

Report of
'Two days Basic and Intermediate Course on Incident Response System'
29 – 30 July 2016

NMMC Head Office, Navi Mumbai, Maharashtra

The two-day basic and intermediate course on Incident Response System (IRS) was organized for HODs and other senior officials of municipal corporation and district administration with an objective to make the role of authorities/functions clear in executing different plans during floods and other calamities with an idea to professionalize the response of authorities during such incidents. The programme was jointly organized by Navi Mumbai Municipal Corporation and Maharashtra State Disaster

Management Authority from July 29 & 30, 2016 at the Standing Committee Hall, NMMC Head Office, CBD Belapur, Navi Mumbai under the Govt of India and UNDP Project - Climate Risk Management in Urban areas.



The resource person for two days IRS basic course was Col. V. N. Supnekar Director (Centre for Disaster Management) YASHADA, Pune.

Participation: The forty five officials from the various departments of Navi Mumbai Municipal Cooperation (Fire Brigade, Disaster Management, Solid Waste Management, Water Supply, Estate, School and Education, Transport), Maharashtra Electricity Board, MTNL, Police, Coast Guard, PWD, Railways, District Collector Office Thane, Tehsildar Panvel and other departments participated in the programme. *(The detail list of participation – Annex 1)*

Introduction & Inauguration:

The inauguration program was scheduled from 10:00hrs - 11:00hrs. The program began with warm welcome of resource persons and the participants for the course. Mr. Madhukar Sanap, UNDP welcomed the guests on behalf of UNDP and Navi Mumbai Municipal Corporation. He further explained the theme of the program.

Mr. Ankush Chavan, Additional Municipal Commissioner gave his views on disasters and disaster management and said that awareness creation is an important part of disaster management. He further said that IRS is a mechanism which reduces adhocism in response through well conceived team and it incorporates all the tasks that may need to be performed during the response and helps in identifies and



pre designates officers to perform various duties and get them trained in their roles. IRS being a flexible system and only those Sections or Branches may be activated in the team which is required to meet the disaster situation. He emphasized on community based preparedness and management for

disaster management.

Hon. Municipal Commissioner, Mr. Tukaram Mundhe said that the key elements of this course are to provide an in-depth knowledge on the IRS, covering a range of topics that are essential to the application of IRS in disaster response management and addressing the importance of IRS in emergency response management and planning during disasters. This will provide an in-depth knowledge about the principles, concepts and practices of IRS and its role in disaster response. The course design will help to enable senior/middle level officials to design and provide inputs toward the institutionalization of IRS in their cities focusing on the management of resources, personnel, facilities and communications etc, during an emergency. During this exercise, the good practices and lessons learned on the application of IRS in the different part of States in India will be also be shared which will cover a range of topics that are essential for application of IRS in disaster response management.

At last Mr. Madhukar Sanap added that this programme consists of a mixture of interactive lectures, hands on training with a series of simulation exercises of IRS. The methodology of training will include lectures, discussions, group exercises and presentations by participants. Entire programme is



designed in a very interactive and participatory way. She also informed that six modules i.e. (a) Principles and Features of IRS, (b) Organization and Staffing, (c) Incident Facilities, (d) Incident Resources and Resource Management, (e) Organizing for Incidents or Events and (f) Incident and Event Planning will be covered under the course.

Mr. Sanap presented vote of thanks to Hon. Municipal Commissioner and other delegates.

Summary of Technical Presentations:

The programme consisted six following sessions;

- 1) Module A -Principles & Features of IRS
- 2) Module B - Organization and Staffing
- 3) Module C - Incident Facilities
- 4) Module D - Incident Resources and Resource Management
- 5) Module E - Organizing for Incidents or Events and
- 6) Module F - Incident and Event Planning

The first session on Module A – Principles and features of IRS was given by Col. Supnekar. He described the principal features which constitute the IRS. Collectively, these features identify the unique quality of the IRS as an incident or event management system. Further he described and explained the use of primary management functions, management by objectives, unity and chain of response, establishment and transfer of response, organizational flexibility, unified Response, span of control, common terminology, personnel accountability, integrated communications, resources management, and the incident action plan.

The Second session on Module B – Organisation and Staffing was given by Col. Supnekar. He explained in detail on a comprehensive description of the responsibilities of the organizational elements within each section of the IRS and the general duties of each organizational element, terminology, staffing considerations, and reporting relationships. He further explained how the IRS organization is built around five major functions that are applied on any incident whether it is large or small. A major advantage of the IRS organization is the ability to fill only those parts of the organization that is required. He mainly covered following areas in his presentation;

- Match responsibility statements to each IRS organizational element,
- Listing the IRS positions, which may includes deputies, and describe deputy roles and responsibilities,
- Describe differences between deputies and assistants and
- Describe IRS reporting and working relationships for Technical Specialists and Agency Representatives.
- Describe reporting relationships and information flow within the organization

The third session on Module C - Incident Facilities was given by Col. Supnekar. He described different kinds of facilities that can be established at an incident like Command Post, Staging Areas, Base, Camps, Helibase, Helispots.

She also talked about each facility has a unique purpose on an incident. These aforesaid six facilities should be able to fulfil almost all incident facility requirements. Not all incidents, however, will use all facilities. Base, Camps, Helibase, and Helispots are primarily used on larger incidents. Moreover, specific applications may make use of other facilities, e.g., triage centre, temporary morgue, etc.

The fourth session on Module D - Incident Resources and Resource Management was given by Col. Supnekar. He explained why resource status keeping is important to effective incident operations and how resources are typed and grouped for various incidents. Several systems for changing and maintaining status on resources will also be covered. He also discussed the resource management process at an incident which describes the stages of resource management, responsibilities related to resource ordering, and the use of the Operational Planning Worksheet. Later the importance of staging areas in the management of resources was described. He also discusses on demobilization of resources and considerations related to cost-effective resource management.

The group exercise was given to all participants in four groups on preparation of Operational Planning Worksheet. All groups prepared their worksheets and made formal presentations. Each presentation as reviewed by resource persons as well by all participants. Presentation participants shared that this interactive exercise has given lots of learning's on the need of proper incident resource management, purpose of resource typing and describe three ways of managing resources and the advantages of each, explaining how resource status is changed, how notification of changes is made, and how status is maintained at an incident or event.

The fifth session on Module E - Organizing for Incidents or Events was jointly taken by Col. Supnekar. They have described the ways in which incidents and events are organized to ensure achievement of incident objectives and the steps in organizational development that should take place on the incident or at the event. The incident briefing is covered, as well as the forms used to support incident operations. The concept of Unified Command is also addressed in detail.

Col. Supanekar described how major or complex incidents and events can create special problems related to incident organization and how anticipating these potential problems can result in increased organizing options for the incident that will lead to more effective management. At the end of the session group exercise was given to participants to demonstrate how to apply the various options related to major or complex incident management.

The sixth session on Module F - Incident and Event Planning was given by Col. Supanekar focusing on the key elements of importance of planning, essential Incident Action Plan elements, the planning process, planning for incident demobilization and developing the Incident Action Plan. He explained further in detail on the various functions of the Operational Planning Worksheet and other forms which may be used in preparing the Incident Action Plan and the criteria for determining when the Incident Action Plan should be prepared in writing. The Incident Action Plan will mainly consist of:

Form Name	Responsibility to Prepare
Incident Objectives	Resources Unit
Organization List/Chart	Resources Unit
Assignment Lists	Resources Unit/Planning Recorder
Communications Plan	Communications Unit
Medical Plan	Medical Unit
Air Operations Summary	Air Operations Branch Director
Traffic Plan	Ground Support Unit
Safety Plan	Safety Officer
Map	Situation Unit
Demobilization Plan	Demobilization Unit

It was informed that the contents of many of these forms will be developed by the General Staff in the planning meeting or by others after the meeting. The Documentation Unit in the Planning Section is responsible for producing the Plan after the contents have been developed.

Conclusion

At the end of the two days training programme Hon. Municipal Commissioner, Mr. Tukaram Mundhe taken a review of last two days sessions and discussed on the emerging action plan for IRS institutionalizing in Navi Mumbai. It was emphasized that the revised city level response plan needs to be based on principles of Incident Response System and same will be prioritized. Incident response team will be strengthening by brining clarity on their roles and responsibilities and emphasis will be given on further specialized trainings to IRT.

All the participants were given the certificates of participation.
 With the vote of thanks to participants, resource persons and Hon. Municipal Commissioner the two days training programme was closed.

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Photographs of Training Programme:









