

PLANNING SECTION



STATE EMERGENCY OPERATIONS CENTRE

CHARTER OF DUTIES FOR SENIOR OFFICERS DURING DISASTER RESPONSE



आपदा सुरक्षित उत्तराखण्ड

Uttarakhand State Disaster Management Authority
Government of Uttarakhand

- Designate your nodal officer today for disaster management
- Ask him /her to collect IRS charter of duties from SEOC
- Be in touch with your nodal officer on day-to-day basis specially during monsoon
- Ensure that all officers of your Dept. are trained on IRS

Non attendance or neglect to perform the duty by any officers of state and central government during the disaster situation is a punishable offence.

***Section 51 to 60
Disaster Management
Act, 2005***

The IRS roles and responsibilities for state level IRT is prepared by **Shri Binaya Bhusan Gadnaya**k, Specialist (IRS-T), Department of Disaster Management, Government of Uttarakhand in consultation with senior officers of the state Government. These **roles and responsibilities** prepared adhering to the IRS guidelines issued by National Disaster Management Authority, Government of India.



PLANNING SECTION CHIEF (PSC)

**Additional CEO
USDMA**

Govt. of Uttarakhand

Supporting Officers
Sr. Consultant, USDMA
Data Entry Operator, SEOC
Govt. of Uttarakhand

- ☐ Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with RO/IC;
- ☐ Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- ☐ Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources;
- * Assess the current situation, predict probable course of the incident and prepare strategies for the operations;
- * Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO

(Command Staff) and incorporated in the IAP;

- ☐ Ensure attachments in the IAP including incident briefing (**IRS Form - 001**), Incident Status Summary (**IRS Form-002**), Organisation Assignment list (**IRS Form-005**), Incident Communication Plan (**IRS Form-009**), Demobilisation Plan **IRS Form-010**, Traffic Plan, Safety Plan, and Incident Map etc;
- ☐ Ensure the major steps for preparing IAP including
 - ☐ Collection of initial information and assessment of the damage and loss and threat
 - ☐ Assess requirement of resources
 - ☐ Ensure formation of incident objectives and conduct strategy meetings
 - ☐ Ensure briefing meeting
 - ☐ Ensure review of the IAP and
 - ☐ Formulation of incident objectives for the

next operational period, if required;

- ☐ Ensure that Organisational Assignment List (Divisional / Group) **IRS Form-005** (enclosed) is circulated among the Unit leaders and other responders;
- ☐ Prepare plan to activate and deactivate IRS organisational positions in consultation with the RO/IC and OSC;
- ☐ Determine the need for any specialised resources for the incident management;
- ☐ Ensure IT solutions for planning;
- ☐ Provide periodic projections on incident potential;
- ☐ Report to the IC of any significant changes that take place in the incident status;
- ☐ Compile and display **incident status summary -IRS Form 002** (enclosed) at the

ICP/EOC.

- ☐ Oversee preparation and implementation of Incident Demobilisation Plan-**IRS Form-010** (enclosed);
- ☐ Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List-**IRS Form-007** (enclosed) for the day;
- ☐ Ensure that Record of Various Activities Performed -**IRS Form-004** (enclosed) by members of various Units are collected and maintain in the Unit Log -**IRS Form-003** (enclosed); and
- ☐ Perform any other duties assigned by IC.





Deputy Secretary

Dept. of Disaster Management
Govt. of Uttarakhand

Supporting Officers
Consultant (DSS, CPS), USDMA
Planner, USDMA
Govt. of Uttarakhand

RESOURCE UNIT LEADER (RUL)

charter of duties

- ☐ Maintain and display the status of all assigned resources (Primary and Support) at the incident site by overseeing the check-in-IRS Form - 006 (enclosed) of all resources, and maintain a "resource status-keeping system" (Primary resources are meant for responders and support resources are meant for affected communities);
- ☐ Compile a complete inventory of all resources available;
- ☐ Ensure and establish Check-in function at various incident locations;
- ☐ Update the PSC and IC/RO about the status of resources received and despatch from time to time;
- ☐ Coordinate with the various activated Branches, Divisions and Groups of OS for check-in status and utilisation of allotted resources;
- ☐ Ensure quick and proper utilisation of perishable resources;
- ☐ Maintain record of various activities performed as per IRS Form-004 (enclosed) and send to Section concerned; and
- ☐ Perform any other duties assigned by PSC.

Undertaking

It is certified that I have gone through the IRS “charter of duties” and I am aware of my roles and responsibilities during disaster response.

I will hand over this charter of duties to the new incumbent on my transfer.

Note: To be given to the reporting officer and a copy of it shall be submitted to CEO, USDMA & Secretary, Disaster Management, Government of Uttarakhand.

Signature with seal

Designation (Actual)

Designation as per IRS: **RESOURCE UNIT LEADER**



MONSOON 2019
PHOTOGRAPH TAKEN DURING
DISASTER RESPONSE IN
UTTARAKHAND (2019)

UTTARAKHAND

General Staff

Find your position

PLANNING SECTION

- Resource Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit
- Technical Specialist (if Required)

Forrest Officer/Fire Officer / Police / Medical Officer / Civil Engineer/ Factory Inspector or any other suitable position at District level as deemed by RO/IC/PSC

ABBREVIATIONS

IC: Incident Commander

IRS: Incident Response System

OS: Operations Section

PSC: Planning Section Chief

RO: Responsible Officer



SITUATION UNIT LEADER (SUL)

charter of duties

- ☐ Collect, process and organise all incident information as per **IRS form 001** (enclosed). For such purposes, take the help of members of the Single Resource, Task Forces, Strike Teams of OS, field level government officers (Patwari, Gram Rakshi, Anganwadi karyakarti, ASHA karyakarti) and members of PRIs, CBOs, NGOs etc;
- ☐ Ensure that **IRS Form 002** – Incident Status Summary (enclosed) is filled and submitted to RO/IC, IMO, Operations, Planning and Logistics Section;
- ☐ Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed;
- ☐ Prepare situation and resource status reports and disseminate as required;
- ☐ Provide authentic maps, photographic services to responders, if required;
- ☐ Attend IAP meeting with required information, data, documents and Survey of India maps etc;
- ☐ Maintain record of various activities performed as per **IRS Form-004** (enclosed) and send to Section concerned; and
- ☐ Perform such other duties assigned by Planning Section Chief.

Additional Secretary

Dept. of Disaster Management
Govt. of Uttarakhand

Supporting Officers

IEC Officer, USDMA
Assistant Consultant, USDMA
Data Entry Operator, SEOC
Govt. of Uttarakhand

Undertaking

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Signature with seal

Designation (Actual)

Designation as per IRS: **SITUATION UNIT LEADER**



ABBREVIATIONS

CBOs:Community Based Organisations

IAP:Incident Action Plan

IC:Incident Commander

IRS:Incident Response System

IRS:Incident Response System

NGOs:Non Governmental Organisations

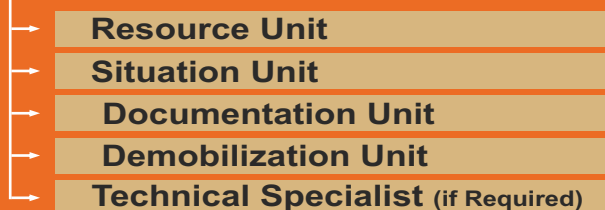
PRIs:Panchayati Raj Institution

PSC:Planning Section Chief

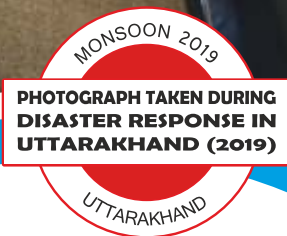
General Staff

Find your position

PLANNING SECTION



Forrest Officer/Fire Officer / Police / Medical Officer / Civil Engineer/ Factory Inspector or any other suitable position at District level as deemed by RO/IC/PSC



Chief Coordinating Officer

Department of Planning
Govt. of Uttarakhand

Supporting Officers
Manager (Technical), USDMA
System Analyst, USDMA
Assistant Consultant, USDMA
Data Entry Operator, SEOC

Govt. of Uttarakhand

DOCUMENTATION UNIT LEADER (DUL)

charter of duties

- ☐ Ensure that all required IRS forms-**IRS form - 005 and IRS Form - 007** (enclosed) are filled and circulated among the members of IRT;
- ☐ Ensure that stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units of the IRT;
- ☐ Compile all information and reports related to the incident;
- ☐ Review records and various IRS forms for accuracy and completeness and

inform the errors or omissions in documentation;

- ☐ Store files properly for post-incident analysis;
- ☐ Maintain record of various activities performed as per **IRS Form-004** (enclosed) and send to Sections concerned; and
- ☐ Perform any other duties as assigned by the PSC/RO/IC.

Undertaking

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Signature with seal

Designation (Actual)

Designation as per IRS: **DOCUMENTATION UNIT LEADER**



ABBREVIATIONS

IC: Incident Commander

IRS: Incident Response System

IRS: Incident Response System

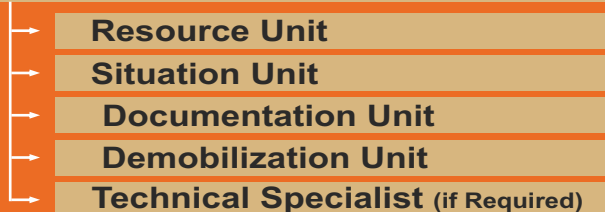
IRT: Incident Response team

PSC: Planning Section Chief

General Staff

Find your position

PLANNING SECTION



Forrest Officer/Fire Officer / Police / Medical Officer / Civil Engineer/ Factory Inspector or any other suitable position at District level as deemed by RO/IC/PSC



Joint Secretary

Dept. of Disaster Management
Govt. of Uttarakhand

Supporting Officers
System Analyst, USDMA
Assistant Consultant, USDMA
Data Entry Operator, SEOC
Govt. of Uttarakhand

DEMOBILISATION UNIT LEADER (Demob. UL)

charter of duties

- ☐ Prepare Incident Demobilisation Plan (IDP) as per **IRS Form-010** (enclosed);
- ☐ Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilisation of surplus resources;
- ☐ Develop incident check-out functions for Sections, Branches, Divisions and Units in consultation with all Sections and send to the PS;
- ☐ Plan for logistics and transportation support for incident demobilisation in consultation with Logistic Section;
- ☐ Disseminate IDP at an appropriate time to various stakeholders involved;
- * Arrange for proper supervision and execution of the IDP;
- ☐ Brief the PSC on the progress of Demobilisation;
- ☐ Request the PSC for additional human resources, if required;
- ☐ Maintain record of various activities performed as per **IRS Form-004** (enclosed) and send to Sections concerned; and
- ☐ Perform any other duties assigned by the PSC/IC/RO.

Undertaking

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Signature with seal
Designation (Actual)
Designation as per IRS: DEMOBILISATION UNIT LEADER



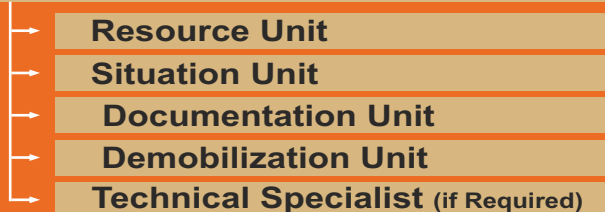
ABBREVIATIONS

IAP: Incident Action Plan
IC: Incident Commander
IDP: Incident Demobilisation Plan
IRS: Incident Response System
PS: Planning Section
PSC: Planning Section Chief
RO: Responsible Officer

General Staff

Find your position

PLANNING SECTION



Forrest Officer/Fire Officer / Police / Medical Officer / Civil Engineer/ Factory Inspector or any other suitable position at District level as deemed by RO/IC/PSC