



UTTAR PRADESH STATE DISASTER MANAGEMENT AUTHORITY



Sri Yogi Adityanath
Chief Minister of Uttar Pradesh

STATE DISASTER RESPONSE MANUAL INCIDENT RESPONSE SYSTEM

CHECK LIST - COMMAND STAFF

2022

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Vice Chairman
Uttar Pradesh State Disaster
Management Authority
Government of Uttar Pradesh

FOREWORD

The Disaster Management Act-2005 and the National Policy, lays down institutional mechanisms at the National, State, District and Local levels for the conduct of all activities on Disaster Management (DM). Though, these institutions are at different levels, they work in close harmony & unison. The new institutional frameworks are expected to usher in a paradigm shift in DM from relief centric approach to a proactive regime that lays greater emphasis on preparedness, prevention and mitigation.

The Incident Response System (IRS) provides a well-structured, participatory, fail safe, multi-disciplinary, multi-departmental and systematic approach to guide executive & administrative mechanisms at all levels of the government. It also provides scope for private sector, NGOs, CSOs, PRIs and communities to work seamlessly in the response activities.

The introduction of IRS will ensure that the response to disasters in future will definitely be swift, efficient and effective since every stakeholder / responder will be in know of his roles/responsibilities and act & perform accordingly. Moreover, the IRS has a clear chain of command, which will result in prompt and appropriate actions.

The Check List: Command Staff, consists of Responsible Officer (RO), Incident Commander (IC), Information & Media Officer (IMO), Safety Officer (SO) and Liaison Officer (LO). The main function of the Command Staff is to assist the Incident Commander (IC) in the discharge of his functions.

The response to any type of Disaster has to be far more comprehensive, effective, swift and well planned based on a well-conceived response mechanism. I am sanguine that implementation of IRS will ensure in minimising, the loss of life and property by strengthening and standardising the disaster response mechanism in our State.

Lt General Ravindra Pratap Sahi
AVSM

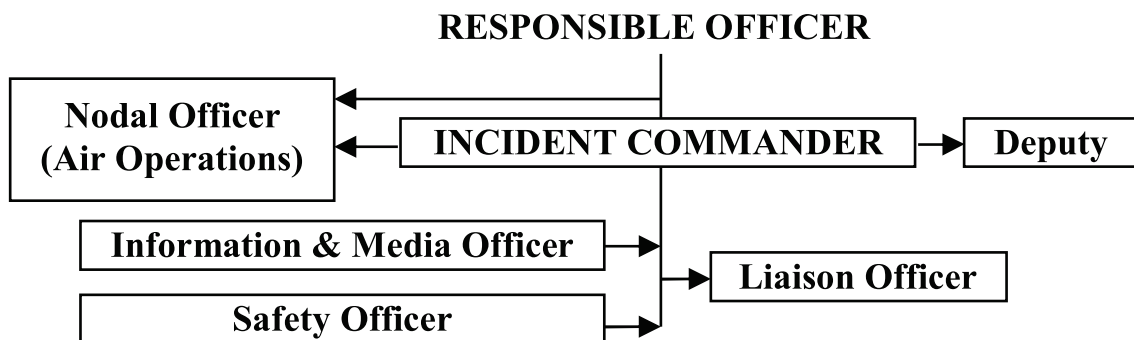
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- 5- Shri Rohit Sanwal, Senior Assistant, UP SDMA.
- 6- Shri Shiv Pratap Trivedi, Data Entry Operator, UP SDMA.
- 7- Smt. Rashmi, Data Entry Operator, UP SDMA.

Command Staff

Find your position



RESPONSIBLE OFFICER (RO)

Check the Check Box with a ☒ when a task is completed

State level— Officer Earmarked

Chief Secretary (RO)

Mobile:

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

District level- Officer Earmarked

District Magistrate (RO)

Mobile:

Wireless : Police Net/Forest Net/SDRF Net/Army Net/CAPF 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 (1) 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 CAPF) 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 & Vice 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

ABBREVIATIONS

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

INCIDENT COMMANDER (IC)

Check the Check Box with a ☒ when a task is completed

State level— Officer Earmarked

Additional Chief Secretary/Principal Secretary,
Revenue, Dept.

Mobile:

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

District level- Officer Earmarked

Additional District Magistrate (ADM, F/R)

Mobile:

Wireless : Police Net/Forest Net/SDRF Net/Army
Net/CAPF 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 (1) 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 CAPF) 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 NGO's and other social organisation 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 material 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 guide 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 meeting including briefing and debriefing are held at regular intervals and attended by Planning Section, Logistic 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

ABBREVIATIONS

AAR: After Action Report	ITBP: Indo Tibetan Border Police
AC: Area Commander	NDRF: National Disaster Response Force
CBOs: Community Based Organisations	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 Earmarked ED,
Additional Chief Secretary/Chief Secretary,
Aviation Dept.
Mobile:
Wireless : Police Net/Forest Net/SDRF Net/Army
Net/CAPF net (put ✓ whichever is appropriate)

District level- Officer Earmarked
(As nominated by District Magistrate (RO))
Mobile:
Wireless : Police Net/Forest Net/SDRF Net/Army
Net/CAPF net (put ✓ whichever is appropriate)

- ☐ Coordinate 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

ABBREVIATIONS

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

SAFETY OFFICER (SO)

Check the Check Box with a ☒ when a task is completed

State level— Officer Earmarked

Director General of Police, U.P.

Mobile:

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

District level- Officer Earmarked

Commissioner of Police/Senior Superintendent of Police/Superintendent of Police

Mobile:

Wireless : Police Net/Forest Net/SDRF Net/Army Net/CAPF 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 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

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

LIAISON OFFICER (LO)

Check the Check Box with a ☒ when a task is completed

State level— Officer Earmarked

Additional Chief Executive Officer, UPSDMA

Mobile:

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

District level- Officer Earmarked

City Magistrate

Mobile:

Wireless : Police Net/Forest Net/SDRF Net/Army Net/CAPF 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

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

CBO: Community Based Organisation

NGOS: Non Governmental Organisations

NDRF: National Disaster Response Force

INFORMATION & MEDIA OFFICER (IMO)

Check the Check Box with a ☒ when a task is completed

State level— Officer Earmarked

Director, Information & Public Relation Dept.

Mobile:

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

District level- Officer Earmarked

District Information Officer

Mobile:

Wireless : Police Net/Forest Net/SDRF Net/Army Net/CAPF 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

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 Team

IRS FORMS

IRS FORM-000- Incident Action Plan

RS 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. In the event of involvement of multiple agencies like SDRF, Army, NDRF, SSB, ITBP, Air Force, NGOs, etc. ensure that their resources 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. Lekhpal, VDO, ASHA & Anganwadi Karyakarti, and Teacher
2. Supervisors of Task Force and Strike Team of Operations Section
3. 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 (Lekhpal, VDO, ASHA & Anganwadi Karyakarti and Teacher) should forward to the EOC.
3. During disaster response, the supervisors of tasks Force and Strike Team should send to Situation Unit of Planning Section through Response Branch Director/Operations Section Chief.

Name of the District/Subdivision: _____

Incident Briefing-IRS Form 001

Date: _____ Time: _____

Government of Uttar Pradesh

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

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) Locations	(b) Injured	(c) Treated	(d) Discharged	(e) Patients referred (Specify Hospitals with locations)	Dead	Identified and cremated/buried dead bodies	Unidentified dead bodies
8. Status of infrastructure (Put Tick mark)						9. Threats. If any which may increase severity of incident may be indicated	
(a) Infrastructure	(b) Not Damaged	(c) Partially damaged	(d) 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			Govt.	Non. Govt.	
		Kind	Type	Quantity			
11. Need of 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.

Unit Log - IRS Form 003
Attach a separate sheet in case space is not sufficient

1. Name of the incident: _____	2. Name of the Section: _____	3. Operational Period _____	4. Prepared	
			Date:	
			Time:	
5. Name of the Units	6. Work assigned With Resources	7. Name of the site	8. Status of work	
			(a)	(b)
			Completed	Not Completed
9. Specify accident/incident/weather conditions which may increase severity of incident				
(a)	(b)	(c)		
Time	Locations	Action taken or suggested		
10. Name and designation of officer Prepared by _____				

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

004- Record of Performed Activities

Prepared by:

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

Instruction:

Completed IRS 004 form shall 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 in case 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	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 below 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 005 form 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 in case 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/Reliance/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 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.

(Attach a separate sheet in case space is not sufficient)

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:

The 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 in case space is not sufficient)

1. Name of the incident: _____		2. Name of the 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, CAPF and others shall be involved during preparation of medical plan.

Medical Plan IRS Form 008
(Attach a separate sheet in case 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 (s)	Location	4.3 Resources Available in the medical camp											
			(a) No. of Medical Officer	(b) No. of Paramedics staff	(c) Others (ANM & trained volunteers Specify)	(d) Life saving drugs/Application		(e) Facilities of referral services and Blood Banks		(f) Any other (Specify)				
						Yes	No.	Yes	No.					
5. Status of Ambulance Services			6. Availability of Regular Medical Facilities (Specify in Nos.)											
(a)		(b)		(c)		6.1 Govt.				6.2 Private				
		Paramedics		(a)	(b)	(c)	(d)	(e)	(a)	(b)	(c)	(d)	(e)	(f)
		No		Locations	Sub centre	PHC	Hospitals	Medical college	Locations	Clinic	Nursing Home	Hospital	Medical College	RMP
7. Road map of the area circulated among the ambulance service				8. Referral Medical Facilities in the Neighborhood										
(a)		(b)		(a)				(b)			(c)			
Yes		No		Location				Address			Specialization			
9. Name and designation of officer Prepared by (Medical Unit) _____								10. Approved by _____						

Source: Adapted from IRS Guidelines, NDMA

IRS FORM

009- Communication Plan

Prepared by:

COMMUNICATION UNIT of Logistics Section.

**Communication Plan
IRS Form 009**

(Attach a separate sheet in case space is not sufficient)

1. Name of the incident:		2. Operational Period						3. Prepared										
								Date:										
								Time:										
3.1 List of Locations where communication is available																		
(a)	(b)	(c)				(d)												
Name of Location	Organization	Requirement of Backup				Type of Communication												
		Yes		No		Wireless			Telephone			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	Organization responsible	Requirement of Backup Power Supply				Personnel requirement (Specify Nos. if required)												
										Wireless			Telephone			HAM Radio	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-organizational 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 in case space is not sufficient)

1. Name of the incident: _____	2. Name of the 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 to 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/RC _____				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.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Signature

Staging Area Manager

Location _____

Source: Adapted from IRS Guidelines, NDMA





Uttar Pradesh State Disaster Management Authority

Picup Bhawan, Pickup Bldg. Rd., Vibhuti Khand,
Gomti Nagar, Lucknow, Uttar Pradesh 226010