



STANDARD OPERATING PROCEDURE ON

Flood Disaster Response

National Disaster Response Force
Government of India

"We cannot stop natural disasters,
but we can arm ourselves with knowledge:
so many lives wouldn't have to be lost if
there was enough disaster preparedness."

Petra Nemcova

Foreword

O P Singh, IPS
Director General, NDRF



Floods are recurrent phenomenon, which cause huge loss of lives and damage to livelihood system, property, infrastructure and public utilities. India's high risk and vulnerability is highlighted by the fact that 40 million hectares out of a geographical area of 3290 lakh hectares is prone to floods. It is a cause of concern that the flood related damages are showing an increasing trend. This can be attributed to many reasons including rapid increase in population and urbanisation coupled with growing developmental and economic activities in the flood plains and global warming. The recent floods like Kosi mega flood in Bihar-2008, Jammu & Kashmir Urban Flood-2014 and Chennai Urban Flood-2015 have caused lots of damage. Floods have also started occurring in areas, which were earlier not considered flood prone.

The aim of this SOP is to presents the framework of NDRF response in providing support to local authorities when struck by the flood. This document describes concept of search & rescue operations for ensuring an integrated response by SDRF, Civil Defence & Home Guards and other stakeholders to damaging flood situation. Efficient "Humanitarian Assistance and Disaster Relief" (HADR) operations can only be ensured if the whole Disaster Management Machinery is plunged into action with the aim of rescuing all flood disaster victims with in the 'Golden Hours'.

The management and control of the adverse consequences of future flood will require coordinated, prompt and effective response systems at the Central and State Govt., levels. Preparations in this regard constitute an important part of our efforts for better management of disasters in the country.

I am confident that this SOP would prove very useful for all disaster response agencies in efficient discharge of their mandate during flood disaster. This SOP will give clear guidelines to our responders as to what all activities are required to be undertaken before, during and after occurrence of flood and responsibilities of Commanders at different levels. All users are encouraged to suggest changes to HQ NDRF, New Delhi which can be incorporated into future edition of this SOP.

Contents

	PAGE NO.
Introduction	06
Aim	06
Purpose	06
Objectives	07
Scope	07
Roles and Responsibilities during flood	07
Decision of Deployment:	08
Execution of the Flood Disaster Response	9 - 29
Administration and Logistic Arrangements	30 - 31
Conclusion	32
Appendix-A	33
Appendix-B	38
Appendix-C	40
Appendix-D	42
Appendix-E	43

Abbreviation • Acronym

AOR	AREA OF RESPONSIBILITY
BB	Brahmaputra Board
BoO	Board of Officers
CES	Centre for Earth Science
CD	Civil Defence
CSSR	Collapsed Structure Search and Rescue
CWC	Central Water Commission
CWPRS	Central Water and Power Research Station
CFCB	Central Flood Control Board
CP	Contingency Planning
CPWD	Central Public Work Department
Cumec	Cubic Meter Per Second
Cusec	Cubic Feet Per Second
DDMA	District Disaster Management Authority
DEOC	District Emergency Operation Centre
DM	Disaster Management
DMA	Disaster Management Authority
DMC	Disaster Management Cycle
DMS	Disaster Management Support
DMP	Disaster Management Plan
EOC	Emergency operation Centre
ERT	Emergency Response Team
FAMEX	Familiarization Exercise
FF	Flood Forecasting
FF& W	Flood Forecasting and Warning

Abbreviation • Acronym

FRE	Flood Rescue Equipment
FM	Flood Management
FMP	Flood Management Plan
FP	Flood Preparation
GSI	Geological Survey of India
GFCC	Ganga Flood Control Commission
HADR	Humanitarian Assistance and Disaster Relief
IDRN	India Disaster Resource Network
IMD	India Metrological Department
INSARAG	International Search And Rescue Advisory Group
IRO	Incident Responsible Officer
IRS	Incident Response System
MFR	Medical First Responder
MOA	Ministry of Agriculture
MOWR	Ministry of Water Resources
MRE	Meal Ready to Eat
MWL	Maximum Water Level
NCMC	National Crisis Management Committee
NEC	National Executive Committee
NEOC	National Emergency Operation Centre
NCMRWF	National Centre for Medium Range Weather Forecasting
NDRF	National Disaster Response Force
NDMA	National Disaster Management Authority
NFMI	National Flood Management Institute
NGRI	National Geophysical Research Institute
NIC	National Informatics Center

Abbreviation • Acronym

NRSA	National Remote Sensing Agency
NWA	National Water Academy
NWP	National Water Policy
OSOCC	On-Site Operations Coordination Centre
POR	Post Operation Report
PPE	Personal Protective Equipment
PTSD	Post Trauma Stress Disorder
RMC	Regional Meteorological Centre
RRC	Regional Resource Centre
RDC	Reception Departure Centre
SAR	Search and Rescue
SDMA	State Disaster Management Authority
SDRF	State Disaster Response Force
SEOC	State Emergency Operation Centre
TEA	Tool Equipment & Accessories

STANDARD OPERATING PROCEDURE ON FLOOD DISASTER RESPONSE

1. INTRODUCTION

1.1 A flood is an overflow of an expanse of water that submerges land. Floods are caused due to heavy monsoons which are beyond the capacity of the rivers and drainage system. Floods are also followed in the aftermath of cyclone and tsunami. Even, mega earthquakes can also become cause of flood if dams are damaged.

1.2 Flood is one of the most likely and devastating among all natural disasters in India which hit almost every year in the whole North-Eastern States, Gangetic and Kosi river plane in Bihar, Southern coastal areas and parts of Maharashtra and Kerala. 80% of the precipitation takes place in the monsoon months from June to September. The rivers bring heavy sediment load from the catchments. These, coupled with inadequate carrying capacity of the rivers are responsible for causing floods, drainage congestion and erosion of river-banks. Few of the rivers which originate in neighboring countries and cause heavy damage in India, adds another complex dimension to the problem.



1.3 India is highly vulnerable to floods. Flood has been a recurrent phenomenon in India and causes huge losses to lives, properties, livelihood systems, infrastructure and public utilities. India's high risk and vulnerability is highlighted by the fact that 40 million hectares (10% of the land mass) is prone to flood. On an average every year, 7.5 million hectares of land is affected, 1600 lives are lost and in the monetary terms, average annual damage to crops, houses and public utilities is more than Rs. 1,800 crores. Floods have also started occurring in areas, which were earlier not considered flood prone.

2. AIM:

The aim of this SOP is to lay down guidelines for NDRF Bns for responding to flood emergencies.

3. PURPOSE:

The purpose of this SOP is to establish the procedure for the response of the SAR team(s) of the Bns of NDRF in the States/UTs for floods. The SOP prescribes guidance and assigns responsibility for adopting various executive actions to ensure prompt response during disasters.

4. OBJECTIVE:

This SOP shall be used to formulate NDRF action plans and procedures for launching specialised Search and Rescue response which should be instrumental in saving precious lives, protect health and safety of the public, rescuers and relief responders. The objective of this SOP is to establish operating procedures for addressing all aspects of management during flood disasters.

These are as follow:

- a) Guidelines for troops for rescue operations during the flood disaster.
- b) Achievement of best result through well planned rescue operations.
- c) Reducing reaction time of the teams in responding to the flood disaster.
- d) Coordinating and collaborative instructions during flood disasters.
- e) Establishment of BoO, OSOCC, RDC, Base Medical Station, Staging area, based on INSARAG Guidelines & methodology.



5. SCOPE:

To define a 'Standard Operating Procedure' for flood disaster response in the country. The SOP applies to all elements of the Command while performing flood disaster response operations. This SOP is a guideline and shall be subject to review periodically.

6. ROLES AND RESPONSIBILITIES DURING FLOOD

6.1 ROLE:

- a) Flood preparedness refers to the measures taken to prepare for and reduce the effects of disasters. That is, to predict and where possible, prevent disasters, mitigate their impact on vulnerable populations and respond to and effectively cope with their consequences. Flood disaster preparedness provides a platform to design effective, realistic and coordinated planning, reduces duplication of efforts and increase the overall effectiveness of National Societies, households and community member's disaster preparedness and response efforts. Disaster preparedness activities embedded with risk reduction measures can prevent disaster situations and also result in saving maximum lives and livelihoods during any disaster situation, enabling the affected population to get back to normalcy within a short time period. NDRF has definite role in flood preparedness not only for itself but for the making the societies resilient for the disaster as well as in the overall plan of State Govt for flood disaster also.
- b) Flood disaster preparedness is a continuous and integrated process resulting from a wide range of risk reduction activities and resources rather than from a distinct sectoral activity by itself. It requires the contributions of many different



areas—ranging from training and logistics, to health care, recovery, livelihood to institutional development. The SOP unifies support for all functional areas to support a disaster requiring a coordinated response. The expertise of NDRF in strengthening the coordination amongst the various stakeholders is also very instrumental and important for effective disaster response.

6.2 RESPONSIBILITIES:

- a) Executives/Supervisors/Commanders: It shall be the responsibility of all the Executives/Supervisors/Commanders at all levels of the chain of the command of NDRF who are involved in the flood disaster response to ensure that all aspects of this SOP are adhered to.
- b) Responders: It shall be the responsibility of all the responders to know, understand and follow the directions of the SOP in the letter and spirit.

7. DECISION OF DEPLOYMENT:

7.1 SAR TEAM(S) OF NDRF SHALL BE MOBILIZED:

- a) On the request of the affected States/UT Govts, or
- b) On directions of Central Govt Authorities (NCMC, NEC, NDMA)

7.2 THE PROCEDURE OF MAKING REQUISITION FOR SERVICES OF NDRF IS GIVEN BELOW:

- a) The State Govt. is required to make a telephonic request to Control Room, HQ NDRF for sending SAR team(s) for disaster response followed by a written requisition through fax/email/dak on the prescribed performa duly filled up in all respects to the HQ, NDRF-New Delhi.
- b) Under exigencies, on getting the direct request from the State Authority, Commandant of the local BN after due appreciation of the situation shall mobilize his SAR team(s) for the flood disaster response without wastage of time and simultaneously seek formal approval from the HQ, NDRF-New Delhi.

- c) In case, the Govt. of the disaster affected State/UT makes a direct requisition to the Central authorities (NCMC, NEC, NDMA), the SAR Team(s) of NDRF will be mobilized by the DG, NDRF as per the directions of Central authorities.
- d) Following authorities of the State Govts./UTs can place requisitions for the team (s) of the NDRF during disaster:
 - i. The Chief Secretary/Principal Secretary Disaster Management /Relief Commissioner or higher authority of SDMA.
 - ii. Collectors/DCs/DMs of the DDMA can request for the response of the NDRF Battalion which falls in jurisdiction of local district.
- e) Finally, deployment of SAR team(s) of NDRF to the flood disaster affected area shall be executed under the directions of the DG, NDRF in the quickest possible time after having receipt of the requisition from the States/UTs and the same shall be intimated to the NDMA/MHA.

8. EXECUTION OF THE FLOOD DISASTER RESPONSE

8.1 EMERGENCY OPERATION CENTRE, NDRF HQ:

EOC of HQ, NDRF shall be functional under the direct supervision of a Gazetted Officer for 24x7 when there is situation of flood emergency in any part of the country for which SAR teams of NDRF have been called for deployment. Officer who shall be deputed for shift duty of 8 hours would be supported EOC Staff. DIG (Ops) shall ensure the effective functioning of the EOC and shall keep higher echelons fully apprised from time to time about the flood situation and performance of SAR teams of NDRF. The main functions of the EOC shall be as under:

- a) EOC HQ, NDRF shall stay in regular communication with the National Emergency Operation Centre (NEOC) of the MHA and NDMA. It shall also be in close contact with control rooms of all Bn HQs.
- b) It shall collect information on forecasting and monitor news on flood emergencies related incidents regularly through the electronic and print media. It should regularly monitor the forecasts and weather reports from the organizations such as IMD, GSI, RMC, NGRI, CES, NRSA and control rooms of States/ Distt in area of responsibility and all other concerned departments.
- c) The Officer in-charge of EOC, along with his team of officers shall execute all functions, monitor, analyse, & disseminate information to all concerned especially to the Battalions/Teams, so that the SAR teams could be mobilized at right time.
- d) Maintain the records related with all distress calls & updating data bank as received from EOC the Battalions as well as OSOCC from the operational areas.
- e) EOC HQ NDRF shall be operational as per the 'SOP on the functioning of the EOC'.

8.2 EMERGENCY OPERATION CENTRE OF BNS :

EOC of each Battalion shall be operational for 24x7 under the direct supervision of the Unit Operation Officer/Adjutant. He shall be supported by one Inspector (Ops) along with the support staff. It shall perform following main functions when there is flood emergency situation in the AOR of the Battalion or in any other part of the country when SAR teams of the Battalions are being deployed:

- a) The EOCs of Bns shall stay connected with EOC of HQ NDRF and with the SEOC and DEOC of the States/UTs and Districts respectively which falls in the area of responsibility of the Battalion for exchange of information regularly. The EOC of the local Battalion in whose AOR mega disaster has taken



- place, should also be in regular contact with OSOCC of the NDRF.
- b) The EOC of the unit shall maintain and analyze all the relevant data/ information and shall maintain the list of contact persons and their telephone numbers in this regard.
- c) It shall stay in direct contact with the ERT which is operational and shall maintain a record of its manpower/ stores for their ready dispatch at short notice. It shall assist in quick activation of duty team/ company at short notice.
- d) It shall engage in collection of latest information from SEOC & DEOC in the AOR for updating the operational data bank and keep on passing to EOC, HQ-NDRF, Unit Commandant, Adjutant, ERT/SAR Teams and to other authorities which are concerned.
- e) It shall provide full assistance to the NDRF teams which are operating in the disaster affected areas.
- f) It shall process all the information/ messages received in the email-ID of the BnHQ of the EOC for prompt action. All the information/messages related to distress calls received in the Unit EOC telephone numbers or through Whats App account should also be processed.
- g) It shall answer all the queries from different departments on operational matters after approval from Unit authorities.
- h) Assist Ops branch in providing information on operational matters.
- i) Unit EOC shall be operational as per the Unit SOP on the functioning of the EOC.
- j) EOC shall also maintain folders of all the States/UTs and Districts in the area of responsibility and shall maintain lists of name of all the concerned officers and their telephone numbers and shall keep updating it in records.

- k) EOC of the Unit shall do resource mapping of the States/UTs/ in the area of responsibility on the basis of reports of FAMEX exercises.
- l) On receipt of information about Flood, it shall collect following information on priority basis and shall intimate the Commandant under intimation to GO in-charge/Adjutant and shall also update the EOC of the NDRF HQs on the following points in general :
 - ❖ Place & time of flood disaster.
 - ❖ Total area and distance affected.
 - ❖ Number of people affected.
 - ❖ Route to reach the affected area and road conditions.
 - ❖ Medium of communication, in place, in the affected area.
 - ❖ Other rescue agencies operating.
 - ❖ Number of rescue teams required.
 - ❖ Base of operation for the rescue team.
 - ❖ Contact Numbers of local authorities
 - ❖ Place of reporting for NDRF teams
 - ❖ Area of disaster and details of disaster
 - ❖ Number of casualty, if any.
 - ❖ Initial deployment plan.
 - ❖ Highly vulnerable areas.

8.3 PREPARATORY STAGE:

AT THE BATTALION LEVEL: In this stage, exhaustive planning is required to done by all Coys/SAR teams for flood disasters. Unit shall adhere to the following instructions and issue orders from time to time to ensure their readiness of the SAR teams:

- a) The man management of each Battalion should be such that after taking into consideration the leave reserve/ temporary duty etc, each coy should be able to spare two teams which should be readily available for the disaster response with strength between 40-45. Unit Commandants should ensure to include local personnel of the flood affected areas in each team who can be very useful because of familiarity with the local terrain and the vernacular language.
- b) Unit Commandant to ensure that each SAR team should be comprised of all components of the team such as Management, Operation, Search, Rescue, Medical and Logistics as per the INSARAG Guidelines. Each member of the team should be conversant and skillful regarding his role as per the component in the team. SOP should be explained and understood to each member of the team. Each member of the team shall be kept well trained and honed through regular training and re-training in the Coy/Bn.

- c) One SAR team of Bn should be "on wheel" with all the requisite equipment, tools and stores. The 'Advance Response Team' of Emergency Response Team (ERT) and ERT shall be able to move within 5 minutes & 30 minutes respectively from the Unit campus to the disaster affected area.
- d) To co-ordinate and liaise with the flood forecasting agencies like Central Water Commission (CWC), Brahmaputra Board (BB), Ganga Flood Control Commission (GFCC), Indian Meteorological Deptt (IMD) National Remote Sensing Agency (NRSA), National Centre for Medium Range Weather Forecasting (NCMRWF) and other agencies monitoring rivers for receiving water level reports from them on regular basis to forewarn teams and to plan and prepare teams for rescue operations in case of flood in different regions on priority basis.
- e) Unit shall be in close contact with State/UTs authorities like State Disaster Management Authority (SDMA), Relief Commissioners/Principal Secretary Disaster Management & with officials of their Secretariats of the concerned States/UTs in area of responsibility, District Disaster Management Authorities (DDMA) in getting prior data and information and administrative support to teams during disaster.
- f) Before mobilisation, EOC of the Unit should provide all the operational details such as road maps, civil official's contact details, logistics details etc. to the SAR teams which shall be moving out for the flood disaster response.
- g) The Unit shall coordinate and liaise with all the stakeholders who shall matter in flood disaster management i.e. SDRF, NGOs working in the states, PWD, State Police, Fire Deptt, Home Guards, IAF, Navy and Army etc. This shall be done to ensure high level of coordination amongst all authorities during response during the disasters.
- h) The Unit shall organize table top exercise, mock drills and mock exercises involving all the stakeholders, the State & District authorities for better co-ordination, understanding strengths and weaknesses of each other periodically.
- i) Unit Commandant should analytically examine the India Disaster Resource Network – IDRN (<http://idrn.gov.in/login.asp>) and locate the equipment such as Boats, Excavator, Tractors, Cranes etc and the trained manpower, available in the flood affected areas which can be made use of by NDRF during disaster rescue operations.
- j) The Unit shall issue instructions to the coys to maintain emergency stock of ration for at least one team for a period of minimum 15 days in packed condition. This shall be issued to the teams on proper voucher when they move out for operation. This shall reduce the reaction time of team. This ration shall



be rotated by Coy on monthly basis to avoid its deterioration with time. The voucher shall be prepared beforehand and shall be kept with packed ration for quick issue to team. Sufficient advance for the fresh / dry ration for the team shall also be kept ready for quick issue. Each SAR team should be self-contained before leaving the campus for the flood disaster response for duration of 15 days. Minimum 3 days MRE should be taken by each team.

- k) Unit shall ensure premature/ timely condemnation/ write off of all DM stores which have outlived their utility either before or after completion of its prescribed life. Timely replenishment of all the deficiencies in DM stores should be worked out keeping in view the time taken between the initiation of demand/ indent and time of supply of items.
- l) Unit shall plan the provisioning cycle and its procurement for the financial year, well in advance, for timely replacement of all the outlived equipment and for complete and uniform utilization of budget throughout the financial year.
- m) Unit shall procure TEAs, as authorized, to maintain the operational efficiency of the Coys and teams. Unit to ensure the maintenance of stores in team wise manner in all Coys and shall plan inventories in such a manner that these are readily accessible. All teams must know their stores and it should be stacked with ready vouchers for ready issue during move for operations. Unit Commandant shall issue guidelines on the maintenance of all the TEAs and this shall be adhered to by all the teams. Personnel trained in equipment maintenance courses shall be kept as CQMh and store man in the Coys and teams.
- n) Provisioning, Communication and MT branches of the Units shall ensure containerization of all the stores and also preparation of their load tables for immediate move by road or air of the Companies or Teams at short notice for rescue operations.
- o) Unit shall ensure the distribution of the vehicles of the battalion amongst all the coys/teams for prompt response in case of any disaster. In case of shortage of vehicles for the mobilization, Unit Commandant might arrange vehicles either by liaising with the State Govt or by hiring the vehicles after observing all the codal formalities. Codal formalities are required to be done well in advance with the transporter(s) with the terms & conditions that vehicles shall be provided as and when required basis.
- p) Unit shall plan the daily, weekly and monthly maintenance of all the vehicles of MT for maintaining their operational efficiency and shall ensure its compliance by all concerned. Unit shall ensure the timely repair of all the vehicles and shall also ensure planning of leave of all the staff of MT fleet to maintain optimum manpower in ready condition throughout the year, especially during rainy season. Unit shall also plan the timely condemnation of vehicles to maintain the operational efficiency of the Unit. Unit shall also ensure the legible marking and painting of the vehicles as per instructions on the subject.

- q) Unit shall ensure the presence of route charts and maps of the entire region in the area of responsibility and of the States/UTs which are prone to flood in all the vehicles of the fleet. Besides he shall ensure the presence of sufficient spares, fast moving parts, tools and accessories in all the vehicles of the fleet.
- r) Unit shall organize periodic and surprise mobilization drill of all the teams as per directions and shall maintain records along with remarks of the officers in this regard.
- s) Unit shall prepare records on the feedback of all the FAMEX exercises, mobilization drills and the operations undertaken and shall disseminate the views on lessons learnt to all concerned. Unit might suitably earmark AORs for all Coys/ Teams of the States/UTs and districts which fall under the jurisdiction for better familiarization and coverage of the area at the time of disaster.
- t) Unit shall plan the FAMEX (Familiarisation Exercise) for the entire operational year by the last week of February keeping in view the areas already covered, areas more prone to disasters like flood, seasons of the disasters and the number of teams which can be spared for FAMEX after maintaining reserves for any eventuality.
- u) Unit Commandant shall ensure that preparation of minimum 200 officials passports of best teams enabling Unit to mobilise at least one USAR Heavy Team/ Heavy Flood Response Team (approx. strength- 120) for immediate move to other country for rescue operations in the event of any disaster.
- v) The Unit Commandant shall ensure daily physical training and games for the troops for maintenance of their physical fitness. The Unit Commandant shall ensure uniform training to all the troops and newly inducted persons shall be trained on priority basis as they have to stay in the unit for longer duration. Refresher courses shall be organized properly. Everyone should know the swimming. Unit to maintain record of all unit personnel trained in various courses and also of the civil authorities trained by the unit for capacity building in the region.
- w) Unit shall organize inter-company/ team level competitions based on all disaster management skills to enhance professional agility in companies/teams. The coys and teams shall be graded, based on this test, on quarterly basis in a year. The test shall be based on physical efficiency tests, disaster management



subjects, team based exercises, demonstrations organized by Coys/ teams on the pattern of the tests for collective training. High performing individuals and teams shall be suitably rewarded on quarterly basis.

- x) Unit shall ensure the distribution of all the trained manpower (Divers/ Nursing asstts/ Dog handlers/ Veterinary Nursing asstts) into the coys/teams on uniform basis and on the basis of their relative seniority to maintain equally trained/ senior persons and same efficiency in all companies at ground level.
- y) Unit shall keep all the required medicines ready for the teams, along with their check list and vouchers in packed condition, for quick dispatch with the team moving out for operation at short notice. These packed medicines shall be timely rotated and substituted taking care of the expiry dates of the medicines. One ambulance of the unit MI room shall always be in ready condition along with its manpower on shift wise basis for emergency move at short notice.
- z) Unit shall ensure maintenance of all comn eqpt in serviceable condition. No defective comn eqpt be kept in store. All the comn eqpt available in the store should be in very good serviceable condition. All Comn eqpt should have internal as well as external batteries. It should be ensured that these batteries are being properly charged as per the instructions and are being replaced as per their life period and serviceability conditions. Proper communication system in harmony with the concerned state/district authorities shall be planned for smooth flow of all relevant information during natural/ manmade disaster, exercises, mock drills and other training activities. The defective assemblies of the Comn eqpt. be timely condemned as per their prescribed life and serviceability conditions. These shall be immediately replaced with new assemblies.
- aa) The Unit shall ensure dissemination of the operational SOPs to all the companies and its implementation in all the exercises to reduce reaction time and to enhance efficiency of the teams.

8.3.1 PRE-DEPLOYMENT OF SAR TEAMS OF NDRF DURING MONSOON SEASON

Every year during monsoon season, SAR teams of NDRF are deployed in flood vulnerable areas in the different part of the Country as a pro-active measure, enabling Local Govt to make use of NDRF with in 'Golden Hour'. In order to prepared for the floods while pro-active deployment, all Teams should under-take following preparatory activities in the local areas:

- a) Keep all the TEAs in the best state of mechanical fitness.



- b) Refresher training to all responders should be conducted regularly.
- c) Local volunteers who have been trained by the NDRF in the past as well as additional volunteers should be imparted training in flood disaster response.
- d) All flood rescue equipment such as Inflatable Boats along with their OBM, FRP, Diving Sets, Life Jackets, Life Buoys etc held with the Local Govt should be checked for operational preparedness.
- e) Recce of the local areas should be done for obtaining details which are required for effective flood response. The locations such as high grounds, hospitals, evacuation centres earmarked by the Local Govt, veterinary hospitals, highly vulnerable villages etc should be identified.
- f) Community awareness programmes should be organized for the local population.
- g) FAMEXs should be organised in the local areas.
- h) Rescue plans should be prepared which should also include safety of livestock.
- i) Liaison and coordination with the local authorities and stakeholders should be ensured.

8.4 ACTIVATION STAGE:

After receiving of information or call for help from the authenticated source, this phase activates. The sequence of action is as follows:-

- a) The Bn Commandant shall activate all SAR teams on receipt of orders from HQ, NDRF. The quantum of the SAR teams to be sent shall be decided by the HQ NDRF on the recommendation of the Unit Commandant considering the magnitude, intensity and the impact of flood disaster.
- b) The information under the following headings shall be passed to the SAR Teams for course of planning and action for disaster response:
 - i. Place of disaster.
 - ii. Time of flooding in the area.
 - iii. Intensity of flood.
 - iv. Number of people affected.
 - v. Number of casualty, if any.
 - vi. Total area and distance affected.
 - vii. Assistance required and resources already available.
 - viii. Route to reach the affected area and road conditions.
 - ix. Medium of communication, in place, in the affected area.
 - x. Other rescue agencies operating.
 - xi. Number of rescue teams required.
 - xii. Nodal officer and his contact number.

xiii. Location of OSOCC and RDC for reporting of SAR Teams.

- c) Full support as mentioned in preparatory phase shall be catered for the SAR teams (information, logistics and manpower).
- d) Movement order along with the complete list of stores in hard copy shall be ready for dispatch with intimation to NDRF HQ.
- e) Contingency advance per team Rs 10,000/- to be carried.
- f) Team to carry dry, fresh ration, potable water and MRE as already in packed condition, and shall also carry packed breakfast/ lunch/ dinner as per the requirement.
- g) Camera in each team shall be carried.
- h) Briefing of troops shall be carried out by respective Comdrs on following aspects:
 - i. Cross checking, ensuring and confirming the readiness of the team on all aspects.
 - ii. Area of disaster and details of disaster.
 - iii. Route to reach.
 - iv. The locations of hospital enroute
 - v. Initial deployment plan.
 - vi. Base of operation.
 - vii. Telephone numbers of important officials.
 - viii. Safety precautions to be followed en-route.
 - ix. Whether rescuers are equipped with personal protective gear.
 - x. Order of March.
 - xi. Briefing of Drivers and halting points.
 - xii. Physical and mental condition of team members.
 - xiii. Checking of morale of team members and motivational briefing.
 - xiv. TEA, Communication equipment, camera other stores etc.
 - xv. Medical stores to be carried.
 - xvi. Contingency amount.
 - xvii. Media briefing.
 - xviii. Dos and Don'ts.
 - xix. The bag and baggage to be carried by troops depending on topography of that place.

8.4.1 MOBILISATION PHASE:

In this stage, the SAR teams and other operational elements move from the HQ to State/ District affected by flood for conduct of rescue operation. The fastest

movement of SAR Teams shall be ensured so that the endangered people can be saved/rescued at the site of disaster. Following actions are required to be taken by the concerned Bn/Coys:



- a) To ensure the effective and timely response of assistance upon the confirmation of the request for the assistance, the Commandant of the local Unit shall ensure coordinated efforts with the affected State/UT/District for the immediate response of the standby assets and capacities.
- b) In case, flood disaster involves deployment of team of a Battalion in its AOR only, the State/ District Authorities shall identify the most likely arrival point of responding team(s) of the NDRF or other agencies and to establish 'Reception Departure Centre' (RDC) appropriately in view of arrival whether by road/rail/air. Unit Commandant needs to ensure the location of RDC.
- c) Whenever any disaster involves deployment of the team(s) of more than one Battalion, HQ, NDRF shall mobilise one OSOCC (On-Site Operations Coordinating Centre) team under the leadership of one DIG who will be supported by 5-6 Officers/SOs (including 2 Officers/SOs from local Bn). This team after arrival in the disaster affected State/UT, shall liaise with the local officials of District/ State to get detailed briefing about the situation with the intention to carry out the pre or post disaster needs assessment with view of launching effective & specialised disaster response at the earliest. One RDC shall also be set up by the teams of expert as per the direction of the DIG deputed by HQ NDRF
- d) Following instructions shall be followed during the stage of mobilization: -
 - i. The Advance Response Team of first ERT be shall mobilized with-in 5 minutes and remaining ERT shall be mobilized within 30 minutes after getting formal orders from NDRF HQ along with it all components.
 - ii. For mobilisation of one SAR team, light vehicle-1 and Medium/Heavy Vehicle -3 (including one bus) shall be provided to one SAR team.
 - iii. The Bns shall send a message in detail regarding mobilisation of SAR team mentioning its composition to the NDRF HQ. These details should also be mentioned in the daily SITREP to the higher headquarters.



- iv. Signal centre of the Bns shall establish communication with the teams en-route.
- v. EOC of the unit shall collect following information on priority basis and shall intimate teams (already on move) and also update the EOC, HQ NDRF: -
 - ❖ Magnitude and impact of disaster and number of persons affected and still stuck up.
 - ❖ Road worthiness in the concerned State/ District.
 - ❖ Communication facilities, still in service, in the area.
 - ❖ Other sister agencies working in the area of disaster.
 - ❖ Availability and deployment of resources.
 - ❖ Area of operation, if any, in specific for the NDRF companies/ teams.
 - ❖ Base of Operation for the NDRF coys/ teams.
 - ❖ Location of the Incident Response System (IRS) and the location and telephone numbers of the nodal officers.
 - ❖ Place of reporting for the NDRF Coys/ teams if there is any RDC/ OSOCC.
 - ❖ Requirement of additional Coys/ SAR teams from NDRF for the operations.
 - ❖ Special TEAs/ resources, if any, required at the site of disaster.
 - ❖ Any peculiarity about the area.
- e) The EOC of the unit shall collect information on the developments in the flood hit areas from the concerned State/ District on the basis of telephonic conversations, electronic, print media, internet and also from flood monitoring agencies and shall also communicate with the EOC of the NDRF HQ.
- f) Consideration for reinforcement decision lies with NDRF HQ, which shall be communicated immediately for further decisions.
- g) If rescue operation is beyond the capability of Bn than reinforcement can be sent immediately from other NDRF units, by the decision of NDRF HQ.
- h) Sitrep in morning and evening shall be sent to Bn HQ with following details:
 - i. Name of team
 - ii. Strength of team
 - iii. Where deployed
 - iv. Place of rescue operation
 - v. Number of people(male/female/children) rescued on that day (Live/dead/ injured)
 - vi. Date and time of commencing Operation
 - vii. Whether and climate

- viii. Other agencies involved/Nodal Officer/Incident Comdr
 - ix. Sources required
 - x. Any other information
 - xi.
- i) Any other important information /achievement shall be sent through Special SITREP.

8.5 OPERATIONAL STAGE

8.5.1 OPERATION PHASE

- a) On arrival at the site of the operation or the EOC of the affected State/UT, the OSOCC team shall establish its 'On-Site Operations Coordination Centre' (OSOCC) preferably as close to EOC as possible within 6-10 hours upon receipt of orders for deployment. If State/UT Govt. is in the position to provide suitable accommodation /infrastructure to the 'OSOCC' of the NDRF, may provide so, near the EOC of the District/State, otherwise NDRF shall be establishing its 'OSOCC', out of its own resources with the help of local Bn.
- b) In case arrival of team(s) of NDRF by air or rail, suitable transport as well as guides shall be provided by the State/UT Govts. depending upon the situation to transport the responding agencies to the disaster affected areas. On arrival in the operational area after due recce of the disaster affected area, "Base of Operation" shall be established by each team of the NDRF which should be on high ground and near to the operational area suitably.
- c) Immediately, after arrival of the Operational Commander/ Team Leader of OSOCC at the EOC of the affected State/ UT, the Incident Responsible Officer or appropriate designated authority shall provide initial briefing which should include all the aspects and is relevant to the effective disaster response of the NDRF. Initial briefing might include specific mention of the safety & security of the responders as well.
- d) The briefing to be given by the designated official(s) of the affected State/ UT to the NDRF shall include up-to date information with regards to the development of the disaster situation; give co-coordinating instructions with regards to the deployment on the assets and capacities from the NDRF; and provide other co-ordination information that the NDRF team(s) must be aware of i.e. location maps, interpreter where applicable/required, security and mobile escorts etc , that will facilitate the movement to the disaster site. The briefing format is given in FORM-II (Annexed- B)



- e) After having received the initial briefing from the Incident Responsible Officer (IRO), the Operational Commander of the NDRF shall give briefing to the IRO regarding the professional competencies of the team(s) of the NDRF. Where ever required, the OSOCC team shall establish RDC (Reception-Departure Centre).
- f) After having discussed the situation with the Incident Responsible Officer or appropriate authority, the Ops Cdr of NDRF shall chalk out his plan of actions and execute it professionally. Unnecessary interference in the functioning of NDRF from the Local Govt. shall be unwarranted.
- g) During operational engagement, all possible efforts shall be undertaken that NDRF is self-sufficient and shall not prove to be burden on the State/UT Govts. No resources of the State/ UT Govts will be diverted to NDRF as they may be already overstretched due to scarcity of the resources while dealing with the disaster. However, where possible, State/UTs Govts. may provide suitable accommodation to the NDRF at their own expenses which shall be facilitating in the professional efficacy of the team(s) of the NDRF.
- h) During the disaster response, State/UT Govts shall be sensitive enough towards providing the POL (including compressed gases), transport and heavy machinery (Excavators, Tractors, Bulldozers, Cranes etc) which shall be facilitating the operational effectiveness of the NDRF on the need basis only. The cost of POL, airlifting of resources of the NDRF, hiring charges of transportation and cost of accommodation has to be borne by the affected State/UT Govts. It needs specific mention that hazardous material such as POL cannot be transported by the NDRF through road as well as by air being hazardous in nature and therefore, has to be provided by the Local Govt.
- i) State/UT Govt shall keep the Indian National Disaster Resource Inventory (Network) updated at all the times which fall within their jurisdiction. NDRF Operational Commander shall check the IDRN website to assess availability of the resources in term of equipment & manpower which are locally available which can be made use of by the NDRF.
- j) While disaster response, the primary tasks of the NDRF shall remain focused towards ensuring the rescue, safety and protection of the disaster victims entrapped in flooded areas or entangled in any other life threatening situation. The NDRF responders shall provide pre-hospital treatment (MFR) to the injured victims before handing over them to superior local medical facilities. Once the responders of the NDRF had completed their primary task,



they shall be under taking secondary tasks such as assisting the disaster victims and local Govt in the distribution of the relief material, shelter management, to extend moral & psycho-social support to the disaster victims etc.

- k) During the deployment of the team(s) of the NDRF, local Govt shall be responsible for providing all necessary safety & protection measures to NDRF personnel. Special attention for the security & protection of the NDRF personnel shall be paid by the Local Govt. especially in the complex emergencies situations (where the disaster affected area is infested with the left wing extremisms). Hence, to the extent possible, protection of personnel, equipment and materials brought into the affected territory has to be ensured by the NDRF team. Operational Commander shall ensure that local Govt had taken all necessary measures to provide security to the NDRF personnel during the operation.
- l) State/UT Govts. shall not impress upon the team(s) of the NDRF to carry out such jobs which do not involve specialized response. Operational Commanders at all level shall ensure that NDRF personnel are engaged in jobs which are of specialised nature.

- m) An exit strategy should be formulated in the initial 'Plan of Action'. Consequently, demobilization of the NDRF shall be executed in a well-planned and effective manner. Well before the termination of the Search and Rescue operation, the decision for the exit of the NDRF will be taken in consultation with the State Authority by the DG, NDRF. Necessary transportation in the disaster affected area shall be provided to the team(s) by the local Govt while de-induction as required where required.



- n) The following instructions should also be adhered to in the operational stage by the Bns /Teams: -
 - i. The Bns shall communicate with the deployed teams on regular basis and shall monitor the progress in the Humanitarian Assistance and Disaster Relief (HADR) operations, achievements made, and tasks yet to be accomplished and shall collect information on the present status of rescue operations. This information shall be reflected in sitrep to NDRF HQ.
 - ii. The SAR teams shall prepare Base of Operation, Staging Area, BMS, EOC, OSOCC & RDC etc. for the smooth conduct of HADR operations.
 - iii. Bns shall assess requirement of additional manpower and resources and shall provide reinforcement by already activated companies/teams.
 - iv. The Bns shall provide guidance to the teams, in case of any difficulty, and shall liaise and communicate with other agencies and control room of the concerned State/ District for better coordination during rescue operations.

- v. The concerned DIG and Commandant shall brief and interact with the media as per requirement as per the directions of the DG.
- vi. The Unit Commanders shall keep on boosting the morale of the rescuers on every achievement.
- vii. Rest and relief within the team composition shall be made functional by the team management during the whole conduct of the operation.
- viii. SAR teams shall adhere to the INSARAG guidelines, procedures and methodology during the conduct of HADR operations. Proper coordination with other stakeholders should be ensured by the management component of every team as it is a key factor for the successful operation.
- ix. OSOCC team leader shall get detailed briefing from the IRO for proper planning of the operation. He shall collect information on following aspects on priority basis:
 - ❖ Total area affected.
 - ❖ Highly vulnerable areas.
 - ❖ Important routes which are motorable.
 - ❖ Latest weather reports and if there is any breach of embankments of rivers/water bodies.
 - ❖ Navigation routes marked for the boat.
 - ❖ The areas where rescue operation is being carried out.
 - ❖ Other agencies carrying out the rescue operation.
 - ❖ Total casualty.
 - ❖ Population yet to be evacuated.
 - ❖ Places for rescue operation, on priority basis.
 - ❖ The areas which require immediate rescue operation.
 - ❖ Places for shelter, distribution of relief materials, medicines etc.
 - ❖ Mode of communication provided by the incident commander.
 - ❖ Telephone numbers of resource officials.
 - ❖ List of active hospitals.
 - ❖ Place of resources.
 - ❖ The transport made available by the civil authority to carry patients.
 - ❖ Local person for navigation during operation.
 - ❖ Local protocols and traditions, if any
- x. Team Leader of the SAR team(s) should take following actions after getting complete briefing from the Superior Officers of NDRF as well as from the Local Authorities upon arrival in the operational area:
 - Shall brief all the Component Leaders and shall familiarize them with their area of operation and also tell about local protocol and traditions.

- In-charge (Comn) of the SAT team shall ensure the QDA/HF/ VHF/Satellite communication of the team is establishes within 30 minutes after arriving at the BoO with the BN/Coy HQs.
- All the rescuers of the team shall be briefed by the Component Leaders as per instructions of the Team Leaders.
- Teams shall reach their allocated area of operation and start flood disaster response operations by making optimal use of the resources available in the kitty such as their rescuers, boats, divers, TEAs related to flood disaster. Flood disaster response operations shall be conducted as per the set drills and procedures on the subject.
- The teams shall perform rescue operations as per the INSARAG guidelines and procedures. This shall be ensured by leaders, at all level.
- At the site of operation, team commander will issue order to Component/ Squad Leaders for debussing of TEAs and rescuers.
- He shall also detail a trained person with the camera to take pictures of the ensuing operations.
- Team leader shall liaise with the other agencies working in the area for better coordination of the rescue operations.
- He shall coordinate for better utilization of the resources available in the area of responsibility and also check for resources lying idle/ under-utilized in the area of responsibility.
- Team leader shall also suggest the nodal officer for utilizing the resources/ volunteers trained by the Unit for capacity building in the area of responsibility.
- Team leader shall physically monitor the operations and ensure proper documentations of the achievements & failure if any.
- Team leader shall regularly communicate with the Adjutant/Operation Officer and Unit EOC with all the information on daily basis.
- He shall brief the nodal officer of the IRS on the progress made in the operations and shall discuss the future planning of the operations on daily basis.
- Team commander shall ensure the rest, recoup and adm arrangements for his troops.
- He shall ensure liaison with the State Police on the security arrangements for the teams in operations.
- Team leader shall carry out briefing of the troops at the site and ensure rotation/ interchange of tired rescuers for optimum utilization. Rest & relief of the rescuers should be planned and properly executed.
- The rescue operation shall be conducted in such a way that all boats remain in contact with Team Leader for effective command & control.

- Team leader shall ensure that no rescue operation is carried out where there is main flow of the current after the sunset. However, calculated risk can be taken where there is any life threatening situation under extreme situation.



- At the site of operation, team leader shall plan in the following manner:
 - ❖ Each Boat should have Boat Commander, driver & co-driver.
 - ❖ Two personnel should be deputed as Ghat men from where boat shall be launched and return.
 - ❖ Each boat shall have cutting tool (Dah) 4-6 feet bamboo and safety rope.
 - ❖ In case of need of carrying out night operation, torch light should also be carried.
 - ❖ Puncture repairing kit should be kept in the boat
 - ❖ First aid kit should be kept in each boat.
 - ❖ No rescuer should be allowed to operate without life jacket
 - ❖ Adequate numbers of life jackets and life buoys should be carried in the boat. All evacuees should be given life jacket.
- Rescuers should be rotated for giving adequate proper rest and relief.
- Squad Leader should get detailed briefing about the unknown areas from the local resources.
- In general, boats shall follow only well-defined and marked route for rescue operation.
- Team leader shall keep a constant watch on the rescue boats and weather.
- Team leader should ensure that if due to flash floods, boats are not capable of carrying out operation, no operation should be undertaken.
- Team leader shall keep pocket radio for knowing weather forecast.
- While rescuing in flooded house, rescuers shall ensure that all electric and gas connection are cut off and the building is intact and safe to enter.



- Rescuers will not enter any such building which is damaged unless it has been properly checked and declared "GO" by the Safety Officer.
- SAR team and Squad Leaders shall ensure that all the rescue operations are conducted in a planned manner.
- SAR Team and Squad Leader shall ensure the safety of rescuers before engaging them in any operation. All rescuers shall be sensitized about safety and security issues while undertaking rescuing operations.
- Physically challenged, old aged persons, childrens and woman folk should be given priority while rescuing the flood victims.
- It should be ensured that Human Rights during disaster period towards disaster victims should not be violated.
- All rescuers shall take special precautions against epidemic that generally follows after every disaster.
- Team leader might follow instructions of the Unit Medical Authorities especially in taking prophylactic measures if required.
- All rescuers shall take boiled water or water from protected source for drinking purpose and use mosquito nets/repellents during night.
- No rescuer shall take any edible from any unknown or unhygienic source and should always prefer food from own Team/Coy kitchen.
- Rescuers shall wear proper protective gear before entering a flooded house.
- Team leader shall ensure SAR team should not be divided below a squad. Minimum two boats for carrying out an operation is must.
- Before tasking the deep divers to extricate victims from site of flood, Team leader & Squad leader shall assess the situation and shall ensure the followings: -
 - ❖ The site of operation should not be a marshy land.
 - ❖ There must not be heavy current of water, inside or outside.
 - ❖ If rescuing in river, it should be checked that the river is not flowing boulders, logs or heavy debris with it.
 - ❖ There should not be bushes inside the water.
 - ❖ All the deep diving equipment and gadgets should be in working condition.
 - ❖ Rescuers should be in good physical and mental condition to carry out under water operations.
 - ❖ There must be at least two divers to carry out a diving operation.
 - ❖ Proper anchoring with the help of ropes shall be done by the squad leader before sending diver inside the water.

- ❖ The quality and quantity of the SCUBA shall be checked before using by the divers.
 - ❖ Diver might carry all required tools/equipment while conducting operation.
 - If engaged in distribution of relief materials, the team members shall do it with fairness in distribution amongst the needy personnel as per the authorization fixed and shall do it in the presence of representatives from civil administration. After the distribution of relief material, a list of items distributed by the team members, duly signed by the representatives from civil administration might be obtained for record purpose.
 - To avoid legal complications, the rescue operation should preferably be conducted in presence of representative of the Local Govt.
 - Coy/Team Leader shall not unnecessarily engage themselves with electronic and print media. As instructed by Commandant, they can give only factual statement in consonance with civil authority. No ambiguous or partial statement will be given by them during the course of operation.
 - Team Leader shall utilize standard formats for documentation of operational activities and achievement/failures.
- xii. The handover of the functions, assets and processes to State/ UT Govt. are essential during the end of the operational response. The handover strategy must be considered and observed by the Ops Cdr of the NDRF from very early stage. The handover note, specifying what is being handed over, and to whom to ensure proper preparedness and a smooth transition to the State/Local Govt.



8.6 DE-ACTIVATION STAGE

- a) This phase of operation is equally important as the SAR teams are to be de-mobilized after termination all SAR operations. All required clearances shall be taken from the concerned State/ District. Stores are loaded and teams are moved back to their respective locations. All the reports regarding clearances from the concerned State/ District authorities, feedbacks, lessons learnt, write off of expendable items, premature



condemnation of unserviceable items are obtained, pursued and submitted by the team/ Bns to their higher echelons. Besides, the physical and mental conditions of rescuers are checked and rest and relief plan for them is executed. Psycho-social issues of all the rescuers might be attended to through professional counselor by the Unit Commandant as per advise of the Unit Chief Medical Officer. This phase also involves briefing and de-briefing of the teams so that the future operations could be launched by implementing the points of feedback and lessons learnt. After this phase, the preparatory stage shall start again with the implementation of the points of lessons learnt in the operation.

- b) State/UT Govts shall not retain the Team(s) or Coy(s) of NDRF any longer beyond the disaster response. The duration of the response of the Team(s) of NDRF shall be subject to the severity of disaster vis a vis requirement of the States/UTs.
- c) The withdrawal process from the disaster site shall begin when the IRO of the affected State/ UT determines and declares that the critical situation arising out of disaster situation is over, the risks faced has been overcome and there is no immediate hazard foreseeable and all or most of the victims of the disaster has been rescued.
- d) Once the NDRF has completed the mission, the decision to terminate the operation will be taken by the Unit Commandant/DIG/HQ NDRF in consultation with the State authorities at appropriate level in commensuration with the level of deployment of team(s). Team(s) of NDRF are required to be withdrawn and if required to be replaced after 10-15 days of the operational engagements.
- e) Before the departure of the team(s) of the NDRF, the IRO or the appropriate authority of the State/UT Govt. shall de-brief the responders of the NDRF.
- f) However, following instructions shall be adhered to at the battalion level in the de-activation stage: -
 - i. After the operation is finished, OSOCC Cdr shall demobilise all the teams as per the planning. The teams which were inducted first should be de-inducted first and the teams which were inducted in the last should be de-inducted in the last. OSOCC shall intimate to State/ District authorities and NDRF EOC about the progress of de-mobilisation.
 - ii. The Bn EOC, shall assist the teams in smooth withdrawal from operation area to the unit headquarter, if required.
 - iii. The Bns shall ascertain about the expected time of the return back of the teams of the unit and shall arrange for the administrative back up to the teams as per the requirement.
 - iv. Bns shall intimate the NDRF headquarters regarding the arrival of the teams through SITREP.
 - v. Operational Commanders of the team/Coy/Bn shall de-brief the troops upon closure of the HADR operation on the followings aspects :-
 - Summary of all activities

- Operational achievements
 - Improvisations, innovations made, if any.
 - Outstanding performance by any squad, rescuers, if any
 - Problems faced during the operation
 - Shortage of stores faced, if any.
 - Requirement of any special equipment, TEAs, personnel etc.
 - Problems faced with administration and community
 - Stay and conduct at the place of operation
 - Any observation by the State/ district authorities
 - Feedbacks/ reports/ commendations by the State/ District authorities, if any
 - Clearances wherever required must be taken from the concerned State/ District.
 - Support by civil administration and other authorities
 - Points for improvement, if any
 - Points of lessons learnt during the exercise
 - Feedback report.
 - Local protocol of the area
 - Information collected and cross checked from the area of operations for the databank of the Unit.
 - Mis-happening, if any, during the entire exercise.
- g) The clearance from State and districts must be taken after termination of Ops.
- h) The Bns shall collect feedback, needs improvement and make brief report for submission to NDRF HQ within 15 days after termination of operations.
- i) The Bn shall thoroughly check all TEAs used during Ops and report of breakage/loss/ theft and malfunction shall be brought to the notice of NDRF HQ.
- j) The Chief Medical Officer shall ensure to conduct medical examination of all the rescuers after arrival from the operational area and shall give prescription and shall take action, as required.
- k) Bns shall conduct Post Trauma Stress Disorder (PTSD) and stress related classes on regular basis of Bn People. Where required help of the psychiatrics shall be taken from the nearest medical authorities.
- l) A suggested format for submitting the post operation report is attached as Appdx 'E'.

9. ADMINISTRATION AND LOGISTIC ARRANGEMENTS:

9.1 FOLLOWING GUIDELINES FOR ADMINISTRATIVE AND LOGISTICS ARRANGEMENTS WOULD BE ADHERED BY THE RESPONDING BATTALIONS:

a) Contingency Amount:

Each SAR team shall take following amount with it:

- i. Rs 10,000/- for unforeseen expenses.
- ii. Rs 25,000/-for fresh purchase
- iii. Rs 5,000/- MT

b) Mode of Conveyance (By Road/Train/Air):

Mobilisation shall be undertaken by following means:

i. By Road: For each team

- 1 Heavy vehicle
- 1 Medium Vehicle,
- One Bus
- 1 Light vehicle

ii. By Train: Railways assets may be utilized as per the suggestions given below:

- One Coach per team
- One luggage car for two teams

iii. By Air : As per the capacity of the Aircraft

- AN-32, C-130, MI – 26, MI-17, IL-76 etc

9.2 EQUIPMENT, TOOLS, COMMUNICATION STORES & OTHER MISC. STORES:

The equipment, tools communication stores and other misc stores which are required to be carried by a SAR teams are suggested to be carried by each team as per the detail given at **Appdx 'A'** attached along with this SOP.

9.3 RATION FOR 15 DAYS:

The ration which is mentioned at **Appdx 'B'** is suggested to be carried by each SAR team. The list of suggested utensils are mentioned in **Appdx 'C'**.

9.4 LIST OF PERSONAL BELONGINGS OF RESPONDERS:

The personal belongings which are required to be carried by the members of the SAR Team members is suggested at **Appdx 'D'**.

9.5 MEDIA MANAGEMENT:

The following stores shall be carried by each team for interaction with media at the disaster site:-

- a) Tent
- b) Table / Chair
- c) Map of area
- d) Pointer
- e) Black Board
- f) Binocular
- g) Telephone No. of Media Persons
- h) Banners of the NDRF.

9.6 FUNCTIONING OF OSOCC & RDC:

OSOCC and RDC entities shall carry required stores like tents, office furniture, office gadgets, stationery, tents and communication stores as per the requirement.



9.7 FOLLOWING POINTS SHOULD BE KEPT IN MIND BY THE SAR TEAM MEMBERS IN THE MIND:

- a) Always wear PPE during Operation.
- b) Work in Buddies.
- c) Always follow safety instructions.
- d) Drink plenty of water
- e) Be patient and optimistic.
- f) Work professionally.
- g) Update the teams and squads about incident response.
- h) Follow local protocol.
- i) Follow the SOP.
- j) Victims and bystanders.
- k) Handle equipment with safety and follow manuals.
- l) Behave gently.
- m) Share your plan of rescue with team members.
- n) Convey frequently what is going on and the next step.

10. CONCLUSION:

This SOP has been prepared with the objective that all the required and approved procedures are followed in the rescue operations and all the processes and activities continue uninterruptedly and simultaneously so that the entire tasks are completed in prescribed schedule. This SOP also aims at fixation of accountability at all the stages. Efforts have been made to make this SOP exhaustive. In case of any ambiguity and for more clarifications of instructions on any issue, the Unit shall issue separate orders and instructions. This SOP shall be revised regularly as and when the procedures mentioned here are reviewed or becomes obsolete with time.

Appendix-A

CHECK LIST OF MINIMUM ITEMS WHICH SHALL BE CARRIED BY A TEAM WHEN MOVING FOR RESCUE OPERATIONS IN THE FLOOD AFFECTED AREA

S. No.	EQUIPMENTS	QUANTITY
A.	FLOOD RESCUE EQUIPMENTS	
1.	Personal Diving Suit	04 Nos
2.	Full Face Mask	04 Nos
3.	Half Face Mask	04 Nos
4.	Weight Belt	04 Nos
5.	Weight	04 Set
6.	Fins	04 Pair
7.	Gloves	04 Pair
8.	Cylinder	08 Nos
9.	Goggles	04 Nos
10.	Life Buoy	45 Nos
11.	Life jacket	45 Nos
12.	Rope Nylon 100 mtrs	04 Nos
13.	Air Mattress	02 Nos
14.	Floating Pump	01 Nos
15.	Inflatable Boat with OBM (10 seater)	04 Nos
16.	Swimming Raft	01 Nos
17.	Fishing Net	01 Nos
18.	Rescue Boat with OBM/FRP	02 Nos as per the availability

B. MFR EQUIPMENT

1.	PPE Store	All Rescuers
2.	Stethoscope (litman/tycs/welchyal)	01
3.	B P Apparatus digital	01
4.	B P Apparatus mercury	01
5.	Oxygen cylinder 680 (Oxidized) light weight with accessories	02

6.	Thermometer digital	04
7.	Otoscope and nasal speculum	01
8.	Torch	04
9.	Pen light	02
10.	Laryngoscope	02
11.	Tongue-Depressor	02
12.	Cervical collar (Regular short)	06
13.	Splints (Pneumatic, Flexible)	04
14.	Dressing Gauze	12
15.	Dressing Abdominal	02
16.	Dressing multi trauma	10
17.	Sponge sterile	30
18.	Cotton Bundle	06
19.	Bandage Kling 6"	30
20.	Bandage Kling 3"	30
21.	Bandage triangular 40"X 40"	30
22.	Bandage elastics 3"	06
23.	Bandage elastics 6"	06
24.	Cup Paper	10
25.	Surgical Tape	06
26.	Hand towel	04
27.	CPR Mask	05
28.	Bag valve mask adult (silicon, stem autoclavable)	02
29.	Bag valve mask child (silicon)	02
30.	Bag valve mask infant (silicon)	02
31.	Sterilizing drum	01
32.	Suction Unit with accessories (manual)	01
33.	Foldable Stretcher/Spine board with accessories	03
34.	Expendable Medicines/Surgical/Lab items	As per Auth
35.	MFR kit Bag with medicine	01
36.	MFR Box	01
37.	Reflex hammer	01

38.	Auto clave	01
39.	Glucometer	01
40.	Obstetrician kit	01
41.	Emergency tray with lid SS	01
42.	Tray with lid SS	02
43.	Scissors sharp	02
44.	Scissors tissue cutting	01
45.	Scissors suture cutting	02
46.	Artery Forceps straight	04
47.	Artery Forceps curved	06
48.	Sponge holding Forceps	04
49.	Cheatles Forceps	01
50.	Sinus Forceps	01
51.	Basin stainless steel (large)	01
52.	Basin stainless steel (Medium)	02
53.	Kidney tray SS	02
54.	Urine cane SS	02
55.	Bawl cane SS small	01
56.	BP handle	03
57.	Reflex hammer	01
58.	Expendable Medicines/Surgical/lab items	01
59.	Tissue Holding Forceps	06

C. MISCELLANEOUS ITEMS

1.	Tents Extendable	06 Nos
2.	Long picket	10 Nos
3.	Short Picket	10 Nos
4.	Jerricane (20 ltr plastic / fiber)	10 Nos
5.	Water filter (100 ltr)	01
6.	Petrol	50 ltr per boat
7.	Kerosene oil	50 Ltrs
8.	LPG Cylinder	04 Nos
9.	LPG stove	02 Nos (1 + 1)

10.	Iron Cot tin (Mini hospital-02 , Team Comdr -01)	07Nos
11.	Folding table	03 Nos
12.	Chair Plastics	06 Nos
13.	Scene tape 100 mtrs	02 Nos
14.	Safety Cones	05 Nos
15.	Safety vest	05 Nos
16.	Loud hailer	02 Nos
17.	Crow bar	04 Nos
18.	Pry bar 6'	02 Nos
19.	Bolt cutter (24" & 30")	02 Nos
20.	Hack saw	01 No
21.	Carpenter Saw	01 No
22.	Saw for cutting wooden log	01 No
23.	Hammer(Small, Medium, Large)	03 Nos
24.	Pick mattock	04 Nos
25.	Shovel	04 Nos
26.	Spade	04 Nos
27.	Dah	02 Nos
28.	HHSI with charger	02 Nos
29.	Head light	06 Nos
30.	Safety Torch	25 Nos
31.	Working lamp	04 Nos
32.	Inflatable lightening tower	01 No
33.	Generator Set 2.5 KVA	02 Nos
34.	Extension cord	04 Nos
35.	Sand bags	1500 Nos
36.	GPS	01 No
37.	Multi cable winch	01 No
38.	Canvas Water tank 200 ltrs	02 Nos
39.	Tarpaulin	04 Nos
40.	Buckets	06 Nos
41.	Digital Camera	01 No

42.	OBM engine oil	06 ltr
43.	Generator lubricant engine oil	02 ltr

D. COMMUNICATION EQUIPMENTS

1.	INMARSAT	01 No (With Assys)
2.	TX/ RX HF 15 WATT	01 No (With Assys)
3.	UHF/VHF - 20 W	01 No (With Assys)
4.	H/HELD RADIO Set 1-4 W	13 Nos (With Assys)
5.	NIMH BTYS	26 Nos
6.	NIMH BTY CHARGER	06 Nos
7.	SECY BTYS 12 V	04 Nos
8.	MAIN BTY CHARGER	01 No
9.	PORTABLE GEN SET	01No (With sufficient POL)
10.	TUBULAR MAST 36 FT	01No
11.	ELECTRIC EXT. BOARD	01 No
12.	QDA Set	01 No

E. ORDNANCE STORES (FOR SECURITY PERSONNEL)

1.	INSAS Rifle	04 Nos.
2.	Magazines	12 Nos.
3.	Ammunition	240 Rounds

F. MT VEHICLES

1.	Light Vehicle	01
2.	Medium Vehicle	04 OR (Heavy bus= 01, Heavy veh= 01, Medium veh= 01)

Appendix-B

CHECK LIST OF MINIMUM DRY RATION ITEMS WHICH SHALL BE CARRIED BY A TEAM WHEN MOVING FOR RESCUE OPERATIONS

SRL No.	EQUIPMENTS	QUANTITY
1.	ATTA (Flour)	270.000
2.	Rice	148.5
3.	Refined oil	60.750
4.	Sugar	40.500
5.	Tea	04.725
6.	Dal (Pulses)	60.750
7.	White chana	02.000
8.	Kala chana	03.000
9.	Mirch powder	03.000
10.	Imli	02.000
11.	Haldi powder	02.000
12.	Sambar masala	02 Pkt
13.	Papad	10 Pkt
14.	Kismis	01.000
15.	Khopra	01.000
16.	Milk powder	09.450
17.	Nutry	05.000
18.	Besan	05.000
19.	Salt Semiyan	13.500
20.	Achar	20 Pkt
21.	Sujee	05.000

22.	Dhaniya powder	02.000
23.	Green Matar	02.000
24.	Meat masala	03 Pkt
25.	Kasturi Methi	02 Pkt
26.	Garam masala	03 Pkt
27.	Mungfali	02.000
28.	Maida	05.000
29.	Zeera	01.000

In the flood affected area (for 15 days period only)



Appendix-C

CHECK LIST OF MINIMUM UTENSILS AND COOK HOUSE STORES WHICH SHALL BE CARRIED BY A TEAM WHEN MOVING FOR RESCUE OPERATIONS

SRL No.	EQUIPMENTS	QUANTITY
1.	Tiffin Carrier	02
2.	Cooker (15 Ltr)	01
3.	Ketli (Big)	01
4.	Jharna	01
5.	Parat (Aluminium)	01
6.	Parila (All Size With Lead)	03
7.	Bucket (Iron)	03
8.	Bucket (Steel)	01
9.	Tawa (Iron)	01
10.	Chakla Belna Set	01
11.	Gas Bhatti	01
12.	Gas Chulha For Chapati	01
13.	Gas Cylinder	04
14.	Karchi (Steel)	03
15.	Tea Dallu	01
16.	Tea Container	01
17.	Karahi (Iron)	01
18.	Sintex (Or Water Tank (500ltr))	01
19.	Chapati Jali Box	01
20.	Rice Spoon	01
21.	Fry Pan	01

22.	Table (Plastic)	01
23.	Chairs (Plastic)	06
24.	Crockery Set	01
25.	Mug (Plastic)	02
26.	Glasses	06
27.	Hot Case	01
28.	Thermos (Steel)	01
29.	Steel Plates	05
30.	Steel Glasses	05
31.	Steel Katori	05
32.	Steel Spoon (Small)	05
33.	Tray	01
34.	Knife	02
35.	Palta (Iron)	01
36.	Vegetable Tray	03
37.	Jug (Steel)	01
38.	Filter (100 Ltr)	01
39.	Harricane Lamp	03

Appendix-D

LIST OF PERSONAL BELONGINGS OF NDRF RESPONDERS

S.No.	ITEMS	QUANTITY	REMARKS
1	Ndrf Uniform (With Shoes)	1 Set	
2	Rescue Uniform (With Shoes)	1set	
3	PT Dress Complete	2 Sets	
4	Raincoat/Water Proof Jackets	1	
5	Slippers	1 Pair	
6	Undergarments	4 Sets	
7	Civil Dress/Shoes	2 Sets	
8	Track Suit	1 Set	
9	Torch With Battery	1 Nos	
10	Shaving Set Complete		
11	Ruck Sack/Trolley Bag/Suit Case	1	
12	Bed Roll (Naka Style Bedding And Polythene Wrapped Bed Rolls Not Permitted)As Per Climate	1 Set	
13	Whistle	1set	
14	Self Sufficient Amount/Atm Card		
15	Soaps And Shampoos	2 Set	
16	Socks	3 Pair	
17	Dry Fruits/(For Self)		
18	Mosquito Net	1	
19	I Card And Mobile		



POST OPERATION REPORT (POR)

A Post Mission Report, in the format given below, is to be completed and submitted to the Commandant, _____ BN, NDRF immediately on arrival from a mission. The same has to be submitted to NDRF HQs:-

SUGGESTED PROFORMA:

1. Team Name:
2. Details of Mission (duration, area, purpose, provider of information etc.):
3. Preparation done:
4. Type of move:
5. Mobilization:
6. Strength:

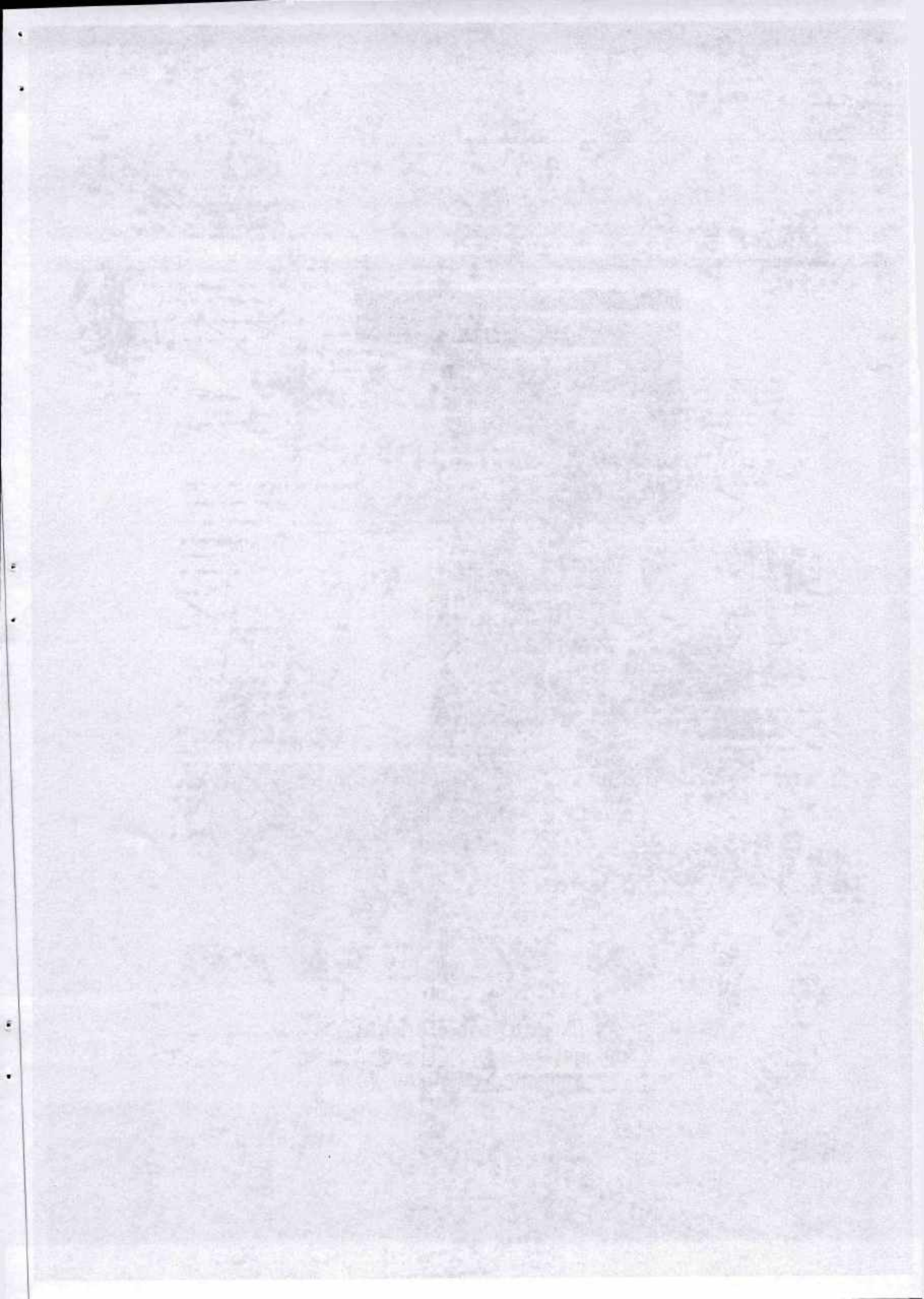
Search Element	Rescue Element	Command Element
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7. Stores carried:
8. Details of vehicles:

Light	Medium	Heavy	Ambulance
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9. Coordination with civil authorities:
10. Topographical information:
11. Map details:
12. Any other information:
13. Cooperation with other teams:
14. Base of operation:
15. Team Management:
16. Search / Rescue / Medical:
17. Work done:
18. Demobilization:
19. Lesson learnt:
20. Shortcomings found:
21. Photographs and details (Computer file no):
22. Contact details:
23. Suggestions / recommendations, if any:

(Signature of mission
Leader with name)





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Ministry of Home Affairs**

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