



PROCEEDINGS OF THE CHAIRPERSON DISTRICT DISASTER MANAGEMENT
AUTHORITY & DISTRICT COLLECTOR, ERNAKULAM

(Present : Priyanka G, IAS)

No: DCEKM/3448/2025-D1

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Sub :- District Disaster Management Authority , Ernakulam – National Disaster Management Guidelines – Incident Response System (IRS) – designating officers as the functionaries –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 2019, Kerala State Disaster Management Authority dated 29/05/2019

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 percent of the landmass is prone to earthquakes of moderate to very high intensity; over 40 million hectares (12 percent 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 man made 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 formalized 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 organizational structure of IRS is devised by the NDMA and is appended to this order as appendix 1.

8. The NDMA guidelines regarding the IRS have 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

COMMAND STAFF

IRS POSITION	OFFICER DESIGNATED
Responsible Officer	Chairperson, DDMA (District Collector)
Incident Commander	Chief Executive Officer, DDMA (Deputy Collector, DM)
Deputy IC	Joint Director, Local Self Government or District Planning Officer
Operations Section Chief	Deputy Commissioner of Police
Logistics Section Chief	Joint Transport Officer nominated by RTO
Planning Section Chief (PSC)	Assistant Divisional Fire Officer nominated by District Fire Officer
Safety Officer (SO)	A Medical Officer nominated by District Medical Officer
Media Officer (MO)	Information Officer (I & PRD) nominated by District Information Officer
Liaison Officer (LO)	Junior Superintendent, Natural Calamity
Information Officer (IO)	Hazard Analyst, DEOC / LSG DM Plan Coordinator, DEOC

OPERATIONS SECTION

IRS POSITION	OFFICER DESIGNATED
Operation Section Chief	Deputy Commissioner of Police
Staging Area Manager	ADP
Response Branch Director	Station Officer, Fire and Rescue, Gandhi Nagar
Transportation Branch Director	Regional Transport Officer, Ernakulam
Road unit Leader	Joint Regional Transport Officer, Ernakulam
Rail unit Leader	Area Manager, Southern Railway
Water unit Leader	Deputy Director, Fisheries
Air unit Leader	District Protocol Officer

PLANNING SECTION

IRS POSITION	OFFICER DESIGNATED
Planning Section Chief	Sub Collector, Fort Kochi
Resource Unit Leader	Senior Superintendent, RDO Officer Fort Kochi
Situation Unit Leader	ACP control
Documentation Unit Leader	Assistant Stationary Officer
Demobilization Unit Leader	Regional Transport Officer, Enforcement

LOGISTICS SECTION

IRS POSITION	OFFICER DESIGNATED
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)
Finance Branch	Finance Officer
Compensation/ Claim UL	Junior Superintendent (DM), Collectorate
Procurement & Cost UL	Junior Superintendent (Finance), Collectorate

INCIDENT RESPONSE SYSTEM AT TALUK LEVEL

INCIDENT RESPONSE SYSTEM (ALUVA TALUK)	
IRS POSITION	OFFICER DESIGNATED
Responsible Officer (RO)	Deputy Collector (LA)
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, (RR)
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, Kannayannur
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)	

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)	Sub Collector, Fort Kochi
Incident Commander (IC)	Tahsildar, Kochi
Deputy Incident Commander (DIC)	BDO, Palluruthy
Operations Section Chief (OSC)	ACP, Mattancherry
Logistics Section Chief (LSC)	Joint RTO, Mattancherry
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)	Deputy Collector (LR)
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)	RDO, Muvattupuzha
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)	Deputy Collector (Disater Management)
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. The 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.

Chairman, District Disaster Management Authority &
District Collector
PRIYANKA G IAS
DISTRICT COLLECTOR

Copy to:

1)The Secretary to Government, Revenue and Disaster Management & State Relief
Commissioner, Thiruvananthapuram

2) The Member Secretary, KSDMA, Thiruvananthapuram

3) The President ,District Panchayath, Ernakulam

4)The District Police Chief, Ernakulam (City)

5)The District Police Chief, Aluva (Rural)

6) The Sub Collector, Fort Kochi,/ RDO, Muvattupuzha

7) The Deputy Collector, General/LR/RR/LA/DM, Collectorate, Ernakualm

8) The District Medical Officer,Ernakulam

9). The District Fire Officer, Ernakulam

10). All officers posted

11). All District Level Officers