



NOTIFICATION

Dated 15th January, 2020

No.DDMA/EKH/114/2020/1 – The Deputy Commissioner & Chairperson, District Disaster Management Authority, East Khasi Hills District, Shillong is pleased to constitute the Zone-Wise Incident Response Teams (IRTs) as per Incident Response System for 7 (Seven) zones of Shillong City to enable prompt, efficient and effective response to any disaster as indicated below:-

IRS Position	Designation of Officers	Roles/Responsibilities
Responsible Officer (RO)	Deputy Commissioner & Chairperson (DDMA)	<ul style="list-style-type: none"> • Overall incharge • Issue a Standing Order in advance to different departments and agencies for mobilization of resources in times of emergency • Activate Incident Response Team (IRT) at District Headquarter, Sub – Division, Block levels when the need arises. • Coordinate with the State/Central Government for mobilization of Armed Forces, Air support etc as and when required • Coordinate all response activities
COMMAND STAFF		
Incident Commander (IC)	<ul style="list-style-type: none"> • Extra Assistant Commissioner I- Laitumkhrah Zone – I • Extra Assistant Commissioner II - Laban Zone – II • Extra Assistant Commissioner III - Sadar Zone – III • Extra Assistant Commissioner IV- Lumdiengjri Zone – IV • Extra Assistant Commissioner V/ BDO Mawpat - Rynjah Zone – V • Extra Assistant Commissioner VI- Madanryting Zone – VI • Extra Assistant Commissioner VII/ BDO Mawlai Block - Mawlai Zone – VII 	<ul style="list-style-type: none"> • Establish immediate priorities including search & rescue and relief distribution strategies. • Brief higher authorities about the situation as per incident briefing Form 001 and request for additional resources if required. • Establish appropriate Incident Response System (IRS) organization with Sections, Branches, Divisions of unit based on the span of control and scale of the incident • Establish Incident Command Post (ICP) at a suitable place • Ensure that the Incident Action Plan (IAP) is prepared. • Approve and authorize the implementation of IAP • Ensure that planning meetings with section heads are held at regular intervals. • Authorize release of information to the media • Recommend demobilization of the Incident Response Team (IRT), when appropriate.
Information & Media Officer (IMO)		<ul style="list-style-type: none"> • Prepare and release information about

	Asst Director , Information and Public Relations, Shillong for Zones –I,II,III,IV,V,VI and VII.	<p>the incident to the media agencies and others with the approval of Incident Commander (IC).</p> <ul style="list-style-type: none"> • 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; • Monitor and review various media reports regarding the incident that may be useful for incident planning; • Disseminate weather information to all concerned
Liaison Officer (LO)	<ul style="list-style-type: none"> • Extra Assistant Commissioner I- Laitumkhrah Zone – I • Extra Assistant Commissioner II- Laban Zone – II • Extra Assistant Commissioner III- Sadar Zone – III • Extra Assistant Commissioner IV - Lumdiengjri Zone – IV • Extra Assistant Commissioner V/ BDO Mawpat - Rynjah Zone – V • Extra Assistant Commissioner VI- Madanrything Zone – VI • Extra Assistant Commissioner VII/ BDO Mawlai Block - Mawlai Zone – VII 	<ul style="list-style-type: none"> • Maintain a List of Concerned line departments agencies (CBOs, NGOs, etc) and their representatives at various locations; • Carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government • Keep the IC informed about arrival of all the Government and Non Governmental agencies and their resources • Help in organizing briefing sessions of all Government and Non Governmental agencies with the Incident Commander • Maintain record of various activities performed as per IRS Form-004 by each section.
Safety Officer (SO)	<p>O/c Laitumkhrah for Laitumkhrah Zone – I O/c Laban for Laban Zone – II O/c Sadar for Sadar Zone – III O/c Lumdiengjri for Lumdiengjri Zone – IV O/c Rynjah for Rynjah Zone – V O/c Madanrything for Madanrything Zone – VI O/c Mawlai for Mawlai Zone – VII</p>	<ul style="list-style-type: none"> • Recommend measures for assuring safety of responders and hazardous unsafe situations and review it regularly • Review the IAP for safety implications • Review and approve the Site Safety Plan, as and when required
GENERAL STAFF		
OPERATIONS SECTION CHIEF(OSC)	<ul style="list-style-type: none"> • WPSI - Laitumkhrah Zone I • S.I., Laban – Zone II • S.I., Sadar – Zone -III • S.I., Lumdiengjri – Zone - IV • WPSI, Rynjah- Zone - V 	<ul style="list-style-type: none"> • Manage all field operations for the accomplishment of the incident objectives, • Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc) in his Section

	<ul style="list-style-type: none"> • S.I., Madanrything – Zone - VI • S.I., Mawlai – Zone VII 	<ul style="list-style-type: none"> • Maintain On Duty Officers list (IRS Form-007) for the day • Brief the personnel in Operation Section (OS) at the beginning of each operational period • Prepare Section Operational Plan in accordance with IAP; if required • Consult the IC from time-to-time and keep him fully briefed • Determine the need for additional resources and place demands accordingly and ensure their arrival • Ensure record of various activities performed (IRS Form-004) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (IRS Form-003)
<p>STAGING AREA MANAGER</p>	<ul style="list-style-type: none"> • SI, Laitumkhrah Zone – I • S.I., Laban – Zone II • S.I., Sadar - Zone III • S.I., Lumdiengjri - Zone IV • S.I., Rynjah – Zone V • WPSI, Madanrything - Zone VI • SI., Mawlai - Zone - VII 	<ul style="list-style-type: none"> • Establish the Staging Area (SA) with proper layout • Organise storage and dispatch of resources received and dispatch them as per IAP • Report all receipts and dispatches to Operational Section OSC and maintain their records • Establish check-in function as appropriate • Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc • Maintain and provide resource status to PS and LS • Demobilise SA in accordance with the Demobilization Plan IRS Form-010 • Maintain record of various activities performed as per IRS Form-004
<p>Response Branch Director (RDB)</p>	<ul style="list-style-type: none"> • SI, Laitumkhrah – Zone I • S.I., Laban - Zone II • S.I., Sadar – Zone III • S.I., Lumdienjri – Zone IV • WPSI., Rynjah – Zone V • S.I., Madanrything Zone VI • S.I., Mawlai – Zone VII 	<ul style="list-style-type: none"> • Work under the supervision of the OSC and is responsible for the implementation of IAP as per the assigned role • Attend planning meetings as required by the OSC • Review Assignment Lists IRS Form-005 for Divisions or Groups under his Branch • Assign specific tasks to Division and Groups – in – charge: • Supervise Branch functions: • Resolve conflicts reported by subordinates: • Report to OSC regarding modifications required id any in the IAP, need for additional resources, availability of

		<p>surplus resources and when hazardous situations or significant events occur, etc.</p> <ul style="list-style-type: none"> • Provide Single Resource, Strike Team and Task Force support to various operational areas • Ensure that all team leaders maintain record of various activities performed as per IRS Form – 004 relating to their field Operations and send to OSC
<p>Division Supervisor/Group-in-charge</p>	<ul style="list-style-type: none"> • SI, Laitumkhrah Zone I • S.I., Laban Zone II • S.I., Sadar Zone III • S.I., Lumdiengjri Zone IV • S.I., Rynjah Zone V • S.I. Madanrything Zone VI • Head Constable, Mawlai Zone VII 	<ul style="list-style-type: none"> • Implement Division or Group assignment list • Assign resources within the Division or Group under them • Report on the progress of Operations, and the status of resources within the Division or Group • Circulate Organizational Assignment List (Divisional/Group) IRS Form-005 to the leaders of the Group, Strike Team and Task Force • Review assignments and incident activities with subordinates and assign tasks as per the situation • Coordinate activities with adjacent Divisions or Groups, if required: • Submit situation and resource status to the RBD and the OSC • Report all hazardous situations, special occurrence or significant events (e.g., accident, sickness, deteriorating weather conditions, etc) to the RBD and the OSC: • Resolve problems within the Division or Group: Participate in the development of IAP for next operational period, if required: • Ensure that record of various activities performed (IRS Form-004) are collected and sent to the RBD and OSC
<p>Transportation Branch</p>	<ul style="list-style-type: none"> • DTO Laitumkhrah- Zone I, Laban Zone II & Sadar Zone III • MVI Lumdiengjri – Zone IV & Mawlai Zone VII • MVI Rynjah Zone V & Madanrything Zone VI 	<ul style="list-style-type: none"> • Activate and manage different Operations Groups like Roads, 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 (Divisional / Group) IRS Form-005 is circulated among the Group-in-charge(s) and other responders of his Branch;

		<ul style="list-style-type: none">• 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 (IRS Form-004) by different operational groups (Road, Rail, Water and Air) are collected and sent to the section concerned
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<p style="text-align: center;">Planning Section Chief (PSC)</p>	<ul style="list-style-type: none"> • SE, PWD (B) Circle, Laitumkrah – Zone I • EE, PWD (R) NH Circle, Laban Zone II • Div. Soil & Water Conservation Officer (T), Sadar – Zone III • SE, PWD, Mechanical, Lumdiengjri – Zone IV • EE, URBAN AFFAIRS, Rynjah – Zone V • Sr. Scientist, Meghalaya State Pollution Control Board, Madanrything – Zone VI • Divisional Forest Officer, Khasi Hills Div, Mawlai – Zone VII 	<ul style="list-style-type: none"> • Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with Incident Commander; • 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 Office (Command Staff) and incorporated in the IAP; • Ensure collection, evaluation, and dissemination of information about the incidents including weather environment toxicity, availability of resources etc., from concerned departments and other sources. The Principal Secretary must have a data bank of available resources with their locations from where it can be mobilized; • Ensure that Incidents Status Summary (IRS Form-002) is filled and incorporated in the IAP; • Ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 is circulated among the Unit leaders and other responders of his section; • Plan to activate and deactivate IRS organizational positions as appropriate, in consultation with the Incident Commander and Operation Section Chief • Determine the need for any specialized resources for the incident management; • Provide periodic projections on incident potential; • Report to the Incident Commander of any significant changes that take place in the incident status; • Compile and display incident status summary at the Incident Command Post; • Oversee preparation and implementation of Incident Demobilisation Plan (IRS Form-010) • Maintain On Duty Officers List (IRS Form-007) for the day • Ensure that record of various activities performed IRS Form-004 by members of Unit Log are collected and maintained in the Unit Log (IRS Form-003).
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<p>Resource Unit Leader (RUL)</p>	<ul style="list-style-type: none"> • EE, T/C (B), Circle Div, Laitumkhrah Zone I • EE, PWD (R), Central Div Laban Zone II • Sr, Asst. Soil & Water Conservation Officer-I (T) Sadar Zone III • EE, PWD Mechanical, Lumdiengjri Zone IV • Enforcement Inspector, MUDA, Rynjah Zone V • Scientist C, Meghalaya State Pollution Control Board, Madanrything – Zone VI • Range Forest Officer, South Range, Mawlai – Zone VII 	<ul style="list-style-type: none"> • Maintain and display the status of all assigned resources (Primary and Support) at the incident; • Compile a complete inventory of all resources available. • Ensure and establish Check-in function at various incident locations; • Update the Planning Section Chief (PSC) and Incident Commander about the status of resources received and dispatched from time to time; • Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources; <p>Maintain record of various activities performed as per IRS Form-004 and send to Section concerned</p>
<p>Check-in/Status Recorder</p>	<ul style="list-style-type: none"> • JE (B) Circle Div, Laitumkhrah Zone I • JE, PWD (R), CENTRAL DIV, Laban, Zone II • Soil & Water Conservation (Sr-I), Sadar Zone III • JE-I, Mechanical, Lumdiengjri, Zone VI • Sub- Engineer-II, Urban Affairs, Rynjah, Zone V • Jr. Sc. Asst, Meghalaya State Pollution Control Board Madanrything Zone VI • Sectional Assistant Mawlai Zone VII 	<ul style="list-style-type: none"> • Report to the RUL • Ensure that all resources assigned to an incident are accounted at each check-in point • Obtain requires work materials, including Check-in Lists, Resource Status display boards showing different locations for deployment of resources, collection of resources with time of arrival and type of resources etc. the status of resources would be displayed through T card board or through a computerized programme on the computers • Establish communications with the EOC and Ground Support Unit (GSU) of LS • Ensure display of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s) • Enter or record information on Incident Check-in and deployment list as per the IRS Form-007 • Transmit Incident Check-in and deployment information to Resource Unit on a regular and prearrange schedule or as needed • Forward complete Check-in Lists to the Resource Unit • Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned
<p>Situation Unit Leader (SUL)</p>	<ul style="list-style-type: none"> • EE, PWD (B) Shillong Building Div, Laitumkhrah Zone I • AEE, PWD (R), SHG-B 	<ul style="list-style-type: none"> • Collect, process and organise all incident information • Prepare periodic future projections of the development of the incident (along with

	<p>SUB- DIV, Laban – Zone II</p> <ul style="list-style-type: none"> • Sr, Asst. Soil & Water Conservation Officer -II (T) Sadar Zone III • Asst. Engineer, PWD, Mechanical Lumdiengjri Zone IV • Enforcement Inspector, MUDA Rynjah Zone V • Scientist C, Meghalaya State Pollution Control Board Madanrything Zone VI • Range Forest Officer, North Range Mawlai, Zone VII 	<p>maps if required) and keep the PSC and Incident Commander informed:</p> <ul style="list-style-type: none"> • Prepare situation and resource status reports and disseminate as required; • Provide authorized maps, photographic services to responders, if required; • Attend IAP Meeting with required information, data, documents and Survey of India maps etc; • Maintain record of various activities performed as per IRS Form-004 and send to Section concerned;
<p>Display Processor (DP)</p>	<ul style="list-style-type: none"> • AEE, PWD (B) Shillong Building Div, Laitumkhrah Zone I • JE, PWD (R) Laban Zone II • Soil & Water Conservation (Sr-I) Sadar Zone III • JE II- Mechanical, Lumdiengjri Zone IV • JE, Urban Affairs, Rynjah Zone V • Jr. Sc. Asst, Meghalaya State Pollution Control Board, Madanrything Zone VI • Forester II Mawlai Zone VII 	<ul style="list-style-type: none"> • Display incident status obtained from Field Observers (FOs), Single Resource, Strike teams, task Forces, ariel photographs and other data received from technical sources • Report to the SUL • Ensure timely completion of display chart • Obtain necessary equipment and stationery • Assist in analyzing and evaluating field reports • Maintain record of various activities performed as per IRS Form-004 and send to the SUL • Perform such other duties as assigned by SUL or PSC
<p>Field Observer</p>	<ul style="list-style-type: none"> • AEE, PWD Sub-Divisional Store, Sub-Division/ URC Co-ordinator, SSA Laitumkhrah Zone I • JE, O/o SDO, PWD, Shillong (B) Sub-Division /CRP-II,SSA Laban Zone II • AEE, PWD (Rds), Shillong B Sub-Division/Soil & Water Conservation (Jr-I)/CRP-III, Sadar Zone III • JE, Shillong Central Division, Shillong (D) Sub Division/ Sanitary Inspector Cantonment Board Lumdiengjri Zone IV • EE,PWD,Electrical Division, Shillong/ JE,PWD,Sub-Divisional Store, Sub-Division, 	<ul style="list-style-type: none"> • Report to SUL immediately on any situation observed which may cause danger and safety hazard to responders and affected communities. This should also include local weather conditions • Gather intelligence that may facilities better planning and effective response • Maintain record of various activities performed as per IRS Form-004 and send to the SUL • Perform such other duties as assigned by SUL or PSC

	<ul style="list-style-type: none"> Rynjah Zone V • JE, PWD, Store Sub-Division/Lab Asst Meghalaya State Pollution Control Board, Madanrything Zone VI • JE, PWD, Shillong B Sub-Division/ CRP-IV/ JE Mawlai Block, Mawlai Zone VII 	
Documentation Unit Leader (DUL)	<ul style="list-style-type: none"> • AE, PWD Building Sub-Div-II Laitumkhrah Zone I • SDO, PWD (R) SHG-B (STORE) Laban Zone II • Sr, Asst. Soil & Water Conservation Officer -III (T), Sadar Zone III • AEE (PWD), Mechanical, Lumdiengjri Zone IV • Enforcement Inspector, MUDA, Rynjah V • Forest Ranger-I, SF Madanrything Zone VI • Forest Ranger-III, Social Forestry, Mawlai Zone VII 	<ul style="list-style-type: none"> • Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units • Compile all information and reports related to the incident; • Review and scrutinize the records and various IRS forms for accuracy and completeness; • Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified; • Store files properly for post-incident analysis; • Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.
Demobilization Unit Leader (DUL)	<ul style="list-style-type: none"> • JE-III, Mechanical ,/ Laitumkhrah Zone I • Sericulture Inspector Laban Zone II Laban Zone II • Soil & Water Conservation (Jr-I), Sadar Zone III • JE, MUDA, Lumdiengjri Zone IV • JE-I, URBAN Rynjah Zone V • Forest Ranger-II, SF Madanrything Zone VI • Sectional Assistant, MUDA Mawlai Zone VII 	<ul style="list-style-type: none"> • Prepare Incident Demobilisation Plan (IDP) as per IRS Form-010 • Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources; • Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS; • Plan for logistics and transport support for Incident Demobilisation in consultation with LS; • Disseminate IDP at an appropriate time to various stakeholders involved; • Brief the PSC on the progress of Demobilisation; • Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned;

<p style="text-align: center;">LOGISTICS SECTION CHIEF (LSC)</p>	<ul style="list-style-type: none"> • EE, PHE, GSWS Division No. I, Shillong Laitumkhrah Zone I • Dist. Urban Planner, Laban Zone II • Div. Soil & Water Conservation Officer, CC, Sadar Zone III • Divisional Forest Officer, Wildlife Div, Lumdienjri Zone IV • AEE-I, PWD Building Sub-Div-I, Rynjah Zone V • Divisional Forest Officer, Social Forestry Madanrything Zone VI • DFO, Forest Resources Mawlai Zone VII 	<ul style="list-style-type: none"> • Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad etc.; • Participate in the development and implementation of the IAP; • Keep RO and IC informed on related financial issues; • Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Branch Directors and other responders of his Section; • Request for sanction of Imprest Fund, if request • Brief Branch Directors and Unit Leaders • Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the Changing requirements of the situation; • Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC; • Maintain On Duty Officers List (IRS Form-007) for the day; • Ensure that record of various activities performed IRS Form-004 by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003
<p style="text-align: center;">Service Branch Director (SBD)</p>	<ul style="list-style-type: none"> • EE, PHE Hills Div-I, Shillong Laitumkhrah Zone I • District Sericulture Officer Laban Zone II • Div. Soil & Water Conservation Officer, CC, Sadar Zone III • Asst. Commissioner of Excise, Lumdiengjri Zone IV • Dist. Statistical. Officer, Rynjah Zone V • EE, WR, Madanrything Zone VI • General Manager, DCIC, Mawlai Zone VII 	<ul style="list-style-type: none"> • Work under the supervision of LSC, and manage all required service support for the incident management; • Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit; • Discuss with activated Unit leaders for the materials and resources required and procure the same through LS; • Ensure proper dispatch of personnel, teams, resources etc as per the IAP; • Keep the LSC informed about the progress of Service Branch, from time-to-time; • Maintain record of various activities performed as per IRS Form-004 and send to sections concerned
<p style="text-align: center;">Communication Unit Leader (CUL)</p>	<ul style="list-style-type: none"> • A.S.I., MPRO's Office Laitumkhrah Zone I • A.S.I., MPRO's Office, Laban Zone II 	<ul style="list-style-type: none"> • Work under the direction of the SBD; • Provide communications facility as and when required; • Ensure that all communications equipment available are in working


	<ul style="list-style-type: none"> • S.I., MPRO's Office, Sadar Zone III • A.S.I.MPRO's Office, Lumdiengjri Zone IV • A.S.I., MPRO's Office, Rynjah Zone V • A.S.I., MPRO's Office, Madanrything Zone VI • A.S.I. , MPRO's Office, Mawlai Zone VII 	<p>condition and that the network is functional;</p> <ul style="list-style-type: none"> • Maintain the records of all communications equipment deployed in the field; • Ensure setting up of a message centre to receive and transmit radio, telephone and others messages from various activated Sections, Branches, Units and higher authorities and maintain their records; • Prepare an alternative communication plan for execution in case of possible failure of the normal communications network. • Prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) <p>Maintain record of various activities performed as per IRS Form-004 and send to SBD.</p>
<p>Medical Unit Leader (MUL)</p>	<ul style="list-style-type: none"> • DM&HO for Zones I,II,III,IV,V,VI,VII 	<ul style="list-style-type: none"> • Work under the direction of the SBD • Prepare the Medical Plan and procurement of required resources as per IAP. • Respond to requests of the OS for medical aid, transportation and medical supplies etc, under intimation to the SBD and LSC; • Maintain the list of medical personnel who could be mobilized in times of need; • Prepare and circulate list of referral service centers to all medical team leaders; • Maintain record of various activities performed as per IRS Form-004 and send to SBD
<p>Food Unit Leader (FUL)</p>	<ul style="list-style-type: none"> • Sub-Inspector, Supply Laitumkhrah Zone I • Sub-Inspector, Supply, Laban Zone II • Inspector of Supply, Sadar Zone III • Sub-Inspector, Supply, Lumdiengjri Zone IV • Sub-Inspector, Supply, Rynjah Zone V • Sub -Inspector, Supply, Madanryhting Zone VI • Insp. Supply, Mawlai Zone VII 	<ul style="list-style-type: none"> • Work under the direction of the SBD • Supply food to: a) Personnel of IRT (s) at ICP, Camps, Incident Base, SA, etc., and b) Victims at the temporary shelters, relief camps etc.; • Determine food and drinking water requirements and their transportation, and brief the SBD and LSC; • Maintain an inventory of receipt and dispatch of resources; • Maintain record of various activities performed as per IRS Form-004 and send to SBD

<p>Support Branch Director (SBD)</p>	<ul style="list-style-type: none"> • EE, PHE, Hills Div, Laitumkhrah Zone I • AEE, PWD (R) NH, Laban Zone II • AE, MUDA, Sadar Zone III • District Social Welfare Officer, Lumdiengjri Zone IV • District Housing Officer, Rynjah Zone V • Asst. Agri. Engineer, Mechanical, Madanrything Zone VI • Forest Ranger, Forest Resources Mawlai Zone VII 	<ul style="list-style-type: none"> • Work under the supervision of LSC and supervise the function of Resources Provisioning Unit, Facility Unit and Ground Support Unit; • Procure and dispatch required tactical materials and resources for Operations with the concurrence of the Section chief; • Participate in the planning meeting of the LS; • Ensure that organization assignment list concerning the Branch is circulated to all Units under him; • Coordinate various activities of the Support Branch • Keep the LSC informed about the progress of work; • Maintain record of various activities performed as per IRS Form-004 and send to Section concerned.
<p>Resource Provisioning Unit Leader (RPUL)</p>	<ul style="list-style-type: none"> • SDO, PHE TC, Greater Shillong, Laitumkhrah Zone I • AEE (TC), NH Sub Division Laban Zone II • JE, MUDA Sadar Zone III (SW), District Programme Officer, ICDS, Lumdingjri Zone IV • JE, Housing, Rynjah Zone V • SDO, T/C (WR) SHG, Madanrything Zone VI • Forester I (I), Forest Resources, Mawlai Zone VII 	<ul style="list-style-type: none"> • Work under the supervision of Sup. BD; • Organise movement of personnel, equipment and supplies, • Receive and store safely all supplies required for the incident response, • Maintain the records of receipt and dispatch of supplies including equipment and personnel; • Organise repair and servicing of non-expendable 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 as per IRS Form-004 and send to Sup.BD.
<p>Facilities Unit Leader (FUL)</p>	<ul style="list-style-type: none"> • SDO I, PHE, GS Laitumkhrah Zone I • JE-I, PWD (R) NH Sub-Div Laban Zone II • Soil & Water Conservation Ranger (CC) –I Sadar Zone III • Sectional Assistant MUDA Lumdiengjri Zone IV • JE, PWD Electrical Rynjah Zone V • JE Mawkynrew Madanrything Zone VI • Forester I (II), Forest 	<ul style="list-style-type: none"> • Prepare the layout and activation of incident facilities, e.g., Incident Base, Camp (s), Relief Camp (s), 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 coordinate with the LSC; • Maintain record of various activities performed as per IRS Form-004 and send

	Resources Mawlai Zone VII	to Sup. BD.
Ground Support Unit Leader (GSUL)	<ul style="list-style-type: none"> • SDO II, Water Main Sub Div, Shillong Laitumkrah Zone I • JE PWD (R), NH Su-Div Laban Zone II • Soil & Water Conservation Ranger (CC) – II Sadar Zone III • Sub-Inspector of Schools Lumdiengjri Zone IV • Surveyor GR-I (Housing) Rynjah Zone V • Sectional Assistant, MUDA Madanrything Zone VI • Forester I (III), Forest Resources Mawlai Zone VII 	<ul style="list-style-type: none"> • Work under the supervision of 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 fueling 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 Form-004
Finance Branch Director (FBR)	<ul style="list-style-type: none"> • EE, PHE, INVESTIGATION Laitumkrah Zone I • EE, PWD(R) NH-, BYE PASS Laban Zone II • District Agriculture Office Sadar Zone III • Treasury Officer Lumdiengjri Zone IV • District Horticulture Officer, Rynjah Zone V • District Mission Coordinator, Madanrything Zone VI • EE, AH & Vety, Civil Engg. Wing, Mawlai Zone VII 	<ul style="list-style-type: none"> • Work under the LSC; • Attend planning meetings; • Prepare a list of resources to be mobilized, 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; • Ensure that time records of hired equipment personnel and their services are accurately maintained as per Government norms for payment; • Examine and scrutinize cost involved in the entire response activity including the demobilization, analyse the cost effectiveness and keep the LSC informed; • Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD; • Brief the LSC or IC on all incident related financial issues needing attention or follow-up; • Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.

<p>Time Unit Leader (TUL)</p>	<ul style="list-style-type: none"> • Shri. SDO III, PHE, GS Laitumkhrah Zone I • AEE PWD (R), NH-BYE PASS, SUB DIV-I Laban-Zone II • Asst. Director of Agriculture (Agronomy) Sadar Zone -III • Treasury Officer Lumdiengjri Zone IV • Asst. Director of Horticulture (Hqrt) Rynjah Zone V • District Mission Coordinator, Madanrything Zone VI • Range Forest Officer, Wildlife HQ, Mawlai Zone VII 	<ul style="list-style-type: none"> • Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to Government norms; • Examine logs of all hired equipment and personnel with regard to their optimal utilization; • Ensure that all records are correct and complete prior to demobilization of hired resources • Maintain record of the activities performed as per IRS Form-004 and send to FBD.
<p>Compensation/Claim Unit Leader (CUL)</p>	<ul style="list-style-type: none"> • SDO IV, PHE, Investigation Laitumkhrah Zone I • AE PWD (R), NH-BYE PASS PWD, Laban Zone II • Asst. Director of Agriculture (Plant Protection) Sadar Zone III • Treasury Officer Lumdiengjri Zone IV • Asst. Director of Horticulture (Mkt),Rynjah Zone V • District Mission Coordinator, Madanrything Zone VI • Range Forest Officer, i/c Zoo range (Hydra Park) Mawlai Zone VII 	<ul style="list-style-type: none"> • Collect all cost data and provide cost estimate; • Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition; • Follow appropriate procedures for preparation of claims and compensation; • Maintain record of various activities performed as per IRS Form-004 and send to FBD.
<p>Cost Unit Leader (CUL)</p>	<ul style="list-style-type: none"> • SDO V, PHE, GS Laitumkhrah Zone I • JE PWD (R), NH Sub- Div Laban Zone II • Agri. Dev. Officer, PP, sadar Zone III • Treasury Officer, Lumdiengjri Zone IV • Agriculture Development Officer (MI), Rynjah V • District Mission Coordinator, Madanrything VI • Principal, Govt. Boys' HS 	<ul style="list-style-type: none"> • Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report • Make cost-saving recommendations to the FBD; • Complete all records relating to financial matters prior to demobilization; • Maintain record of various activities performed as per IRS Form-004 and send to FBD.

	School, Madanrything Zone VII	
Procurement Unit Leader	<ul style="list-style-type: none"> • SDO V, PHE, GS Laitumkhrah Zone – I • SA, MUDA Laban Zone II • Agri. Dev. Officer, PP Sadar Zone III • Treasury Officer, Lumdiengjri Zone IV • Dy. Superintendent of Excise, Rynjah Zone V. • District Mission Coordinator, SSA along with staff Madanrything Zone VI • Forest Ranger, Silviculture, Mawlai Zone VII 	<ul style="list-style-type: none"> • Attend to all financial matters pertaining to vendors and contracts; • Review procurement needs in consultation with the FBD; • Prepare a list of vendors from whom procurement can be done and follow proper procedures; • Complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, LSC and IC; • Brief FBD on current problems with recommendations on outstanding issues and follow-up requirements; • Maintain record of various activities performed as per IRS Form-004 and send to FBD


 (Smti. M. War. Nongbri, IAS)
 Deputy Commissioner & Chairperson (DDMA)
 East Khasi Hills District, Shillong.

Memo No.DDMA/EKH/114/2020/1-A

Dated Shillong the 9th January, 2020

Copy to:-

1. The Joint Secretary to the Government of Meghalaya, Revenue & Disaster Management Department for kind information.
2. The Executive Director, State Disaster Management Authority , Shillong for kind information.
3. Sub-Divisional Officer (C) Sohra & Pynursla Sub-Divisions.
4. All Additional Deputy Commissioners for information.
5. All Extra Assistant Commissioners for information.
6. All Block Development Officers for information.
7. CEO, Shillong Cantonment Board for kind information.
8. Member Secretary, Meghalaya State Pollution Control Board for information.
9. All concerned.


 Deputy Commissioner & Chairperson (DDMA)
 East Khasi Hills District, Shillong