



UTTAR PRADESH STATE DISASTER MANAGEMENT AUTHORITY



Sri Yogi Adityanath
Chief Minister of Uttar Pradesh

STATE DISASTER RESPONSE MANUAL INCIDENT RESPONSE SYSTEM

CHECK LIST - LOGISTICS 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: Logistics Section (LS), comprises of Service, Support and Finance Branches. The LS is responsible for providing facilities, services, materials, equipment and other resources in support of the incident response. The Section Chief participates in development and implementation of the IAP, activates and supervises Branches and Units of his section. In order to ensure prompt and smooth procurement and supply of resources as per financial rules, the Finance Branch has been included in the LS.

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

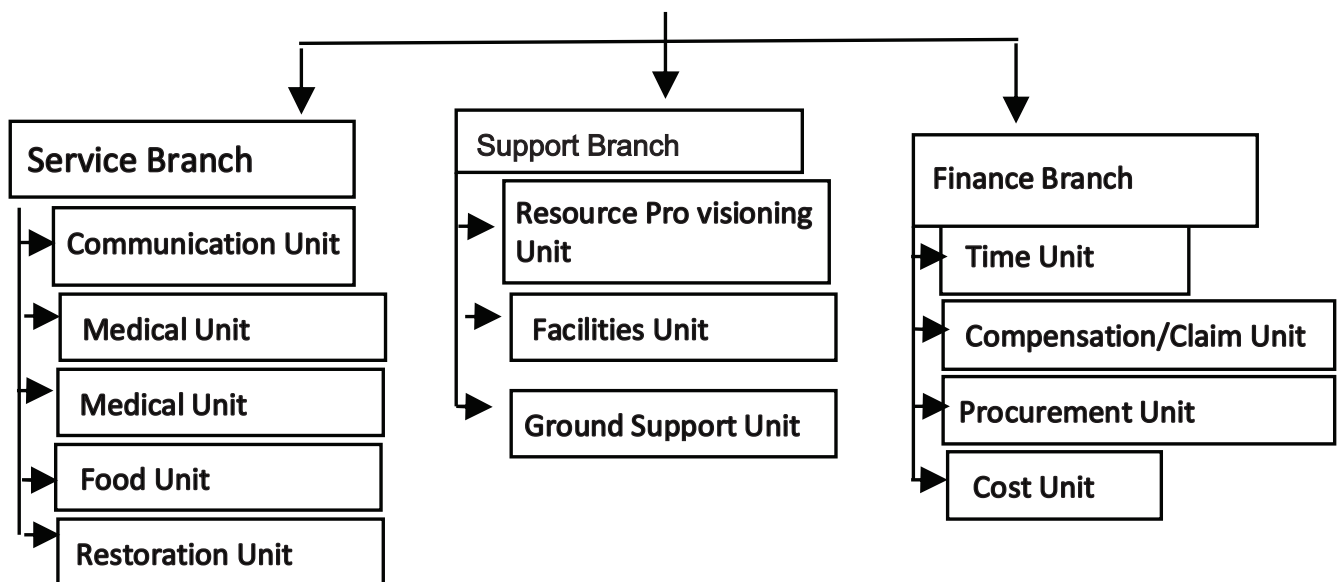
ACKNOWLEDGEMENT

- 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.

LOGISTICS SECTION

Find your position

LOGISTICS SECTION



LOGISTICS

SECTION CHIEF

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

State level- Officer Earmarked
ACS/Principal Secretary, Food & Civil Supply, Dept.
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/CAPF net (put ✓ whichever is appropriate)

District level -Officer Earmarked
Chief Development Officer
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

- ☐ Coordinated with the activated Section Chiefs and respond IAP;
- ☐ Provided logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc;
- ☐ Participated in the development and implementation of the IAP;
- ☐ Keep RO and IC informed on related financial issues;
- ☐ Ensured that Organisational Assignment List (Divisional /Group) **IRS Form-005**(enclosed) is circulated among the Branch Directors and other responders of his Section;
- ☐ Supervised the activated Units of his Section;
- ☐ Ensured the safety of the personnel of his Section;
- ☐ Ensured that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
- ☐ Briefed Branch Directors and Unit Leaders;
- ☐ Anticipated over all logistic requirements for relief Operations and prepare accordingly;
- ☐ Constantly reviewed the Communication Plan-**IRS Form 009**, Medical Plan-**IRS Form 008** (enclosed) and Traffic Plan to meet the changing requirements of the situation;
- ☐ Assessed the requirement of additional resources and took steps for their procurement in consultation with the RO and IC;
- ☐ Provided logistic support for the ICP as approved by the RO and IC;
- ☐ Ensured release of resources in conformity with the ICP;
- ☐ Ensured that the hiring of the requisitioned resources is properly documented and paid by the FB;
- ☐ Assigned appropriate personnel, keeping their capabilities for the tasks to be carried out and maintained "On Duty Officers List-**IRS Form-007** (enclosed)" for the day;
- ☐ Ensured that cost analysis of the total response activities is prepared;

- ☐ Ensured that “record of various activities performed-**IRS Form-004** (enclosed)” filled by members of Branches and Units are collected and maintained in the Unit Log – **IRS Form 003** (enclosed); and
- ☐ Performed any 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: **LOGISTICS 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 ICP:incident Command Post IRS: Incident Response System RO: Responsible Officer SA: Staging Area
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SERVICE BRANCH DIRECTOR (SBD)

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

State level- Officer Earmarked

Secretary, Health & FW

Mobile:

Wireless: Police Net / Forest Net/SDRF

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

District level -Officer Earmarked

District Development Officer (DDO)

Mobile: _____

Wireless: Police Net / Forest Net/SDRF

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

- ☐ Worked under the supervision of LSC, and managed all required service support for the incident management as per IAP;
- ☐ Managed and supervised various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit.
- ☐ Discussed with activated Unit leaders for the materials and resources required and procured the same through LS;
- ☐ Ensured proper dispatch of personnel, teams, resources etc as per the IAP;
- ☐ Prepared organisation assignment list -**IRS Form 005** (enclosed), if required;
- ☐ Kept the LS informed about the progress of Service Branch, from time-to-time;
- ☐ Resolved Service Branch problems, if any;
- ☐ 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 IC and LSC.

Undertaking

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Signature with seal
Designation (Actual)
Designation as per IRS: **SERVICE BRANCH DIRECTOR (SBD)**

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
LSC: Logistic Section Chief

COMMUNICATION UNIT LEADER (Com. UL)

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

State level- Officer Earmarked
DIG, Radio & Wireless Communication
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)

- ☐ Worked under supervision of Support Branch Director and responded to IAP;
- ☐ Provided communication facility as and when required;
- ☐ Ensured that all communication equipment available are in working condition and that the network is functional;
- ☐ Prepared communication plan in consultation with Planning Section-**IRS Form-009** (enclosed);
- ☐ Maintained the records of all communications equipment deployed in the field;
- ☐ Recovered equipment provided by Communication Unit after the incident is over;
- ☐ Ensured setting up of a message center to receive and transmit radio ,telephone and other message from various activated Sections, Branches, Units and higher authorities and maintain their records;
- ☐ Prepared an alternative communication plan for execution in case of possible failure of the normal communication network .(The alternative communication network may have wireless, satellite phones, cell phones, HAM radio etc);
- ☐ Prepared a plan for integration of the communication set up of the center teams (NDRF, Armed Forces) with the local communications set up for the management of large scale disasters when they came to assist in the response effort;
- ☐ Asked for and ensured adequate staffing support;
- ☐ Ensured that the communication plan is supporting the IAP;
- ☐ Demobilized communication center in accordance with the IAP;
- ☐ Maintained record of various activities performed as per **IRS form-004** (enclosed) and sent to SBD; and
- ☐ Performed any other duties assigned by the SBD or LSC;

Undertaking

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

Signature with seal
Designation (Actual)
Designation as per IRS: **COMMUNICATION 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
IRS: Incident Response System
LSC : Logistics Section Chief
NDRF : National Disasters Response
Force
SBD : Service Branch Director

MEDICAL UNIT LEADER (MUL)

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

State level- Officer Earmarked

Director, Health
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

District level -Officer Earmarked

Chief Medical Officer
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

- ☐ Worked under supervision of Support Branch Director and Responded to IAP;
- ☐ Prepared the Medical Plan and procured required resources as per IAP;
- ☐ Provided medical aid and ambulance for transportation of victims and maintained the records of the same, as given in **IRS Form 008** (enclosed);
- ☐ Obtained a road map of the area from the Planning Section for the ambulance services, transportation of medical personnel and victims;
- ☐ Planned for effective utilization of medical resource from participating agencies like Army, ITBP, SSB, NDRF and other assisting agencies and incorporate in the IAP;
- ☐ Responded to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC;
- ☐ Maintained the list of medical personnel and required medicine that could be mobilized in times of need;
- ☐ Requisitioned more human resources as and when required to meet the incident objectives;
- ☐ Prepared and circulated list of referral service centers to all the medical team leaders;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to SBD; and
- ☐ Performed any other duties assigned by the SBD and LSC.

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: **MEDICAL 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
IRS: Incident Response System
IRT : Incident Response Team
ITBP : Indo Tibetan Border Police
LSC : Logistics Section Chief
NDRF : National Disaster Response Force
OS : Operations Section
SBD : Service Branch Director
SSB : Sashastra Seema Bal

FOOD UNIT LEADER (FUL)

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

- ☐ Worked under the direction of the SBD and respond to IAP;
- ☐ Supplied resources to various activated Sections, Branches, Units and Groups of IRT as per direction of the SBD;
- ☐ Supplied food to: a) Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc., and b) Victims at the temporary shelters, relief camps etc.;
- ☐ Requested for assistants if the task becomes very large. The FUL may request the LSC to split the unit into two groups-one to supply food for personnel and another for victims. Requisition transport for supply of food to incident base, relief camp and other facilities;
- ☐ Determined food and drinking water requirements and their transportation, and brief the SBD and LSC;
- ☐ Maintained an inventory of receipt and dispatch of resources;
- ☐ Supervised the Unit activities;
- ☐ Maintained list of all PDS outlets and take stock of food items;
- ☐ Maintained record of various activities performed as per **IRS For---004** (enclosed) and sent to SBD; and
- ☐ Performed any other duties assigned by the SBD and LSC.

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: **FOOD UNIT LEADER**

ABBREVIATIONS

FUL : Food unit Leader
IAP: Incident Action Plan
ICP: Incident Command Post
IRS: Incident Response System
IRT : Incident Response Team
LSC : Logistics Section Chief
PDS : Public Distribution System
SBD : Service Branch Director

State level- Officer Earmarked
Commissioner, Food and Civil Supply
Mobile:
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

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

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.

SUPPORT BRANCH DIRECTOR (Sup BD)

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

- ☐ Worked under the supervision of LSC and respond to IAP ;
- ☐ Supervised the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit;
- ☐ Procured and dispatched required tactical materials and resources for Operations with the concurrence of the Section Chief.
- ☐ Participated in the planning meeting of the LS;
- ☐ Ensured that organisation assignment list concerning the Branch is circulated to all Units under him;
- ☐ Coordinated various activities of the Support Branch;
- ☐ Keep the LSC informed about the progress of work;
- ☐ Resolved problems within his unit, if any;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to Section concerned; and
- ☐ Performed any other duties assigned by the LSC.

Undertaking

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

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

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

District level -Officer Earmarked
SDM, Sadar
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

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
IRS: Incident Response System
LSC : Logistics Section Chief

RESOURCE PROVISIONING UNIT LEADER (RPUL)

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

- ☐ Worked under the supervision of Sup.BD. and respond to IAP;
- ☐ Organised movement of personnel, equipment and supplies,
- ☐ Received and stored safely all supplies required for the incident response;
- ☐ Maintained the inventory of supplies and equipment;
- ☐ Maintained the records of receipt and dispatches of supplies including equipment and personnel;
- ☐ Organised repair and servicing of non-expendable supplies and equipment;
- ☐ Participated in the planning meeting of LS;
- ☐ Monitored the 'Kind', 'Type' and quantity of supplies available and dispatched;
- ☐ Received and responded to requests for personnel, supplies and equipment from the activated Sections, Branches, Divisions, Units and Groups of the IRS organisation under intimation to Sup. B.D.;
- ☐ Requisitioned additional human resource assistance, if needed. These assistants may be deployed for different functional activities such as Resource Ordering, Resource Receiving and Tool & Equipment maintenance;
- ☐ Maintained record of various activities performed as per **IRS Form-004** and sent to Sup.BD; and
- ☐ Performed any other duty as assigned by LSC or Sup.BD.

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 PROVISIONING UNIT LEADER**

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

District level -Officer Earmarked
Ex. Engineer, Irrigation & PWD
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever
is appropriate)

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
IRS: Incident Response System
LSC : Logistics Section Chief
Sup BD: Support Branch Director

FACILITIES UNIT LEADER (Fac. UL)

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

State level- Officer Earmarked

Chief Engineer, PWD-Building

Mobile:

Wireless : Police Net / Forest Net/SDRF

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

District level -Officer Earmarked

Chief Veterinary Officer

Mobile:

Wireless : Police Net / Forest Net/SDRF

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

- ☐ Worked under the supervision of the Sup. BD and respond to IAP;
- ☐ Prepared the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the victims and responders as per IAP ;
- ☐ Located the different facilities as per the IAP;
- ☐ Participated in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the L&FSC;
- ☐ Asked for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc;
- ☐ Maintained record of various activities performed as per **IRS Form-004** and send to Sup. BD; and
- ☐ Performed such other duties as assigned by the Sup. BD.

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: **FACILITIES 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

IRS: Incident Response System

LSC : Logistics Section Chief

Sup.BD: Support Branch Director

TBD: Transportation Branch Director

GROUND SUPPORT UNIT LEADER (GSUL)

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

State level- Officer Earmarked
Chief Engineer, Jal Nigam
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

District level -Officer Earmarked
Ex. Officer, Nagar Nigam/Jal Nigam
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

- ☐ Worked under the supervision of the Sup. BD and respond to IAP;
- ☐ Provided transportation services for field operations to TBD;
- ☐ Organised and provided required ground support through TBD in case Air Operations are activated,
- ☐ Provided maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC;
- ☐ Developed and implemented the Incident Traffic Plan;
- ☐ Informed Resource Unit about the availability and serviceability of all vehicles and equipment;
- ☐ Arranged for and activated fueling requirements for all transport including Aircrafts in consultation with the Sup. BD;
- ☐ Maintained inventory of assigned, available and off road or out of service resources;
- ☐ Ensured safety measures within jurisdiction;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to the Sup. BD; and
- ☐ Performed any other duties as assigned by the Sup. BD.

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: **GROUND SUPPORT 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
IRS: Incident Response System
LSC : Logistics Section Chief
Sup.BD: Support Branch Director
TBD: Transportation Branch Director

FINANCE BRANCH DIRECTOR (FBD)

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

- ☐ Worked under supervision of the LSC and respond to IAP;
- ☐ Attended planning meetings;
- ☐ Prepared a list of resources to be mobilised, procured or hired in accordance with the IAP. Obtained orders of the competent authority as per financial rules and take necessary action for their procurement without delay;
- ☐ Ensured that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment;
- ☐ Examined and scrutinised cost involved in the entire response activity including the demobilisation, analysis the cost effectiveness and keep the LSC informed;
- ☐ Ensured that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;
- ☐ Briefed the LSC or IC on all incident related financial issues needing attention or follow-up;
- ☐ 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 LSC or 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: **FINANCE BRANCH DIRECTOR**

State Level -Officer Earmarked
Secretary, Finance (E-5) Department
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever
is appropriate)

District level -Officer Earmarked
Treasury Officer
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever
is appropriate)

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
BD: Branch Director
IAP: Incident Action Plan
IC : Incident Commander
IRS: Incident Response System
LSC : Logistics Section Chief

TIME UNIT LEADER (TUL)

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

State Level -Officer Earmarked
Dy. Secretary, Finance
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever
is appropriate)

District level -Officer Earmarked
Nazir
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever
is appropriate)

- ☐ maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms;
- ☐ examine logs of all hired equipment and personnel with regard to their optimal utilisation;
- ☐ ensure that all records are correct and complete prior to demobilisation of hired resources;
- ☐ brief the FBD on current problems with recommendations on outstanding issues, and any follow-up required;
- ☐ ask for additional support of human resources for assistance, if required;
- ☐ maintain record of the activities performed as per **IRS Form-004** (enclosed) and send to FBD; and
- ☐ perform any other duties as assigned by the FBD.

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: **FINANCE 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
BD: Branch Director
IAP: Incident Action Plan
IC : Incident Commander
IRS: Incident Response System
LSC : Logistics Section Chief
FBD: Finance Branch Director
TUL: Time Unit Leader

COMPENSATION/CLAIMS UNIT LEADER (Com./CUL)

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

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

District level -Officer Earmarked
Relief Clerk
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever is appropriate)

- ☐ Worked under supervision of Finance Branch Director and respond to IAP;
- ☐ Collected all cost data and provided cost estimated;
- ☐ Prepared and maintained a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition;
- ☐ Followed appropriate procedures for preparations of claims and compensation (human and property);
- ☐ Requisitioned additional human resources , if required;
- ☐ Maintained record of various activities performed as per **IRS Form-004**(enclosed) and sent of FBD; and
- ☐ Performed any other duties as assigned by the FBD.

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: **COMPENSATION/CLAIMS 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
IRS: Incident Response System
FBD: Finance Branch Director

PROCUREMENT UNIT LEADER (PUL)

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

- ☐ Attended to all financial matters pertaining to vendors and contracts;
- ☐ Reviewed procurement needs in consultation with the FBD and Staging Area Manager;
- ☐ Prepared a list of vendors in consultation with department concerned from whom procurement can be done and follow proper procedures;
- ☐ Ensured all procurements ordered are delivered on time;
- ☐ Coordinated with the FBD for use of imprest funds, as required;
- ☐ Completed final processing of all bills arising out of the response management and sent documents for payment with the approval of the FBD, LSC and IC;
- ☐ Briefed FBD on current problems with recommendations on outstanding issues and follow-up requirements;
- ☐ Maintained record of activities performed as per **IRS Form-004** (enclosed) and sent to FBD; and
- ☐ Performed other duties as assigned by the FBD.

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: **PROCUREMENT UNIT LEADER**

State level- Officer Earmarked

Director, Finance

Mobile: _____

Wireless : Police Net / Forest Net/SDRF

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

District level -Officer Earmarked

Treasury Officer

Mobile: _____

Wireless : Police Net / Forest Net/SDRF

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

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

FBD: Finance Branch Director

IC : Incident Commander

IRS: Incident Response System

LSC : Logistics Section Chief

COST UNIT LEADER (CUL)

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

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

District level -Officer Earmarked
Treasury Officer
Mobile: _____
Wireless : Police Net / Forest Net/SDRF
Net/Army Net/ CAPF net (put ✓ whichever
is appropriate)

- ☐ Worked under supervision of Finance Branch Director and respond to IAP;
- ☐ Developed incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;
- ☐ Made cost-saving recommendations to the FBD;
- ☐ Completed all records relating to financial matters prior to demobilisation;
- ☐ Maintained record of various activities performed as per **IRS Form-004** (enclosed) and sent to FBD; and
- ☐ Performed any other duties as assigned by the FBD.

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: **COST 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
FBD: Finance Branch Director
IRS: Incident Response System

IRS FORMS



IRS FORMS-004- Record of Performed Activities

IRS FORMS-005 -Organization Assignment List

IRS FORMS-006- Incident Check –In and Deployment List

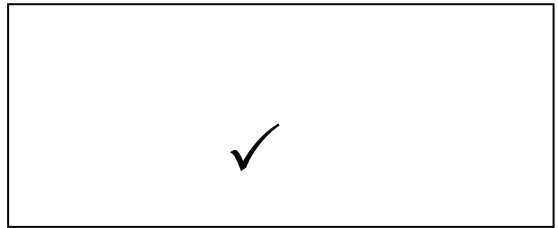
IRS FORMS-007- On Duty Officer List

IRS FORMS-008 -Medical Plan

IRS FORMS-009 -Communication Plan

IRS FORM

004-Record of Performed Activities



Prepared by:

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

Instruction:

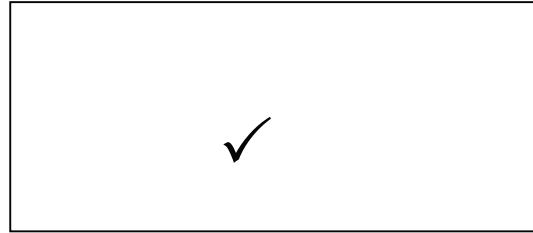
Completed IRS Form-004 will be submitted to Section chiefs of the respective sections .The section chiefs will refer this form during preparation of IAP as well as updating the RO/IC.

**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 Responder	7.Work Assigned	8. Location of Deployment	7.Status of work (Put tick mark)		
			(a)	(b)	
			Completed	Not completed	
9. Any incident/accident during the response and action taken					
(a)			(b)		
Incident/Accident(specify, if any)			Action Taken		
10.Name and designation of officer prepared by _____ (Prepared by all Responders bellow the Section)		Signature Site Chief of the site coordination Center Date: _____ Time: _____		11. Dispatch: Date: _____ Time: _____	
		12 Signature of receiving officer			

IRS FORM

005-Organisaton 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.

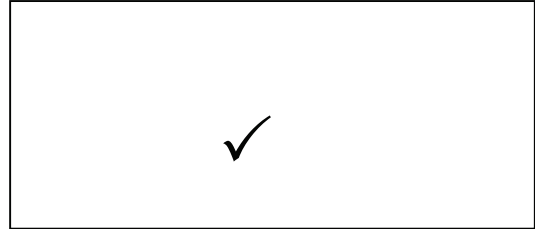
Organization Assignment List
IRS Form 005
(Attach a separate Sheet if Space is not Sufficient)

1.1. 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 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/Aircel/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	Managing of camp(For responders)	
10	Management of Relief camp	
11		
12		
13		
14		
15		
8	Name And Designation of Officer Prepared by:	9. Approved by PSC

Source : Adapted from IRS Guidelines, NDMA

IRS FORM

006-Incident Check-in and Deployment List



Prepared by:

Manager / In charge of various facilities (Staging Area, Camp, Relief Camp, ICP, Heli Pad and Heli Base) of Operations Section.

Instruction:

Completed IRS Form-006 shall be submitted to Resource Unit of Planning Section. The Resource Unit Leader will suitably integrate the resource in the IAP. The same will also be handed over to Medical Unit, Food Unit, Ground Support Unit, Cost Unit and procurement unit leader of the LS. It is also the responsibility of the Resource Unit of Planning Section to collect form from the Manager / In-charge of various facilities (Staging Area, Camp, Relief Camp, ICP, Heli Pad and Heli Base) of Operations Section.

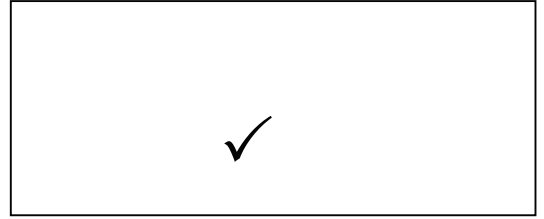
Incident Check -in and Deployment list
IRS Form 006
(Attach a separate Sheet if Space is not Sufficient)

1. Name of the Incident :		2. Name of the section/Branch/Division/Unit and Facility :			3. Operational Period:		3. Prepared:		
					Date:		Date:		
					Time:		Time:		
5. Resource Check -in information					8. Status of Resources				
		6. Source of Mobilization		7. Check-in					
		(a)	(b)	(a)	(b)	(a)	(b)	(c)	(d)
		Govt.	Private	Date	Time	If Still in facility	Sick/out of service/ Maintenance	Location of site if Deployed (Specify)	Date
(b)									(e)
Personnel		Equipment							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 & Logistics Sections).

Instruction:

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

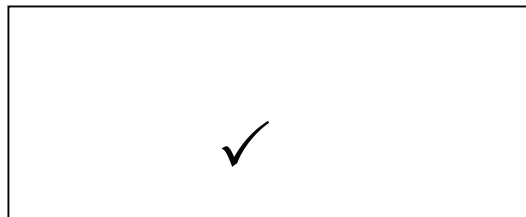
On Duty Officer List -IRS Form 007
(Attach a separate Sheet if Space is not Sufficient)

1. Name of the Incident : _____		2. Name of Section/Branch/Division/Unit(Specify) : _____		3. Operational Period : _____		3. Prepared : Date: _____ Time: _____	
Sl	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 Sections.

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.

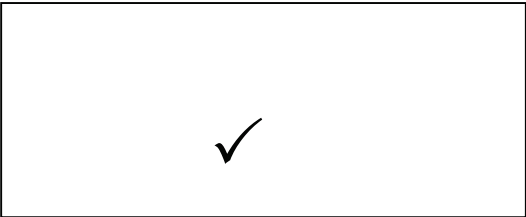
Medical Plan-IRS Form 008
(Attach a separate Sheet if Space is not Sufficient)

1. Name of the Incident:		2. Operational Period:				3. Prepared:		4. Total Nos. Of Medical aid camp to be Established:																
						Date																		
						Time																		
4.1 Sl. No.		4.2 Location (S)		4.3 Resources Available In the medical Camp																				
(a)	(b)	(c)	(d)	(e)	(f)																			
No of Medical officers	No of Paramedics staff	Other (ANM & Trained volunteers (Specify))	Life saving drugs/ Appliances		Facilities of referral services and Blood banks		Any other (specify)																	
			yes	No							yes	No												
5. status of Ambulance Services		6. Availability of Regular Medical Facilities (Specify if Nos.)																						
(a)	(b)	(c)	6.1 Govt					6.2 Private																
		Paramedics	(a)	Locations	(b)	Sub Center	(c)	PHC	(d)	Hospitals	(e)	Medical college	(a)	Locations	(b)	Clinic	(c)	Nursing Home	(d)	Hospitals	(e)	Medical College	(f)	RMP
7. Road Map of the area circulated Among the ambulance services		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 Sections.

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





Uttar Pradesh State Disaster Management Authority

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