



उत्तराखण्ड राज्य

STATE DISASTER RESPONSE MANUAL

OPERATIONS 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

OPERATIONS 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

April, 2017

When citing these Manual the following citation should be used:

State Disaster Response Manual-Incident Response System Check List
A publication of the State Disaster Management Authority-Disaster Mitigation & Management Center, Department of Disaster Management Government of Uttarakhand

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.

Contents

Message	i
Preface	iii
Foreword	v
OPERATIONS SECTION CHIEF (OSC)	1
STAGING AREA MANAGER (SAM)	3
RESPONSE BRANCH DIRECTOR	5
SITE CHIEF-ON SITE COORDINATION CENTER Task Force / Strike Team	7
TRANSPORTATION BRANCH DIRECTOR	8
IRS FORMS	10
IRS FORM-001-Incident Briefing	12
IRS FORM-003-Unit Log	14
IRS FORM-004-Record of Performed Activities	16
IRS FORM-005-Organization Assignment List	18
IRS FORM-006-Incident Check-in and Deployment List	20
IRS FORM-007-On Duty Officer List	22
IRS FORM-010-Demobilisation Plan	24
IRS FORM-011-Task Force/Strike Team Format	26



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)



उत्तराखण्ड राज्य

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)



उत्तराखण्ड राज्य

Secretary
Disaster Management
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 Binaya Bhusan Gadnayaak, 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

OPERATIONS

SECTION CHIEF (OSC)

Check the check box with a  when a task is completed

State level– Officer Earmarked
Secretary Home
Mobile: 9837410459
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

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

- ☐ Coordinated with the activated Section Chiefs;
- ☐ Managed all field operations for the accomplishment of the incident objectives;
- ☐ Ensured the overall safety of personnel involved in the OS and the affected communities;
- ☐ Deployed, activated, expanded and supervised organisational elements (Branch, Division, Group, etc,) in his Section in consultation with IC and in accordance with the IAP;
- ☐ Assigned appropriate personnel, keeping their capabilities for the task in mind and maintained "On Duty Officers list-**IRS Form-007** (enclosed)" for the day as enclosed;
- ☐ Requested IC for providing a Deputy OSC for assistance, if required;
- ☐ Briefed the personnel in OS at the beginning of each operational period;
- ☐ Ensured resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
- ☐ Prepared Section Operational Plan in accordance with the IAP; if required;
- ☐ Suggested expedient changes in the IAP to the IC/RO;
- ☐ Consulted the IC from time-to-time and keep him fully briefed;
- ☐ Determined the need for additional resources and placed demands accordingly and ensured their arrival;
- ☐ Monitored various activities perform by Site Chief of the Site Coordination Center (Task force/ Strike team) (The incident site shall be managed by Site Chief)
- ☐ Ensured record of various activities performed-**IRS Form-004** (enclosed) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003; and
- ☐ Performed 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.

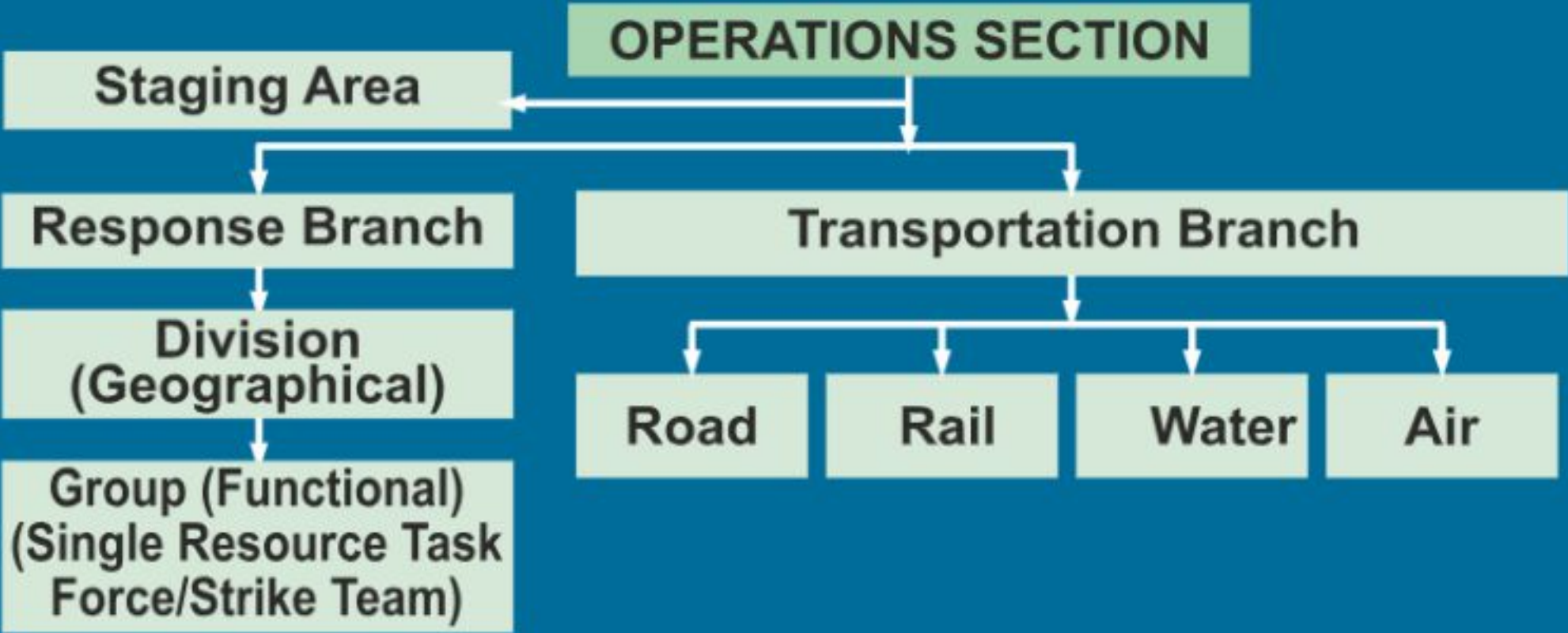
Signature with seal
Designation (Actual)
Designation as per IRS: **OPERATIONS SECTION CHIEF**

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
IRS:Incident Response System
OS:Operations Section
OSC:Operations Section Chief
RO:Responsible Officer

General Staff
Find your position



STAGING AREA MANAGER (SAM)

Check the check box with a  when a task is completed

State level- Officer Earmarked
DGP Supported by IG/Commandant SDRF
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
SDM (Sadar) / Dy.SP City / CO Police
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

The Staging Area (SA) is an area where resources are collected and kept ready for deployment for field operations. These may include things like food items, vehicles and other materials and equipment. The SA will be established at a suitable area near by the affected site for immediate, effective and quick deployment of resources.

More than one SA may be established if required. If resources are mobilised at other locations to be ultimately despatched to the affected areas, these locations are also known as SAs. The overall in-charge of the SA is known as Staging Area Manager (SAM) and he needs to work in close liaison with both the LS and PS through the OSC.

School and college playgrounds and stadia etc. may be used as SA.

For Air Operations, open space of Airport Authority of India (AAI) may be used for loading and unloading of relief materials. If area of AAI is not available, other suitable places near Helipads, Helibases etc. will have to be selected for such purpose.

For parking of vehicles, playgrounds of the schools or any large plain areas may be used and also called as SA. Such parking area will preferably have separate entry and exit points. The SAM will arrange for separate entry and exit points to avoid and reduce traffic jam in an emergency. The check list for SAM is as follows.

- ☐ Established the Staging Area with proper layout, maintained it in an orderly condition and ensured that there is no obstruction to the incoming and outgoing vehicles, resources etc (**enclose list of staging area**);
- ☐ Organised storage of resources received and despatched it as per IAP;
- ☐ Reported all receipts and despatches to OSC and maintained their records;
- ☐ Managed all activities of the SA;
- ☐ Ensured that Task For/Strike Team format is issued to Supervisor (Task Force/Strike Team);
- ☐ Utilised all perishable supplies expeditiously;
- ☐ Established check-in function as appropriate;
- ☐ Requested maintenance and repair of equipment at SA, as needed;
- ☐ Ensured that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc;
- ☐ Collected "**IRS form 005 – Organisation Assignment List**" from the Planning Section (Documentation Unit) and circulated among the supervisor of Task Force/Strike team;
- ☐ Maintained "**IRS form 006 – Incident Check in and Deployment list**" and submitted to Planning Section and Logistics Section;

- ☐ Demobilised SA in accordance with the Demobilisation Plan **IRS Form-010**;
- ☐ Maintained record of various activities performed as per **IRS Form-004** and sent to Sections concerned; and
- ☐ Performed any other duties as assigned by OSC.

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: **STAGING AREA MANAGER**

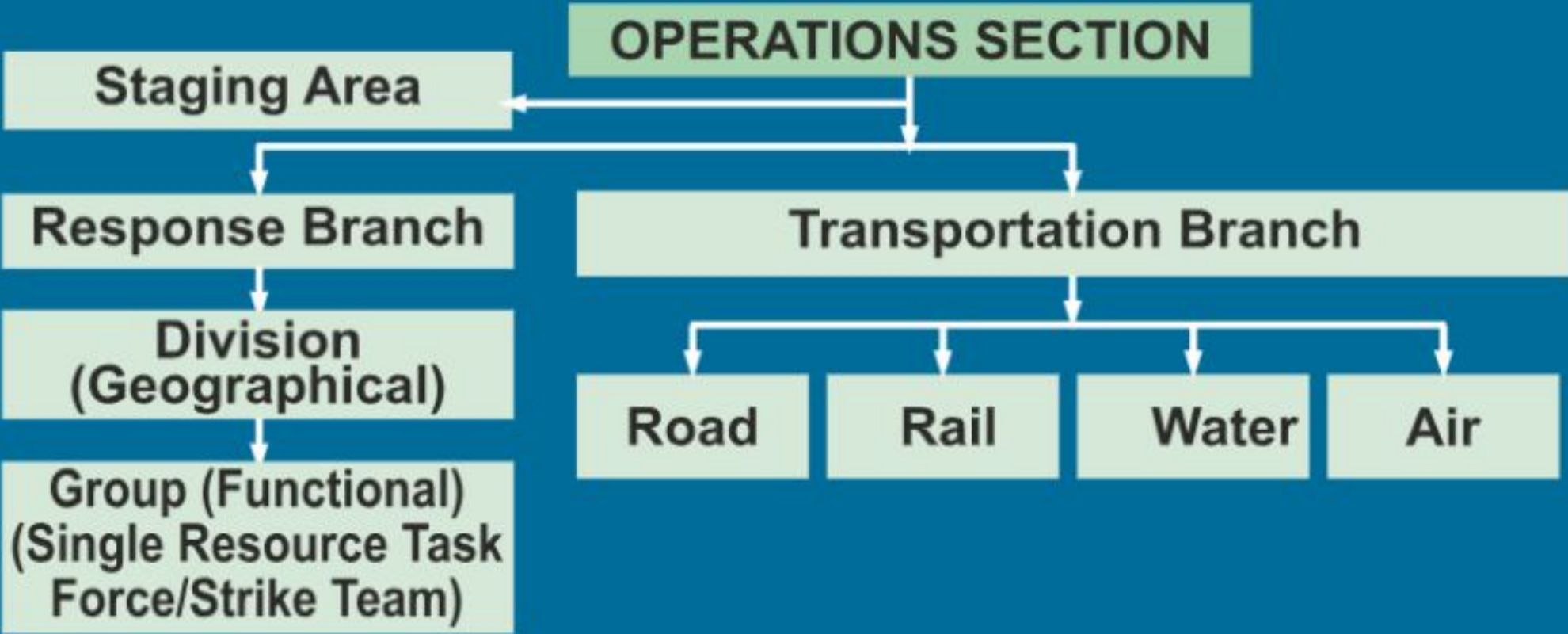
Note :

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
ICP : Incident Command Post
LSC : Logistics Section Chief
OSC : Operations Section Chief
PSC : Planning Section Chief
SA : Staging Area
SAM : Staging Area Manager

General Staff
Find your position



RESPONSE BRANCH DIRECTOR

Check the check box with a  when a task is completed

State level- Officer Earmarked
DGP Supported by IG/Commandant SDRF
Mobile: 9412057650
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
SE/Ex.En. (Civil/PWD)/RI Police
Line/Armed Forces (Situational)
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army
Net/CPMF net (put ✓ whichever is appropriate)

Selection of the RBD depends on the nature of operations required. Rescuing people and taking them to shelter in case of earthquake or floods can best be handled by the police/Armed Forces and thus in such cases it should ideally be headed by them. However in cases of such disaster like bird flue epidemic, the main requirement will be providing medical treatment to the victims, vaccinating and culling of birds. In such cases the RBD shall have to be headed by Medical Officer for treatment of victims and supported by Animal husbandry department and Municipal institutions for vaccinating and culling of birds.

- ☐ Implemented IAP as per the assigned role;
- ☐ Attended planning meetings as required by the OSC;
- ☐ Reviewed Assignment Lists IRS Form-005 for Divisions or Groups under his Branch;
- ☐ Assigned specific tasks to Division and Groups-in-Charge;
- ☐ Supervised Branch functions and function of Site Chief Coordination Center;
- ☐ Resolved conflicts reported by subordinates or Task Force/ Strike Team working with Site Chief in the field;
- ☐ Reported (**IRS Form 001**) to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc;
- ☐ Provided Single Resource, Strike Team and Task Force support to various operational areas and ensured its span of control;
- ☐ Ensured that all team leaders maintain record of various activities performed as per **IRS Form-004** relating to their field Operations and sent to OSC; and
- ☐ Performed any other duties assigned by the OSC.

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.

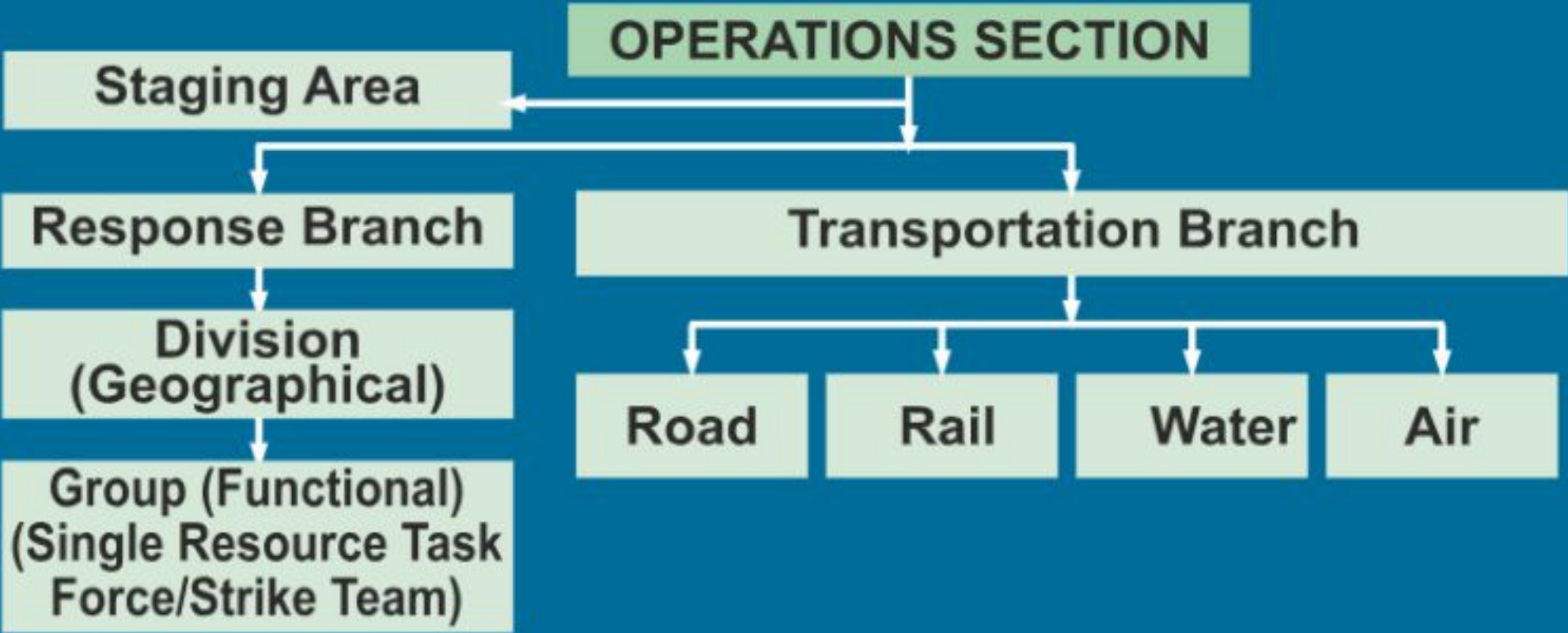
Signature with seal
Designation (Actual)
Designation as per IRS: **RESPONSE BRANCH DIRECTOR**

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
IC:Incident Commander
IRS:Incident Response System
OS:Operations Section
OSC:Operations Section Chief
RO:Responsible Officer

General Staff
Find your position



SITE CHIEF-ON SITE COORDINATION CENTER

Task Force / Strike Team

Check the check box with a  when a task is completed

State level- Officer Earmarked
Under Secretary/Deputy Secretary or any other Senior officer Nominated by RO/IC/OSC
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
SDM/Ex.En. Supported by Tehsildar & BDO or any other Senior officer Nominated by RO
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

- ☐ Briefed the Task Force / Strike Team about assignments;
- ☐ Reviewed assignments list (**IRS Form 005**) with members of his Task Force/Strike Team;
- ☐ Collect Task For/Strike Team format from Staging Area Manager;
- ☐ Resolved problems within the Task Force / Strike Team;
- ☐ Arranged stay and other facilities for the members of Task Force / Strike Team in the affected /nearby affected area;
- ☐ Ensured POL and vehicle for movement of Task Force / Strike Team;
- ☐ Guided the Task Force / Strike Team members about the roads and behaviour of affected people so that sentiments of the affected community can be taken care;
- ☐ Supported the demobilisation Unit of the Planning Section for timely demobilisation of resource (Human and materials);
- ☐ Reported Operations Section Chief / Response Branch Director through IRS Briefing Form (**IRS Form 001**) in case field situation changed where the deployed task force or strike team may need more resources for response;
- ☐ Submitted **IRS form 004** (Record of performed activities) to the OSC/RBD;
- ☐ Established and ensure communications; and
- ☐ Performed any other duties assigned.

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.

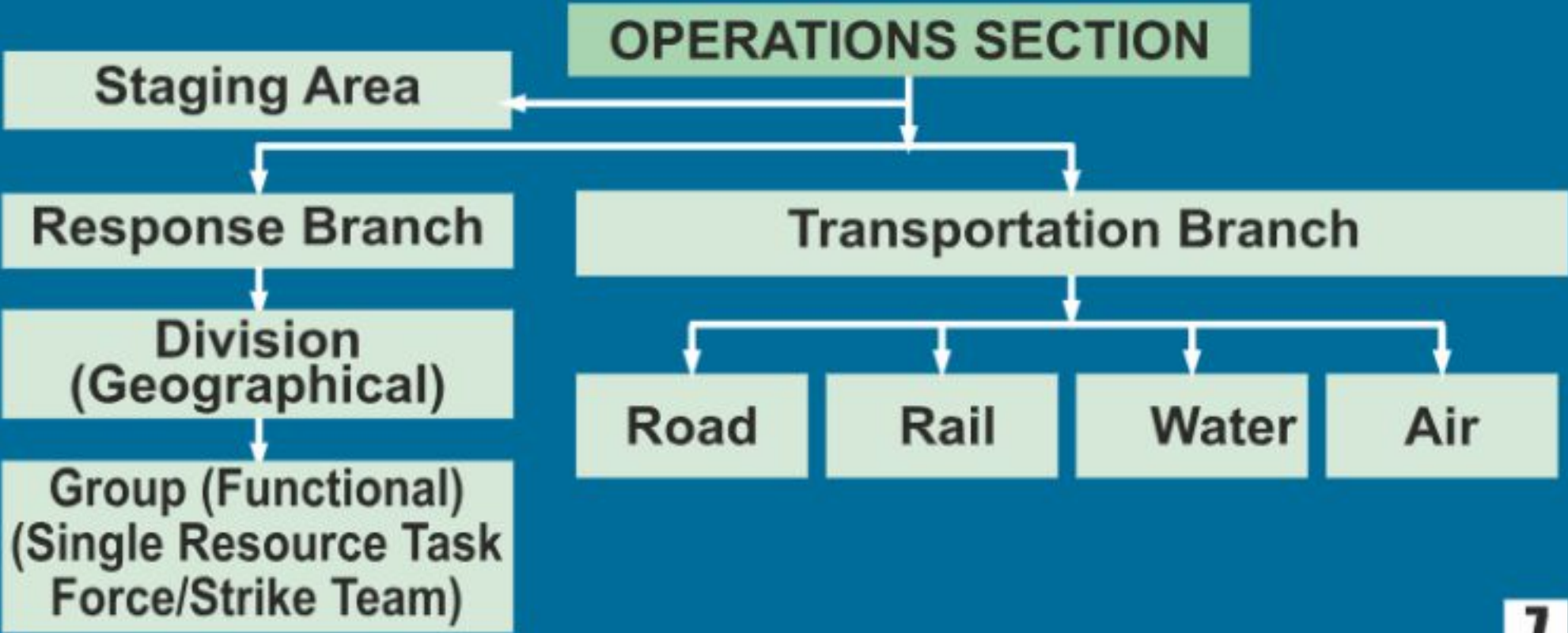
Signature with seal
Designation (Actual)
Designation as per IRS:SUPERVISOR-TASK FORCE/STRIKE TEAM

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
OSC:Operations Section Chief
POL:Petrol, Oil and Lubricate

General Staff Find your position



TRANSPORTATION BRANCH DIRECTOR

Check the check box with a  when a task is completed

State level- Officer Earmarked
ED, Add. MD, Transport
Mobile: 9411112151
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

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

- ☐ Activated and managed different Operations Groups like Road, Rail, Water and Air;
- ☐ Coordinated with the LS for required resources, and activated Groups of his Branch;
- ☐ Coordinated with railways, road transport, waterways and airport authorities for support as required;
- ☐ Ensured that Organisational Assignment List (Divisional / Group) **IRS Form-005** is circulated among the Group-in-charge(s) and other responders of his Branch;
- ☐ Provided ground support to the air operations and ensured appropriate security arrangements;
- ☐ Provided Road transport support to the Rail and Water Operations Group as required;
- ☐ Ensured safety of all personnel of his Branch involved in the Incident Response activities;
- ☐ Ensured that all units moving in the area are familiarised with route with the help of road maps or local guides;
- ☐ Reported to the OSC and IC about progress of the TB;
- ☐ Prepared transportation plan as per the IAP, if required;
- ☐ Determined the need for additional resources, their proper and full use and place demand accordingly in advance;
- ☐ Resolved problems and conflicts, if any;
- ☐ Ensured the maintenance of the status of hired resources, their full utilisation and timely release;
- ☐ Ensured that the record of various activities performed (**IRS Form-004**) by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned; and

☐ Performed any other duties assigned by the IC or OSC.

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.

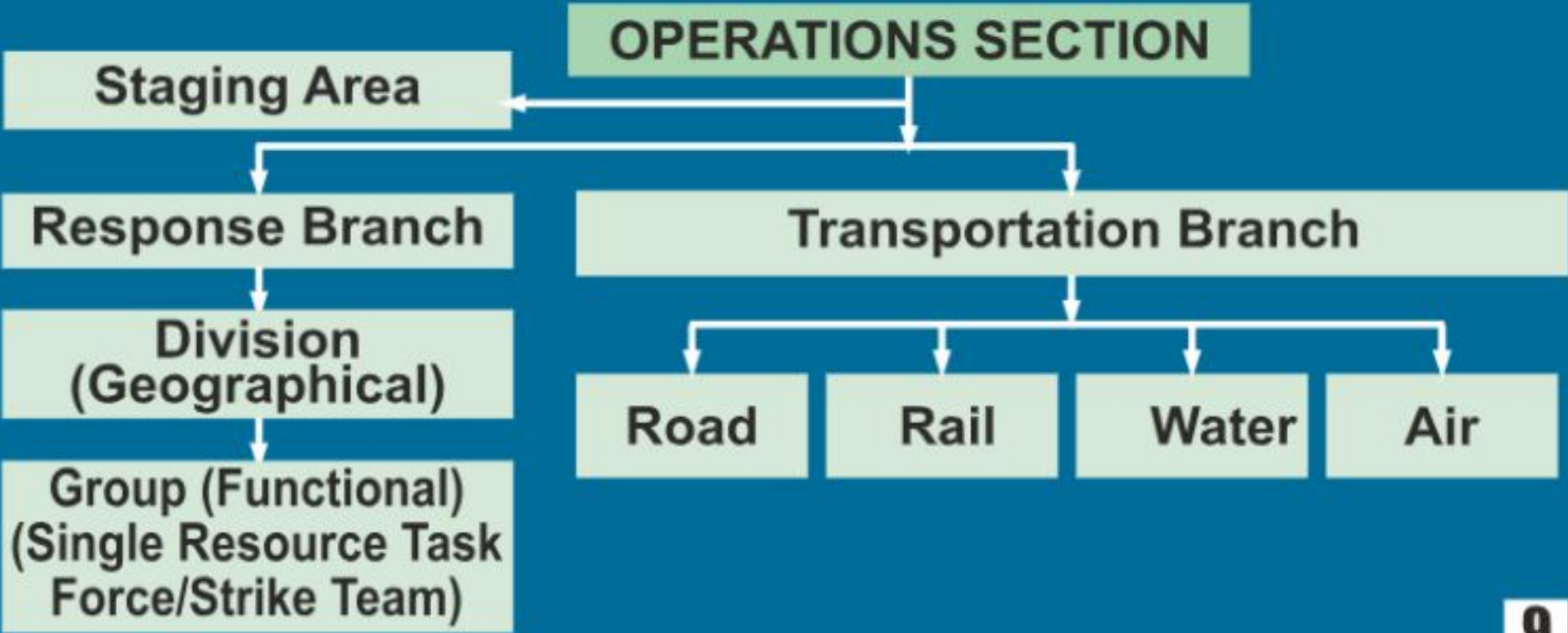
Signature with seal
Designation (Actual)
Designation as per IRS: TRANSPORTATION BRANCH DIRECTOR

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
IC:Incident Commander
IRS:Incident Response System
LS:Logistics Section
OSC:Operations Section Chief
TB:Transportation Branch

General Staff
Find your position



IRS FORMS



IRS FORM-001-Incident Briefing

IRS FORM-003-Unit Log

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-010-Demobilisation Plan

IRS FORM-011-Task Force/Strike Team Format

IRS FORM

001-Incident Briefing



Information as per IRS form-001 shall be collected from;

1. Patwari, Gramprahari, ASHA & Anganwadi Karyakarti, PRIs and Teacher
2. Supervisors of Task Force and Strike Team of Operations Section
2. Collected information shall be compiled by SITUATION UNIT of Planning Section of state and district level IRT (whichever is appropriate).

Instruction:

1. Completed form should be forwarded from Situation Unit Leader (Planning Section) to the Documentation Unit Leader of PS for preparation of IAP, RO/IC for immediate action and Information Media Officer for preparation of media briefing.
2. The field level officer (Patwari, Gramprahari, ASHA & Anganwadi Karyakarti, PRIs and Teacher) should forward to the EOC.
3. During disaster response, the supervisors of task Force and Strike Team should send to Situation Unit of Planning Section through Response Branch Director/ Operations Section Chief

Name of the Site	What Happened										Action already taken	Support Required from District <i>(Pl. Specify the location of deployment)</i>	
	INSTRUCTIONS: Please specify number of injured and death. In case of infrasture specify the location wherever possible.		Injured		Dead	Infrastructure Damaged							Any Other
			Severe	Minor	Road	Power	Water	Comm. (Mobile Tower)	Hospitals				

IRS FORM

003-Unit Log



Prepared by:

1. Command and General Staff of state and district level IRT.

1. Completed unit logs (IRS 003) shall be forward from the supervisors to heads of section concerned who then forward to the Documentation Unit of the planning Section for its integration in the Incident Action Plan and updating the RO/IC.

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)	(b)	
			Completed	Not Completed	
9. Any incident/accident during the response and action taken					
(a)		(b)			
Incident/Accident (Specify, if any)		Action Taken			
10. Name and designation 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 PSC:

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 LS. 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	Nos. of Personnel	Kind/ Type									
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: _____	
SI	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

010-Demobilisation Plan

**Prepared by:**

DEMOBILISATION UNIT of Planning Section in consultation with RO/IC and all section chiefs.

Instruction

The demobilisation plan shall be approved by RO/IC and then circulated to the logistic section for appropriate action and also circulated among the responders for their information and necessary action.

Demobilisation Plan-IRS Form 010
(Attach a separate Sheet if space is not sufficient)

1. Name of the incident: _____		2. Name of section/Branch/Division/Unit to be demobilized (Specify): _____				3. Operational Period: _____		4. Prepared Date: _____ Time: _____	
5. Name of responder(s)/ details of resources to be demobilized	6. Location from where demobilization will take place	7. Date & Time	8. Mode of transport	9. Transit destination, if any	10. Final Destination & name of agency to whom returned	11. Ultimate destination agency notified or not Yes No			
12. Demobilization plan for out of service equipments and sick personnel									
(a)	(b)	(c)	(d)	(e)	(f)	(g)			
Name of sick personnel/out of service equipments	Location from where demobilization will take place	Date & time	Mode of transport	Transit destination, if any	Final Destination & name of agency to whom returned	Ultimate destination agency notified or not			
						Yes		No	
13. Name and designation of officer prepared by _____									
14. Approved by RO/IC _____					15. Issued by Planning Section _____				

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

011-Task Force/Strike Team Format



Prepared by:

The format will be filled by the Staging Area Manager and handed over to the Supervisor of the Task Force/Strike team along with IRS Form 005

Instruction

1. The Supervisor of Task Force/Strike Team should collect the resource and brief the Task Force/Strike Team as per Organizational Assignment list (IRS form - 005) within 05 minutes and move from Staging area to the desired destination in another 05 minutes.
2. This form will be used by the Supervisor of Task Force/Strike for his reference only.

TASK FORCE/STRIKE TEAM FORMAT

Task Force / Strike –No_____ Staging Area:_____

Location of Incidence: _____ Name of Site Chief :_____

Contact Number_____ Time: _____ Date:_____

S.NO.	Composition of Task Force / Strike Team (Put ✓ Mark)	In-charge with Contact Number	Unit Size with resource detail
1.	Police		
2.	Medical Team		
3.	Ambulances		
4.	Fire		
5.	Home Guard		
6.	PWD		
7.	PHD		
8.	BRO		
9.	NCC		
10.	NSS		
11.	Jalsanthan		
12.	SDRF		
13.	NDRF		
14.	Army		
15.	SSB		
16.	ITBP		
17.	CRPF		
18.	NGO		
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

