



Government of Goa
Revenue Department
Secretariat, Porvorim-Goa 403 521

No.1/30/1/2018-RD /4718

Dated: 24/03/2023

NOTIFICATION

The Government of Goa is pleased to constitute the **State Level Incident Response System** and **District Level Incident Response System** to make the response to any disaster swift, efficient and effective as indicated below: -

State Level Incident Response System		
IRS Position	Designation of Officers	Roles / Responsibilities
(1)	(2)	(3)
Responsible Officer (RO)	Chief Secretary Government of Goa	<ol style="list-style-type: none">1. Overall Incharge;2. Issue Standing Order in advance to different departments and agencies for mobilization of resources in times of emergency;3. Activate Incident Response Team (IRT) at State Headquarter when the need arises;4. Coordinate with the Central Government for mobilisation of Armed Forces, Air Support etc. as and when required;5. Link Officer appointed by the Government shall officiate as the Responsible Officer (RO) in the absence of the permanent incumbent.
COMMAND STAFF		
Incident Commander (IC)	Secretary (Revenue)	<ol style="list-style-type: none">1. Establish immediate priorities, including search & rescue and relief distribution strategies;2. Brief higher authorities and request for additional resources, if required;3. Establish appropriate Incident Response System (IRS) organisations based on the span of control and scale of the incident;4. Establish Incident Command Post (ICP) at a suitable place and to designate concerned officers;5. Ensure that the Incident Action Plan (IAP) is prepared;6. Approve and authorise the implementation of IAP;7. Ensure that planning meetings with section heads are held at regular intervals;8. Authorise release of information to the media;9. Recommend demobilisation of the Incident Response Team (IRT), when appropriate;10. Deputy Incident Commander shall officiate as the Incident Commander in the absence of the permanent incumbent.

Deputy Incident Commander	Secretary Urban Development	<ol style="list-style-type: none"> 1. Will carry out any kind of assignment given by the Incident Commander; 2. Shall officiate as the Incident Commander in the absence of the permanent incumbent; 3. Link Officer appointed by the Government shall officiate as the Deputy Incident Commander in the absence of the permanent incumbent;
Information & Media Officer (IMO)	Secretary (Information & Publicity)	<ol style="list-style-type: none"> 1. Prepare and release information about the incident to the media agencies and others with the approval of Incident Commander (IC); 2. 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 (PS) on its activation for incorporation in the IAP; 3. Monitor and review various media reports regarding the incident that may be useful for Incident Planning; 4. Disseminate necessary information to all concerned; 5. Link Officer appointed by the Government shall officiate as the Information & Media Officer (IMO) in the absence of the permanent incumbent.
Liaison Officer (LO)	Secretary Housing	<ol style="list-style-type: none"> 1. Maintain a list of concerned line department agencies (NGOs, etc.) and their representatives at various locations; 2. Carry out liaison with all concerned agencies including NDRF and Armed Forces and line department of State Government; 3. Keep the IC informed about the arrivals of all the Government and Non-Government agencies and their resources; 4. Help in organising briefing sessions of all Government and Non-Government agencies with the Incident Commander; 5. Maintain record of various activities performed by each authority / agency; 6. Link Officer appointed by the Government shall officiate as the Liaison Officer (LO) in the absence of the permanent incumbent.
Safety Officer (SO)	Secretary Health	<ol style="list-style-type: none"> 1. Recommend measures for assuring safety of responders and hazardous unsafe situations and review at regularly; 2. Review the IAP for safety implications; 3. Review and approve the Site Safety Plan, as and when required; 4. Conduct Hazard Specific Mock drills on a regular basis for capacity building; 5. Link Officer appointed by the Government shall officiate as the Safety Officer (SO) in the absence of the permanent incumbent.

GENERAL STAFF		
OPERATIONS SECTION CHIEF (OSC)	Inspector General of Police Goa Police Department	<ol style="list-style-type: none"> 1. Manage all field operations for the accomplishment of the incident objectives; 2. Deploy, activate, expand and supervise organisational elements; 3. Maintenance of On Duty Officers list; 4. Brief the personnel in Operation Section (OS) at the beginning of each operational period; 5. Prepare Section Operational Plan in accordance with the IAP, if required; 6. Consult the IC from the time to time and keep him fully briefed; 7. Determine the need for additional resources and place demands accordingly with planning section chief and ensure their arrival; 8. Ensure record of various activities performed by concerned authorities, units, groups and to maintain it; 9. Link Officer appointed by the Government shall officiate as the Operations Section Chief (OSC) in the absence of the permanent incumbent.
Staging Area Manager	Director (DFES)	<ol style="list-style-type: none"> 1. Establish the Staging Area (SA) with proper layout; 2. Organise storage and despatch of resources received and dispatch them as per IAP; 3. Report all receipts and despatches to Operations Sections Chief and maintain their records; 4. Establish check in function as appropriate; 5. Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camps, Relief Camps, etc.; 6. Maintain and provide resource status to PS and LS; 7. Demobilise Staging Area in consultation with IC; 8. Link Officer appointed by the Government shall officiate as the Staging Area Manager in the absence of the permanent incumbent.
Nodal Officer (Air Operations)	Director Civil Aviation	<ol style="list-style-type: none"> 1. Coordinate with concerned authorities for air operations; 2. Project the type of Air support required to the appropriate authorities based on the IAP and place the demand at least 24 hours in advance or as early as possible; 3. Inform the IC and OSC about the Air movements and landing schedules in their respective areas; 4. Ensure that relevant Maps of the incident locations are available with all agencies

		<p>involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required;</p> <ol style="list-style-type: none"> Determine the suitability of Helipads or Helibases in coordination with the Air Force authorities and the State authorities; Maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities; Assist the IC and the LSC in the procurement of required ATF etc.; Report on Air Operations activities to the RO; Perform any other duties assigned by the RO and IC; Link Officer appointed by the Government shall officiate as the Nodal Officer (Air Operations) in the absence of the permanent incumbent.
Transportation Branch Director	Director Transport	<ol style="list-style-type: none"> Activate and manage different Operation Groups like Road, Rail, Water and Air; Coordinate with the Logistic Section (LS) for required resources and activate Groups of his Branch; On placement of resources / requisition, Coordinate with railways, road transport, waterways and airport authorities for support as required; Ensure that Organisational Assignment List is circulated among the Group-in-charge (s) and other responders of his branch; Provide ground support to the air operations and ensure appropriate security arrangements; Report to the Operation Section Chief and Incident Commander about progress of the Transportation Branch; Prepare transportation plan as per the IAP, if required; Ensure the maintenance of the Status of hired resources, their full utilization and timely release; Ensure that the record of various activities performed by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned; Link Officer appointed by the Government shall officiate as the Transportation Branch Director (TBD) in the absence of the permanent incumbent.
<p><i>All functional Groups (Road, Rail, Water and Air) of the Transport Branch-TB are managed by the Transport Branch Director-TDB. Since the air transportation is to be coordinated at the State and District levels, the TBD also needs to function in close coordination with Responsible Officer-RO, Incident Commander-IC and Nodal Officer-NO</i></p>		

for Air Operations. He will collect the details of all related flights from the concerned NO and organise the ground support requirement. The TBD will also be responsible for the activation and expansion of various functional Groups as per the IAP.

<p>Group-in-Charge (Road Unit)</p>	<p>Dy. SP Traffic Police (North/South)</p>	<ol style="list-style-type: none"> 1. Ensure transportation of resources by Road to the affected sites; 2. Requisition additional personnel support, if required; 3. Attend planning meetings on the direction of OSC; 4. Determine coordination procedures with various destinations as per IAP; 5. Ensure proper parking locations; 6. Resolve conflicts of the Group, if any; 7. Update Road Operations plan as required and share them with higher authorities; 8. In case of accidents, inform the TBD, the local police and provide assistance in investigation, if required; 9. Ensure that mechanics are available for repair of vehicles and also ensure adequate availability of Petrol, Oil and Lubricants (POL); 10. Maintain the records of all important activities related to the number of vehicles deployed, source of vehicles (i.e. Government or private), locations where vehicles are deployed along with resource details they are carrying, etc.; 11. Support and coordinate the Road Operations part of the Rail, Water and Air Operations as required; 12. Collect record of various activities performed by coordinator and other members and send to TBD or OSC; 13. Perform any other duties assigned by the TBD or OSC; 14. Link Officer appointed by the Government shall officiate as the Group-in-Charge (Road Unit) in the absence of the permanent incumbent.
<p>Group-in-Charge (Rail Unit)</p>	<p>Regional Railway Manager Railways</p>	<ol style="list-style-type: none"> 1. Work under the TBD and coordinate all Rail Operations; 2. Organise crew for Loading and Unloading; 3. Ensure safe storage and warehousing of the materials; 4. Evaluate storage locations, ensure safety and obtain guidance from the TBD, if required; 5. Coordinate with Road Operations Group for movement of resources; 6. Prepare and provide Rail Operations Summary including time of departure and arrival, destinations, resource details, etc. as and when required by the senior officers;

		<ol style="list-style-type: none"> 7. Request for additional personnel support, if required; 8. Update the TBD from time to time and seek support, if required; 9. Resolve conflicts within his Group, if any; 10. Update Rail Operations Plan; 11. Establish and maintain communications with various storage and warehousing areas, destination points and railway officers; 12. Collect record of various activities performed under IRS from Coordinator and other in-charges and send to TBD or OSC; 13. Perform any other duties assigned by OSC or TBD; 14. Link Officer appointed by the Government shall officiate as the Group-in-Charge (Rail Unit) in the absence of the permanent incumbent.
Group-in-Charge (Water Unit)	Captain of Ports Department of Captain of Ports	<ol style="list-style-type: none"> 1. Ensure transportation of rescue teams and relief materials by motor boats / country boats or by any other water transport to the affected sites with communication facilities and a local guide for guidance with each team; 2. Requisition personnel support, if required; 3. Determine coordination procedures with various destinations as per IAP; 4. Supervise all Water Operations and related activities associated with the incident; 5. Evaluate and ensure docking or harbouring locations; 6. Resolve conflicts, if any; 7. Update Water Operations plan and share it with the higher authorities, including the LSC; 8. Arrange for an accident investigation team as and when required and cooperate with the appropriate investigating authorities; 9. Ensure availability of POL and other logistic support for boat operations; 10. Attend to the needs of the personnel working with him; 11. Collect record of various activities performed from Coordinator and other in-charges and send to TBD or OSC; 12. Perform such other duties as assigned by TBD or OSC; 13. Link Officer appointed by the Government shall officiate as the Group-in-Charge (Water Unit) in the absence of the permanent incumbent.
Group-in-Charge (Air Unit)	Airport Director Dabolim Airport & Chief Operations	<ol style="list-style-type: none"> 1. Provide ground support to Air Operations as per the IAP; 2. Report to TBD the progress of Air Operations and work in close coordination with the NO, IC, OSC and TBD;

	Officer (COO), MOPA Airport	<ol style="list-style-type: none"> 3. Ensure resources and supplies required for the Air Operations are available at the concerned locations; 4. Keep appropriate Maps in order to provide correct coordinates to the pilots and others involved in the Air Operations; 5. Requisition of additional personnel support, if required; 6. Ensure refuelling facilities are available at the landing and take-off locations; 7. Ensure that Helibase and Helipad locations are identified and approved by the appropriate authorities; 8. Determine the need for assignment of personnel and equipment at each Helibase and Helipad; 9. Ensure identification and marking of Helibases and Helipads; 10. Ensure that the communication systems are in place; 11. Update landing and take-off schedule of Aircrafts and Helicopters as informed by NO; 12. Ensure preparation of the load manifest for proper loading or unloading of relief supplies; 13. Arrange for unloading and despatch or storage of relief materials that arrive at the airports, helipads and helibase. In order to keep airports operational, special attention needs to be paid to unsolicited relief supplies that may arrive. They should be immediately cleared from the operational area; 14. Ensure that proper packaging and weighing facilities are in place and used for loading of relief materials; 15. Liaise with the road operations group for the road transportation needs; 16. Ensure the functionality of Aircraft rescue and firefighting service at Helibases and Helipads, security, proper lights, smoke candles/devices, weighing facilities, wind direction socks, etc. are in place; 17. Collect record of various activities performed from Helibase and Helipad-in-charge and send to TBD or OSC or IC; 18. Perform any other duties assigned by the TBD; 19. Link Officer appointed by the Government shall officiate as the Group-in-Charge (Air Unit) in the absence of the permanent incumbent.
Planning Section Chief (PSC)	Principal Chief Engineer (PWD)	<ol style="list-style-type: none"> 1. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with Incident Commander; 2. Ensure that decisions taken and directions issued in case of sudden disasters when the PS

		<p>has not been activated are obtained from the Information and Media Officer (Command Staff) and incorporated in the IAP;</p> <ol style="list-style-type: none"> 3. Ensure collection, evaluation and dissemination of information about the incidents including weather, environmental toxicity, availability of resources etc. from concerned departments and other sources. The Joint Secretary (Home) must have a databank of available resources with their locations from where it can be mobilised; 4. Ensure that Incident Status Summary is filled and incorporated in the IAP 5. Ensure that Organisational Assignment list (Divisional / Group) is circulated among the unit leaders and other responders of his Section; 6. Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the Incident Commander and Operation Section Chief; 7. Determine the need for any specialised resources for the incident management; 8. Provide periodic projections on incident potential; 9. Report to the Incident Commander of any significant changes that take place in the incident status; 10. Compile and display incident status summary at the Incident Command Post; 11. Oversee preparation and implementation of Incident Mobilisation Plan; 12. Maintain Duty Officers List for the day; 13. Ensure that record of various activities performed by members of Units are collected and maintained in the Unit Log; 14. Link Officer appointed by the Government shall officiate as the Planning Section Chief in the absence of the permanent incumbent.
Resource Unit Leader (RUL)	Director Planning, Statistics & Evaluation-PSE	<ol style="list-style-type: none"> 1. Maintain and display the status of all assigned resources (Primary and Support) at the incident; 2. Compile a complete inventory of all resources available; 3. Ensure and establish Check-in function at various incident locations; 4. Update the Planning Section Chief (PSC) and Incident Commander about the status of resources received and dispatched from time to time; 5. Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilisation of allotted resources;

		6. Maintain record of various activities performed and send to Section concerned; 7. Link Officer appointed by the Government shall officiate as the Resource Unit Leader (RUL) in the absence of the permanent incumbent.
Situation Unit Leader (SUL)	Collector North & South	1. Collect, process and organise all incident information; 2. Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and Incident Commander informed; 3. Prepare situation and resource status reports and disseminate as required; 4. Provide authorised maps, photographic services to responders, if required; 5. Attend IAP Meeting with required information, data, documents and Survey of India maps etc.; 6. Maintain record of various activities performed and send to Section concerned; 7. Link Officer appointed by the Government shall officiate as the Situation Unit Leader (SUL) in the absence of the permanent incumbent.
Documentation Unit Leader (DUL)	Under Secretary (Home-II)	1. Ensure that all the required forms and stationary are procured and issued to all the activated sections, branches, divisions, groups and units; 2. Compile all information and reports related to the incident; 3. Review and scrutinize records and various IRS forms for accuracy and completeness; 4. Inform appropriate units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified; 5. Store files properly for post incident analysis; 6. Maintain records of various activities performed and send to sections concerned; 7. Link Officer appointed by the Government shall officiate as the Documentation Unit Leader (DUL) in the absence of the permanent incumbent.

Demobilisation Unit Leader (DEMOB)	Under Secretary (Home-I)	<ol style="list-style-type: none"> 1. Prepare Incident Demobilisation Plan; 2. Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources; 3. Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS; 4. Plan for logistics and transportation support for Incident Demobilisation in consultation with LS; 5. Disseminate Incident Demobilisation Plan-IDP at an appropriate time to various stakeholders involved; 6. Brief the PSC on the progress of Demobilisation; 7. Maintain record of various activities performed and send to Sections concerned; 8. Link Officer appointed by the Government shall officiate as the Demobilisation Unit Leader (DEMOB) in the absence of the permanent incumbent.
Logistics Section Chief (LSC)	Secretary Panchayats	<ol style="list-style-type: none"> 1. Provide logistic support to all Incident Response effort including the establishment of Staging Area. Incident Base, Camp, Relief Camp, Helipad etc.; 2. Participate in the development and implementation of the IAP; 3. Keep RO and IC informed on related financial issues; 4. Ensure that Organisational Assignment List (Divisional/Group) is circulated among the Branch Directors and other responders of his Section; 5. Request for sanction of Imprest fund, if required; 6. Brief Branch Director and Unit Leaders; 7. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation; 8. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC; 9. Maintain on Duty Officers List for the day; 10. Ensure that record of various activities performed by members of branches and units are collected and maintained in the Unit Log; 11. Link Officer appointed by the Government shall officiate as the Logistics Section Chief (LSC) in absence of the permanent incumbent.

Service Branch Director (SBD)	Director Directorate of Health Services	<ol style="list-style-type: none"> 1. Work under the supervision of LSC and manage all required service support for the incident management; 2. Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit; 3. Discuss with activated Unit leaders for the materials and resources required and procure the same through LS; 4. Ensure proper dispatch of personnel, teams, resources etc. as per the IAP; 5. Keep the LSC informed about the progress of Service Branch, from time-to-time; 6. Maintain record of various activities performed and send to sections concerned; 7. Link Officer appointed by the Government shall officiate as the Service Branch Director (SBD) in absence of the permanent incumbent.
Communication Unit Leader (CUL)	Director Information & Technology	<ol style="list-style-type: none"> 1. Work under the direction of the SBD; 2. Provide Communications facility as and when required; 3. Ensure that all communications equipment available are in working condition and that the network is functional; 4. Maintain the records of all communications equipment deployed in the field; 5. Ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records; 6. Prepare an alternative communication plan for execution in case of possible failure of the normal communications network; 7. Prepare a plan for integration of the communications set up of the central teams; 8. Maintain record of various activities performed; 9. Link Officer appointed by the Government shall officiate as the Communication Unit Leader (CUL) in absence of the permanent incumbent.
Medical Unit Leader (MUL)	Under Secretary (Health -II)	<ol style="list-style-type: none"> 1. Work under the direction of the SBD; 2. Prepare the Medical plan and procurement of required resources as per IAP; 3. Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC; 4. Maintain the list of medical personnel who can be mobilised in times of need;

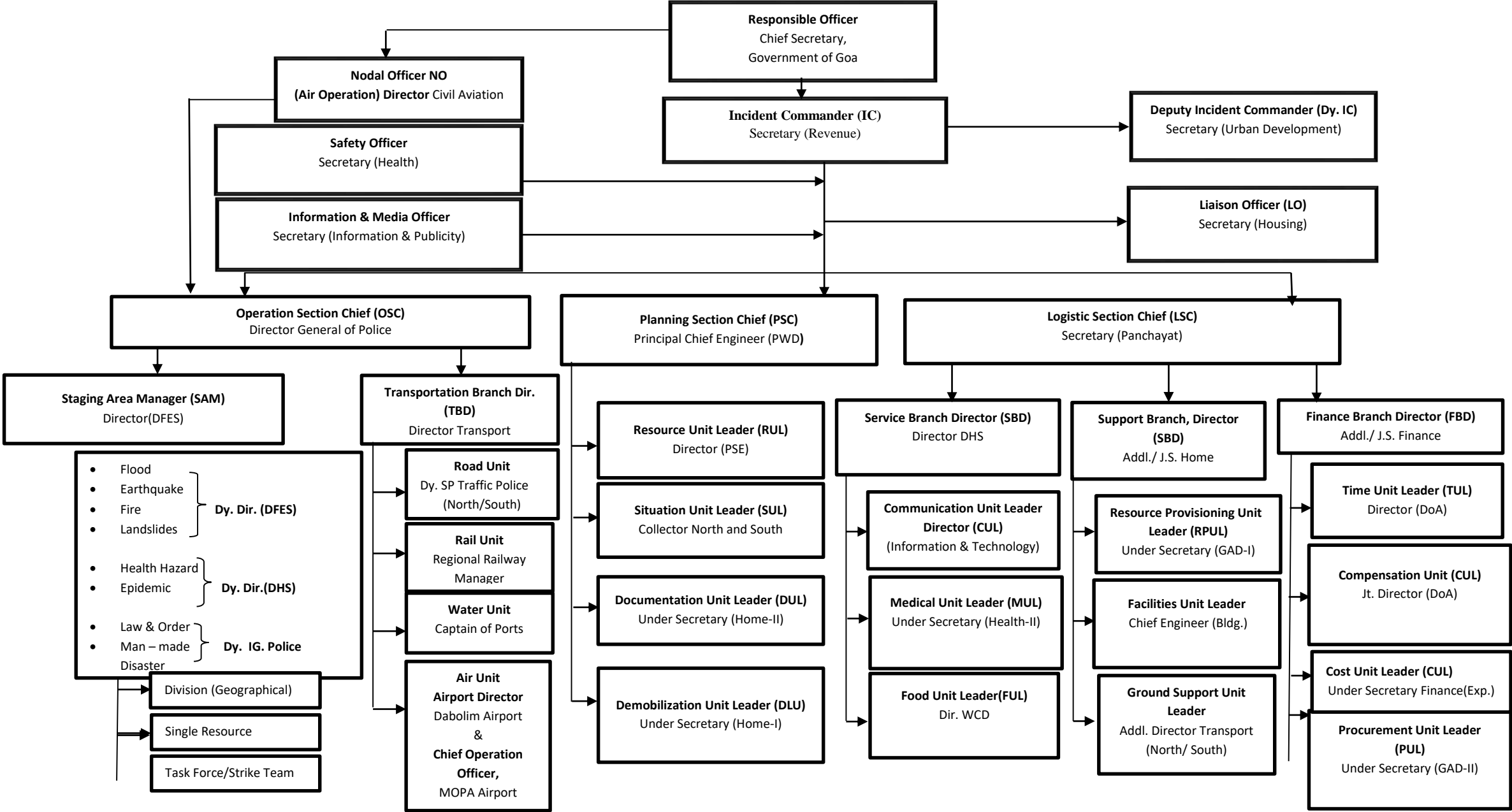
		<ol style="list-style-type: none"> 5. Prepare and circulate list of referral service centres to all the medical team leaders; 6. Maintain minimum level of required medicines, drug, equipment, etc. at all times; 7. Maintain record of various activities performed and send to SBD; 8. Link Officer appointed by the Government shall officiate as the Medical Unit Leader (MUL) in the absence of the permanent incumbent.
Food Unit Leader (FUL)	Dy. Director WCD	<ol style="list-style-type: none"> 1. Work under the direction of the SBD; 2. Supply food to: <ol style="list-style-type: none"> a) Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc. and b) Victims at the temporary shelters, relief camps etc., 3. Determine food and drinking water requirements and their transportation, and brief the SBD and LSC; 4. Maintain an inventory of receipt and dispatch of resources; 5. Maintain record of various activities performed and send to SBD; 6. Link Officer appointed by the Government shall officiate as the Food Unit Leader (FUL) in the absence of the permanent incumbent.
Support Branch Director (SBD)	Addl. Joint Secretary Home	<ol style="list-style-type: none"> 1. Work under the supervision of LSC, and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit; 2. Procure and dispatch required tactical materials and resources for operations with the concurrence of the Section Chief; 3. Participate in the planning meeting of the LS; 4. Ensure that organisation assignment list concerning the Branch is circulated to all Units under him; 5. Keep the LSC informed about the progress of the work; 6. Maintain record of various activities performed and send to section concerned; 7. Link Officer appointed by the Government shall officiate as the Support Branch Director (SBD) in the absence of the permanent incumbent.
Resource Provisioning Unit Leader (RPUL)	Under Secretary GAD-I	<ol style="list-style-type: none"> 1. Work under the supervision of Support BD; 2. Organise movement of personnel, equipment and supplies; 3. Receive and store safely all supplies required for the incident response; 4. Maintain the inventory of supplies and equipment; 5. Maintain the records of receipt and dispatch of supplies including equipment and personnel;

		<ol style="list-style-type: none"> Organise repair and servicing of non-expandable supplies and equipment; Participate in the planning meeting of LS; Monitor the 'Kind', 'type' and 'quantity' of supplies available and dispatched; Requisition additional human resource assistance, if needed; Maintain record of various activities performed and sent to Support BD; Link Officer appointed by the Government shall officiate as the Resource Provisioning Unit Leader (RPUL) in the absence of the permanent incumbent.
Facilities Unit Leader (FUL)	Chief Engineer (Bldg.)	<ol style="list-style-type: none"> Prepare the layout and activation of incident facilities, e.g. Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders; Report to the Sup. BD; Locate the different facilities as per the IAP; Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC; Maintain record of various activities performed as per IRS and send to Sup. BD; Link Officer appointed by the Government shall officiate as the Facilities Unit Leader (FUL) in the absence of the permanent incumbent.
Ground Support Unit Leader (GSUL)	Jt. Director Transport	<ol style="list-style-type: none"> Work under the supervision of the Sup. BD; Provide transportation services for field operations to TBD; In case Air operations are activated, organize and provide required ground support through TBD; Provide maintenance and repair services for all the vehicles and related equipment used for incident management; Develop and implement the Incident Traffic Plan Inform Resource Unit about the availability and serviceability of all vehicles and equipment; Arrange for and activate fuelling requirements for all transport including Aircrafts in consultation with the Sup. BD; Maintain inventory of assigned, available and off road or out of service resources; Ensure safety measures within his jurisdiction; Maintain record of various activities performed as per IRS and send to Sup. BD; Link Officer appointed by the Government shall officiate as the Ground Support Unit Leader (GSUL) in the absence of the permanent incumbent.

Finance Branch Director (FBR)	Addl. Jt. Secretary Finance	<ol style="list-style-type: none"> 1. Work under the LSC; 2. Attend planning meetings; 3. Prepare a list of resources to be mobilised, procured or hired in accordance with the IAP; 4. Obtain orders of the competent Authority as per financial rules and take steps for their procurement without delay; 5. Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment; 6. Examine and scrutinize cost involved in the entire response activity including the demobilisation, analyse the cost effectiveness and keep the LSC informed; 7. Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD; 8. Brief the LSC or IC on all incident related financial issues needing attention or follow-up; 9. Maintain record of various activities performed as per IRS and send to Sections concerned; 10. Link Officer appointed by the Government shall officiate as the Finance Branch Director (FBR) in the absence of the permanent incumbent.
Time unit Leader (TUL)	Director Directorate of Accounts	<ol style="list-style-type: none"> 1. Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to Government norms; 2. Examine logs of all hired equipment and personnel with regard to their optimal utilization; 3. Maintain record of the activities performed as per IRS and send to FBD; 4. Link Officer appointed by the Government shall officiate as the Time unit Leader (TUL) in the absence of the permanent incumbent.
Compensation/ Claim Unit Leader (CUL)	Joint Director Directorate of Accounts	<ol style="list-style-type: none"> 1. Collect all cost data and provide cost estimates; 2. Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition; 3. Follow appropriate procedures for preparation of claims and compensation; 4. Maintain record of various activities performed as per IRS and send to FBD; 5. Link Officer appointed by the Government shall officiate as the Compensation/ Claim Unit Leader (CUL) in the absence of the permanent incumbent.

Cost Unit Leader (CUL)	Under Secretary Finance (Exp.)	<ol style="list-style-type: none"> 1. Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report; 2. Make cost-saving recommendations to the FBD; 3. Complete all records relating to financial matters prior to demobilization; 4. Maintain record of various activities performed as per IRS and send to FBD; 5. Link Officer appointed by the Government shall officiate as the Cost Unit Leader (CUL) in the absence of the permanent incumbent.
Procurement Unit Leader	Under Secretary (GAD-II)	<ol style="list-style-type: none"> 1. Attend to all financial matters pertaining to vendors and contracts; 2. Review procurement needs in consultation with the FBD; 3. Prepare a list of vendors from whom procurement can be done and follow proper procedures; 4. Complete final processing of all bills arising out of the response management and send document for payment with the approval of the FBD, LSC, IC; 5. Brief FBD on current problems with recommendations on outstanding issues and follow up requirements; 6. Maintain record of activities performed and send to FBD; 7. Link Officer appointed by the Government shall officiate as the Procurement Unit Leader (PUL) in the absence of the permanent incumbent.

INCIDENT RESPONSE TEAM-STATE LEVEL



District Level Incident Response System		
IRS Position	Designation of Officers	Roles / Responsibilities
(1)	(2)	(3)
Responsible Officer (RO)	Collector North Goa & Collector South Goa	<ol style="list-style-type: none"> 1. Overall Incharge; 2. Issue of Standing Order in advance to different departments and agencies for mobilization of resources in times of emergency; 3. Activate Incident Response Team, (IRT) at State Headquarter when the need arises; 4. Coordinate with the Central Government for mobilisation of Armed Forces, Air Support etc. as and when required; 5. Chairpersons, North and South Goa District Disaster Management Authorities respectively, shall be the Responsible Officers (RO) at the District level; 6. Link Officer appointed by the Government shall officiate as the Responsible Officers (RO) in the absence of the permanent incumbent.
COMMAND STAFF		
Incident Commander (IC)	Addl. Collectors-II North Goa & South Goa	<ol style="list-style-type: none"> 1. Establish immediate priorities, including search & rescue and relief distribution strategies; 2. Brief higher authorities and request for additional resources, if required; 3. Establish appropriate Incident Response System (IRS) organisations based on the span of control and scale of the incident; 4. Ensure that the Incident Action Plan (IAP) is prepared; 5. Approve and authorise the implementation of IAP; 6. Ensure that planning meetings with section heads are held at regular intervals; 7. Authorise release of information to the media; 8. Recommend demobilisation of the Incident Response Team (IRT), when appropriate; 9. Link Officer appointed by the Government shall officiate as the Incident Commander (IC) in the absence of the permanent incumbent.

Deputy Incident Commander	Dy. Collectors (LA) North Goa & South Goa	<ol style="list-style-type: none"> 1. Will carry out any kind of assignment given by the Incident Commander; 2. Shall officiate as the Incident Commander in the absence of the permanent incumbent; 3. Link Officer appointed by the Government shall officiate as the Deputy Incident Commander in the absence of the permanent incumbent.
Information & Media Officer (IMO)	District Information Officer (Information & Publicity)	<ol style="list-style-type: none"> 1. Prepare and release information about the incident to the media agencies and others with the approval of Incident Commander (IC); 2. 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 (PS) on its activation for incorporation in the IAP; 3. Monitor and review various media reports regarding the incident that may be useful for Incident Planning; 4. Disseminate necessary information to all concerned; 5. Link Officer appointed by the Government shall officiate as the Information & Media Officer (IMO) in the absence of the permanent incumbent.
Liaison Officer (LO)	Dy. Collector Revenue of either Districts	<ol style="list-style-type: none"> 1. Maintain a list of concerned line department agencies (NGOs, etc.) and their representatives at various locations; 2. Carry out liaison with all concerned agencies including NDRF and Armed Forces and line department of State Government; 3. Keep the IC informed about the arrivals of all the Government and Humanitarian agencies and their resources; 4. Help in organising briefing sessions of all Government and Humanitarian agencies with the Incident Commander; 5. Maintain record of various activities performed by each authority / agency; 6. Link Officer appointed by the Government shall officiate as the Liaison Officers (LO) in the absence of the permanent incumbent.
Safety Officer (SO)	Dy. Director Directorate of Fire and Emergency Services	<ol style="list-style-type: none"> 1. Recommend measures for assuring safety of responders and hazardous unsafe situations and review at regularly; 2. Review the IAP for safety implications; 3. Review and approve the Site Safety Plan, as and when required;

		4. Link Officer appointed by the Government shall officiate as the Safety Officers (SO) in their respective districts in the absence of the permanent incumbent.
GENERAL STAFF		
OPERATIONS SECTION CHIEF (OSC)	Superintendent of Police (North & South)	<ol style="list-style-type: none"> 1. Manage all field operations for the accomplishment of the incident objectives; 2. Deploy, activate, expand and supervise organisational elements; 3. Maintenance of On Duty Officers list; 4. Brief the personnel in Operation Section (OS) at the beginning of each operational period; 5. Prepare Section Operational Plan in accordance with the IAP, if required; 6. Consult the IC from time to time and keep him fully briefed; 7. Determine the need for additional resources and place demands accordingly with planning section chief and ensure their arrival; 8. Ensure record of various activities performed by concerned authorities, units, groups and to maintain it; 9. Link Officer appointed by the Government shall officiate as the Operations Section Chiefs (OSC) in their respective districts in absence of the permanent incumbent.
Staging Area Manager (SAM)	Mamlatdar in Collectorate (North/South)	<ol style="list-style-type: none"> 1. Establish the Staging Area (SA) with proper layout; 2. Organise storage and despatch of resources received and dispatch them as per IAP; 3. Report all receipts and despatches to Operations Sections Chief and maintain their records; 4. Establish check in function as appropriate; 5. Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camps, Relief Camps,etc.; 6. Maintain and provide resource status to PS and LS; 7. Demobilise Staging Area in consultation with IC; 8. Link Officer appointed by the Government shall officiate as the Staging Area Managers (SAM) in their respective districts in absence of the permanent incumbent.

Transportation Branch Director	Addl. Director Transport	<ol style="list-style-type: none"> 1. Activate and manage different Operations Groups like Road, Rail, Water and Air; 2. Coordinate with the Logistic Section (LS) for required resources and activate Groups of his Branch; 3. On placement of resources / requisition, Coordinate with railways, road transport, waterways and airport authorities for support as required; 4. Ensure that Organisational Assignment List is circulated among the Group-in-charge(s) and other responders of his branch; 5. Provide ground support to the air operations and ensure appropriate security arrangements; 6. Report to the Operation Section Chief and Incident Commander about progress of the Transportation Branch; 7. Prepare transportation plan as per the IAP, if required; 8. Ensure the maintenance of the Status of hired resources, their full utilization and timely release; 9. Ensure that the record of various activities performed by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned; 10. Link Officer appointed by the Government shall officiate as the Transportation Branch Director in their respective districts in absence of the permanent incumbent.
Group-in- Charge (Road Unit)	Asst. Dir. Transport of concerned Taluka (North/South)	<ol style="list-style-type: none"> 1. Ensure transportation of resources by Road to the affected sites; 2. Requisition additional personnel support, if required; 3. Attend planning meetings on the direction of OSC; 4. Determine coordination procedures with various destinations as per IAP; 5. Ensure proper parking locations; 6. Resolve conflicts of the Group, if any; 7. Update Road Operations plan as required and share them with higher authorities; 8. In case of accidents, inform the TBD, the local police and provide assistance in investigation, if required; 9. Ensure that mechanics are available for repair of vehicles and also ensure adequate availability of Petrol, Oil and Lubricants (POL); 10. Maintain the records of all important activities relating to the number of vehicles

		<p>deployed, source of vehicles (i.e. Government or private), locations where vehicles are deployed along with resource details they are carrying, etc.;</p> <p>11.Support and coordinate the Road Operations part of the Rail, Water and Air Operations as required;</p> <p>12.Collect record of various activities performed by coordinator and other members and send to TBD or OSC;</p> <p>13.Perform any other duties assigned by the TBD or OSC;</p> <p>14.Link Officer appointed by the Government shall officiate as the Group-in-Charge (Road Unit) in the absence of the permanent incumbent.</p>
Group-in-Charge (Rail Unit)	Asst. Traffic Manager Railways	<p>1. Work under the TBD and coordinate all Rail Operations;</p> <p>2. Organise crew for Loading and Unloading;</p> <p>3. Ensure safe storage and warehousing of the materials;</p> <p>4. Evaluate storage locations, ensure safety and obtain guidance from the TBD, if required;</p> <p>5. Coordinate with Road Operations Group for movement of resources;</p> <p>6. Prepare and provide Rail Operations Summary including time of departure and arrival, destinations, resource details, etc. as and when required by the senior officers;</p> <p>7. Request for additional personnel support, if required;</p> <p>8. Update the TBD from time to time and seek support, if required;</p> <p>9. Resolve conflicts within his Group, if any;</p> <p>10. Update Rail Operations Plan;</p> <p>11. Establish and maintain communications with various storage and warehousing areas, destination points and railway officers;</p> <p>12. Collect record of various activities performed under IRS from Coordinator and other in-charges and send to TBD or OSC;</p> <p>13. Perform any other duties assigned by OSC or TBD;</p> <p>14. Link Officer appointed by the Government shall officiate as the Group-in-Charge (Rail Unit) in the absence of the permanent incumbent.</p>
Group-in-Charge (Water Unit)	Dy. Captain of Ports Department of Captain of Ports	<p>1. Ensure transportation of rescue teams and relief materials by motor boats / country boats or by any other water transport to the affected sites with communication facilities</p>

		<p>and a local guide for guidance with each team;</p> <ol style="list-style-type: none"> 2. Requisition personnel support, if required; 3. Determine coordination procedures with various destinations as per IAP; 4. Supervise all Water Operations and related activities associated with the incident; 5. Evaluate and ensure docking or harbouring locations; 6. Resolve conflicts if any within the group; 7. Update Water Operations plan and share it with the higher authorities, including the LSC; 8. Arrange for an accident investigation team as and when required and cooperate with the appropriate investigating authorities; 9. Ensure availability of POL and other logistic support for boat operations; 10. Attend to the needs of the personnel working with him; 11. Collect record of various activities performed from Coordinator and other in-charges and send to TBD or OSC; 12. Perform such other duties as assigned by TBD or OSC; 13. Link Officer appointed by the Government shall officiate as the Group-in-Charge (Water Unit) in the absence of the permanent incumbent.
Group-in-Charge (Air Unit)	Dy. Director Dabolim Airport & Head ARFF MOPA Airport	<ol style="list-style-type: none"> 1. Provide ground support to Air Operations as per the IAP; 2. Report to TBD regarding the progress of Air Operations and work in close coordination with the IC, OSC and TBD; 3. Ensure resources and supplies required for the Air Operations are available at the concerned locations; 4. Keep appropriate Maps in order to provide correct coordinates to the pilots and others involved in the Air Operations; 5. Requisition additional personnel support, if required; 6. Ensure refuelling facilities are available at the landing and take-off locations; 7. Ensure that Helibase and Helipad locations are identified and approved by the appropriate authorities; 8. Determine the need for assignment of personnel and equipment at each Helibase and Helipad; 9. Ensure identification and marking of Helibases and Helipads; 10. Ensure that the communication systems are in place;

		<p>11.Update landing and take-off schedule of Aircrafts and Helicopters;</p> <p>12.Ensure preparation of the load manifest for proper loading or unloading of relief supplies;</p> <p>13.Arrange for unloading and despatch or storage of relief materials that arrive at the airports, helipads and helibase. In order to keep airports operational, special attention needs to be paid to unsolicited relief supplies that may arrive. They should be immediately cleared from the operational area;</p> <p>14.Ensure that proper packaging and weighing facilities are in place and used for loading of relief materials;</p> <p>15.Liaise with the road operations group for the road transportation needs;</p> <p>16.Ensure the functionality of Aircraft rescue and firefighting service at Helibases and Helipads, security, proper lights, smoke candles/devices, weighing facilities, wind direction socks, etc. are in place;</p> <p>17.Collect record of various activities performed from Helibase and Helipad-in-charge and send to TBD or OSC or IC;</p> <p>18.Perform any other duties assigned by the TBD;</p> <p>19.Link Officer appointed by the Government shall officiate as the Group-in-Charge (Air Unit) in the absence of the permanent incumbent.</p>
Planning Section Chief (PSC)	Addl. Collector (I) (North/South)	<p>1. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with Incident Commander;</p> <p>2. Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the Information and Media Officer (Command Staff) and incorporated in the IAP;</p> <p>3. Ensure collection, evaluation and dissemination of information about the incidents including weather, environmental toxicity, availability of resources etc. from concerned departments and other sources. The Joint Secretary (Home) must have a databank of available resources with their locations from where it can be mobilised;</p> <p>4. Ensure that Incident Status Summary is filled and incorporated in the IAP;</p>

		<ol style="list-style-type: none"> 5. Ensure that Organisational Assignment list (Divisional / Group) is circulated among the unit leaders and other responders of his Section 6. Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the Incident Commander and Operation Section Chief; 7. Determine the need for any specialised resources for the incident management; 8. Provide periodic projections on incident potential; 9. Report to the Incident Commander of any significant changes that take place in the incident status; 10. Compile and display incident status summary at the Incident Command Post; 11. Oversee preparation and implementation of Incident Mobilisation Plan; 12. Maintain Duty Officers List for the day; 13. Ensure that record of various activities performed by members of Units are collected and maintained in the Unit Log; 14. Link Officer appointed by the Government shall officiate as the Planning Section Chief (PSC) in their respective districts in absence of the permanent incumbent.
Resource Unit Leader (RUL)	Deputy Collector & SDM of concerned Taluka	<ol style="list-style-type: none"> 1. Maintain and display the status of all assigned resources (Primary and Support) at the incident; 2. Compile a complete inventory of all resources available; 3. Ensure and establish Check-in function at various incident locations; 4. Update the Planning Section Chief(PSC) and Incident Commander about the status of resources received and dispatched from time to time; 5. Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilisation of allotted resources; 6. Maintain record of various activities performed and send to Section concerned; 7. Link Officer appointed by the Government shall officiate as the Resource Unit Leader (RUL) in their respective districts in absence of the permanent incumbent.
Situation Unit Leader (SUL)	Deputy Collector & SDM of concerned Taluka	<ol style="list-style-type: none"> 1. Collect, process and organise all incident information; 2. Prepare periodic future projections of the development of the incident (along with

		<p>maps if required) and keep the PSC and Incident Commander informed;</p> <ol style="list-style-type: none"> 3. Prepare situation and resource status reports and disseminate as required; 4. Provide authorised maps, photographic services to responders, if required; 5. Attend IAP Meeting with required information, data, documents and Survey of India maps etc.; 6. Maintain record of various activities performed and send to Section concerned; 7. Link Officer appointed by the Government shall officiate as the Situation Unit Leader (SUL) in their respective districts in absence of the permanent incumbent.
Documentation Unit Leader (DUL)	Dy. Director Panchayats (North/South) of concerned Taluka	<ol style="list-style-type: none"> 1. Ensure that all the required forms and stationary are procured and issued to all the activated sections, branches, divisions, groups and units; 2. Compile all information and reports related to the incident; 3. Review and scrutinize records and various IRS forms for accuracy and completeness; 4. Inform appropriate units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified; 5. Store files properly for post incident analysis; 6. Maintain records of various activities performed and send to sections concerned; 7. Link Officer appointed by the Government shall officiate as the Documentation Unit Leader (DUL) in their respective districts in absence of the permanent incumbent.

Demobilisation Unit Leader (DEMOB)	Block Development Officer of the concerned Taluka	<ol style="list-style-type: none"> 1. Prepare Incident Demobilisation Plan; 2. Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources; 3. Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS; 4. Plan for logistics and transportation support for Incident Demobilisation in consultation with LS; 5. Disseminate IDP at an appropriate time to various stakeholders involved; 6. Brief the PSC on the progress of Demobilisation; 7. Maintain record of various activities performed and send to Sections concerned; 8. Link Officer appointed by the Government shall officiate as the Demobilisation Unit Leader (DEMOB) in their respective districts in absence of the permanent incumbent.
Logistics Section Chief (LSC)	Addl. Collectors-III of respective Districts.	<ol style="list-style-type: none"> 1. Provide logistic support to all Incident Response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad etc. 2. Participate in the development and implementation of the IAP; 3. Keep RO and IC informed on related financial issues; 4. Ensure that Organisational Assignment List (Divisional/Group) is circulated among the Branch Directors and other responders of his Section; 5. Request for sanction of Imprest fund, if required; 6. Brief Branch Director and Unit Leaders 7. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation; 8. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC 9. Maintain on Duty Officers List for the day 10. Ensure that record of various activities performed by members of branches and units are collected and maintained in the Unit Log; 11. Link Officer appointed by the Government shall officiate as the Logistics Section Chief (LSC) in their

		respective districts in absence of the permanent incumbent.
Service Branch Director (SBD)	Deputy Collector DRO	<ol style="list-style-type: none"> 1. Work under the supervision of LSC and manage all required service support for the incident management; 2. Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit; 3. Discuss with activated Unit leaders for the materials and resources required and procure the same through LS; 4. Ensure proper dispatch of personnel, teams, resources etc. as per the IAP; 5. Keep the LSC informed about the progress of Service Branch, from time-to-time; 6. Maintain record of various activities performed and send to sections concerned; 7. Link Officer appointed by the Government shall officiate as the Service Branch Director (SBD) in their respective districts in absence of the permanent incumbent.
Communication Unit Leader (CUL)	Dy. Director Director Information and Technology-DoIT	<ol style="list-style-type: none"> 1. Work under the direction of the SBD; 2. Provide Communications facility as and when required; 3. Ensure that all communications equipment available are in working condition and that the network is functional; 4. Maintain the records of all communications equipment deployed in the field; 5. Ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records; 6. Prepare an alternative communication plan for execution in case of possible failure of the normal communications network; 7. Prepare a plan for integration of the communications set up of the central teams; 8. Maintain record of various activities performed; 9. Link Officer appointed by the Government shall officiate as the Communication Unit Leader (CUL) in their respective districts in absence of the permanent incumbent.

Medical Unit Leader (MUL)	Chief Medical Officer (DHS)	<ol style="list-style-type: none"> 1. Work under the direction of the SBD; 2. Prepare the Medical plan and procurement of required resources as per IAP; 3. Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC; 4. Maintain the list of medical personnel who can be mobilised in times of need; 5. Prepare and circulate list of referral service centres to all the medical team leaders; 6. Maintain minimum level of required medicines, drug, equipment, etc. at all times; 7. Maintain record of various activities performed and send to SBD; 8. Link Officer appointed by the Government shall officiate as the Medical Unit Leader (MUL) in their respective districts in absence of the permanent incumbent.
Food Unit Leader (FUL)	Dy. Director WCD	<ol style="list-style-type: none"> 1. Work under the direction of the SBD; Supply food to: <ol style="list-style-type: none"> a) Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc., and b) Victims at the temporary shelters, relief camps etc.; 2. Determine food and drinking water requirements and their transportation, and brief the SBD and LSC; 3. Maintain an inventory of receipt and dispatch of resources; 4. Maintain record of various activities performed and send to SBD; 5. Link Officer appointed by the Government shall officiate as the Food Unit Leader (FUL) in absence of the permanent incumbent.
Support Branch Director (SBD)	Taluka Mamlatdar	<ol style="list-style-type: none"> 1. Work under the supervision of LSC, and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit; 2. Procure and dispatch required tactical materials and resources for operations with the concurrence of the Section Chief; 3. Participate in the planning meeting of the LS; 4. Ensure that organisation assignment list concerning the Branch is circulated to all Units under him; 5. Keep the LSC informed about the progress of work; 6. Maintain record of various activities performed and send to section concerned;

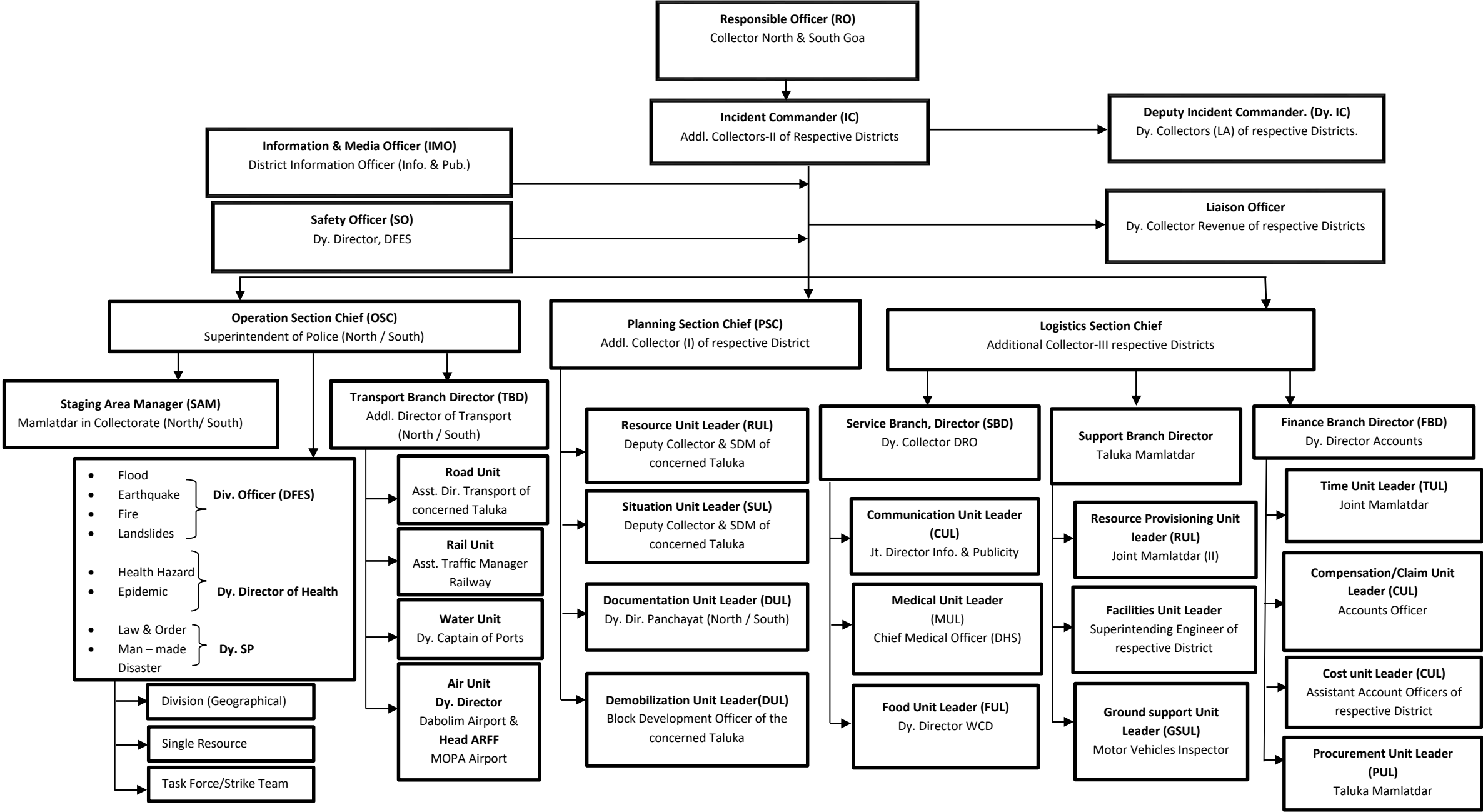
		<p>7. Link Officer appointed by the Government shall officiate as the Support Branch Director (SBD) in absence of the permanent incumbent.</p>
Resource Provisioning Unit Leader (RPUL)	Joint Mamlatdar (II)	<ol style="list-style-type: none"> 1. Work under the supervision of Support BD; 2. Organise movement of personnel, equipment and supplies; 3. Receive and store safely all supplies required for the incident response; 4. Maintain the inventory of supplies and equipment; 5. Maintain the records of receipt and dispatch of supplies including equipment and personnel; 6. Organise repair and servicing of non-expandable supplies and equipment; 7. Participate in the planning meeting of LS; 8. Monitor the 'Kind', 'type' and quantity of supplies available and dispatched; 9. Requisition additional human resource assistance, if needed; 10. Maintain record of various activities performed and sent to Support BD; 11. Link Officer appointed by the Government shall officiate as the Support Resource Provisioning Unit Leader (RPUL) in absence of the permanent incumbent; 12. If no Jt. Mamlatdar (II) is posted in the concerned Taluka then, Joint Mamlatdar (I) shall perform the duties of RPUL.
Facilities Unit Leader (FUL)	Executive Engineer Bldg.	<ol style="list-style-type: none"> 1. Prepare the layout and activation of incident facilities, e.g. Incident Base, Camp(s), Relief Camps (s), ICP, etc., and provide basic amenities to the responders; 2. Report to the Sup. BD; 3. Locate the different facilities as per the IAP; 4. Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC; 5. Maintain record of various activities performed as per IRS and send to Sup. BD; 6. Link Officer appointed by the Government shall officiate as the Facilities Unit Leader (FUL) in absence of the permanent incumbent.
Ground Support Unit Leader (GSUL)	Motor Vehicle Inspector	<ol style="list-style-type: none"> 1. Work under the supervision of the Sup. BD; 2. Provide transportation services for field operations to TBD; 3. In case Air operations are activated, organize and provide required ground support through TBD;

		<ol style="list-style-type: none"> 4. Provide maintenance and repair services for all the vehicles and related equipment used for incident management; 5. Develop and implement the Incident Traffic Plan; 6. Inform Resource Unit about the availability and serviceability of all vehicles and equipment; 7. Arrange for and activate fuelling requirements for all transport including Aircrafts in consultation with the Sup. BD; 8. Maintain inventory of assigned, available and off road or out of service resources; 9. Ensure safety measures within his jurisdiction; 10. Maintain record of various activities performed as per IRS; 11. Link Officer appointed by the Government shall officiate as the Ground Support Unit Leader (GSUL) in absence of the permanent incumbent.
Finance Branch Director (FBR)	Dy. Director Accounts	<ol style="list-style-type: none"> 1. Work under the LSC; 2. Attend planning meetings; 3. Prepare a list of resources to be mobilised, procured or hired in accordance with the IAP. Obtain orders of the competent Authority as per financial rules and take steps for their procurement without delay; 4. Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment; 5. Examine and scrutinize cost involved in the entire response activity including the demobilisation, analyse the cost effectiveness and keep the LSC informed; 6. Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD; 7. Brief the LSC or IC on all incident related financial issues needing attention or follow-up; 8. Maintain record of various activities performed as per IRS and send to Sections concerned; 9. Link Officer appointed by the Government shall officiate as the Finance Branch Director (FBR) in absence of the permanent incumbent.

Time unit Leader (TUL)	Joint Mamlatdar (I)	<ol style="list-style-type: none"> 1. Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to Government norms; 2. Examine logs of all hired equipment and personnel with regard to their optimal utilization; 3. Maintain record of the activities performed as per IRS and send to FBD; 4. Link Officer appointed by the Government shall officiate as the Time unit Leader (TUL) in absence of the permanent incumbent.
Compensation/ Claim Unit Leader (CUL)	Accounts Officer	<ol style="list-style-type: none"> 1. Collect all cost data and provide cost estimates; 2. Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition; 3. Follow appropriate procedures for preparation of claims and compensation; 4. Maintain record of various activities performed as per IRS and send to FBD; 5. Link Officer appointed by the Government shall officiate as the Compensation/ Claim Unit Leader (CUL) in absence of the permanent incumbent.
Cost Unit Leader (CUL)	Assistant Accountant Officer of respective District	<ol style="list-style-type: none"> 1. Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report; 2. Make cost-saving recommendations to the FBD; 3. Complete all records relating to financial matters prior to demobilization; 4. Maintain record of various activities performed as per IRS and send to FBD; 5. Link Officer appointed by the Government shall officiate as the Cost Unit Leader (CUL) in absence of the permanent incumbent.

Procurement Unit Leader	Taluka Mamlatdar	<ol style="list-style-type: none">1. Attend to all financial matters pertaining to vendors and contracts;2. Review procurement needs in consultation with the FBD;3. Prepare a list of vendors from whom procurement can be done and follow proper procedures;4. Complete final processing of all bills arising out of the response management and send document for payment with the approval of the FBD, LSC, IC;5. Brief FBD on current problems with recommendations on outstanding issues and follow up requirements;6. Maintain record of activities performed and send to FBD;7. Link Officer appointed by the Government shall officiate as the Procurement Unit Leader in absence of the permanent incumbent.
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INCIDENT RESPONSE TEAM-DISTRICT LEVEL



In absence of the regular incumbent designated Officer, the next in command Officer OR link Officer, as may be applicable as per the existing Government directions issued on this behalf, will perform the duties assigned as per the above table.

The Notification will come into force with effect from the date of publication in Official Gazette.

By order and in the name of the
Governor of Goa


(Sapna S. N. Bandodkar)

Under Secretary (Revenue-II)

To,

The Director (Printing & Stationery), Government Printing Press, Panaji with a request to publish the above Notification in the next issue of Government Official Gazette.

Copy to:-

1. The Collector, North Goa District, Panaji – Goa with a request to bring the contents of the Notification to the notice of all the Officials
2. The Collector, South Goa District, Margao – Goa with a request to bring the contents of the Notification to the notice of all the Officials.
3. The Director of Fire & Emergency Services, Panaji- Goa.
4. The Director General of Police, Panaji – Goa.
5. The Director of Information Technology, Panaji Goa
6. The Director, Directorate of Civil Supplies & Consumer Affairs, Panaji Goa
7. The Principal Chief Engineer (PWD), Altinho, Panaji – Goa.
8. The Chief Engineer (Electricity), Panaji – Goa.
9. The Chief Engineer (Water Resources), Porvorim – Goa.
10. The Director General of Home Guards & Civil Defense, Panaji Goa
11. The Director of Civil Aviation, Secretariat, Porvorim Goa
12. The Director of Health Services, Panaji Goa
13. The Director of Accounts, Panaji Goa
14. The Director, Directorate of Planning Statistics & Evaluation, Porvorim Goa
15. The Director, Directorate of Printing & Stationary, Goa
16. The Joint Secretary to Chief Secretary, Government of Goa, Secretariat, Porvorim Goa
17. The Superintendent of Police (North Goa), Porvorim Goa
18. The Superintendent of Police (South Goa), Margao Goa
19. The Superintendent of Police –Traffic (North Goa), Porvorim Goa
20. The Superintendent of Police – Traffic (South Goa), Margao Goa
21. P.A. to Secretary (Revenue), Secretariat, Porvorim – Goa.
22. P.A. to Secretary (Health), Secretariat, Porvorim – Goa.
23. P.A. to Secretary (Information), Secretariat, Porvorim – Goa.
24. P.A. to Secretary (Transport), Secretariat, Porvorim – Goa
25. P.A. to Secretary (PWD), Secretariat, Porvorim – Goa
26. P.A. to Secretary (G.A.), Secretariat, Porvorim – Goa
27. P.A. to Joint Secretary (Revenue), Secretariat, Porvorim – Goa.
28. P.A. to Special Secretary (Home), Secretariat, Porvorim – Goa.
29. P.A. to Addl. Secretary (Finance), Secretariat, Porvorim – Goa.
30. P.A. to Addl. / Joint Secretary (Home), Secretariat, Porvorim – Goa.
31. The Under Secretary (Home), Secretariat, Porvorim Goa.
32. The Under Secretary Finance (Exp.), Secretariat, Porvorim Goa.
33. The Under Secretary Finance (R&C), Secretariat, Porvorim Goa.
34. The Under Secretary Finance (Budget), Secretariat, Porvorim Goa.
35. The Director, India Meteorological Department, Altinho, Panaji Goa.
36. The Managing Director, Goa State Pollution Control Board, Saligao Goa.
37. The State Informatics Officer, NIC, Porvorim Goa.
38. The Sr. Consultant (Goa SDMA), Secretariat, Porvorim Goa.
39. Guard File.
40. O/C.

ABBREVIATIONS

AAR	After Action Report
AC	Area Commander
ADC	Additional District Collector
RBD	Response Branch Director
BDO	Block Development Officer
CBDM	Community Based Disaster Management
CBO	Community Based Organisation
CBRN	Chemical, Biological, Radiological and Nuclear
CCMNC	Cabinet Committee on Management of Natural Calamities
CCS	Cabinet Committee on Security
CD	Civil Defence
CDRN	Corporate Disaster Resource Network
CEO	Chief Executive Officer
CM	Chief Minister
CMG	Crisis Management Group
CMO	Chief Medical Officer
CO	Circle Officer
Com./CUL	Compensation/ Claims Unit Leader
CPMFs	Central Para Military Forces
CRF	Calamity Relief Fund
CS	Chief Secretary
Com.UL	Communication Unit Leader
CUL	Cost Unit Leader
DAE	Department of Atomic Energy
DC	Deputy Commissioner
DDMA	District Disaster Management Authority
Demob UL	Demobilisation Unit Leader
DFO	Divisional Forest Officer
DIPRO	District Information and Public Relations Officer
DM	Disaster Management
DRO	District Revenue Officer
DSS	Decision Support System
DTO	District Treasury Officer
DUL	Documentation Unit Leader
Dy.	Deputy
EOC	Emergency Operations Centre
ESF	Emergency Support Function
ETA	Expected Time of Arrival
FB	Finance Branch
FBD	Finance Branch Director
FC	Finance Commission
FO	Field Observer
FUL	Food Unit Leader
GIS	Geographic Information System
GoI	Government of India
GPS	Global Positioning System
GSU	Ground Support Unit
GSUL	Ground Support Unit Leader
HLC	High Level Committee
HQ	Headquarters
IAP	Incident Action Plan

IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDP	Incident Demobilisation Plan
IDRN	India Disaster Resource Network
IMD	India Meteorological Department
IMG	Inter-Ministerial Group
IMO	Information and Media Officer
IRS	Incident Response System
IRTs	Incident Response Teams
ISS	Incident Status Summary
Jt.	Joint
LBSNAA	Lal Bahadur Shastri National Academy of Administration
LO	Liaison Officer
LG	Lt. Governor
LS	Logistics Section
LSC	Logistics Section Chief
MBO	Management by Objectives
MHA	Ministry of Home Affairs
MUL	Medical Unit Leader
NAC	Notified Area Committee
NCC	National Cadet Corps
NCCF	National Calamity Contingency Fund
NCMC	National Crisis Management Committee
NDMA	National Disaster Management Authority
NDRF	National Disaster Response Force
NEC	National Executive Committee
NGO	Non-Governmental Organisation
NIDM	National Institute of Disaster Management
NO	Nodal Officer
NSS	National Service Scheme
NYKS	Nehru Yuva Kendra Sangathan
OS	Operations Section
OSC	Operations Section Chief
PD	Project Director
PHD	Public Health Department
POL	Petrol, Oil and Lubricants
PRIs	Panchayati Raj Institutions
PS	Planning Section
PSC	Planning Section Chief
PUL	Procurement Unit Leader
PWD	Public Works Department
RB	Response Branch
RBD	Response Branch Director
RC	Relief Camp
RO	Responsible Officer
RPUL	Resource Provisioning Unit Leader
RTI	Regional Training Institute
RUL	Resource Unit Leader
SA	Staging Area
SAM	Staging Area Manager
SBD	Service Branch Director
SDM	Sub Divisional Magistrate
SDMA	State Disaster Management Authority

SDO	Sub Divisional Officer
SDRF	State Disaster Response Force
SEC	State Executive Committee
SO	Safety Officer
SOPs	Standard Operating Procedures
SP	Superintendent of Police
SUL	Situation Unit Leader
Sup.BD	Support Branch Director
TB	Transportation Branch
TBD	Transportation Branch Director
TS	Technical Specialist
TUL	Time Unit Leader
UC	Unified Command
ULBs	Urban Local Bodies

Glossary:

Branch: The organisational level having functional/geographic responsibility for major segments of incident operations. The Branch level is used in operations and logistics and is organisationally between the Section, Division/Group and Unit.

Command: The act of directing, coordinating, ordering and controlling resources by virtue of explicit legal delegated authority.

Command staff: The command staff consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander and may have assistants. The command staff may or may not have supporting organisations below it.

Complex Incident: Two or more individual incidents located in the same general area which are assigned to a single incident commander or unified command.

Deputy: A qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Division: Divisions are used to divide an incident into geographical areas of operations. Divisions are also established when the number of resources exceeds the span-of-control of the Operations Section Chief. A division is located with the Incident Response System organisation between the Branch and the Task Force/Strike Team.

Finance Branch: The Finance Branch is responsible to keep track of incident related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event. Finance Branch is located in the Logistics Section.

General Staff: The group of incident management personnel reporting to the Incident Commander. They may each have a deputy, as needed. General Staff consists of Operations Section Chief, Planning Section Chief and Logistics Section Chief.

Group: Groups are established to divide the incident into functional areas of operations. Groups are composed of resources assembled, to perform a special function.

Helibase: The main location within the general incident area for parking, fuelling, maintaining and loading helicopters. The Helibase is usually located at or near the incident base.

Helispot: A temporary landing spot for helicopters.

Incident: A human caused or natural occurrence that requires emergency service actions to prevent or reduce loss of life or damage to property or natural resources.

Incident Action Plan: A plan with objectives reflecting the overall incident strategy and specific tactical actions and supporting information for an operational period. The plan may be oral or written. When written, the plan may have a number of

attachments, including incident objectives, division assignment list, incident radio communication plan, medical plan, traffic plan, safety plan, incident map, etc.

Incident Base: Location at which primary logistic functions are coordinated and administered. The incident base may be co-located with the Incident Command Post or other incident facilities.

Incident Command Post: Location at which primary command functions are executed. The Incident Command Post may be co-located with the incident base or at other incident facilities.

Incident Commander: Individual responsible for the management of all incident operations of the incident site.

Incident Response System: The combination of facilities, equipment, personnel, procedure and communications operating within a common organisational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Response Team: The incident commander and appropriate general or command staff personnel assigned to manage an incident.

Incident Objectives: Guidance and directions necessary for selection of appropriate strategies and tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed.

Kind: 'Kind' refers to equipment, vehicles or personnel for example; Truck, Medical team, Bulldozer, etc.

Logistics Section: The Logistics Section is responsible for providing adequate services and support to meet all incident or event needs. It supports the Operations Section in the formation of Task Force / Strike Team and despatches resources to various targeted locations as designed in the Incident Action Plan. The Logistics Section has three Branches: Service Branch, Support Branch and Finance Branch.

Branch Director: Officer under the direction of the Section Chief responsible for implementing the incident action plan appropriate to the Branch.

Operational Period: The time period for execution of a given set of tactical actions as specified in the Incident Action Plan. Operational periods can be of various lengths, usually not more than 24 hours.

Operations Section: The Operations Section is responsible for directing the required tactical actions to meet incident objectives.

Planning Section: The Planning Section is responsible for the collection, evaluation, and display of incident information, maintaining and tracking the resources and preparing the Incident Action Plan and incident related documentation. They may also assess the requirement of more resources and keep Incident Commander informed.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.

Responsible Officer: The Responsible Officer is the senior most officer in the hierarchy of State and District Administration. At the State level, the Chief Secretary (Chairperson of SEC) and at the District level, the District Magistrate / District Collector (Chairperson of DDMA) will be the Responsible Officer. Such officer is the overall in-charge in the management of emergency response at the respective administrative levels.

Resources: Personnel, equipment, services and supplies available, or potentially available, for assignment to respond to the incidents.

Section: The organisational level having functional responsibility for primary segments of incident operations, such as: operations, planning and logistics.

Single Resource: An individual or a piece of equipment and its personnel or a crew or team of individuals with an identified work supervisor that can be used to respond in an incident.

Staging Area: An area earmarked and organised where resources are collected. It is from this location that resources are deployed for tactical assignments. Staging Area is under the Operations Section.

Strike Team: Specified combinations of the same 'kind' and 'type' of resources, with common communications and a leader.

Strike Team Leader: Person responsible to a Division Supervisor or Group-in-charge for performing tactical assignments given to the strike team.

Tactics: Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

Task Force: A group of different 'kinds' and 'types' of resources with common communications and a leader, temporarily assembled for a specific mission covering a number of different activities.

Type: The capability of a resource in comparison to another type. Type 1 usually means a greater capability due to power, size or capacity.

Unit: The organisational element having functional responsibility for a specific incident planning, logistics, or financial activity.

Technical Specialist-TS: In case of need, the Planning Section-PS may also have a Technical Specialist for addressing the technical planning matters in the management of an incident. A list of such specialists will be kept available in the PS.		
IRS-State Level		
Technical Specialist (Optional)	<ol style="list-style-type: none">1. Dir. (IMD Goa) for Weather Forecast;2. Inspector of Factories & Boilers for Chemical Emergencies;3. Dir. DHS for Biological Emergencies	<ol style="list-style-type: none">1. The PSC may mobilise technical resources and specialists in consultation with RO and IC for specialised response, if required;2. The technical specialists may be deployed for technical planning or specialised technical response and will function under the concerned section chief;3. The Technical Specialists will provide technical support to the respective management.4. A data base of Technical Specialists will be prepared in advance at the State levels.
IRS-District Level		
Technical Specialist (Optional)	<ol style="list-style-type: none">1. Dy. Dir. (IMD Goa) for Weather Forecast;2. Dy. Inspector of Factories & Boilers for Chemical Emergencies;3. Dy. Dir. DHS for Biological Emergencies	<ol style="list-style-type: none">1. The PSC may mobilize technical resources and specialists in consultation with RO and IC for specialized response, if required;2. The technical specialists may be deployed for technical planning or specialized technical response and will function under the concerned section chief;3. The Technical Specialists will provide technical support to the respective management. A data base of Technical Specialists will be prepared in advance at the District.
