

SUPPLY SERVICE

10.1 Object

Civil Defence depends largely on organised services which perform such emergency functions as fire fighting, rescue, transportation, engineering, medical aid, welfare and communications, etc. For the effective functioning of these services, they must have adequate equipment which should be made available to them in proper condition and at short notice. To achieve this civil defence plans should provide for an efficient Supply Service, which will plan, organise and stockpile the necessary equipment before an actual emergency and be responsible for their proper and quick distribution at the time of need.

A broad classification of the equipment required by the Civil Defence Services and the authorities responsible for procuring storage, issue, etc. are as follows :-

- (a) Civil Defence equipment such as : steel helmets, stirrup pumps, fire fighting appliances, rescue equipment, uniforms for the operating services, medical supplies, etc. (Supply Services).
- (b) All Civil Defence transport such as : motor cycles, bicycles, trucks, ambulance vans, etc. (Transport Service).
- (c) Essential supplies, such as foodstuffs required for mass feeding and clothing during an emergency (Welfare Service).
- (d) Office equipment such as : stationery, furniture, etc. required for use in Civil Defence Centres, Posts and Depots (Administrative Organisation of C.D. Controller).

As regards reserves of essential supplies and petrol, they should normally be built up through normal trade channels and hence no separate storage facilities will be needed.

10.2 Functions

The main functions with which the Civil Defence Supply Service will be concerned are :-

- (a) Estimation of the requirements of the various operating services.
- (b) Procurement of all supplies of equipment according to standard specifications.
- (c) Storage of equipment.
- (d) care and maintenance of equipment.

- (e) Distribution of equipment. (The necessary transport should be obtained from the Transport Service).
- (f) Maintenance of sufficient reserve of each item of equipment.
- (g) Inspection and accounting of equipment.

Transport Service will of course make necessary transport available for movement of equipment. Procurement of C.D. vehicles will be the responsibility of Transport Service.

10.3 Organisation

The Director of Civil Defence in each state and the local Civil Defence organisations are primarily responsible for the estimation, procurement, maintenance, distribution and accounting of the equipment required by the Civil Defence Services. The procedure detailed below should normally be followed in obtaining the equipment. The head of each local civil defence services, e.g., Rescue Service, Warden Service etc. should work out the equipment required for the personnel under him and furnish the Supply Officer in the local headquarters with a detailed list of the equipment required by his Service. The Supply Service will scrutinise such lists received from the various Heads of Services and prepare consolidated lists of each item of equipment. These lists will be forwarded by the Supply Service through the C.D. Controller to the Director of Civil Defence, who assisted by a Deputy Director (Supply) and the organisation under him, will co-ordinate the procurement and distribution of equipment required by the various local Civil Defence establishments in the State.

The equipment required by the Civil Defence Services will ordinarily fall under one of the following categories :-

- (a) Equipment which can be obtained locally, that is, within the State.
- (b) Equipment available in India, but is not available in the State concerned.
- (c) Equipment which may have to be imported from foreign countries.
- (d) It will also be desirable to further categorize all Civil Defence requirements into stores, equipment and vehicles. The stores may consist of such items as petrol, oil, and spare parts; the vehicles should include motor cycles but not cycles. All other items needed to equip the services or the vehicles should come under the category of equipment.

The Deputy Director (Supply) should sort out (where necessary, with the help of the appropriate Department of the State Government) the equipment required by the Civil Defence Services and decide whether such equipment should be obtained locally, or from other States or should be imported from foreign countries. In case particular equipment of

approved specifications is obtainable locally, he should place an order on the local Government agency normally responsible for the supply of equipment etc. to other Departments under the State Government. He should place an order after obtaining the necessary approval.

In case of equipment which is in short supply within the State and has to be obtained from other parts of the country or from abroad, however, the Director of Civil Defence should write to the Government of India. The Government of India will receive such indents from the various States and co-ordinate their procurement and supply. Where necessary, the Government of India will make arrangements to keep Civil Defence equipment in reserve and supply them to the States at the time of need.

10.4 Staff

Each State Government should appoint, under the Director of Civil Defence, a Deputy Director to plan and direct the State's Civil Defence supply requirements. The Deputy Director (Supply) should have under him a suitable organisation to co-ordinate the requirements of various local Civil Defence units and to correspond with the appropriate Departments of the State Government and the Government of India. The manufacturers or supplying agencies supplying the equipment required by the Civil Defence Services can be advised to supply the equipment direct to the units concerned. Since, however, it will be necessary to have equipment in reserve at the State level there should be a storage organisation under the Deputy Director (Supply). Officers in charge of such stores should check up equipment from time to time to ensure that the local units maintain their stores properly.

Supervisors should also be appointed with the responsibility of inspection and physical verification of stores.

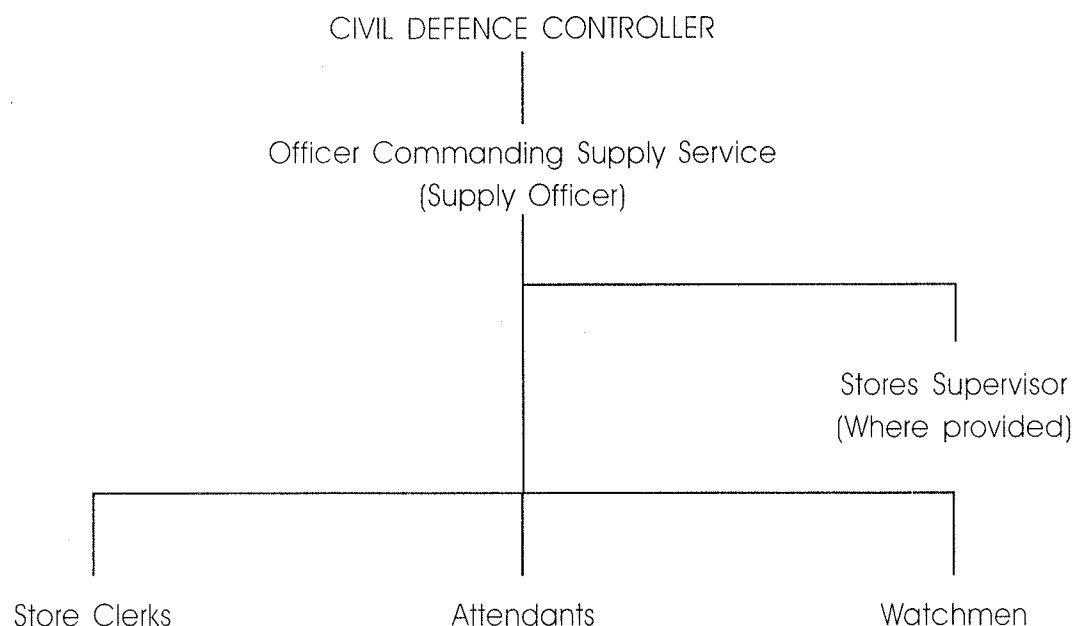
10.5 Local Supply Service

In a city or town, the supply service may be constituted as follows :-

A Supply Officer should be appointed to assist Civil Defence Controller in co-ordinating the requirements of various services. He would be responsible for procurement, storage, care, issue and inspection of the C.D. equipment. He will also be responsible for co-ordinating and getting the demands of various services.

The Supply Officer will be solely responsible for storage of equipment, its care, maintenance, distribution and salvage of such material from condemned articles as could be reused. He will need some store clerks, watchmen and coolies. Persons to be appointed as store clerks should be men of integrity and experience and should furnish adequate security or deposit and in addition execute surety bonds before they are appointed to these posts. Care should be taken to see that they have necessary knowledge of the procedure and the rules in this connection.

In towns with 6-10 lakhs population a separate officer under the Supply Officer will be required for inspection and audit which should be carried out as frequently as possible. Hence the Supply Officer should have a Stores Supervisor whose duty it will be, to carry out physical verification of the stock and see that stores are properly maintained and issued. The following is the suggested structure of local Supply Service organisation for a town :-



The number of persons to be appointed to the various grades in the Supply-Service will depend on the population of the town concerned and the amount of equipment that is required to be stored.

Suggested establishment of Supply service is as shown below :

1 Supply Officer	}	Per two lakh population
2 Stores Clerks		
2 Attendants		
1 Watchman		

A reserve of 25 per cent of the personnel should be provided.

For towns with lesser population supplies, etc., should be the normal function of the administrative office of the C.D. Controller, who may have one Store-keeper and two Attendant exclusively for this work.

In towns where no separate Stores Supervisor is provided, the C.D. Controller should from time to time check the equipment and have the accounts properly audited.