

		<ul style="list-style-type: none"> • Perform such other duties as assigned by RO
3	INFORMATION & MEDIA OFFICER	<ul style="list-style-type: none"> • Prepare and release information about the incident to the media agencies and others with the approval of IC • Monitor and review various media reports regarding the incident that may be useful of incident planning • Organise Incident Action plan (IAP) meetings as directed by the IC or when required • Coordinate with IMD to collect weather information and disseminate it to all concerned • Maintain record of various activities performed • Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the Planning Section on its activation for incorporation in the Incident Action Plan • Perform such other duties as assigned by IC
4	LIAISON OFFICER	<ul style="list-style-type: none"> • Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations • Carry out liaison with all line dept. & concerned agencies including NDRF and Armed Forces • Monitor Operations to identify current or potential inter-agency problems • Participate in planning meetings and provide information of response by participating agencies • Keep the IC informed about arrivals of all the Government and Non-Government agencies • Maintain record of various activities performed
5	SAFETY OFFICER	<ul style="list-style-type: none"> • Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations • Ask for assistants and assign responsibilities as required • Participate in planning meetings for preparation of IAP • Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities • Review and approve the Site Safety Plan, as and when required
GENERAL STAFF		
6	OPERATIONS SECTION CHIEF	<ul style="list-style-type: none"> • Manage all field operations for the accomplishment of the incident objectives • Ensure the overall safety of personnel involved in the OS and the affected communities • Deploy, activate, expand and supervise organisational elements • Assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list • Brief the personnel in OS at the beginning of each operational period • Prepare Section Operational Plan in accordance with the IAP; if required • Determine the need for additional resources and place demands accordingly and ensure their arrival • Consult the IC from time-to-time and keep him fully briefed

	STAGING AREA MANAGER	<ul style="list-style-type: none"> • Establish the SA with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc. • Organise storage and despatch of resources received and despatch it as per IAP • Report all receipts and despatches to OSC and maintain their records • Manage all activities of the SA • Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc. • Utilise all perishable supplies expeditiously • Request maintenance and repair of equipment at SA • Demobilise SA in accordance with the Demobilisation Plan
7	PLANNING SECTION CHIEF	<ul style="list-style-type: none"> • Ensure that decisions taken and directions issued in case of sudden disasters when the PS has not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP • Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. • Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. • The major steps for preparing IAP are as follows; <ul style="list-style-type: none"> a. Initial information and assessment of the damage and threat; b. Assessment of resources required; c. <u>Formation of incident objectives and conducting strategy meetings;</u> d. Operations briefing; e. Implementation of IAP; f. Review of the IAP; and g. Formulation of incident objectives for the next operational period, if required • Ensure that Incident Status Summary is filled and incorporated in the IAP • 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 • 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
8	LOGISTIC SECTION CHIEF	<ul style="list-style-type: none"> • Coordinate with the activated Section Chiefs. • Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad etc. • Participate in the development and implementation of the Incident Action Plan (IAP). • Keep Responsible Officer (RO) and Incident Commander(IC) informed on related financial issues. • Ensure that Organisational Assignment List is circulated among the Branch Directors and others responders of his Section. • Request for sanction of Impress Fund, if required. • Supervise the activated Units under his Section. • Ensure the safety of the personal of his Section. • Assign work location and preliminary work tasks to Section Personnel. • Ensure that a plan is developed to meet the logistic requirement of the Incident