends;
- 12 Maintain record of all performed activities; and
- 13 Perform such other duties as instructed by IC / OSC;

14. GROUP SUPERVISOR (ROAD OPERATION)

- 1 Ensure transportation of resources by road to the affected site;
- 2 Ask for personal support, if required;
- 3 Attend planning meeting on the direction of operation section chief;
- 4 Determine coordination procedures with various destinations per IAP;
- 5 Ensure proper parking locations;
- 6 Resolve conflicts of the group, if any;
- 7 Update Road operation plans if required and intimate to the higher authority;
- 8 In case of accidents, inform the TBD, the local police and provide assistance in investigation, if required;
- 9 Ensure that mechanics are available for repair of vehicles and keep them on road. Also ensure adequate availabilities of POL;
- 10 Maintain Unit Log (See annexure – 5) of all important activities relating to number of vehicle deployed, source of vehicles; govt. and private, location where vehicles are deployed with resource details, they are carrying, etc.;
- 11 Support and coordinate the activated rail operations group, water operations group and air operations group as per requirements; and
- 12 Perform such other duties as instructed by Operation Section Chief (OSC) / Transportation branch Director (TBD);

15. VEHICLE COORDINATOR

- 1 The Coordinator - Vehicle Operations is primarily responsible for coordinating the road transport needs;
- 2 Survey assigned incident area to determine situation and other potential problems

- in the context of transportation;
- 3 Ask for Assistant Coordinator- Vehicle Operations depending on the magnitude and requirement;
- 4 Coordinate with Staging Area (s) Manager (SAM) for smooth transportation resources;
- 5 Receive assignments, brief drivers, assign missions, supervise vehicle movement and attend to the vehicle maintenance and repair needs;
- 6 monitor activities of all assigned vehicle and keep the higher authorities informed;
- 7 Report incidents or accidents that occur in road operation to Transportation Branch Director (TBD);
- 8 Maintain record of supply of resources to different locations, vehicle movements;
- 9 Request security for transportation of relief material if required;
- 10 Maintain coordination with loading and unloading points;

16 LOADING/UN-LOADING IN-CHARGE (Air/Ship/Road)

- 1. The Loading / Un-loading-in-charge shall work under the Coordinator
- 2. Responsible for the safe operations of loading / un-loading activities;
- 3. Obtain Operation summary from the group supervisor;
- 4. Ensure proper organizing in loading areas;
- 5. Supervise loading and unloading crews and collect equipments if required;
- 6. Time to Time inform coordinator about the progress of loading / unloading activities;
- 7. Prepare a loading / Un-loading plan with detail of where resources and destination;
- 8. Maintain record of performed activities ; and
- 9. Perform such other duties as instructed by Supervisor (Road, Rail, Water and Air).

17 GROUP SUPERVISOR(SHIPPING OPERATION)

- 1. The Coordinator – Shipping Operation is primarily responsible for coordinating all activities relating to transportation of resources by ship / motor boats / country boats etc.);
- 2. Survey assigned incident area to determine situation and other potential problems;
- 3. Coordinate with Staging Area Manager (SAM) for smooth transportation of relief materials in case so required;
- 4. Receive assignments, and supervise shipping movement activities;
- 5. Monitor continuously all shipping movement for their safety;
- 6. Ensure proper communication with ships deployed in rescue & relief;
- 7. Keep records of supplies to different locations, records of ship movements etc;
- 8. Report incidents or accidents that may occur in ship operation to Transportation Branch Director (TBD); and other designated authorities;
- 9. Assess requirements of POL etc for shipping operation and ensure their availability;
- 10. Maintain liaison with road operations; and
- 11. Perform such other duties as instructed by TBD / OSC.

18 SHIP COORDINATOR

1. The Coordinator – Ship Operation is primarily responsible for coordinating all activities relating to transportation of resources by ships / motor boats / country boats etc.);
2. Survey assigned incident area to determine situation and other potential problems;
3. Coordinate with Staging Area Manager (SAM) for smooth transportation of relief materials in case so required;
4. Receive assignments, and supervise shipping movement activities;
5. Monitor continuously all shipping for their safety;
6. Ensure proper communication with ships deployed in rescue & relief;
7. Keep records of supplies to different locations, records of ship movements etc.;
8. Report incidents or accidents that may occur in shipping operations to Transportation Branch Director (TBD); and other designated authorities;
9. Assess requirements of POL etc for shipping operation and ensure their availability;
10. Maintain liaison with road operations; and
11. Perform such other duties as instructed by TBD / OSC.

19 NODAL OFFICER (AIR OPERATION)

1. Primarily responsible for the coordination with Various authorities for air operations;
2. 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 quickly as possible;
3. Inform the IC / OSC about the air movement / landing schedule in their respective areas;
4. Ensure that relevant Maps of the incident locations are available with all agencies involved in the air operations. This is absolutely necessary to give the correct coordinates etc, of the location where Air support is required;
5. Determine the suitability of helipad / helibase in coordination with the air force authorities and the Union Territory authorities;
6. Maintain communication with Traffic Control and the ground support regarding the air movement and other related activities;
7. Assist the Incident Commander and the Logistic Section Chief in the procurement of required ATF, etc;
8. Report on Air Operations activities to the Ro; and
9. Perform such other duties as assigned by Ro.

20. GROUP SUPERVISOR (AIR OPERATION)

1. The Supervisor – Air Operation is primarily responsible for providing ground support to Air Operations as per the IAP;
2. Report to the TBD the progress of air operations are available at the concerned with the Nodal Officer, IC, OSC and TBD;
3. Ensure resources / supplies required for the Air Operations are available at the concerned locations;
4. Keep appropriate Maps in order to provide correct coordinates to the pilots and other concerned in the Air Operations;

5. Ask for personnel support, if required;
6. Ensure re-fueling facilities are available at the landing and take off locations;
7. Ensure that Helibase and Helipad locations are identified and approved by the appropriate authority;
8. Determine need for assignment of personnel and equipment at each Helibase and Helipad;
9. Ensure identification and marking of Helibase and Helipad;
10. Ensure that communication system is in the place for required communication;
11. Update landing and take off schedule of aircrafts / helicopters as informed by nodal officer;
12. Ensure preparation of the load manifest for proper loading / emplaning;
13. Ensure that proper packaging and weighing facilities are in place and used for loading of relief materials;
14. Ensure aircraft rescue firefighting service for Heli bases and Helipad security proper light, smoke candles, weighing facilities, wind direction socks, etc, are in place;
15. Ensure that Unit Log is maintained; and
16. Perform such other duties as directed by Transportation branch Director (TBD)

21. HELIBASE/HELIPADE-IN-CHARGE

1. Primarily responsible for all ground support requirement for helicopters at the location;
2. Keep appropriate Maps in order to provide correct coordinates to the pilots;
3. Survey the helibase / helipad area to determine situation, aircraft hazards and other potential problems;
4. Coordinate with the ground supervisor for helicopter operation;
5. Determine and implement ground / air safety requirements and procedures;
6. Maintain continuous observation of the assigned helibase / helipad and inform the group supervisor of any unusual happening of hazards that may affect the air operations;
7. Ensure that all personnel deployed at the helibase and Helipad are aware of the safety requirement;
8. Establish ground communication facilities;
9. Notify supervisor immediately of any delay in helicopter schedule;
10. Ensure aircraft rescue firefighting service for Helibases and Helipad, and light, smoke candle, weighing facilities, wind direction socks, etc, are in place and properly working;
11. Ensure proper rest and refreshment and water & sanitation for air crews;
12. Ensure dust abatement procedures are implemented at Helibase / Helipad;
13. Inform the supervisor about the mission completion;
14. Report to the Group Supervisor; and
15. Perform such other duties as assigned by the group supervisor;

22. PLANNING SECTION CHIEF (PSC)

1. Coordinate with the activated Section Chiefs;
2. Ensure collection , evaluation , and dissemination of information about the incident;

3. Responsible for preparation of the IAP.
4. Responsible for ; a) Assessing the current situation, b) Predicting probable course of incident and c) preparing alternative strategies for the operation and control of the incident through incident Action Plan (IAP)
5. Coordination with activated sections of IRT (s) for further planning and preparation of IAP;
6. Utilize IT solution for Pro-active planning , GIS for decision support modeling capabilities for assessing and predicting causalities and for comprehensive response management;
7. Plan to activate and de-activate IRS organizational positions as appropriate in consultation with IC and OSC;
8. Determine need for any specialized resources in support of the incident management;
9. Collect information as necessary on technical matters such as weather, environment, toxicity, etc., from the concerned department/ agencies and keep IC and OSC informed;
10. Provide periodic predictions on incident potential;
11. Report to incident commander (IC) of any significant changes that take place in the incident status;
12. Compile and display incident status information at the incident command post (ICP);
13. Oversee Preparation and implementation of incident Demobilization Plan;
14. Incorporate plans regarding Traffic, Medical ,Communication , and site safety into the IAP;
15. Perform such other duties as directed by IC; and Maintain Unit Log.

23. RESOURCE UNIT LEADER (RUL)

1. Responsible for maintaining the status of all assigned resources (Primary and support) at an incident site. This may be achieved by over seeing the check – in of all resources, maintaining a status –keeping system indicating current location and status of all resources and display them in ICP.
2. The resource Unit leader should have a complete inventory of all resources available. S/he shall also have information about availability of all required resources at other location and prepare plan for their mobilization , if required;
3. Ensure and establish check – in function at various incident locations;
4. The Resources Unit Leader must update the PSC /IC about the status of resources arrived, and dispatched from time to time
5. Coordinate with the various activated Branches /Divisions /Groups of Operation Section for status /Utilization of allotted resources;
6. Ensure quick and proper Utilization of perishable resources;
7. Perform such other duties as directed by planning section chief (PSC) ; and
8. Maintain records of various activities performed.

24. CHECK-IN/STATUS RECORDER

1. Report to the Resources Unit Leader
2. Ensure that al resources to an incident are accounted for at each check –in point;
3. To function properly, obtain Required work ,materials, including check –in Lists Resource status display boards, etc.;

4. Establish communication With the communication Centre and Ground support Unit of Logistic Section;
5. Ensure display of signboard So that arriving resources can easily find check- in location (s);
6. Record check –in information on check - in lists as per the Format;
7. Transmit check –in information to Resources Unit on regular prearranged schedule or as needed;
8. Forward completed Check –in Lists to the Resources Unit;
9. Perform such other duties as directed by planning Section Chief (PSC);and
10. Maintain records of various activities performed.

25. SITUATION UNIT LEADER (SUL)

1. Responsible for Collection, Processing and organizing all incident information as soon as possible for analysis;
2. Prepare future projections of Incident growth, maps of affected site;
3. Prepare situation and resource status and disseminate on as required basis;
4. Prepare periodic predictions of situation and keep the PSC /IC informed;
5. Provide photographic Services and maps to responders, if required;
6. Attend IAP Meeting with required information /data/ documents , survey of India maps etc; and
7. Maintain records of various Activities performed.

26. DISPLAY PROCESSOR (DP)

1. Responsible for the display of incident status obtained from field observers / strike Team /Task Force , resource status reports, aerial and photographs and other data from technical sources;
2. Ensure timely completion of display Chart;
3. Obtain necessary equipment and stationary;
4. Assist in analyzing and evaluating field reports;
5. Reports to the situation Unit Leader ;and
6. Maintain records of various activities performed.

27. FIELD OBSERVER (FO)

1. Report immediately any condition observed which may cause danger and safety hazard to personnel and affected community. This should include determining local weather conditions also;
2. Gather intelligence that shall lead to accurate predictions;
3. Report to situation Unit; and
4. Maintain records or various activities performed.

28. DOCUMENTATION UNIT LEADER (DUL)

1. Ensure that all the required forms and stationery are procured and issued to all the activated sections, branches, division, groups and Units;
2. Responsible for accurate compilation of all information and reports related to the incident;
3. Review / Scrutinize records / various IRS forms for accuracy and completeness;
4. Inform appropriate Units of errors or omissions in their documentation and

- ensure that errors and omission are rectified;
- 5. Store files properly for Post- incident analysis and report;
- 6. Perform such other duties as directed by PSC ; and
- 7. Maintain records of various activities performed.

29. DEMOBILIZATION UNIT LEADER (DEMOB-UL)

- 1. Prepare demobilization Plan;
- 2. Instruct all line departments/ NGOs involved in the emergency operation for submission of their de-mobilization plan;
- 3. Coordinate with Operations section for collection of information on demobilization of various activated divisions /branches/ staging area, Camps, resources, etc;
- 4. Identify surplus resources and send tentative demobilization plan in consultation with PSC and give priority to their demobilization;
- 5. Develop incident Check-out functions for all Units in consultation with the line departments / and other stake holders involved;
- 6. Plan for logistic and transportation support for demobilization in consultation with logistic Section;
- 7. Disseminate demobilization plan at the appropriate time to various stakeholders involved in the response activities;
- 8. Ensure that all Sections /Unit/Teams/resource understand their specific demobilization responsibilities and avail demobilization facilities;
- 9. Arrange for proper supervision and execution of the incident Demobilization plan;
- 10. Brief Planning Section Chief (PSC) on the demobilization progress;
- 11. Request the Planning section Chief (PSC) for additional human resources. If required;
- 12. Perform such other duties as assigned by Planning Section Chief (PSC) ; and
- 13. Maintain records of various activities Performed.

30 TECHNICAL SPECIALISTS (TS)

- 1. The technical specialist (s) shall provide technical support to the response management. A data base of Technical Support (TS) shall be prepared in advance at the District, Union Territory, Metropolitan City and Union Territory levels and incorporation in their Disaster Management Plan.

31. LOGISTICS SECTION CHIEF (LSC)

- 1. Coordinate with the activated Section Chiefs;
- 2. Responsible for providing logistic and financial support to all response effort ;
- 3. Participate in development and implementation of the incident Action Plan (IAP);
- 4. Keep RO/ IC informed on related financial issues;
- 5. Request for sanction of imprest Fund.
- 6. Supervise the activated Units;
- 7. Responsible for the safety of the personnel of the section;
- 8. Assign work locations and preliminary work tasks to section personnel;
- 9. Ensure that plan is developed to meet the logistic requirement of the IAP with

- the help of Comprehensive Resource Management System;
- 10. Brief Branch Directors and Unit Leaders;
- 11. Anticipate over all logistic requirement of relief operations and prepare accordingly;
- 12. Constantly review the Communication Plan ,Medical Plan and Traffic Plan to meet the changing requirements of the situation;
- 13. Assess the requirement of additional resource and take step for their procurement in consultation in the RO/IC;
- 14. Provide logistic support for the demobilization Plan as approved by the IC;
- 15. Ensure release of Unit resources in conformity with Demobilization Plan;
- 16. Ensure that the hiring of the requisitioned resources is properly documented and paid by the finance branch;
- 17. Perform such other duties as instructed by RO /IC;and
- 18. Maintain Unit Log.

32. SERVICE BRANCH DIRECTOR (SBD)

- 1. Work under the supervision of Logistic Section Chief (LSC), and is responsible for the management of all required service support for the incident management.
- 2. Manage and supervise various Units of the branch : 1) Communication Unit, 2) Medical Unit,3) Food Unit and 4) any other Unit activated;
- 3. Discuss with activated Unit leaders the material and resources required and procure the same through LS;
- 4. Ensure proper dispatch of personnel /teams / resources etc;
- 5. Prepare assignment list for the Service Branch;
- 6. Coordinate the movement and deployment of the various services Units with the operation section;
- 7. Keep the Logistic Section Chief (LSC) informed about the progress of service branch from time –to time;
- 8. Resolve Service Branch Problems ,if any;
- 9. Perform such other duties as directed by incident Commander (IC) /LSC; and
- 10. Maintain Unit Log.

33. COMMUNICATION UNIT LEADER (CUL)

- 1. Communication Unit Leader shall work under the direction of the service Branch Director;
- 2. Responsible for providing Communication facility as and when required;
- 3. Ensure that all communication equipment available is in working conditions and the network is functional;
- 4. Supervise Communications Unit activities;
- 5. Maintain records of all Communication equipment deployed in the field;
- 6. Recover equipment provided by Communication Unit after the incident is over – II should be properly linked with demobilization Plan;
- 7. Ensure setting up of a message Centre to receive and transmit radio telephone and other messages from various activated sections, branches; Units and from higher authority and maintain record of it;
- 8. In case of Possible failure of a communication network ,prepare a back up plan and execute alternative communication network;
- 9. Ask for and ensure adequate staffing support;
- 10. Ensure that the communication plan is supporting the IAP;

11. Demobilize Communications Center in accordance with incident Demobilization Plan ;and
12. Maintain records of various performed duties.

34. MEDICAL UNIT LEADER (MUL)

1. The Medical Unit Leader shall work under the direction of the service Branch;
2. Responsible for ; a) Development of the Medical Plan and procurement of required resource as per IAP , b) providing medical aid and transportation for victims, and maintaining the record of the same.
3. Respond to request for medical aid, transportation , and medical supplies of Operations Section;
4. Ask for more human resources, as and when required to meet the incident objectives;
5. Mobilize medical personnel as per request of Rescue & Relief Service Branch Director (RRS –BD) for field level support and ensure that they are in the field;
6. Maintain records of various performed duties and if directed submit report

35. FOOD UNIT LEADER (FUL)

1. The Food Unit Leader shall work under the direction of the Service Branch Director;
2. Responsible for supplying food to ; a) personnel of IRT (s) like ICP ,camps, Base, Staging Areas, etc., b) Victims at the temporary shelters / relief Camps as directed by OSC /LSC;
3. Determine food and drinking water requirement and take steps for their procurement;
4. Supply resources to various activated sections /Branches / Units / groups of IRT as approved by the service Branch Director (SBD);
5. Maintain an inventory of receipt and dispatch of resources;
6. Supervise the unit activities;
7. Perform such other duties as directed by Logistic Section Chief (LSC / Service Branch Director SBD ; and
8. Maintain record of various performed duties.

36. SUPPORT BRANCH DIRECTOR (SUP.BD)

1. Work under the supervision of LSC, and supervise the function of : a) supply Unit, b) facility Unit and c) Ground Support Unit;
2. Procure and dispatch required tactical material and resources for operations with the concurrence of the Section Chief.
3. Participate in Planning meeting of the Logistics Section;
4. Ensure that assignment list is prepared and circulated to respective Units under Him /her;
5. Coordinate various activities of support branch;
6. Keep the Logistic Section Chief (LSC) informed about work progress;
7. Resolve problems within his /her Units, if any;
8. Perform such other duties as directed by LSC ;and
9. Maintain record of various performed duties.

37. SUPPLY UNIT LEADER (SUP.UL)

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A&N Administration*

1. Work under the supervision of support Branch Director (Sup.BD);
2. Responsible for;
 - a) Organizing movement of personnel, equipment and supplies.
 - b) Receiving , and storing safely all supplies required for the incident response.
 - c) Maintain inventory of supplies and equipment ;, and
 - d) Organize repair and servicing of non- expenditure supplies and equipment;
3. Participate in Planning meeting of LS;
4. Monitor the kind, type and quantity of supplies;
5. Receiver and respond to requests for personnel , supplies, and equipment from the activated sections /Branches /Units /Groups of the IRS organization;
6. Ask for human resources for assistance , if needed .These assistants may be deployed for different functional activities such as; i) Resources Ordering ii) Resources receiving and iii) Tool and equipment specialist.

38. TOOL AND EQUIPMENT SPECIALIST

1. Report to supply Unit Leader;
2. Responsible for service and repair of all tools & equipments and keep the supply Unit leader informed;
3. Perform such other duties as directed by Sup.UL;and
4. Maintain records of various activities performed.

39. FACILITIES UNIT LEADER (FAC.UL)

1. Primarily responsible or ; a) The layout and activation of incident facilities, e.g., Base, Camp (s), incident Command Post, etc.) Arrange /Provide basic amenities for the responder;
2. Report to the support Branch Director;
3. Locate the different facilities as per IAP;
4. Participate in Planning meeting of the section;
5. Prepare list for each facilities' and its requirements in coordination with the LSC;
6. Ask for human support to monitor and manage facilities at Base /Camp etc ;
7. Perform such other duties as directed by Sup.BD;and
8. Maintain record of various activities performed.

40. GROUND SUPPORT UNIT LEADER (GSUL)

1. Work under the supervision of Support Branch Director (Sup.BD);
2. Provide transportation services for field operations;
3. In case Air Operations are activated ,organize and provide required ground support;
4. Provide maintenance and repair service to all the vehicles and related equipment being used for incident management as per proper procedure and keep the concerned line department informed through the Branch Director / Logistic Section Chief;
5. Development and implementation of the incident Traffic Plan;
6. Inform Resources Unit about the availability / serviceability of all vehicles and equipment;
7. Arrange for and activate fueling requirements in consultation with service Branch Director;

8. Maintain inventory of resources;
9. Ensure safety measures within jurisdiction;
10. Perform such other duties as directed by Support Branch Director (Sup.BD); and
11. Maintain record of various activities performed.

41. FINANCE BRANCH DIRECTOR (FBD)

1. The Branch Director shall work under the logistic section Chief;
2. Attend Planning Meeting;
3. In accordance with IAP Prepare list of resources to be procured / outsourced, obtain orders of competent authority as per financial rules and take steps for their procurement without procedural delay;
4. Ensure that time records of hired equipments , personnel and their services are accurately computer as per government norms for payment.
5. Examine / Scrutinize cost involved in the demobilization Plan and keep the LSC informed;
6. Ensure that all obligation documents initiated at the incident are properly prepared , verified , completed and signed by appropriate authority;
7. Brief LSC on all incident –related financial issues needing attention or follw-up;
8. Perform such other duties as instructed by LSC / IC ;and
9. Maintain records of various activities performed.

42. TIME UNIT LEADER (TUL)

1. The time Unit Leader (TUL) is responsible for time recording of hired equipment and personnel;
2. Ensure that daily personnel and equipment time recording documents are prepared in compliance with government norms;
3. Maintain separate logs for overtime hours, where ever applicable and ensure hired equipment is Utilized judiciously;
4. Ensure that al record are correct and complete prior to demobilization;
5. Brief Finance Branch Director on current problems and recommendations on outstanding issues, and follow –up required.
6. Maintain records of various activities preformed; and
7. Ask for support of human resources for assistances;

43. PROCUREMENT UNIT LEADER (PUL)

1. Responsible for administering all financial matters pertaining to vendor contracts;
2. Review incident heeds and any special procedures with Finance Branch Director(FBD) ,as needed;
3. Prepare a list of vendors from whom procurement may need to be done and follow proper procedure;
4. Ensure al procurements ordered are delivered in time.
5. Resolve disputes within delegated authority;
6. Coordinate use of impress funds as required with the Finance Branch Director (FBD);
7. Complete final processing of al bills arising out of the response management and send documents for payment with approval of IC /LCS and Finance Branch Director (FBD);

8. Brief Finance Branch Director (FBD) on current problems with recommendations on outstanding issues, and follow –up requirements; and
9. Maintain records of various activities performed.

44. COMPENSATIONS/CLAIMS UNIT LEADER (COM./CUL)

1. As per DM Act 2005, section 65, 66 provisions for payment of compensation has been made. Compensation has to be paid for requisitioning any premises, services, resources and vehicles for the purpose of disaster response and rescue operations etc.
2. The government may also decide to make ex-gratia payments depending upon the magnitude and the destruction/loss. There are some bench marks for quantifying the level of loss in different scenario like flood, drought, etc.
3. The IC shall activate the compensation claims unit to compile the figures for loss of life, property etc., and prepare all relevant documents for requisition of premises, services, resources and vehicles so that correct and proper payments may be made for such claims .This facilitate release of payments as per Union Territory government procedure and policy.
4. Coordinate with the Planning section and operations section for collection of information on loss of life property etc;
5. Prepare a list of requisitioned premises, services ,resources and vehicles ,etc.The correct date and time of such requisition should also be maintained;
6. Follow appropriate procedures for preparation of claims and compensation;
7. If required ask for additional human resource; and
8. Maintain records of various activities performed

45. COST UNIT LEADER (CUL)

1. The cost Unit Leader is responsible for collecting all cost data, Performing cost effectiveness analysis , and providing cost estimates and cost saving recommendations for the incident;
2. Collect and record al cost data;
3. Develop incident cost summaries in consultation with Finance Branch Director;
4. Prepare resources –Use cost estimate for the Planning Section;
5. Make Cost- saving recommendations to the Finance Branch Director;
6. Complete al records prior to demobilization ;and
7. Maintain record of various activities performed.

46. DIRECTOR SCIENCE & TECHNOLOGY (DST)

- 1 Hazard Zonation, Mapping. and a compliance regime and vulnerability analysis in multi hazard frame work
- 2 Use of GIS, remote sensing and GPS in DM Establishment of technological frame work to create an enabling regulating environment
- 3 Knowledge Management through Technical Specialists ,
- 4 Establish upgrade and modernize the forecasting and early warning systems and partnership with World Meteorological Organization , Pacific Warning System and other regional and global institutions

47. DIRECTOR SOCIAL WELFARE (DSW)

1. Welfare Task Force.
2. Welfare of Physically Challenged.
3. Welfare of Senior citizens.
4. Welfare of Orphans / Widows.

48. PRINCIPAL CHIEF CONSERVATOR OF FORESTS (PCCF)

1. S&T Inputs and Management of Shelters
2. Assessment of damage to Flora and fauna.
3. Assessment Of Damage To Minor Forest Produce

49. SECRETARY PORTBLAIR MUNICIPAL COUNCIL (SPBMC)

- 1 Setting up of temporary Relief camps .
- 2 Temporary Shelter Task Force.
- 3 Revision of Municipal Regulations and safe construction practices.
- 4 Corpse Disposal Unit.

50 CHIEF EXECUTIVE OFFICERS ZILA PARISHAD - (CEOZP)

- 1 Setting up of temporary Relief camps .
- 2 Temporary Shelter Task Force.
- 3 Revision of Building Regulations and safe construction practices.
- 4 Corpse Disposal Unit.

51. DIRECTOR OF INDUSTRIES (DI)

1. Livelihood Support and Capacity Building
2. Re-establishment of Micro & Small Enterprises
3. Assessment of losses and damages to industrial units

52. DIRECTOR OF EDUCATION (DE)

1. Disaster Management Education and Capacity Building in Schools

ROLE OF NGOs IN DISASTER PREPAREDNESS

The NGOs play an important role in different phases of disaster management and risk reduction, but very often the efforts of the NGOs do not succeed in achieving desired results due to lack of effective coordination with other stakeholder groups, especially government machinery, and among the NGOs themselves. The roles and responsibilities of different stakeholders and recognises the prime responsibility of the state to strengthen disaster preparedness. NGOs can assist in identifying the basic needs of people affected by disasters and ensure that these are met. The communities have to be centre-staged at the core of DRR and improved disaster preparedness processes. The role of the humanitarian agencies and NGOs is to complement the government effort in reaching out to the communities to be better prepared for responding to disasters. Within their own capacities and mandates, NGOs perform these roles in the interest of vulnerable communities as per the basic principles. The NGOs provide the opportunity to replicate and upscale such good practices and explore the possibility of interfacing with government's flagship programmes and schemes. The potential of utilising existing organisational networks like SHGs, youth groups, farmers groups, village health committees, village education committees, etc for creating greater public awareness on strengthening disaster preparedness at the local levels can be explored by NGOs very effectively. The NGOs can contribute immensely as facilitators to introduce the thematic expertise and good practices as well as results of action research, policy interventions and knowledge management in the implementation of government programmes through large social mobilisation exercises.

Annexure – XXIV***List of NGOs***

<i>Sl. No.</i>	<i>Name of the organization</i>	<i>Address</i>	<i>Contact No.</i>	<i>Name of the OiC & Designation</i>	<i>E-mail address</i>
1	WBVHA (West Bengal Voluntary Health Association)	132 J N Road, New Prem Nagar Colony, Port Blair	03192-237649 9474250250	Mr. Arup Chakraborty, Program Manager	chakraborty.arup0@gmail.com
2	ACANI (Association of Catholic Andaman & Nicobar Islands)	Prerna Deep, P. B. No. 466, Junglighat, Port Blair	03192-235904 9434264636	Fr. Johnson D' Cruz, Director	acaniandamans@yahoo.co.in
3	Prayas	Paniphath Road, Delanipur, Port Blair	03192-237742 9434286122	Mr. Sujit Thankachen, Senior Prog. Manager	prayasandaman@yahoo.com
4	Butterflies	NABARD Colony, Goal Ghar, Port Blair	9434266395	Mr. Samir Roy, Project Coordinator	unatnasb@yahoo.co.in
5	Unnati	MB-11, Foreshore Road, Haddo, Port Blair	03192-231691 9434283062	Mr. C. Mohammed, Chairman	unnatiandaman@yahoo.co.in
6	Yuvashakti	2nd Floor, Toor Niwas, RGT Road, Port Blair	03192-241607 9933290269	J. Mohanraamkumar President	yuvashakti-1146@yahoo.co.in
7	Mata Amrita Sree	106/2, C M Raj Building, JN Road, Delanipur	03192-238060 9476023805	Ms. Rajni Pavitran, Project Officer	amritasreepb@gmail.com
8	Disha	Ferrargunj, South Andaman	9932081432	Fr. Robert, Director	dishasurabi2010@gmail.com
9	VHAI - Aparajita	Shahid Bhavan, Minnie Bay, Port Blair			
10	Good Samaritan	Prothrapur, Port Blair	9474234137 9933296034	Dr. Ranjith, Administrator	premjitdhyc@yahoo.co.in
11	Shine India Foundation	Prothrapur, Port Blair	03192212314 9474212481	Mr. Rev. Moses Massey, Director	shineindiafoundation@yahoo.com
12	Arpan	Ograbranj, South Andaman	9434260427	Mr. Basir, Officer-in-Charge	arpanpb@gmail.com

13	Carnelian Social Upliftment Society	Rajkumari House, Old CCS, Junglighat	9933275851	Davidraju Gummadi, Officer-in-Charge	carneliansocialupliftment@gmail.com
14	Andaman People Voluntary Organization	Manglutan, South Andaman	9476009341	Mr. M. P. Vijay Ravindran, President	
15	Emmanuel Hospital Association	1st Floor, IOB Building, Delanipur, Port Blair	03192-242175 9434285011	Jacob Gwal, Project Manager	ashasagar@eha-health.org
16	Swabhimaan	Netaji Nagar, 11 km, Near FPDC Office, Hut Bay	9434274133	Mr. Pranab Das, Chief Executive	swabhimaanandaman@yahoo.com
17	CCD (Covenant Centre for Development)	Indra Nagar, Campbell Bay	9434289834	Ms. Maryma Scotlin, Project Manager	ccdnicobar@gmail.com
18	HCC (Hindustani Covenant Church)	Plot No. 12, Old Pahargaon, D/Gunj, Port Blair	03192-254564 9933240484	Ms. Christina Joes, Program Manager	christina_joice@hotmail.com
19	Pragati	1st Floor, Salma Agency, Rangat, M/Andaman	03192-231616 9474276916	R. Vijay Kumar, President	
20	Human Rights Law Network	Babu Lane, Behind New India Insurance Co., P/B	03192-230756 9434284803	Ms. Bhuneshwari Devi, Advocate	portblair.hrln@gmail.com
21	Human Rights Organization	Dairyfarm, Behind RCS Office, Port Blair	03192-212117 9434281215	Mr. S. Subramaniam, President	
22	TISS (Tata Institute of Social Science)	RGT Road, Opp. Municipal JE Office, Port Blair	9476046220	Mr. Tanmay Chatterjee, Asst. Professor	