

PROCEEDINGS OF THE CHAIRMAN, DDMA & DISTRICT COLLECTOR Kozhikode

(Present: MADHAVIKUTTY. M.S., IAS)

Sub: Disaster Management - Formation of Incident Response System (IRS) at District Level and Taluk Level, Kozhikode District - Modified Orders Issued - Regarding.

Ref: 1. National Disaster Management Guidelines Incident Response System, a publication by the National Disaster Management Authority, Government of India.

2. Monsoon Preparedness Guidelines (Orange Book 2025) issued by the Kerala State Disaster Management Authority.

ORDER NO. DCKKD/13747/2022-F228-05-2026

The Incident Response System (IRS) was developed by the National Disaster Management Authority (NDMA) in 2010 as an effective mechanism to reduce the scope for ad hoc measures in disaster response. It incorporates all tasks that may be performed during Disaster Management, irrespective of their level of complexity. The Guidelines on the Incident Response System (IRS) are issued by the NDMA under Section 6 of the Disaster Management Act, 2005, for effective, efficient, and comprehensive management of disasters in India.

The Government of Kerala has directed that all District Disaster Management Authorities in the State shall notify the Incident Response System (IRS) in the District and Taluks with the approval of the DDMA, as per the 2nd reference cited above.

Accordingly, the IRS has already been implemented in Kozhikode District. The Incident Response System for Kozhikode District and all four Taluks within Kozhikode is now modified with the following officers designated at the pre-designed positions in the IRS:

INCIDENT RESPONSE SYSTEM – KOZHIKODE DISTRICT

DISTRICT LEVEL

Sl. No.	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Chairman, DDMA & District Collector, Kozhikode
2	Incident Commander (IC)	Chief Executive Officer, DDMA & Deputy Collector (DM), Kozhikode
3	Deputy Incident Commander (DIC)	Joint Director, LSGD, Kozhikode
4	Operations Section Chief (OSC)	District Police Chief, Kozhikode (City)
5	Logistics Section Chief (LSC)	Regional Transport Officer, Kozhikode
6	Planning Section Chief (PSC)	District Fire Officer, Kozhikode

7	Safety Officer (SO)	District Medical Officer (Health), Kozhikode
8	Information & Media Officer (IMO)	District Information Officer, Kozhikode
9	Liaison Officer (LO)	Junior Superintendent (DM), Collectorate, Kozhikode
10	Information Officer	Hazard Analyst, DEOC, Kozhikode

TALUK LEVEL

KOZHIKODE TALUK

Sl. No.	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Sub Collector, Kozhikode
2	Incident Commander (IC)	Tahsildar, Kozhikode
3	Deputy Incident Commander (DIC)	Tahsildar (LR), Kozhikode
4	Operations Section Chief (OSC)	Circle Inspector, Control Room City, Kozhikode
5	Logistics Section Chief (LSC)	Motor Vehicle Inspector, Kozhikode
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue, Vellimadukunnu, Kozhikode
7	Safety Officer (SO)	Superintendent, Government General Hospital, Kozhikode
8	Information & Media Officer (IMO)	Information Assistant, Information Office, Kozhikode
9	Liaison Officer (LO)	Head Quarters Deputy Tahsildar, Taluk Office, Kozhikode
10	Information Officer	Deputy Tahsildar (DM), Taluk Office, Kozhikode

KOYILANDY TALUK

Sl. No.	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (LA), Kozhikode
2	Incident Commander (IC)	Tahsildar, Koyilandy
3	Deputy Incident Commander (DIC)	Tahsildar (LR), Koyilandy
4	Operations Section Chief (OSC)-	Circle Inspector, Koyilandy
5	Logistics Section Chief (LSC)	Joint RTO, Koyilandy
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue, Koyilandy
7	Safety Officer (SO)	Superintendent, Taluk Hospital, Koyilandy
8	Information & Media Officer (IMO)	Information Assistant, Information Office, Kozhikode

9	Liaison Officer (LO)	Head Quarters Deputy Tahsildar, Taluk Office, Koyilandy
10	Information Officer	Deputy Tahsildar (DM), Taluk Office, Koyilandy

VATAKARA TALUK

Sl. No.	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Revenue Divisional Officer, Vatakara
2	Incident Commander (IC)	Tahsildar, Vatakara
3	Deputy Incident Commander (DIC)	Tahsildar (LR), Vatakara
4	Operations Section Chief (OSC) -	Circle Inspector, Vatakara
5	Logistics Section Chief (LSC)	Joint RTO, Vatakara
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue, Vatakara
7	Safety Officer (SO)	Superintendent, Taluk Hospital, Vatakara
8	Information & Media Officer (IMO)	Information Assistant, Information Office, Kozhikode
9	Liaison Officer (LO)	Head Quarters Deputy Tahsildar, Taluk Office, Vatakara
10	Information Officer	Deputy Tahsildar (DM), Taluk Office, Vatakara

THAMARASSERY TALUK

Sl. No.	Position in IRS	Designated Officer
1	Responsible Officer (RO)	Deputy Collector (LR)
2	Incident Commander (IC)	Tahsildar, Thamarassery
3	Deputy Incident Commander (DIC)	Tahsildar (LR), Thamarassery
4	Operations Section Chief (OSC) -	Circle Inspector, Thamarassery
5	Logistics Section Chief (LSC)	Joint RTO, Kodusally
6	Planning Section Chief (PSC)	Station Officer, Fire and Rescue, Mukkom
7	Safety Officer (SO)	Superintendent, Taluk Hospital, Thamarassery
8	Information & Media Officer (IMO)	Information Assistant, Information Office, Kozhikode
9	Liaison Officer (LO)	Head Quarters Deputy Tahsildar, Thamarassery Taluk
10	Information Officer	Deputy Tahsildar (DM), Taluk Office, Thamarassery

DUTIES AND RESPONSIBILITIES OF INCIDENT COMMANDERS

All Taluk Incident Commanders shall ensure compliance with the following:

1. Prepare a database of all Government vehicles, their custodian officers, and contact numbers of drivers.
2. Prepare Rate Contracts for hiring JCBs, Cranes, Hitachi Excavators, Generators, and other essential equipment.
3. Identify and map safe buildings suitable for rehabilitation and evacuation of people as and when required.
4. Identify volunteers for all rescue operations and collect their details.
5. Identify and list suppliers of drinking water, packaged food, and other essential commodities.
6. Issue directions to all Village Officers to identify dangerous trees in public places well in advance and report to DDMA.
7. List all vulnerable and flood-prone areas in the Taluk and ensure all preparations for evacuation and rehabilitation are completed.
8. Ensure that concerned Village Officers identify all resources required to meet urgent requirements in such areas.
9. Ensure that Control Rooms are properly manned on a 24×7 basis; check all infrastructure well in advance and brief all officers posted in the Control Room.
10. Convene a meeting this week itself to plan strategies and tactics for facing the monsoon and related incidents, so as to reduce chaos and confusion during disaster response and to ensure clarity on responsibilities and the chain of command.

MADHAVIKUTTY. M.S. IAS

Chairman, DDMA & District Collector, Kozhikode

Copy to:

1. Sub Collector, Kozhikode
2. District Police Chief, Kozhikode (City)
3. District Police Chief, Kozhikode (Rural)
4. Revenue Divisional Officer, Vatakara
5. Additional District Magistrate, Kozhikode
6. Deputy Collector (LA), Kozhikode
7. Deputy Collector (LR), Kozhikode

8. District Fire Officer, Kozhikode
9. Regional Transport Officer, Kozhikode
10. District Information Officer, Kozhikode
11. All Tahsildars
12. Joint Director, LSGD, Kozhikode
13. District Medical Officer, Kozhikode

"This document is electronically approved in eOffice by MADHAVIKUTTY M S IAS on 28-05-2026. Hence it does not require signature in ink"