

**Government of West Bengal**  
**Department of Disaster Management & Civil Defence**  
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No. 2535 - RL/O/EOC/7M-163/2014

Date: 21.07.2017.

NOTIFICATION

In pursuance to the guideline issued on Incident Response System (IRS) by the National Disaster Management Authority (NDMA) under Section 6 of the DM Act, 2005 and subsequent order received from Joint Advisor (Ops), NDMA bearing memo no. 02/92/2016/IRS/Ops dated 09<sup>th</sup> March 2017, to minimize loss of life and property by strengthening and standardizing the disaster response mechanism in the state the Incidence Response Teams (IRT) has been designed. It is flexible and may be modified by the DM/SDO/BDO at their respective level depending on local circumstances and availability of staff for effective implementation of Incident Response System (IRS) utilizing existing administrative machinery at various level in West Bengal.

Indicative designs of Incidence Response Teams (IRT) for District, Sub-Division & Block are attached as Annexure-I, Annexure-II & Annexure-III respectively. Role & Responsibility of different level officers and staff are also attached as Annexure-IV.

District, Sub-division, Block wise Incident Response Teams are to be formed with name, designation and contact number.

ORDER

Ordered that the notification is to be forwarded to all concerned Departments / District Magistrates.

By order of the Governor



Principal Secretary  
to the Government of west Bengal  
&  
Relief Commissioner, West Bengal.

No. 2535/1(25) -RL/O/EOC/7M-163/2014

Dated: 21.07.2017

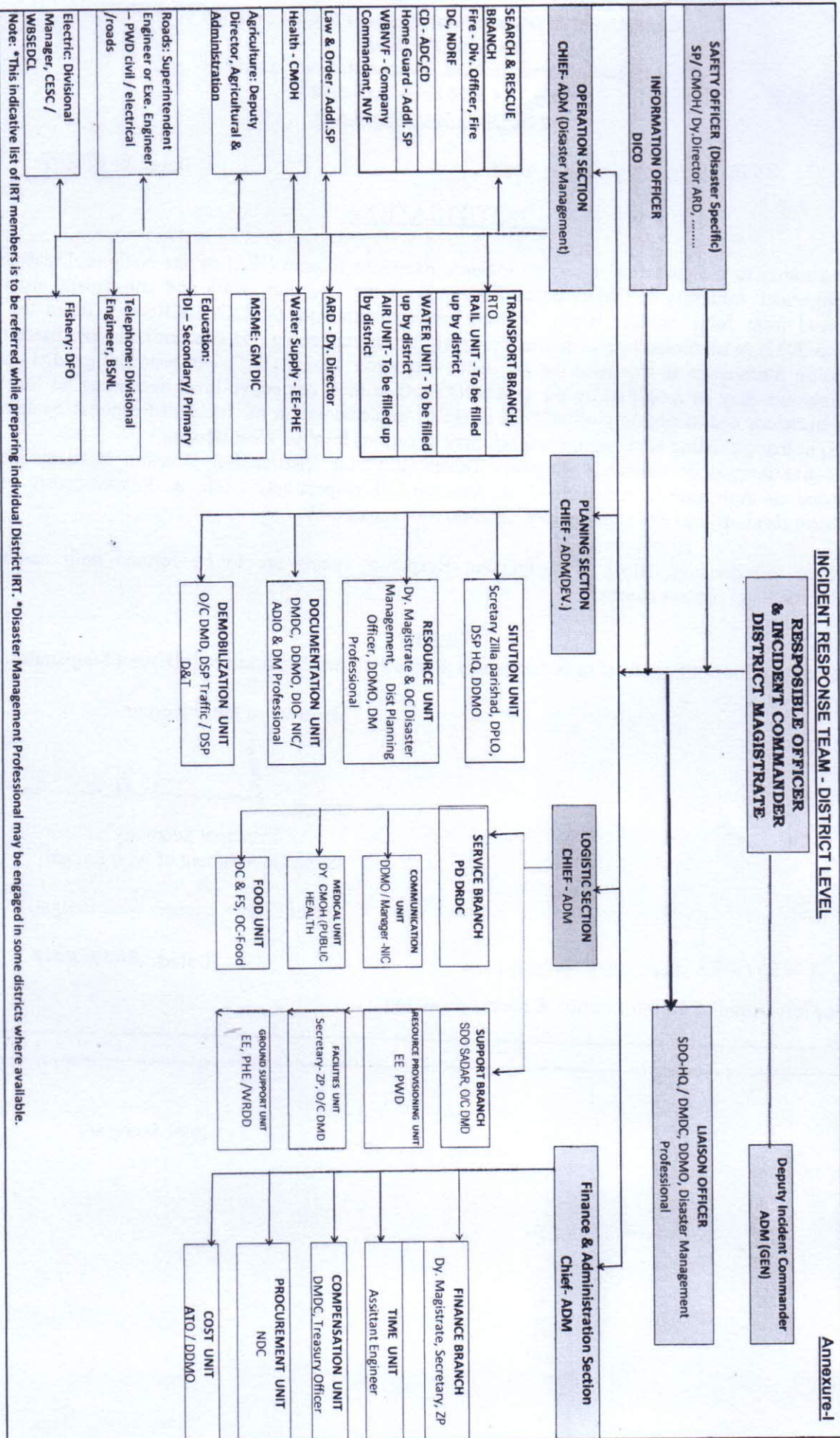
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Joint Secretary

**INCIDENT RESPONSE TEAM - DISTRICT LEVEL**

**Annexure-1**



Note: \*This indicative list of IRT members is to be referred while preparing individual District IRT. \*Disaster Management Professional may be engaged in some districts where available.

**INCIDENT RESPONSE TEAM - SUB-DIVISION LEVEL**

Annexure-II

**RESPONSIBLE OFFICER  
& INCIDENT COMMANDER  
SUB-DIVISIONAL OFFICER**

Deputy Incident Commander  
Dy. Magistrate

**LIAISON OFFICER**  
Dy. Magistrate, SDDMO

**SAFETY OFFICER (Disaster Specific)**  
SDPO/Dy.SP/ACMOH/Asst. Director ARD,...

**INFORMATION OFFICER**  
SDICO

**OPERATION SECTION**  
CHIEF- Dy. Magistrate

**PLANNING SECTION**  
CHIEF - Dy. Magistrate

**LOGISTIC SECTION**  
CHIEF - Dy. Magistrate

**Finance & Administration Section**  
Chief- Dy. Magistrate

**SEARCH & RESCUE  
BRANCH**  
Fire - Station Officer, Fire  
CD - Deputy Controller, CD  
Home Guard - Addl. SP  
WBVNF - Company  
Commandant, NVF

Law & Order - SDPO

Health - ACMOH

Agriculture: Subdivisional  
Agri. Officer.

Roads-Exe. Engineer -  
PWD civil / electrical  
/roads

Electric: ASE, WBSEDCL

**TRANSPORT BRANCH,**  
ARTO  
RAIL UNIT - To be filled  
up by SDO  
WATER UNIT - To be filled  
up by SDO

ARD - Asst. Director

Water Supply - A.E.- PHE

MSME: Manager DIC

Education:  
AI - Secondary / Primary

Telephone: Sub-Divisional  
Manager, BSNL

Fishery: DFO

**SITUATION UNIT**  
Secretary Zilla parishad/  
SDDMO / Addl.SP HQ

**RESOURCE UNIT**  
Dy. Magistrate, SDDMO,

**DOCUMENTATION UNIT**  
ADIO & SDDMO, System  
Manager

**DEMOBILIZATION UNIT**  
Addl SP Traffic/Addl SP D & T, Asst.  
Engineer - PWD

**SERVICE BRANCH**

COMMUNICATION UNIT  
SDDMO / ADIO, NIC

**MEDICAL UNIT**  
DY CMOH (PUBLIC  
HEALTH)

**FOOD UNIT**  
SDC - F&S

**SUPPORT BRANCH**

RESOURCE PROVISIONING  
UNIT  
EE PWD

**FACILITIES UNIT**  
Secretary, ZP,  
SDDMO

**GROUND SUPPORT UNIT**  
AE, PHE

**FINANCE BRANCH**  
Dy. Magistrate, Secretary, ZP

**TIME UNIT**  
Asst. Engineer - PWD

**COMPENSATION UNIT**  
SAO, AD-ARD, DFO, Accounts

**PROCUREMENT UNIT**  
NDC

**COST UNIT**  
ATO/ SDDMO

Note: This indicative list of IRT members is to be referred while preparing individual Sub Divisional IRT.

**INCIDENT RESPONSE TEAM - BLOCK LEVEL**

Annexure-III

