

**District Bilaspur: Incident Response Team at  
District/ Sub Division/ Block Level**

SI. No.	IRS Designated Post	Suggested Position / Rank		
		District	Sub-Division	Tehsil
<b>1</b>	Incident Commander	DC	SDM	BDO
	Deputy	ADC/ADM	BDO	Tehsildar
<b>2</b>	Liaison Officer	AC to DC	Superintendent Grade-II /NT	Superintendent Grade-II
<b>3</b>	Information & Media Officer	DPRO	Representative of DPRO	APRO
<b>4</b>	Safety Officer	ASP	DSP	SHO (Police)
<b>5</b>	Operation Section Chief	SDM/DRO	Tehsildar	SE BPO
<b>6</b>	Staging Area Manager	District Welfare Officer/ DPO ICDS	CDPO	Police Inspector
<b>7</b>	Response Branch Director	PO (DRDA)	ASI/ SI	JE -1
<b>8</b>	Transportation Branch Director	RTO	Adda Incharge, HRTC	Adda Incharge, HRTC
<b>9</b>	Planning Section Chief	District Planning Officer	NT/BDO	AE Block
<b>10</b>	Situation Unit Leader	ARO Planning	Superintendent Tehsil	Panchayat Secretary
<b>11</b>	Resource Unit Leader	Executive Engineer PWD	JE, PWD	JE PWD
<b>12</b>	Documentation Unit Leader	Superintendent Grade I	MA/EA	Dealing Clerk
<b>13</b>	Demobilization Unit Leader	Executive Engineer Electrical	JE, Electrical	JE, I&PH
<b>15</b>	Logistic Section Chief	DRO/Tehsildar	SDO, PWD	JE-II
<b>16</b>	Service Branch Director	Superintendent Revenue	Superintendent PWD	Panchayat Secretary

<b>17</b>	Support Branch Director	SDK	SDK of SDM Office	Panchayat Secretary
<b>18</b>	Communication Unit Leader	JTO (Local)	JTO	Data Entry Operator
<b>19</b>	Food Unit Leader	DFSC	Inspector F&CS	Inspector F&CS
<b>20</b>	Facilities Unit Leader	NT	Reader Tehsildar	Dealing Clerk
<b>21</b>	Ground Support Unit Leader	Executive Engineer PWD (Mech)/ Works Manager HRTC	Office Kanungo Tehsil	JE
<b>22</b>	Medical Unit Leader	CMO/MO/ Any Doctor	BMO	CDMO
<b>23</b>	Finance Branch Director	District Treasury Officer	Sub Treasury Officer	Accountant
<b>24</b>	Cost Unit Leader	Accounts Officer Planning (AO)	Accountant	Bill Clerk

**INCIDENT RESPONSE SYSTEM (IRS)  
ROLE & RESPONSIBILITIES**

<b>Designation</b>	<b>Roles and Responsibilities</b>
<b>Responsible Officer (RO)</b>	<ol style="list-style-type: none"> <li>1. Ensure formation of Incident Response Teams (IRT) at District, Sub-Division, Tehsil/Block.</li> <li>2. Ensure that a reasonable amount of fund is sanctioned clearly delineating the procedure for emergency procurement.</li> <li>3. Ensure effective communication and Web based / online Decision Support System (DSS) is in place in the EOC and connected with District, Sub-Division, Tehsil/Block level.</li> <li>4. Appoint / deploy, terminate and demobilize Incident Commander (IC) and IRT(s) as and when required.</li> <li>5. Decide overall incident objectives, priorities and ensure that Incident Action Plan (IAP) is prepared by the IC and implemented.</li> <li>6. Identify, mobilize and allocate critical resources according to established priorities from with any</li> </ol>

	<p>department of the Government, Local Authority, private sector in the district.</p> <ol style="list-style-type: none"> <li>7. Coordinate with the State Government for mobilization of Armed Forces, Air support etc. as and when required.</li> <li>8. Ensure overall coordination of response, relief and other activities.</li> <li>9. Ensure that NGOs carry out their activities in an equitable and non-discriminatory manner.</li> <li>10. Mobilize experts and consultants in the relevant fields for advice, if necessary.</li> <li>11. Conduct post response review on performance of IRTs and take appropriate steps to improve performance.</li> <li>12. Take such other necessary action as the situation demands.</li> <li>13. Perform all tasks as mentioned in ESF.</li> </ol>
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**A. COMMAND STAFF**

<p><b>Incident Commander (IC)</b></p>	<ol style="list-style-type: none"> <li>1. Obtain information on: <ol style="list-style-type: none"> <li>a. Incident situation status like number of people and the area affected etc.</li> <li>b. Availability and procurement of resources</li> <li>c. Requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp, etc.</li> <li>d. Availability and requirements of Communication system</li> <li>e. Future weather behavior from IMD</li> <li>f. Any other information required for response from all available sources and analyses the situation</li> </ol> </li> <li>2. Determine incident objectives and strategies based on the available information and resources and establish immediate priorities and strategies.</li> <li>3. Establish appropriate IRS with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident.</li> <li>4. Establish Incident Command Post (ICP) at a suitable place. There will be one ICP even if the incident is multijurisdictional.</li> <li>5. Prepare Incident Action Plan (IAP) which should be reviewed every 24 hours and circulated to all concerned.</li> <li>6. Hold planning meeting at regular interval.</li> <li>7. Ensure that adequate safety measures for responders and affected communities are in place.</li> <li>8. Ensure proper coordination between all sections of the</li> </ol>
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	<p>IRT, agencies working in the response activities and make sure that all conflicts are resolved.</p> <p>9. Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with Planning Section Chief (PSC) and Logistics Section Chief (LSC) and inform RO regarding their procurement.</p> <p>10. Authorize release of information to the media.</p> <p>11. Recommend demobilization of the IRT, when appropriate.</p> <p>12. Review public complaints and recommend suitable grievance redressal measures to the RO.</p> <p>13. Perform any other duties that may be required for the management of the incident.</p> <p>14. Perform all tasks as mentioned in ESF.</p>
<p><b>Information and Media Officer (IMO)</b></p>	<p>1. Prepare and release information about the incident to the media agencies and others with the approval of IC.</p> <p>2. Record 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.</p> <p>3. Monitor and review various media reports regarding the incident that may be useful for incident planning.</p> <p>4. Organize IAP meetings as directed by the IC or when required.</p> <p>5. Coordinate with IMD to collect weather information and disseminate it to all concerned.</p> <p>6. Maintain record of various activities performed and perform such other duties as assigned by IC.</p> <p>7. Perform all tasks as mentioned in ESF.</p>
<p><b>Liaison Officer (LO)</b></p>	<p>1. Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations.</p> <p>2. Liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government.</p> <p>3. Monitor operations to identify current or potential inter-agency problems.</p> <p>4. Participate in planning meetings and provide information on response by participating agencies.</p> <p>5. Keep the IC informed about arrivals of all the Government and Non-Government agencies and their</p>

	<p>resources.</p> <p>6. Organize briefing sessions of all Governmental and Non-Governmental agencies with the IC.</p> <p>7. Maintain record of various activities performed and perform such other duties as assigned by IC.</p> <p>8. Perform all tasks as mentioned in ESF.</p>
<b>Safety Officer (SO)</b>	<p>1. Recommend measures for assuring safety of responders and to assess or anticipate.</p> <p>2. Identify hazardous and unsafe situations and review it regularly.</p> <p>3. Participate in planning meetings for preparation of IAP and review the IAP for safety implications.</p> <p>4. Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities.</p> <p>5. Review and approve the Site Safety Plan, as and when required.</p> <p>6. Maintain record of various activities performed and perform such other duties as assigned by IC.</p>
<b>B. GENERAL STAFF</b>	
<b>Operation Section</b>	
<b>Operation Section Chief (OSC)</b>	<p>1. Coordinate with the activated Section Chiefs.</p> <p>2. Manage all field operations for the accomplishment of the incident objectives.</p> <p>3. Ensure the overall safety of personnel involved in the OS and the affected communities.</p> <p>4. Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc.) in his Section in consultation with IC and in accordance with the IAP.</p> <p>5. Brief the personnel in OS at the beginning of each operational period and ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section.</p> <p>6. Consult the IC from time-to-time and keep him fully briefed.</p> <p>7. Determine the need for additional resources and place demands accordingly and ensure their arrival.</p> <p>8. Ensure record of various activities performed and perform such other duties as assigned by RO / IC.</p> <p>9. Perform all tasks as mentioned in ESF.</p>

<b>Staging Area Manager</b>	<ol style="list-style-type: none"> <li>1. Establish the Staging Area with proper layout.</li> <li>2. Organize storage and dispatch of resources received as per IAP.</li> <li>3. Report all receipts and dispatches to OSC and maintain their records.</li> <li>4. Manage all activities of the SA and utilize all perishable supplies expeditiously.</li> <li>5. Request maintenance and repair of equipment at SA, as needed.</li> <li>6. Ensure that communications are established with the ICP, different SAs, Incident Base, Camp, and Relief Camp.</li> <li>7. Maintain and provide resource status to PS and LS.</li> <li>8. Demobilize SA in accordance with the Demobilization Plan.</li> <li>9. Maintain record of various activities performed and perform any other duties as assigned by OSC.</li> <li>10. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Response Branch Director (RBD)</b>	<ol style="list-style-type: none"> <li>1. Ensure implementation of IAP as per the assigned role.</li> <li>2. Attend planning meetings as required by the OSC and review assignment lists for Divisions or Groups under Response Branch.</li> <li>3. Report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.</li> <li>4. Provide Single Resource, Strike Team and Task Force support to various operational areas.</li> <li>5. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Division Supervisor</b>	<ol style="list-style-type: none"> <li>1. Ensure implementation of division or group assignment list.</li> <li>2. Assign resources within the division or group under them.</li> <li>3. Report on the progress of Operations, and the status of resources within the division or group.</li> <li>4. Coordinate activities with adjacent divisions or groups, if required.</li> <li>5. Submit situation and resource status to the RBD and the OSC.</li> <li>6. Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating</li> </ol>

	<p>weather conditions, etc.) to the RBD and the OSC.</p> <p>7. Participate in the development of IAP for next operational period, if required.</p> <p>Perform all tasks as mentioned in ESF.</p>
<b>Single Resource Unit</b>	<ol style="list-style-type: none"> <li>1. Take charge of necessary equipment and supplies.</li> <li>2. Assess local weather and environmental conditions, law and order situation etc. in the assigned area and report to division supervisor or group in charge.</li> <li>3. Perform the assigned duty and keep contact with his supervisor.</li> <li>4. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Task Force Leader</b>	<ol style="list-style-type: none"> <li>1. Review assignments with members of his team.</li> <li>2. Report on work progress.</li> <li>3. Coordinate activities with adjacent Single Resource, Strike Teams and Task Forces.</li> <li>4. Establish and ensure communications.</li> <li>5. Perform any other duties assigned.</li> <li>6. Maintain record of various activities.</li> <li>7. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Transport Branch</b>	<ol style="list-style-type: none"> <li>1. Activate and manage different operations groups like road, rail and air.</li> <li>2. Coordinate with railways, road transport and airport authorities for support.</li> <li>3. Provide ground support to the air operations and ensure appropriate security arrangements.</li> <li>4. Provide Road transport support to the Rail Operations Group as required.</li> <li>5. Ensure safety of all personnel of this Branch involved in the Incident Response activities.</li> <li>6. Ensure that all units moving in the area are familiarized with route with the help of road maps or local guides.</li> <li>7. Prepare transportation plan as per the IAP.</li> <li>8. Determine the need for additional resources, their proper and full use and place demand accordingly in advance.</li> <li>9. Ensure the maintenance of the status of hired resources, their full utilization and timely release.</li> <li>10. Ensure that the record of various activities performed and perform any other duties assigned by the IC or OSC.</li> </ol>

	11. Perform all tasks as mentioned in ESF.
<b>Road Operations</b>	<ol style="list-style-type: none"> <li>1. Ensure transportation of resources by road to the affected sites.</li> <li>2. Attend planning meetings on the direction of OSC and determine coordination procedures with various destinations as per IAP and update Road Operations plan as required.</li> <li>3. Ensure proper parking locations.</li> <li>4. In case of accidents, inform the TBD, the local police and provide assistance in investigation, if required.</li> <li>5. Ensure that mechanics are available for repair of vehicles and also ensure adequate availability of diesel, oil and lubricants.</li> <li>6. Maintain the records of all important activities relating 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.</li> <li>7. Support and coordinate the road operations part of the rail and air operations.</li> <li>8. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Air Operations</b>	<ol style="list-style-type: none"> <li>1. Coordinate with concerned authorities for air operations and project the type of air support required demand at least 24 hours in advance or as early as possible.</li> <li>2. Inform the IC and OSC about the air movements and landing schedules in their respective areas.</li> <li>3. Ensure that relevant maps of the incident locations are available with all agencies involved in the air operations to give the correct coordinates of the locations where air support is required.</li> <li>4. Determine the suitability of helipads or Helibase in coordination with the Air Force authorities and the State authorities.</li> <li>5. Maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities.</li> <li>6. Report on air operations activities to the RO and perform any other duties assigned by the RO and IC.</li> </ol>
<b>Planning Section</b>	
<b>Planning</b>	1. Coordinate with the activated Section Chiefs for

<p><b>Section Chief (PSC)</b></p>	<p>planning and preparation of IAP in consultation with IC.</p> <ol style="list-style-type: none"> <li>2. Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO and incorporated in the IAP.</li> <li>3. Prepare IAP by assessing the current situation, predicting probable course of the incident and preparing alternative strategies.</li> <li>4. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned technical specialist, demobilization unit, documentation unit, situation unit, resource unit and other sources.</li> <li>5. The PS must have a databank of available resources with their locations from where it can be mobilized.</li> <li>6. Plan to activate and deactivate IRS positions as appropriate, in consultation with the IC and OSC.</li> <li>7. Utilize IT solutions for pro-active planning, GIS for decision support and modeling capabilities for assessing and estimating casualties and for comprehensive response management plan.</li> <li>8. Prepare and implement of Incident Demobilization Plan.</li> <li>9. Ensure that record of various activities performed and perform any other duties assigned by IC.</li> <li>10. Perform all tasks as mentioned in ESF.</li> </ol>
<p><b>Resource Unit</b></p>	<ol style="list-style-type: none"> <li>1. Maintain and display the status of all assigned resources at the incident site by maintaining a resource status-keeping system.</li> <li>2. Access information about availability of all required resources at other locations and prepare a plan for their mobilization.</li> <li>3. Ensure and establish check-in function at various incident locations.</li> <li>4. Update the PSC and IC about the status of resources received and dispatched from time to time.</li> <li>5. Coordinate with the various activated Branches, Divisions and Groups for checking status and utilization of allotted resources.</li> <li>6. Ensure quick and proper utilization of perishable resources.</li> </ol>

	7. Perform all tasks as mentioned in ESF.
<b>Check-in/ Status Recorder</b>	<ol style="list-style-type: none"> <li>1. Report to the RUL and ensure that all resources assigned to an incident are accounted for at each check-in point.</li> <li>2. The status of resources would be displayed through T card board or through a computerized programme on the computers.</li> <li>3. Establish communications with the EOC and Ground Support Unit (GSU) of LS.</li> <li>4. Ensure displays of check-in locations on signboard so that arriving resources can easily locate the check-in location(s).</li> <li>5. Transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed.</li> <li>6. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Situation Unit</b>	<ol style="list-style-type: none"> <li>1. Collect, process and organize all incident information as soon as possible for analysis.</li> <li>2. Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed.</li> <li>3. Prepare situation and resource status reports and disseminate as required.</li> <li>4. Provide authorized maps, photographic services to responders, if required.</li> <li>5. Attend IAP Meeting with required information, data, documents and Survey of India maps etc.</li> <li>6. Maintain record of various activities performed and send to concerned section.</li> <li>7. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Display Observer</b>	<ol style="list-style-type: none"> <li>1. Display incident status obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, aerial photographs and other data received from technical sources and report to the SUL.</li> <li>2. Ensure timely completion of display chart.</li> <li>3. Assist in analyzing and evaluating field reports.</li> </ol>
<b>Field Observer</b>	<ol style="list-style-type: none"> <li>1. Report to SUL immediately on observing any situation, including local weather conditions, posing danger of being</li> </ol>

	<p>a safety hazard to responders and affected communities.</p> <ol style="list-style-type: none"> <li>2. Gather intelligence that may facilitate better planning and effective response.</li> <li>3. Maintain record of various activities performed and send to the SUL.</li> <li>4. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Documentation Unit</b>	<ol style="list-style-type: none"> <li>1. Ensure that all the required forms and stationery are procured and issued to all the activated sections, branches, divisions, groups and units.</li> <li>2. Compile all information and reports related to the incident.</li> <li>3. Review and scrutinize the records and various IRS forms for accuracy and completeness.</li> <li>4. Inform appropriate units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified.</li> <li>5. Store files properly for post-incident analysis.</li> <li>6. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Demobilization Unit</b>	<ol style="list-style-type: none"> <li>1. Prepare Incident Demobilization Plan (IDP).</li> <li>2. Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources.</li> <li>3. Develop incident check-out functions for sections, branches, divisions and units in consultation with all sections and send to the PS.</li> <li>4. Plan for logistics and transportation support for Incident Demobilization in consultation with LS.</li> <li>5. Disseminate IDP at an appropriate time to various stakeholders involved ensuring that all sections, units, teams and resources understand their specific incident demobilization responsibilities and avail demobilization facilities.</li> <li>6. Brief the PSC on the progress of demobilization.</li> <li>7. Perform all tasks as mentioned in ESF.</li> </ol>

**Logistics Section**

<b>Logistics Section Chief (LSC)</b>	<ol style="list-style-type: none"><li>1. Coordinate with the activated Section Chiefs.</li><li>2. Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad, IDP etc.</li><li>3. Participate in the development and implementation of the IAP.</li><li>4. Keep RO and IC informed on related financial issues and request for sanction of fund, if required.</li><li>5. Ensure the safety of the personnel of his Section.</li><li>6. Brief Branch Directors and Unit Leaders.</li><li>7. Anticipate over all logistic requirements for relief Operations and prepare accordingly.</li><li>8. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation.</li><li>9. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC.</li><li>10. Ensure that the hiring of the requisitioned resources is properly documented and paid by the Finance Branch.</li><li>11. Ensure that cost analysis of the total response activities is prepared.</li><li>12. Ensure that record of various activities performed and perform any other duties as assigned by RO or IC.</li><li>13. Perform all tasks as mentioned in ESF.</li></ol>
<b>Service Branch Director (SBD)</b>	<ol style="list-style-type: none"><li>1. Work under the supervision of LSC, and manage all required service support for the incident management.</li><li>2. Discuss with activated Unit leaders for the materials and resources required and procure the same through LS.</li><li>3. Ensure proper dispatch of personnel, teams, resources etc. as per the IAP.</li><li>4. Prepare an assignment list, if required.</li><li>5. Perform all tasks as mentioned in ESF.</li></ol>
<b>Communication Unit Leader (Com. UL)</b>	<ol style="list-style-type: none"><li>1. Provide communications facility as and when required.</li><li>2. Ensure that all communications equipment available is in working condition and that the network is functional.</li><li>3. Maintain the records of all communications equipment deployed in the field and recover them after the incident is over.</li></ol>

	<p>4. Ensure setting up of a message center to receive and transmit radio, telephone and other messages from various activated sections, branches, units and higher authorities and maintain their records.</p> <p>5. Prepare an alternative communication plan for execution in case of possible failure of the normal communications network. The alternative communications network may have wireless, satellite phones, cell phones, HAM radios etc.</p> <p>6. Prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) with the local communications set up for the management of large scale disasters when they come to assist in the response effort.</p> <p>7. Perform all tasks as mentioned in ESF.</p>
<p><b>Medical Unit Leader (MUL)</b></p>	<p>1. Prepare the Medical Plan and procurement of required resources.</p> <p>2. Provide medical aid and ambulance for transportation of victims and maintain the records of the same.</p> <p>3. Obtain a road map of the area from the PS for the ambulance services, transportation of medical personnel and victims.</p> <p>4. Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC.</p> <p>5. Maintain the list of medical personnel who could be mobilized in times of need.</p> <p>6. Prepare and circulate list of referral service centers to all the medical team leaders.</p> <p>7. Perform all tasks as mentioned in ESF.</p>
<p><b>Food Unit Leader (FUL)</b></p>	<p>1. Supply resources to various activated sections, branches, units and groups of IRT as per direction of the SBD.</p> <p>2. Supply food to personnel of IRT(s) at ICP, camps, incident base, SA, victims at the temporary shelters, relief camps etc.</p> <p>3. FUL may request the LSC to split the unit (if the task becomes very large) into two groups—one to supply food for personnel and another for victims.</p> <p>4. Determine food and drinking water requirements and</p>

	<p>their transportation and brief the SBD and LSC.</p> <p>5. Maintain an inventory of receipt and dispatch of resources.</p> <p>6. Perform all tasks as mentioned in ESF.</p>
<b>Support Branch (Sup. BD)</b>	<p>1. Procure and dispatch required tactical materials and resources for operations with the concurrence of the Section Chief.</p> <p>2. Participate in the planning meeting of the LS.</p> <p>3. Ensure that organization assignment list concerning the branch is circulated to all units under Sup. BD.</p> <p>4. Perform all tasks as mentioned in ESF.</p>
<b>Resource Provisioning Unit (RPUL)</b>	<p>1. Organize movement of personnel, equipment and supplies.</p> <p>2. Receive and store safely all supplies required for the incident response.</p> <p>3. Maintain the inventory of supplies and equipment.</p> <p>4. Organize repair and servicing of non-expendable supplies and equipment.</p> <p>5. Monitor the 'kind', 'type' and quantity of supplies available and dispatched and maintain the records of receipt and dispatch of supplies including equipment and personnel.</p> <p>6. Receive and respond to requests for personnel, supplies and equipment from the activated sections, branches, divisions, units and groups under intimation to Sup. B.D.</p> <p>7. Perform all tasks as mentioned in ESF.</p>
<b>Facilities Unit</b>	<p>1. Prepare the layout and activation of incident facilities like Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders.</p> <p>2. Locate the different facilities as per the IAP.</p> <p>3. Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC.</p> <p>4. Perform all tasks as mentioned in ESF.</p>
<b>Ground Support Unit</b>	<p>1. Provide transportation services for field operations to TBD.</p> <p>2. In case Air Operations are activated, organize and provide required ground support through TBD.</p>

	<ol style="list-style-type: none"> <li>3. Provide maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC.</li> <li>4. Develop and implement the Incident Traffic Plan.</li> <li>5. Inform Resource Unit about the availability and serviceability of all vehicles and equipment.</li> <li>6. Arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Sup. BD.</li> <li>7. Maintain inventory of assigned, available and off road or out of service resources.</li> <li>8. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Finance Branch</b>	<ol style="list-style-type: none"> <li>1. Attend planning meetings.</li> <li>2. 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.</li> <li>3. Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment.</li> <li>4. Examine and scrutinize cost involved in the entire response activity including the demobilization, analysis the cost effectiveness and keep the LSC informed.</li> <li>5. Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD.</li> <li>6. Brief the LSC or IC on all incident related financial issues needing attention or follow-up.</li> <li>7. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Time Unit</b>	<ol style="list-style-type: none"> <li>1. Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms.</li> <li>2. Examine logs of all hired equipment and personnel with regard to their optimal utilization.</li> <li>3. Ensure that all records are correct and complete prior to demobilization of hired resources.</li> <li>4. Perform all tasks as mentioned in ESF.</li> </ol>

<b>Compensation/ Claim Unit</b>	<ol style="list-style-type: none"> <li>1. Collect all cost data and provide cost estimates.</li> <li>2. Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition.</li> <li>3. Follow appropriate procedures for preparation of claims and compensation.</li> <li>4. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Procurement Unit</b>	<ol style="list-style-type: none"> <li>1. Attend to all financial matters pertaining to vendors and contracts.</li> <li>2. Review procurement needs in consultation with the FBD and prepare a list of vendors from whom procurement can be done following proper procedures.</li> <li>3. Ensure all procurements ordered are delivered on time.</li> <li>4. Coordinate with the FBD for use of imprest funds, as required.</li> <li>5. 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.</li> <li>6. Perform all tasks as mentioned in ESF.</li> </ol>
<b>Cost Unit</b>	<ol style="list-style-type: none"> <li>1. Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report.</li> <li>2. Make cost-saving recommendations to the FBD.</li> <li>3. Complete all records relating to financial matters prior to demobilization.</li> <li>4. Perform all tasks as mentioned in ESF.</li> </ol>