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

(Present: Dr. Navjot Khosa IAS)

H2- 1/2021/DDMA   Dated: 18/05/2022

Sub: Incident Response System- Designated officers appointed at District and Taluk Level- Revised Orders Issued- Reg.

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

2) Proceedings of the District Collector and Chairman, District Disaster Management Authority, Thiruvananthapuram dated 01.03.2019.

3) Proceedings of the District Collector and Chairman, District Disaster Management Authority, Thiruvananthapuram dated: 06.09.2019

4) Proceedings of the District Collector and Chairman, District Disaster Management Authority, Thiruvananthapuram dated: 25.06.2021

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

The 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, Thiruvananthapuram had taken the pioneering and exemplary step of constituting an Incident Response System within its jurisdiction and issued proceedings dated 01.03.2019 and subsequently on 25.06.2021 with respect to the same. The IRS thus constituted needs modifications as stipulated in the Guidelines for Monsoon Preparedness and Disaster Response 2021 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 district level as mentioned below:

District level

Sl. No	Functionaries of IRS	Designated Officer
1	Responsible Officer (RO)	District Collector & Chairperson DDMA, Thiruvananthapuram
2	Incident Commander (IC)	Deputy Collector (Disaster Management) & Chief Executive Officer, DDMA, Thiruvananthapuram
3	Deputy Incident Commander (DIC)	Assistant Development Commissioner (General)
4	Operation Section Chief (OSC)	Deputy Commissioner of Police (Law and Order), Thiruvananthapuram (City)
5	Logistics Sections Chief (LO)	Regional Transport Officer (Enforcement), Thiruvananthapuram
6	Planning Section Chief (PSC)	District Fire Officer, Fire and Rescue Office, Thiruvananthapuram
7	Safety Officer (SO)	District medical Officer, Thiruvananthapuram
8	Media Officer (MO)	District Information Officer, I& PRD, Thiruvananthapuram
9	Liaison Officer	Junior Superintendent, Disaster Management, Thiruvananthapuram

10	Information Officer	Hazard Analyst, DEOC, Thiruvananthapuram

Thiruvananthapuram Taluk

Sl. No	Functionaries of IRS	Designated Officer
1	Responsible Officer (RO)	SubCollector/ Revenue Divisional Officer
2	Incident Commander (IC)	Tahsildar, Thiruvananthapuram
3	Deputy Incident Commander (DIC)	Secretary, Thiruvananthapuram Corporation & Block Development Officer, Nemom
4	Operation Section Chief (OSC)	Assistant Commissioner of Police, Fort Subdivision
5	Logistics Sections Chief (LO)	Motor Vehicles Inspector, Thiruvananthapuram
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue Station Thiruvananthapuram
7	Safety Officer (SO)	Superintendent, General hospital, Thiruvananthapuram
8	Information Officer	Deputy Tahsildar (DM), Thiruvananthapuram
9	Liaison Officer	Village Officer, Sasthamangalam
10	Media Officer	Asst. Editor, District Information Office, Thiruvananthapuram

Chirayinkeezhu Taluk

Sl. No.	Functionaries of IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (RR), Thiruvananthapuram
2	Incident Commander (IC)	Tahsildar, Chirayinkeezhu
3	Deputy Incident Commander (DIC)	Block Development Officer, Chirayinkeezhu
4	Operation Section Chief (OSC)	Inspector SHO, Chirayinkeezhu
5	Logistics Sections Chief (LO)	Motor Vehicles Inspector, Attingal
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue Station, Attingal

7	Safety Officer (SO)	Superintendent, Taluk Hospital, Chirayinkeezhu
8	Information Officer	Deputy Tahsildar (DM), Chirayinkeezhu
9	Liaison Officer	Village Officer, Edakkode
10	Media Officer (MO)	Asst. Editor, District Information Office, Thiruvananthapuram

Nedumangad Taluk

Sl. No	Functionaries of IRS	Designated Officer
1	Responsible Officer (RO)	Sub Collector/ Revenue Divisional Officer, Nedumangad
2	Incident Commander (IC)	Tahsildar, Nedumangad
3	Deputy Incident Commander (DIC)	Block Development Officer, Nedumangad
4	Operation Section Chief (OSC)	Inspector SHO, Nedumangad
5	Logistics Sections Chief (LO)	Motor Vehicles Inspector, Nedumangad
6	Sri. Sooraj S., Planning Section Chief (PSC)	Station Officer, Fire and Rescue Station, Nedumangad
7	Safety Officer (SO)	Superintendent, District Hospital, Nedumangad
8	Information officer	Deputy Tahsildar (DM), Nedumangad
9	Liaison Officer	Village Officer, Nedumangad
10	Media Officer (MO)	Asst. Editor, District Information Office, Thiruvananthapuram

Kattakkada Taluk

Sl. No	Functionaries of IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (LA-NH)
2	Incident Commander (IC)	Tahsildar, Kattakkada
3	Deputy Incident Commander (DIC)	Block Development Officer, Vellanad
4	Operation Section Chief (OSC)	Inspector SHO, Kattakkada
5	Logistics Sections Chief (LO)	Motor Vehicles Inspector, Kattakkada
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue Station, Kattakkada

7	Safety Officer (SO)	Superintendent, CHC Malayinkeezhu (Kattakkada)
8	Information officer	Deputy Tahsildar (HQ), Kattakkada
9	Liaison Officer	Village Officer, Kulathumal
10	Media Officer (MO)	Asst. Editor, District Information Office, Thiruvananthapuram

Varkala Taluk

Sl. No	Functionaries of IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (LR) Thiruvananthapuram
2	Incident Commander (IC)	Tahsildar, Varkala
3	Deputy Incident Commander (DIC)	Block Development Officer, Varkala
4	Operation Section Chief (OSC)	Inspector SHO, Varkala
5	Logistics Sections Chief (LO)	Motor Vehicles Inspector, Varkala
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue Station, Varkala
7	Safety Officer (SO)	Superintendent, Taluk Hospital, Varkala
8	Information officer	Deputy Tahsildar (HQ), Varkala
9	Liaison Officer	Head Clerk, Taluk Office, Varkala
10	Media Officer (MO)	Asst. Editor, District Information Office, Thiruvananthapuram

Neyyattinkara Taluk

Sl. No	Functionaries of IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (LA)
2	Incident Commander (IC)	Tahsildar, Neyyattinkara
3	Deputy Incident Commander (DIC)	Block Development Officer, Athiyanoor
4	Operation Section Chief (OSC)	Inspector SHO, Neyyattinkara
5	Logistics Sections Chief (LO)	Motor Vehicles Inspector, Neyyattinkara
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue Station, Neyyattinkara
7	Safety Officer (SO)	Superintendent, General Hospital, Neyyattinkara

		Deputy Tahsildar (DM), Neyyattinkara
8	Information officer	Village Officer, Neyyattinkara
9	Liaison Officer	
10	Media Officer (MO)	Asst. Editor, District Information Office, Thiruvananthapuram

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 and Chairperson,

District Disaster Management Authority

Thiruvananthapuram

1.Principal Secretary, Revenue and Disaster Management, Government of Kerala

2.Commissioner of Land Revenue, Thiruvananthapuram

3.Member Secretary, Kerala State Disaster Management Authority

4.Deputy Director of Panchayaths, Thiruvananthapuram

5.District Police Chief (City), Thiruvananthapuram

6.District Police Chief (Rural), Thiruvananthapuram

7.District Medical Officer, Thiruvananthapuram

8.Divisional Fire Officer, Thiruvananthapuram

9.Executive Engineer, Major Irrigation, Thiruvananthapuram

10.Member Secretary, SDMA

11.SDM Thiruvananthapuram /Nedumangadu

12. All Tahsildars

12. CA TO District Collector

13. Stock file

Incident Command System Organizational Chart

INCIDENT COMMANDER

- Deputy
- Information and Media Officer
- Safety Officer
- Liaison Officer

OPERATIONS SECTION

- Staging Area
- Transportation Branch
  - Road
  - Rail
  - Water
  - Air
- Response Branch
  - Division (Geographical)
  - Group (Functional)
  - (Single Resource Task Force/Strike Team)

PLANNING SECTION

- Resource Unit
- Situation Unit
- Documentation Unit
- Data Interpretation unit

LOGISTICS SECTION

- Service Branch
  - Communication Unit
  - Medical Unit
  - Food Unit
- Support Branch
  - Resource Provisioning Unit
  - Ground Support Unit
  - Facilities Unit
- Finance Branch
  - Time Unit
  - Compensation/Claim Unit
  - Procurement Unit
  - Cost Unit

General Staff

Incident Command System Organizational Chart

- INCIDENT COMMANDER
  - Deputy
  - Information and Media Officer
  - Safety Officer
  - Liaison Officer

General Staff

- OPERATIONS SECTION
  - Staging Area
  - Response Branch
    - Division (Geographical)
    - Group (Functional)
    - (Single Resource Task Force/Strike Team)
  - Transportation Branch
    - Road
    - Rail
    - Water
    - Air

- PLANNING SECTION
  - Resource Unit
  - Situation Unit
  - Documentation Unit
  - Data Interpretation unit

- LOGISTICS SECTION
  - Service Branch
    - Communication Unit
    - Medical Unit
    - Food Unit
  - Support Branch
    - Resource Provisioning Unit
    - Ground Support Unit
    - Facilities Unit
  - Finance Branch
    - Time Unit
    - Compensation/Claim Unit
    - Procurement Unit
    - Cost Unit