

COMMAND STAFF



उत्तराखण्ड राज्य

STATE EMERGENCY OPERATIONS CENTRE

CHARTER OF DUTIES FOR SENIOR OFFICERS DURING DISASTER RESPONSE

Incident Response Team
Uttarkashi



Uttarakhand State Disaster Management Authority
Government of Uttarakhand



आपदा सुरक्षित उत्तराखण्ड

- 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.



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

UTTARAKHAND

Chief Secretary

Govt. of Uttarakhand

Supporting Officer
Members of State IRT

Govt. of Uttarakhand

RESPONSIBLE OFFICER (RO)

charter of duties

OPERATIONS

- ☐ Activate IRTs at State, District and Sub-division;
- ☐ Enforce section 51 (a), (b), 52, 53, 54, 55, 56, 57, 58, 59, and 60 of the DM Act, 2005 in case find any negligence find from any individual and agencies;
- ☐ Enforce Section 22 (2) (h), 24 (e) and (l) of DM Act, 2005 for smooth disaster response.

Ensure participation of all departments and agencies of State government as IRT: Police
☐ Health ☐ Fire ☐ PWD ☐ Transport ☐
 Food & Civil Supply ☐ SDRF ☐ Irrigation
☐ Forest ☐ Finance ☐ PRIs ☐ NGOs etc.
 and Central Government: ☐ NDRF ☐

ARMY ☐ Air Force ☐ ITBP ☐ SSB, etc.;

- ☐ Ensure representatives of armed forces (Army and CPMF) joined under aid to civil authority are working with appropriate sections and branches of state/district level IRT, EOCs of State and district (if required) and following "procedures of state government as per IRS" and "procedures of Aid to civil authority".

Ensure implementation of; ☐ Span of control ☐ Multi Tasking ☐ Accountability Resource Management ☐ Common Terminology ☐ Unity of command and chain of command ☐ Transfer of Command and ☐ Unified Command;

Ensure activation of various IRS facilities such as;
☐ ICP ☐ Relief Camp ☐ Camp ☐ Base ☐ Helipad etc.

- ☐ Identify and deploy Nodal Officer to coordinate Air Operations and ensure that all concerned officers are aware of it;
- ☐ Consider the need for the establishment of Area Command (AC), if required (involving RDC/s;

- ☐ Establish Unified Command (UC) if required **and** get the approval of Chief Minister (CM);
- ☐ Inform Chairperson of SDMA about the progress of incident response;
- ☐ Ensure overall coordination of response, relief and other activities;
- ☐ Ensure that the Non - Governmental Organisations (NGOs) carry out their activities in an equitable and non-discriminatory manner;
- ☐ Ensure that Incident Command Post (ICP) is established at the administrative headquarter of State/District/Sub-division and not at the incident site (There will be one ICP per jurisdiction) ; and
- ☐ Ensure that the Incident site is supervised by Site Chief Coordination Center which is manned by SDM / Executive Engineer or any other senior officer deployed by RO;

LOGISTIC ARRANGEMENT

- ☐ Ensure logistic requirements like, camping ground, potable water, electricity and requirement of vehicles etc. for NDRF and Armed Forces and other agencies; and
- Ensure sufficient; ☐ Food ☐ Medicine ☐ Water and ☐ Other related materials are stored for affected communities at the site.

RESOURCE MOBILISATION

- Coordinate with the Central Government for mobilisation of ☐ Armed Forces ☐ NDRF Air support etc. and ☐ Mobilisation of other required resource as per IAP; and
- ☐ Identify, mobilise and allocate critical resources according to established priorities.

PLANNING

- ☐ Set overall objectives and incident related priorities;
- ☐ Ensure preparation of IAP;
- ☐ Ensure that officers of Armed Forces who joined under Aid to Civil Authority are involved in the Planning Process and their resources are appropriately dovetailed;
- ☐ Ensure that incident management objectives do not conflict with each other during preparation of and implementation of IAP;

MEDIA MANAGEMENT

- ☐ Approve media briefing note prepared by IMO;
- ☐ Authorise to IC or release information to the media;
- ☐ Organize joint media briefing involving heads of all participating agencies;
- ☐ Ensure that designated Site Chief that is Sub-divisional Magistrate / Executive Engineer or any senior officer from state or central government deployed by RO/IC/OSC are managing /handling

media at field level; and

- ☐ Ensure Logistics arrangements for visit of media in the affected site.

FINANCE

- ☐ Ensure financial rules are followed by the Finance Branch Director of the Logistic Section for procurement of resources; and
- ☐ Ensure the cost unit and procurement unit of the finance branch have referred incident check-in form (**IRS-006**) (Shall be collected from the staging area) before procurement of the required items.

DOCUMENTATION

- ☐ Ensure that **IRS form 001** (enclosed) is completed by situation unit and forwarded to the documentation unit for the preparation of IAP.
- ☐ Ensure that Incident Status Summary (ISS)-**IRS form-002** (enclosed) is completed by situation unit of planning section;
- ☐ Ensure that the record of various activities performed-**IRS Form-004** (enclosed) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log-**IRS Form-003** (enclosed);
- ☐ Ensure that Organisation assignment list-**IRS form 005** (enclosed) is circulated among all the responders by documentation unit of Planning Section;
- ☐ Ensure that Incident check-in and deployment list-**IRS form 006** (enclosed) is collected by Resource unit of Planning Section for its appropriate use during preparation of IAP and a copy of it submitted to Medical Unit, Food Unit, Facility Unit, Ground Support Unit Cost Unit and Procurement Unit of LS;
- ☐ Ensure that on duty officer list-**IRS form 007** (enclosed) is collected by IMO from all the sections;
- ☐ Ensure that Medical Plan-**IRS Form 008** (enclosed) is prepared by medical unit of Logistics Section;
- ☐ Ensure that Communication Plan-**IRS Form 009** (enclosed) is prepared by communication unit of Logistics Section; and
- ☐ Ensure that Demobilisation Plan-**IRS Form 010** (enclosed) is prepared by demobilisation unit of Planning section in consultation with all sections and RO/IC.

REVIEW OF RESPONSE

- ☐ Review public complaints and recommend suitable grievance redressal measures to the RO;
- ☐ Ensure preparation of After Action Report (AAR) prior to the demobilisation of the IRT on completion of the incident response; and
- ☐ Conduct post response review on performance of IRTs and take appropriate steps to improve performance.



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

UTTARAKHAND

Secretary

Dept. of Disaster Management
Govt. of Uttarakhand

Supporting Officers

Members of State IRT

Govt. of Uttarakhand

INCIDENT COMMANDER (IC)

charter of duties

- ☐ Activate IRTs at State, District and Sub-division as appropriate;
 - ☐ Enforce section 51 (a), (b), 52, 53, 54, 55, 56, 57, 58, 59, and 60 of the DM Act, 2005 in case find any negligence from any individual, and agencies;
 - ☐ Enforce Section 22 (2) (h), 24 (e) and (l) of DM Act, 2005 for smooth disaster response;
- Ensure participation of all departments and agencies of State government as IRT: ☐ Police ☐ Health ☐ Fire ☐ PWD ☐ Transport ☐ Food & Civil Supply ☐ SDRF ☐ Irrigation ☐ Forest ☐ Finance ☐ PRIs ☐ NGOs etc. and Central Government: ☐ NDRF ☐ ARMY ☐ Air Force ☐ ITBP ☐ SSB, etc.;
- ☐ Ensure representatives of armed forces (Army and CPMF) joined under aid to civil authority are working with appropriate sections and branches of state/district level IRT, EOCs of State and district (if required), and following "procedures of state government as per IRS" and "procedures of Aid to civil authority".
 - ☐ Ensure implementation of; ☐ Span of control ☐ Multi Tasking ☐ Accountability ☐ Resource Management ☐ Common Terminology ☐ Unity of command and chain of command ☐ Transfer of Command and ☐

Unified Command;

- ☐ Ensure activation of various IRS facilities such as; ☐ ICP ☐ Relief Camp ☐ Camp, Base ☐ Helipad etc.
 - ☐ Identify and deploy Nodal Officer to coordinate Air Operations and ensure that all concerned officers are aware of it;
 - ☐ Inform Chairperson of SDMA about the progress of incident response;
 - ☐ Ensure overall coordination of response, relief and other activities;
 - ☐ Ensure that the Non-Governmental Organisations (NGOs) carry out their activities in an equitable and non-discriminatory manner; and
 - ☐ Ensure that Incident Command Post (ICP) is established at the administrative headquarter of State/District/Sub-division and not at the incident site (There will be one ICP per jurisdiction);
 - ☐ Ensure that the Incident site is supervised by Site Chief Coordination Center which is manned by SDM / Executive Engineer or any other senior officer deployed by RO at District level;
- Obtain information on: ☐ Situation status ☐ Availability and procurement of resources ☐ Requirement of activation of facilities like ☐ ICP ☐ Staging Area, ☐ Incident Base ☐ Camp ☐ Relief Camp, etc. ☐ Availability and requirements of Communication system ☐ Future weather behavior from IMD and ☐ Any other information required for response and ☐ Analysed the situation;
- ☐ Establish immediate priorities including search & rescue and relief distribution;

- ☐ Assess requirements for maintenance of law and order, traffic etc. if any at the incident site and make necessary arrangements;
- ☐ Brief RO about the situation as per IRS incident briefing **form -001** and request for additional resources, if required;
- ☐ Extend support for implementation of AC and UC if considered necessary by the RO;
- ☐ Establish appropriate IRS organisation with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident at state level;
- ☐ Ensure that the NGOs and other social organisations including armed forces deployed in the affected sites are working properly and in an equitable manner;
- ☐ Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved; and
- ☐ Recommend demobilisation of the IRT, when appropriate.

LOGISTIC ARRANGEMENT

- ☐ Ensure logistic requirements like, camping ground, potable water, electricity and requirement of vehicles etc. for NDRF, Armed Forces and other agencies; and

Ensure sufficient; ☐ Food ☐ Medicine ☐ Water and ☐ Other related materials are stored for affected communities at the site.

RESOURCE MOBILISATION

- ☐ Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with Planning Section Chief and Logistic Section Chief and inform RO regarding their mobilisation / procurement;
- ☐ Approve and ensure that the required additional resources are procured / mobilised and issued to the concerned Sections, Branches and Units etc. and are properly utilised.
- ☐ Ensure that on completion of assigned work, the resources are returned immediately for utilization elsewhere or to the department concerned;
- ☐ Establish contact with PRIs, ULBs, CBOs, NGOs etc. for achievement of the objectives of IAP;
- ☐ Enlist PRIs, ULBs, CBOs, NGOs etc. to act as local guides for participating agencies; and
- ☐ Approve the deployment of volunteers and ensure that they follow the chain of command.

PLANNING

- ☐ Determine incident objectives and ensure that IAP is prepared;
- ☐ Ensure that IRT members are briefed on performance of various activities as per IAP;
- ☐ Get approval from RO or approve and authorise the implementation of IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members;
- ☐ Ensure that planning meetings including briefing and debriefing are held at regular intervals and attended by Planning Section, Logistics Section and Operations Section Chief;
- ☐ Ensure that all Sections or Units are working as per IAP; and
- ☐ Ensure that adequate safety measures for responders and affected communities are in place in the IAP.

MEDIA MANAGEMENT

- ☐ Approve media briefing note prepared by IMO;
- ☐ Organize joint media briefing involving heads of all participating agencies; and
- ☐ Ensure that designated Site Chief that is Sub-divisional Magistrate / Executive Engineer or any senior officer from state or central government deployed by RO/IC/OSC are managing /handling media at field level; and
- ☐ Ensure Logistics arrangements for visit of media at the affected site.

FINANCE

- ☐ Ensure that the record of resources mobilised from outside is maintained so that prompt payment can be made for hired resources;
- ☐ Ensure financial rules are followed by the Finance Branch Director of the Logistic Section for procurement of resources; and
- ☐ Ensure the cost unit and procurement unit of the finance branch are referring incident check-in form-**IRS-006** (shall be collected from the staging area) before procurement of the required items.

DOCUMENTATION

- ☐ Ensure that **IRS form 001** (enclosed) is completed by situation unit and forward to the documentation unit for the preparation of IAP;
- ☐ Ensure that Incident Status Summary (ISS)-**IRS form-002** (enclosed) is completed and forward to the RO;
- ☐ Ensure that the record of various activities performed-**IRS Form-004** (enclosed) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log-**IRS Form-003** (enclosed);
- ☐ Ensure that Organisation assignment list-**IRS form 005** (enclosed) is circulated among all the responders by documentation unit of Planning Section;
- ☐ Ensure that Incident check-in and deployment list-**IRS form 006** (enclosed) is collected by Resource unit of Planning Section for its appropriate use during preparation of IAP and a copy of it submitted to Medical Unit, Food Unit, Facility Unit, Ground Support Unit Cost Unit and Procurement Unit of LS;
- ☐ Ensure that on duty officer list-**IRS form 007** (enclosed) is collected by IMO from all the sections;
- ☐ Ensure that Medical **Plan-IRS Form 008** (enclosed) is prepared by medical unit of Logistics Section;
- ☐ Ensure that Communication Plan-**IRS Form 009** (enclosed) is prepared by communication unit of Logistics Section; and
- ☐ Ensure that Demobilisation Plan-**IRS Form 010** (enclosed) is prepared by demobilisation unit of Planning section in consultation with all sections and RO.

REVIEW OF RESPONSE

- ☐ Review public complaints and recommend suitable grievance redressal measures to the RO;
- ☐ Ensure preparation of After Action Report (AAR) prior to the demobilisation of the IRT on completion of the incident response; and
- ☐ Conduct post response review on performance of IRTs and take appropriate steps to improve performance.



Secretary Incharge
Dept. of Disaster Management
Govt. of Uttarakhand

Supporting Officer
Members of State IRT
Govt. of Uttarakhand

DEPUTY INCIDENT COMMANDER (IC)

charter of duties

- ☐ Activate IRTs at State, District and Sub-division as appropriate;
- ☐ Enforce section 51 (a), (b), 52, 53, 54, 55, 56, 57, 58, 59, and 60 of the DM Act, 2005 in case find any negligence from any individual, and agencies;
- ☐ Enforce Section 22 (2) (h), 24 (e) and (l) of DM Act, 2005 for smooth disaster response.
Ensure participation of all departments and agencies of State government as IRT: ☐ Police ☐ Health ☐ Fire ☐ PWD ☐ Transport ☐ Food & Civil Supply ☐ SDRF ☐ Irrigation ☐ Forest ☐ Finance ☐ PRIs ☐ NGOs etc. and Central Government: ☐ NDRF ☐ ARMY ☐ Air Force ☐ ITBP ☐ SSB, etc.;
- ☐ Ensure representatives of armed forces (Army and CPMF) joined under aid to civil authority are working with appropriate sections and branches of state/district level IRT, EOCs of State and district (if required), and following "procedures of state government as per IRS" and "procedures of Aid to civil authority".
Ensure implementation of: ☐ Span of control ☐ Multi Tasking ☐ Accountability ☐ Resource Management ☐ Common Terminology ☐ Unity of command and

- chain of command ☐ Transfer of Command and ☐ Unified Command;
- ☐ Ensure activation of various IRS facilities such as; ☐ ICP ☐ Relief Camp ☐ Camp, Base ☐ Helipad etc.
- ☐ Identify and deploy Nodal Officer to coordinate Air Operations and ensured that all concerned officers are aware of it;
- ☐ Inform Chairperson of SDMA about the progress of incident response;
- ☐ Ensure overall coordination of response, relief and other activities;
- ☐ Ensure that the Non-Governmental Organisations (NGOs) carry out their activities in an equitable and non-discriminatory manner; and
- ☐ Ensure that Incident Command Post (ICP) is established at the administrative headquarter of State/District/Sub-division and not at the incident site (There will be one ICP per jurisdiction);
- ☐ Ensure that the Incident site is supervised by Site Chief Coordination Center which is manned by SDM / Executive Engineer or any other senior officer deployed by RO;
Obtain information on: ☐ Situation status ☐ Availability and procurement of resources ☐ Requirement of activation of facilities like ☐ ICP ☐ Staging Area, ☐ Incident Base ☐ Camp ☐ Relief Camp, etc. ☐ Availability and requirements of Communication system ☐ Future weather behavior from IMD and ☐ Any other information required for response and ☐ Analysed the situation;
- ☐ Establish immediate priorities including search & rescue and relief distribution;
- ☐ Assesse requirements for maintenance of law and order, traffic

etc. if any at the incident site and make necessary arrangements;

- ☐ Brief RO about the situation as per IRS incident briefing **form -001** and request for additional resources, if required;
- ☐ Extend support for implementation of AC and UC if considered necessary by the RO;
- ☐ Establish appropriate IRS organisation with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident at state level;
- ☐ Ensure that the NGOs and other social organisations including armed forces deployed in the affected sites are working properly and in an equitable manner;
- ☐ Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved; and
- ☐ Recommend demobilisation of the IRT, when appropriate.

LOGISTIC ARRANGEMENT

- ☐ Ensure logistic requirements like, camping ground, potable water, electricity and requirement of vehicles etc. for NDRF, Armed Forces and other agencies; and

Ensure sufficient; ☐ Food ☐ Medicine ☐ Water and ☐ Other related materials are stored for affected communities at the site.

RESOURCE MOBILISATION

- ☐ Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with Planning Section Chief and Logistic Section Chief and inform RO regarding their mobilisation / procurement;
- * Approve and ensure that the required additional resources are procured / mobilised and issued to the concerned Sections, Branches and Units etc. and are properly utilised.
- ☐ Ensure on completion of assigned work, the resources are returned immediately for utilization elsewhere or to the department concerned;
- ☐ Establish contact with PRIs, ULBs, CBOs, NGOs etc. for achievement of the objectives of IAP;
- ☐ Enlist PRIs, ULBs, CBOs, NGOs etc. to act as local guides for participating agencies; and
- ☐ Approve the deployment of volunteers and ensure that they follow the chain of command.

PLANNING

- ☐ Determine incident objectives and ensure that IAP is prepared;
- ☐ Ensure that IRT members are briefed on performance of various activities as per IAP;
- ☐ Get approval from RO or approve and authorise the implementation of IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members;
- ☐ Ensure that planning meetings including briefing and debriefing are held at regular intervals and attended by Planning Section, Logistics Section and Operations Section Chief;
- ☐ Ensure that all Sections or Units are working as per IAP; and
- ☐ Ensure that adequate safety measures for responders and affected communities are in place in the IAP.

MEDIA MANAGEMENT

- ☐ Approve media briefing note prepared by IMO;
- ☐ Organize joint media briefing involving heads of all participating agencies; and
- ☐ Ensure that designated Site Chief that is Sub-divisional Magistrate / Executive Engineer or any senior officer from state or central government deployed by RO/IC/OSC are managing /handling media at field level; and
- ☐ Ensure Logistics arrangements for visit of media at the affected site.

FINANCE

- ☐ Ensure that the record of resources mobilised from outside is maintained so that prompt payment can be made for hired resources;
- ☐ Ensure financial rules are followed by the Finance Branch Director of the Logistic Section for procurement of resources; and
- ☐ Ensure the cost unit and procurement unit of the finance branch are referring incident check-in form-**IRS-006** (shall be collected from the staging area) before procurement of the required items.

DOCUMENTATION

- ☐ Ensure that **IRS form 001** (enclosed) is completed by situation unit and forward to the documentation unit for the preparation of IAP;
- ☐ Ensure that Incident Status Summary (ISS)-**IRS form-002** (enclosed) is completed and forward to the RO;
- ☐ Ensure that the record of various activities performed-**IRS Form-004** (enclosed) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log-**IRS Form-003** (enclosed);
- ☐ Ensure that Organisation assignment list-**IRS form 005** (enclosed) is circulated among all the responders by documentation unit of Planning Section;
- ☐ Ensure that Incident check-in and deployment list-**IRS form 006** (enclosed) is collected by Resource unit of Planning Section for its appropriate use during preparation of IAP and a copy of it submitted to Medical Unit, Food Unit, Facility Unit, Ground Support Unit Cost Unit and Procurement Unit of LS;
- ☐ Ensure that on duty officer list-**IRS form 007** (enclosed) is collected by IMO from all the sections;
- ☐ Ensure that Medical **Plan-IRS Form 008** (enclosed) is prepared by medical unit of Logistics Section;
- ☐ Ensure that Communication Plan-**IRS Form 009** (enclosed) is prepared by communication unit of Logistics Section; and
- ☐ Ensure that Demobilisation Plan-**IRS Form 010** (enclosed) is prepared by demobilisation unit of Planning section in consultation with all sections and RO.

REVIEW OF RESPONSE

- ☐ Review public complaints and recommend suitable grievance redressal measures to the RO;
- ☐ Ensure preparation of After Action Report (AAR) prior to the demobilisation of the IRT on completion of the incident response; and
- ☐ Conduct post response review on performance of IRTs and take appropriate steps to improve performance.



NODAL OFFICER (NO) AIR OPERATIONS

charter of duties

- ☐ Coordinate with concerned authorities for air operations;
- ☐ Project the type of Air support required to the appropriate authorities based on the IAP and placed the demand at least 24 hours in advance or as early as possible;
- ☐ Inform the RO/IC and OSC about the Air movements and landing schedules in their respective areas;
- ☐ Ensure that relevant Maps of the incident locations are available with all agencies involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required;
- ☐ Determine the suitability of Helipads or Helibases in coordination with the Air Force authorities, State authorities and District administration;
- ☐ Ensure communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities;

CEO/Additional CEO

Civil Aviation Development Authority
Govt. of Uttarakhand

Supporting Officers

Joint Secretary
Deputy Secretary
Under Secretary

Civil Aviation Development Authority
Govt. of Uttarakhand

- ☐ Assist the RO/IC and the LSC in the procurement of required ATF etc;
- ☐ Report on Air Operations activities to the RO/IC; and
- ☐ Perform other duties assigned by the RO and IC.

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)

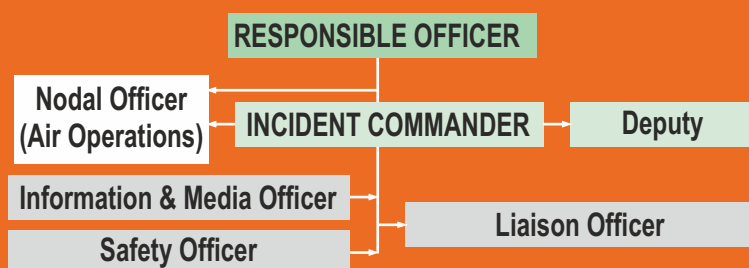
Designation as per IRS: **NODAL OFFICER (NO) AIR OPERATIONS**

ABBREVIATIONS

ATF:Aviation Turbine Fuel
IAP:Incident Action Plan
IC:Incident Commander
IRS:Incident Response System
LSC:Logistics Section Chief
NO:Nodal Officer
OSC:Operations Section Chief
RO:Responsible Officer

Command Staff

Find your position





Director General

Dept. of Information
Govt. of Uttarakhand

Supporting Officers

Joint Secretary

Deputy Secretary

Under Secretary

Dept. of Information

Govt. of Uttarakhand

INFORMATION & MEDIA OFFICER (IMO)

charter of duties

- ☐ Prepare and release information about the incident to the media agencies and others with the approval of RO/IC;
- ☐ Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the Planning Section on its activation for incorporation in the IAP;
- ☐ Ask for additional personnel support depending on the scale of incident and workload;
- ☐ Monitor and review various media reports regarding the incident that may be useful for incident planning;
- ☐ Organize IAP meeting;
- ☐ Coordinate with IMD to collect weather information and disseminate it to all concerned;
- ☐ Maintain record of various activities performed as per **IRS Form-004** (enclosed); and
- ☐ Perform other duties as assigned by RO/IC.

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: **INFORMATION & MEDIA OFFICER**



ABBREVIATIONS

RO:Responsible Officer

IMD:India Metrological Department

IAP:Incident Action Plan

IMO:Information & Media Officer

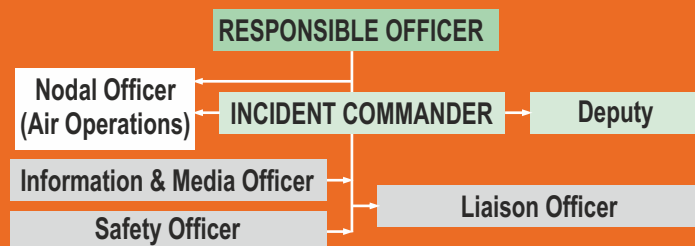
IC:Incident Commander

IRS:Incident Response System

IRTs:Incident Response Teams

Command Staff

Find your position





PHOTOGRAPH TAKEN DURING
DISASTER RESPONSE IN
UTTARAKHAND (2019)

SAFETY OFFICER (SO)

charter of duties

The position of Safety Officer is situational. Activation of Safety Officer depends on demand of the situation. For example if it is a Bird flu Scenario, then medical officer or officer from veterinary department is appropriate to man the position of safety officer. In case of an earthquake scenario followed by heavy rain which may unfolded with various type of situation may be headed by different specialised departments. For example building collapse, spread of epidemics, lack of law and order situation etc. To guide the responder and victims pertaining to what to do and what not to do in such situations, we may need more than one Safety Officers

(Scenario Specific) (a civil engineer for building collapse, a medical officer for epidemic and police for law and order). The details charter of duties of the safety officer is as follows.

- ☐ Measures recommend for assuring safety of responders as well as victims and to assess or anticipate hazardous and unsafe situations.
- ☐ Ask for assistants and assigned responsibilities as required;

IG Fire & Emergency
Dept. of Home
Govt. of Uttarakhand
Supporting Officers
Director
Directorate of Industry for
Chemical - Industrial Disaster
Govt. of Uttarakhand
Director
Department of Environment for
Chemical - Industrial Disaster
Govt. of Uttarakhand
Nodal officer
Department of Forest for Fire
Govt. of Uttarakhand
(Assisted by)
Joint Secretary
Deputy Secretary &
Under Secretary of
Supporting Department)

- ☐ Participate in planning meetings for preparation of IAP;
- ☐ Review the IAP for safety implications;
- ☐ Obtain details of accidents that have occurred within the incident area if required or as directed by IC and informed the appropriate authorities;
- ☐ Review and approved the Site Safety Plan, as and when required;
- ☐ Maintain record of various activities performed as per **IRS Form-004** (enclosed); and
- ☐ Perform other duties as assigned by IC/RO.

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.

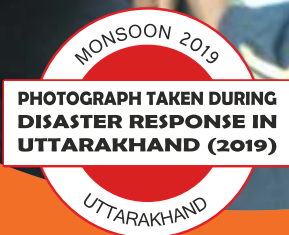
I will hand over this charter of duties to the new incumbent on my transfer.

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: **SAFETY OFFICER**



ABBREVIATIONS

IAP: Incident Action Plan

IC: Incident Commander

IMD: India Metrological Department

IMO: Information & Media Officer

IRS: Incident Response System

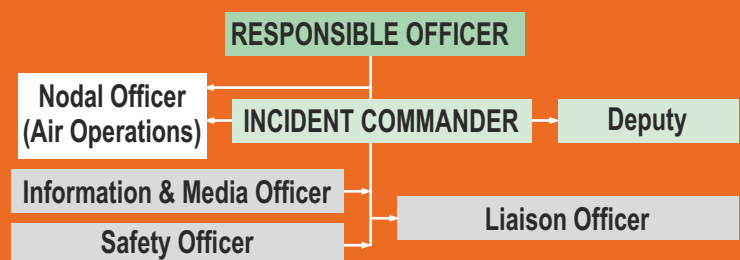
IRTs: Incident Response Teams

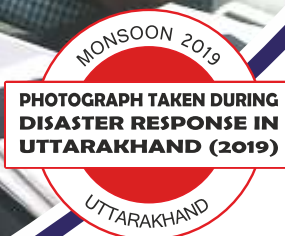
RO: Responsible Officer

SO: Safety Officer

Command Staff

Find your position





Additional Secretary

Dept. of Disaster Management
Govt. of Uttarakhand

Executive Director

USDMA
Govt. of Uttarakhand

Supporting Officers

SEOC Incharge

USDMA
Govt. of Uttarakhand

Unit Heads of

Army, SSB, ITBP, CRPF, CISF, NDRF of
Central Govt. &
Other Participating Agencies

LIAISON OFFICER (LO)

Charter of duties

The Liaison Officer is the focal point of contact for participating agencies such as various line departments, SDRF, NDRF, Army, ITBP, SSB, Air Force, teams coming from different state governments, NGOs, PRIs and ULBs etc. More than one LO may be designated depending on the number of agencies involved and the size of affected area. The details of Charter of duties of LO is as follows;

- ☐ Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives deployed at various locations;

- ☐ Carry out liaison with all concerned agencies including NDRF, Armed Forces and line departments of Government and inform RO/IC for effective use of resources;
- ☐ Monitor Operations to identify current or potential inter-agency problems;
- ☐ Participate in planning meetings and provide information on response by participating agencies;

- ☐ Ask for personnel support, if required;
- ☐ Keep the IC informed about arrivals of all the Government and Non Government agencies and their resources and provide necessary support;
- ☐ Help in organising briefing sessions of all Governmental and Non Governmental agencies with the IC;
- ☐ Maintain record of various activities performed as per **IRS Form-004** (enclosed); and
- ☐ Perform such other duties as assigned by IC.

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: **LIAISON OFFICER**



ABBREVIATIONS

RO:Responsible Officer
IMD:India Metrological Department
LO:Liaison Officer
IC:Incident Commander
IRS:Incident Response System
IRTs:Incident Response Teams
SO:Safety Officer
CBOs: Community Based Organisation
NGOS:Non Governmental Organisations
NDRF: National Disaster Response Force

Command Staff

Find your position

