3.5 Training Needs Analysis

- Training Analysis is most often used as part of the system development process. Due to the close tie between the design of the system and the training required, in most cases it runs alongside the development to capture the training requirements.
- The training need analysis is done considering variable factors of intensity, affected population and severity of damage need to be quickly assessed based on which government and nongovernment agencies can allocate and deploy relief. The training requirements would be based on emergency response functions. Each Emergency Response Function [ERF] consists of sub functions. The ERFs are:
  - Coordination and Command o Source and Impact Control o Population Care o Medical Care
  - Maintaining law and order
- Capacity development of stakeholders shall be built across all mission streams and across all stakeholders. It involves development of a cadre of individuals across SDMA and State Departments, DDMA and agencies working/supporting the District Administration and the Local Authority (including the PRIs, Urban Local Bodies).
- Standardization of training is important and for this there is a need to develop target oriented curriculum, conduct Training of Trainers (ToT), evaluation and certification (for select groups say, Certification of masons in disaster resistant construction practices, Certification of Volunteers in Search & Rescue/First-Aid). Reporting of training across the State should be made available through the form of annual reportt.
- Following key areas have been identified (for design and development of modules, implement training):
  - Earthquake resistant design for engineers and architects
  - Seismic strengthening and Retrofitting of buildings and infrastructure
  - Construction technology training for construction workers (masons, bar benders among others)
  - Assessment of seismic safety of buildings and infrastructure
  - Damage and Needs Assessment
  - Search and Rescue & First Aid
  - Flood Rescue
  - Mass Casualty Management
  - Trauma Management
  - Hospital preparedness and Mass Casualty Management

- Collapsed Structure Search and Rescue and Medical First Response
- Public Health in Emergencies (Safe drinking water and sanitation, Alternate water resources identification during emergency conditions, Supply management)
- Procurement procedures for goods and services in emergency situations
- Shelter and Camp Management
- Climate Change and cross cutting themes
- Gender issues in Disaster Management
- Role of PRIs and ULBs in DM (mainstreaming efforts in development planning)
- Preparation of DM Plan (Sector, Department, Administration, Unit Level - School, Hospital, Business establishment etc)
- Community Based Disaster Preparedness
- Role of Volunteers in Disaster Management

All the government line departments who have a stake in different phases of the disaster management will have to identify their roles and carry out training need analysis of their personnel. The list of the Government Depts. is as under;

Table 14 : Training Needs Analysis

Task	Activity	Responsibility
Training Need Analysis	Identification of roles and responsibilities of the department in disaster management	◆ SDMA/SEC ◆ DDMA ◆ Dept. of DM ◆ All line Dept. ◆ General Administration ◆ NGOs & other organizations. ◆ Public & Private sector. ◆ ATI/SIRD/ PTC/ BHQ, Chimpu ◆ District Admn.
	Identification of stakeholders to carry out department's roles and responsibilities	
	To carry out training need analysis	
	Development of training design as per the training need analysis	
	Arrangement for resources	
	Imparting training	

3.6 Incident Response System(IRS)

The Incident Response System (IRS) is an effective mechanism for reducing the scope for adhoc measures in response. It incorporates all the tasks that may be performed during DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. The IRS identifies and designates officers to perform various duties and get them trained in their respective roles. If IRS is put in place and stakeholders trained and made aware of their roles, it will greatly help in reducing chaos and confusion during the response phase. Everyone will know what needs to be done, who will do it and who is in command, etc.

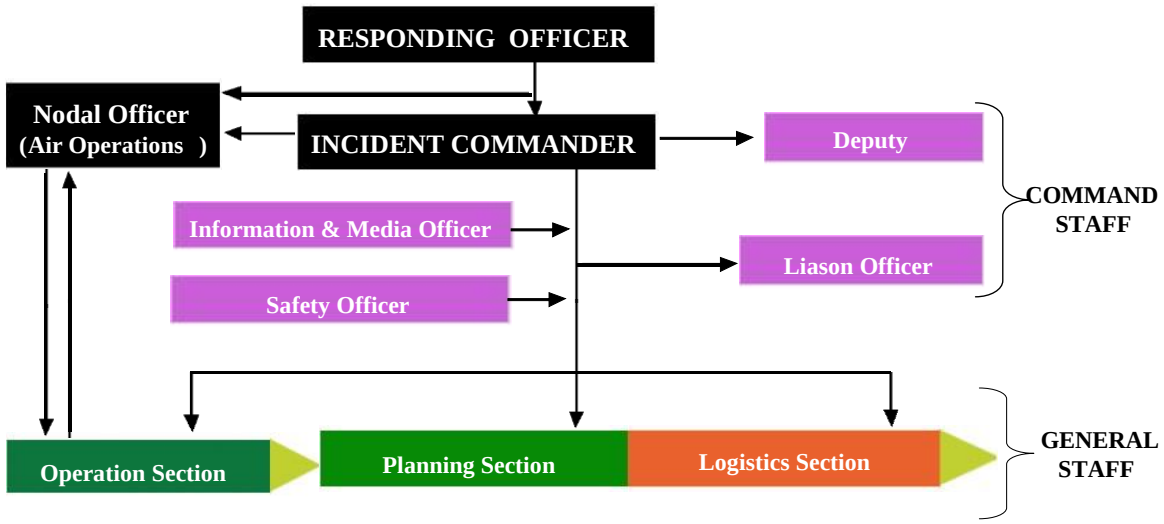
IRS is a flexible system and all the Sections, Branches and Units need not be activated at the same time. Various Sections, Branches and Units need to be activated only as and when they are required.

3.6.1 IRS Organisation

The IRS organisation functions through Incident Response Teams (IRTs) in the field. In line with our administrative structure and DM Act 2005, Responsible Officers (ROs) have been designated at the State and District level as overall in charge of the incident response management. The RO may however delegate responsibilities to the Incident Commander (IC), who in turn will manage the incident through IRTs. The IRTs will be pre-designated at all

levels; State, District, Sub-Division and Tehsil/Block. On receipt of Early Warning, the RO will activate them. In case a disaster occurs without any warning, the local IRT will respond and contact RO for further support, if required. A Nodal Officer (NO) has to be designated for proper coordination between the District, State and National level in activating air support for response.

Apart from the RO and Nodal Officer (NO), the IRS has two main components; a) Command Staff and b) General Staff. The structure is shown in Figure below :



3.6.2 Command Staff

The Command Staff consists of Incident Commander (IC), Information & Media Officer (IMO), Safety Officer (SO) and Liaison Officer (LO). They report directly to the IC and may have assistants. The Command Staff may or may not have supporting organizations under them. The main function of the Command Staff is to assist the IC in the discharge of his functions.

3.6.3 General Staff

The General Staff has three components which are as follows;

3.6.3.1 Operations Section (OS)

The OS is responsible for directing the required tactical actions to meet incident objectives. Management of disaster may not immediately require activation of Branch, Division and Group. Expansion of the OS depends on the enormity of the situation and number of different types and kinds of functional Groups required in the response management.

3.6.3.2 Planning Section (PS)

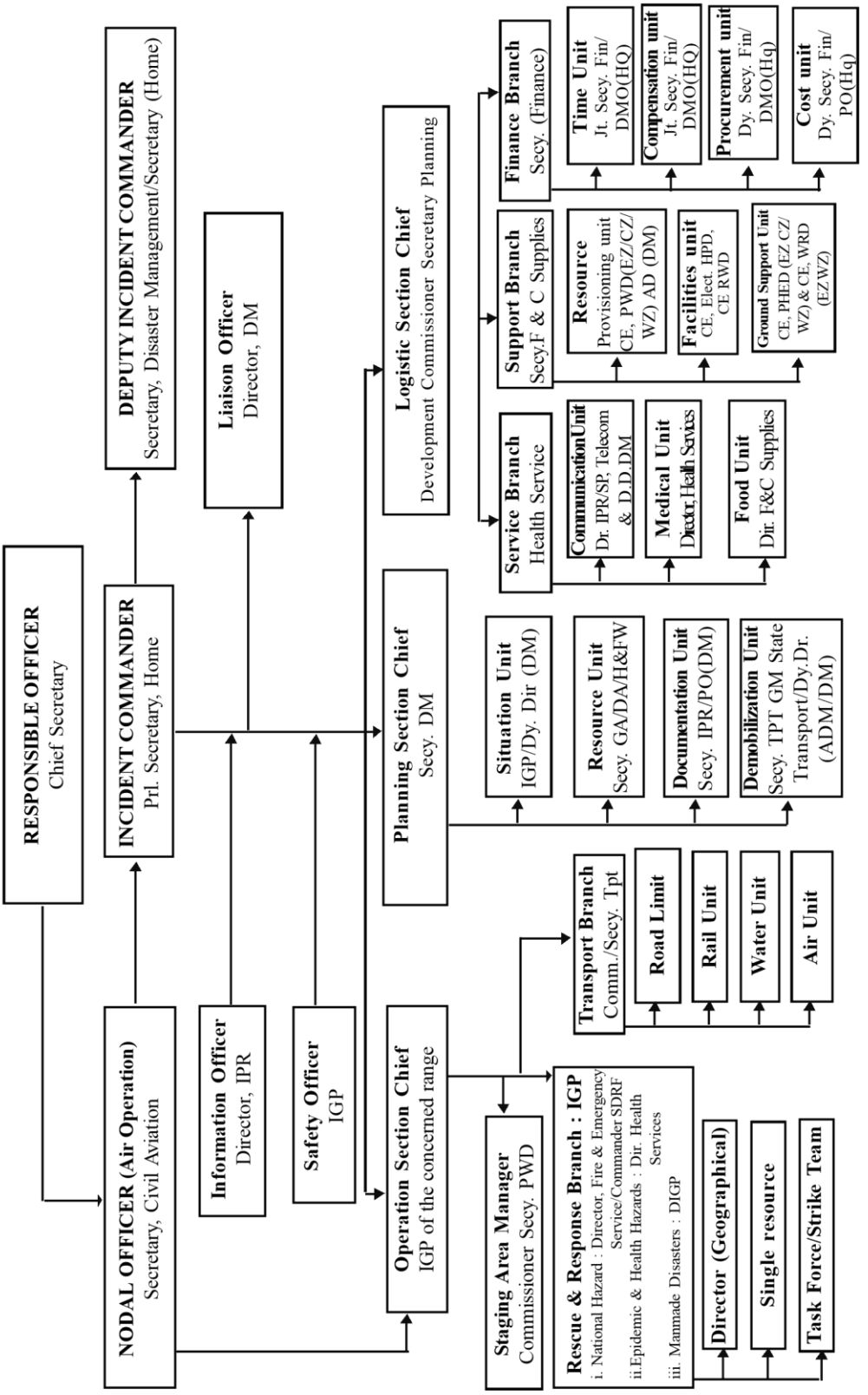
The PS is responsible for collection, evaluation and display of incident information, maintaining and tracking resources, preparing the Incident Action Plan (IAP) and other necessary incident related documentation. They will assess the requirement of additional resources, propose from where it can be mobilized and keep IC informed. This Section also prepares the demobilization plan.

3.6.3.3 Logistics Section (LS)

The LS is responsible for providing facilities, services, materials, equipment and other resources in support of the incident response. The Section Chief participates in development and implementation of the IAP, activates and supervises Branches and Units of his section. In order to ensure prompt and smooth procurement and supply of resources as per financial rules, the Finance Branch has been included in the LS.

The Government of Arunachal Pradesh has notified Incident Response Teams at State level and District Level dated 5th Sept, 2014

3.6.3.3.i. Incident Response Team State



State level Notification

DEPTT. OF DISASTER MANAGEMENT
ITANAGAR

NOTIFICATION

NO. SEOC/DRR&DM-18/2009-10 Dated 5th Sept.2014

The Governor of Arunachal Pradesh is pleased to notify incident Response System Team for the State of Arunachal Pradesh at the State Level to respond to any major disaster in the State. The implementation/response under incident Response System will be taken at the State Level by the incident Response Team notified as follows :-

1.	Responsible Officer :	Chief Secretary, Govt. of A.P.
2.	Incident Commander :	Prl. Secretary, Home
3.	Deputy Incident Commander :	Secretary Disaster Management/Secretary(Home)
4.	Nodal Officer (Air Operation) :	Secretary, Civil Aviation
5.	Safety Officer :	IGP
6.	Liaison Officer :	Director, DM
7.	Information & Media Officer :	Director, IPR
8.	Operation Section Chief :	IGP of the concerned range
	a) Staging Area Manager :	Commissioner / Secretary, PWD
	b) Rescue & Response Branch :	Inspector General of Police
	i. National Disaster :	Director Fire & Emergency Services/Commandant SDRF
	ii. Epidemic & Health Hazard :	Director, Health Services
	iii. Manmade Disasters :	DIGP
	c) Transport Branch (Road) : Rail, Water & Air Unit) :	Commissioner/Secretary, Transport
9.	Planning Section Chief :	Secretary, Disaster Management
	a) Situation Unit :	IGP /DD (DM)
	b) Resource Unit :	Secretary, GA/DA/Health & Family Welfare
	c) Documentation Unit :	Secretary, IPR/Project Officer(DM)
	d) Demobilization Unit :	Secretary, TPT/GM State Transport/DD (Adm), Disaster Management
10.	Logistic Section Chief :	Development Commissioner/Secretary Planning
	a) Service Branch :	Secretary, Health Services & Family Welfare
	i. Communication Unit :	Director, IPR/SP, Telecom & DD, DM
	ii. Medical Unit :	Director, Health Services
	iii. Food Unit :	Director, Food & Civil Supplies
	b) Support Branch :	Secretary, Food & Civil Supplies
	i. Resource Provisioning Unit :	CE, PWD(EZ/CZ/WZ)/AD(DM)
	ii. Facilities Unit :	CE, Elect/HPD/CE RWD

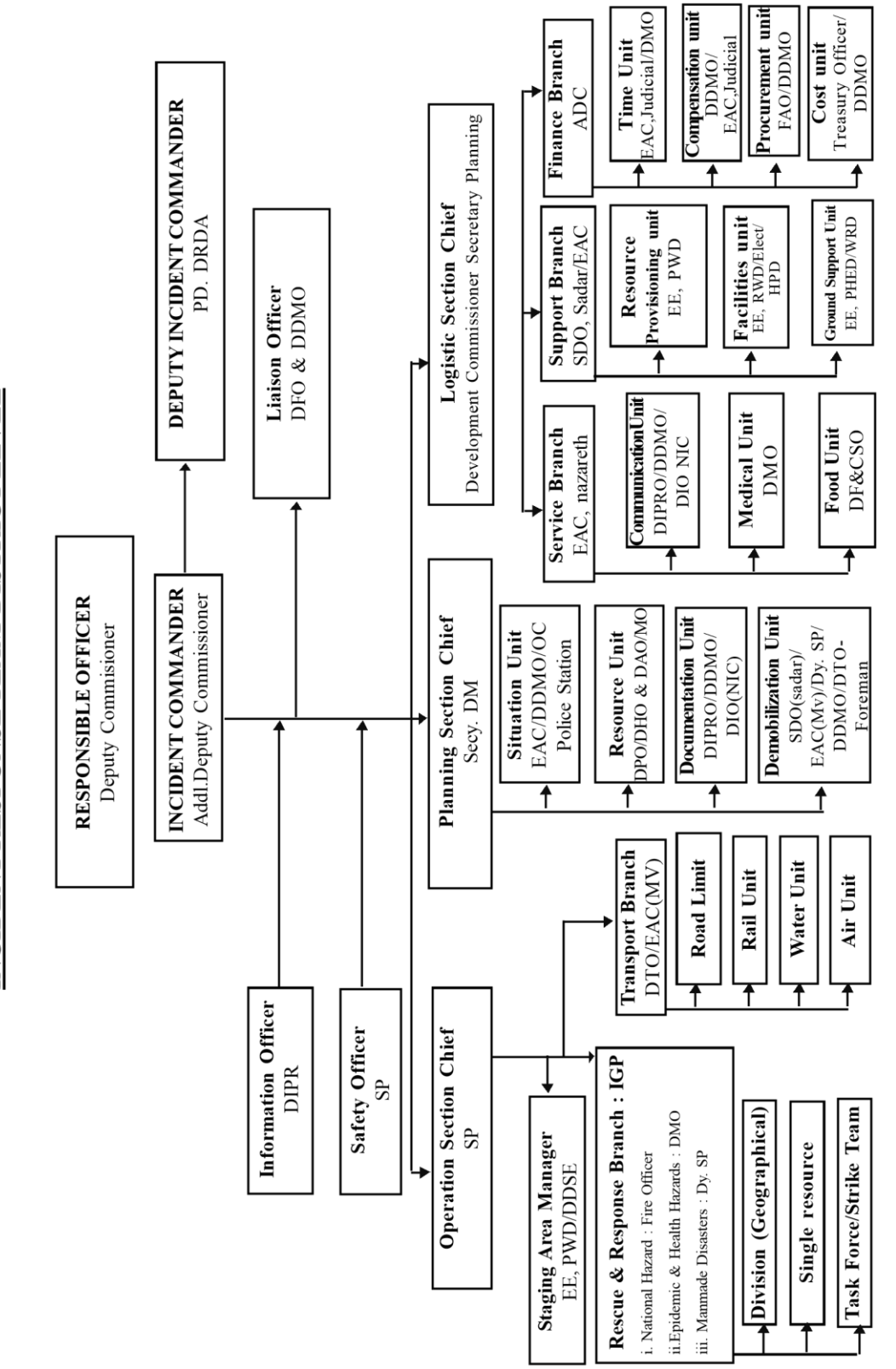
iii. Ground Support Unit :	CE, PHED(EZ/CZ/WZ) & CE, WRD
c) Finance Branch :	Secretary, Finance
i. Time Unit :	Joint Secretary, Finance/Disaster Management Officer(Hq)
ii. Compensation Unit :	Joint Secretary, Finance/Disaster Management Officer(Hq)
iii. Procurement Unit :	Dy. Secretary, Finance/Disaster Management Officer(Hq)
iv. Cost Unit :	Dy. Secretary, Finance/Project Office (DM)

The State Level Incident Response Team (IRT) will be activated by the Responsible Officer in the event of any major disaster.

This will come into force with effect from the date of publication of this notification.

Chief Secretary
Government of Arunachal Pradesh
Itanagar

3.6.3.3. ii. Incident Response Team District Level



District level Notification

sGOVERNMENT OF ARUNACHAL PRADESH
DEPTT: OF DISATER MANAGEMENT
ITANAGAR

NOTIFICATION

N0.SEOC/DRR&DM-18/2009-10. Dated 5th Sept, 2014

The Governor of Arunachal Pradesh is pleased to notify Incident Response System Team at the District level for all the districts in the state to respond to any major disaster in the District. The implementation/ response under Incident Response System will be taken at the District level by the Incident Response Team notified as follows:-

1.	Responsible Officers:	Deputy Commissioner
2.	Incident Commander:	Addl. Deputy Commissioner
3.	Deputy Incident Commander:	PD, DRDA
4.	Safety Officers:	Supdt. Of Police
5.	Liaison Officer:	DFO & District Disaster Management Officer
6.	Information & Media officer:	DIPRO
7.	Operation Section Chief:	Supdt. Of Police
	a) Staging Area Manager:	EE, PWD/DDSE
	b) Rescue & Response Branch:	
	i. Natural Disaster:	Fire Officer
	ii. Epidemic & Health Hazard:	District Medical Officer
	iii. Manmade Disasters:	Dy. Supdt. Of Police
	c) Transport Branch (Road):	
	Rail. Water & Air Unit):	District Transport Officer/ EAC (Mv)
8.	Planning section Chief:	Addl. Deputy Commissioner
	a) Situation Unit:	EAC/ District Disaster Management Officer/OC Police station.
	b) Resource Unit:	District Planning Officer/DHO & DAO/MO
	c) Documentation Unit:	DIPRO/ DDMO/DIO(NIC)
	d) Demobilization Unit:	SDO (sadar)/ EAC(MV)/ Dy.Supdt. Of Police/DDMO/DTO-Foreman
9.	Logistic Section Chief:	Addl. Deputy Commissioner (Nazareth)
	a) Service Branch:	EAC, Nazareth
	i. Communication Unit:	DIPRO/DDMO/DIO NIC
	ii. Medical Unit:	DMO
	iii. Food unit:	DF&CSO
	b) Support Branch:	SDO, Sadar/EAC
	i. Resource Provisioning Unit:	EE, PWD
	ii. Facilities Unit:	EE, RWD/Elect/HPD
	iii. Ground Support Unit:	EE, PHED/WRD
	c) Finance Branch:	ADC
	i. Time Unit:	EAC, Judicial/DDMO
	ii. Compensation Unit:	DDMO/ EAC Judicial
	iii. Procurement Unit:	Finance & Accounts Officer/DDMO
	iv. Cost Unit:	Treasury Officer/DDMO

The District Level Incident Response Team (IRT) will be activated by the Responsible Officer in the event of any major disaster.

This will come into force with effect from the date of publication of this notification.

Chief Secretary
Government of Arunachal Pradesh
Itanagar