

		<p>Action Plan (IAP).</p> <ul style="list-style-type: none"> • Anticipate over all logistic requirements for relief Operations and prepare accordingly. • Constantly review the Communication plan, Medical Plan and traffic plan to meet the changing requirements of the situation. • Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC. • Provide logistic support for the victims as approved by the RO and IC. • Ensure release of resources in conformity with the number of victims. • Ensure that the hiring of the requisitioned resources is properly documented and paid by the Finance Branch. • Assign appropriate personal keeping their capabilities for the tasks to be carried out and maintain on duty officer list . • Ensure that cost analysis of the total response activities is prepared. • Ensure that record of various activities performed by member of Branches and unites are collected and maintained in the Unit Log
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**GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
DISPUR :: ASSAM**

NOTIFICATION

No. RGR/ASDMA/08/ 2014/ 02

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 District level Incident Response Team (IRT) is hereby notified as follows-

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| 1. Responsible Officer: | Deputy Commissioner |
| 2. Incident Commander: | Chief Executive Officer (CEO), District Disaster Management Authority (DDMA) |
| 3. Deputy Incident Commander: | Branch Officer, Disaster Management (DM) Branch |
| 4. Safety Officer: | Addl. Deputy Commissioner, Law and Order |
| 5. Liaison Officer: | Project Officer, District Disaster Management Authority (DDMA) |
| 6. Information & Media Officer: | District Information and Public Relation Officer (DIPR) |
| 7. Operation Section Chief: | Superintendent of Police (SP) |
| a. Staging Area Manager: | District Transport Officer (DTO) |
| b. Rescue & Response Branch: | |
| i. Natural Disasters: | Sr. Station Officer, Fire & Emergency Service |
| ii. Epidemic & Health Hazard: | Joint Director, Health & Family Welfare |
| iii. Manmade Disasters: | Superintendent of Police |
| c. Transport Branch (Road,
 Rail, Water & Air Unit): | District Transport Officer (DTO) |
| 8. Planning Section Chief: | Addl. Deputy Commissioner, Development |
| a. Situation Unit: | Project Officer, DDMA |
| b. Resource Unit: | Project Officer, DDMA |
| c. Documentation Unit: | Field Officer, DDMA |
| d. Demobilization Unit: | Field Officer/ Technical Officer, DDMA |
| 9. Logistic Section Chief: | Addl. Deputy Commissioner, Nazarat |
| a. Service Branch: | EAC, Nazarat. |
| i. Communication Unit: | In-charge, APRO |
| ii. Medical Unit: | CM & HO, Health & FW Dept. |
| iii. Food Unit: | Deputy Director, Food & Civil Supply Dept. |
| b. Support Branch: | SDO, Sadar |
| i. Resource Provisioning Unit: | Executive Engineer, PWD (Road) |
| ii. Facilities Unit: | Executive Engineer, PWD (Building) |
| iii. Ground Support: | Executive Engineer, PHE |
| c. Finance Branch: | SDO, Sadar/ EAC Rank Officer |
| i. Time Unit: | Nazir |
| ii. Compensation/ Claim Unit: | Branch Officer, Relief Branch |
| iii. Procurement Unit: | Finance & Accounts Officer (FAO) |
| iv. Cost Unit: | Treasury Officer |

The District 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 Khosla)
 Chief Secretary to Government of Assam
 Dispur, Guwahati-06

Format for Requisition of Assistance from Govt. of India/NDRF

To,

National Disaster Response Force (NDRF)

Sir,

You are requested to send a team of National Disaster Response Force (NDRF) in the following location/ locations.

Type of Incident			
Name of the District		Name of the Revenue Circle	
Place of Incident			
Nearest Police Station			
Nearest Fire Station/ SDRF			
Contact Persons			
Phone/Mobile			

Principal Secy., DM/
CEO, ASDMA/
Deputy Commissioner, _____ Dist.

Copy to:

1. _____, Ministry of Home Affairs (MHA), GOI
2. _____, National Disaster Management Authority (NDMA), New Delhi
3. _____, DG, HQ. NDRF
4. _____, Chief Executive Officer, ASDMA, Dispur

Principal Secy., DM/
CEO, ASDMA/
Deputy Commissioner, _____ Dist.