उत्तराखण्ड सरकार

STATE DISASTER RESPONSE MANUAL

LOGISTICS SECTION

IRS CHECK LIST

State Disaster Management Authority & DMMC
Department of Disaster Management
Government of Uttarakhand

INCIDENT RESPONSE SYSTEM

उत्तराखण्ड राज्य

STATE DISASTER RESPONSE MANUAL

LOGISTICS SECTION

IRS CHECK LIST

State Disaster Management Authority & DMMC
Department of Disaster Management
Government of Uttarakhand

State Disaster Response Manual-
Incident Response System Check List

A publication of:
State Disaster Management Authority-Disaster Mitigation & Management Center, Department of Disaster Management, Government of Uttarakhand

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State Disaster Response Manual-The Incident Response System check list is prepared by Shri Binaya Bhusan Gadnayak, Specialist (IRS-T, PMU), UDRP, Government of Uttarakhand based on the experience while conducting Mock Exercise in various districts as well as at State level adhering to the IRS guidelines issued by National Disaster Management Authority, Government of India.

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Chief Minister &
Chairman State Disaster
Management Authority
Government of Uttarakhand

Message

I am happy to learn that the Department of Disaster Management has brought out a compendium of comprehensive check list on the line of Incident Response System Guidelines issued by National Disaster Management Authority, government of India to enable disaster response.

I am sure that the stakeholders earmarked as per Incident Response System in the state government, corporate, agencies of Central government existing in our State as well as NGOs will refer these check list during preparedness and response phase of disaster.

On this occasion, I wish my best wishes to the Department of Disaster Management Government of Uttarakhand.

(Trivendra Singh Rawat)

Chief Secretary &
Chairman State Executive Committee
Government of Uttarakhand

Preface

In any disaster response, the initial efforts would always be taken by the Sub-Division and District Administration. However, when Sub-Divisions and District are overwhelmed in any situation, the support necessarily has to come from the State and National level. While the IRS is mainly relevant at the basic functional level, it is absolutely necessary that the support functionaries from the State also confirm to the principles of IRS in the emergency support duties. This will be greatly beneficial for the proper coordination of the various response efforts at the State level with that of the District.

The IRS envisages and lays down various tasks that may need to be performed and ensured by various members of activated Incident Response Teams at various levels of state administration. It also recommends prior identification of officers for the performance of different tasks and getting them trained in their respective roles, and provides a structure under which all the line departments will function in tandem with the Sub-division, District and State administration.

To attain efficiency in disaster response, the Check List has been prepared by the Department of Disaster Management, Government of Uttarakhand which will help various stakeholders (government and non-government) to "what to do and what not to do" during response phase of disaster.

I hope the effort put in place will strengthen the disaster response system in the state and district and will help to reduce human loss, gear up multi agency coordination and resource mobilisation as well their appropriate deployment within the golden hours of response.

Finally, I am pleased to place on record my deep appreciation for Shri Amit Singh Negi, IAS Secretary Disaster Management, GoU who has commendably steered the formulation of these check list.

(S. Ramaswamy)

Secretary
Disaster Managment
Government of Uttarakhand

Foreword

The experience over the past years in responding disaster in Uttarakhand established the need of implementation of IRS guideline issued by National Disaster Management Authority, GoI. It is to this end that the IRS Check List has been prepared. These check lists shall be followed during disaster response at all levels of administration of government of Uttarakhand for smooth disaster response.

The check list on Incident Response System (IRS) is issued under Section 18 (a), (d), (f) and (h) of the DM Act, 2005 for effective, efficient and comprehensive management of disaster response by various stakeholders of government and non government stakeholders in Uttarakhand.

This document also empowers the Responsible Officer and Chairman of SEC of the State and Responsible Officer of District and Chairman of DDMA of the district to enforce the section 51 (a), (b), 54, 55, 56, 57, 58, 60, and 63 of the DM Act, 2005 in case he/s find any negligence from any individual/officer or agencies for conduct of smooth disaster response and disaster management activities.

For preparation of this check list, I would like to express my gratitude to Shri S. Ramaswamy, IAS, Chief Secretary, Shri Arvind Singh Hyanki, IAS, Secretary PWD, Shri Sanjay Gungiyal, IPS, IG, SDRF, Shri G.S. Martoliya, IPS, IG, Fire, Shri C. Ravisankar, IAS, Additional Secretary, Shri H.K. Upreti, Engineer-in-chief, PWD, Shri Jagat Ram Joshi, Commandant, SDRF and all Heads of the departments of state government of Uttarakhand for their guidance, constructive criticism, and valuable suggestions for finalising these check list.

Finally, I would like to mention that Shri Benaya Bhusan Gadnayak, Specialist (IRS-T), PMU, UK DRR, government of Uttarakhand requires a special mention for being instrumental in the entire effort of preparation of these check list.

Amit Singh Negi

LOGISTICS SECTION CHIEF

State level– Officer Earmarked
Secretary/Additional Secretary PWD
Mobile: 9412057727
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
ADM/CDO/STO/CTO
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

Check the check box with a ✓ when a task is completed

- ☐ Coordinated with the activated Section Chiefs and respond IAP;
- ☐ Provided logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc;
- ☐ Participated in the development and implementation of the IAP;
- ☐ Keep RO and IC informed on related financial issues;
- ☐ Ensured that Organisational Assignment List (Divisional / Group) **IRS Form-005** (enclosed) is circulated among the Branch Directors and other responders of his Section;
- ☐ Supervised the activated Units of his Section;
- ☐ Ensured the safety of the personnel of his Section;
- ☐ Ensured that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
- ☐ Briefed Branch Directors and Unit Leaders;
- ☐ Anticipated over all logistic requirements for relief Operations and prepare accordingly;
- ☐ Constantly reviewed the Communication Plan-**IRS Form 009**, Medical Plan-**IRS Form 008** (enclosed) and Traffic Plan to meet the changing requirements of the situation;
- ☐ Assessed the requirement of additional resources and took steps for their procurement in consultation with the RO and IC;
- ☐ Provided logistic support for the ICP as approved by the RO and IC;
- ☐ Ensured release of resources in conformity with the ICP;
- ☐ Ensured that the hiring of the requisitioned resources is properly documented and paid by the FB;
- ☐ Assigned appropriate personnel, keeping their capabilities for the tasks to be carried out and maintained "On Duty Officers List-**IRS Form-007** (enclosed)" for the day;
- ☐ Ensured that cost analysis of the total response activities is prepared;

- ☐ Ensured that "record of various activities performed-**IRS Form-004** (enclosed)" filled by members of Branches and Units are collected and maintained in the Unit Log-**IRS Form 003** (enclosed); and
- ☐ Performed any other duties as assigned by RO / IC.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____

Signature with seal

Designation (Actual) .....

Designation as per IRS: **LOGISTICS SECTION CHIEF**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP:Incident Action Plan
IC:Incident Commander
ICP:Incident Command Post
IRS:Incident Response System
RO:Responsible Officer
SA:Staging Area

LOGISTICS SECTION

Find your position

SERVICE BRANCH DIRECTOR (SBD)

Check the check box with a ✓ when a task is completed

State level- Officer Earmarked
Secretary Food & Civil Supply
Mobile: 7055046899
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
PD, DRDA/DDO/MNA/EO Nagar Palika
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

- ☐ Worked under the supervision of LSC, and managed all required service support for the incident management as per IAP;
- ☐ Managed and supervised various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit;
- ☐ Discussed with activated Unit leaders for the materials and resources required and procured the same through LS;
- ☐ Ensured proper despatch of personnel, teams, resources etc as per the IAP;
- ☐ Prepared organisation assignment list -**IRS Form 005** (enclosed), if required;
- ☐ Kept the LS informed about the progress of Service Branch, from time-to-time;
- ☐ Resolved Service Branch problems, if any;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to sections concerned; and
- ☐ Performed any other duties assigned by the IC and LSC.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____

Signature with seal

Designation (Actual) .....

Designation as per IRS: **SERVICE BRANCH DIRECTOR (SBD)**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP:Incident Action Plan
IC:Incident Commander
IRS:Incident Response System
LSC:Logistics Section Chief

LOGISTICS SECTION
Find your position

COMMUNICATION UNIT LEADER (Com. UL)

State level- Officer Earmarked
State Radio Officer, PHQ
Mobile: 9411112704
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
SDO BSNL Supported by Police Radio Officer, Representative of army, NDRF and CPMF
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

Check the check box with a ✓ when a task is completed

- ☐ Worked Under supervision of Support Branch Director and responded to IAP;
- ☐ Provided communications facility as and when required;
- ☐ Ensured that all communications equipment available are in working condition and that the network is functional;
- ☐ Prepared communication plan in consultation with Planning Section -**IRS Form-009** (enclosed);
- ☐ Maintained the records of all communications equipment deployed in the field;
- ☐ Recovered equipment provided by Communication Unit after the incident is over;
- ☐ Ensured setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records;
- ☐ Prepared an alternative communication plan for execution in case of possible failure of the normal communications network. (The alternative communications network may have wireless, satellite phones, cell phones, HAM radios etc);
- ☐ Prepared a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) with the local communications set up for the management of large scale disasters when they come to assist in the response effort;
- ☐ Asked for and ensured adequate staffing support;
- ☐ Ensured that the communications plan is supporting the IAP;
- ☐ Demobilised Communications Centre in accordance with the IAP;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to SBD; and
- ☐ Performed any other duties assigned by the SBD or LSC.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____

Signature with seal
Designation (Actual) .....
Designation as per IRS COMMUNICATION UNIT LEADER

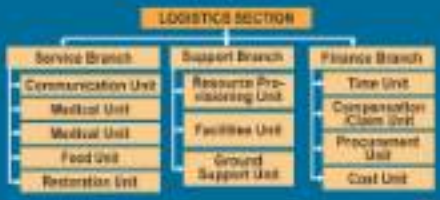
Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP:Incident Action Plan
IRS:Incident Response System
LSC:Logistics Section Chief
NDRF:National Disaster Response Force
SBD:Service Branch Director

LOGISTICS SECTION

Find your position



RESTORATION UNIT LEADER

State level– Officer Earmarked
Secretary PWD
Mobile:_____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
Superintendent Engineer (PWD) Supported by Ex.En jal Sansthan, Power, BRO, Etc.
Mobile:_____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

Check the check box with a ✓ when a task is completed

- ☐ Worked under supervision of support Branch Director and responded to IAP;
- ☐ Supplied resources to OS for restoration of road, power and water supply and other services as per IAP;
- ☐ Requested for assistants if the task becomes very large. The Restoration Unit Leader may request the LSC to split the unit into independent groups;
- ☐ Planned for effective mobilization of resource for restoration of roads, supply of power and supply of water from participating agencies like Army, ITBP, SSB, NDRF and other assisting agencies and incorporate their effort in the IAP;
- ☐ Responded to requests of the OS for restoration services under intimation to the SBD and LSC;
- ☐ Maintained the list of department / organizations and their personnel / volunteers / workers and required equipment that could be mobilised in times of need;
- ☐ Requisitioned more human resources to meet the incident objectives;
- ☐ Maintained an inventory of receipt and despatch of resources related to restoration work;
- ☐ Supervised the Unit activities;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to SBD; and
- ☐ Performed any other duties assigned by the SBD and LSC.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____

Signature with seal
Designation (Actual) .....
Designation as per IRS: **RESTORATION UNIT LEADER**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP:Incident Action Plan
IRS:Incident Response System
ITBP:Indo Tibetan Border Police
LSC:Logistics Section Chief
NDRF:National Disaster Response Force
OS:Operation Section
SBD:Service Branch Director
SSB:Sashastra Seema Bal

MEDICAL UNIT LEADER (MUL)

State level– Officer Earmarked
DG Health supported by head of department of Ayush, Heads of Participating Agencies - Medical wing - (Army, NDRF, ITBP, SSB, Air Force, UN agencies, Corporates etc.)
Mobile: 9411057996
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (pick ✓ whichever is appropriate)

District level – Officer Earmarked
CMO supported by head of department of Ayush, Heads of Participating Agencies - Medical wing - (Army, NDRF, ITBP, SSB, Air Force, UN agencies, Corporates etc.)
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (pick ✓ whichever is appropriate)

Check the check box with a ✓ when a task is completed

- ☐ Worked under supervision of Support Branch Director and Responded to IAP;
- ☐ Prepared the Medical Plan and procured required resources as per IAP;
- ☐ Provided medical aid and ambulance for transportation of victims and maintained the records of the same, as given in **IRS Form 008** (enclosed);
- ☐ Obtained a road map of the area from the Planning Section for the ambulance services, transportation of medical personnel and victims;
- ☐ Planned for effective utilization of medical resource from participating agencies like Army, ITBP, SSB, NDRF and other assisting agencies and incorporate in the IAP;
- ☐ Responded to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC;
- ☐ Maintained the list of medical personnel and required medicine that could be mobilised in times of need;
- ☐ Requisitioned more human resources as and when required to meet the incident objectives;
- ☐ Prepared and circulated list of referral service centres to all the medical team leaders;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to SBD; and
- ☐ Performed any other duties assigned by the SBD and LSC.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____
Signature with seal
Designation (Actual) .....
Designation as per IRS: **MEDICAL UNIT LEADER**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP:Incident Action Plan
IRS:Incident Response System
IRT:Incident Response Team
ITBP:Indo Tibetan Border Police
LSC:Logistics Section Chief
NDRF:National Disaster Response Force
OS:Operations Section
SBD:Service Branch Director
SSB:Sashastra Seema Bal

FOOD UNIT LEADER (FUL)

Check the check box with a ✔ when a task is completed

State level- Officer Earmarked
Director Food and Civil Supply
Mobile: 7088115005
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✔ whichever is appropriate)

District level – Officer Earmarked
District Supply Officer
Mobile:_____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✔ whichever is appropriate)

- ☐ Worked under the direction of the SBD and respond to IAP;
- ☐ Supplied resources to various activated Sections, Branches, Units and Groups of IRT as per direction of the SBD;
- ☐ Supplied food to: a) Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc., and b) Victims at the temporary shelters, relief camps etc.;
- ☐ Requested for assistants if the task becomes very large. The FUL may request the LSC to split the unit into two groups—one to supply food for personnel and another for victims. Requisition transport for supply of food to incident base, relief camp and other facilities;
- ☐ Determined food and drinking water requirements and their transportation, and brief the SBD and LSC;
- ☐ Maintained an inventory of receipt and despatch of resources;
- ☐ Supervised the Unit activities;
- ☐ Maintained list of all PDS outlets and take stock of food items;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to SBD; and
- ☐ Performed any other duties assigned by the SBD and LSC.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

Signature with seal
Designation (Actual) .....
Designation as per IRS: **FOOD UNIT LEADER**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

FUL:Food Unit Leader
IAP:Incident Action Plan
ICP:Incident Command Post
IRS:Incident Response System
IRT:Incident Response Team
LSC:Logistics Section Chief
PDS:Public Distribution System
SBD:Service Branch Director

LOGISTICS SECTION

Find your position

SUPPORT BRANCH DIRECTOR (Sup. BD)

Check the check box with a ✓ when a task is completed

State level– Officer Earmarked
Secretary Rajya Sampatti
Mobile: 9411300332
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
Chief Education officer Supported by DPO (CTE)
Mobile:_____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

- ☐ Worked under the supervision of LSC and; respond to IAP;
- ☐ Supervised the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit;
- ☐ Procured and despatched required tactical materials and resources for Operations with the concurrence of the Section Chief;
- ☐ Participated in the planning meeting of the LS;
- ☐ Ensured that organisation assignment list concerning the Branch is circulated to all Units under him;
- ☐ Coordinated various activities of the Support Branch;
- ☐ Keep the LSC informed about the progress of work;
- ☐ Resolved problems within his unit, if any;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to Section concerned; and
- ☐ Performed any other duties assigned by the LSC.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

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Signature with seal
Designation (Actual) .....
Designation as per IRS: SUPPORT BRANCH DIRECTOR

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP:Incident Action Plan
IRS:Incident Response System
LSC:Logistics Section Chief

LOGISTICS SECTION
Find your position

RESOURCE PROVISIONING UNIT LEADER (RPUL)

Check the check box with a ✓ when a task is completed

State level- Officer Earmarked
Senior Management Officer Rajya Sampatti and officers of department concerned
Mobile: 9837060296
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level - Officer Earmarked
AR Cooperative and Officer of Department Concerned
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

- ☐ Worked under the supervision of Sup.BD. and respond to IAP;
- ☐ Organised movement of personnel, equipment and supplies,
- ☐ Received and stored safely all supplies required for the incident response;
- ☐ Maintained the inventory of supplies and equipment;
- ☐ Maintained the records of receipt and despatches of supplies including equipment and personnel;
- ☐ Organised repair and servicing of non-expendable supplies and equipment;
- ☐ Participated in the planning meeting of LS;
- ☐ Monitored the 'Kind', 'Type' and quantity of supplies available and despatched;
- ☐ Received and responded to requests for personnel, supplies and equipment from the activated Sections, Branches, Divisions, Units and Groups of the IRS organisation under intimation to Sup. B.D.;
- ☐ Requisitioned additional human resource assistance, if needed. These assistants may be deployed for different functional activities such as Resource Ordering, Resource Receiving and Tool & Equipment maintenance;
- ☐ Maintained record of various activities performed as per **IRS Form-004** and sent to Sup.BD; and
- ☐ Performed any other duty as assigned by LSC or Sup.BD.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____

Signature with seal
Designation (Actual) .....
Designation as per IRS RESOURCE PROVISIONING UNIT LEADER

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP: Incident Action Plan
IRS: Incident Response System
LSC: Logistics Section Chief
Sup.BD: Support Branch Director

LOGISTICS SECTION

Find your position

FACILITIES UNIT LEADER (Fac.UL)

Check the check box with a ✔ when a task is completed

State level– Officer Earmarked
Additional Transport Commissioner /ARTO
Mobile: 9411112166
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✔ whichever is appropriate)

District level – Officer Earmarked
DDO Supported by DEO/AE (PWD, Hydrl, Nagar Nigam) Tehsildar / BDO
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✔ whichever is appropriate)

- ☐ Worked under the supervision of the Sup. BD and respond to IAP;
- ☐ Prepared the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the victims and responders as per IAP;
- ☐ Located the different facilities as per the IAP;
- ☐ Participated in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the L&FSC;
- ☐ Asked for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc;
- ☐ Maintained record of various activities performed as per IRS Form-004 and send to Sup. BD; and
- ☐ Performed such other duties as assigned by the Sup. BD.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____

Signature with seal
Designation (Actual) .....
Designation as per IRS: **FACILITIES UNIT LEADER**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP: Incident Action Plan
IRS: Incident Response System
LSC: Logistics Section Chief
Sup.BD: Support Branch Director
TBD: Transportation Branch Director

GROUND SUPPORT UNIT LEADER (GSUL)

State level– Officer Earmarked
Additional Transport Commissioner /ARTO
Mobile: 9411112166
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
ARTO (Supported by DSO
Mobile:_____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

Check the check box with a ✓ when a task is completed

- ☐ Worked under the supervision of the Sup. BD and respond to IAP;
- ☐ Provided transportation services for field operations to TBD;
- ☐ Organised and provided required ground support through TBD in case Air Operations are activated.
- ☐ Provided maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC;
- ☐ Developed and implemented the Incident Traffic Plan;
- ☐ Informed Resource Unit about the availability and serviceability of all vehicles and equipment;
- ☐ Arranged for and activated fueling requirements for all transport including Aircrafts in consultation with the Sup. BD;
- ☐ Maintained inventory of assigned, available and off road or out of service resources;
- ☐ Ensured safety measures within jurisdiction;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to the Sup. BD; and
- ☐ Performed any other duties as assigned by the Sup. BD.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____
Signature with seal
Designation (Actual) .....
Designation as per IRS: GROUND SUPPORT UNIT LEADER

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IAP: Incident Action Plan
IRS: Incident Response System
LSC: Logistics Section Chief
Sup.BD: Support Branch Director
TBD:Transportation Branch Director

PROCUREMENT UNIT LEADER (PUL)

State level– Officer Earmarked
Director Treasury and Senior officers of department concerned
Mobile: 7060108501
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
District Asst. Treasury Officer/Officer in-charge Bills Supported by CRA
Mobile:
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

Check the check box with a ✓ when a task is completed

- ☐ Attended to all financial matters pertaining to vendors and contracts;
- ☐ Reviewed procurement needs in consultation with the FBD and Staging Area Manager;
- ☐ Prepared a list of vendors in consultation with department concerned from whom procurement can be done and follow proper procedures;
- ☐ Ensured all procurements ordered are delivered on time;
- ☐ Coordinated with the FBD for use of imprest funds, as required;
- ☐ Completed final processing of all bills arising out of the response management and sent documents for payment with the approval of the FBD, LSC and IC;
- ☐ Briefed FBD on current problems with recommendations on outstanding issues and follow-up requirements;
- ☐ Maintained record of activities performed as per **IRS Form-004** (enclosed) and sent to FBD; and
- ☐ Performed other duties as assigned by the FBD.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

Signature with seal
Designation (Actual) .....
Designation as per IRS: **PROCUREMENT UNIT LEADER**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

FBD: Finance Branch Director
IC: Incident Commander
IRS: Incident Response System
LSC: Logistics Section Chief

LOGISTICS SECTION
Find your position

FINANCE BRANCH DIRECTOR (FBD)

State level– Officer Earmarked
Secretary/Additional Secretary Finance
Mobile: 9927699691
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
Chief Treasury officer/Senior Treasury officer
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

Check the check box with a ✓ when a task is completed

- ☐ Worked under supervision of the LSC and respond to IAP;
- ☐ Attended planning meetings;
- ☐ Prepared a list of resources to be mobilised, procured or hired in accordance with the IAP. Obtained orders of the competent authority as per financial rules and take necessary action for their procurement without delay;
- ☐ Ensured that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment;
- ☐ Examined and scrutinised cost involved in the entire response activity including the demobilisation, analysis the cost effectiveness and keep the LSC informed;
- ☐ Ensured that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;
- ☐ Briefed the LSC or IC on all incident related financial issues needing attention or follow-up;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to Sections concerned; and
- ☐ Performed any other duties as assigned by the LSC or IC.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____
Signature with seal
Designation (Actual) .....
Designation as per IRS: **FINANCE BRANCH DIRECTOR**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

BD:Branch Director
IAP:Incident Action Plan
IC:Incident Commander
IRS: Incident Response System
LSC: Logistics Section Chief

LOGISTICS SECTION
Find your position

COMPENSATION/CLAIMS UNIT LEADER (Com./CUL)

State level– Officer Earmarked
US Disaster Management
Mobile: 9927009691
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
Divisional Account Officer (PWD) assisted by AO/CRA
Mobile:
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

Check the check box with a ✓ when a task is completed

- ☐ Worked under supervision of Finace Branch Director and respond to IAP;
- ☐ Collected all cost data and provided cost estimates;
- ☐ Prepared and maintained a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition;
- ☐ Followed appropriate procedures for preparation of claims and compensation (human and property);
- ☐ Requisitioned additional human resources, if required;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to FBD; and
- ☐ Performed any other duties as assigned by the FBD.

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

Signature with seal
Designation (Actual) .....
Designation as per IRS: COMPENSATION-CLAIMS-UNIT LEADER

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

IRS: Incident Response System
FBD:Finance Branch Director

LOGISTICS SECTION
Find your position

COST UNIT LEADER (CUL)

Check the check box with a ✔ when a task is completed

State level– Officer Earmarked
Joint Secretary, Finance
Mobile: 8475009815
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✔ whichever is appropriate)

District level – Officer Earmarked
District audit officer assisted by audit staff/ Sub Treasury Officer
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✔ whichever is appropriate)

- ☐ Worked under supervision of Finance Branch Director and respond to IAP;
- ☐ Developed incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;
- ☐ Made cost-saving recommendations to the FBD;
- ☐ Completed all records relating to financial matters prior to demobilisation;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to FBD; and
- ☐ Performed any other duties as assigned by the FBD

Undertaking

It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.

I will hand over this check list to the new incumbent on my transfer.

_____

Signature with seal

Designation (Actual) .....

Designation as per IRS: **COST UNIT LEADER**

Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

FBD: Finance Branch Director
IRS: Incident Response System

LOGISTICS SECTION
Find your position

IRS FORMS

IRS FORM-004-Record of Performed Activities
IRS FORM-005-Organization Assignment List
IRS FORM-006-Incident Check-in and Deployment List
IRS FORM-007-On Duty Officer List
IRS FORM-008-Medical Plan
IRS FORM-009-Communication Plan

IRS FORM

004-Record of Performed Activities

Prepared by:

Responders of all Sections (Operations, Planning & Logistics).

Instruction:

Completed IRS-004 form will be submitted to section chiefs of the respective sections. The section chiefs will refer this form during preparation of IAP as well as updating the RO/IC.

Record of Performed
Activities -IRS Form 004
Attach a separate Sheet if space is not sufficient

1.Name of the Incident:	2. Operational period	3. Prepared Date: Time:

4. Name of the Section: _____ Branch/Division/Unit: _____

5. Name of the Facilities where (ICP/Incident Base/Camp/Relief camp/Staging Area, Medical Camp/Helibase/Helipad/Any other) Division or Unit is deployed (Specify With exact location).

6. Name of the Responder	7. Work Assigned	8. Location of Deployment	7. Status of work (Put tick mark)	
			(a) Completed	(b) Not Completed

9. Any incident/accident during the response and action taken

(a) Incident/Accident (Specify, if any)	(b) Action Taken

10. Name anddesignation of officer Prepared by _____ _____ _____ (Prepared by all responders bellow the Section)	Signature Site Chief of the site coordination Center Date: _____ Time: _____	11. Dispatch: Date: _____ Time: _____ 12. Signature of Receiving Officer

IRS FORM

005-Organization Assignment List

Prepared by:

DOCUMENTATION UNIT LEADER of Planning Section.

Instruction:

The IRS Form-005 shall be prepared as per IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the Documentation Unit of Planning Section.

Organization Assignment List
IRS Form 005

Attach a separate Sheet if space is not sufficient

1. Name of the Incident:	2. Operational Period:	3. Prepared:
		Date:
		Time:

4. Name of the Section to whom work assigned: _____

5. Name of the supervisory Officer concerned: _____

6. Name of the responder: _____

7. List of task assigned

Sl.	Task	Location
1	Restoration of road from _____KM to _____KM	
2	Restoration of bridge	
3	Restoration of power from _____KM to _____KM	
4	Restoration of water from _____KM to _____KM	
5	Restoration of mobile tower (BSNL / Idea / Air Tel/ Voda Fone / Air Cell/ Tata Indicom/ Uninor / Relience / Any other)	
6	Conduct of Search and Rescue activity	
7	Managing Community kitchen	
8	Provide medical treatment to _____nos. of affected communities	
9	Management of camp (For responders)	
10	Management of Relief camp	
11		
12		
13		
14		
15		

8. Name and designation of officer Prepared by:	9. Approved by PIC:

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

006-Incident Check-in and Deployment List

Prepared by:

Manager / In charge of various facilities (Staging Area, Camp, Relief Camp, ICP, Heli Pad and Heli Base) of Operations Section.

Instruction:

Completed IRS Form-006 shall be submitted to Resource Unit of Planning Section. The Resource Unit Leader will suitably integrate the resource in the IAP. The same will also be handed over to Medical Unit, Food Unit, Ground Support Unit, Cost Unit and procurement unit leader of the I.S. It is also the responsibility of the Resource Unit of Planning Section to collect form from the Manager / In-charge of various facilities (Staging Area, Camp, Relief Camp, ICP, Heli Pad and Heli Base) of Operations Section.

Incident check-in and Deployment list
IRS Form 006

(Attach a separate Sheet if space is not sufficient)

1.Name of the Incident:	2. Name of the section/Branch/Division/Unit and Facility:	3.Operational Period:	3.Prepared: Date: Time:

5.Resource Check-in information				6.Source of Mobilization		7.Check-in		8.Status of Resources				
(a)	(b)			(a)	(b)	(a)	(b)	(a)	(b)	(c)	(d)	(e)
Personnel		Equipment		Govt.	Private	Date	Time	If still in Facility	Sick/out of service/Maintenance	Location of site if deployed (specify)	Date	Time
Agency	No. of Personnel	Kind/ Type	No. of Equipment					Put Tick mark				

9.Name and designation of officer Prepared by:

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

007-On Duty Officer List

Prepared by:

All Sections (Operations, Planning and Logistic Section).

Instruction:

This IRS form-007 shall be maintained by all the section and sent to RO/IC. This will help the RO/IC to easily locate officers and issue directions to them, if required.

On Duty Officer List-IRS Form 007
(Attach a separate Sheet if space is not sufficient)

1.Name of the incident:	2. Name of Section/Branch/Division/Unit(Specify):	3.Operational Period:	4.Prepared Date: Time:

Sl	5.Name of Officer	6.Designation in Normal Period	7.Phone No./E-mail Id	8.IRS Position for the incident	9.Location of Deployment	10. Location of camp with contact details	11. Any other Information

12. Name and designation of officer Prepared by	13. Signature of the section chief		14. Dispatch
		Date	
		Time	

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

008-Medical Plan

Prepared by:

MEDICAL UNIT of Logistics Section.

Instruction:

1. This Medical Plan will be prepared in accordance with IAP which will help for effective mobilization and deployment of medical resources.
2. Representatives of participating agencies like SDRF, NDRF, Army, CPMF and others shall be involved during preparation of medical plan.

Medical Plan-IRS Form 008
(Attach a separate Sheet if space is not sufficient)

1.Name of the incident:	2.Operational period:	3.prepared Date: Time:	4.total Noo. of medical aid camp to be established:

4.1 Sl.No.	4.2 Location (a)	4.3 Resources Available in the medical camp							
		(a)	(b)	(c)	(d)		(e)		(f)
		No.of Medical Officers	No. of Paramedics staff	Others (ANM & trained volunteers Specify)	Life saving drugs/Appliances		Facilities of referral services and Blood Banks		Any other (Specify)
					Yes	No	Yes	No	

5.status of Ambulance Services				6. Availability of Regular Medical Facilities (Specify in Nos.)										
(a)	(b)	(c)		6.1 Govt.					6.2 Private					
		Paramedics		(a)	(b)	(C)	(d)	(e)	(a)	(b)	(C)	(d)	(e)	(f)
			No	Locations	Sub centre	PHC	Hospitals	Medical college	Locations	Clinic	Nursing Home	Hospitals	Medical College	RMP

7.Road map of the area circulated among the ambulance service		8.Referral Medical Facilities in the Neighborhood		
(a)	(b)	(a)	(b)	(c)
Yes	No	Location	Address	Specialization

9. Name and designation of officer Prepared by (Medical Unit)	10.Approved by
_____	_____

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

009-Communication Plan

Prepared by:

COMMUNICATION UNIT of Logistics Section.

Communication Plan
IRS Form 009
(Attach a separate Sheet if space is not sufficient)

1.Name of the Incident:	2. Operational Period:	3.Prepared Date: Time:

3.List of locations where communication is available

(a)	(b)	(c)		(d)								
Name of location	Organization	Requirement of Backup		Type of communication								
				Wireless						HAM Radio	Web	
				HF	VHF	Morse	Land line	Mobile	Satellite		E-mail	Skype
		Yes	No									

4. List of location where communication has to be setup

(a)	(b)	(c)		(d)										
Name of location	Organization responsible	Requirement of Backup Power Supply		Personnel requirement (Specify Nos. if required)		Wireless			Telephone			HAM	Web	
						HF	VHF	Morse	Land line	Mobile	Satellite		E-mail	Skype
		Yes	No	Yes	No									

5. Arrangements for repair and replacement of faulty sets:

6. In stock available sets (Specify Nos. Kind and type)

7. Networking plan for integration inter -organisational communication facilities with the local setup (Army/NDRF/etc)Weather

8. Transport requirements for supervision and maintenance:

9. Name and designation of officer prepared by:

Source: Adapted from IRS Guidelines, NDMA

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