



उत्तराखण्ड राज्य

STATE DISASTER RESPONSE MANUAL

PLANNING SECTION CHIEF

IRS CHECK LIST

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

INCIDENT RESPONSE SYSTEM



उत्तराखण्ड राज्य

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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 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

PLANNING SECTION CHIEF (PSC)

Check the check box with a  when a task is completed

State level- Officer Earmarked

Secretary / Additional Secretary, Disaster Management

Mobile: 7579162221

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

District level – Officer Earmarked

CDO/DDO / PD. DRDA/ADMO/DSTO

Mobile: _____

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

- ☐ Coordinated with the activated Section Chiefs for planning and preparation of IAP in consultation with RO/IC;
- ☐ Ensured that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- ☐ Ensured collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources;
- ☐ Coordinated by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP;
- ☐ Ensured attachments in the IAP including incident briefing (**IRS Form - 001**), Incident Status Summary (**IRS Form-002**), Organisation Assignment list (**IRS Form-005**), Incident Communication Plan (**IRS Form-009**), Demobilisation Plan **IRS Form-010**, Traffic Plan, Safety Plan, and Incident Map etc;
- Ensured the major steps for preparing IAP including ☐ Initial information and assessment of the damage and threat ☐ Assessment of resources required ☐ Formation of incident objectives and conducting strategy meetings ☐ Operations briefing ☐ Implementation of IAP ☐ Review of the IAP and ☐ Formulation of incident objectives for the next operational period, if required;
- ☐ Ensured that Organisational Assignment List (Divisional / Group) **IRS Form-005** (enclosed) is circulated among the Unit leaders and other responders of his Section;
- ☐ Plan prepared to activate and deactivate IRS organisational positions as appropriate, in consultation with the RO/IC and OSC;
- ☐ Determined the need for any specialised resources for the incident management;
- ☐ Utilised IT solutions for pro-active planning, GIS for decision support and modeling capabilities for assessing and estimating casualties and for comprehensive response management plan;
- ☐ Provided periodic projections on incident potential;
- ☐ Reported to the IC of any significant changes that take place in the incident status;
- ☐ Compiled and displayed **incident status summary -IRS Form 002** (enclosed) at the ICP/EOC.
- ☐ Oversee preparation and implementation of Incident Demobilisation Plan-**IRS Form-010** (enclosed);

- ☐ Assigned appropriate personnel, keeping their capabilities for the tasks in mind and maintained On Duty Officers List-**IRS Form-007** (enclosed) for the day;
- ☐ Ensured that record of various activities performed **-IRS Form-004** (enclosed) by members of Units are collected and maintained in the Unit Log **-IRS Form-003** (enclosed); and
- ☐ Performed any other duties 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.

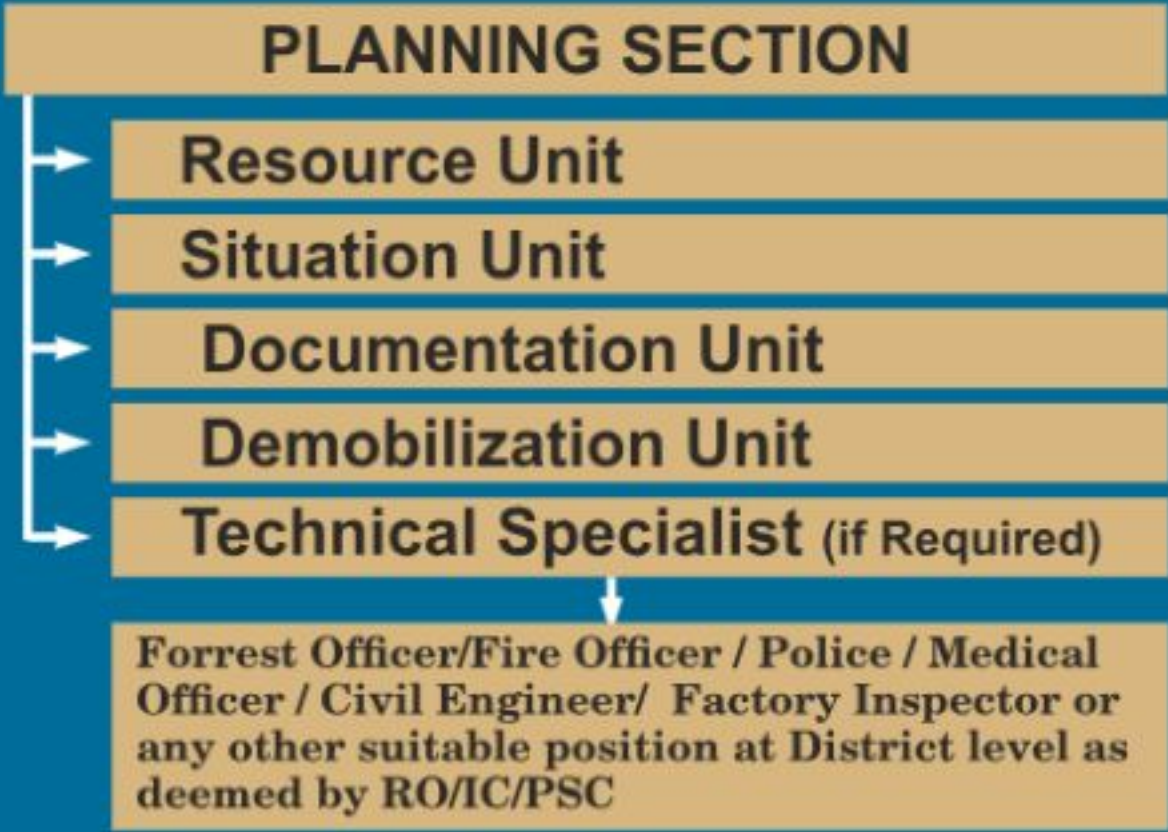
I will hand over this check list to the new incumbent on my transfer.

Signature with seal
Designation (Actual)
Designation as per IRS: **PLANNING 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
EOC:Emergency Operations Center
IAP:Incident Action Plan
IC:Incident Commander
ICP:Incident Action Plan
IMO:Information & Media Officer
IRS:Incident Response System
OSC:Operations Section Chief
RO: Responsible Officer

General Staff
Find your position



RESOURCE UNIT LEADER (RUL)

Check the check box with a  when a task is completed

State level- Officer Earmarked
Deputy Secretary, Disaster Management
Mobile: 9410368361
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

District level – Officer Earmarked
DFO Supported by DDMO, CRA & Section
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

- ☐ Maintained and displayed the status of all assigned resources (Primary and Support) at the incident site by overseeing the check-in-**IRS Form -006** (enclosed) of all resources, and maintained a "resource status-keeping system" (Primary resources are meant for responders and support resources are meant for affected communities);
- ☐ Compiled a complete inventory of all resources available;
- ☐ Ensured and establish Check-in function at various incident locations;
- ☐ Updated the PSC and IC/RO about the status of resources received and despatched from time to time;
- ☐ Coordinated with the various activated Branches, Divisions and Groups of OS for checking status and utilisation of allotted resources;
- ☐ Ensured quick and proper utilisation of perishable resources;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to Section concerned; and
- ☐ Performed any other duties assigned by PSC.

Undertaking

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

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

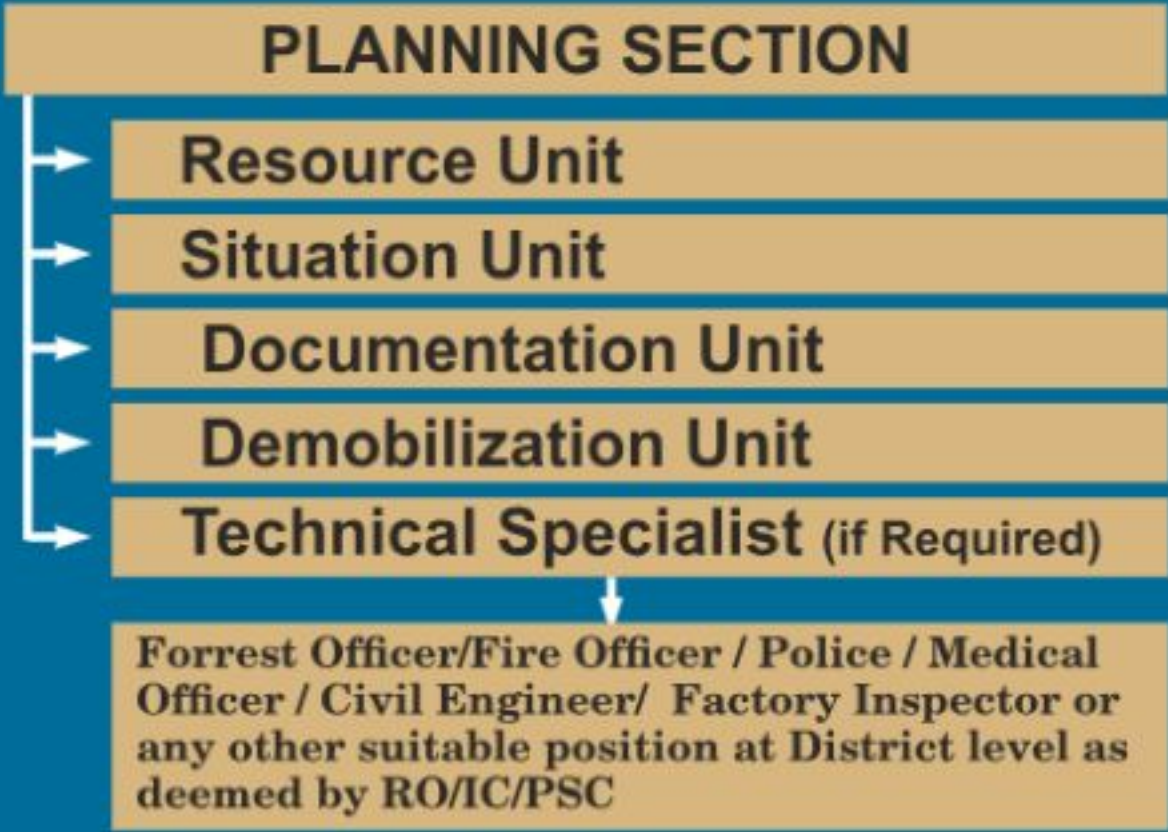
Signature with seal
Designation (Actual)
Designation as per IRS: **RESOURCE UNIT LEADER**

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

ABBREVIATIONS

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

General Staff Find your position



SITUATION UNIT LEADER (SUL)

Check the check box with a  when a task is completed

State level- Officer Earmarked

Additional Secretary, Revenue

Mobile: 7055999111

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

District level – Officer Earmarked

DPRO

Mobile: _____

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

- ☐ Collected, processed and organised all incident information as per **IRS form 001** (enclosed). For such purposes, take the help of members of the Single Resource, Task Forces, Strike Teams, field level government officers (Patwari, Gram Rakshi, Anganwadi karyakarti, ASHA karyakarti) and members of PRIs, CBOs, NGOs etc;
- ☐ Ensured that **IRS Form 002** – Incident Status Summary (enclosed) is filled and submitted to RO/IC, IMO, Operations, Planning and Logistics Section;
- ☐ Prepared periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed;
- ☐ Prepared situation and resource status reports and disseminated as required;
- ☐ Provided authorised maps, photographic services to responders, if required;
- ☐ Attended IAP meeting with required information, data, documents and Survey of India maps etc;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to Section concerned; and
- ☐ Performed such other duties assigned by Planning Section Chief.

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: **SITUATION UNIT LEADER**

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

ABBREVIATIONS

CBOs:Community Based Organisations

IAP:Incident Action Plan

IC:Incident Commander

IRS:Incident Response System

IRS:Incident Response System

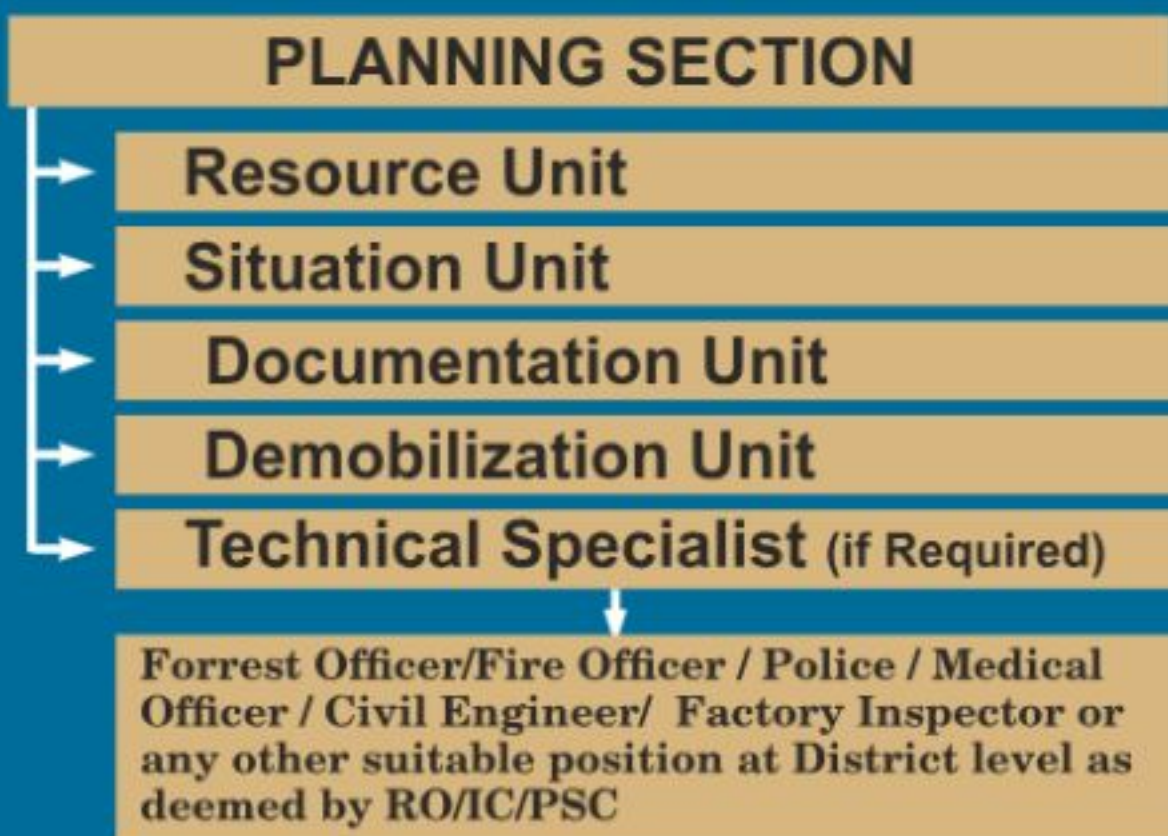
NGOs:Non Governmental Organisations

PRIs:Panchayati Raj Institution

PSC:Planning Section Chief

General Staff

Find your position



DOCUMENTATION UNIT LEADER (DUL)

Check the check box with a  when a task is completed

State level- Officer Earmarked
Chief Coordinating officer, Department of Planning and Manager (Tech.),DMMC
Mobile: 7088010901, 9152443471
Wireless : Police Net / Forest Net/SDRF Net/Army Net/CPMF net (put ✓ whichever is appropriate)

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

- ☐ Ensured that all the required IRS forms-**IRS form - 005 and IRS Form - 007** (enclosed) are filled and circulated among the members of IRT;
- ☐ Ensured that stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units;
- ☐ Compiled all information and reports related to the incident;
- ☐ Reviewed and scrutinise the records and various IRS forms for accuracy and completeness;
- ☐ Informed appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified;
- ☐ Stored files properly for post-incident analysis;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to Sections concerned; and
- ☐ Performed any other duties as assigned by the PSC/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.

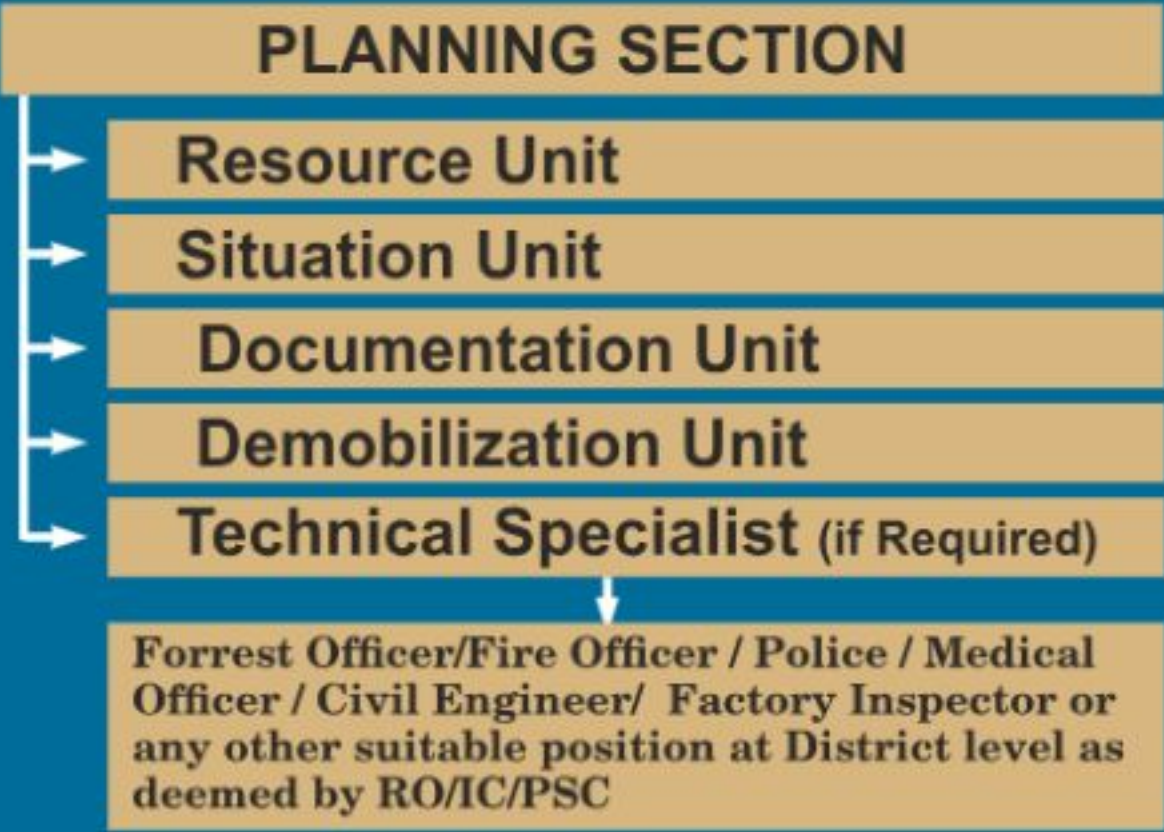
Signature with seal
Designation (Actual)
Designation as per IRS:**DOCUMENTATION UNIT LEADER**

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

ABBREVIATIONS

IC:Incident Commander
IRS:Incident Response System
IRS:Incident Response System
IRT:Incident Response team
PSC:Planning Section Chief

General Staff Find your position



DEMOBILISATION UNIT LEADER (Demob. UL)

Check the check box with a  when a task is completed

State level– Officer Earmarked
Joint Seretary / Dy. Secretary, Revenue
Mobile: 9927699250
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CPMF net (put ✓ whichever is appropriate)

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

- ☐ Prepared Incident Demobilisation Plan (IDP) as per **IRS Form-010** (enclosed);
- ☐ Identified surplus resources and prepared a tentative IDP in consultation with the PSC and given priority to demobilisation of surplus resources;
- ☐ Developed incident check-out functions for Sections, Branches, Divisions and Units in consultation with all Sections and sent to the PS;
- ☐ Planed for logistics and transportation support for incident demobilisation in consultation with Logistic Section;
- ☐ Disseminated IDP at an appropriate time to various stakeholders involved;
- ☐ Ensured all Sections, Units, Teams and Resources understand their specific Incident Demobilisation responsibilities and avail demobilisation facilities;
- ☐ Arranged for proper supervision and execution of the IDP;
- ☐ Briefed the PSC on the progress of Demobilisation;
- ☐ Requested the PSC for additional human resources, if required;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to Sections concerned; and
- ☐ Performed any other duties assigned by the PSC/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.

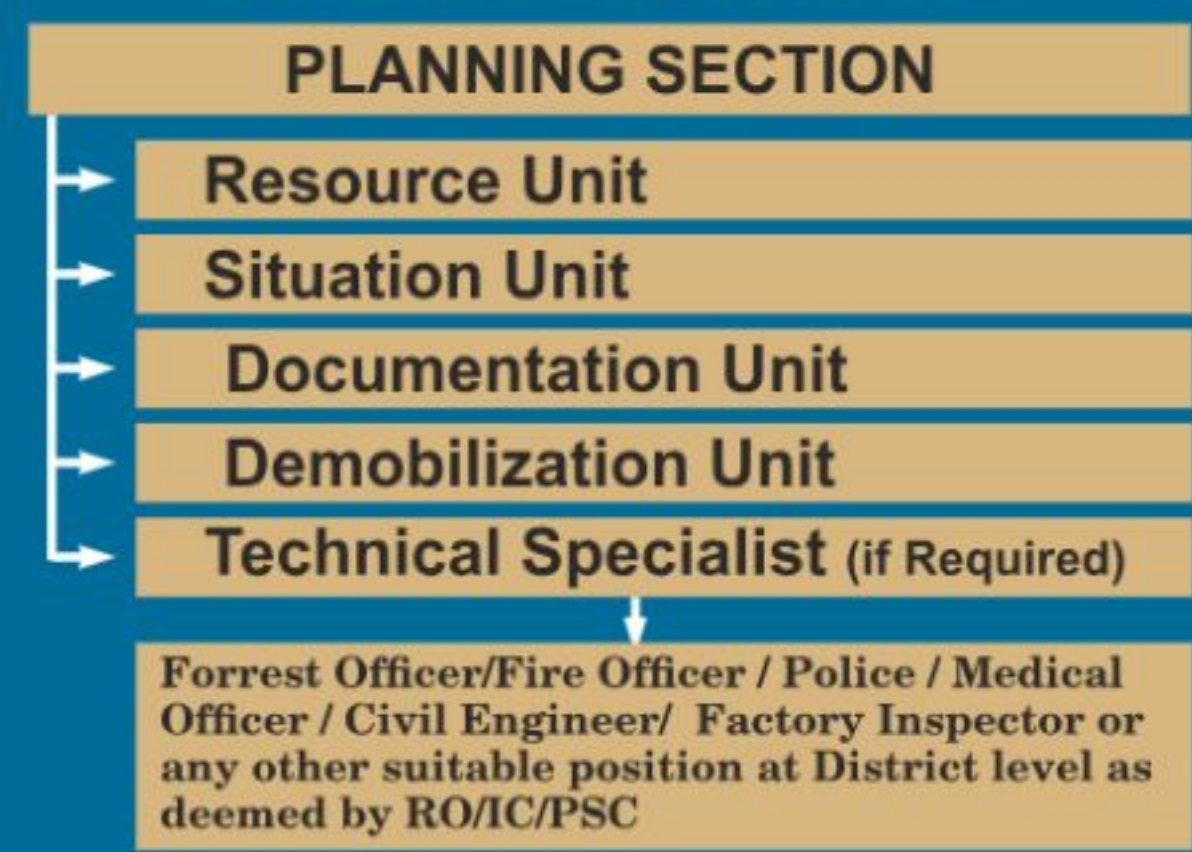
Signature with seal
Designation (Actual)
Designation as per IRS: DEMOBILISATION UNIT LEADER

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

ABBREVIATIONS

IAP:Incident Action Plan
IC:Incident Commander
IDP:Incident Demobilisation Plan
IRS:Incident Response System
PS:Planning Section
PSC:Planning Section Chief
RO:Responsible Officer

General Staff Find your position



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-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.

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:											

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	
		Yes	No	Yes	No							
5. Arrangements for repair and replacement of faulty sets:				6. In stock available sets (Specify Nos. Kind and type)								
7. Networking plan for integration inter –organisational communication facilities with the local setup (Army/NDRF,etc) Weather				8. Transport requirements for supervision and maintenance:								
9. Name and designation of officer prepared by:												

Source: Adapted from IRS Guidelines, NDMA

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		
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