

INTRODUCTION:

The Guidelines on the Incident Response System (IRS) are issued by the National Disaster Management Authority (NDMA) under Section 6 of the DM Act, 2005 for effective, efficient and comprehensive management of disasters in India. The vision is to minimize loss of life and property by strengthening and standardising the disaster response mechanism in the country.

Though India has been successfully managing disasters in the past, there are still a number of shortcomings which need to be addressed. The response today has to be far more comprehensive, effective, swift and well planned based on a well conceived response mechanism.

Realisation of certain shortcomings in our response system and a desire to address the critical gaps led the Government of India (GoI) to look at the world's best practices. The GoI found that the system evolved for fire-fighting in California is very comprehensive and thus decided to adopt Incident Command System (ICS).

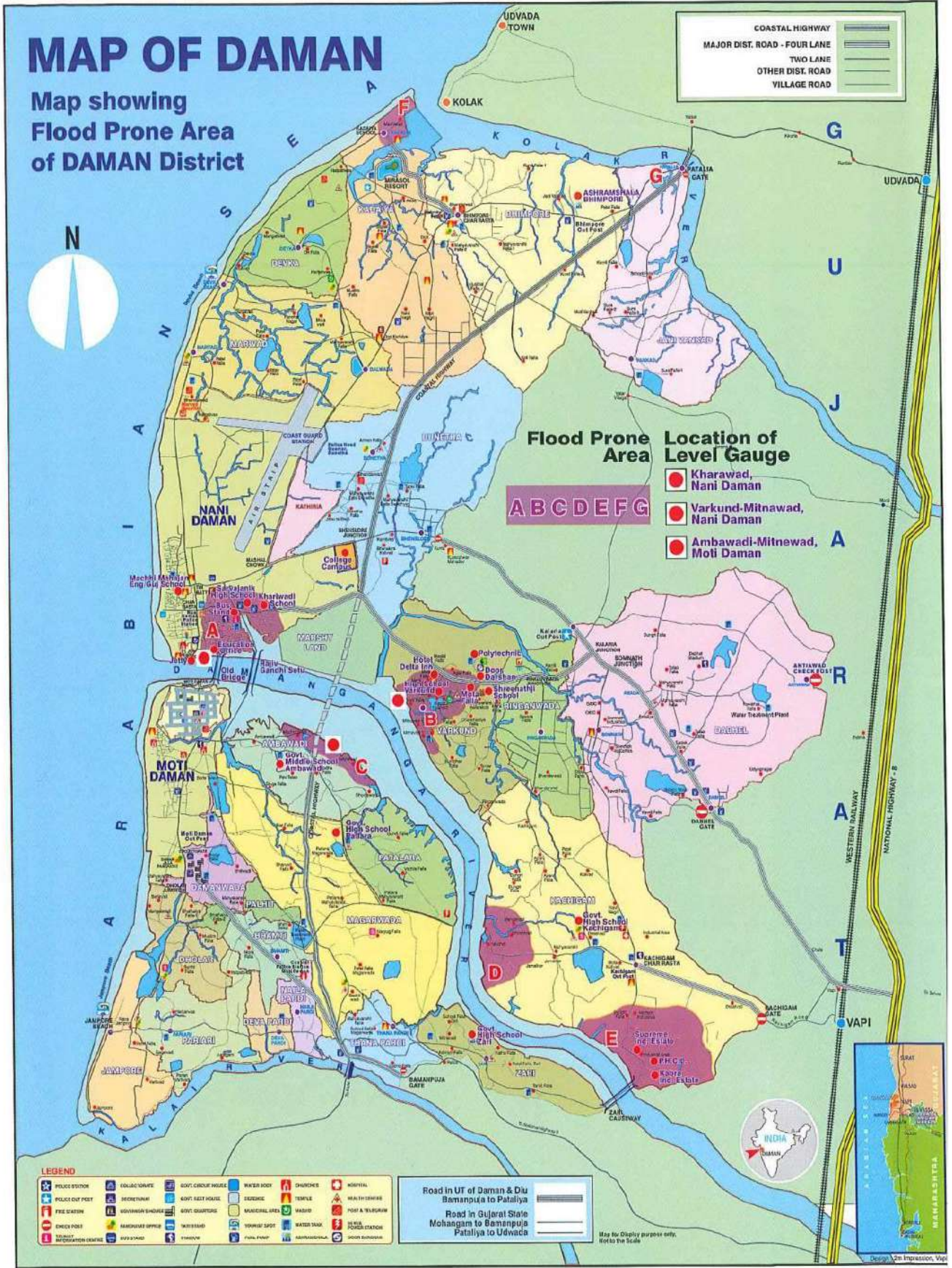
In view of the provisions of the DM Act, 2005, NDMA felt that authoritative Guidelines on the subject, with necessary modifications to suit the Indian administrative setup, were essential. To meet this need, a core group of experts was constituted and four regional consultation workshops were conducted. It was ensured that representatives of the State Governments and MHA participate and their views given due consideration. Training Institutes like the LBSNAA, NIDM and various RTIs / ATIs along with National core trainers also participated. The adaptation of ICS by other countries was also examined. The draft prepared was again sent to all States, UTs and their final comments were obtained and incorporated. A comprehensive set of Guidelines has thus been prepared and is called the **Incident Response System (IRS)**.

MAP OF DAMAN

Map showing
Flood Prone Area
of DAMAN District



COASTAL HIGHWAY	
MAJOR DIST. ROAD - FOUR LANE	
TWO LANE	
OTHER DIST. ROAD	
VILLAGE ROAD	



- Flood Prone Area**
- Location of Level Gauge**
- Kharwad, Nani Daman
 - Varkund-Mitnawad, Nani Daman
 - Ambawadi-Mitnawad, Moti Daman

LEGEND

Road in UT of Daman & Diu Bamanpura to Pataliya	
Road in Gujarat State Mehaganam to Bamanpura Pataliya to Udvada	

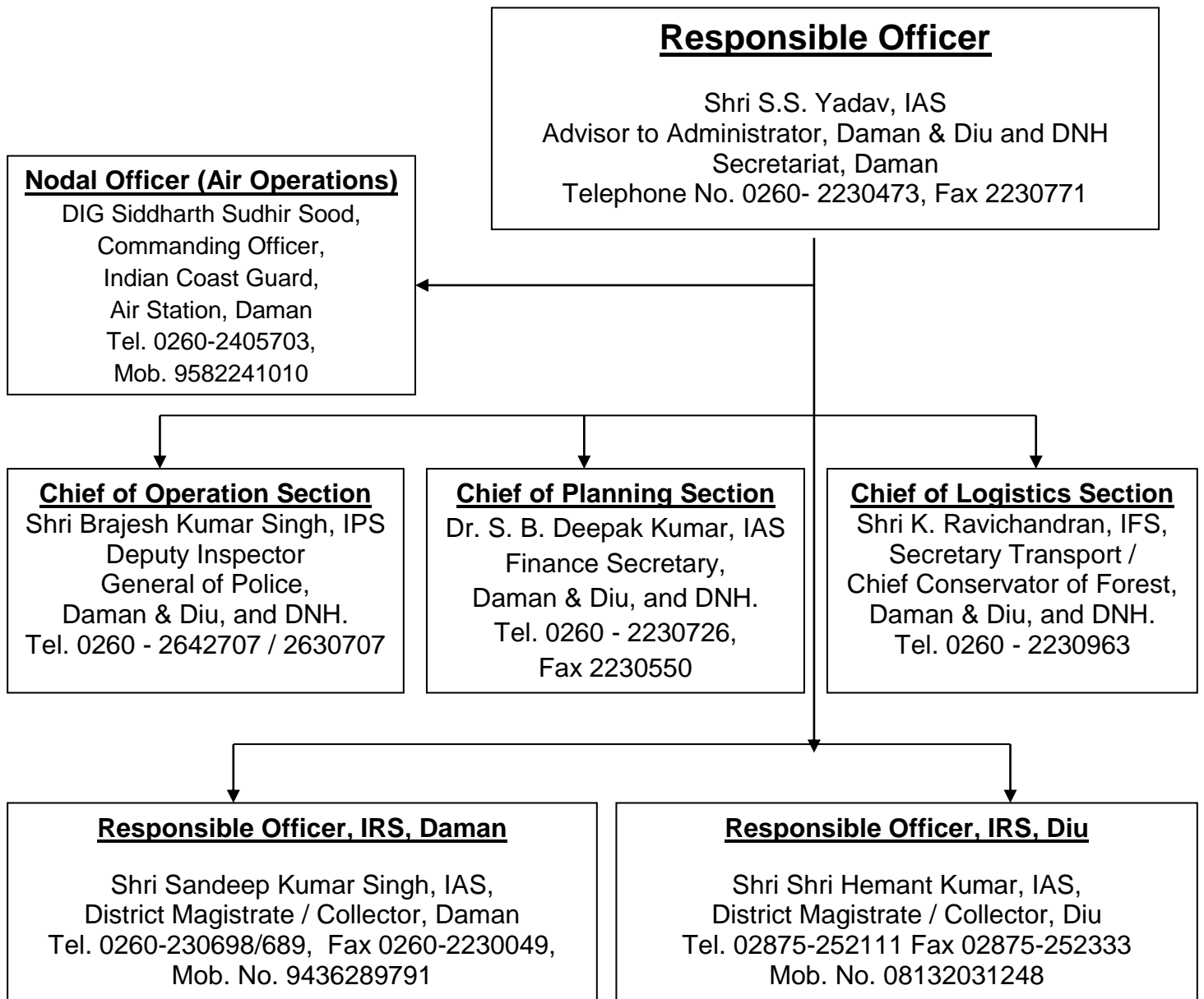
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INCIDENT RESPONSE SYSTEM

DAMAN & DIU

State Disaster Management Authority (SDMA)



Incident Response System

Definition:

The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during Disaster Management irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. The IRS identifies and designates officers to perform various duties and get them trained in their respective roles. If IRS is put in place and stakeholders trained and made aware of their roles, it will greatly help in reducing chaos and confusion during the response phase. Everyone will know what needs to be done, who will do it and who is in command, etc. IRS is a flexible system and all the Sections, Branches and Units need not be activated at the same time. Various Sections, Branches and Units need to be activated only as and when they are required.

IRS organization:

The IRS organisation functions through **Incident Response Teams (IRTs)** in the field. In line with our administrative structure and DM Act 2005, **Responsible Officers (ROs)** have been designated at the State / UT and District level as overall in charge of the incident response management. The RO may however delegate responsibilities to the **Incident Commander (IC)**, who in turn will manage the incident through **Incident Response Teams (IRTs)**. The IRTs will be pre-designated at all levels; State, District, Sub-Division, Village Panchayat and Village levels. On receipt of Early Warning, the RO will activate them. In case a disaster occurs without any warning, the local IRT will respond and contact RO for further support, if required. A **Nodal Officer (NO)** has to be designated for proper execution and coordination between the District, State and National level in activating air

support for response. Apart from the **Responsible Officers (ROs)** and **Nodal Officer (NO)**, the IRS has two main components:

a) Command Staff

b) General Staff

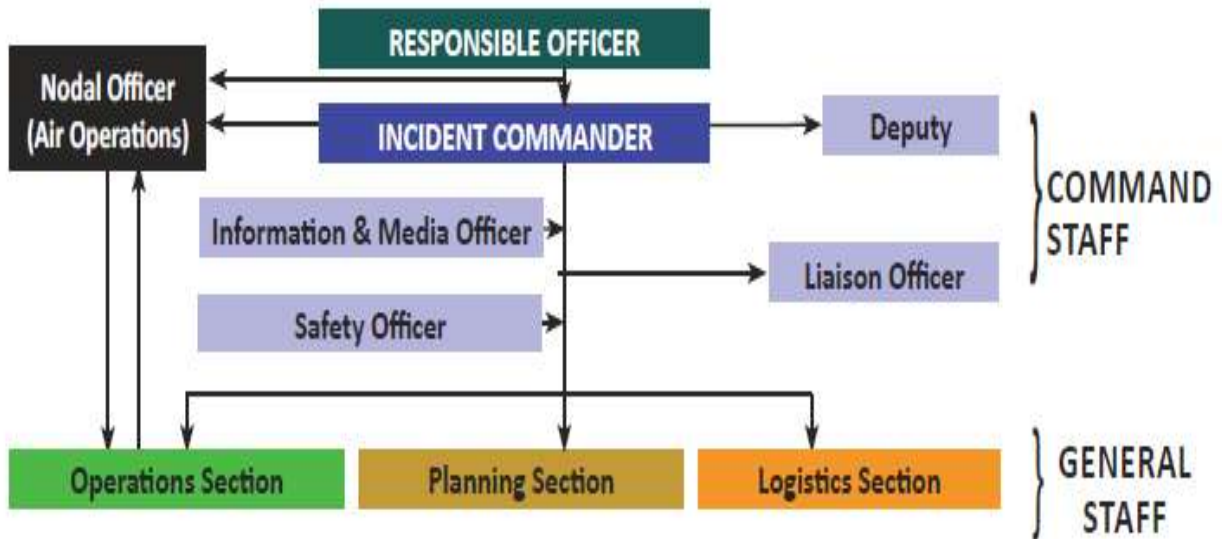


Figure-1

Command Staff

The Command Staff consists of **Incident Commander (IC)**, **Information & Media Officer (IMO)**, **Safety Officer (SO)** and **Liaison Officer (LO)**. They report directly to the **Incident Commander (IC)** and may have assistants. The Command Staff may or may not have supporting organisations under them. The main function of the Command Staff is to assist the IC in the discharge of his functions.

General Staff

The General Staff has three components which are as follows;

Operations Section (OS)

The OS is responsible for directing the required tactical actions to meet incident objectives. Management of disaster may not immediately require activation of Branch, Division and Group. Expansion of the OS depends on the enormity of the situation and number of different types and kinds of functional Groups required in the response management.

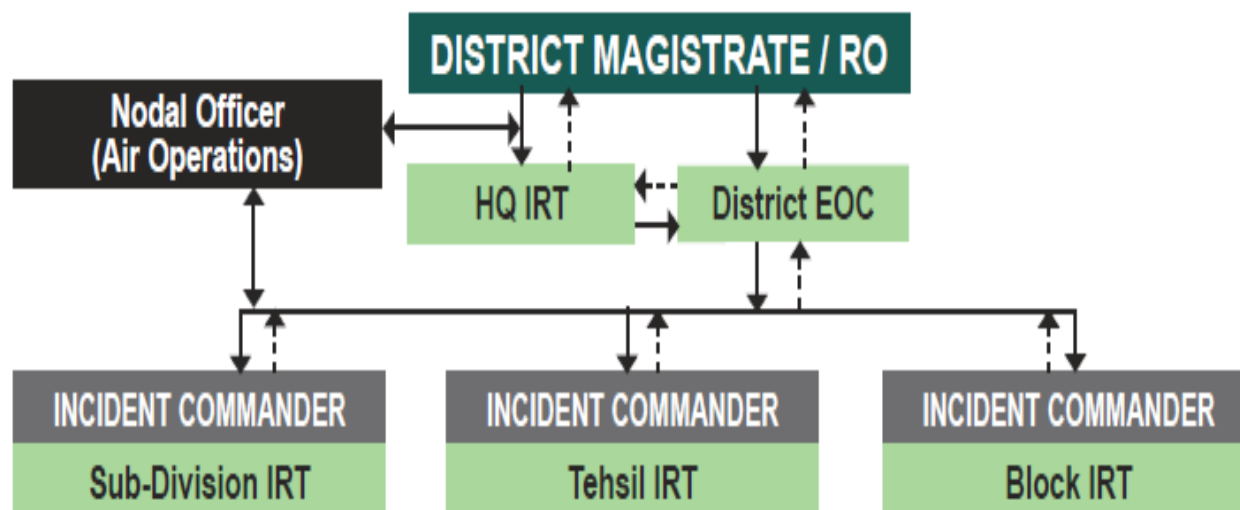
Planning Section (PS)

The PS is responsible for collection, evaluation and display of incident information, maintaining and tracking resources, preparing the **Incident Action Plan (IAP)** and other necessary incident related documentation. They will assess the requirement of additional resources, propose from where it can be mobilized and keep **Incident Commander (IC)** informed. This Section also prepares the demobilization plan.

Coordination response at the district level

The District Magistrate/DC is the head of the District administrative set up and chairperson of the DDMA as per the DM Act, 2005. He has been designated as the **Responsible Officer (RO)** in the District.

The heads of different departments in the District will have separate roles to play depending on the nature and kind of disaster. The roles and responsibilities of the members of the DDMA will be decided in advance in consultation with the concerned members. The roles of other line departments also have to be clearly delineated in various disaster situations in the District DM Plan which will be duly approved by the State Government, so that there will be no ambiguity about their functions during response and execution of task.



Roles & Responsibilities of District Magistrate as RO

The District Magistrate / RO will:

- i. Ensure that **Incident Response Teams (IRTs)** are formed at District and Village Panchayat levels and Incidence Response System (IRS) is integrated in the District Disaster Management Plan as per Section 31 of the DM Act, 2005. This may be achieved by issuing a Standing Order by the Responsible Officer to Dy. Collector, Chief Officer DMC, CEO District Panchayat, Mamlatdar/ BDO and all HOs.
- ii. Ensure web based / on line Decision Support System (DSS) is in place in Emergency Operation Centre (EOC) and connected with all village Panchayat level IRTs for support.
- iii. Ensure that toll free emergency numbers existing for Police, Fire and Medical support etc. are linked to the EOC for response, command and control. For e.g., if there is any fire incident, the information should not only reach the fire station but also the EOC and the nearest hospital to gear up the emergency medical service.
- iv. Obtain funds from centre Government as recommended by the 13th Finance Commission (Annexure –XVI) and ensure that a training calendar

for IRTs of District is prepared and members of IRTs are trained through ATIs and other training institutions of the District.

- v. Delegate authorities to the **Incidence Commander (IC)**.
- vi. Activate IRTs at District headquarter and Panchayat levels, as and when required.
- vii. Appoint / deploy, terminate and demobilise IC and IRT(s) as and when required.
- viii. Decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other.
- ix. Ensure that **Incidence Action Plan(IAP)** is prepared by the **Incidence Commander (IC)** and implemented
- x. Remain fully briefed on the **IAP** and its implementation.
- xi. Coordinate all response activities.
- xii. Give directions for the release of all resources available with any department of the Government, Local Authority, private sector etc. in the District
- xiii. Ensure that **local Armed Forces Commanders** are involved in the planning process and their resources are appropriately dovetailed, if required.
- xiv. Ensure that when Armed Forces arrive in support for disaster response, their logistic requirements like camping grounds, potable water, electricity and requirement of vehicles etc. are sorted out;
- xv. Appoint a **Nodal Officer** at the District level to organise Air Operations in coordination with the Central Government **Nodal Officer**. Also ensure that **all ICs of IRTs of the District are aware of it.**
- xvi. Ensure that the **NGOs, local fisheries organisation and others** carry out their activities in an equitable and non-discriminatory manner.
- xvii. Deploy the District Headquarter **IRTs** at the incident site, in case of need
- xviii. Ensure that effective communications are in place;

- xix. Ensure that telephone directory of all stakeholders is prepared and available with EOC and members of IRTs.
- xx. Ensure provision for accountability of personnel and a safe operating environment.
- xxi. In case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level **Responsible Officer (RO)**.
- xxii. Mobilise experts and consultants in the relevant fields to advise and assist as he may deem necessary.
- xxiii. Procure exclusive or preferential use of amenities from any authority or person.
- xxiv. Conduct post response review on performance of IRTs and take appropriate steps to improve performance.
- xxv. Take other necessary action as the situation demands.

DISTRICT INCIDENT RESPONSE SYSTEM - KEY OFFICERS

[A] COMMAND STAFF:

Sr. No.	IRS POSITION	SUITABLE OFFICERS	Contact Number
1.	RESPONSIBLE OFFICER (RO)	Shri Sandeep Kumar Singh, District Magistrate / Collector, Daman	0260-230698/689 Fax 0260-2230049 Mob. No. 9436289791
2.	NODAL OFFICER (AIR OPERATIONS)	DIG Siddharth Sudhir Sood, Commanding Officer, Indian Coast Guard, Air Station, Daman	0260-2405703 (O) Mob No.9582241010
3	INCIDENT COMMANDER	Shri Krishan Kumar, Deputy Collector (Gen), Daman Charmie Parekh, Deputy Collector (HQ), Daman	0260-2231775, Mob.No.8285216185 0260-2230092, 2230049 (Tele fax) Mob.No.9717157759
4	INFORMATION & MEDIA OFFICER	Shri Nitin Jindal, Field Publicity Officer, Collectorate, Daman	Mob. No.9638706501 Mob.No.8469222938
5	SAFETY OFFICER	Shri Seju P. Kurvila Superintendent of Police	0260-2220180 Mob. No.8415896467
6	LIAISON OFFICER	Shri Manish Smart, Asstt. Teacher, Education Department, Daman / (Public Relation Officer) (PRO)	Mob. No.9228232456

**[B] GENERAL STAFF:
OPERATION SECTION**

Sr. No.	IRS POSITION	SUITABLE OFFICERS	Contact Number
1.	OPERATION SECTION CHIEF	Shri Dharmes. R. Damania, Block Development Officer, Daman	0260 - 2230869 Mob. No. 9824137111
		Assisted by Silvana Periera. Excise Inspector, Daman	0260-2230863
2	STAGING AREA MANAGER	Shri Vaibhav Rikhari, Chief Officer, DMC, Daman	0260 - 2230474 Mob. No.9910435178
		Municipal Engineer & Staff Shri Keyur Patel, Shri Manilal Tandel	0260-2230666/879 Mob. No.9904479000 Mob. No.9925679155
		Shri P. S. Jani, Chief Executive Officer, District Panchayat, Daman	0260- Mob. No.9925177877/ 9540767474
		Shri Kanti M. Patel, Jr. Engineer (DP) & Shri Girishbhai H. Patel, LDC	0260- Mob. No.9586068532 Mob.No.9723851707
A- (1)	RESPONSE BRANCH DIRECTOR	Shri Ravindra Kumar Sharma, SDPO, Daman	0260-2254101/2251033 Fax 2251456 Mob. No.7567022123/ 9810833339
(2)	DIVISION SUPERVISOR/GROUP INCHARGES GROUP (FUNCTIONAL) (SINGLE RESOURCE TASK FORCE/STRIKE TEAM)	Team - 1 Team - 2 Team - 3 Team - 4 Team - 5 Detail Annexure	(Annexure) Mob. No. 9825409740 Mob. No. 9426473758 Mob. No. 9978930860 Mob. No. 9574900046 Mob. No. 9574941233
B- (1)	TRANSPORTATION BRANCH	Shri Nitin Jindal, Deputy Director of Transport, Daman	0260- Mob. No.9638706501
(2)	Road	Shri Bipin Pawar, Motor Vehicle Inspector, Daman.	Mob No.8469888844
(3)	Rail	Railway Station Master, Valsad Railway Station Master, Vapi	02632- Mob. No.9909773400 0260-2462341
(4)	Water	Shri Devang Patel, I/C Port Officer, Daman	0260- 2230615 Mob. No.9408503333
(5)	Air	Shri H. K. Ahuja, Dy. Commandant, Coast Guard Air Station, Daman	2405811(o) 2260420 (fax) Mob. No. 9737992505

[C] GENERAL STAFF:**PLANNING SECTION:**

Sr. No.	IRS POSITION	SUITABLE OFFICERS	Contact Number
1	PLANNING SECTION	Shri S. S. Thakkar, Mamlatdar, Daman	0260 - 2230681 Mob. No.9429295041
2	RESOURCE UNIT	Shri S. D. Bhardwaj, Joint Director Planning Statistics, Daman	Mob. No. 9726933111/ 9289055456
		Smt. Abhilasha Agarwal, Superintendent of Fisheries, Daman	0260-2255166/2230879 Mob. No. 9824123816
		Shri Canji Narana, Station Fire Officer, Daman Shri Sashikant Mangri Assistant Station Fire Officer, Daman	101, 0260-2242666/101 Mob. No. 9979200675 Mob No.8155048504
		Shri Rajat Biswas, Junior Engineer, PWD, Daman	Mob.No.9432659045
		Sandeep Tamboli, Assistant Engineer, OIDC, Daman	Mob. No. 9825597700
		Shri Ishwar Visramo, Head Clerk, Establishment section, Collectorate, Daman	Mob. No.9979282308
3	SITUATION UNIT	Shri Ashok Vaishya, Executive Engineer, OIDC, Daman	Mob. No.9879506299
		Shri Mayank Rana, Asstt. Engineer, PWD, Daman Shri J. R Vala, Jr. Engineer and Shri Chirag Tripathi, Supervisor	Mob. No. 9898071750 Mob. No.9429530839 Mob. No.9537336800
4	DOCUMENTATION UNIT	Shri L. M. Vaghela, Excise Inspector, Excise Department, Daman Statistical Assistant, TSP Cell, Daman	Mob No. 9898624667 Mob. No. 8866442014
5	DEMOBILIZATION UNIT	Shri Bipin Pawar, Motor Vehicle Inspector	Mob No. 8469888844

[D] GENERAL STAFF:**LOGISTICS SECTION:**

Sr. No.	Detail of Section/Branch/ Units	Designation	Contact Number
	LOGISTICS SECTION:	Shri Jerambhai L. Patel, Superintendent (Estt.), Collectorate, Daman	0260-2230049 Mob. No.9898596326
		Shri Kanitbhai Patel, Accountant, Collectorate, Daman	0260-2230049 Mob. No.9724251308
1.	SERVICE BRANCH		
	COMMUTATION UNIT	Shri Gulabh Patel, SDO, BSNL, (Telephone)	0260-2263897/2243000 Mob.No. 9427467226
		Principal General Manager, BSNL (HQ),, Valsad/Daman	02632-248501/ 244000/253626/249000 Mob. No.9427870870
		Shri U. N. Mehta, SIO, NIC, Daman	Mob. No. 9825570507
		Shri Sohil Jivani, Police Inspector, Costal Police Station, Bhamti, Moti Daman	0260-2230677 Mob. No. 9427801577
	MEDICAL UNIT	Dr. V. K Das, Director, MHS, Daman Dr. Sangita Joshi, DY.DMHS, Daman Dr. Shaleen Bhardwaj, Medical Officer, CHC, Moti Daman and Dr. Tappan Desai, Mobile Medical Unit	0260-2230547 (R) Mob. No.09904405701 Mob. No.9978930863 Mob. No.8140074876 Mob. No.823899100
	FOOD UNIT	Shri Nagin G. Varli, Sub Inspector, Food & Civil Supply, Daman	Mob.No. 9825468753
		Shri Deepak Tandel, Food Safety Inspector, PHC, Daman	Mob.No. 9727888747
2.	Support Branch		
	Resource Provisioning Unit	Shri Mandalia, Assistant Engineer and Shri Viral M. Agaria Jr. Engineer, PWD,(DP), Daman	Mob.No.9426594929 Mob.No.8401843752

		Shri Kuldeep Singh, Red cross Society, Daman Smt. P. T. Patel, UDC	0260-2255099 Mob. No. 9824115454 Mob. No.9924838000
		Shri Gopal K. Tandel, President, Hoteliers	Mob. No. 9879098888/ 9375000888
		Shri Ramesh Kundani, President, DIA	Mob. No.9824157426
		Shri Narendra G. Bhatela, President, Shree Machhi Mahajan, Daman/ Shri Khusman Dhimar, Secretary, Lions Club, Daman	Mob. No. 9824555522 Mob. No. 9825127223
	Facilities Unit	Dr. S. Dinesh Kannan, Dy. Conservator of Forests, Daman	Mob. No. 9474234976
		Shri Pankes Tandel, Police Inspector, Costal Police Station, Kadaiya, Nani Daman	Mob. No. 9898792555
		Shri Gulab Patel, Inspector Weight & Measure, Daman	Mob. No. 9825158406
	Ground Support Unit	Shri Vaibhav Rikhari, Chief Officer, DMC, Daman	0260-2231777 Mob. No. 9910435178
3.	Finance Branch	Shri K. J. Bamanian, Joint Secretary (Finance), Daman	Mob. No. 9824185547
	Time Unit	Smt. Sharmila Parmar, Assistant Accounts Officer, Director of Accounts, Daman	Mob. No. 9727444524
	Compensation/Claim Unit	Accountant, Collectorate, Daman	0260-2230049 Mob. No. 9724251308
	Procurement Unit		
	Cost Unit		

ANNEXURE

Detail of Staging Area and Teams

Koli Patel Samaj Hall, Coastal High Way, Bhenslore Char Rasta, Nani Daman

Mob. No.: 9879402828

Sr. No.	DETAILS OF TEAM - 1	Mobile Number
1	Shri H. B. Jethwa, Superintendent (Gaz.) Head of Team	9825409740
2	Shri R. G. Patel, Junior Engineer, PWD, Daman	9727649498
3	Shri Anil Damania, Asstt. Engineer, Electricity Deptt., Daman	9825782962
4	Shri Prasant Sonara, PC-296, UTDRF	
5	Shri Jatin Solanki, PC-261, UTDRF	
6	NDRF (6- Persons)	
7	Police Constable (5- Persons)	
8	Shri Fransisco Colaco, Medical Staff	7925159316
Sr. No.	DETAILS OF TEAM - 2	Mobile Number
1	Shri Gopal Jadav, Asstt. Engineer, PWD (DP) Head of Team	9574941233
2	Shri Manish T. Patel, Supervisor, PWD, Daman	9974396566
3	Shri Yogesh Tripathi, Asstt. Engineer, Electricity, Deptt. Daman	8141926360
4	Shri Ashok Parmar, Home Guard, UTDRF	
5	Shri Santosh Halpati, Home Guard, UTDRF	
6	NDRF (6 Persons)	
7	Police Constable (5 Persons)	
8	Yusuf Sipahi, Medical Staff	9428893522
Sr. No.	DETAILS OF TEAM - 3	Mobile Number
1	Dr. M. B. Sapra, Vatarinry Officer/ZAO Head of Team	9426473758
2	Shri P. K. Singh, Junior Engineer, PWD, Daman	9990141595
3	Shri M. P. Singh, Asstt. Engineer, Electricity Department	9825834171
4	Shri Yuvraj Jadeja, PC-292, UTDRF	
5	Shri Jay Prakash Yadav, PC-266, UTDRF	
6	NDRF (6 Persons)	
7	Police Constable (5 Persons)	
8	Kinjal, Medical Staff	7203882254

Coastal Police Station, Bhamti, Moti Daman

Mob. No.: 8469422287

Sr. No.	DETAILS OF TEAM - 4	Mobile Number
1	Shri D. B. Ahir, Superintendent (GAZ) ARCS, Head of Team	9574900046
2	Shri Ashok Patel, Supervisor, PWD, Daman	9879637959
3	Shri Haresh Tandel, Asstt. Engineer, Electricity Deptt. Daman	9898149493
4	Shri P. B. Mahyawashi, Fireman, UTDRF	
5	Shri T. M. Raut, Fireman, UTDRF	
6	NDRF (6 Persons)	
7	Police Constable (5 Persons)	
8	Rakesh Meena, Medical Staff	8511294918
Sr. No.	DETAILS OF TEAM - 5	Mobile Number
1	Dr. Kaushik Rathod, Dy. Director, NVBDCP, Head of Team	9978930860
2	Shri Nagin Patel, Supervisor, PWD, Daman	9714451190
3	Shri Samir Pandya, Jr. Electricity Deptt. Daman	9429920604
4	Shri R. B. Barsa, Fireman, UTDRF/ Fire & Emergencies Services	
5	Shri R. D. Dhodi, Leading Fireman, UTDRF	
6	NDRF/ Personnel (6 Persons)	
7	Police Constable (5 Persons)	
8	Indraj Yadav, Medical Staff	9586351914

Strike Teams at Staging Area, Nani Daman

1. NDRF	:	10 Persons
2. UTDRF/Fire & Emergency Service	:	10 Persons
3. Medical	:	05 Persons
4. PWD with Labourer	:	10 Persons
5. Transport with vehicles	:	10 Persons

Strike Team at Staging Area, Moti Daman

1. NDRF	:	10 Persons
2. UTDRF/Fire & Emergency Service	:	10 Persons
3. Medical	:	05 Persons
4. PWD with Labour	:	10 Persons
5. Transport with vehicles	:	10 Persons

Details of Staging Area : **Contact No.**

1. Koli Patel Samaj Hall, Coastal High Way, Bhenslore Char Rasta, Nani Daman.	:	9879402828
2. Coastal Police Station, Bhamti, Moti Daman.	:	8469422287

Details of Shelters /Relief Camps : **Contact No.**

1. Principal, Govt. College, Nani Daman	:	0260 – 262027
		9289055456
2. Principal, Savajanik Vidhyalaya Daman	:	0260 - 254315
3. Dabhel Cricket Ground, Nani Daman.		
Ganesh D. Kamli, Village Panchayat Secretary	:	9727439490
Hiren Patel, Junior Engineers	:	8141788869
4. Principal, Zari Ashram School, Zari	:	0260 – 230915
5. Principal, TTI, fort area, Moti Daman	:	0260 – 230836
		9426945734

Area Command

Area Command is activated when span of control becomes very large either because of geographical reasons or because of large number of incidents occurring at different places at the same time. Area Command may also be activated when a number of administrative jurisdictions are affected. It provides closer supervision, support to the IRTs and resolution of conflicts locally. When a number of Districts, Village Panchyat get affected, involving more than one Revenue Division, the concept of Area Command may be introduced Revenue Division wise by the State / UT. In such cases the **District Magistrate /Responsible Officer (RO)** of the District will function as the Incidence Commander (IC). Similarly the District RO may introduce it Sub-Division wise when a large number of Tehsils / Blocks in different Sub-Divisions get affected. The RO will ensure adequate supporting staff for the Area Command (AC)

The roles and responsibilities of AC are as follows.

The AC will:

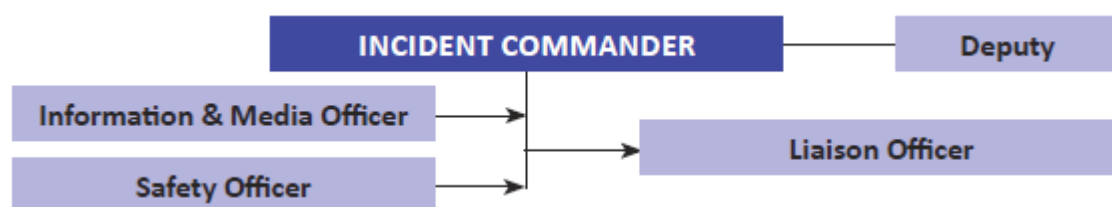
- i. Ensure that incident management objectives are met and do not conflict with each other;
- ii. Allocate critical resources according to identified priorities;
- iii. Ensure proper coordination in the management of incidents;
- iv. Ensure resolution of all conflicts in his jurisdiction;
- v. Ensure effective communications;
- vi. Identify critical resource needs and liaise with the Emergence Operation Centre (EOC) for their supply;
- vii. Provide for accountability of personnel and ensure a safe operating environment,
- viii. Perform any other tasks as assigned by the **Responsible Officer**.

Incident Commander (IC) and Command Staff

The IC is the overall in-charge for the management of onsite response to any incident. He is appointed by the **RO**. He may have a deputy with him depending upon the magnitude and nature of the incident. For his assistance and management of the incident there are two sets of staff:

- a) **Command Staff and**
- b) **General Staff.**

The command staffs comprise IC, **Information & Media Officer (IMO)**, **Safety Officer (SO)**, and the **Liaison Officer (LO)**.



The IC will:

- i. Obtain information on
 - a) Situation status like number of people and the area affected etc;
 - b) Availability and procurement of resources;
 - c) Requirement of facilities like **Incident Command Post (ICP)**, Staging Area, Incident Base Camp, Relief Camp, etc;
 - d) Availability and requirements of Communication system;
 - e) Future weather behaviour from **Indian Meteorological Department**;
 - f) Any other information required for response from all available sources and analyse the situation
- ii. Determine incident objectives and strategies based on the available information and resources;
- iii. Establish immediate priorities, including search & rescue and relief distribution strategies;

- iv. Assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with help of the local police;
- v. Brief higher authorities on the situation as per incident briefing form – 001 enclosed in Annexure-I and request for additional resources, if required;
- vi. Extend support for implementation of AREA COMMAND(AC) and UNIFIED COMMAND (UC) if considered necessary by the Responsible Officer (RO);
- 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 **Incident Command Post (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 authorise the implementation of an IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members. It will be reviewed every 24 hours and circulated to all concerned;
- 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 Planning Section Chief 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 computerised and web based IT solutions are used for planning, resource mobilisation and deployment of trained IRT members;
- xvii. Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and Logistic Section Chief 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 utilised. On completion of assigned work, the resources will be returned
- xix. immediately for utilization elsewhere or to the concerned department;
- xx. If required, establish contact with PRIs, CBOs, NGOs, Fishermen Associations, Hotel Associations, 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;
- xxi. Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command;
- xxii. Authorise release of information to the media;
- xxiii. Ensure that the record of resources mobilised from outside is maintained so that prompt payment can be made for hired resources;
- xxiv. Ensure that **Incident Status Summary (ISS)** is completed and forwarded to the **RO**;
- xxv. Recommend demobilisation of the IRT, when appropriate;
- xxvi. Review public complaints and recommend suitable grievance redressal measures to the RO;

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

Roles and Responsibilities of Information and Media Officer (IMO)

The IMO will:

- i. Prepare and release information about the incident to the media agencies and others with the approval of **Incidence Commander**;
- ii. Write 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 Planning Section (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 things regarding IRS;
- v. Organise Incidence Action Plan 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
- 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 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 and
- 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 Incident Action Plan;
- 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;
- viii. Perform such other duties as assigned by IC;

General Staff

The General Staff consists of the **Operation Section (OS)**, **Planning Section (PS)** and **Logistic Section (LS)**, each having a specific function in the overall response.

Operations Section (OS)

The OS deals with all types of field level tactical operations directly applicable to the management of an incident. This section is headed by an **Operation Section Chief (OSC)**. In addition, a deputy may be appointed to assist the OSC for discharging his functions depending on the magnitude of the work load. OS is further sub-divided into Branches, Divisions and Groups which assist the OSC / IC in the execution of the field operations.

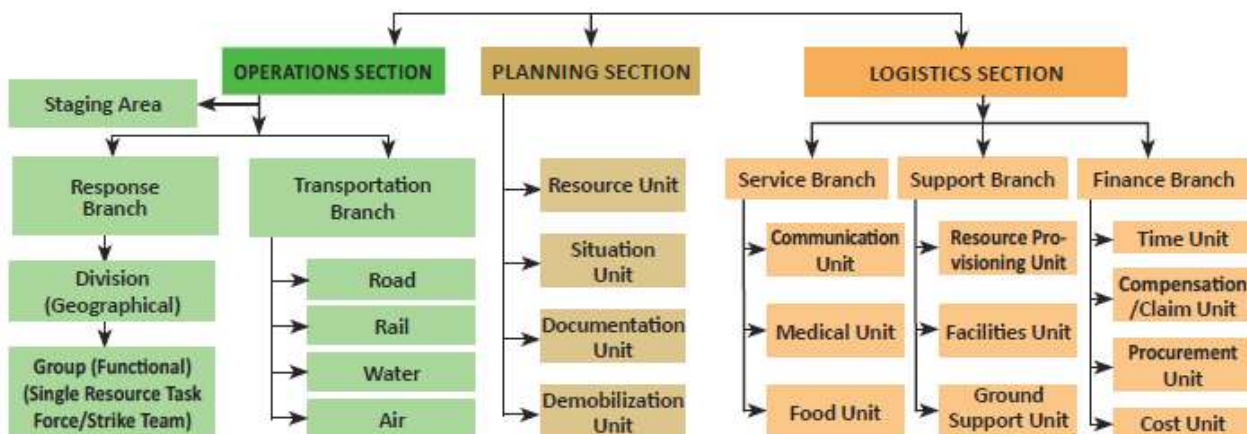
Planning Section (PS)

The PS deals with all matters relating to the planning of the incident response. It is headed by the **Planning Section Chief (PSC)**. This

section helps the **IC** in determining the objectives and strategies for the response. It works out the requirements for resources, their allocation and subsequent utilisation. It maintains up-to-date information about the ongoing response and prepares IAP. For the closing phase of the Operations, this Section also prepares the **Incident Demobilisation Plan (IDP)**.

Logistics Section (LS)

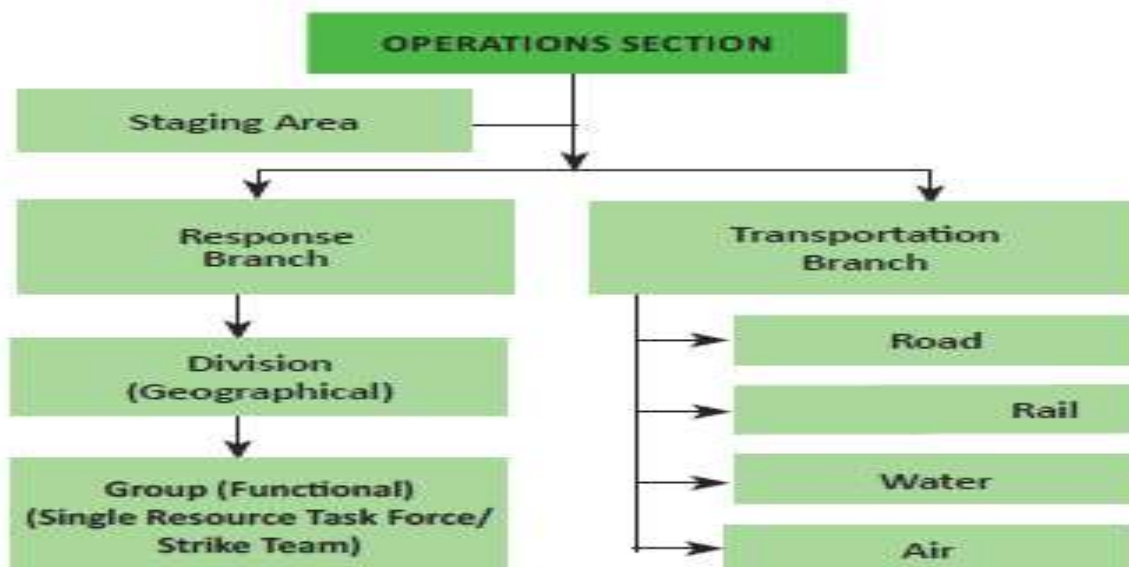
The LS deals with matters relating to procurement of resources and establishment of facilities for the incident response. It also deals with all financial matters, concerning an incident. This section is headed by the Logistic Section Chief (LSC) and is an important component of the IRS organisation for providing back end services and other important logistic support like communications, food, medical supplies, shelter and other facilities to the affected communities and responders as well. There is a Finance Branch (FB) attached to this Section in order to ensure that the procurements, if any, may be done quickly and in accordance with the financial rules.



Operations Section

The **OS** comprises **Response Branch (RB)**, **Transportation Branch (TB)** and **Staging Area (SA)** and is headed by the **Operation Section Chief(OSC)**. The activation of the RB and TB is situational. The RB consists of various Divisions and Groups depending upon the functional and geographical requirements of the incident response. The Groups are classified by their functional characteristics, such as Single Resource, Strike Teams and/or Task Force. The TB may consist of Road Operations Group, Rail Operations Group, Water Operations Group and Air Operations Group. These Groups are also activated according to the transportation modes that may be required in the incident response. **Staging Area (SA)** is the area where resources mobilised are collected and accounted for. It is from this location that the resources are deployed for specific assignments or tasks.

The **Response Branch (RB)** is activated according to the nature of response required. For example in case of earthquake, flood, cyclone where a lot of houses get damaged or destroyed and people need to be rescued and provided relief and temporary shelter. The rescue and relief group of the Response of the Response Branch will be activated to provide these services.



The **Transportation Branch (TB)** will manage the transportation of the affected people and the movement of relief materials. Groups within the TB like Road group or Water group will be activated as required for managing and providing the Road or Water transport.

Selection of the **Operation Section Chief (OSC)** depends on the nature of operations required. Rescuing people and taking them to shelter in case of earthquake, flood, cyclone can best be handled by the **fire, police/Armed Forces and thus in such cases it should ideally be headed by them**. However in cases of such **disaster like bird flu epidemic**, the main requirement will be providing medical treatment to the victims, vaccinating and culling of birds. In such cases the **OSC shall have to be headed by Doctors** for treatment of victims and supported by Animal husbandry department and Municipal institutions for vaccinating and culling of birds.

In disaster response a large number of duties and activities need to be performed. To meet the various duty requirements, **the IRS provides for Single Resource, Task Force and Strike Teams**.

As the operational activity increase because of the largeness and magnitude of the disaster, the **Operations Section Chief (OSC)** who is responsible for directing all tactical actions to meet the incident objectives will have to deploy more and more functional teams. It has been generally accepted that an ideal span of control **is 1:5 that is one leader or supervisor can effectively manage five groups**.

Operations Section Chief (OSC)

On activation of the OS, the OSC will assume command of all the field operations and will be fully responsible for directing all tactical actions to meet the incident objectives.

The OSC will report to the **IC**. He will be responsible for activation, deployment and expansion of his Section as per **IAP**. As the operational

activities increase and because of geographical reasons, the OSC will introduce or activate and expand the Branch into Divisions for proper span of control and effective supervision.

The OSC will:

- i. Coordinate with the activated Section Chiefs;
- ii. Manage all field operations for the accomplishment of the incident objectives;
- iii. Ensure the overall safety of personnel involved in the OS and the affected communities;
- iv. Deploy, activate, expand and supervise organisational elements (Branch, Division, Group, etc,) in his Section in consultation with IC and in accordance with the IAP;
- v. Assign appropriate personnel, keeping their capabilities for the task in mind and maintain Annexure –VII(On Duty Officers **list IRS Form-007**) for the day.
- vi. Request IC for providing a Deputy Operations Section Chief(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** (SOP)in accordance with the IAP; if required; suggest expedient changes in the IAP to the IC;
- x. Consult the IC from time to time in the IAP to the IC;
- xi. Determine the need for additional resources and place demands accordingly and ensure their arrival;
- xii. Ensure record of various activities performed by members of Branches Division, Units / Groups are collected and maintained in the Unit of Log and
- xiii. Perform such other duties as assigned by RO/ IC

Roles and Responsibilities of the Staging Area Manager (SAM)

The **Staging Area (SA)** is an area where resources are collected and kept ready for deployment for field operations. These may include things like food, vehicles and other materials and equipment.

The SA will be established at a suitable area near the affected site for immediate, effective and quick deployment of resources. More than one SA may be established if required. If resources are mobilised at other locations to be ultimately despatched to the affected areas, these locations are also known as SAs. The overall in-charge of the SA is known as **Staging Area Manager (SAM)** and he needs to work in close liaison with both the **Logistics Section (LS)** and Planning Section (PS) through the Operations Section Chief.

School and college playgrounds, community halls, cyclone shelters and Panchayat Offices, stadium etc. may be used as **Staging Area (SA)**. In case of total destruction of buildings in an incident, tents or temporary shelters may be used for such purposes on these places also.

For Air Operations, open space of **Airport Authority of India (AAI)** may be used for loading and unloading of relief materials. If area of AAI is not available, other suitable places near Helipads, Helibases etc. will have to be selected for such purpose.

For parking of vehicles, playgrounds of the schools or any large plain areas may be used. Such parking area will preferably have separate entry and exit points. The **Staging Area Manager (SAM)** will arrange for separate entry and exit points to avoid and reduce traffic jam in an emergency.

The Staging Area Manager SAM will:

- i. Establish the SA with proper layout, maintain it in an orderly condition
- ii. And ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc;

- iii. Organise storage and despatch of resources received and despatch it as per Incidence Action Plan;
- iv. Report all receipts and despatches to **Operations Section Chief (OSC)** and maintain their records;
- v. Manage all activities of the Staging Area;
- vi. Utilise all perishable supplies expeditiously;
- vii. Establish check-in function as appropriate;
- viii. Request maintenance and repair of equipment at SA, as needed;
- ix. Ensure that communications are established with the Incident Command Post and other
- x. Required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc;
- xi. Maintain and provide resource status to Planning Section and Logistic Section;
- xii. Demobilise SA in accordance with the Demobilisation Plan IRS
- xiii. Maintain record of various activities performed and send to Sections concerned; and
- xiv. Perform any other duties as assigned by OSC.

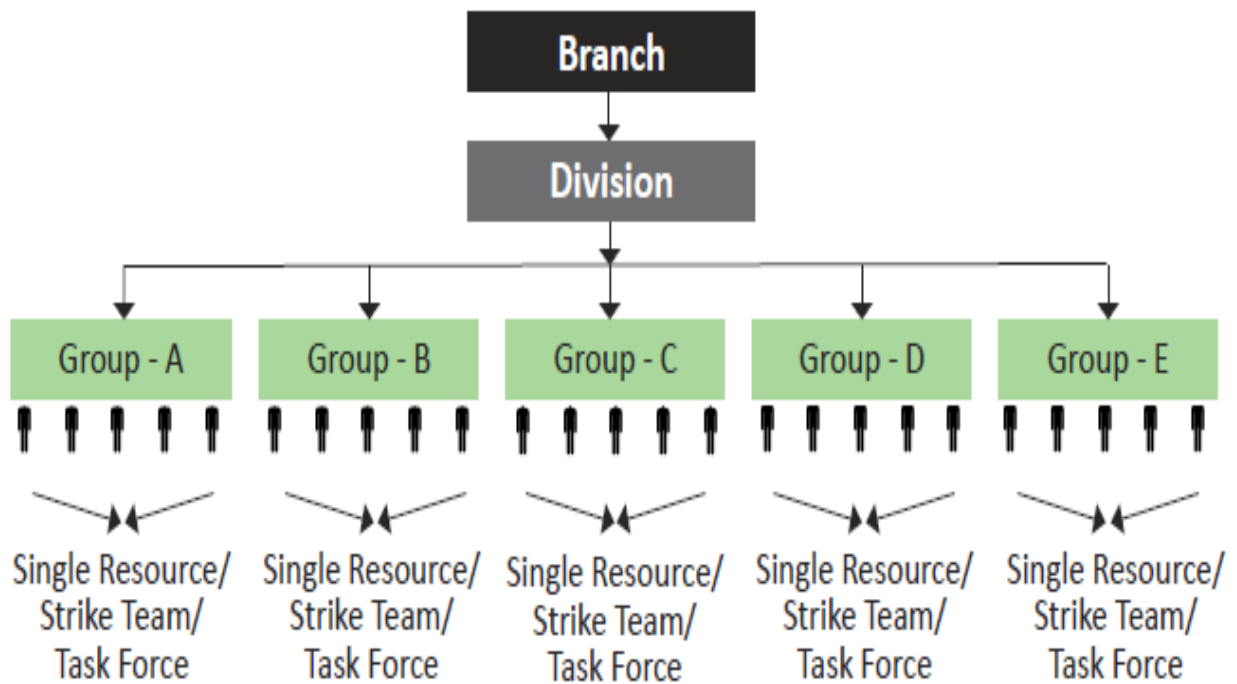
Roles and Responsibilities of Response Branch Director (RBD)

Response Branch is the main responder in the field dealing with the situation and performing various functions. Depending on the scale of disaster, the **RBD** may have to expand the number of Groups which in turn may require creation of Division. This structure is meant for close supervision by the Operations Section Chief (OSC) in the management of a large incident.

The ideal span for supervision is 1:5. i.e. one Branch Director can supervise up to five Divisions, one Division Supervisor can supervise up to five Groups and one Group-in-charge can supervise five teams. More Branches, Divisions, Groups may be formed as required.

The RBD will:

- i. Work under the supervision of the **Operations Section Chief (OSC)** and is responsible for the
 - ii. Implementation of Incident Action Plan as per the assigned role;
 - iii. Attend planning meetings as required by the OSC; review Assignment Lists for Divisions or Groups under his Branch;
 - iv. Assign specific tasks to Division and Groups-in-Charge;
 - v. Supervise Branch functions;
 - vi. Resolve conflicts reported by subordinates;
- Report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.



- vii. Provide Single Resource, Strike Team and Task Force support to various operational areas;
- viii. Ensure that all team leaders maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) relating to their field Operations and send to OSC;
- ix. perform any other duties assigned by the OSC;

Roles and Responsibilities of Division Supervisor and Groups-in-charge:

As the operational activity increase because of the largeness and magnitude of the disaster, the **Operations Section Chief (OSC)** who is responsible for directing all tactical actions to meet the incident objectives will have to deploy more and more functional teams. There may be such locations which are distant, isolated and difficult to reach. There may also be a situation when simultaneously different types of incidents occur requiring different specialised handling. For example while a lot of building may have collapsed in case of earthquake, gas leaks may also have occurred resulting in fire at a number of places.

The OSC may create a Division for close and proper supervision, when the span of control becomes larger or when some locations are very distant and difficult to reach.

Except for the hierarchical difference, the roles and responsibilities of the Division Supervisors and the Groups-in-charge are the same. Divisions are activated when there are supervisory requirements in an isolated and distant geographical area or for the purpose of a proper span of control when the number of functional Groups increases or for various specialized response.

While Groups-in-charge are assigned to accomplish specific functions within the Branch, Divisions are created for effective supervision over a large number of groups

Division Supervisors and Group-in-charge will:

- i. Implement Division or Group assignment list;
- ii. Assign resources within the Division or Group under them;
- iii. Report on the progress of Operations, and the status of resources within the Division or Group;

- iv. Circulate Organisational Assignment List (Divisional / Group) IRS Form 005 as enclosed in Annexure – V to the leaders of the Group, Strike Team and Task Force;
- v. Review assignments and incident activities with subordinates and assign tasks as per the situation;
- vi. Coordinate activities with adjacent Divisions or Groups, if required;
- vii. Submit situation and resource status to the RBD and the OSC;
- viii. Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC;
- ix. Resolve problems within the Division or Group;
- x. Participate in the development of IAP for next operational period, if required;
- xi. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure - IV) are collected and sent to the RBD and OSC; and
- xii. Perform any other duties as assigned by the **Response Branch Director** (RBD) / Operations Section Chief (OSC).

Roles and Responsibilities of Single Resource Leader:

Single Resource includes both personnel and their required equipment to be deployed in a given incident, e.g. a fire tender with the required personnel, an ambulance with the required medical officer, paramedic and driver etc. For the purpose of a correct and proper requisition and deployment, it is important that **the resources should be categorized into 'kind' and 'type'**. The ROs of the States, UT and Districts will ensure that the resources are categorized into **'kind'** and **'type'**. In IRS, resources are categorized under;

a) 'KIND'

b) 'TYPE'

'Kind' refers to equipment, vehicles or personnel for example; truck, medical team, bulldozer, etc. 'Type' refers to its capacity for that kind of resource e.g. truck having 1 ton capacity or 2 tons capacity, medical team having 1 doctor and 3 paramedics etc.

The Single Resource Leader will:

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

Roles and Responsibilities of Strike Team or Task Force Leader:

A Strike Team is a combination of same 'kind' and 'type' of Single Resource with a common communication facility and one leader. A Task Force is a combination of different 'kinds' and 'types' of Single Resources. They are assembled for a particular tactical need, with a common communication facility and one leader. A Strike Team may be needed when specific type of work, requiring specific expertise and resources are grouped under one leader.

A Task Force may be grouped with different 'kinds' and 'types' of Single Resource and despatched under a leader, when a number of different tasks requiring different expertise need to be performed. For example, if a combination of Medical team, Rescue personnel, Fire personnel, Sanitation

workers and workers for disposal of dead bodies and animal carcasses is required to be sent to a particular location, the team so constituted will be called a Task Force. The concept of proper span of control should be kept in mind while constituting the Task Force. The Strike Team or Task Force Leader reports to the Division Supervisor or Group Supervisor and is responsible for performing the tactical assignments assigned to the Strike Team or Task Force. The leader of the Strike Team and Task Force reports on work progress and status of resources maintains work records on assigned personnel and relays important information.

The Strike Team or Task Force Leader will:

- i. Review assignments with members of his team;
- ii. Report on work progress;
- iii. coordinate activities with adjacent Single Resource, Strike Teams and Task Forces if assigned;
- iv. establish and ensure communications;
- v. perform any other duties assigned; and maintain records of various activities;

Transportation Branch (TB):

The TB in the OS supports the response effort by transporting different resources, relief materials, personnel to the affected site and also transportation of victims if necessary.

Though there is a **Ground Support Unit (GSU)** in the **logistic Section (LS)** which is responsible for providing all transportation and other related resources, the **Transportation Branch (TB)** in the Operation Section (OS) manages the actual deployment and utilization of the transport at ground zero according to the needs of the Incidence Response Team and the Incidence Action Plan. The TB may comprise

four operational Groups such as Road, Rail, Water and Air. These Groups may be activated as and when required.

Air Operations is an important transportation activity during disasters which requires coordination at the International, National, State and District level. For coordination of Air Operations, the RO of the State/ UTs and District will identify and designate a Nodal Officer.

Roles and Responsibilities of Transportation Branch Director (TBD)

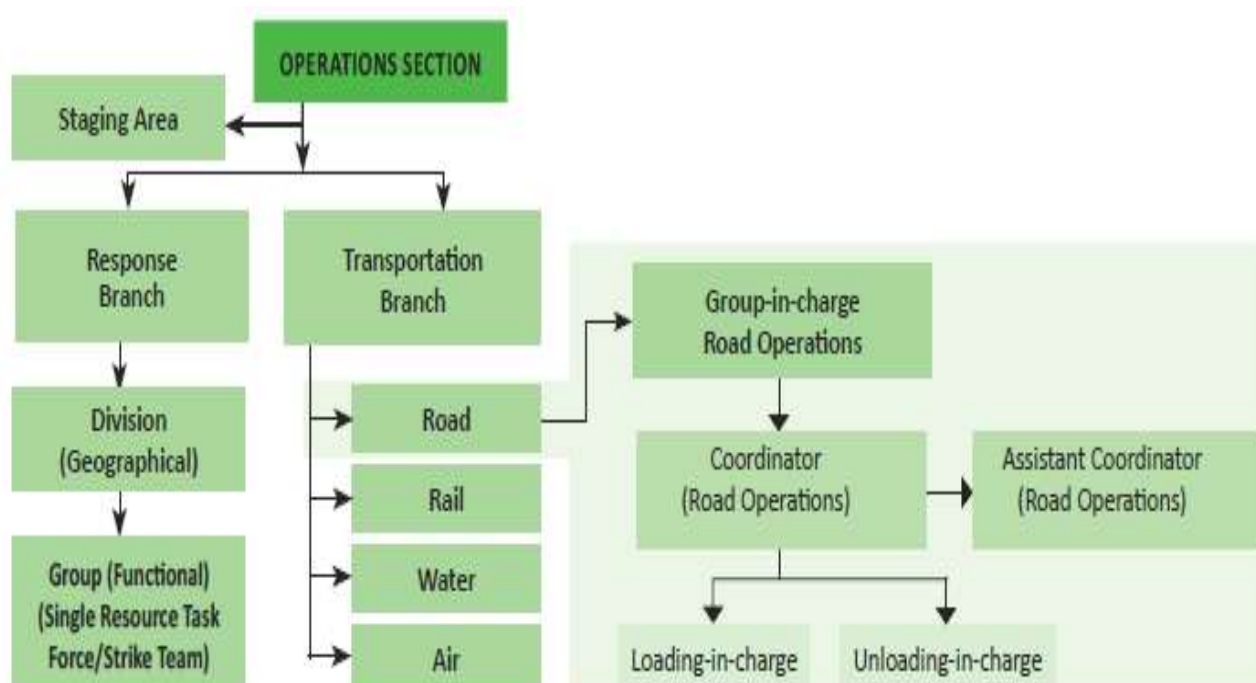
The TBD will:

- i. Activate and manage different Operations Groups like Road, Rail, Water and Air;
- ii. Coordinate with the LS for required resources, and activate Groups of his Branch;
- iii. Coordinate with railways, road transport, waterways and airport authorities for support as required;
- iv. Ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 as enclosed in **Annexure – V** is circulated among the Group-in-charge(s) and other responders of his Branch;
- v. Provide ground support to the air operations and ensure appropriate security arrangements;
- vi. Provide Road transport support to the Rail and Water Operations Group as required;
- vii. Ensure safety of all personnel of his Branch involved in the Incident Response activities;
- viii. Ensure that all units moving in the area are familiarised with route with the help of road maps or local guides;
- ix. Report to the OSC and IC about progress of the TB;
- x. Prepare transportation plan as per the IAP, if required;

- xi. Determine the need for additional resources, their proper and full use and place demand accordingly in advance;
- xii. Resolve problems and conflicts, if any;
- xiii. Ensure the maintenance of the status of hired resources, their full utilisation and timely release;
- xiv. Ensure that the record of various activities performed by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned; and
- xv. Perform any other duties assigned by the IC or OSC;

Roles and Responsibilities of Group-in-charge (Road Operations)

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



The Group-in-charge (Road Operations) will:

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

Roles and Responsibilities of Coordinator (Road Operations)

The Coordinator (Road Operations) is primarily responsible for coordinating the Road transport needs. There may be more than one coordinator depending upon the number of vehicles deployed.

The Coordinator (Road Operations) will:

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

Roles and Responsibilities of Loading / Unloading-in-Charge (Road, Rail and Water)

The Loading and Unloading-in-charge has a very significant role to play in any disaster response. The roles and responsibilities in Road, Rail and Water Operations are the same whereas the roles and responsibilities

for the **Air Operations is slightly different**. Therefore the roles and responsibilities of Loading / Unloading-in-charge are being dealt together for the Rail, Road and Water and separately for the Air Operations. The Loading / Unloading incharge will work under the Road, Rail and Water Coordinator.

The Loading / Unloading-in-charge (Road, Rail and Water) will:

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

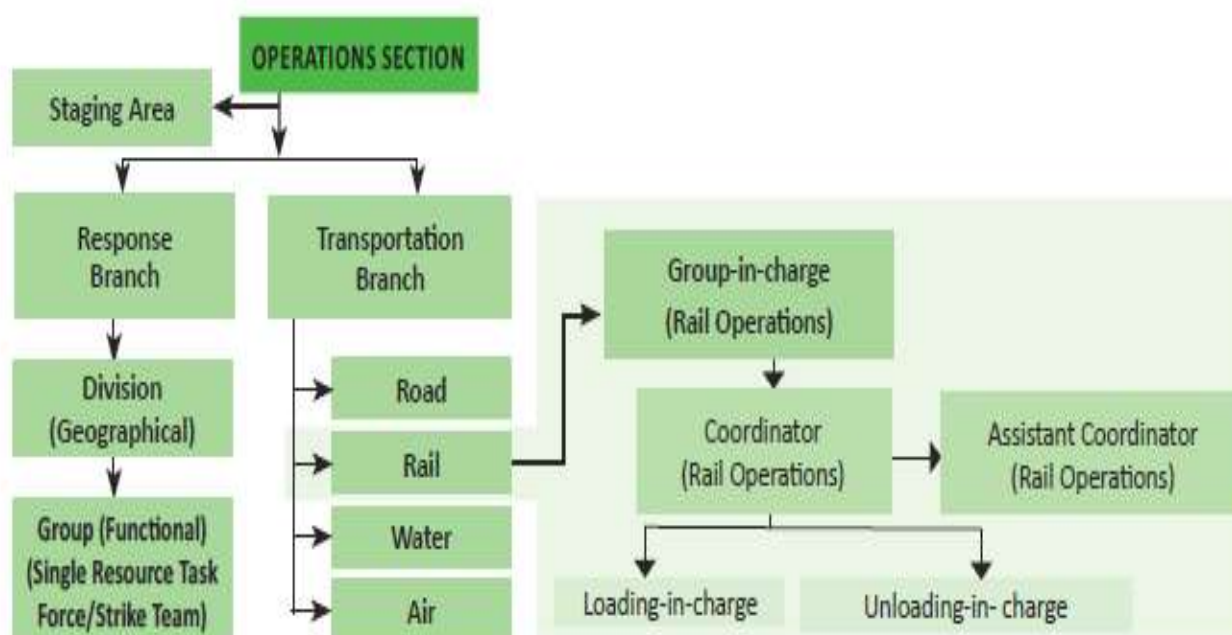
Roles and Responsibilities of Group-in-charge (Rail Operations)

In most disaster response situations, Rail Transportation is utilised for transporting relief materials and resources from very distant places. It requires coordination with the railway authorities for making available trains and wagons at appropriate places.

Railway stations are located at specific locations, sometimes far away from the affected sites. Loading and Unloading may be required from Rail to

Road and Road to Rail. Whenever transportation by Rail is envisaged, a Rail Operations Group needs to be activated and they should have close liaison with the Road Operations Group-in-charge.

The Group-in-charge (Rail) works under the TBD and is responsible for supervision of all Rail Transportation activities. In keeping with the scale of transportation requirements and management of proper span of control, the TBD may activate position of Assistant Coordinator if required.



The Group-in-charge (Rail Operations) will:

- i. Work under the TBD and coordinate all Rail Operations;
- ii. Organise crew for Loading and Unloading;
- iii. Ensure safe storage and warehousing of the materials;
- iv. Evaluate storage locations, ensure safety and obtain guidance from the TBD, if required;
- v. Coordinate with Road Operations Group for movement of resources;

- vi. Prepare and provide Rail Operations Summary including time of departure and arrival, destinations, resource details, etc as and when required by the senior officers;
- vii. Request for additional personnel support, if required;
- viii. Update the TBD from time to time and seek support, if required; resolve conflicts within his Group, if any;
- ix. Update Rail Operations Plan;
- x. Establish and maintain communications with various storage and warehousing areas, destination points and railway officers;
- xi. Collect record of various activities performed IRS (Form-004 enclosed in Annexure-IV) from Coordinator and other in-charges and send to TBD or OSC; and perform any other duties assigned by OSC or TBD.

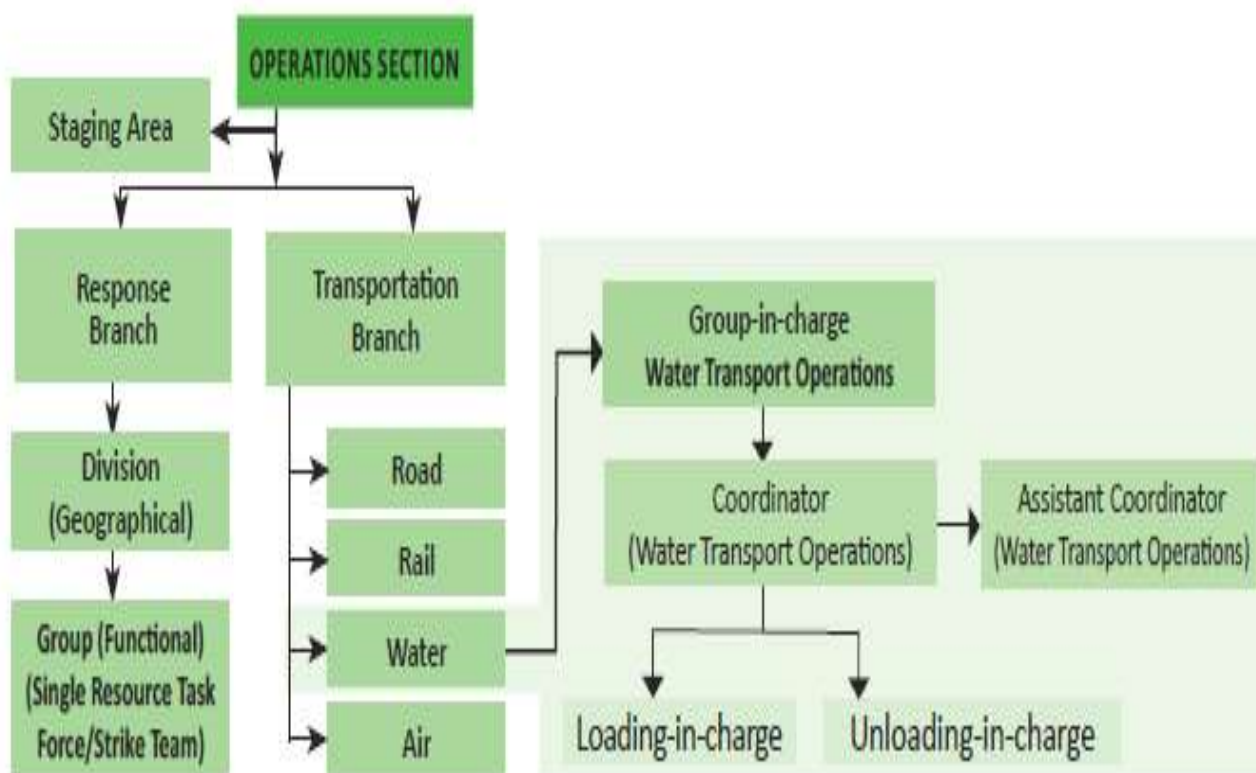
Roles and Responsibilities of Coordinator (Rail Operations)

The Coordinator (Rail Operations) will:

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

Roles and Responsibilities of Group-in-charge (Water Operations)

In some disasters, especially floods and cyclones, the need for Water Operations may become essential. The deployment of boats / country boats and other water transport may be necessary both for rescue work and transportation of relief materials. Depending on the scale of the disaster, the TBD may activate a **Water Operations Group (WOG)**, consisting of Group in charge, Coordinator and Loading / Unloading-in-charge. If required, the Group-in-charge may request for an Assistant Coordinator.



The Group-in-charge (Water Operations) will:

- i. Ensure transportation of rescue teams and relief materials by motor boats / country boats or by any other water transport to the affected sites with communication facilities and a local guide for guidance with each team;
- ii. Requisition personnel support, if required;

- iii. Determine coordination procedures with various destinations as per IAP;
- iv. Supervise all Water Operations and related activities associated with the incident;
- v. Evaluate and ensure docking or harbouring locations;
- vi. resolve conflicts, if any;
- vii. Update Water Operations plan and share it with the higher authorities, including the LSC;
- viii. Arrange for an accident investigation team as and when required and cooperate with the appropriate investigating authorities;
- ix. Ensure availability of POL and other logistic support for boat operations;
- x. Attend to the needs of the personnel working with him.
- xi. Collect record of various activities performed from Coordinator and other in-charges and send to TBD or OSC; and
- xii. Perform such other duties as assigned by TBD or OSC.

Air Operations

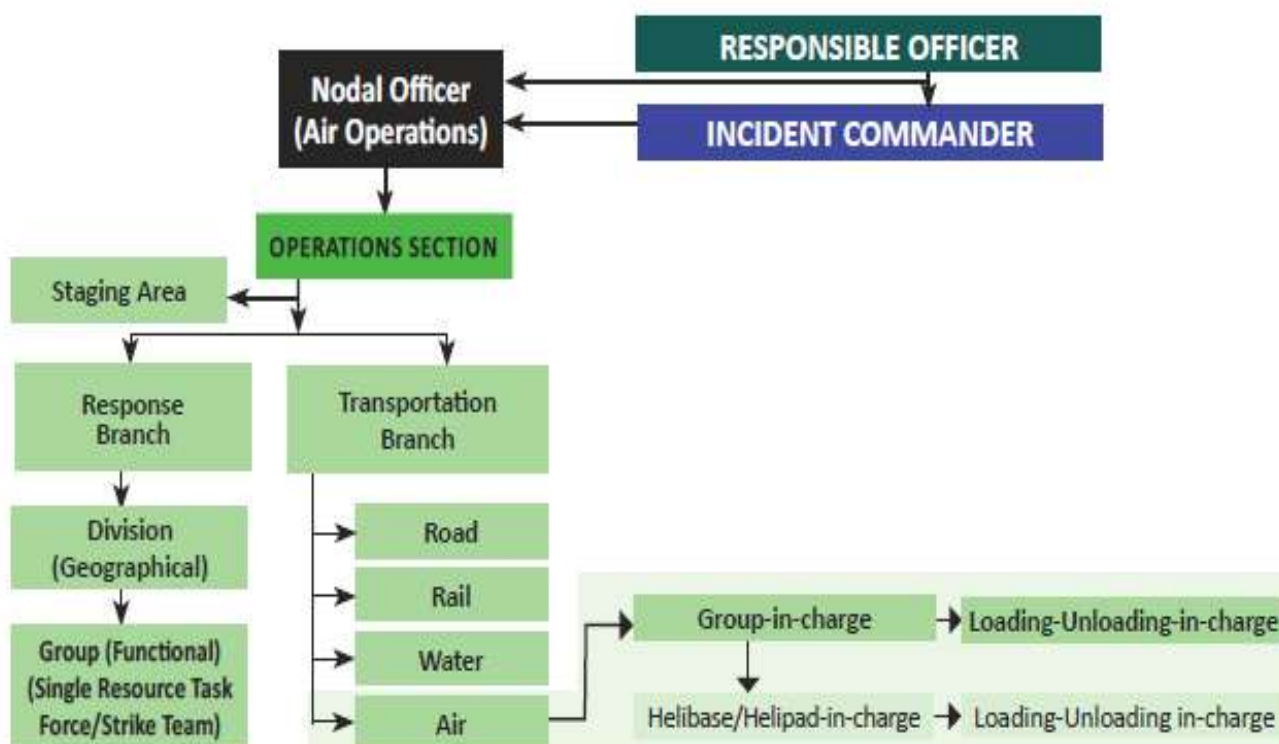
For disaster response in India air operations may be needed for four tasks:

- (a) Quick transportation of relief materials and resources to the affected area,
- (b) Quick distribution of relief materials, food, medicine etc (Air dropping) in inaccessible and affected areas,
- (c) Search and rescue of victims trapped in inaccessible areas, and
- (d) Evacuation of casualties.

Normally, the Indian Air Force will be tasked for Air support Operations. At times, Indian Airlines, Pawan Hans and other private Airlines may also be utilised for transportation purposes. Different types of Aircrafts may need to be utilised for different mission requirements e.g. transport Aircraft or helicopter etc. from any of the agencies discussed above. Close coordination at the National Level is essential for the launch of any Air Operations. It needs a close liaison among the MOH, NDMA, NEC, Air

Force, Ministry of Civil Aviation, State / UT RO and the ROs of the Districts where the Air Operations is to be performed. It is therefore very essential that a Nodal Officer (NO) should be identified and designated in advance at all these levels for coordination and activation of the Air Support. The stakeholders should be aware of the designated NO for Air Operations. In the context of the IRS, a ground support element will have to be placed at all required landing and take-off facilities in the affected areas. The ground support requirements including

Aviation Turbine Fuel (ATF), security etc. for the Air Operations will be the responsibility of the TBD. On taking the decision to launch Air Operations, the TBD will activate the Air Operations Group under him. The Group will be headed by a supervisor and necessary organizational elements will have to be activated at all required landing and take-off locations headed by an in-charge at airbases, heli bases and helipads.



Roles and Responsibilities of Nodal Officer (NO)

The Nodal Officer (Air Operations) will:

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

Roles and Responsibilities of Group-in-charge (Air Operations)

The Group-in-charge (Air Operations) will:

- i. Provide ground support to Air Operations as per the IAP;
- ii. Report to TBD the progress of Air Operations and work in close coordination with the NO, IC, OSC and TBD;
- iii. Ensure resources and supplies required for the Air Operations are available at the concerned locations;

- iv. Keep appropriate Maps in order to provide correct coordinates to the pilots and others involved in the Air Operations;
- v. Requisition additional personnel support, if required;
- vi. Ensure refuelling facilities are available at the landing and takeoff locations;
- vii. Ensure that Helibase and Helipad locations are identified and approved by the appropriate authorities;
- viii. Determine the need for assignment of personnel and equipment at each Helibase and Helipad;
- ix. Ensure identification and marking of Helibases and Helipads;
- x. Ensure that the communication systems are in place;
- xi. Update landing and takeoff schedule of Aircrafts and Helicopters as informed by NO; ensure preparation of the load manifest for proper loading or unloading of relief supplies;
- xii. Arrange for unloading and despatch or storage of relief materials that arrive at the airports, helipads and helibase. In order to keep airports operational, special attention needs to be paid to unsolicited relief supplies that may arrive. They should be immediately cleared from the operational area;
- xiii. Ensure that proper packaging and weighing facilities are in place and used for loading of relief materials;
- xiv. Liaise with the road operations group for the road transportation needs;
- xv. Ensure the functionality of Aircraft rescue and fire fighting service at Helibases and Helipads, security, proper lights, smoke candles/devices, weighing facilities, wind direction socks, etc. are in place;
- xvi. Collect record of various activities performed from Helibase and Helipad-in-charge and send to TBD or OSC or IC; and perform any other duties assigned by the TBD.

Roles and Responsibilities of Helibase / Helipad-in-Charge

The Helibase, Helipad-in-charge will:

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

Roles and Responsibilities of Loading / Unloading-in-Charge

The Loading / Unloading-in-charge will:

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

Planning Section

Roles and Responsibilities of PSC

The PSC will:

- i. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC;
- ii. Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- iii. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilised;

- iv. Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organisation assignment list IRS Form-005 (enclosed in Annexure-V), incident communication plan
- v. Ensure that Incident Status Summary (IRS Form-002) enclosed in Annexure-II is filled and incorporated in the IAP;
- vi. Ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Unit leaders and other responders of his Section;
- vii. Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the IC and OSC; determine the need for any specialised resources for the incident management; utilise IT solutions for pro-active planning, GIS for decision support and modelling capabilities for assessing and estimating casualties and for comprehensive response management plan; provide periodic projections on incident potential; report to the IC of any significant changes that take place in the incident status; compile and display incident status summary at the ICP; oversee preparation and implementation of Incident Demobilisation Plan (IRS Form-010) enclosed in Annexure-X;
- viii. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure- VII
- ix. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Units are collected and maintained in the Unit Log (IRS Form-003) enclosed at Annexure-III; and Perform any other duties assigned by IC.

Roles and Responsibilities of Resource Unit Leader (RUL)

The Resource Unit Leader will:

- i. Maintain and display the status of all assigned resources (Primary and Support) at the incident site by overseeing the check-in of all resources, and maintaining a resource status-keeping system. Primary resources are meant for responders and support resources are meant for affected communities;
- ii. Compile a complete inventory of all resources available. He will also access information about availability of all required resources at other locations and prepare a plan for their mobilisation, if required. IDRN, CDRN and IDKN facilities will also be used for this purpose ensure and establish Check-in function at various incident locations;
- iii. Update the PSC and IC about the status of resources received and despatched from time to time;
- iv. Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilisation of allotted resources;
- v. Ensure quick and proper utilisation of perishable resources;
- vi. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned; and
- vii. Perform any other duties assigned by PSC.

Roles and Responsibilities of Check-in/Status Recorder

The Check-in and Deployment Status Recorder will:

- i. Report to the **Resource Unit Leader (RUL)**;
- ii. Ensure that all resources assigned to an incident are accounted for at each check-in point;
- iii. Obtain required work materials, including Check-in Lists, Resource Status display boards showing different locations for deployment of resources,

collection of resources with time of arrival and type of resources etc. The status of resources would be displayed through T card board or through a computerised programme on the computers;

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

Roles and Responsibilities of Situation Unit Leader (SUL)

The SUL will:

- i. Collect process and organise all incident information as soon as possible for analysis.
- ii. For such purposes, he can take the help of members of the Single Resource, Task Forces, Strike Teams, field level Government officers and members of PRIs, CBOs, NGOs etc;
- iii. Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed;
- iv. Prepare situation and resource status reports and disseminate as required;
- v. Provide authorised maps, photographic services to responders, if required;
- vi. Attend IAP Meeting with required information, data, documents and Survey of India maps etc;

- vii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned; and
- viii. Perform such other duties assigned by SUL or PSC.

Roles and Responsibilities of Display Processor (DP)

The DP will:

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

Roles and Responsibilities of Field Observer (FO)

The FO will:

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

Roles and Responsibilities of Documentation Unit Leader (DUL)

The DUL will:

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

Roles and Responsibilities of Demobilisation Unit Leader (Demob. UL)

The Demob. UL will:

- i. Prepare Incident Demobilisation Plan (IDP) as per IRS Form-010 given in Annexure-X;
- ii. Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilisation of surplus resources;
- iii. Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS;
- iv. Plan for logistics and transportation support for Incident Demobilisation in consultation with LS;
- v. Disseminate IDP at an appropriate time to various stakeholders involved;
- vi. Ensure that all Sections, Units, Teams and Resources understand their specific Incident Demobilisation responsibilities and avail Demobilisation facilities;
- vii. Arrange for proper supervision and execution of the IDP;

- viii. Brief the PSC on the progress of Demobilisation;
- ix. Request the PSC for additional human resources, if required;
- x. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and
- xi. Perform any other duties assigned by the PSC.

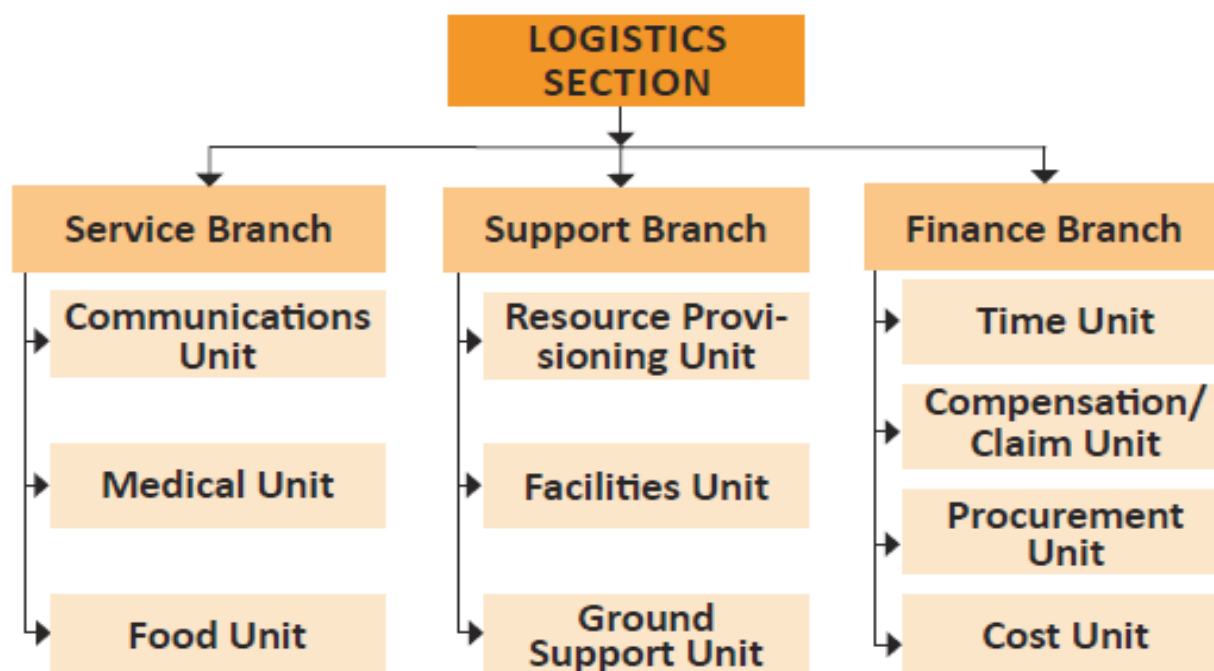
Logistics Section (LS)

LS provide all logistic support for effective response management. The Units under different Branches of the LS are responsible not only for the supply of various 'kinds' and 'types' of resources, but also for the setting up of different facilities like the Incident Base, Camp, ICP and Relief Camp etc. This would entail the involvement of several line departments of Government and other agencies. It would require a proper and smooth coordination at the highest level of the administration. The LS will work closely with the RO, EOC and the IC. The State and

District DM plans will have comprehensive details like where the required resources can be procured from and manpower mobilised, etc. IDKN, IDRN and CDRN may also be useful for the mobilisation of equipment and manpower.

Logistics Section Chief (LSC)

The LS comprises Service, Support and Finance Branches. Structure and details of each Branch are shown in Fig. 16. The Section is headed by a chief known as the LSC. The activation of various Branches of the LS is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component of the LS to specially facilitate speedy procurement, and proper accounting following financial procedures and rules.



Roles and Responsibilities of LSC

The LSC will:

- i. Coordinate with the activated Section Chiefs;
- ii. Provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.;
- iii. Participate in the development and implementation of the IAP;
- iv. Keep RO and IC informed on related financial issues;
- v. Ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Branch Directors and other responders of his Section;
- vi. Request for sanction of Imprest Fund, if required;
- vii. Supervise the activated Units of his Section;
- viii. Ensure the safety of the personnel of his Section;
- ix. Assign work locations and preliminary work tasks to Section personnel;
- x. Ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
- xi. Brief Branch Directors and Unit Leaders;

- xii. Anticipate over all logistic requirements for relief Operations and prepare accordingly;
- xiii. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;
- xiv. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC;
- xv. Provide logistic support for the IDP as approved by the RO and IC;
- xvi. Ensure release of resources in conformity with the IDP;
- xvii. Ensure that the hiring of the requisitioned resources is properly documented and paid by the FB;
- xviii. Assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List
- xix. Ensure that cost analysis of the total response activities is prepared;
- xx. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure- IV) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003 as enclosed at Annexure-III; and
- xxi. Perform any other duties as assigned by RO or IC.

Roles and Responsibilities of Service Branch Director (SBD)

The SBD will:

- i. Work under the supervision of LSC, and manage all required service support for the incident management;
- ii. Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit;
- iii. Discuss with activated Unit leaders for the materials and resources required and procure the same through LS;
- iv. Ensure proper despatch of personnel, teams, resources etc as per the IAP;
- v. Prepare an assignment list, if required;

- vi. Keep the LSC informed about the progress of Service Branch, from time-to-time;
- vii. Resolve Service Branch problems, if any;
- viii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to sections concerned; and
- ix. Perform any other duties assigned by the IC and LSC.

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

The Com. UL will:

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

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

Roles and Responsibilities of Medical Unit Leader (MUL)

The MUL will:

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

Roles and Responsibilities of Food Unit Leader (FUL)

The FUL will:

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

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

The Sup. BD will:

- i. Work under the supervision of LSC, and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit;
- ii. Procure and despatch required tactical materials and resources for Operations with the concurrence of the Section Chief;
- iii. Participate in the planning meeting of the LS;
- iv. Ensure that organisation assignment list concerning the Branch is

- v. Circulated to all Units under him;
- vi. Coordinate various activities of the Support Branch;
- vii. Keep the LSC informed about the progress of work;
- viii. Resolve problems within his unit, if any;
- ix. Maintain record of various activities performed as per IRS Form-004
- x. (enclosed in
- xi. Annexure-IV) and send to Section concerned; and
- xii. Perform any other duties assigned by the LSC.

Roles and Responsibilities of Resource Provisioning Unit Leader (RPUL)

The RPUL will:

- i. Work under the supervision of Sup.BD;
- ii. Organise movement of personnel, equipment and supplies, receive and store safely all supplies required for the incident response, maintain the inventory of supplies and equipment;
- iii. Maintain the records of receipt and despatch of supplies including equipment and personnel;
- iv. Organise repair and servicing of non-expendable supplies and equipment;
- v. Participate in the planning meeting of LS;
- vi. monitor the 'Kind', 'Type' and quantity of supplies available and despatched;
- vii. Receive and respond to requests for personnel, supplies and equipment
- viii. From the activated Sections, Branches, Divisions, Units and Groups of the IRS organisation under intimation to Sup. B.D.;
- ix. Requisition additional human resource assistance, if needed. These

- x. Assistants may be deployed for different functional activities such as Resource Ordering, Resource, Receiving and Tool & Equipment maintenance;
- xi. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sup.BD; and
- xii. Perform any other duty as assigned by LSC or Sup.BD.

Roles and Responsibilities of Resource Ordering-in-charge

The Resource Ordering-in-charge will:

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

Roles and Responsibilities of Resource Receiving and Distribution-in-Charge

The Resource Receiving and Distribution-in-Charge will:

- i. Report to the **Resource Provisioning Unit Leader (RPUL)**;
- ii. Receive and distribute all resources and services which have been ordered;
- iii. Identify and ensure time and locations for delivery of supplies and equipment;
- iv. Prepare separate lists for the resources received from line departments of Government and from other sources;
- v. Organise physical layout of supply area;

- vi. Set up a filing system for receiving and distributing supplies and equipment and keep RPUL informed;
- vii. Ensure security requirements;
- viii. Keep the Resource Ordering-in-Charge informed about the positions of supplies and equipment received;
- ix. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL; and
- x. Perform any other duties assigned by the RPUL;

Roles and Responsibilities of the Tool and Equipment Specialist

The Tool and Equipment Specialist will:

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

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

The Fac. UL will:

- i. Prepare the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders;
- ii. Report to the Sup.BD;
- iii. Locate the different facilities as per the IAP;
- iv. participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC;

- v. Ask for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc;
- vi. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sup. BD; and
- vii. Perform such other duties as assigned by the Sup. BD.

Roles and Responsibilities of Facility Maintenance-in-charge

The Facility Maintenance-in-charge will:

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

Roles and Responsibilities of Security-in-charge

The Security-in-charge will:

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

Roles and Responsibilities of Ground Support Unit Leader (GSUL)

The GSUL will:

- i. Work under the supervision of the Sup. BD;
- ii. Provide transportation services for field operations to TBD;
- iii. In case Air Operations are activated, organise and provide required
- iv. ground support through TBD;
- v. Provide maintenance and repair services for all the vehicles and related
- vi. Equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC;
- vii. develop and implement the Incident Traffic Plan;
- viii. inform Resource Unit about the availability and serviceability of all vehicles and equipment;
- ix. Arrange for and activate fuelling requirements for all transport including Aircrafts in consultation with the **Support Branch Director (Sup. BD)**;
- x. Maintain inventory of assigned, available and off road or out of service resources;
- xi. Ensure safety measures within his jurisdiction;
- xii. Maintain record of various activities performed as per IRS Form-004 (Enclosed in Annexure-IV) and send to the Sup. BD; and
- xiii. Perform any other duties as assigned by the Sup. BD.

Roles and Responsibilities of Finance Branch Director (FBD)

The FBD will:

- i. Work under the **Logistics Section Chief (LSC)**;
- ii. Attend planning meetings;
- iii. Prepare a list of resources to be mobilised, procured or hired in accordance with the Incidence Action Plan (IAP). Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay;

- iv. Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment;
- v. Examine and scrutinise cost involved in the entire response activity including the demobilisation, analysis the cost effectiveness and keep the LSC informed;
- vi. Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;
- vii. Brief the LSC or IC on all incident related financial issues needing attention or follow up;
- viii. Maintain record of various activities performed as per IRS Form-004 (Enclosed in Annexure-IV) and send to Sections concerned; and
- ix. Perform any other duties as assigned by the LSC or IC.

Roles and Responsibilities of Time Unit Leader (TUL)

The TUL will:

- i. Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms;
- ii. Examine logs of all hired equipment and personnel with regard to their optimal utilisation;
- iii. Ensure that all records are correct and complete prior to demobilisation of hired resources;
- iv. Brief the FBD on current problems with recommendations on outstanding issues, and any follow-up required;
- v. Ask for additional support of human resources for assistance, if required; maintain record of the activities performed as per IRS Form-00 (enclosed in Annexure-IV) and send to FBD; and
- vi. Perform any other duties as assigned by the **Finance Branch Director (FBD)**

Roles and Responsibilities of Procurement Unit Leader (PUL)

The PUL will:

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

Roles and Responsibilities of Compensation / Claims Unit Leader (Com. /CUL)

The Com. /CUL will:

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

Roles and responsibilities of Cost Unit Leader (CUL)

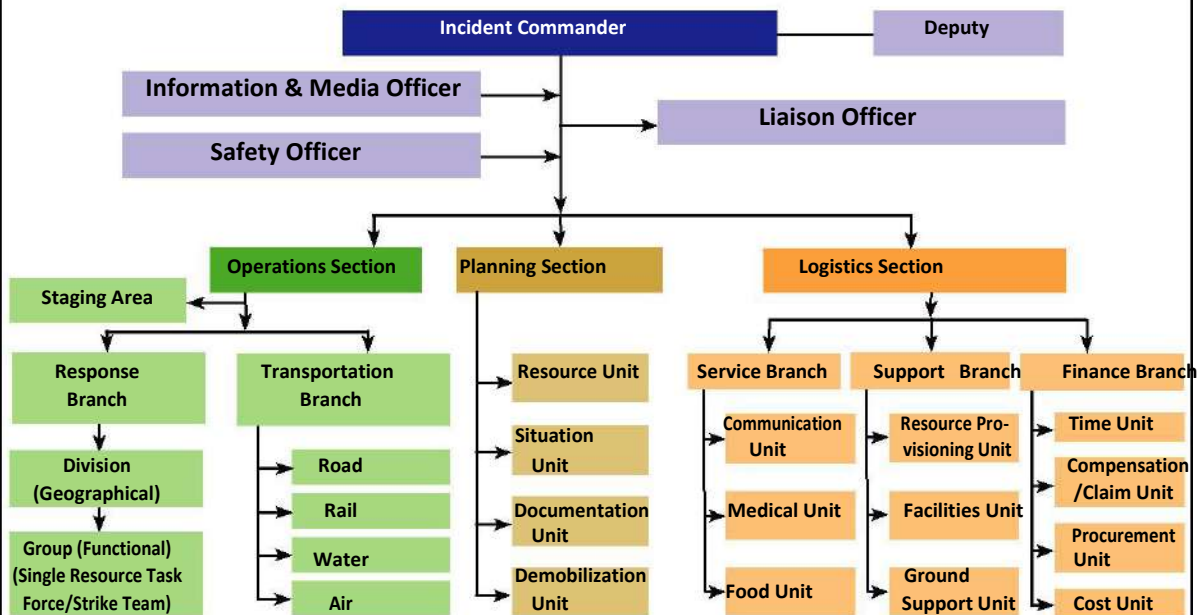
The CUL will:

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

Current Organisation (Brief about activated section of IRT)

Highlight the activated Sections / Branches / Units

IRS Organisation



5. Resources Summary

Resources Ordered	Source	ETA	Site of Deployment	Assignments
Prepared by (Name and Position): _____			Signature: _____	
*ETA: Expected Time of Arrival				

Annexure - II

Incident Status Summary (ISS) – IRS Form 002

(Major Components)

Attach a separate sheet in case space is not sufficient

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

10. Resources deployed for response with descriptions						
(a)	(b)			(c)		(d)
Locations	Resources			ESF involved		Activities
	Human Resources	Equipments		Gov	Non Gov.	
		Kind	Type			

11. Need for additional resources			
(a)			(b)
Resource Details			Source of Mobilization
Kind	Type	Quantity	

12. Remarks if any:

13. Name and designation of officer Prepared by _____

Source: Adapted from ICS Form 209

Annexure - III

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	
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							

Source: Adapted from ICS Form 214

Annexure - IV

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 (Specify Name Position and Section): _____ (Prepared by all responders bellow the Section)	10. Despatch: Date: _____ Time: _____ _____ 11. Signature of Receiving Officer	

Annexure - V

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:	

Source: Adapted from ICS Form 203

Annexure - VI

**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	Sick / Out of service / maintenance	Location of site if deployed (Specify)	Date	Time
	Kind	Type						Put Tick mark				
9. Name and designation of officer Prepared by: _____												

Source: Adapted from ICS Form 211

Annexure - VII

**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 Section / Branch / Division / Unit (Specify): _____			3. Operational Period: _____		4. Prepared	
							Date:	
							Time:	
SI	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 - VIII

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 Date: _____ Time: _____			4. Total Nos. of medical aid camp to be established:						
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 Officers	No. of Paramedics staff	Others (ANM & trained volunteers) Specify	lifesaving drugs / Appliances Yes No		Facilities of referral services and Blood Banks Yes No		Any other (Specify)					
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	No	(a) Locations	(b) Sub Centre	(c) PHC	(d) Hospitals	(e) Medical College	(a) Locations	(b) Clinic	(c) Nursing Home	(d) Hospitals	(e) Medical College	(f) RMP
7. Road map of the area circulated among the ambulance service				8. Referral Medical Facilities in the Neighbourhood										
(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)	(b)	(c)		(d)							
Name of location	Organisation	Requirement of Backup Power Supply		Type of communication							
				Wireless			Telephone			HAM Radio	Web
		HF	VHF	Morse	Land line	Mobile	Satellite	E-mail	Skype		
Yes	No										
4. List of locations where communication has to be setup											
(a)	(b)	(c)		(d)		(e)					
Name of location	Organization responsible	Requirement of Backup Power Supply		Personnel requirement (Specify Nos. if required)		Type of communication					
						Wireless			Telephone		
		HF	VHF	Morse	Land line	Mobile	Satellite	E-mail	Skype		
Yes	No	Yes	No								
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: _____											

Source: Adapted from ICS Form 205

Demobilisation Plan - IRS Form 010

(Major Components)

(Attach a separate sheet if space is not sufficient)

1. Name of the incident: _____	2. Name of 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 equipment and sick personnel							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	
Name of sick personnel / out of service equipment	Location from where demobilisation 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 _____	

Annexure - XI

IRS Positions and suitable officers at District levels

District Level Irt

IRS Position	Suitable officers
INCIDENT COMMANDER	District Collector / District Magistrate or any other equivalent officer or as deemed by RO
Deputy IC	SDM or any other equivalent officer or as deemed by IC
Information & Media Officer	Control Room Officer / Emergency Officer or any other suitable position at District level as deemed by IC
Liaison Officer	Dy. Collector (Protocol) / District Public Relations Officer or any other suitable position at District level as deemed by IC
Safety officer	Fire Officer / Dy. SP (Police) / Medical Officer / Factory Inspector or any other suitable position at District level as deemed by IC
Operations Section CHIEF	Dy. Superintendent of Police / Dy. Collector or any other suitable position at District level as deemed by IC / RO
Staging Area Manager	Personnel of; Block Office of affected site (Preferably Education Officer) / Tehsildar Office of affected site/ Sub-Divisional Office of affected site / District Magistrate Office of affected site or any other suitable position at District level as deemed by IC.
Response Branch Director	SDO / SDM / Dy. SP or any other suitable position at District level as deemed by IC
Division Supervisor / Group-in-charge	SDO Sadar /BDO HQ or any other suitable position at District level as deemed by IC

IRS Position	Suitable officers
Task Force / Strike Team	Depending on the task to be performed, the personnel and their resources of District, Sub-Division, Tehsil/ Block belonging to various line departments shall combine to form the Task Force / Strike Team. These line departments could be from the departments of; Fire, Police, Civil Defence, NDRF, DFO, Irrigation and Flood Control, BDO and Village level teams headed by elected representatives or officers from any other appropriate Line Departments and Specialists of various corporate sectors (Safety officer, chemical specialist) etc.
Single Resources	Personnel and their equipment of; Sub-Divisional IRT / Health Department / PHD and PWD / Electricity Board / Fire Department / Police Department / Civil Defence / NDRF / Forest Department / NGOs / CBOs / Block Headquarter IRT + Elected representatives / Irrigation and Flood Control Department / Village level resources and its trained operators / Specialists of various corporate sectors (Safety officer, chemical specialist, etc) / Other specialists of Government sectors including NDRF and Civil Defence or from any other appropriate Line Department
Transportation Branch	Road Transport Officer (RTO) / Police Inspector / Officers of Forest Department at District level as deemed by IC / OSC
Road Group	
Group-in-charge	Officer of; Road Transport Office (RTO) / Police Inspector / Officers of Forest Department or any other suitable position at District level as deemed by IC / OSC
Vehicle Coordinator	Officer of; Road Transport Office (RTO) / Police Inspector / Officers of Forest Department or any other suitable position at District level as deemed by IC / OSC

Annexure – XI

IRS Position	Suitable officers
Loading-in-charge / Unloading-in-charge	As deemed fit by Vehicle Coordinator
Rail Group	
Group-in-charge	Officer of Railway Division
Coordinator	As deemed fit by Officer of Railway Division
Loading-in-charge / Unloading-in-charge	As deemed fit by Officer of Railway Division
Water Group	
Group-in-charge	Officer of Water and Irrigation Department
Coordinator	Officer of Irrigation Department or any other suitable position of District as deemed by IC / OSC
Loading-in-charge / Unloading-in-charge	As deemed by IC / OSC / FBD
Air Operations Group	
Group-in-charge Air operations	Sr. Officer of District administration or any other suitable position at District level as deemed by RO / IC / OSC
Helibase / Helipad-in-charge	Officer of Airport Authority of India (State specific) or any other suitable position at District level as deemed by RO / IC / OSC / TBD

IRS Position	Suitable officers
Loading / Unloading-in-charge	As deemed fit by Officer of Airport Authority of India (State specific) or any other suitable position as deemed by RO / IC / OSC
PLANNING SECTION CHIEF	ADM (Sadar) / Add. SP / Dy. SP / Sr. Deputy Collector / Joint Collector / District Planning Officer / Fire Officer / Medical Officer / NDRF representative (If available) or any other suitable position at District level as deemed by IC / RO
Resource unit	Deputy Collector or officers of equivalent rank / District Planning Officer + Team / Tehsildar or any other suitable position at District level as deemed by IC / PSC
Check-in-status Recorder	Sr. Officers of the District / Dy. Collector or any other suitable position at District level as deemed by IC / PSC
Situation unit	Deputy Collector / Equivalent rank officer / Statistical Officer / Executive Engineer Irrigation or any other suitable position at District level as deemed by IC / PSC
Display Processor	Officers of District Administration as deemed by the IC / PSC.
Field Observer	Officers of District Administration / Officials of NGOs, involved in the similar kind of activities in the state / PRIs / ULBs or any other suitable position at District level as deemed by IC / PSC
Weather Observer	Suitable officer selected by PSC in consultation with OSC
Documentation unit	Any suitable Officer of the District Administration in the rank of Deputy Collector

Annexure - XI

IRS Position	Suitable officers
Demobilisation Unit	Senior Official of department of transport / DSP AR or any suitable Official of District Administration in the rank of Dy. Collector as deemed by IC / PSC
Technical Specialist	Suitable officer of Departments of; Meteorology / Fire / Forest / Finance / Health / PWD / PHD and Irrigation etc.
Logistics Section CHIEF	Senior Dy. Collector or any other suitable position at District level deemed by IC / RO
Service Branch Director	Dy. Collector / DSP I/c Reserve Officer or any other suitable position at District level as deemed by IC / LSC
Communication unit	Supporting personnel of; I/c Police Wireless / Deputy JTO, BSNL / HAM operators or any other suitable position at District level as deemed by IC / LSC
Medical Unit	Asst. Chief Medical Officer or any other suitable position at District level as deemed by IC / LSC
Food Unit	Asst Civil Supply Officer / Supply Inspector / Food Inspector (Quality Inspector) or any other suitable officer of the District as deemed by IC / LSC.
Support Branch Director	Dy. Collector / DSP I/c Reserve Officer or any other suitable officer as deemed by IC
Resource Provisioning Unit	Additional Supply Officer / Asst. Engineer / Dy. Ex. Engineer or any other suitable position as deemed by IC / LSC
Facilities Unit	Tehsildar / Dy. Tehsildar / Police Reserve Inspectors or any other suitable position as deemed by IC / LSC
Ground Support Unit	Officer of; Road Transport / Inspector/(RTO) / Police Inspector / PWD / PHD / State Transport or any other suitable position as deemed by IC / LSC

IRS Position	Suitable officers
Finance Branch Director	Nazarat / Treasury Officer / Dy. Collector or any other suitable position at district level deemed by the IC
Time Unit	Sub-Treasurer / Supply Inspector or any other suitable position at District level deemed by IC / LSC
Compensation / Claim Unit	Dy. Collector or any other suitable position at District level deemed by the IC / LSC
Procurement Unit	SDM / Additional City Magistrate / Dy. Collector + AO or any other suitable position at District level deemed by IC / LSC
Cost Unit	Sub Treasury Officer / Finance Officer / Cost Accountant in any Office or any other suitable position at District level as deemed by IC / LSC

Sub-Division IRT

IRS Position	Suitable officers
INCIDENT COMMANDER	SDO / SDM
Deputy IC	As deemed by IC
Information & Media Officer	Any other suitable position deemed by IC
Liaison Officer	Sub-Division Public Relations Officer or any other suitable position as deemed by IC
Safety officer	Fire Officer / Dy. SP (Police) / Medical Officer / Factory or Industry Inspector or any other suitable position as deemed by IC

Annexure - XI

IRS Position	Suitable officers
OPERATIONS SECTION CHIEF	Any suitable position as deemed by IC
Staging Area Manager	Personnel at; Block Office of affected site (Preferably Block Education Officer or Grampanchayat Officer etc. / Tehsildar Office of affected site/ SDO of affected site or any other suitable position as deemed by IC / OSC
Response Branch Director	Suitable position as deemed by IC / OSC
Division Supervisor / Group-in-charge	Suitable position as deemed by IC / OSC
Task Force / Strike Team	Depending on the task to be performed, the personnel and their resources of District, Sub-Division, Tehsil/Block belonging to various line departments shall combine to form the Task Force / Strike Team. These line departments could be from the departments of; Fire, Police, Civil Defence, NDRF, DFO, Irrigation and Flood Control, BDO and Village level teams headed by elected representatives, or officers from any other appropriate Line Departments and Specialists of various corporate sectors (Safety officer, chemical specialist) etc.
Single Resources	Personnel of Department of; Fire / Police / Civil Defence / NDRF/ DFO / Specialists of various corporate sectors / Elected representatives / Irrigation and Flood Control / Officers from any other appropriate Line Department / Village level teams headed by elected representatives etc.
PLANNING SECTION CHIEF	Suitable position as deemed by IC
Resource unit	Sub-Divisional District Planning Officer + Team or any other suitable position as deemed by IC

IRS Position	Suitable officers
Check-in-status Recorder	Officer of any SDO or any other suitable position as deemed by IC / PSC
Situation unit	Suitable position as deemed by IC / PSC
Display Processor	Officers of SDO or from any other Line Deptt. as deemed by IC / PSC
Field Observer	Officials of; Sub-Division / NGO, CBOs involved in similar kind of activities / PRIs / ULBs
Documentation unit	Any suitable Official of Sub-Division in the rank of Dy. Collector or any other position as deemed by IC / PSC
Demobilisation Unit	Senior Officer of Department of Transport / DSP AR or any other suitable Official in the rank of Dy. Collector
Technical Specialist	Suitable Officer of Department of; Meteorology / Fire / Forest / Finance / Health / PWD / Irrigation etc.
Logistics Section CHIEF	Suitable position as deemed by IC
Service Branch Director	Suitable position as deemed by IC / LSC
Communication unit	Supporting personnel of; I/c Police Wireless / Dy. JTO, BSNL / HAM operators or any other suitable position at District level as deemed by IC / LSC
Medical Unit	Suitable Medical Officer as deemed by IC / LSC
Food Unit	Sub-Division Civil Supply Officer / Supply Inspector / Food Inspector (Quality Inspector) or any other suitable officer as deemed by IC / LSC.
Support Branch Director	Suitable Officer as deemed by the IC / LSC

Annexure - XI

IRS Position	Suitable officers
Resource Provisioning Unit	Additional Supply Officer / Jr. Engineer or any suitable position as deemed by Sup. IC / LSC
Facilities Unit	Tehsildar / Dy Tehsildar / Police Reserve Inspectors or any suitable position as deemed by IC / LSC
Ground Support Unit	Officer of; Road Transport Inspector / (RTO) / Police Inspector / FRO / PWD / PHD / State Transport or any suitable position as deemed by Sup. BD / IC
Finance Branch Director	Nazarat / Treasury Officer or any other suitable position at Sub-Division level deemed by the IC / LSC
Time Unit	Sub-Treasurer / Supply Inspector or any other suitable position at Sub-Division level deemed by the IC / LSC
Compensation / Claim Unit	Dy. Collector or any other suitable position as deemed by the IC
Procurement Unit	Dy. Collector + AO or any other suitable position as deemed by the IC
Cost Unit	Sub Treasury Officer / Finance Officer / Cost Accountant of any Line Departments or any other suitable position as deemed by the IC / LSC

Nuclear/Radiological Emergency

Response Actions (to be taken during a Nuclear/Radiological Emergency)

1. Spread prior awareness in respect of do's and don'ts to those likely to be affected by the accident/emergency;
2. Recognise the existence of an abnormal situation;
3. Despatch the team of experts (who can detect CBRN related incidents);
4. Identify and characterise the source and its origin;
5. Cordon off the area with the help of police and be prepared for maintenance of law and order;
6. Assess the magnitude of damage (required for mobilizing relief);
7. Respond quickly to the situation and mobilize resources at the shortest possible notice;
8. Alert all stake holders and responders in the neighboring area;
9. Summon experts from the nearest ERG/DAE facilities;
10. Keep media informed about the latest situation;
11. Induct the services of specially trained NDRF;
12. Organize a suitable facility for decontamination of the persons at a place near the affected site but in a clean environment. Provide them new clothes. Plan to isolate and store the contaminated material;
13. Continue to assess the emergency situation and project its consequences as they develop;
14. Determine the areas where countermeasures are required;
15. Initiate countermeasures at the earliest (for relief and rescue operations on the basis of actual radiation dose levels prevailing in different zones);

16. Plan for evacuation – to move people to temporary shelters, if required;
17. Requisition the transport vehicles for shifting the affected people. Also identify the routes to be followed for shifting of the people;
18. Requisition for supplies of food and drinking water if required (based on actual measurement of contamination found in food and drinking water). In such a case arrangement for alternate supply of food and water will be required; and
19. Initiate the recovery phase at an appropriate time.

Summary:

In the event of a nuclear/radiological emergency, protective actions and countermeasures are to be taken promptly in order to be effective. These include identification and isolation of the affected area, decontamination, sheltering, evacuation, medical help, provision for alternate food and water supplies etc. The actions should be balanced and commensurate with the level of severity and should not create unnecessary anxiety and panic among the people. Detailed Guidelines on CBRN disasters have already been issued which should be consulted for details and followed.

Note: The response system required for handling a “nuclear disaster scenario” is entirely different which is being worked out in a separate document.

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

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

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

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

Different functional Groups and their roles and responsibilities

A. Food Group-in-charge

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

Roll and Responsibilities Key Stakeholder:-**A GENERAL**

The following Departments shall take immediate action to provide immediate relief to the victims of flood or other natural calamities.

1.	Disaster Management Cell, Collectorate, Daman.	<ul style="list-style-type: none">❖ Over all Monitoring & Disaster Management as per Incident Response System (IRS) Plan.
2.	Superintendent of Police, Daman	<ul style="list-style-type: none">❖ Maintain Law and Order during Disaster Management, Traffic management, Communication via wireless etc.
3.	Electricity Department	<ul style="list-style-type: none">❖ To ensure restoration of electricity supplies.❖ To ensure providing alternative ways for Power supply.❖ To identify feeders in low lying areas and to keep vigil during heavy rains and flood for preventing mishap due to electrocution.❖ To provide flood light at the place of relief centres wherever required.
4.	Municipality/Urban Development Agency	<ul style="list-style-type: none">❖ To provide toilet booths at Shelter Centres/ relief camps.❖ To create adequate drainage in water logging areas.
5.	Medical and Public Health	<ul style="list-style-type: none">❖ To provide all medical facilities, medicines etc., in affected areas and relief centres.❖ To take precautions to prevent water/debris borne diseases.❖ To arrange and ensure sanitation in all respect.
6.	Fire Department	<ul style="list-style-type: none">❖ To be in ready position to attend to any contingency and help remove fallen trees and other materials in coordination with PWD and Forest department.❖ To attend the rescue and search operations.

7.	Fisheries Department	<ul style="list-style-type: none"> ❖ To inform all Fishermen about sea related warnings. ❖ To hire services of qualified divers during flood. The department should identify qualified divers well in advance and be in touch with Coast Guard, Daman for rescue of trapped persons.
8.	Public Works Department	<ul style="list-style-type: none"> ❖ To attend to water logging, blockage of Roads, infrastructure damage, removal of fallen trees from the road, maintaining communication and attending repairs of roads, bridges for rescue operation. ❖ The department should take appropriate measures in advance for hiring private JCB, Hitachi cranes, truck and tempos for relief and rehabilitation works. ❖ To provide labour force.
9.	Forest Department	<ul style="list-style-type: none"> ❖ To arrange and coordinate rescue operations with PWD for quick removal of fallen trees on the road and isolated areas. ❖ To provide labour force.
10.	Education Department	<ul style="list-style-type: none"> ❖ To issue directions to the schools and hostels to provide the premises for relief centres and attend to work of relief with NGOs and other department. ❖ To prepare a list of mid day workers for preparing food for rehabilitated people.
11.	Mamlatdar Office	<ul style="list-style-type: none"> ❖ To coordinate all relief and rehabilitation work, publicity and forewarning of Disaster through Talathis and other staff. ❖ To prepare cases for monetary relief to the victims of flood and other natural calamities. ❖ To procure tents, torches and other materials for shelters/rehabilitation works from the relief and rehabilitation budget based upon the budget of last year.
12.	Field Publicity Department	<ul style="list-style-type: none"> ❖ To attend to all publicity work and other responsibilities as may be assigned from time to time.

13.	Indian Red Cross Society	<ul style="list-style-type: none"> ❖ The Indian Red Cross Society, Daman will carry out relief work as usual and act as nodal agency for all other NGOs.
14.	Port Officer Daman	<ul style="list-style-type: none"> ❖ To display storm signal and publicity of storm signal at prominent to fisherman. ❖ To stop operation of plying of boats during high tide and the time of release of water from Madhuban Dam. ❖ To be in constant touch with Flood Control Room and take necessary action immediately to inform Fishermen.
15.	Transport Department	<ul style="list-style-type: none"> ❖ Ensure providing JCB, Crain, and other vehicles. ❖ To ensure availability of buses for public transport between Moti Daman and Nani Daman. ❖ To keep ready trucks and tempos for relief work. ❖ To help District Administration in relief work.
16.	Safety Officer/EOCS	<ul style="list-style-type: none"> ❖ To ensure safety of passenger in boat. ❖ To ensure capacity of passengers in boat does not exceed its limit. ❖ To help District Administration in relief work.
17.	C.E.O/B.D.O., Daman	<ul style="list-style-type: none"> ❖ To keep ready the field staff for relief work. ❖ To help District Administration in relief work.

B Services of N. G. Os:

Some NGOs in Daman render very good humanitarian services in the time of need. To assist Government's efforts, the services of these NGOs will be requested for services as and when required.

A list of NGOs is given at **Annexure-IV**. The NGOs should work in coordination with the departments concerned.

The NGOs shall endeavour to provide food items and other essential items such as clothing and shelter materials required for the persons at various Relief Centres.

C Services of Food Suppliers:

The NGOs may take services of Food Caterers whenever required. The Indian Red Cross Society of Daman shall coordinate between the NGOs and Food Caterers. The list of food caterers in Daman are as under:

LIST OF FOOD CATERERS OF DAMAN.

Sr. No.	Name & Address of Caterers of Daman	Contact Person	Telephone No. of Contact Person
1	HOTEL GURUKRIPA Sea Face Road Nane Daman.	Shri Vijaybhai Pramabhai Tangal 9227800515	(O) 2250227 (Hotel) (O) 2254433 (Hotel) (O) 2242147 (Somnath) (R) 2255147
2	HOTEL DARIYA DARSHAN Devka Beach, Nani Daman.	Shri Kamal Biswas 9033091647	(O) 2254476 (H) 2254386
3	HOTEL MIRAMAR Devka Beach, Nani Daman.	Shri Gopalbhai Tandel 9375000888 9879098888	(O) 2254471 (Hotel) (O) 8511137601,602,603 (R) 2254325
4	HOTEL SAMRAT Sea face Road, Nani Daman.	Shri Gulabsingh Shri Bahayal (M) 9824302568	(O) 2254068 (O) 2251168
5	JAY JALARAM KHAMAN Zapa Bar, Main Road, Nani Daman.	Raju Thakkar (M) 9429117688	(O) 2251350

D Hospital and Medical Institution:

To provide medical relief and rehabilitation to the affected persons the Government and private Hospitals/Institutions are specified for this purpose. The list of Government and private Hospitals is attached as Annexure II. The injured persons will be shifted to the nearest hospital for treatment. Some hospitals in the neighbouring District of Gujarat State may also be approached in case if needed in emergency.

RESOURCES:**Manpower & Equipments:****A - 1. List of Swimmers & Divers from Fisheries Department, Daman:**

SR. No.	NAME OF THE DIVERS	ADDRESS	CONTACT NO.
1	Arvind Bhagwan Tandel	Batlisheri, Nani Daman	9824736900
2	Prakash Thakor Tandel	Kolimar sheri, Nani Daman	9825539117
3	Keshu Lakhma	Parkota shri, Nani Daman	9898685484
4	Pankaj Takur	Navi ori, , Nani Daman	9998158660
5	Kamlesh Oriya Dhodiya	Barudia sheri. Nani Daman	8511360205
6	Khnaiya Damodar Tandel	Chhapli sheri, Nani Daman	9898000038
7	Damodar Mangaria	Chhapli sheri, Nani Daman	9879952324
8	Vijay Bhana Tandel	Motegam sheri, Nani Daman	9879360416
9	Dhruvin Damodar Tandel	Chhapli sheri, Nani Daman	7359911641
10	Mahendra Kanji Tandel	Dabha sheri, Nani Daman	9825630322
11	Dipak Kishan Raut	Jampore, Moti Daman	9723593140
12	Hansraj Bhagwan Tandel	Batli sheri, Nani Daman	9624447444
13	Hitendra Devji Tandel	Parkota sheri, Nani Daman	8238726242
14	Anil Calan Batli	Sheri, Nani Daman	9638788995

2- LIST OF SMALL BOAT OWNERS

Sr. No.	Boat No.	Name of Boat Owner	Address	Contact No.
01	DD03MM- 00184	Damodar Mangaria	Chhapli sheri, Nani Daman	9879952324
02	DD03MM-00265	Ravibhai Gulab Mangela	Devka Mangelwad, Nani Daman	9727444553
03	DD03MM-00147	Ravidash Puna	Devka Mangelwad. Nani Daman.	9898711441
04	DD03MM-00131	Anil Calan	Batli sheri, Nani Daman	9638788995
05	DD03MM-00132	Anil Calan	Batli sheri, Nani Daman	9638788995
06	DD03MM-00180	Naresh Ranchhod Tandel	Batli sheri, Nani Daman.	9638788995
07	DD03MM-00010	Satish Gulab Mangela	Jampore, Moti Daman	9924123464
08	DD03MM-00271	Rohit Ramesh Patel	Jampore. Moti Daman	9825246771
09	DD03MM-00149	Dinesh Kishan Mangela	Jampore. Moti Daman	9558627434
10	DD03MM-00247	Vasan Bava Mangela	Jampore, Moti Daman	9879086613

B - 1. Govt. Hospital Marwad, Nani Daman:**MAKE SHIFT HOSPITAL**

To make a **makeshift hospital** for catering large number of casualties exceeding the capacity of the health institutions the following places are identified:

- 1 Government School, Marwad
- 2 Panchayat Hall, Marwad

Mobile Medical Unit

Sr. No.	Doctor's Name	Staff Nurse	Pharmacist	Peon	Driver	Ambulance No.
1 ST Team	Dr Priti Halpati 7567509260	Brother Indraraj 9510085552	Neha 9727713027	Yogesh 7383149569	Arjun 9099495165	DD 03 M 0108
2 nd Team	Dr Pratap 9687119400	Brother Rakesh 9727011734	Jayprakash 9998876714/ 7874088865	Manohar	Jayesh 9824758304	DD 03 F 0101

Ambulances will be well equipped with medical equipments, spine boards and trained personnel. All the emergence and basic medicines and equipments will be available in the mobile unit. The Emergency Kit for mobile unit of Crisis Management and the list of items contained will be labeled.

DISASTER MANAGEMENT PROTOCOL FOR INFORMING STAFF

Sr. No.	Action	Name	Phone Numbers	To be done by
1	Initial Alert	Dr Shailesh Arlekar Medical Superintendent	0260 2254965/ 2251691/ 99250 47850	Registration Staff on duty
		Dr. Sudhir Nair	94278 71809	
		108 GVK EMRI,	108	
		Police Control Room	100	
2	Immediate Response Team	Dr. Paresh Tandel Physician	98258 70470	Registration Staff on duty
		Dr. Brijal Patel Physician	98930 30541	

		Dr. Tithish Nayak Pediatrician	87583 27443	
		Dr. Heming Agrawal Pathologist	99747 91580	
		Dr C A Jog General Surgeon	94268 21180	
		Dr Akshay Chand General Surgeon	98254 49593	
		Dr Arunkumar Shetty Orthopedic Surgeon	94488 69086	
		Dr Madhuri Agarwal Ophthalmologist	98241 08354	
		Dr Samir Halpati Anesthetist	98790 43649	
		All Medical Officer of Casualty & Wards		
3	Consultants	All Consultants		Medical Officer on duty

C. Director of Medical Health Services (PHC), Moti Daman

MAKE SHIFT HOSPITAL

To make a **makeshift hospital** for catering large number of casualties exceeding the capacity of the health institutions the following places are identified:

- 1 Government School, Moti Daman
- 2 Technical Training Institute, Moti Daman.

Mobile Medical Unit

Sr. No.	Doctor's Name	Staff Nurse	Pharmacist	Peon	Driver	Ambulance No.
1 ST Team	Dr Tapan Desai (8238399100)	Sister Corina (9879479194)	Mr Umar Kureshi (8980404992)	Mr Dhirubhai Halpati (7567323358)	Mr Dilip Yadav	DD 03 E 109
2 nd Team	Dr. Shaleen Bardwaj (8140074876)	Sister Franika Meklone (7359539810)	Mr Parixit Patel (9727712730)	Mr Dilip Patel	Mr Dinesh Bhandari	DD 03 J 106

Ambulances will be well equipped with medical equipments, spine boards and trained personnel. All the emergence and basic medicines and equipments will be available in the mobile unit. The Emergency Kit for mobile unit of Crisis Management and the list of items contained will be labeled.

DISASTER MANAGEMENT PROTOCOL FOR INFORMING STAFF

S.N	Action	Name	Phone Numbers	To be done by
1	Initial Alert	Dr. Sangeeta Joshi Dy. Director, CHC, Daman	99789 30863	Medical Officer on duty in Casualty
		108 GVK EMRI,	108	
		Police Control Room	100	
2	Immediate Response Team	Dr. Kaushik Rathod Dy. Director, NVBDCP, Daman	99789 30860	Registration Staff on duty
		Dr. S. D. Bhardwaj State Surveillance Officer (IDSP), Daman & Diu	0260 2230616/ 97269 33111	Registration Staff on duty
		Dr. Hinal Patel Epidemiologist (IDSP), Daman	75748 29803/90334 92982	
		Sister Corina Noronha, Sister In charge, Casualty	9879479194	
		All Medical Officer of Casualty & Wards		
3	Consultants	Dr Rajeev Desai Physician	9197142612	Medical Officer on duty
4	Ancillary Support	Mrs Heena Patel, Store Keeper	9328004498	Enquiry Staff on duty

D - Fire & Emergency Services, Daman

1. Number of fire station and strength

Sr. No.	Name of Posts	Group	FIRE STATIONS				TOTAL
			Somnath (Hqs.)	Moti Daman	Diu	Bhimpore	
01.	Assistant Director	'B'	01	--	--	--	01
02.	Station Fire Officer	'C'	01	--	--	03	04
03.	Asstt. Stn. Fire Officer/SO	'C'	02	04	01	06	13
04.	Leading Fireman	'C'	04	04	04	04	16
05.	Driver Operator	'C'	03	04	03	16	26
06.	Store Keeper	'C'	--	01	--	--	01
07.	Fireman	'C'	12	15	09	15	51
08.	Sweeper	'C'	01	01	01	--	03
	TOTAL		24	29	18	44	115

2. List of Equipments:

Statement showing the details of electric/petrol driven wooden cutters, generators, life buoys, life jackets, fire pumps, rescue boats, etc. are available with the Fire & Emergency Services, Daman.										
Sr. No.	Particulars of items	Fire Force Hqs, Daman Somnath, Nani Daman					Fire Station, Moti Daman			Grand Total
		Store	W.T.	ERT	LRT	Total	Store	W.T.	Total	
1	Two man electric wooden cutter	1				1			0	1
2	Electric Wooden Cutters (big).	2	1	1	2	6	1	2	3	9
3	Petrol Driven wooden cutter	2		1	1	4		1	1	5
4	Electric Wooden Cutters (small).	5			1	6	2	1	3	9
5	Portable Generators	1	1	1	1	4	1	1	2	6
6	Trialer Pump	1				1			0	1
7	Portable Fire Pump	2				2	1		1	3
8	Portable Honda pump	1	1			2	1		1	3
9	Floating pump			1		1			0	1
10	FRP Rescue Boat			1		1			0	1
11	Inflatable rescue boat			1		1			0	1
12	Inflatable Kayak without OBM			1		1			0	1
13	Life Buoys	7		6	6	19	6	2	8	27
14	Life jacket	4	1	9	6	20	2	4	6	26
15	Inflatable life jacket			2		2			0	2
16	Inflatable rescue tube			3	1	4			0	4

E. Daman Municipal Council, Daman.

The Disaster Action Plan of Daman Municipal Council during Disaster.

MOTI DAMAN AREA

Santosh Ganum, Asst. Municipal Inspector (M) 9825257887

	Dholar, Moti Daman		Municipal Market, Moti Daman
Supervisor	Santosh G. Mangela,		Bharat Babu
i.	Sona Laxman		Raman Ranchhod
ii.	Soma Laxman		Kanti Harijan
iii.	Suresh Rajput		Dinesh Kika

Vehicles kept ready in emergency

1. Auto Tipper

NANI DAMAN AREA

Shri Suresh M. Patel, Sr. Supervisor (M) 9879171512

	Dhobi Talav	Ghanchiwad	Khariwad	Satyanarayan Temple	Modern School
Supervisor	Suresh M. Patel	Dhiru Halpati	Gopal Sukar	Bharat Chamar	Navin Budhia
i	Babu Sankar	Kishan Ramu	Prema Ranchor	Kishan Raman	Naresh
ii	Hasmukh Punja	Gilbert	Amul S.	Kalpesh Raman	Sanjay Khandu
iii	Kishor F.	Amrut	Dilip Kale	Mahesh R.	Ukad Jadav

Vehicles kept ready in emergency

1. Auto Tipper 2 Nos.
2. Tractor 1 No.
3. Honda Water Diesel Pump

F. Transport Department, Daman.

List of Vehicles to be provided by Transport Department, Daman for relief work.

G.

Sr. No	Type of Vehicle	Vehicle No.	Owner Name	Mobile No.
1.	J.C.B.	DD-03-J-1375	Nareshbhai Odd-Dalwada- Chowki	9898332717
2.	--do--	DD-03-F-1775	Nareshbhai Odd-Dalwada- Chowki	
3.	--do--	DD-03- J -1550	Arvindhbhai, Dalwada	9898218950
4.	--do--	DD-03- F -3094	Ambubhai, Dalwada	9925013499
5.	Crane	DD-03-F-0765	Ishwarbhai, Dabhel	9824156140
6.	--do--	DD-03- J -0789	Ishwarbhai, Dabhel	
7.	Bus	DD-03- K -9484	Balambhai	9824144934
8.	--do--	DD-03- G -9475	Balambhai	--do--
9.	--do--	DD-03- D -9557	Dhirubhai	9925679170
10.	--do--	DD-03- G -9381	Dipakbhai, Dalwada	9328265850
11.	--do--	DD-03- K -9922	Kamleshbhai, Dalwada	9879750740
12.	--do--	DD-03- J -9555	Manoj	9824470444
13.	--do--	DD-03- F -9909	Manoj	
14.	--do--	DD-03- H -9452	Manoj	
15.	Tempo	DD-03- J -9275	Manoj	
16.	--do--	DD-03- H -9814	Manoj	
17.	--do--	DD-03- K -9348	Manoj	
18.	--do--	DD-03- F -9250	Jitubhai, Dalwada	9879223240
19.	--do--	DD-03-J-9811	Jitubhai Dalwada	
20.	--do--	DD-03-G-9161	Bharatbhai, Dalwada	9898800067

Disaster Action Plan of Daman District all Village Panchayats are as under

1) The Disaster Action Plan of **Marwad Gram Panchayat** during Disaster. Panchayat Area.

1) Sarpanch: - Hasumathiben R. Patel (Mob :- 9824119595)

2) Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
01	Pragnesh S. Bhatt (Village Panchayat Secretary)	9909910652
02	Dhruvin K. patel(Junior Engineer)	9727696600
03	Jitendra R. Halpati(Accountant)	9033171918
04	Hardik I. Halpati(officeAsstt.)	7698769859
05	Arvin G. Halpati(Peon)	9904626655
06	Sumanbhai D. Patel (supervisor)	9723624722
07	Suresh Patel (Electrician)	9898111606

3) Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

4) Place of Shelter.

5) Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Dalwad School, Dalwada, Nani Daman

6) If any disaster occurs, the Action team is immediately ready to take Action.

7) Also informed to Block Development Officer.

8) Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Govt. Hospital Marwad

2) Kadaiya Gram Panchayat

The Disaster Action Plan of Kadaiya Group Gram Panchayat during Disaster.

Sarpanch: - ShankarbhaiKhushalbhai Patel. (Mob- 9924331848)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
1	Ramanbhai L Patel (Village Panchayat Secretary)	9662211191
2	Ritesh.H.Patel (J.E)	9913040813

3	Vimal. S. Patel (Accountant)	9824103269
4	Ranjnikant.N. Patel (Office Asst.)	9624628080
5	Dilip L Patel (Peon)	9825898984
6	NirmalC.Patel (Electrician)	9624726590

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Kadaiya Panchayat Ghar and DevkaTaiwad School

If any disaster occurs, the Action team is immediately ready to take Action.
Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Marwad Hospital
02	PHC center, Navi Nagari
03	PHC center, DevkaTaiwad

3) Bhimpore Group Gram Panchayat.

The Disaster Action Plan of Bhimpore Group Gram Panchayat during Disaster.

The following areas were flooded during past rainy season due to water lodging.

Sr.No.	Name of Area
01	BhimporeBramhdev mandir to Jalaram Mandir
02	Wadi Falia (Bhimpore)
03	Near house of Chimanbhai at Patel Falia (Bhimpore)
04	Near Limdimata Temple (Bhimpore)
05	Medifalia (Moti vankad)
06	School Falia (Moti Vankad)

Including all Panchayat Area.

Sarpanch: - Nirmalaben J. Patel (982460040)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
01	Ramanbhai L. Patel (Village Panchayat Secretary)	9662211191
02	Pankaj H. Patel (Accountant)	9824257009
03	Bharti B. Patel (Junior Engineer)	9925155876
04	Kiritbhai Patel (Office Assistant)	9904055158
05	Jayesh Halpati (Office Assistant)	9924273000
06	Nikita C. Ahir (Office Assistant)	7817827891
08	Jaykant B. Patel (Electrician)	
09	Kalidas K. Halpati (Supervisor)	9825938483
10	Kaliadas D. Halpati (Supervisor)	

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Bhimpore Community Hall and Bhimpore School

If any disaster occurs, the Action team is immediately ready to take Action.
Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Bhimpore PHC

4) Dunetha Gram Panchayat.

The Disaster Action Plan of Dunetha Group Gram Panchayat during Disaster
Including all Panchayat Area.

Sarpanch: - SavitabenBharatbhai Patel. (Mob- 9737700071)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
1	Ramanbhai L Patel (Village Panchayat Secretary)	9662211191
2	Rahul Patel (Junior Engineer)	9904000037
3	Dharmesh Patel (Accountant)	9687279691

4	Jatin Patel (Data Entry Operator)	9726444454
5	DilipHalpati (Peon)	8866411003

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Dunetha Panchayat Ghar and community hall.

If any disaster occurs, the Action team is immediately ready to take Action.
Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Marwad Hospital

5) Varkund Gram Panchayat

The Disaster Action Plan of Varkund Gram Panchayat during Disaster.

Including all Panchayat Area.

Sarpanch: - NavinChiman (Mob : 9879737370)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
01	Pragnesh Bhatt (Village Panchayat Secretary)	9909910652
02	Sejal K patel (J.E)	8511507490
03	MahavirN.Patel (Data Operator cum Accountant)	9727376222
04	Ashok B.Halpati (Office Assistant)	9979614053
05	ShaileshN.Dhodi (Electrician)	9924158866
06	BalwantD.Damaniya (Supervisor)	9824885153
07	Babar S. Halpati (Supervisor)	9925730756

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	VarkundGovt.High School and Panchayat Community Hall

If any disaster occurs, the Action team is immediately ready to take Action.
Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Kachigam PHC

6) Dabhel Group Gram Panchayat

The Disaster Action Plan of Dabhel Group Gram Panchayat during Disaster.

Including all Panchayat Area.

Sarpanch: - Chanchalben.D.Patel

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
01	Ganesh.D.Kamli (Village Panchayat Secretary)	09727439490
02	Hiren Patel (Junior Engineer)	8141788869
03	Sachin Patel (Accountant Cum Data Entry Operator)	9825411815
04	Sami Dhodi (Helper)	9879759704
05	Nilesh Patel (Electrician)	8153877809
06	Narendra Patel (Supervisor)	9879330577
07	Naresh Patel (Peon)	9377005602

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Dabhel Panchayat Ghar and Dabhel School

If any disaster occurs, the Action team is immediately ready to take Action.
Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Dabhel CHC

7) Kachigam Gram Panchayat

The Disaster Action Plan of Kachigam Gram Panchayat during Disaster.

Including all Panchayat Area.

Sarpanch: - Fakirbhai B. Dhodi (9726848117)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
01	Pragnesh Bhatt (Village Panchayat Secretary)	9909910652
02	Manishkumar Agrawal (Junior Engineer)	9574742307
03	KarsanMitna (Office Assistant)	7567414107
04	Harshad Patel (Data Entry Operator)	9824771724
05	Navinbhai Patel (Electrician)	9924717088
06	Suresh Halpati (Supervisor)	9586636480
07	NileshDhodi	9737111199

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Kachigam Gram Panchayat Ghar and Kachigam School

If any disaster occurs, the Action team is immediately ready to take Action.
Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Kachigam PHC

8) Magarwada Group Gram Panchayat

The Disaster Action Plan of Magarwada Group Gram Panchayat during Disaster.

Including all Panchayat Area.

Sarpanch: - Dilip Patel. (Mob- 7874000017)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
1	JyotibenDhodi (Village Panchayat Secretary)	9825875947
2	SatyavanGhandi (Junior Engineer)	8141714565
3	Nilesh Patel (Accountant)	9687442323
4	KiritHalpati (Office Assistant)	9824883232
5	Ramesh Halpati (Supervisor)	9879569307

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Magarwada Panchayat Ghar and Zari Community Hall

If any disaster occurs, the Action team is immediately ready to take Action.

Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Moti Daman Hospital

9) Patlara Gram Panchayat

The Disaster Action Plan of PatlaraGram Panchayat during Disaster. Including all Panchayat Area.

Sarpanch: - Vijay Ramubhai(9825639595)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
01	JyotibenB.Dhodi (Village Panchayat Secretary)	9825875947
02	Nilamben D. Patel (Accountant)	9727781432

03	Bhavesh R. Patel (Junior Engineer)	7096999986
04	Somabhai H. Patel (Supervisor)	9537321785

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	MakatFalia Community Hall and Patlara School

If any disaster occurs, the Action team is immediately ready to take Action. Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	PHC Hospital Moti Daman

10) Damanwada Group Gram Panchayat

The Disaster Action Plan of Damnwada Group Gram Panchayat during Disaster. Including all Panchayat Area.

Sarpanch: - Kalavati Mahesh . (Mob- 962495000)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
1	G. D. Kambli (Village Panchayat Secretary)	9727439490
2	Vipul J Rathod (Junior Engineer)	9898417373
3	Rohit D. Gohil (Office Assistant)	9737160006
4	Sagar I Mangela (DEO)	9638113969
5	Vipul Chandu Patel (Peon)	7874114765
6	Pramod Mitna (Electrician)	
7	Dipesh I Mangela (Supervisor)	8141433484

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	

03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Damanwada Community Hall & Govt Schools

If any disaster occurs, the Action team is immediately ready to take Action.
Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	PHC Moti Daman Hospital

11) Pariyari Group Gram Panchayat

The Disaster Action Plan of Pariyari Group Gram Panchayat during Disaster. Including all Panchayat Area.

Sarpanch: - ChanchelbenShantilalHalpati. (Mob- 9913663513)

Action teams and their contact no.

Sr.No.	Name & Designation	Mobile No.
1	PremjiMakwana (Village Panchayat Secretary)	9429530882
2	MohnishMahyavanshi (Junior Engineer)	9737174212
3	Suresh Mahyavanshi (Accountant)	9737174212
4	BhavesHalpati (Office Assistant)	9712529250
5	SubashHalpati (Supervisor)	9726992880

Details of Vehicle to be used.

Sr.No.	Description of Vehicle	Remarks
01	JCB	
02	Tractor	
03	Bus	
04	Ambulance (108)	

Place of Shelter.

Affected persons will be evacuated for relief and rehabilitation at following places.

Sr.No.	Place of Shelter
01	Pariyari Panchayat Ghar and Pariyari Govt. School.

If any disaster occurs, the Action team is immediately ready to take Action.

Also informed to Block Development Officer.

Place for Medical Treatment.

Sr.No.	Treatment Centre
01	Moti Daman Hospital

H. Details regarding Man power and Machinery available during disaster with Agency engaged With PWD

Sr. No.	Name of Agency	Contact No.	Labours	Machinery
01.	Dharmik Construction	9723651777	15 Nos.	2 Nos. JCB 1 No. JCB breaker 1 No. Compressor Breaker 2 Nos. Tractor
02.	Ambika Enterprise	9824479000	10 Nos.	2 Nos. Hand Breakers 2 Nos. Pickup Van
03.	H. A. Patel	9825468692	10 Nos.	2 Nos. Truck 2 Nos. Breakers 1 No. Pickup Van 1 No. JCB
04.	Naushad M. Hasnani	9624655000	10 Nos.	1 No. JCB 1 No. Pickup Van 1 No. Tractor
05.	S. H. Patel	9898507496	5 Nos.	2 Nos. JCB 5 Nos. Truck 2 Nos. Tractor 1 No. Roller
06.	Shiv Construction	9737135566	10 Nos.	1 Nos. Pickup Van 2 Nos. Breakers 1 No. JCB

Details of PWD team engaged for disaster.

Assistant Engineer, S.D.-I, W.D-I, Daman. Mobile No. 9879047142

Assistant Engineer, S.D.-II, W.D-I, Daman. Mobile No. 9898071750

Assistant Engineer, S.D.-IV, W.D-I, Daman. Mobile No. 8347268255

Team 1 :-

Sr. No.	Name of staff	Designation	Contact No.
01.	Shri J. R. Vala	Junior Engineer	9429530839
02.	Shri Rajat Biswas	Junior Engineer	9432659045
03.	Shri Ashok Patel	Supervisor	9879637959
04.	Shri Nagin Patel	Supervisor	9714451190
05.	Shri Chirag Tripathi	Supervisor	9537336800
06.	Shri Rajesh S. Halpati	Labour	--
07.	Shri Manu R. Dhodi	Labour	--
08.	Shri Dipak M. Dubala	Labour	--
09.	Shri Dhansukh G. Halpati	Labour	--
10.	Shri Dipak C. Halpati	Labour	--
11.	Shri Mangal B. Halpati	Labour	--
12.	Shri Kishan Chhagan	Labour	--
13.	Shri Ganesh Prabhu	Labour	--
14.	Shri Bhavesh Chiman	Labour	--

Team 2 :-

Sr. No.	Name of staff	Designation	Contact No.
01.	Shri R. G. Patel	Junior Engineer	9727649498
02.	Shri P. K. Singh	Junior Engineer	9990141595
03.	Shri Motiram Mitna	Supervisor	9375826930
04.	Shri Manish T. Patel	Supervisor	9974396566
05.	Shri Sailesh Patel	Supervisor	9099119143
06.	Shri Dharmendra B. Barodia	Labour	--
07.	Shri Pankaj R. Halpati	Labour	--
08.	Shri Sanjay G. Halpati	Labour	--
09.	Shri Yogesh K. Halpati	Labour	--
10.	Shri Subhash M. Halpati	Labour	--
11.	Shri Ramesh R. Halpati	Labour	--
12.	Shri Raju Lakhu Halpati	Labour	--
13.	Shri Jagu D. Halpati	Labour	--
14.	Shri Mahesh Chhagan	Labour	--

LIST OF NGO'S IN DAMAN

Sr. No	Name & Address of NGO's of Daman	Contact Person	Telephone No.
1	Indian Red Cross Society Daman & Diu Branch Red Cross Bhavan, Near Bus Stand, Nani Daman	Shri Kuldeep Singh Hon. Secretary	(O) 2255099 (M) 9824115454
		Red Cross Office	(O) 2255099
		Smt. P. T. Patel U.D.C	(O) 2255099 (M) 9924838000
2	Daman Muslim Association	Shri. J. M. Dali President	(M)9879225786
		Shri. Khursheed Manjara Secretary	(O) 2255734 (M)9824117861
3	Shia Jafaari Mashayakhi Momin Jamaat	Shri Gulam Ali Momin President	(M) 8128287440
		Shri Hasimali Gulan Mohamali Momin Secretary	(M) 9377308250
4	Daman Dawoodi vohra Jamaat	Shri Ali Ajigarbhai Dahodwala Secretary	(M)9825280336
		Shri Mulla Saifuddin M.T. Kalla Vice President	(M) 9427577452
5	Daman Ismailiya Khoja Society	Shri Naushadbhai President	(M) 9898120040
		Shri Ayazbhai Vice President	(M)9879934330
6.	Daman Rana Samaj Rana Samaj Wadi, Nani Daman	Shri Ashok G. Rana President	(M) 9429008416 (M) 9825872600
		Shri Umesh B. Rana Vice President	
7.	Kansarwad Yuvak Mandal Kansarwad, Nani Daman	Shri Anil D. Tandel Shri Umeshbhai Damania Shri Ketan Panchal Chiragbhai Damania	9898666444 9375950009 9374241675
8.	Daman Jilla Mochi Nati Panch 'Accord', G-2, Cross Lane 5, Dilip Nagar, Nani Daman	Shri Sharadbhai G. Chauhan President	9898239121
		Shri Bhagubhai Parmar, Vice President	

		Shri Nitinbhai Parmar, Secretary	
11.	Dilip Nagar Development Association Dilip Nagar, Nani Daman	Shri Lakhm Tandel President Shri Vinay S. Desai, Convener	9824154780 9998414636
12	Sant Nirankari Mandal Mota Faliya, Varkund, Nani Daman.	Shri . Govindbhai Barot Secretary	(O)2244713 (M)984071203
		Yogesh Mahyavanshi Member	(M)9377890004
13	Shree Machhi Mahajan Trust, Satyanarayan Mandir, Kathiriya, Nani Daman.	Shri Narendra G. Bhathela President,	2255011 (M)982455522
		Shri. Ganesh Tandel Secretary.	(R)2262106 (M)9824133205
14.	Daman Industries Association Somnath, Nani Daman.	Shri Satyandra Kumar President	(M)9099910911 (O)2221171 (O)2220571
		Shri Ishwar Patel Vice President	(O)2242121 (O)2242921 (M)9824156140
		Shri Shard Mistry Executive Secretary	(O)2240917 (O)2242917 (M) 9377008512
15	Lions Club of Daman (Lions Parivar Including Leo Clud & Lioness Clud) Kathiria, Devka Road, Nani Daman.	Shri Pravin Prabhakar President	(M)9998414603
		Shri Khusman Dhimar Secretary	(M)9825127223
16	Nehru Yuva Kendra Below Education Office, Nani Daman Jetty, Nani Daman	Shri Subrato Ghose District Youth Co-coordinator nykdmn@yahoo.com	(O)2255086 (M) 9638874070
17	Daman Jilla Anavil Mandal	Shri Vinay S. Desai President	(R)2220319 (M) 9998414636
18	Mota Gachiwad Muslim Association Ghachiwad, Nani Daman.	Shri Ali Raza Plasterwalla President	(M)9824460022
		Shri Shaukat Ahmed Ghaswalla, Secretary	(M)9824171419
19	Mota Ghachiwad Sunnat Jamaat Ghachiwad, Nani Daman.	Shri Nissar Ibrahim Chhapari, President	(M)9998754551
20.	Daman Halpati Samaj Hotel Bali, Kumbharwad, Opp. Biblos Market, Nani Daman	Shri Vikram R. Halpati President	(M)9924555306
		Shri Jayanti N. Halpati Secretary	(M)9979207742
21	Daman Petroleum Association	Shri Aspi E. Damania President	(M)9825148344

		Shri Harish Prajapati Vice President	(M)9824156903
22	Sanjivan The Human Welfare Society	Shri Shaniv Kumar Pandya President	(M)9824512354 (O)2260110
		Dr. Madhuri Agarwal Vice President	
		Shri Dudresh Tandel Secretary	(M)9879005508
23	Mahyavanshi Samaj Schedule Caste Daman Mahyavanshi Faliya, Kathiria, Nani Daman.	Shri Ritesh Contractor (Piken) President	(M)9898131678
		Shri Ashokbhai Vaknkar Vice President	(M)9824151009
24	Pariari Mahyavanshi Mandal Pariari,, Moti Daman.	Shri. Pratap Ravji Solanki President	(M)9879047115
		Shri Jagdish B. Rathod Secretary	(M)9879541804
25	Our Lady of Remedios Church, Main Road, Moti Daman	Fr. Agnelo Parish Preist	(M)9409436935
26	Holy NameChruch Fort Area, Moti Daman	Fr. Sabey Mission Supervisor	(M)8758251665
27	Our Lady of Sea Church Near Jetty, Nani Daman	Fr. Remedios Gonsalves Asstt. Parish Priest	(O)8511300330
		Fr. Reduzino Lopes Parish Priest	(O)9512613988

CONTACT NUMBER**Important Departmental Contact Details:**

Sr. No.	Name of Department	Control Room	Contact No.
1	Ministry of Home Affairs (MHA), New Delhi	Control Room	011-23012113 23017905 23014104 23093571 23093054 Fax: 23018158
	Ministry of Home Affairs (MHA), New Delhi	EOC (HQ)	81494 81495
	NDMA, New Delhi	Control Room	011-26701728 HP.: 11-1078 Fax: 26701729
	NDMA, New Delhi	EOC (HQ)	81350 81351
	NDRF, New Delhi	Control Room	011-26107593 26105912
	NDRF, New Delhi	EOC (HQ)	81492 81493
	NIDM, New Delhi	Control Room	011-26701728
		MHA	011-23093054 23093571
		NDMA	011-26701728
		NDRF	011-26107593 26105912
	SDMA	Gujarat	079-23259220
		Maharashtra	06186-223168
		Bandra, Mumbai	022-26514742 26556805
	Disaster Management, Daman	Control Room	0260-2230049 HP.: 1077 0260-2231377
	Disaster Management, Diu	Control Room	02875-254441
		DEOC	81538 81539
	Disaster Management, Silvassa	Control Room	0260-2630304
		SEOC	81534 81535
	Police Department, Daman	Control Room	100 0260-2220102 2220026
	Fire Department, Daman	Control Room, Nani Daman	101 0230-2242666 2242101 2244111

		Control Room, Moti Daman	0260-2230201
	Daman Municipal Council	Control Room	0260-2231777
	Coast Guard Operation Centre	Control Room	0260-2405704 2405705 2260498 2405900
	Medical Services, Daman	Control Room	102/108
	Madhuban Dam	Control Room, Silvassa	0260-2640213
		Control Room, Valsad	02632-254504
	India Meteorological Department	Control Room, Ahmedabad	079-22858020
	Pawan Hans Helipad, Daman	Deputy Secretary (Civil Aviation)	0260-2230619
		Helipad Incharge	6359255116

