Training Programme

on

Incident Response System: Planning Section Chief, Incident Commander and Information & Media Officer

November 2-6, 2026

Conducted by

National Institute of Disaster Management

(Ministry of Home Affairs, Govt. of India)

Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, Delhi – 110 042

https://nidm.gov.in

Incident Response System (IRS): Planning Section Chief (PSC), Incident Commander (IC) and Information & media Officer (IMO)

ABOUT NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)

The National Institute of Disaster Management (NIDM), Ministry of Home Affairs (Government of India) is a centre of excellence and learning in the field of disaster management. It is a premier resource institution for human resource development, training, capacity building, applied research, implementation and dissemination of information and knowledge for holistic disaster management. The institute works towards the effective application of disaster risk mitigation and management in India as well as in the region by providing technical assistance for capacity building and developing disaster management systems and institutional frame work in the sector. Some of the key areas in which the
Institute is involved are:

- Training: Training programmes, training workshops, and training of trainers for officials at the national, state and district levels to prepare them to tackle natural disasters.
- Research: Issues, concerns and lacunae in management of disasters, Lessons learnt from past disasters and best practices in Disaster Management.
- Documentation: Disaster events, Impact of disasters, Situational analysis of relief and response measures, creation of database through primary surveys and secondary sources, preparation of brochures, pamphlets, posters, films etc.

Context

India is vulnerable to a variety of natural and man-made disasters that hinder the country's growth. Depending upon its nature and intensity, disaster response requires the existing administrative set up, and all other stake holders to carry out a large number of tasks. As many agencies are involved in responding to disasters, it is often seen that there is lack of coordination amongst them. If the response is planned and the stakeholders are trained, the response will be smooth and effective.

Government of India addressed this issue by adopting the Incident Command System (ICS) and contextualizing it to suit Indian conditions and named it as Incident Response System (IRS). In this context, NDMA has also issued guidelines in 2010.

The Incident Response System or IRS broadly refers to a management system for responding to any incident whether it is planned or sudden, small or big and simple or complex. The system provides scope to organize various functions, tasks and staffs within the overall response process while emphasizing greater coordination and communication among different organizations involved.

Planning is a very important component of any activity related to management of disasters. The Disaster management plan helps in providing overall guidance pertaining to an area with broadly earmarking clear roles and responsibilities to different stakeholders and preparing the administration to effectively coordinate the mitigation as well as response. However, planning

under IRS focusses on preparing the Incident Action Plan (IAP) for one operational period. The Incident Response Team (IRT) implements this IAP on ground following management principles of planning, organizing, staffing, coordinating, controlling, monitoring and evaluating. It is developed through a meeting attended mainly by officers and section chiefs of IRT.

Any team requires a leader and also a rhobust media interventions and plan. In order to strengthen these two important components in effective response, IRS details about their roles and responsibilities. Incident Commander (IC) is the leader of the IRT and is responsible for objective setting, acting as bridge between higher officials and the IRT and also keep the team motivated for effective response. Information & Media officer (IMO) is the function primarily dealing in activities pertaining to media such as collecting of latest information, collating the current situation, preparing the media briefing, getting approval from the IC and preparing the media plan. Since both the functions are necessary for effective IAP, the three functions have been clubbed in the present course.

In order to create professionals in the field of IRS and also with an aim to create trainers for IRS to strengthen capacity building initiative of NIDM for IRS in the country, NIDM is conducting the course on Incident Response System: Planning Section Chief, Information & media Officer and Incident Commander at its Rohini, Delhi Campus from November 2 to 6, 2026. The key target audiences for this programme are officials of the Central Response agencies, States and UTs, who have undergone the basic & intermediate course on IRS.

Programme Objectives

Programme has been designed with following objectives to enable the participants to:

1. Define the roles and responsibilities of positions under Planning Section Chief.
2. Prioritize the activities under Planning P.
3. Organize the meetings for preparation of IAP timely and effectively.
4. Explain the components of Incident Action Plan
5. Prepare a media plan
6. Highlight the responsibilities of an Incident Commander
7. Describe the linkages between IC, Planning Section Chief and IMO

Who Should Attend

The Programme is specifically designed for those officials of State governments/ UT administration, who have undergone basic & intermediate course under IRS. However, Defence/ CAP personnel and other response agencies, who have not undergone basic & intermediate course, may attend this course.

Methodology

Methodology adopted for this face to face training programme will be through presentations, discussion and group and individual exercises sessions. The strategy of the delivery would be sharing of content on IRS, Planning Section Chief, IC and IMO with the participants, which

participants would try to take forward in their respective areas and implement it during disasters.

Timings

Programme will start on 02.11.2026 and will end on 06.11.2026. The timings of the programme will be from 1000 hrs. to 1700 hrs. on each day.

Nomination/Participation

Nominations will be sought from States/ UT and various other response agencies, CAP by NIDM.

Evaluation & Certification of the Programme

Each participant will be provided with participation certificate after successfully attending the course and providing an analytical feedback.

Suggested Reading

- Disaster Management Act, 2005 & its Amendment 2025
- Disaster Management Policy, 2009
- National Disaster Management Plan 2019
- State Disaster Management Plan of respective state
- District Disaster Management Plan of respective district and immediate neighbouring district, if accessible.
- IRS: Planning Section Chief, IC & IMO Modules of NIDM
- IRS Guidelines 2010 of NDMA

Overall Guidance

Shri Madhup Vyas, IAS
Executive Director
NIDM, New Delhi

Organizing Team

Mr. Shekher Chaturvedi
Asstt. Professor
Division of Disaster Response & Recovery,
NIDM, Delhi
Email: shekher.nidm@nic.gov.in

Ms. Amreen Khan
Young Professional
NIDM, Delhi
Email: amreen.nidm@nic.in

For Further Details, Please Contact

National Institute of Disaster Management (NIDM),
(Ministry of Home Affairs, Government of India)
Plot No. 15, Pocket-3, Block-B, Sector 29, Rohini, Delhi-42
Email : nidm.trgcell@nidm.gov.in

How to reach NIDM?

NIDM is located at a distance of 35 km from domestic airport, 22 km from New Delhi railway Station and 26 km from Old Delhi Railway Station. You can take prepaid taxi/auto from any of the above locations to NIDM, Sector 29, Rohini. Further to it, nearest metro stations to reach NIDM are Rithala on Red Line and Samaypur Badli on Yellow line.

Schedule

Day 1: 02.11.2026 (Monday)

Time	Session Theme	Resource Persons
09:30 – 10:00	Registration	NIDM
10:00 - 10:30	Welcome and About the Programme	Shri Shekher Chaturvedi, Asstt. Prof., NIDM
	Inaugural Address	Shri Madhup Vyas, ED NIDM
10:30 - 10:45	**Break**	
10:45 – 12:00	Orientation on IRS: Basic & Intermediate & specific roles of Planning Section Chief	Shri Shekher Chaturvedi, Asstt. Prof. NIDM
12:00 – 13:15	Strategies	Shri Shekher Chaturvedi, Asstt. Prof. NIDM
13:15 – 14:15	***Break***	
14:15 - 15:30	Meeting & Briefing	Shri Shekher Chaturvedi, Asstt. Prof. NIDM
15:30 - 15:45	**Break**	
15:45 – 16:15	Interactions and Forms Documents & Supplies	Shri Shekher Chaturvedi, Asstt. Prof. NIDM
16:15 – 17:00	Exercise on Strategies, Meetings & briefings, Interactions and Forms Documents & Supplies	Participants

Day 2: 03.11.2026 (Tuesday)

Time	Session Theme	Resource Persons
10:00 – 10:15	Recap of previous day activities	
10:15 – 11:45	Incident Action Plan & Contingency plans	Shri Shekher Chaturvedi, Asstt. Prof. NIDM
11:45 - 12:00	***Break***	
12:00 – 13:15	Resource Unit & Check-in & Resource Tracking Resource Unit Products & Managing the Unit and Operations Planning	Shri Shekher Chaturvedi, Asstt. Prof. NIDM
13:15 - 14:15	***Break***	
14:15 - 15:30	Situation Unit: Mobilizing, Activating, Staffing & Supervision	Shri Shekher Chaturvedi, Asstt. Prof., NIDM
15:30 - 15:45	**Break**	
15:45 - 17:00	Exercise on Resource Unit and Situation Unit	Participants Facilitators: Shri Shekher Chaturvedi Ms. Amreen Khan

Day 3: 04.11.2026 (Wednesday)

Time	Session Theme	Resource Persons
10:00 – 10:05	Recap of previous day activities	
10:30 – 11:45	Documentation Unit: Overview & Major Duties	Shri Shekher Chaturvedi, Asstt. Prof. NIDM
11:45 – 12:00	***Break***	
12:00 – 13:15	Demobilization Unit: Developing & Implementing the Demobilization Plan	Shri Shekher Chaturvedi, Asstt. Prof. NIDM
13:15 - 14:15	***Break***	

14:15 -15:30	Collecting/Analyzing & Evaluating Incident Information, Reports, Displays & Services	Shri Randeep Kr. Rana, Sr. Advisor, NIDM
15:30 – 15:45	**Break**	
15:45 - 17:00	Final Exercise	Participants Facilitators: Shri Shekher Chaturvedi Ms. Amreen Khan

Day 4: 05.11.2026 (Thursday)

Time	**Session Theme**	**Resource Person**
10:00 – 10:15	Review/Questions	
10:15 – 11:30	IC: Roles & Responsibilities	Shri Shekher Chaturvedi, Asstt. Prof., NIDM Shri Balaji Singh, USFS & Master Trainer
11:30–11:45	***Break***	
11:45 – 13:00	Linkage of IC and Responsible Officer at various facets of IRT operationalization	Shri Shekher Chaturvedi, Asstt. Prof., NIDM Shri Balaji Singh, USFS & Master Trainer
13:00 – 14:00	***Break***	
14:00 – 15:30	Transfer of Command and Objective setting	Shri Shekher Chaturvedi, Asstt. Prof., NIDM Shri Balaji Singh, USFS & Master Trainer
15:30 – 15:45	**Break**	
15:45 – 17:00	Exercise	Participants Facilitators: Shri Shekher Chaturvedi Ms. Amreen Khan

Day 5: 06.11.2026 (Friday)

Time	**Session Theme**	**Resource Person**
10:00 – 10:15	Review/Questions	
10:15 – 11:30	IMO: Roles & Responsibilities and Objective setting	Shri Shekher Chaturvedi, Asstt. Prof., NIDM
11:30 – 11:45	**Break**	
11:45 – 12:30	Media Plan: Elements , developing a communication and Community interface	Shri Shekher Chaturvedi, Asstt. Prof., NIDM
12:30 – 13:00	Final exercise	Participants Facilitators: Shri Shekher Chaturvedi Ms. Amreen Khan
13:00 – 14:00	***Break***	
14:00 – 15:00	Final exercise Presentation & Debriefing	Participants Facilitators: Shri Shekher Chaturvedi Ms. Amreen Khan
15:00 – 15:15	**Break**	

15:15 - 16:30	Summing Up & feedback	Shri Shekher Chaturvedi & Participants
	Valedictory Address	Shri Madhup Vyas, ED NIDM