



# UTTAR PRADESH STATE DISASTER MANAGEMENT AUTHORITY



**Sri Yogi Adityanath**  
Chief Minister of Uttar Pradesh

## STATE DISASTER RESPONSE MANUAL INCIDENT RESPONSE SYSTEM

**CHECK LIST - PLANNING SECTION**

**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: Planning Section (PS)**, comprises of Resource Unit, Situation Unit, Documentation Unit and Demobilisation. PS is responsible for collection, evaluation and display of incident information, maintaining and tracking resources, preparing the Incident Action Plan (IAP) and other necessary incident related documentation. This Section also prepares the demobilisation plan.

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

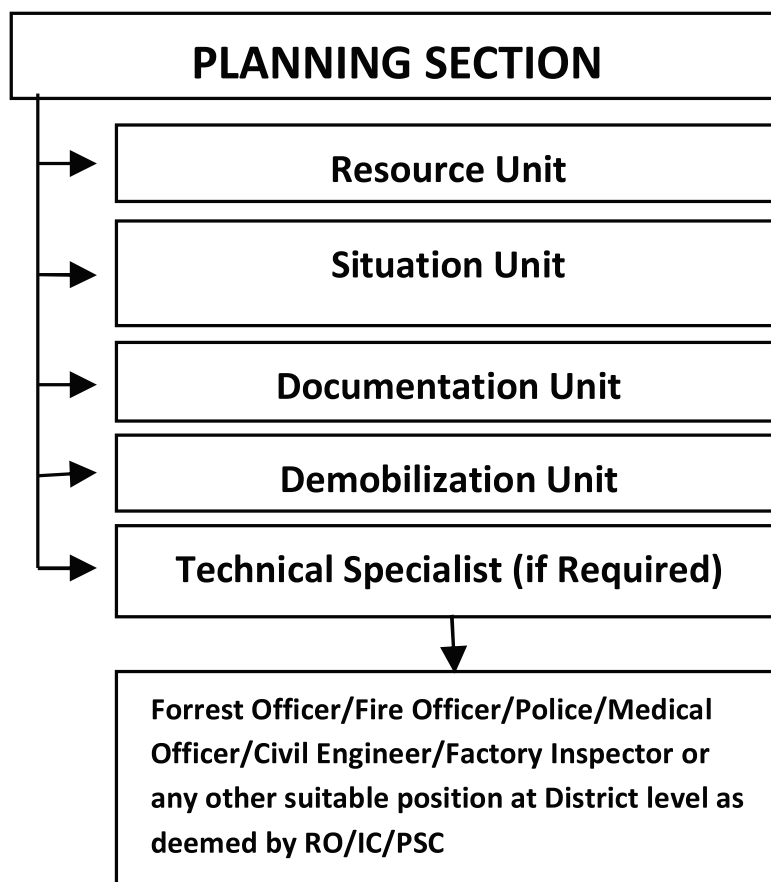
Lucknow  
August, 2022



## **ACKNOWLEDGEMENT**

- 1- Brig P K Singh (VSM), Senior Consultant, UP SDMA.
- 2- Shri Mahendra Singh, IAS, ACEO, UP SDMA.
- 3- Shri Praveen Kishor, Project Coordinator Training, UP SDMA.
- 4- Shri Badruddin Khan, Senior Assistant, UP SDMA.
- 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.

**General Staff**  
**Find your position**



## PLANNING SECTION CHIEF (PSC)

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

Additional District Magistrate, F/R (ADM, F/R)

Mobile: \_\_\_\_\_

Wireless: Police Net/Forest Net/SDRF Net/Army Net/CAPF 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 (Information & Media Officer) 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**), Organization Assignment list (**IRS Form-005**), Incident Communication Plan (**IRS Form-009**), Demobilization 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 meeting ☐ Operations briefing Implementation of IAP ☐ Review of the IAP and ☐ Formulation of incident objectives for the next operational period, if required;
- ☐ Ensured that Organizational 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 organizational positions as appropriate, in consultation with the RO/IC and OSC;
- ☐ Determined the need for any specialized resources for the incident management;
- ☐ Utilized 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 Demobilization 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 the 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

### 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**

# SITUATION UNIT LEADER (SUL)

Check the Check box with a ☒  
when a task is Completed

## State level –Officer Earmarked

Project Director (Emergency Operation), UPSDMA  
Mobile:  
Wireless: Police Net/Forest Net/SDRF Net/Army Net/  
CAPF Net (put ☒ whichever is appropriate)

## District level –Officer Earmarked

Emergency Operation Center, In charge  
Mobile: \_\_\_\_\_  
Wireless: Police Net/Forest Net/SDRF Net/Army Net/  
CAPF Net (put ☒ whichever is appropriate)

- ☐ Collected, processed and organized 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 (Lekhpal, V.D.O, Anganwadi Karyakarti, ASHA Karyakarti) and members of PRIs, CBOs, NGOs, etc;
- ☐ Ensured that per **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 authorized 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

## ABBREVIATIONS

**CBOs:** Community Based Organisations  
**IAP:** Incident Action Plan  
**IC:** Incident Commander  
**IRS:** Incident Response System  
**NGOs:** Non Governmental Organisations  
**PRIs:** Panchayati Raj Institution  
**PSC:** Planning Section Chief

## **RESOURCE UNIT LEADER (RUL)**

**Check the Check box with a ☒ when a task is Completed**

### **State level –Officer Earmarked**

Project Manager, Relief Commissioner Organization  
Mobile:  
Wireless: Police Net/Forest Net/SDRF Net/Army  
Net/CAPF net (put ☒ whichever is appropriate)

### **District level –Officer Earmarked**

Disaster Expert/DDMA In charge  
Mobile:  
Wireless: Police Net/Forest Net/SDRF Net/Army Net/  
CAPF 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 dispatched from time to time;
- ☐ Coordinated with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources;
- ☐ Ensured quick and proper utilization 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

### **ABBREVIATIONS**

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

# DOCUMENTATION

## UNIT LEADER (DUL)

Check the Check box with a ☒ when a task is Completed

### State level –Officer Earmarked

Project Coordinator (Training), UPSDMA

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)

- ☐ 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 scrutinize 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 Uttar Pradesh.

### ABBREVIATIONS

**IC: Incident Commander**

**IRS: Incident Response System**

**IRT: Incident Response Team**

**PSC: Planning Section Chief**

## **DEMOBILISATION UNIT LEADER (Demob. UL)**

**Check the Check box with a ☒ When a task is Completed**

### **State level –Officer Earmarked**

Project Director (Flood/Earthquake/Epidemics/Fire/Drought)  
Mobile:  
Wireless: Police Net/Forest Net/SDRF Net/Army Net/ CAPF net (put ☒ whichever is appropriate)

### **District level –Officer Earmarked**

Additional District Magistrate, F/R (ADM, F/R)  
Mobile:  
Wireless: Police Net/Forest Net/SDRF Net/Army Net/ CAPF Net (put ☒ whichever is appropriate)

- ☐ Prepared Incident Demobilization 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 demobilization of surplus resources;
- ☐ Developed incident check-out functions for Sections, Branches, Divisions and Units in consultation with all Sections and sent to the PS;
- ☐ Planned for logistics and transportation support for incident demobilization 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 Demobilization responsibilities and avail demobilization facilities;
- ☐ Arranged for proper supervision and execution of the IDP;
- ☐ Briefed the PSC on the progress of Demobilization;
- ☐ 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 Revenue & Relief Commissioner, Government of Uttar Pradesh.

### **ABBREVIATIONS**

**IAP: Incident Action Plan**

**IC: Incident Commander**

**IDP: Incident Demobilization Plan**

**IRS: Incident Response System**

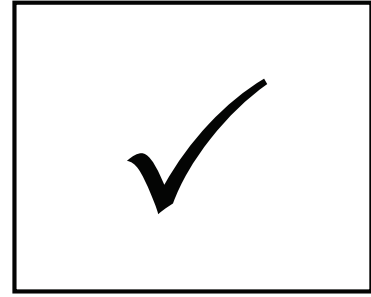
**PS: Planning Section**

**PSC: Planning Section Chief**

**RO: Responsible Officer**



# 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**

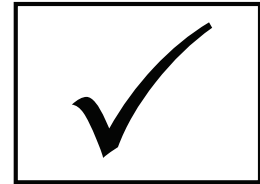
**IRS FORM-006- Incident Check-in and Deployment List**

**IRS FORM-009- Communication Plan**

**IRS FORM-010- Demobilization Plan**

**IRS FORM-011- Task Force/Strike Team Format**

# IRS FORM



## **000- Incident Action Plan**

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**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 case 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 Mobilization	ETA	ETD	Location of Deployment	

# IRS FORM



## **001- Incident Briefing**

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

1. Lekhpal, V.D.O, ASHA & Anganwadi Karyakarti, PRIs 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, V.D.O, 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.

### Incident Briefing-IRS Form 001

Name of the District/Subdivision.....

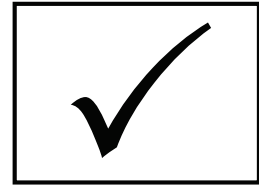
Government of Uttar Pradesh

Date.....Time.....

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**

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### **Prepared by:**

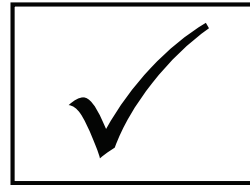
1. SITUATION UNIT of Planning Section of State and District level IRT (whichever is appropriate).

### **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.



# IRS FORM



## **003- Unit Log**

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### **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.



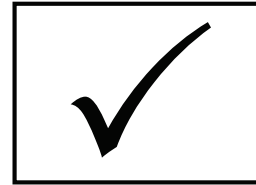
# Unit Log-IRS Form 003

**Attach a separate Sheet if 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) Time	(b) Locations	(c) 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 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.

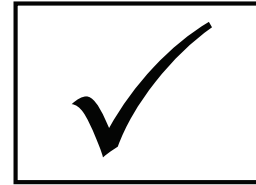
**Record of Performed  
Activities - IRS Form 004**

**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	9. Status of work (Put tick mark)	
			(a)	(b)
			Completed	Not Completed
10. Any Incident/accident during the response and action taken				
(a)		(b)		
Incident/accident (Specify, if any)		Action Taken		
11. Name and designation of officer Prepared by  _____ (Prepared by all responders bellow the Section)		Signature Site Chief of the site coordination Center  Date: _____ Time: _____	12. Dispatch :  Date: _____ Time: _____	
			13. Signature of Receiving Officer	

**Source: Adapted from IRS Guidelines, NDMA**

# IRS FORM



## **005- Organization Assignment List**

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**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:		
<b>S.I.</b>	<b>Task</b>	<b>Location</b>
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 L.S. 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 if space is not sufficient)**

**Source: Adapted from IRS Guidelines, NDMA**

# IRS FORM



## **009- Communication Plan**

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**Prepared by:**

COMMUNICATON UNIT OF Logistics Section.

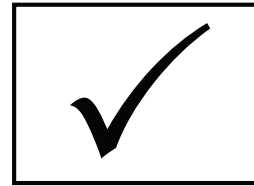


**Communication Plan**  
**IRS Form 009**  
**(Attach a separate sheet if space is not sufficient)**

1. Name of the incident:		2. Operational Period						3. Prepared										
								Date:										
								Time:										
3.1 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	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- Demobilization Plan**

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**Prepared by:**

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

**Instruction:**

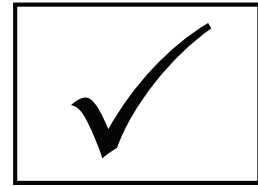
The demobilization plan shall be approved by RO/IC and then circulated to the logistic section for appropriate action and also circulated among the responders for their information and necessary action.

**Demobilization Plan IRS Form 010**  
**(Attach a separate sheet if 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 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/RC _____				15. Issued by Planning Section _____			

**Source: Adapted from IRS Guidelines, NDMA**

# IRS FORM



## **011- Task Force/Strike Team Format**

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### **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 the 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 <input checked="" type="checkbox"/> 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.	Jalsanathan		
12.	SDRF		
13.	NDRF		
14.	Army		
15.	SSB		
16.	ITBP		
17.	CRPF		
18.	NGO		
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Signature

Staging Area Manager

Location \_\_\_\_\_

*Source: SDMA, Uttar Pradesh*











**Uttar Pradesh State Disaster Management Authority**

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