



UTTAR PRADESH STATE DISASTER MANAGEMENT AUTHORITY



Sri Yogi Adityanath
Chief Minister of Uttar Pradesh

STATE DISASTER RESPONSE MANUAL INCIDENT RESPONSE SYSTEM

CHECK LIST - OPERATIONS SECTION

2022

Contents

TITLE	PAGE NO.
Foreword	1
Acknowledgement	2
Find your position	3
Operation Section Chief (OSC)	4
Staging Area Manager (SAM)	6
Rescue & Response Branch Director	8
Transportation Branch Director	9
IRS FORMS	11
RS FORM-001-Incident Briefing	12
IRS FORM-003-Unit Log	14
IRS FORM-004-Record of Performed Activities	16
IRS FORM-005-Organization Assignment List	18
IRS FORM-006-Incident Check-in and Deployment List	20
IRS FORM-007-On Duty Officer List	22
IRS FORM-010-Demobilisation Plan	24
IRS FORM-011-Task Force/Strike Team Format	26



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: Operations Section (OS), comprises of Response Branch (RB), Transportation Branch (TB) and Staging Area (SA) and is headed by the Operation Section Chief (OSC). The activation of the RB and TB is situational. OS is responsible for directing the required tactical actions to meet incident objectives.

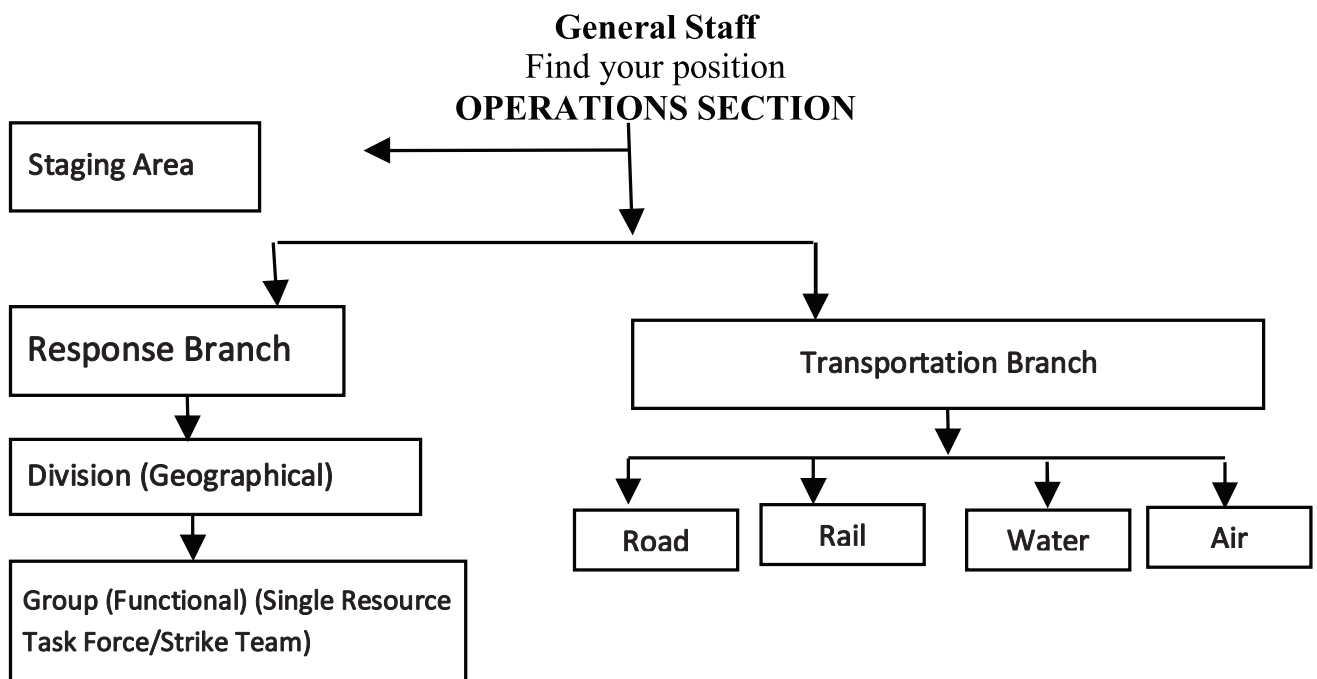
The response to any type of Disaster has to be far more comprehensive, effective, swift and well planned based on a well-conceived response mechanism. I am sanguine that implementation of IRS will ensure in minimising, the loss of life and property by strengthening and standardising the disaster response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



OPERATIONS

SECTION CHIEF (OSC)

Check the check box with a ☒ when a task is completed

State level- Officer Earmarked

Additional Chief Secretary/ Principal Secretary,
Home
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)

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

Undertaking

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

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

Signature with seal

Designation (Actual) -----

Designation as per IRS: **OPERATIONS SECTION CHIEF**

Note- To be given to the reporting officer and a copy of it shall be submitted to Secretary Revenue & Relief Commissioner, Government of Uttar Pradesh.

ABBREVIATIONS

IAP: Incident Action Plan

IC: Incident Commander

IRS: Incident Response System

OS: Operations Section

OSC: Operations Section Chief

RO: Responsible Officer

STAGING AREA MANAGER (SAM)

Check the check box with a ☒ when a task is completed

State level-- Officer Earmarked
Secretary, PWD (Road)
Mobile:
Wireless: Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

District level - Officer Earmarked
R.T.O.
Mobile:
Wireless: Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

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

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

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

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

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

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

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

Undertaking

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

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

Signature with seal
 Designation (Actual) -----
 Designation as per IRS: **STAGING AREA MANAGER**

Note- To be given to the reporting officer and a copy of it shall be submitted to Secretary Revenue & Relief Commissioner, Government of Uttar Pradesh.

ABBREVIATIONS

IAP: Incident Action Plan
 ICP: Incident Command Post
 LSC: Logistics Section Chief
 OSC: Operations Section Chief
 PSC: Planning Section Chief
 SA: Staging Area
 SAM: Staging Area Manger

RESCUE & RESPONSE BRANCH DIRECTOR

Check the check box with a ☒ when a task is completed

State level- Officer Earmarked
i. Natural Disasters: ADG, SDRF/PAC/Fire
ii. Epidemic & Health Hazard: DG Health
iii. Manmade Disasters: ADG, Law & Order
 Mobile:
 Wireless: Police Net / Forest Net/SDRF
 Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

District level - Officer Earmarked
i. Natural Disasters: District Fire Officer
ii. Epidemic & Health Hazard: C.M.O.
iii. Manmade Disaster: Additional S.P.
 Mobile:
 Wireless: Police Net / Forest Net/SDRF Net/Army
 Net/ CAPF net (put ✓ whichever is appropriate)

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

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

Undertaking

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

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

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

Note- To be given to the reporting officer and a copy of it shall be submitted to Secretary Revenue & Relief Commissioner, Government of Uttar Pradesh.

ABBREVIATIONS
 IAP: Incident Action Plan
 IC: Incident Commander
 IRS: Incident Response System
 OS: Operations Section
 OSC: Operations Section Chief
 RO: Responsible Officer

TRANSPORTATION BRANCH DIRECTOR

(Road, Rail, Water & Air Unit)

Check the check box with a ☒
when a task is completed

State level- Officer Earmarked

Commissioner, Transport

Mobile:

Wireless: Police Net / Forest Net/SDRF

Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

District level - Officer Earmarked

R.T.O.

Mobile:

Wireless: Police Net / Forest Net/SDRF

Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

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

Undertaking

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

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

Signature with seal

Designation (Actual) -----

Designation as per IRS: **TRANSPORATION BRANCH DIRECTOR**

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

IRS: Incident Response System

LS: Logistic Section

OSC: Operations Section Chief

TB: Transportation Branch

IRS FORMS



IRS Form-001-Incident Briefing

IRS Form-003- Unit Log

IRS Form-004- Record of Performed Activities

IRS Form-005- Organization Assignment List

IRS Form-006- Incident Check-in and Deployment List

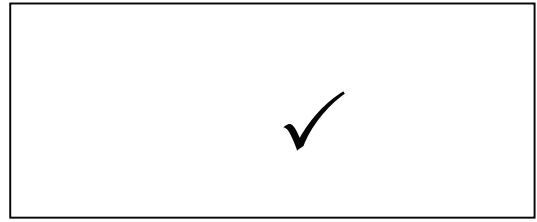
IRS Form-007- On Duty Officer List

IRS Form-010- Demobilisation Plan

IRS Form-011- Task Force/Strike Team Format.

IRS FORMS

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
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 (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

Incident Briefing-IRS Form 001
Government of Uttar Pradesh

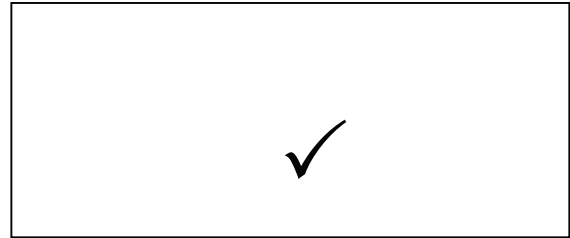
Name of the District /Subdivision.....

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							
	Severe	Minor		Road	Power	Water	Comm. (Mobile Tower)	Hospitals	Any Other		

IRS FORM

003-Unit Log



Prepared by:

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

2. 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.

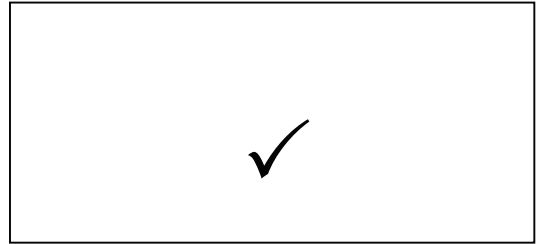
Unit Log-IRS Form 003
Attach a separate Sheet if space in not sufficient

1. Name of the Indent	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) Completed	(b) Not Completed
9. Specify accident /incident/weather conditions which may increase severity of incident				
(a)	(b)	(c)		
Time	Location	Action taken or suggested		
10. Name and designation of officer Prepared by				

Source : Adapted from IRS Guideline, NDMA

IRS FORM

004-Record of Performed Activities



Prepared by:

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

Instruction :

Completed IRS-004 form will be submitted to section chiefs of the respective sections.

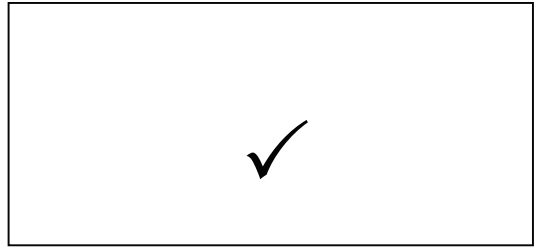
The section chiefs will refer this form during preparation of IAP as well as updating the RO/IC.

**Record of Performed
Activities -IRS Form 004**
Attach a separate Sheet if space is not sufficient

1. Name of the Indent -----	2. Operational period	3. Prepared
	Date:	
	Time:	
4. Name of 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
		(a)
		Completed
		(b)
		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 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.

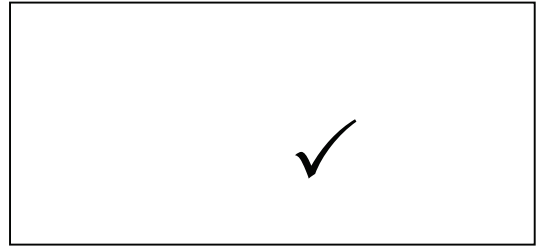
Organization Assignment List
IRS Form 005
Attach a separate Sheet if space is not sufficient

1. Name of the Indent	2. Operational period	3. Prepared:
		Date:
		Time:
4. Name of Section to whom work assigned -----		
5. Name of the Supervisory Officer concerned-----		
6. Name of the Responder-----		
7. List of task assigned		
SI	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 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.

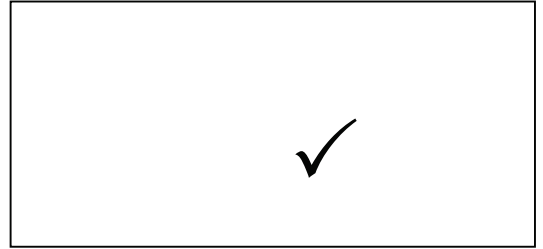
Incident check-in and Deployment list
IRS Form 006
(Attach a separate Sheet if space in not sufficient)

1. Name of the Indent	2. Name of the Section/Branch/Division/Unit and Facility					3. Operational Period:			4. 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)	(c)	(d)	(e)
				Govt.	Private	If still in Facility	Sick/out of service/Maintenance	Location of site if deployed (specify)	Date	Time
Agency	Nos of personnel	Kind/Type	Nos of Equipment			put Tick mark				
9. Name and designation of officer Prepared by-----										

Source : Adapted From IRS Guidelines, NDMA

IRS FORM

007 – On Duty Officer List



Prepared by:

All Sections (Operations, Planning and Logistic Section).

Instruction :

This IRS form-007 shall be maintained by all the section sent to RO/IC. This will help the RO/IC to easily locate officers and issue directions to them, if required.

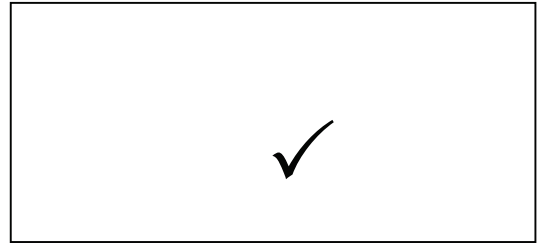
On Duty Officer List-IRS Form 007
(Attach a separate Sheet space is not sufficient)

1. Name of the Indent		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					14. Dispatch		
				13. Signature of the section chief		Date	
						Time	

Source : Adapted From IRS Guidelines, NDMA

IRS FORM

010 – Demobilisation Plan



Prepared by:

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

Instruction :

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

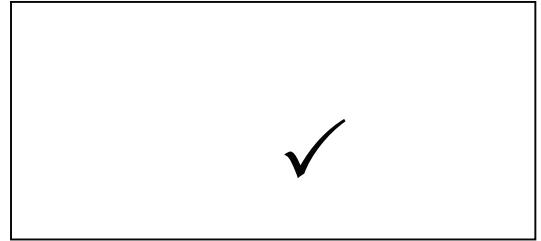
Demobilisation Plan -IRS Form 010
(Attach a separate Sheet space is not sufficient)

1. Name of the Indent -----	2. Name of the Section/Branch/Division/Unit to be demobilized			3. Operation Period -----		4. Prepared	
					Date:		
					Time:		
5. Name of responder (s) details of resources to be demobilized	6. Location from where demobilization 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 service equipment 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 Guideline, 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 Incident-----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	Jalsansthan		
12	SDRF		
13	NDRF		
14	Army		
15	SSB		
16	ITBP		
17	CRPF		
18	NGO		
19			
20			
21			
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25			
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27			
28			
29			
30			

Source : SDMA & DMMC Uttar Pradesh

Signature
Staging Area Manager

Location-----



