

**Proceedings of the District Collector and Chairman,
District Disaster Management Authority,
Thrissur
(Present: Anupama T V, IAS)**

(issued u/s 30 of Disaster Management Act,2005)

Read: 1) National Disaster Management Guidelines — Incident Response System
A publication of the National Disaster Management Authority, Government of
India

2) Monsoon Preparedness and Emergency Response Plan –
Version 1 25th May 2019

3) G.O(Rt) No.280/2019/DMD dated 09/05/2019

ORDER NUMBER : K1-4770/2019 DATED : 04/07/2019

1. Incident Response System (IRS) is introduced in India in 2010 by the National Disaster Management Authority (NDMA). 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.

2. Though India has been successfully managing disasters in the past, still there are 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

3. India is vulnerable, in varying degrees, to a large number of natural as well as man-made disasters. Kerala is also identified as a multihazard prone area. Owing to the various geo-climatic conditions, Thrissur is also prone to various natural as well as man- made disasters. As stated in the National Policy on Disaster Management, 2009, in India, 58.6 per cent of the landmass is prone to earthquakes of moderate to very high intensity; over 40 million hectares (12 per cent of the land) is prone to floods and river erosion; of the 7,516 kms long

coastline, close to 5,700 kms is prone to cyclones and tsunami; 68 per cent of the cultivable area is vulnerable to drought and hilly areas are at risk from landslides and avalanches. Vulnerability to manmade disasters and emergencies of CBRN origin is also on the rise. Heightened vulnerabilities to disaster risks can be related to expanding population, environmental degradation, unplanned urbanization, industrialization, etc

4. In view of the provisions of the Disaster Management Act,2005, NDMA felt that authoritative guidelines on 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 participated and their view given due consideration. Training institutes like the LBSNAA (Lal Bahadur Shastri National Academy of Administration), NIDM (National Institute of Disaster Mnagement) and various RTIs/ATIs along with national core trainers also participated.A comprehensive set of guidelines has thus been prepared and is called the Incident Response System (IRS)

5. Section 22(2), 24, 30 and 34 of DM Act 2005 has clearly laid down various duties relating to DM to be performed by various agencies. No single agency or department can handle a disaster situation of any scale alone. Different departments have to work together to manage the disaster. For proper coordination and effective use of all available resources, the different departments and agencies need a formalised response management structure that lends consistency, fosters efficiency and provides appropriate direction during response. Response Management constitutes the functions of planning, execution and coordination. While planning in the pre-disaster phase is the responsibility of various authorities created under the DM Act, the execution of the plans has to be carried out by the various line departments of the Government and the existing administrative structure in the District and State. For coordination and ensuring smooth execution of the plans, at the District level, all the activities have been vested in the DDMA itself. The IRS envisages and lays down various tasks that may need to be performed by the existing administrative machinery at various levels. It also recommends prior identification of officers for

the performance of different tasks and getting them trained in their respective roles, and provides a structure under which all the line departments will function in tandem with the District and State administration.

6. 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 DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. 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.

7. The management of response in disasters requires the existing administrative set up, civil society and its various institutions to carry out a large number of tasks. The activities involved in response management would depend on the nature and type of disaster. It has been observed that in times of disaster, apart from lack of resources, lack of coordination among various agencies and an absence of role clarity amongst various stakeholders pose serious challenges. If the response is planned and the stakeholders are trained, there will be no scope for ad-hoc measures and the response will be smooth and effective. The cardinal objective of the IRS is to pre-designate officers to perform various duties as well as train them in their respective roles.

8. The IRS provides a participatory, well structured, fail safe, multi-disciplinary, multi departmental and systematic approach to guide administrative mechanisms at all levels of the Government. It also provides scope for private sector, NGOs, CBOs, PRIs and communities to work seamlessly in the response activities. The IRS can be implemented irrespective of size, location, type and complexity of the disaster in India. The IRS is applicable for management of all incidents, natural or man-made. Thus, its methodology will be equally useful for handling incidents which are to be managed by the extant mechanism, such as Terrorism (Counter-Insurgency), Law and Order Situations, Serial Bomb Blasts,

Hijacking, Air Accidents, Chemical, Biological, Radiological and Nuclear (CBRN) Disasters, Mine Disasters, Ports and Harbour Emergencies, Forest Fires, Oil Field Fires and Oil Spills.

9. The organisational structure of IRS is devised by the NDMA and is appended to this order as appendix 1.

10. The NDMA guidelines regarding the IRS has clearly mentioned the roles and responsibilities of the various functionaries. Several discussions regarding the implementation of the IRS in the district had been conducted and the following officers are designated as the functionaries in the district level as mentioned below:

Sl. No	Functionaries of IRS	Designated Officer
1	Responsible Officer	District Collector & Chairman DDMA
2	Incident Commander	CEO, DDMA (Deputy Collector DM)
3	Deputy IC	Junior Superintendent Disaster Management
4	Information & Media Officer	District Information Officer
5	Liaison Officer	Sub Collector / Revenue Divisional Officer Thrissur & Revenue Divisional Officefr Irinjalakkuda (as per the jurisdiction)
6	Safety Officer	District Fire Officer, Thrissur
7	Operation Section Chief	District Police Chief (City & Rural) (as per jurisdiction)
8	Staging Area Manager	Junior Superintendent (Land Acquisition Wing) Collectorate Thrissur
9	Response Branch Director	District Fire Officer, Thrissur
10	Transportation Branch Director	Regional Transport Officer, Thrissur
11	Road unit Leader	Motor Vehicle Inspector

12	Rail unit Leader	Station Master, Thrissur
13	Water unit Leader	Circle Inspector, Coastal Police, Azheekode
14	Air	Designated Officer from Indian Air Force
15	Planning Section Chief	Additional District Magistrate & Deputy Collector (General) Collectorate, Thrissur
16	Resource Unit Leader	Deputy Director (Panchayath), Secretary Municipality/Secretary Corpoation
17	Situation Unit Leader	Hazard Analyst, DDMA Thrissur
18	Documentation Unit Leader	District Informatics Officer
19	Demobilization Unit Leader	Huzur Sheristadar, Collectorate Thrissur
20	Logistics Section Chief	Deputy Collector (LA)
21	Service Branch Director	Assistant Development Commissioner (General), Thrissur
22	Communication Unit	DYSP, Telecommunication Wing, Thrissur
23	Medical Unit	District Medical Officer (H) Thrissur
24	Food Unit	Assistant Commissionorate, Food Safty, Thrissur
25	Support Branch Director	Special Tahsildar LA (Genral), Thrissur
26	Resource Provision Unit Leader	Assistant Commandent (AR Camp) RV Puram, Thrissur
27	Facilities Unit Leader	Deputy Collector (RR), Collectorate, Thrissur
28	Ground Support Unit Leader	Joint Regional Transport Officer, Thrissur
29	Finance Branch Director	Finance Officer, Collectorate, Thrissur

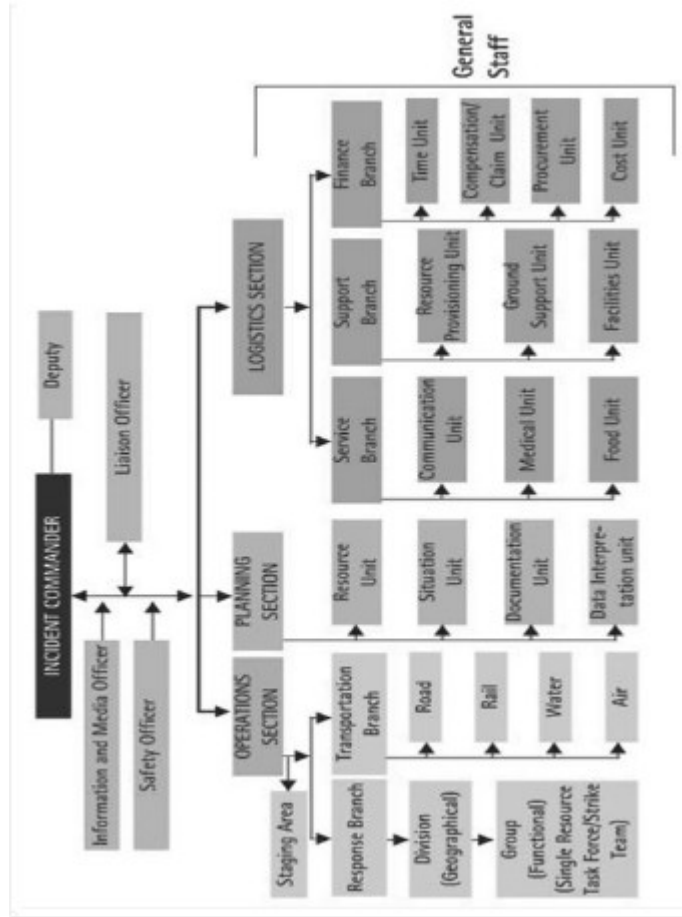
30	Time Unit Leader	Junior Superintendent, (Finance Wing), Collectorate, Thrissur
31	Compensation/ Claim Unit Leader	Junior Superintendent, (Finance Wing), Collectorate, Thrissur
32	Procurement & Cost Unit Leader	Junior Superintendent, (Accounts Wing), Collectorate, Thrissur

11. All the officers designated as different functionaries are advised to go through the guidelines of IRS issued by NDMA and get well versed with the roles and responsibility of each position. The CEO, DDMA is authorised to conduct as many training sections to these officers and their supporting staff and also the officers at lower level so that the system can be implemented in its full sense.

102. CEO, DDMA shall report the preparedness of implementation after giving proper training to all functionaries to the DDMA and the DDMA will review the preparedness and announce the date from which the Incident Response System take effect in the district.

DISTRICT COLLECTOR

APPENDIX 1



**Proceedings of the District Collector and Chairman,
District Disaster Management Authority, Thrissur**
(Issued u/s 30 of Disaster Management Act, 2005)

(Present: S. Shanavas IAS)

K1-4770/2019

Dated: **29/01/2020**

Sub: Incident Response System– Designated officers appointed at Taluk Level– Orders Issued– Reg.

Read: 1) National Disaster Management Guidelines—Incident Response System A publication of the National Disaster Management Authority, Government of India

2) G.O (RT) No.280/2019/D.M.D dated 09.05.2019

3) Letter No. K1-4770/2019 dated 18.06.2019

Incident Response System (IRS) was introduced in India in 2010 by the National Disaster Management Authority (NDMA). 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.

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 DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. 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.

The District Disaster Management Authority, Thrissur had taken the pioneering and exemplary step of constituting an Incident Response System for the district and issued proceedings dated 07/07/2019 with respect to the same. The IRS structure for taluk level also needs to be created as stipulated in the Guidelines for Monsoon Preparedness and Disaster Response 2019 which clearly mentions the roles and responsibilities of the various functionaries. Several discussions regarding the implementation of the IRS in the district had been conducted and the following officers are designated as the functionaries in the taluk level as mentioned below:

1. Thrissur Taluk

Sl NO	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Revenue Divisional Officer, Thrissur

2	Incident Commander (IC)	Tahsildar, Thrissur
3	Deputy Incident Commander (DIC)	Block Development Officer, Puzhakkal
4	Operation Section Chief (OSC)	Circle Inspector of police, Thrissur Nominated by District Police Chief
5	Logistics Section Chief (LSC)	Joint Regional Transport Officer, Thrissur
6	Planning Section Chief (PSC)	Station Officer, Fire & Rescue Services, Thrissur
7	Safety Officer (SO)	Superintendent, General Hospital, Thrissur
8	Media Officer (MO)	Information Assistant officer, Thrissur from District information office, Thrissur
9	Liaison Officer (LO)	Village Officer, Thrissur
10	Information Officer (IO)	Village Officer, Chembookaavu

2. Talappilly Taluk

SI NO	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (LR)
2	Incident Commander (IC)	Tahsildar, Talappilly
3	Deputy Incident Commander (DIC)	Block Development Officer, Wadakkancherry
4	Operation Section Chief (OSC)	Circle Inspector of Police, Wadakkancherry
5	Logistics Section Chief (LSC)	Motor Vehicles Inspector, Wadakkancherry
6	Planning Section Chief (PSC)	Station Officer, Fire & Rescue Services, Wadakkancherry
7	Safety Officer (so)	Medical Officer, Wadakkancherry
8	Media Officer (MO)	Information Assistant officer, Thrissur from District information office, Thrissur
9	Liaison Officer (LO)	Deputy Tahsildar (DM), Talappilly

10	Information Officer (IO)	Village Officer Wadakkancherry

3. Kunnankulam Taluk

SI NO	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (LA)
2	Incident Commander (IC)	Tahsildar, Kunnankulam
3	Deputy Incident Commander (DIC)	Block Development Officer, Chowannur
4	Operation Section Chief (OSC)	Circle Inspector, Kunnankulam
5	Logistics Section Chief (LSC)	Joint Regional Transport Officer, Wadakkanchery
6	Planning Section Chief (PSC)	Station Officer, Fire & Rescue Services, Kunnankulam
7	Safety Officer (so)	Superintendent, Taluk Hospital, Kunnankulam
8	Media Officer (MO)	Information Assistant officer, Thrissur from District information office, Thrissur
9	Liaison Officer (LO)	Village Officer, Choondal
10	Information Officer (IO)	Village Officer, Vellattanjor

4. Chavakkad Taluk

SI NO	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (LA) NH 17 Kodungallur
2	Incident Commander (IC)	Tahsildar, Chavakkad
3	Deputy Incident Commander (DIC)	Block Development Officer, Chavakkad
4	Operation Section Chief (OSC)	Circle Inspector, Chavakkad
5	Logistics Section Chief (LSC)	Regional Transport Officer, Guruvayur
6	Planning Section Chief (PSC)	Station Officer, Fire & Rescue Services, Guruvayur

7	Safety Officer (so)	Superintendent, Taluk Hospital, Chavakkad
8	Media Officer (MO)	Information Assistant officer, Thrissur from District information office, Thrissur
9	Liaison Officer (LO)	Village Officer, Vadanappilly
10	Information Officer (IO)	Village Officer, Kadappuram

5. Kodungallur Taluk

SI NO	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (Election)
2	Incident Commander (IC)	Tahsildar, Kodungallur
3	Deputy Incident Commander (DIC)	Block Development Officer, Mathilakam
4	Operation Section Chief (OSC)	Circle Inspector, Kodungallur
5	Logistics Section Chief (LSC)	Sub Regional Transport Officer, Kodungallur
6	Planning Section Chief (PSC)	Station Officer, Fire & Rescue Services, Kodungallur
7	Safety Officer (so)	Medical Officer, Kodungallur
8	Media Officer (MO)	Information Assistant officer, Thrissur from District information office, Thrissur
9	Liaison Officer (LO)	Village Officer, Azhikode/Eriyad/Edavilangu
10	Information Officer (IO)	Village Officer, Azhikode/Eriyad/Edavilangu

6. Mukundapuram Taluk

SI NO	Position in IRS	Designated Officer
1	Responsible Officer (RO)	RDO Irinjalakkuda
2	Incident Commander (IC)	Tahsildar, Irinjalakkuda
3	Deputy Incident Commander (DIC)	Block Development Officer, Irinjalakkuda Block Development Officer, Vellangallur

		Block Development Officer,Kodakkara
4	Operation Section Chief (OSC)	Circle Inspector, Irinjalakkuda
5	Logistics Section Chief (LSC)	Joint Regional Transport Officer, Irinjalakkuda
6	Planning Section Chief (PSC)	Station Officer, Fire & Rescue Services, Irinjalakkuda
7	Safety Officer (so)	Superintendent, General Hospital, Irinjalakkuda
8	Media Officer (MO)	Information Assistant officer, Thrissur from District information office, Thrissur
9	Liaison Officer (LO)	Village Officer, Parappookkara
10	Information Officer (IO)	Village Officer, Edathirinji

7. Chalakkudy Taluk

SI NO	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (RR)
2	Incident Commander (IC)	Tahsildar, Chalakkudy
3	Deputy Incident Commander (DIC)	Block Development Officer, Chalakkudy
4	Operation Section Chief (OSC)	Circle Inspector, Chalakkudy
5	Logistics Section Chief (LSC)	Joint Regional Transport Officer, Chalakkudy
6	Planning Section Chief (PSC)	Station Officer, Fire & Rescue Services, Chalakkudy
7	Safety Officer (so)	Superintendent, General Hospital, Chalakkudy
8	Media Officer (MO)	Information Assistant officer, Thrissur from District information office, Thrissur
9	Liaison Officer (LO)	Village Officer, Kizhakke Chalakkudy
10	Information Officer (IO)	Village Officer, Padinjare Chalakudy

*Responsible Officers (RO) are appointed as per minutes (K1-4770/2019) of monsoon preparedness meeting convened on 29/06/2019: **Thrissur- RDO Thrissur, Talappilly- Deputy Collector (LR),**

Mukundapuram- RDO Irinjalakkuda, Chavakkad- Deputy Collector LA NH 17 , Kodungallur- Deputy Collector (Election), Chalakkudy- Deputy Collector (RR), Kunnankulam-Deputy Collector (LA)

The respective heads of the departments should ensure that no officer nominated within the IRS is deputed for more than a span of 12 hours at a stretch and should facilitate the deployment of personnel on shift basis as and when needed. Also, the Heads of the Department shall inform the District Disaster Management Authority duly regarding any change in the officers deputed in the Incident Response System owing to transfer, promotion etc.

Training will be imparted to the newly appointed officers through the DDMA and will be duly notified eventually. All the officers deputed shall attend the training without fail once intimated from this office.

DISTRICT COLLECTOR

**District Collector & Chairperson,
District Disaster Management Authority
Thrissur**