

**GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
DISPUR :: ASSAM**

NOTIFICATION

No. RGR/ASDMA/08/ 2014/ 01

Dated 20th May 2014

Government of Assam has accepted Incident Response System (IRS) as the preferred disaster response system in the State. For implementation of the same the State level Incident Response Team (IRT) is hereby notified as follows-

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| 1. Responsible Officer: | Chief Secretary to the Govt. of Assam |
| 2. Incident Commander: | Senior most Secretary, Revenue & DM Dept. |
| 3. Nodal Officer (Air Operation): | Senior most Secretary, Transport Dept. |
| 4. Deputy Incident Commander: | Comm. & Secretary, Revenue & DM Dept. |
| 5. Safety Officer: | Director General of Police (DGP), Assam |
| 6. Liaison Officer: | Chief Executive Officer, Assam State Disaster Management Authority (ASDMA) |
| 7. Information & Media Officer: | Director of Information and Public Relation |
| 8. Operation Section Chief: | Senior most Secretary, Home Dept. |
| a. Staging Area Manager: | Commissioner & Spl. Secretary, PWD (Road) |
| b. Rescue & Response Branch: | |
| i. Natural Disasters: | Director, Fire & Emergency Service |
| ii. Epidemic & Health Hazard: | Director, Health & Family Welfare |
| iii. Manmade Disasters: | Addl. DGP, Law and Order |
| c. Transport Branch (Road, Rail, Water & Air Unit): | Commissioner, Transport |
| 9. Planning Section Chief: | Chief Executive Officer (CEO), Assam State Disaster Management Authority (ASDMA) |
| a. Situation Unit: | Project Manager (Response & Recovery), ASDMA |
| b. Resource Unit: | Project Officer (Response & Recovery), ASDMA |
| c. Documentation Unit: | Project Officer (Awareness), ASDMA |
| d. Demobilization Unit: | Administrative Officer, ASDMA |
| 10. Logistic Section Chief: | Senior most Secretary, Food & Civil Supply Dept. |
| a. Service Branch: | Commissioner & Secretary, Health & FW Dept. |
| i. Communication Unit: | S.P., Assam Police Radio Organization (APRO) |
| ii. Medical Unit: | Director, Health & FW Dept. |
| iii. Food Unit: | Director, Food & Civil Supply Dept. |
| b. Support Branch: | Commissioner & Spl. Secretary, PWD (Building) |
| i. Resource Provisioning Unit: | Chief Engineer, PWD (Road) |
| ii. Facilities Unit: | Chief Engineer, PWD (Building) |
| iii. Ground Support: | Chief Engineer, PHE |
| c. Finance Branch: | Commissioner & Secretary, Finance (ECII) Dept. |
| i. Time Unit: | Deputy Secretary, Finance Dept. |
| ii. Compensation/ Claim Unit: | Deputy Secretary, Finance Dept. |
| iii. Procurement Unit: | Director, Finance Dept. |
| iv. Cost Unit: | Director, Finance Dept. |

The State Level Incident Response Team (IRT) will be activated by the Responsible Officer in the event of occurrence of any major emergencies/ disasters.

This will come into force with effect from the date of publication of this notification.


(Shri Jitesh Khesla)

Chief Secretary to Government of Assam
Dispur, Guwahati-06

ROLES & RESPONSIBILITIES OF VARIOUS INCIDENT RESPONSE TEAM MEMBERS		
SL. NO.	POSITION	RESPONSIBILITIES
COMMAND STAFF		
1	RESPONSIBLE OFFICER	<p>The roles & responsibilities of RO are follows.</p> <ul style="list-style-type: none"> i) Monitor operation from the State Emergency Operation Centre (SEOC)/ District Emergency Operation Centre (DEOC) ii) Give directions to any department or authority regarding actions to be taken iii) RO will ensure that active participation of all departments in response iv) Incident Commander will brief him about the situation & response time to time
2	INCIDENT COMMANDER	<ul style="list-style-type: none"> • Obtain information on: <ul style="list-style-type: none"> a) Situation status like number of people and the area affected etc. b) Availability and procurement of resources c) Requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp etc. d) Availability and requirements of Communication system e) Future weather behaviour from IMD and f) Any other information required for response from all available sources and analyse the situation • Determine incident objectives and strategies based on the available information and resources • Establish immediate priorities, including search & rescue and relief distribution strategies
		<ul style="list-style-type: none"> • Assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with help of the local police • Brief higher authorities ,i.e. Responsible Officer about the situation as per IRS incident briefing and request for additional resources, if required • Establish Incident Command Post (ICP) at a suitable place, from where the response will be coordinated. • Ensure that the Incident Action Plan(IAP) is prepared • Ensure that planning meetings are held at regular intervals. The meetings will draw out an implementation strategy and IAP for effective incident response. Ensure that all Sections or Units are working as per IAP • Ensure that adequate safety measures for responders and affected communities are in place • Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved • Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with Planning Section Chief and Logistic Section Chief and inform Responsible Officer regarding any procurement • Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command • Authorise release of information to the media • Ensure that the record of resources mobilised from outside is maintained so that prompt payment can be made for hired resource • Ensure that Incident Status Summary (ISS) is completed and forwarded to the Responsible Officer • Recommend demobilisation of the Incident Response Team, when appropriate • Perform any other duties that may be required for the management of the incident