

**PROCEEDINGS OF THE CHAIRMAN, DISTRICT DISASTER
MANAGEMENT AUTHORITY, & DISTRICT COLLECTOR, ERNAKULAM**
(Present: Jafar Malik IAS)

D1- 19839/ 2011

Dated: 16.05.2022

Sub : District Disaster Management Authority , Ernakulam – National Disaster Management Guidelines – **Incident Response System (IRS)** – designating officers as the functionaries– revised orders issued :-

- Ref : 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 20209, Kerala State Disaster Management Authority dated 25-05-2020
- 3) DDMA Meeting Held on 16.05.2022

(Issued u/s of Disaster Management Act, 2005)

1. 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.

2. India is vulnerable, in varying degrees, to a large number of natural as well as man-made disasters. Kerala and for that matter Ernakulam is no way an exception. 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

3. 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.

4. 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.

5. 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.

6. 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.

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

8. 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 and Taluk Level as mentioned below:

INCIDENT RESPONSE SYSTEM AT DISTRICT LEVEL

| IRS POSITION | OFFICER DESIGNATED |
|--------------------------------|---|
| COMMAND STAFF | |
| Responsible Officer | District Collector & Chairman, DDMA |
| Incident Commander | Chief Executive Officer, DDMA (Deputy Collector, DM) |
| Deputy IC | Assistant Development Commissioner (General) |
| Media Officer | District Information Officer |
| Information Officer | Hazard Analyst, DEOC |
| Liaison Officer | Huzur Sheristadar |
| Safety Officer | Assistant Divisional Fire Officer |
| OPERATIONS SECTION | |
| Operation Section Chief | Deputy Commissioner of Police (Admin) |
| Staging Area Manager | ADP |
| Response Branch Director | Station Officer, Fire and REscue, GAndhi Nagar |
| Transportation Branch Dir | Regional Transport Officer, Ernakulam |
| Road unit Leader | Joint Regional Transport Officer, Ekm |
| Rail unit Leader | Area Manager, Southern Railway |
| Water unit Leader | Deputy Director, Fisheries |
| Air | District Protocol Officer |

PLANNING SECTION

| Planning Section Chief | Sub Collector, Fort Kochi |
|-------------------------------|---|
| Resource Unit Leader | Senior Superintendent, RDO Office Fort Kochi |
| Situation Unit Leader | ACP control |
| Documentation Unit Leader | Assistant Stationary Officer |
| Demobilization Unit Leader | Regional Transport Officer, Enforcement |

LOGISTICS SECTION

| Logistics Section Chief | Deputy Collector (General) |
|--------------------------------|--|
| Service Branch Director | RDO, Muvattupuzha |
| Communication Unit | DySP, Tele Communications |
| Medical Unit | DMO (Health) |
| Food Unit | District Supply Officer |
| Support Branch Director | Deputy Collector (RR) |
| Resource Provision UL | Commandant, AR Camp |
| Facilities Unit Leader | Special TAhsildar (RR), Ernakulam |
| Ground Support Unit Ldr | Joint RTO, Ernakulam |
| Finance Branch Director | Finance Officer |
| Time Unit Leader | Senior Supdt, Inspection, Collectorate |
| Compensation/ Claim UL | Junior Superintendent (DM), Collectorate |
| Procurement & Cost UL | Junior Superintendent (Finance), Collectorate |

INCIDENT RESPONSE SYSTEM AT TALUK LEVEL WITH CHARGE OFFICERS

| INCIDENT RESPONSE SYSTEM (ALUVA TALUK) | |
|---|---|
| IRS POSITION | OFFICER DESIGNATED |
| Responsible Officer (RO) | DEPUTY COLLECTOR (RR) |
| Incident Commander (IC) | Tahsildar, Aluva |
| Deputy Incident Commander (DIC) | BDO, Vazhakkulam |
| Operations Section Chief (OSC) | DySP, Aluva |
| Logistics Section Chief (LSC) | Joint RTO, Aluva |
| Planning Section Chief (PSC) | Tahsildar LR, Aluva |
| Safety Officer (SO) | Station Officer(Fire Force)Aluva |
| Media Officer (MO) | Information Assistant, Angamaly Block, PRD |
| Information Officer (IO) | Junior Superintendent (DM) |
| Liaison Officer (LO) | Headquarters Deputy Tahsildar |
| | |
| INCIDENT RESPONSE SYSTEM (KANAYANNUR TALUK) | |
| IRS POSITION | OFFICER DESIGNATED |
| Responsible Officer (RO) | Deputy Collector, (LA) |
| Incident Commander (IC) | Tahsildar, Kannayannur |
| Deputy Incident Commander (DIC) | BDO Edappally |
| Operations Section Chief (OSC) | ACP, Ernakulam |
| Logistics Section Chief (LSC) | Joint RTO, Ernakulam |
| Planning Section Chief (PSC) | Tahsildar LR, Kanayannur |
| Safety Officer (SO) | Station Officer(Fire force), club Road |
| Media Officer (MO) | Information Assistant, Kochi Corporation, PRD |
| Information Officer (IO) | Junior Superintendent (DM) |
| Liaison Officer (LO) | Headquarters Deputy Tahsildar |
| | |
| INCIDENT RESPONSE SYSTEM (KOTHAMANGALAM TALUK) | |
| IRS POSITION | OFFICER DESIGNATED |
| Responsible Officer (RO) | RDO MUVATTUPUZHA |
| Incident Commander (IC) | Tahsildar, Kothamangalam |
| Deputy Incident Commander (DIC) | BDO, Kothamangalam |
| Operations Section Chief (OSC) | Dy SP, Muvattupuzha |

| | |
|--|---|
| Logistics Section Chief (LSC) | Joint RTO, Kothamangalam |
| Planning Section Chief (PSC) | Tahsildar LR, Kothamangalam |
| Safety Officer (SO) | Station Officer (Fire Force), Kothamangalam |
| Media Officer (MO) | Information Assistant, Kothamangalam Block, PRD |
| Information Officer (IO) | Junior Superintendent (DM) |
| Liaison Officer (LO) | Headquarters Deputy Tahsildar |
| INCIDENT RESPONSE SYSTEM (KOCHI TALUK) | |
| IRS POSITION | OFFICER DESIGNATED |
| Responsible Officer (RO) | DEPUTY COLLECTOR (KMRP) |
| Incident Commander (IC) | Tahsildar, Kochi |
| Deputy Incident Commander (DIC) | BDO, Palluruthy |
| Operations Section Chief (OSC) | ACP, Mattanchery |
| Logistics Section Chief (LSC) | Joint RTO, Mattamchery |
| Planning Section Chief (PSC) | Tahsildar LR , Kochi |
| Safety Officer (SO) | Station Officer (fire Force), Mattancherry |
| Media Officer (MO) | Information Assistant, Palluruthy Block, PRD |
| Information Officer (IO) | Junior Superintendent (DM) |
| Liaison Officer (LO) | Headquarters Deputy Tahsildar |
| | |
| INCIDENT RESPONSE SYSTEM (KUNNATHUNAD TALUK) | |
| IRS POSITION | OFFICER DESIGNATED |
| Responsible Officer (RO) | ADM (UPTO 5/6/22) DEPUTY COLLECTOR ELECTION (FROM 5/6/22) |
| Incident Commander (IC) | Tahsildar, Kunnathunad |
| Deputy Incident Commander (DIC) | BDO, Koovappady |
| Operations Section Chief (OSC) | Dy SP, Perumbavoor |
| Logistics Section Chief (LSC) | Joint RTO, Perumbavoor |
| Planning Section Chief (PSC) | Tahsildar LR , Kunnathunad |
| Safety Officer (SO) | Station Officer (Fire Force) Perumbavoor |
| Media Officer (MO) | Information Assistant, VAdavucode Block, PRD |
| Information Officer (IO) | Junior Superintendent (DM) |
| Liaison Officer (LO) | Headquarters Deputy Tahsildar |
| | |

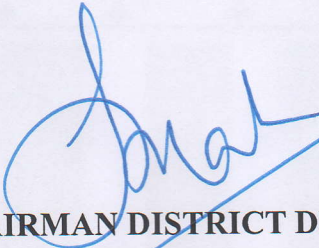
| INCIDENT RESPONSE SYSTEM (MUVATTUPUZHA TALUK) | |
|---|---|
| IRS POSITION | OFFICER DESIGNATED |
| Responsible Officer (RO) | DEPUTY COLLECTOR (LR) |
| Incident Commander (IC) | Tahsildar, Muvattupuzha |
| Deputy Incident Commander (DIC) | BDO, Muvattupuzha |
| Operations Section Chief (OSC) | Dy SP, Muvattupuzha |
| Logistics Section Chief (LSC) | Joint RTO, Muvattupuzha |
| Planning Section Chief (PSC) | Tahsildar LR , Muvattupuzha |
| Safety Officer (SO) | Station Officer(Fire Force), Muvattupuzha |
| Media Officer (MO) | Information Assistant, Muvattupuzha Block, PRD |
| Information Officer (IO) | Junior Superintendent (DM) |
| Liaison Officer (LO) | Headquarters Deputy Tahsildar |
| | |
| INCIDENT RESPONSE SYSTEM (PARAVUR TALUK) | |
| IRS POSITION | OFFICER DESIGNATED |
| Responsible Officer (RO) | SUB COLLECTOR FORT KOCHI |
| Incident Commander (IC) | Tahsildar, Paravur |
| Deputy Incident Commander (DIC) | BDO, Paravur |
| Operations Section Chief (OSC) | DySP, Aluva |
| Logistics Section Chief (LSC) | Joint RTO, Paravur |
| Planning Section Chief (PSC) | Tahsildar LR ,PARAVUR |
| Safety Officer (SO) | Station Officer(Fire Force), North Paravur |
| Media Officer (MO) | Information Assistant, Paravur Block, PRD |
| Information Officer (IO) | Junior Superintendent (DM) |
| Liaison Officer (LO) | Headquarters Deputy Tahsildar |

9. 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.

10. 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

11. The IRS System shall be activated w.e.f. 17.05.2022 and the first meeting of IRS shall be conducted before 20.05.2022.


16/5/22

**CHAIRMAN DISTRICT DISASTER
MANAGEMENT AUTHORITY, & DISTRICT
COLLECTOR, ERNAKULAM**

Copy to

1. The Additional Chief Secretary, Revenue and Disaster Management & State Relief Commissioner, Thiruvananthapuram
2. Member Secretary, KSDMA, Thiruvananthapuram
3. The President, District Panchayath, Ernakulam
4. Sub Collector, Ernakulam / RDO Fort Kochi, Muvattupuzha
5. The District Police Chief, Ernakulam
6. Air officer Commanding in Chief, Indian Air Force, Southern Air Command, Thiruvananthapuram
7. District Medical Officer, Ernakulam
8. District Fire Officer, Ernakulam
9. All officers posted
10. All District level officers
11. Deputy Director I&PRD Kakkanad

