



उत्तराखण्ड राज्य

STATE DISASTER RESPONSE MANUAL

COMMAND STAFF --- IRS CHECK LIST

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

INCIDENT RESPONSE SYSTEM



उत्तराखण्ड राज्य

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COMMAND STAFF

IRS CHECK LIST

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

State Disaster Response Manual- Incident Response System Check List

A publication of:

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

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

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Chief Minister &
Chairman State Disaster
Management Authority
Government of Uttarakhand

Message

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

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

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

(Trivendra Singh Rawat)



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 Gadnaya, 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

RESPONSIBLE OFFICER (RO)

Check the check box with a  when a task is completed

State level- Officer Earmarked

Chief Secretary (RO)-Add.CS Deputy (RO)
Mobile: 8958871111
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level- Officer Earmarked

District Magistrate (RO) - SSP/SP (Deputy RO)
Mobile:
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

OPERATIONS

- ☐ Activated IRTs at State, District and Sub-division.
- ☐ Enforced section 51 (a), (b), 52, 53, 54, 55, 56, 57, 58, 59, and 60 of the DM Act, 2005 in case find any negligence from any individual, and agencies;
- ☐ Enforced Section 22 (2) (h), 24 (e) and (l) of DM Act, 2005 for smooth disaster response.

Ensured participation of all departments and agencies of State government: Police ☐ Health ☐ Fire ☐ PWD ☐ Transport ☐ Food & Civil Supply ☐ SDRF ☐ Irrigation ☐ Forest ☐ Finance ☐ PRIs ☐ NGOs etc. and Central Government: ☐ NDRF ☐ ARMY ☐ Air Force ☐ ITBP ☐ SSB, etc.;

- ☐ Ensured representatives of armed forces (Army and CPMF) joined under aid to civil authority are working with appropriate sections and branches of state/district level IRT, EOCs of State and district (if required), and following "procedures of state government as per IRS" and "procedures of Aid to civil authority".

Ensured implementation of; ☐ Span of control ☐ Multi Tasking ☐ Accountability Resource Management ☐ Common Terminology ☐ Unity of command and chain of command ☐ Transfer of Command and ☐ Unified Command;

Ensured activation of various IRS facilities such as; ☐ ICP ☐ Relief Camp ☐ Camp ☐ Base ☐ Helipad etc.

- ☐ Identified and deployed Nodal Officer to coordinate Air Operations and ensured that all concerned officers are aware of it;
- ☐ Considered the need for the establishment of Area Command (AC), if required;
- ☐ Established Unified Command (UC) if required and got the approval of Chief Minister (CM);
- ☐ Chairperson of SDMA informed of the progress of incident response;
- ☐ Ensured overall coordination of response, relief and other activities;
- ☐ Ensured that the Non-Governmental Organisations (NGOs) carry out their activities in an equitable and non-discriminatory manner; and
- ☐ Ensured that Incident Command Post (ICP) is established at the administrative headquarter of State/District/Sub-division and not at the incident site (There will be one ICP per jurisdiction);

- ☐ Ensured that the Incident site is supervised by Site Chief Coordination Center which is manned by SDM / Executive Engineer or any other senior officer deployed by RO;

LOGISTIC ARRANGEMENT

☐ Ensured logistic requirements like, camping ground, potable water, electricity and requirement of vehicles etc. for NDRF and Armed Forces and other agencies; and

Ensured sufficient; ☐ Food ☐ Medicine ☐ Water and ☐ Other related materials are stored for affected communities at the site.

RESOURCE MOBILISATION

Coordinated with the Central Government for mobilisation of ☐ Armed Forces ☐ NDRF Air support etc. and ☐ Mobilisation of other required resource as per IAP; and

☐ Identified, mobilised and allocated critical resources according to established priorities.

PLANNING

☐ Set overall objectives and incident related priorities;

☐ Ensured preparation of IAP;

☐ Ensured that officers of Armed Forces who joined under Aid to Civil Authority are involved in the Planning Process and their resources are appropriately dovetailed;

☐ Ensured that incident management objectives do not conflict with each other during preparation of and implementation of **IAP**;

MEDIA MANAGEMENT

☐ Approved media briefing note prepared by IMO;

☐ Authorised to IC or release information to the media;

☐ Organized joint media briefing involving heads of all participating agencies;

☐ Ensured that designated Site Chief that is Sub-divisional Magistrate / Executive Engineer or any senior officer from state or central government deployed by RO/IC/OSC are managing /handling media at field level; and

☐ Ensured Logistics arrangements for visit of media in the affected site.

FINANCE

☐ Ensured financial rules are followed by the Finance Branch Director of the Logistic Section for procurement of resources; and

☐ Ensured the cost unit and procurement unit of the finance branch have referred incident check-in form (**IRS-006**) (Shall be collected from the staging area) before procurement of the required items.

DOCUMENTATION

☐ Ensured that **IRS form 001** (enclosed) is completed by situation unit and forwarded to the documentation unit for the preparation of IAP.

☐ Ensured that Incident Status Summary (ISS)-**IRS form-002** (enclosed) is completed by situation unit of planning section;

☐ Ensured that the 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** (enclosed);

☐ Ensured that Organisation assignment list-**IRS form 005** (enclosed) is circulated among all the responders by documentation unit of Planning Section;

☐ Ensured that Incident check-in and deployment list-**IRS form 006** (enclosed) is collected

by Resource unit of Planning Section for its appropriate use during preparation of IAP and a copy of it submitted to Medical Unit, Food Unit, Facility Unit, Ground Support Unit Cost Unit and Procurement Unit of LS;

- ☐ Ensured that on duty officer list-**IRS form 007** (enclosed) is collected by IMO from all the sections;
- ☐ Ensured that Medical **Plan-IRS Form 008** (enclosed) is prepared by medical unit of Logistics Section;
- ☐ Ensured that Communication Plan-**IRS Form 009** (enclosed) is prepared by communication unit of Logistics Section; and
- ☐ Ensured that Demobilisation Plan-**IRS Form 010** (enclosed) is prepared by demobilisation unit of Planning section in consultation with all sections and RO/IC.

REVIEW OF RESPONSE

- ☐ Reviewed public complaints and recommended suitable grievance redressal measures to the RO;
- ☐ Ensured preparation of After Action Report (AAR) prior to the demobilisation of the IRT on completion of the incident response; and
- ☐ Conducted post response review on performance of IRTs and taken appropriate steps to improve performance.

Undertaking

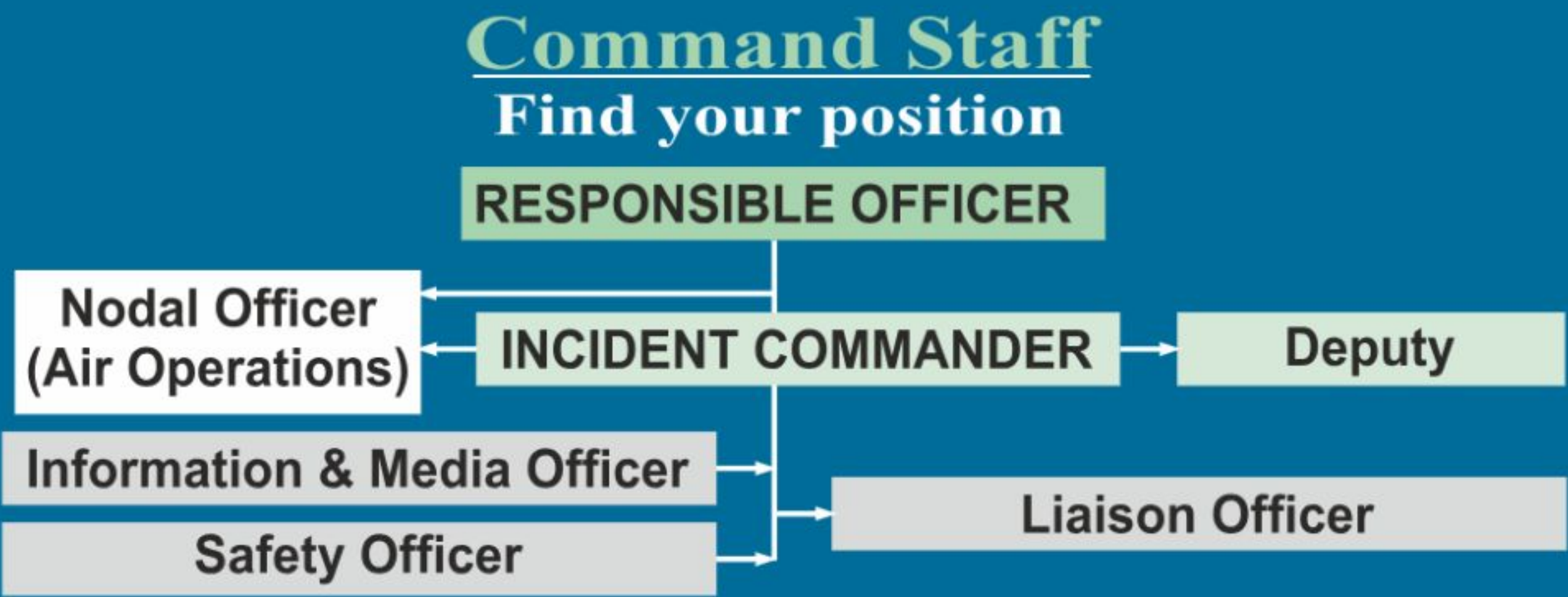
It is certified that I have gone through the IRS check list and I am aware of my roles and responsibilities during disaster response.
I will hand over this check list to the new incumbent on my transfer.

Signature with seal
Designation (Actual)
Designation as per IRS: **Responsible Officer**

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

ABBREVIATIONS

- | | |
|---------------------------------|---|
| AAR:After Action Report | ISS:Incident Status Summary |
| AC:Area Commander | LS:Logistics Section |
| DM:Disaster management | NGOs:Non Governmental Organisation |
| IAP:Incident Action Plan | RO:Responsible Officer |
| IC:Incident Commander | SDMA: State Disaster Management Authority |
| IMO:Information & Media Officer | UC:Unified Command |
| IRS:Incident Response System | |
| IRTs:Incident Response Teams | |



INCIDENT COMMANDER (IC)

Check the check box with a  when a task is completed

State level- Officer Earmarked

Secretary Disaster Management

Mobile: 7895312007

Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level - Officer Earmarked

Additional District Magistrate

Mobile: _____

Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

OPERATIONS

- ☐ Activated IRTs at State, District and Sub-division as appropriate;
- ☐ Enforced section 51 (a), (b), 52, 53, 54, 55, 56, 57, 58, 59, and 60 of the DM Act, 2005 in case find any negligence from any individual, and agencies;
- ☐ Enforced Section 22 (2) (h), 24 (e) and (l) of DM Act, 2005 for smooth disaster response.

Ensured participation of all departments and agencies of **State government:** ☐ Police ☐ Health ☐ Fire ☐ PWD ☐ Transport ☐ Food & Civil Supply ☐ SDRF ☐ Irrigation ☐ Forest ☐ Finance ☐ PRIs ☐ NGOs etc. **and Central Government:** ☐ NDRF ☐ ARMY ☐ Air Force ☐ ITBP ☐ SSB, etc.;

- ☐ Ensured representatives of armed forces (Army and CPMF) joined under aid to civil authority are working with appropriate sections and branches of state/district level IRT, EOCs of State and district (if required), and following "procedures of state government as per IRS" and "procedures of Aid to civil authority".

Ensured implementation of; ☐ Span of control ☐ Multi Tasking ☐ Accountability ☐ Resource Management ☐ Common Terminology ☐ Unity of command and chain of command ☐ Transfer of Command and ☐ Unified Command;

- ☐ Ensured activation of various IRS facilities such as; ☐ ICP ☐ Relief Camp ☐ Camp, Base ☐ Helipad etc.
- ☐ Identified and deployed Nodal Officer to coordinate Air Operations and ensured that all concerned officers are aware of it;
- ☐ Chairperson of SDMA informed of the progress of incident response;
- ☐ Ensured overall coordination of response, relief and other activities;
- ☐ Ensured that the Non-Governmental Organisations (NGOs) carry out their activities in an equitable and non-discriminatory manner; and

- ☐ Ensured that Incident Command Post (ICP) is established at the administrative headquarter of State/District/Sub-division and not at the incident site (There will be one ICP per jurisdiction);

- ☐ Ensured that the Incident site is supervised by Site Chief Coordination Center which is manned by SDM / Executive Engineer or any other senior officer deployed by RO;

Obtained information on: ☐ Situation status ☐ Availability and procurement of resources ☐ Requirement of activation of facilities like ☐ ICP ☐ Staging Area, ☐ Incident Base ☐ Camp ☐ Relief Camp, etc. ☐ Availability and requirements of Communication system ☐ Future weather behavior from IMD and ☐ Any other information required for response and ☐ Analysed the situation;

- ☐ Established immediate priorities including search & rescue and relief distribution;
- ☐ Assessed requirements for maintenance of law and order, traffic etc. if any at the incident site and make necessary arrangements;
- ☐ Briefed RO about the situation as per IRS incident briefing **form - 001** and request for additional resources, if required;
- ☐ Extended support for implementation of AC and UC if considered necessary by the RO;
- ☐ Established appropriate IRS organisation with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident at state level;
- ☐ Ensured that the NGOs and other social organisations including armed forces deployed in the affected sites are working properly and in an equitable manner;
- ☐ Ensured proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved; and
- ☐ Recommended demobilisation of the IRT, when appropriate.

LOGISTIC ARRANGEMENT

- ☐ Ensured logistic requirements like, camping ground, potable water, electricity and requirement of vehicles etc. for NDRF, Armed Forces and other agencies; and

Ensured sufficient; ☐ Food ☐ Medicine ☐ Water and ☐ Other related materials are stored for affected communities at the site.

RESOURCE MOBILISATION

- ☐ Considered requirement of resources, equipment which are not available in the functional jurisdiction, discussed with Planning Section Chief and Logistic Section Chief and inform RO regarding their mobilisation / procurement;
- ☐ Approved and ensured that the required additional resources are procured / mobilised and issued to the concerned Sections, Branches and Units etc. and are properly utilised.
- ☐ Ensured on completion of assigned work, the resources are returned immediately for utilization elsewhere or to the department concerned;
- ☐ Established contact with PRIs, ULBs, CBOs, NGOs etc. for achievement of the objectives of IAP;
- ☐ Enlisted PRIs, ULBs, CBOs, NGOs etc. to act as local guides for participating agencies; and
- ☐ Approved the deployment of volunteers and ensured that they follow the chain of command.

PLANNING

- ☐ Determined incident objectives and ensure that IAP is prepared;
- ☐ Ensured that IRT members are briefed on performance of various activities as per IAP;
- ☐ Get approval from RO or approve and authorise the implementation of IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members;
- ☐ Ensured that planning meetings including briefing and debriefing are held at regular intervals and attended by Planning Section, Logistics Section and Operations Section Chief;

- ☐ Ensured that all Sections or Units are working as per IAP; and
- ☐ Ensured that adequate safety measures for responders and affected communities are in place in the IAP.

MEDIA MANAGEMENT

- ☐ Approved media briefing note prepared by IMO;
- ☐ Organized joint media briefing involving heads of all participating agencies; and
- ☐ Ensured that designated Site Chief that is Sub-divisional Magistrate / Executive Engineer or any senior officer from state or central government deployed by RO/IC/OSC are managing /handling media at field level; and
- ☐ Ensured Logistics arrangements for visit of media in the affected site.

FINANCE

- ☐ Ensured that the record of resources mobilised from outside is maintained so that prompt payment can be made for hired resources;
- ☐ Ensured financial rules are followed by the Finance Branch Director of the Logistic Section for procurement of resources; and
- ☐ Ensured the cost unit and procurement unit of the finance branch are referring incident check-in form-**IRS-006** (shall be collected from the staging area) before procurement of the required items.

DOCUMENTATION

- ☐ Ensured that **IRS form 001** (enclosed) is completed by situation unit and forward to the documentation unit for the preparation of IAP and RO;
- ☐ Ensured that Incident Status Summary (ISS)-**IRS form-002** (enclosed) is completed and forward to the RO;
- ☐ Ensured that the 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** (enclosed);
- ☐ Ensured that Organisation assignment list-**IRS form 005** (enclosed) is circulated among all the responders by documentation unit of Planning Section;
- ☐ Ensured that Incident check-in and deployment list-**IRS form 006** (enclosed) is collected by Resource unit of Planning Section for its appropriate use during preparation of IAP and a copy of it submitted to Medical Unit, Food Unit, Facility Unit, Ground Support Unit Cost Unit and Procurement Unit of LS;
- ☐ Ensured that on duty officer list-**IRS form 007** (enclosed) is collected by IMO from all the sections;
- ☐ Ensured that Medical **Plan-IRS Form 008** (enclosed) is prepared by medical unit of Logistics Section;
- ☐ Ensured that Communication Plan-**IRS Form 009** (enclosed) is prepared by communication unit of Logistics Section; and
- ☐ Ensured that Demobilisation Plan-**IRS Form 010** (enclosed) is prepared by demobilisation unit of Planning section in consultation with all sections and RO.

REVIEW OF RESPONSE

- ☐ Reviewed public complaints and recommended suitable grievance redressal measures to the RO;

- ☐ Ensured preparation of After Action Report (AAR) prior to the demobilisation of the IRT on completion of the incident response; and
- ☐ Conducted post response review on performance of IRTs and taken appropriate steps to improve performance.

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.

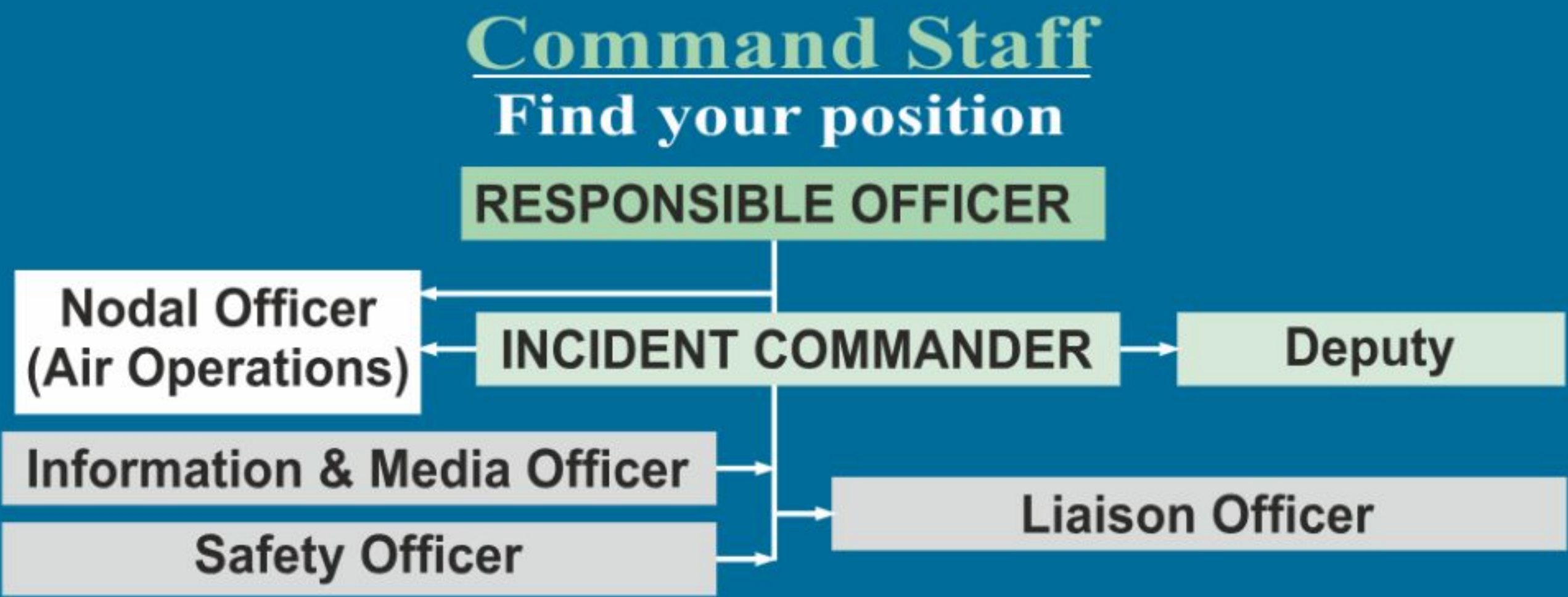
I will hand over this check list to the new incumbent on my transfer.

Signature with seal
Designation (Actual)
Designation as per IRS: **INCIDENT COMMANDER**

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

ABBREVIATIONS

AAR: After Action Report	ITBP: Indo Tibetan Border Police
AC: Area Commander	NDRF: National Disaster Response Force
CBOs: Community Based Orgaisations	NGOs: Non Governmental Organisation
DM: Disaster Management	PRIs: Panchayati Raj Institutions
IAP: Incident Action Plan	RO: Responsible Officer
IC: Incident Commander	SDMA: State Disaster Management Authority
ICP: Incident Command Post	SDRF: State Disaster Response Force
IMD: India Metrological Department	SSB: Sashastra Seema Bal
IMO: Information & Media Officer	UC: Unified Command
IRS: Incident Response System	ULBs: Urban Local Bodies
IRTs: Incident Response Teams	
ISS: Incident Status Summary	



NODAL OFFICER (NO) AIR OPERATIONS

Check the check box with a  when a task is completed

State level- Officer EarmarkedED, Add.
CEO, UCADA & Chief Eng. CA
Mobile: 9412059703
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

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

- ☐ Coordinated with concerned authorities for air operations;
- ☐ Projected the type of Air support required to the appropriate authorities based on the IAP and placed the demand at least 24 hours in advance or as early as possible;
- ☐ Informed the RO/IC and OSC about the Air movements and landing schedules in their respective areas;
- ☐ Ensured that relevant Maps of the incident locations are available with all agencies involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required;
- ☐ Determined the suitability of Helipads or Helibases in coordination with the Air Force authorities, State authorities and District administration;
- ☐ Maintained communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities;
- ☐ Assisted the RO/IC and the LSC in the procurement of required ATF etc;
- ☐ Reported on Air Operations activities to the RO/IC; and
- ☐ Performed other duties assigned by the RO and 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)

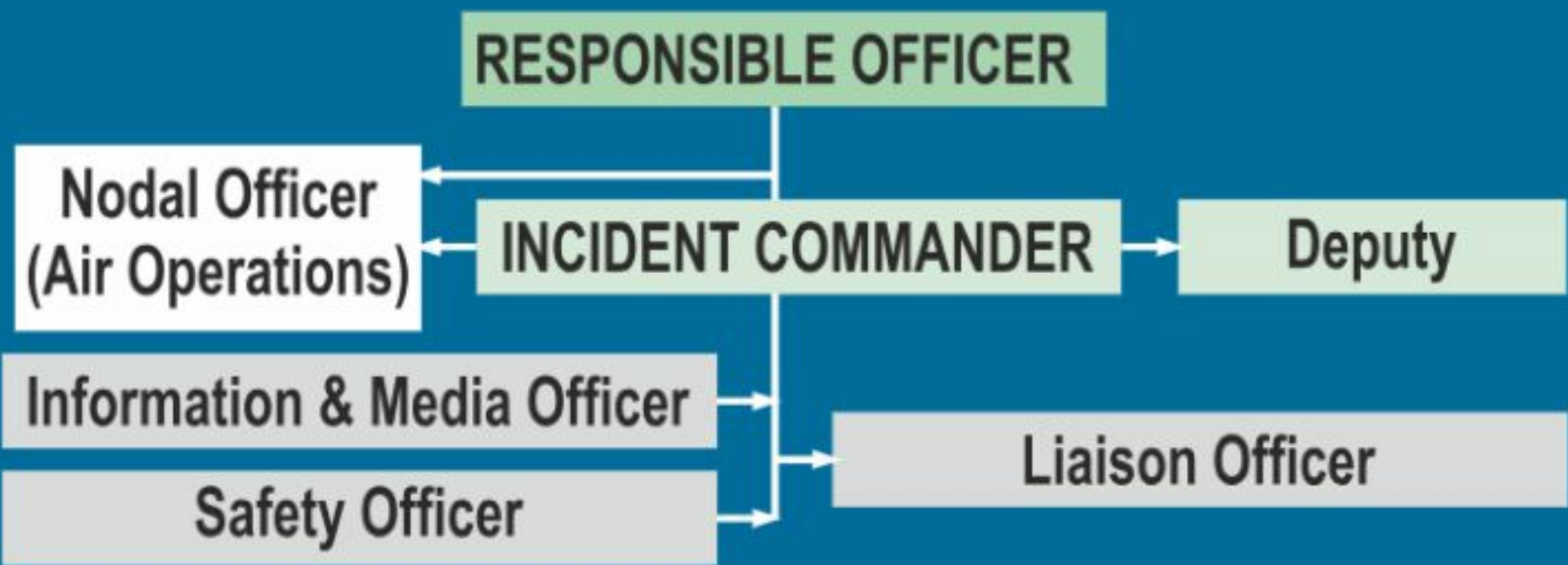
Designation as per IRS: NODAL OFFICER (NO) AIR OPERATIONS

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

ABBREVIATIONS

ATF:Aviation Turbine Fuel
IAP:Incident Action Plan
IC:Incident Commander
IRS:Incident Response System
LSC:Logistics Section Chief
NO:Nodal Officer
OSC:Operations Section Chief
RO:Responsible Officer

Command Staff Find your position



INFORMATION & MEDIA OFFICER (IMO)

Check the check box with a  when a task is completed

State level- Officer Earmarked
DG Information
Mobile: 9837410459
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

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

- ☐ Prepared and released information about the incident to the media agencies and others with the approval of RO/IC;
- ☐ Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and handed it over to the Planning Section on its activation for incorporation in the IAP;
- ☐ Asked for additional personnel support depending on the scale of incident and workload;
- ☐ Monitored and reviewed various media reports regarding the incident that may be useful for incident planning;
- ☐ Organized IAP meeting;
- ☐ Coordinated with IMD to collect weather information and disseminated it to all concerned;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed); 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: INFORMATION & MEDIA OFFICER

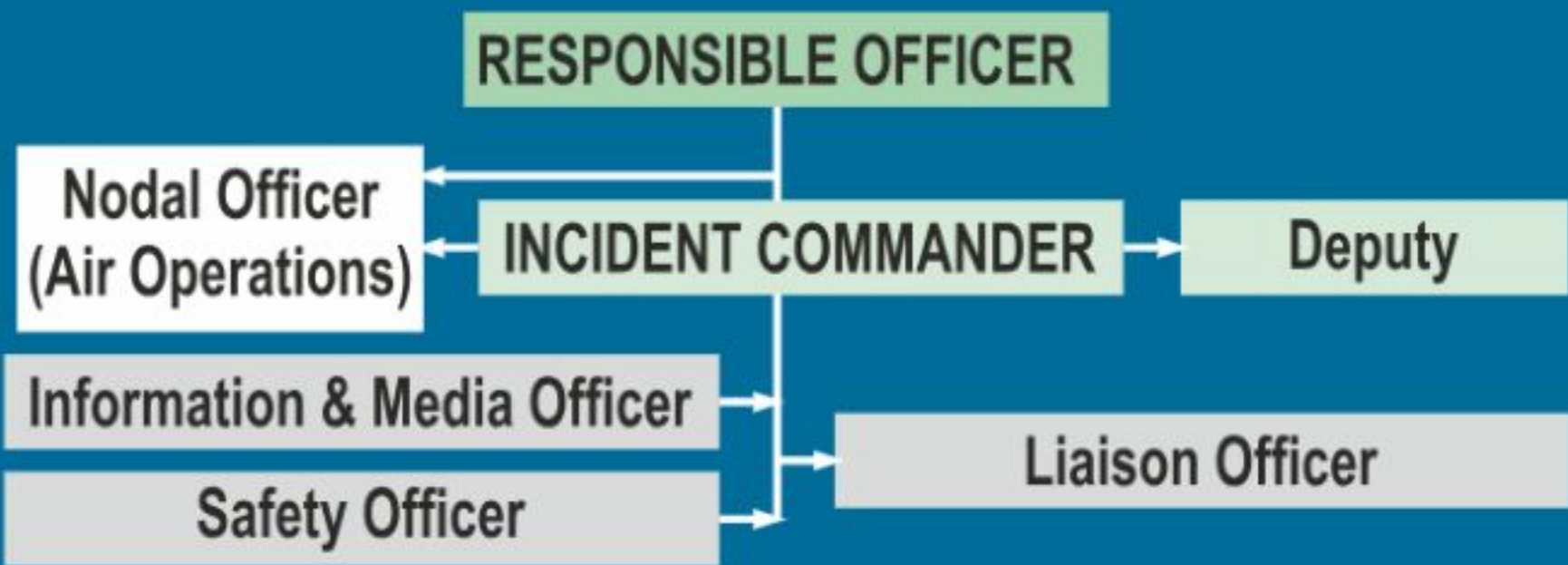
Note : To be given to the reporting officer and a copy of it shall be submitted to Secretary, Disaster Management, Government of Uttarakhand.

ABBREVIATIONS

- RO:Responsible Officer
- IMD:India Metrological Department
- IAP:Incident Action Plan
- IMO:Information & Media Officer
- IC:Incident Commander
- IRS:Incident Response System
- IRTs:Incident Response Teams

Command Staff

Find your position



SAFETY OFFICER (SO)

Check the check box with a  when a task is completed

State level- Officer Earmarked
IG Fire
Mobile: 9411112703
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
Fire Officer /Forest Ranger/ Police / Medical Officer / Civil Engineer/ Factory Inspector or any other suitable position at District level as deemed by IC
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

The position of Safety Officer is situational. Activation of Safety Officer depends on demand of the situation. For example if it is a Bird flu Scenario, then medical officer or officer from veterinary department is appropriate to man the position of safety officer. In case of an earthquake scenario followed by heavy rain which may unfolded with various type of situation. For example building collapse, spread of epidemics, lack of law and order situation etc. To guide the responder and victims pertaining to what to do and what not to do in such situations, we may need more than one Safety Officers (Scenario Specific) (a civil engineer for building collapse, a medical officer for epidemic and police for law and order). The details checklist of the safety officer is as follows.

- ☐ Measures recommended for assuring safety of responders as well as victims and to assess or anticipate hazardous and unsafe situations.
- ☐ Asked for assistants and assigned responsibilities as required;
- ☐ Participated in planning meetings for preparation of IAP;
- ☐ Reviewed the IAP for safety implications;
- ☐ Obtained details of accidents that have occurred within the incident area if required or as directed by IC and informed the appropriate authorities;
- ☐ Reviewed and approved the Site Safety Plan, as and when required;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed); and
- ☐ Performed other duties as assigned by IC/RO.

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.

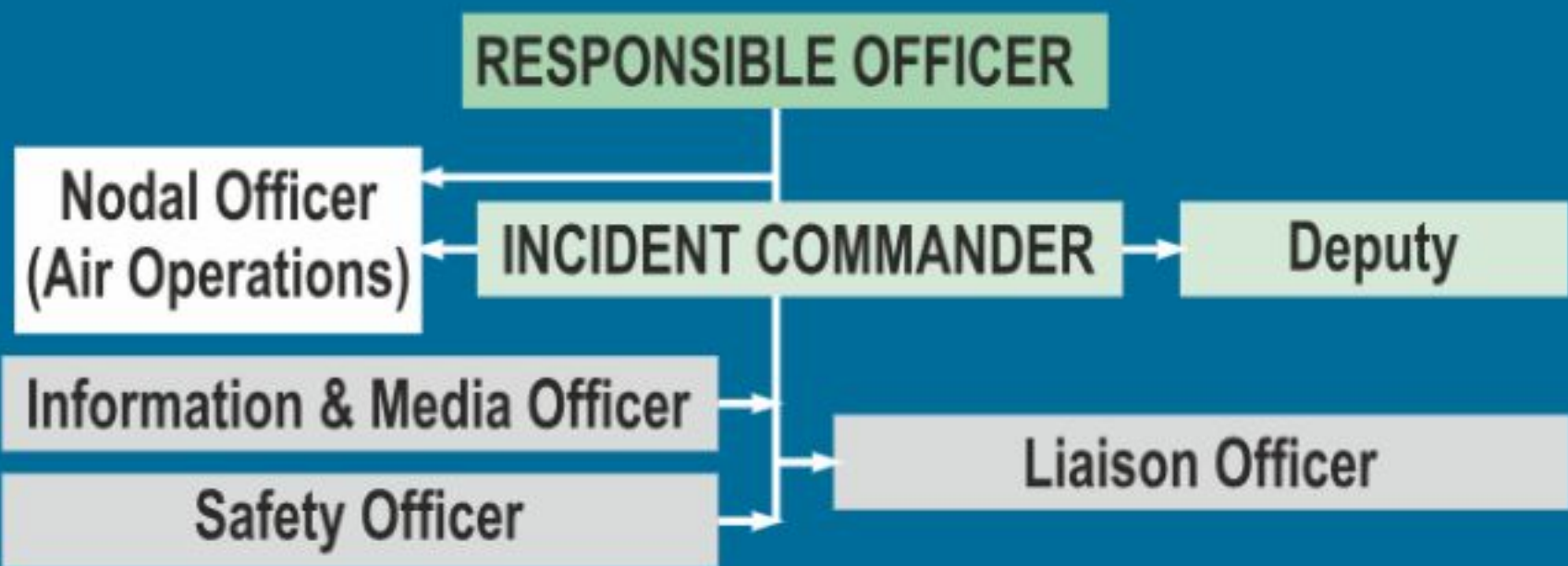
Signature with seal
Designation (Actual)
Designation as per IRS: **SAFETY OFFICER**

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
- IMD:India Metrological Department
- IMO:Information & Media Officer
- IRS:Incident Response System
- IRTs:Incident Response Teams
- RO:Responsible Officer
- SO:Safety Officer

Command Staff Find your position



LIAISON OFFICER (LO)

Check the check box with a  when a task is completed

State level- Officer Earmarked
ED, DMMC
Mobile: 9412054085
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
Executive Officer, Nagar Palika/ Senior Deputy Collector
Mobile: _____
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

The Liaison Officer is the focal point of contact for participating agencies such as various line departments, SDRF, NDRF, Army, ITBP, SSB, Air Force, teams coming from different state governments, NGOs, PRIs and ULBs etc. More than one LO may be designated depending on the number of agencies involved and the size of affected area.

- ☐ Maintained a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives deployed at various locations;
- ☐ Carried out liaison with all concerned agencies including NDRF, Armed Forces and line departments of Government and inform RO/IC for effective use of resources;
- ☐ Monitored Operations to identify current or potential inter-agency problems;
- ☐ Participated in planning meetings and provide information on response by participating agencies;
- ☐ Asked for personnel support if required;
- ☐ Kept the IC informed about arrivals of all the Government and Non Government agencies and their resources and provide necessary support;
- ☐ Helped in organising briefing sessions of all Governmental and Non Governmental agencies with the IC;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed); and
- ☐ Performed such other duties as assigned by 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: **LIAISON OFFICER**

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

ABBREVIATIONS

- RO:Responsible Officer
- IMD:India Metrological Department
- LO:Liaison Officer
- IC:Incident Commander
- IRS:Incident Response System
- IRTs:Incident Response Teams
- SO:Safety Officer
- CBOs: Community Based Organisation
- NGOS:Non Governmental Organisations
- NDRF: National Disaster Response Force



IRS FORMS



IRS FORM-000- Incident Action Plan

IRS FORM-001-Incident Briefing

IRS FORM-002-Incident Status Summary

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-008-Medical Plan

IRS FORM-009-Communication Plan

IRS FORM-010-Demobilisation Plan

IRS FORM-011-Task Force/Strike Team Format

IRS FORM

000- Incident Action Plan



Prepared by:
DOCUMENTATION UNIT of Planning Section

Instruction:

1. Incorporate IRS Form 002 (Incident Status Summary), IRS Form 003 (Unit Log) and IRS Form 006 (Incident Check-in and Deployment list) and in the IAP.
2. Incas of involvement of multiple agencies like SDRF, Army, NDRF, SSB, ITBP, Air Force, NGOs, etc. ensure that their recourses are dovetailed in the IAP.
3. Discusses the IAP in the Planning Meeting and get it approved from RO/IC.

Incident Action Plan

Time of Incident:

Date:

Date	Time (preparation of IAP)	Objective	Achievement Strategy							Contact Number of Site Supervisor
			Resource Required	Number	Dept/ Agency	Location of Mobilisation	ETA	ETD	Location of Deployment	

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.		Infrastructure Damaged										
			Injured	Dead	Road	Power	Water	Comm. (Mobile Tower)	Hospitals	Any Other			
	Severe	Minor											

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

002-Incident Status Summary



Prepared by:

1.SITUATION UNIT of Planning Section of state and district level IRT (whichever is appropriate).

Instruction:

1. Refer IRS form 001 of the ongoing operational period for preparation of IRS 002.
2. After preparation, submit to RO/IC for updating of situation, Information and Media Officer for preparation of media briefing Operations, Logistics Section Chief for their reference

Incident Status Summary (ISS)-IRS Form 002

Attach a separate sheet in case space is not sufficient

1. Name of the incident:		2. Name of the IRT:		3. Operational Period		4.Prepared		
						Date:		
						Time:		
5. Name of the IC: _____				6. Phone No. _____				
7. Current Situation (Nos. of Casualty)								
(a)	(b)	(c)	(d)	(e)	Dead		Identified and	Unidentified dead
Locations	Injured	Treated	Discharged	Patients referred (Specify Hospitals with locations)			cremated/buried dead bodies	bodies
8. Status of infrastructure (Put tick mark)					9. Threats. If any which may be increase severity of incident may be indicated			
(a)	(b)	(c)	(d)					
Infrastructure	Not Damaged	Partially damaged	Completely Damaged					
Road								
Railways								
Airport								
Water Supply								
Electricity Supply								
Communication Network								
Communication /Critical Infrastructure								
Residence								
Any Other (Specify)								

10. Resources Deployed for response with descriptions						
(a)	(b)			(c)		(d)
	Resources			ESF Involved		Activities
	Human Resources	Equipments		Gov.	Non. Gov.	
		Kind	Type	Quantity		
11. Need for Additional resources						
(a)				(b)		
Resource Details				Source of Mobilization		
	Kind	Type	Quantity			
12. Remarks if any:						
13. Name and designation of officer Prepared by _____						

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

003-Unit Log

**Prepared by:**

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

Instruction:

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.

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

008-Medical Plan



Prepared by:

MEDICAL UNIT of Logistics Section.

Instruction:

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

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

1.Name of the incident:		2.Operational period:		3.prepared Date: Time:		4.total Nos. of medical aid camp to be established:							
4.1 Sl.No.	4.2 Location	4.3 Resources Available in the medical camp											
	(s)	(a)	(b)	(c)	(d)		(e)		(f)				
		No.of Medical Officers	No. of Paramedics staff	Others (ANM & trained volunteers Specify)	Life saving drugs/Appliances Yes No		Facilities of referral services and Blood Banks Yes No		Any other (Specify)				
5.status of Ambulance Services		6. Availability of Regular Medical Facilities (Specify in Nos.)											
(a)	(b)	(c)	6.1 Govt.			6.2 Private							
		Paramedics	(a)	(b)	(C)	(d)	(e)	(a)	(b)	(C)	(d)	(e)	(f)
		No	Locations	Sub centre	PHC	Hospitals	Medical college	Locat ions	Clinic	Nursing Home	Hospitals	Medical College	RMP
7.Road map of the area circulated among the ambulance service		8.Referral Medical Facilities in the Neighborhood											
(a)	(b)	(b)	(a)			(b)	(c)						
Yes	No		Location			Address	Specialization						
9. Name and designation of officer Prepared by (Medical Unit)													
		10.Approved by											

IRS FORM

009-Communication Plan



Prepared by:

COMMUNICATION UNIT of Logistics Section.

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

1.Name of the Incident:		2. Operational Period:				3.Prepared Date:						
						Time:						
3.List of locations where communication is available												
(a)	(b)	(c)	(d)									
Name of location	Organizati on	Requireme nt of Backup Ye No	Type of communication									
			Wireless			HAM Radio				Web		
			HF	VHF	Morse	Land line	Mobile	Satellite	E-mail	Skype		
4. List of location where communication has to be setup												
(a)	(b)	(C)	(d)									
Name of location	Organizati on responsible	Requirement of Backup Power Supply Yes No	Personnel requirement (Specify Nos. if required) Yes No	Wireless			Telephone			HAM	Web	
				HF	VHF	Morse	Land line	Mobile	Satellite	E-mail	Skype	
5. Arrangements for repair and replacement of faulty sets: _____				6. In stock available sets (Specify Nos. Kind and type) _____								
7. Networking plan for integration inter –organisational communication facilities with the local setup (Army/NDRF,etc) Weather				8. Transport requirements for supervision and maintenance:								
9. Name and designation of officer prepared by:												

Source: Adapted from IRS Guidelines, NDMA

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.			
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29.			
30.			

