



सत्यमेव जयते



# STANDARD OPERATING PROCEDURE ON *Earthquake Disaster Response*

National Disaster Response Force  
Government of India

**Earthquakes** are ferocious events.

They can shake the ground loose. They can shatter the earth. Earthquakes can, quite literally, move mountains. But the extent of the damage an earthquake causes will be a direct result of the extent of our knowledge — the extent of our planning — and the extent to which we employ both to protect our people.

*If we fail to prepare, then be prepared to fail.*

# Foreword

○ P Singh, IPS  
Director General, NDRF



Earthquakes are of the most destructive of natural hazards and rank among the most severe hazards threatening India. Damaging earthquake can occur anywhere in India, but the highest hazards is in Himalayan Regions due to the presence of the active tectonics plates. India's high earthquake risk and vulnerability is evident from the fact that about 59% of India land area could face moderate to severe earthquakes.

The entire Himalayan Region is considered to be vulnerable to high intensity earthquakes of magnitude exceeding 8.0 on the Richer Scale. Historically, India has experienced some of the world's largest earthquakes. In a relatively short span of about 50 years, four such earthquakes have occurred: Shulteng 1897 (M 8.7), Kangra 1905 (M. 8.0), Bihar-Nepal 1934 (M. 8.3) and Assam-Tibet 1950 (M 8.6). Scientific publications have warned that severe earthquakes are likely to occur anytime in the Himalayan Region, which could adversely affect the lives of several million people in India.

The management and control of the adverse consequences of future earthquakes will require coordinated, prompt and effective response systems at the Central and State Govt., levels. Preparations in this regard constitute an important part of our efforts for better management of disasters in the country.

This SOP presents the framework of NDRF response in providing support to local authorities when struck by the earthquake. This document describes a high level concept of search & rescue operations for ensuring an integrated response to damaging earthquake impacting India involving SDRF, Civil Defence & Home Guards and other stakeholders. Efficient "Humanitarian Assistance and Disaster Relief" (HADR) operations can only be ensured if the whole Disaster Management Machinery is plunged into action with the aim of rescuing all earthquake disaster victims with in the 'Golden Hours'.

I am confident that this SOP would prove very useful for all disaster response agencies such as SDRF, Civil Defence & Home Guards etc in efficient discharge of their mandate during earthquake disaster. This SOP will give clear guidelines to our responders as to what all activities are required to be undertaken before, during and after occurrence of an earthquake and responsibilities of Commanders at different levels. All users are encouraged to suggest changes to HQ NDRF, New Delhi which can be incorporated into future edition of this SOP.

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# Acronym

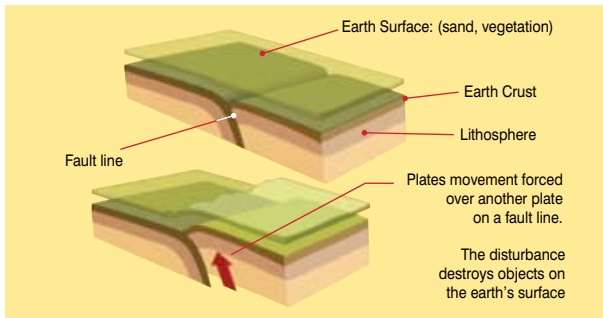
No.	ACRONYM	
1.	NDRF	National Disaster Response Force
2.	NDMA	National Disaster Management Authority
3.	EOC	Emergency Operation Centre
4.	IRS	Incident Response System
5.	IRO	Incident Responsible Officer
6.	OSOCC	On Site Operation Co-ordination Centre
7.	RDC	Reception Departure Centre
8.	BoO	Base of Operation
9.	BMS	Base Medical Station
10.	NGO	Non-Governmental Organisation
11.	SOP	Standing Operating Procedure
12.	NEC	National Executive Committee
13.	PMO	Prime Minister Office
14.	IRO	Incident Response Officer
15.	PTSD	Post Traumatic Stress Disorder
16.	USAR	Urban Search and Rescue
17.	BOMS	Base of Operations' Medical Station
18.	UT	Union Territory
19.	DG	Director General
20.	DIG	Deputy Inspector General
21.	SOs	Sub-Ordinate Officers
22.	ORs	Other Ranks
23.	RDC	Reception and Departure Centre
24.	INSARAG	International Search And Rescue Advisory Group

# STANDARD OPERATING PROCEDURE ON EARTHQUAKE DISASTER RESPONSE

## 1. INTRODUCTION

### What is an earthquake?

- 1.1 An earthquake is a sudden, rapid shaking of the ground caused by the breaking and shifting of rock beneath the Earth's surface. This shaking can cause buildings and bridges to collapse; disrupt gas, electric and phone services; and sometimes trigger landslides, avalanches, flash floods, fires, and huge, destructive ocean waves (tsunamis). Buildings with foundations resting on unconsolidated landfill, old waterways, or other unstable soil are most at risk. Buildings or trailers and



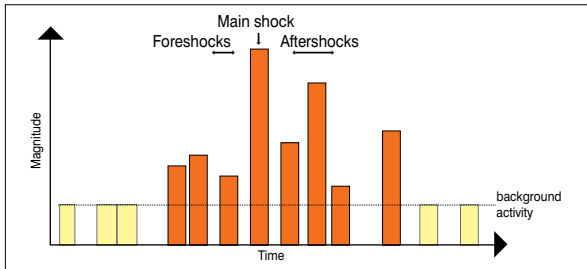
manufactured homes not tied to a reinforced foundation anchored to the ground are also at risk since they can be shaken off their mountings during an earthquake. Earthquakes strike suddenly, without warning. Earthquakes can occur at any time of the year. Earthquakes can occur at any time of the year and at any time of the day or night. On a yearly basis, 70 to 75 damaging earthquakes occur throughout the world.

- 1.2 Almost 58.6% of the landmass of India is prone to earthquakes and preparation in this regard constitutes an important part of our effort for better management of disasters in the Country.
- 1.3 When an earthquake occurs in a populated area, it may cause deaths and injuries and extensive property damage. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related injuries result from collapsing walls, flying glass, and falling objects as a result of the ground shaking, or people trying to move more than a few feet during the shaking.

### What are aftershocks?

- 1.4 Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings. After-shocks can occur in the first hours, days, weeks, or even months after the quake. Be aware that some earthquakes are actually foreshocks, and a larger earthquake might occur.

- 1.5 India geo-climatic and socio-political conditions make this region highly prone to all types of natural and manmade disasters. Earthquakes have been recurrent phenomena in India which causes huge loss of life, property, infrastructure and public utilities.
- 1.6 State/UT Govts. may request for the specialized disaster response of the Team(s) of the NDRF to deal with the disaster when it is of Level-III. Infact, when the gravity of



the disaster is so severe that it becomes unmanageable for the State/UT Govts to deal with it even after having made the proper use of SDRFs/State resources, it is classified as of L-III level.

## 2. AIM:

The aim of this SOP is to lay down guidelines for NDRF Bns for responding to Earthquake disaster/collapsed structure.

## 3. PURPOSE:

The purpose of this SOP is to establish the procedure for the response of the SAR Team(s) of the Bns of NDRF in the State/UTs for earthquake/collapsed structures. The SOP prescribes guidance and assigns responsibility for adopting various executive actions to ensure prompt response during disasters.

## 4. OBJECTIVES:

The objective of this SOP is to establish operating procedures for addressing all aspects of management during earthquake disasters. These are as follow:

- Guidelines for troops for rescue operations during the earthquake disaster.
- Achievement of best result through well planned rescue operations.
- Reducing reaction time of the teams in responding to the disaster of earthquake.
- Coordinating and collaborative instructions during Earthquake disasters.
- Establishment of BoO, OSOCC, RDC, Base Medical Station, Staging Area, based on INSARAG Guidelines & Methodology.



## 5. SCOPE:

- a. To define a 'Standard Operating Procedure' for earthquake disaster response in the country.
- b. The SOP applies to all elements of the Command when performing disaster response operations.
- c. This SOP is a guideline and shall be subject to be reviewed periodically.

## 6. RESPONSIBILITIES:

- a. **Executives/Supervisors/Commanders:** It shall be the responsibility of all the Executives/Supervisors/Commanders at all levels of the chain of the command who are involved in the earthquake disaster response to ensure that all aspects of this SOP are adhered to.
- b. **Responders:** It shall be the responsibility of all the responders to know, understand and follow the directions of the SOP in the letter and spirit.

## 7. DECISION OF DEPLOYMENT:

### 7.1 USAR team(s) of NDRF shall be mobilized:

- a. On the request of the affected States/UT Govts., or
- b. On directions of Central Govt. Authorities (PMO, NEC, NDMA, DG NDRF)

### 7.2 The procedure of filing requisition for making use of NDRF services is given below:

- a. The State Govt. is required to make a telephonic request to Emergency Operation Centre (EOC), HQ NDRF for sending USAR Team(s) for disaster response followed by a written requisition through fax/email/dak on the prescribed Performa duly filled up in all respects to the HQ, NDRF-New Delhi.
- b. Under exigencies, on getting the direct request from the State Authority, Commandant of the local BN after due appreciation of the situation shall mobilize his USAR Team(s) for the earthquake disaster response without wastage of time and simultaneously seek formal approval from the HQ, NDRF-New Delhi.
- c. In case, the Govt. of the disaster affected State/UT makes a direct requisition to the Central Authorities (PMO, NEC, NDMA), the USAR Team(s) of NDRF will be mobilized by the DG, NDRF as per the directions of Central Authorities.
- d. Following authorities of the State Govts./UTs can place requisitions for the Team(s) of the NDRF during disaster:
  - i. The Chief Secretary/Principal Secretary Disaster Management/Relief Commissioner or higher authority of SDMA.
  - ii. Collectors/DCs/DMs of the DDMA can request for the response of the NDRF Battalion which falls in jurisdiction of local district.
- e. Finally, deployment of USAR Team(s) of NDRF to the earthquake disaster affected area shall be executed under the directions of the DG, NDRF in the quickest possible time after having receipt of the requisition from the States/UTs and the same shall be intimated to the NDMA/MHA.



## 8. EXECUTION OF THE EARTHQUAKE DISASTER RESPONSE

### 8.1 Preparatory Stage:

Following preparation level is expected from all the Bns of the NDRF at any given time for launching specialised earthquake disaster response:

- a. One USAR team should be “on wheel” with all the requisite equipment, tools and stores. This team shall be able to move within 30 minutes from the Unit campus to the disaster affected area.
- b. The man management and logistics management of every coy of each Battalion, should be such that after taking into consideration the leave reserve/temporary duty etc., two teams from each coy shall be readily available for the disaster response.
- c. Each USAR team should be comprised of all components of the team such as Management, Operation, Search, Rescue and Logistics. Each member of the team should be conversant and skilful regarding his role in the team. SOP should be explained and understood to each member of the team. Each member of the team shall be kept well trained and honed through regular training and re-training in the Coy/Bn.
- d. Before mobilisation, EOC of the Unit should provide all the operational details such as road maps, civil officials’ contact details, logistics details etc. to the USAR teams which shall be moving out for the earthquake disaster response.
- e. Each USAR team should be self-contained before leaving the campus for the earthquake disaster response for duration of 15 days. Minimum 3 days MRE should be taken by each team.
- f. Sufficient advance for the fresh/dry ration for the team shall be provided by the Unit Logistics Officer.
- g. Bns shall ensure containerization of all the stores and also preparation of load tables for immediate move by road as well as by air for each USAR team at short notice to move for rescue operations. The stores palletisation shall be done with an USAR team having load of 18,000 Kg. (Apprx).





- h. Tools, Equipment and Accessories of DM stores shall be operationally prepared through regular inspection for effective disaster response.
- i. The vehicles of the Unit shall be earmarked for coy/teams. Beacon lights, emergency sirens and NDRF monogram in vehicle is mandatory. Vehicles should be operational worthy at any given time.
- j. Mobile kennels for dogs shall be available for each USAR Team.
- k. An ambulance equipped with BLS equipment, DM medicines along with required stores shall be prepared and taken along by USAR Team for disaster response.
- l. Complete Communication stores shall be earmarked and taken along with by each USAR Team.

## 8.2 Activation Phase

After receiving of information or call for help from the authenticated source, this phase activates. The sequence of action is as follows:-

- a. The Bn Commandant shall activate all USAR teams on receipt of orders from HQ, NDRF. The quantum of the USAR Teams to be sent shall be decided by the HQ NDRF considering the magnitude, intensity and the impact of earthquake disaster.
- b. The information under the following headings shall be passed to the USAR Teams for course of planning and action for Humanitarian Assistance and Disaster Relief (HADR) :
  - i) Place of disaster.
  - ii) Time of earthquake in the area.
  - iii) Seismic centre and intensity of earthquake.
  - iv) Number of people affected.
  - v) Number of casualty, if any.
  - vi) Total area and distance affected.

- vii) Assistance required and resources already available.
  - viii) Route to reach the affected area and road conditions.
  - ix) Medium of communication, in place, in the affected area.
  - x) Other rescue agencies operating.
  - xi) Number of rescue teams required.
  - xii) Nodal officer and his contact number.
  - xiii) Location of OSOCC and RDC for reporting of USAR Teams.
- c. Full support as mentioned in preparatory phase shall be catered for the USAR teams (information, logistics and manpower).
- d. Movement order along with the complete list of stores in hard copy shall be ready for dispatch with intimation to NDRF HQ.
- e. Briefing of troops shall be carried out by respective Comdrs on following aspects:
- i) Cross checking, ensuring and confirming the readiness of the team on all aspects.
  - ii) Area of disaster and details of disaster.
  - iii) Route to reach.
  - iv) The locations of hospital enroute.
  - v) Initial deployment plan.
  - vi) Base of operation.
  - vii) Telephone numbers of important officials.
  - viii) Safety precautions to be followed en-route.
  - ix) Whether rescuers are equipped with personal protective gear.
  - x) Order of March.
  - xi) Briefing of Drivers and halting points.
  - xii) Physical and mental condition of team members.
  - xiii) Checking of morale of team members and motivational briefing.



- xiv) TEA, Communication equipment, camera other stores etc.
- xv) Contingency amount.
- xvi) Media briefing.
- xvii) Do's and Don'ts.
- xviii) The bag and baggage to be carried by troops depending on topography of that place.

### 8.3 Mobilisation Phase:

In this stage, the USAR Teams and other operational elements move from the HQ to State/District affected by earthquake for conduct of rescue operation. The fastest movement of USAR Teams shall be ensured so that the endangered people can be saved/rescued at the site of disaster. Following actions are required to be taken by the concerned Bn/Coys:

- a. To ensure the effective and timely response of assistance upon the confirmation of the request for the assistance, the Commandant of the local Unit shall ensure coordinated efforts with the affected State/UT/District for the immediate response of the standby assets and capacities.
- b. In case, an earthquake disaster involves deployment of Team of a Battalion in its AOR only, the State/District Authorities shall identify the most likely arrival point of responding Team(s) of the NDRF or other agencies and to establish 'Reception Departure Centre' (RDC) appropriately in view of arrival whether by road/rail/air. Unit Commandant needs to ensure the location of RDC.
- c. Whenever any disaster involves deployment of the Team(s) of more than one Battalion, HQ, NDRF shall mobilise one OSOCC (On Site Operation Co-ordinating Centre) team under the leadership of one DIG who will be supported by 5-6 Officers/SOs (including 2 Officers/SOs from local Bn). This team after arrival in the disaster affected State/UT, shall liaise with the local officials of District/State to get detailed briefing about the situation with the intention to carry out the pre



or post disaster needs assessment with view of launching effective & specialised disaster response at the earliest. An RDC shall also be set up by the teams of expert as per the direction of the DIG deputed by HQ NDRF.

- d. Following instructions shall be followed during the stage of mobilization:-
  - i. The first USAR Team shall mobilize within 30 minutes after getting formal orders from NDRF HQ along with it all components.
  - ii. For mobilisation of one USAR Team, light vehicle-1 and Medium/Heavy -3 veh (including one bus) shall be provided to one USAR Team.
  - ii. The Bns shall send a message in detail regarding mobilisation of USAR Team mentioning its composition to the NDRF HQ. These details should also be mentioned in the daily SITREP to the higher headquarters.
  - iv. Signal centre of the Bns shall establish communication with the teams' en-route.
  - v. EOC of the unit shall collect following information on priority basis and shall intimate teams (already on move) and also update the EOC, HQ NDRF:-
    - Magnitude and impact of disaster and number of persons affected and still stuck up.
    - Road worthiness in the concerned State/District.
    - Communication facilities, still in service, in the area.
    - Other sister agencies working in the area of disaster.
    - Availability and deployment of resources.
    - Area of operation, if any, in specific for the NDRF companies/teams.
    - Base of operation for the NDRF coys/teams.
    - Location of the Incident Response System and the location and telephone numbers of the nodal officers.
    - Place of reporting for the NDRF Coys/teams if there is any RDC/OSOCC.
    - Requirement of additional Coys/USAR Teams from NDRF for the operations.
    - Special TEAs/resources, if any, required at the site of disaster.
    - Any peculiarity about the area.
- e. The EOC of the unit shall collect information on the deployments in the earthquake hit area from the concerned State/District on the basis of telephonic conversations, electronic, print media, internet and also from earthquake/tremors monitoring agencies and shall also communicate with the EOC of the NDRF HQ.
- f. Consideration for reinforcement decision lies with NDRF HQ, which shall be communicated immediately for further decisions.
- g. If rescue operation is beyond the capability of Bn than reinforcement can be sent immediately from other NDRF units, by the decision of NDRF HQ.

h. Sitrep in morning and evening shall be sent to Bn HQ with following details:

- Name of team
- Strength of team
- Where deployed
- Place of rescue operation
- Number of people (male/female/children) rescued on that day (Live/dead/injured)
- Date and time of commencing operation
- Whether and climate
- Other agencies involved/Nodal Officer/Incident Comdr
- Sources required
- Any other information



i. Any other important information/achievement shall be sent through Special SITREP.

#### 8.4 Operation Phase

- a. On arrival at the site of the operation or the EOC of the affected State/UT, the OSOCC team shall establish its 'On Site Operation Co-ordination Centre' (OSOCC) preferably as close to State EOC as possible within 6-10 hours upon receipt of orders for deployment. If State/UT Govt. is in the position to provide suitable accommodation/infrastructure to the 'OSOCC' of the NDRF, may provide so, near the EOC of the District/State, otherwise NDRF shall be establishing its 'OSOCC', out of its own resources with the help of local Bn.
- b. In case arrival of Team(s) of NDRF by air or rail, suitable transport as well as guides shall be provided by the State/UT Govts. depending upon the situation to transport the responding agencies to the disaster affected areas. On arrival in the operational area after due recce of the disaster affected area, "Base of Operation" shall be established by each team of the NDRF within 200-300 meters of the incident site suitably.



- c. Immediately, after arrival of the Operational Commander/Team Leader of OSOCC at the EOC of the affected State/UT, the Incident Responsible Officer or appropriate designated authority shall provide initial briefing which should include all the aspects and is relevant to the effective disaster response of the NDRF. Initial briefing might include specific mention of the safety & security of the responders as well.
- d. The briefing to be given by the designated official(s) of the affected State/UT to the NDRF shall include up-to-date information with regards to the development of the disaster situation; give co-coordinating instructions with regards to the deployment on the assets and capacities from the NDRF; and provide other co-ordination information that the NDRF team(s) must be aware of i.e. location maps, interpreter where applicable/required, security and mobile escorts etc., that will facilitate the movement to the disaster site. The briefing format is given in FORM-II.
- e. After having received the initial briefing from the Incident Responsible Officer (IRO), the Operational Commander of the NDRF shall give briefing to the IRO regarding the professional competencies of the Team(s) of the NDRF. Where ever required, the OSOCC Team shall establish RDC (Reception-Departure Centre).
- f. After having discussed the situation with the Incident Responsible Officer or appropriate authority, the Ops Cdr of NDRF shall chalk out his plan of actions and execute it professionally. Unnecessary interference in the functioning of NDRF from the Local Govt. shall be unwarranted.
- g. During operational engagement, all possible efforts shall be undertaken that NDRF is self-sufficient and shall not prove to be burden on the State/UT Govts. No resources of the State/UT Govts. will be diverted to NDRF as they may be already overstretched due to scarcity of the resources while dealing with the disaster. However, where possible, State/UTs Govts. may provide suitable accommodation to the NDRF at their own expenses which shall be facilitating in the professional efficacy of the Team(s) of the NDRF.
- h. During the disaster response, State/UT Govts shall be sensitive enough towards providing the POL (including compressed gases), transport and heavy machinery (excavators, tractors, bulldozers, cranes etc) which shall be facilitating the operational effectiveness of the NDRF on the need basis only. The cost of POL, airlifting of resources of the NDRF, hiring charges of transportation and cost of accommodation has to be borne by the affected State/UT Govts. It needs specific mention that hazardous material such as POL cannot be transported by the NDRF through road as well as by air being hazardous in nature and therefore, has to be provided by the Local Govt.



- i. State/UT Govt shall keep the Indian National Disaster Resource Inventory (Network) updated at all the times which fall within their jurisdiction. NDRF Operational Commander shall check the IDRN website to assess availability of the resources in term of equipment & manpower which are locally available which can be made use of by the NDRF.
- j. While disaster response, the primary tasks of the NDRF shall remain focused towards ensuring the rescue, safety and protection of the disaster victims entrapped under the debris or entangled in any other life threatening situation. The NDRF responders shall provide pre-hospital treatment (MFR) to the injured victims before handing over them to superior local medical facilities. Once the responders of the NDRF had completed their primary task, they shall be under taking secondary tasks such as assisting the disaster victims and local Govt. in the distribution of the relief material, shelter management, to extend moral & psycho-social support to the disaster victims etc.
- k. During the deployment of the Team(s) of the NDRF, local Govt. shall be responsible for providing all necessary safety & protection measures to NDRF personnel. Special attention for the security & protection of the NDRF personnel shall be paid by the Local Govt. especially in the complex emergencies situations (where the disaster affected area is infested with the left wing extremisms). Hence, to the extent possible, protection of personnel, equipment and materials brought into the affected territory has to be ensured by the NDRF team. Operational Commander shall ensure that local Govt. had taken all necessary measures to provide security to the NDRF personnel during the operation.
- l. State/UT Govts. shall not impress upon the Team(s) of the NDRF to carry out such jobs which do not involve specialized response. Operational Commanders at all level shall ensure that NDRF personnel are engaged in jobs which are of specialised nature.
- m. An exit strategy should be formulated in the initial 'Plan of Action'. Consequently, de-mobilization of the NDRF shall be executed in a well-planned and effective manner. Well before the termination of the Urban Search and Rescue operation, the decision for the exit of the NDRF will be taken in consultation with the State Authority by the DG, NDRF. Necessary transportation in the disaster affected area shall be provided to the Team(s) by the local Govt. while de-induction as required where required.





- n. The following instructions should also be adhered to in the operational stage:-
- i. The Bns shall communicate with the deployed teams on regular basis and shall monitor the progress in the HADR operations, achievements made, and tasks yet to be accomplished and shall collect information on the present status of rescue operations. This information shall be reflected in sitrep to NDRF HQ.
  - ii. The USAR Team(s) shall prepare Base of Operation, Staging Area, BMS, EOC, OSOCC & RDC etc. for the smooth conduct of HADR operations.
  - iii. Bns shall assess requirement of additional manpower and resources and shall provide reinforcement by already activated companies/teams.
  - iv. The Bns shall provide guidance to the teams, in case of any difficulty, and shall liaise and communicate with other agencies and control room of the concerned State/District for better coordination during rescue operations.
  - v. The USAR Team(s) leaders shall brief and interact with the media as per the SOP on the Media Policy of the NDRF.
  - vi. The Unit Commanders shall keep on boosting the morale of the rescuers on every achievement.
  - vii. Rest and relief with in the team composition shall be made functional by the team management during the whole conduct of the operation.
  - viii. USAR Teams shall adhere to the INSARAG guidelines, procedures and methodology during the conduct of HADR operations. Proper coordination with other stakeholders should be ensured by the management component of every team as it is key factor for the successful operation.
  - ix. OSOCC team leader shall get detailed briefing from the IRO for proper planning of the operation. He shall collect information on following aspects on priority basis:
    - Total area affected.
    - Seismic centre of earthquake.
    - Highly vulnerable areas.
    - Important routes which are motorable.



- Latest reports on aftershocks and tremors.
  - The areas where rescue operation is being carried out.
  - Other agencies carrying out the rescue operation.
  - Total casualty.
  - Population yet to be evacuated.
  - Places for rescue operation, on priority basis.
  - The areas which require immediate rescue operation.
  - Places for shelter, distribution of relief materials, medicines etc.
  - Mode of communication provided by the incident commander.
  - Telephone numbers of resource officials.
  - List of active hospitals.
  - Place of resources.
  - The transport made available by the civil authority to carry patients.
  - Local person for navigation during operation.
  - Local protocols and traditions, if any
- x. The handover of the functions, assets and processes to State/UT Govt. are essential during the end of the operational response. The handover strategy must be considered and observed by the Ops Cdr of the NDRF from very early stage. The handover note, specifying what is being handed over, and to whom to ensure proper preparedness and a smooth transition to the State/Local Govt.

## 8.5 De-activation Stage

- a. This phase of operation is equally important as the USAR Team(s) are to be de-mobilized. All required clearances are taken from the concerned State/District. Stores are loaded and teams are moved back to their respective location. All the reports regarding clearances



from the concerned State/District authorities, feedbacks, lessons learnt, write off of expendable items, premature condemnation of unserviceable items are obtained, pursued and submitted. Besides, the physical and mental conditions of rescuers are checked and rest and relief plan for them is executed. This phase also involves briefing and de-briefing of the teams so that the future operations could be launched by implementing the points of feedback and lessons learnt. After this phase, the preparatory stage shall start again with the implementation of the points of lessons learnt in the operation.

- b. State/UT Govts. shall not retain the Team(s) or Coy(s) of NDRF any longer beyond the disaster response. The duration of the response of the Team(s) of NDRF shall be subject to the severity of disaster vis a vis requirement of the States/UTs.
- c. The withdrawal process from the disaster site shall begin when the IRO of the affected State/UT determines and declares that the critical situation arising out of disaster situation is over, the risks faced has been overcome and there is no immediate hazard foreseeable and all or most of the victims of the disaster has been rescued.
- d. Once the NDRF has completed the mission, the decision to terminate the operation will be taken by the Unit Commandant/DIG/HQ NDRF in consultation with the State Authorities at appropriate level in commensuration with the level of deployment of team(s). Team(s) of NDRF are required to be withdrawn and if required to be replaced after 10-15 days of the operational engagements.
- e. Before the departure of the team(s) of the NDRF, the IRO or the appropriate authority of the State/UT Govt. shall de-brief the responders of the NDRF.
- f. However, following instructions shall be adhered to at the battalion level in the de-activation stage:-
  - i. After the operation is finished, OSOCC Cdr shall demobilise all the teams as per the planning. The teams which were inducted first should be de-inducted first and the teams which were inducted in the last should be de-inducted in the last. OSOCC shall intimate to State/District authorities and NDRF control room about the progress of de-mobilisation.
  - ii. The Bn EOC, shall assist the teams in smooth withdrawal from operation area to the unit headquarter, if required.
  - iii. The Bns shall ascertain about the expected time of the return back of the teams of the unit and shall arrange for the administrative back up to the teams as per the requirement.
  - iv. Bns shall intimate the NDRF headquarters regarding the arrival of the teams through SITREP.



- v. Operational Commanders of the team/Coy/Bn shall de-brief the troops upon closure of the HADR operation on the followings aspects:-
- Summary of all activities
  - Operational achievements
  - Improvisations, innovations made, if any
  - Outstanding performance by any squad, rescuers, if any
  - Problems faced during the operation
  - Shortage of stores faced, if any
  - Requirement of any special equipment, TEAs, personnel etc.
  - Problems faced with administration and community
  - Stay and conduct at the place of operation
  - Any observation by the State/District Authorities
  - Feedbacks/reports/commendations by the State/District Authorities, if any
  - Clearances wherever required must be taken from the concerned State/District
  - Support by civil administration and other authorities
  - Points for improvement, if any
  - Points of lessons learnt during the exercise
  - Feedback report
  - Local protocol of the area
  - Information collected and cross checked from the area of operations for the databank of the Unit
  - Mis-happening, if any, during the entire exercise
- g. The clearance from State and Districts must be taken after termination of Ops.
- h. The Bns shall collect feedback, needs improvement and make brief report for submission to NDRF HQ within 15 days after termination of operations.
- i. The Bn shall thoroughly check all TEA used during Ops and report of breakage/loss/theft and malfunction shall be brought to the notice of NDRF HQ.
- j. Bns shall conduct PTSD and stress related classes on regular basis of Bn People. Where required help of the psychiatrics shall be taken from the nearest medical authorities.



## **9. ADMINISTRATION AND LOGISTIC ARRANGEMENTS:**

9.1 Following administrative and logistics arrangement shall be done by the responding Battalions:

**a. Contingency Amount:**

Each USAR Team shall take following amount with it:

- i. Rs. 10,000/- for unforeseen expenses
- ii. Rs. 30,000/- for fresh purchase
- iii. Rs. 10,000/- MT

**b. Mode of Conveyance (By Road/Train/Air):**

Mobilisation shall be undertaken by following means:

- i. By Road: For each team
  - 1 Heavy Vehicle
  - 1 Medium Vehicle,
  - One Bus (52 Seater)
  - 1 Light Vehicle
- ii. By Train : As per MOU with the Railways
  - One Coach Per Team
  - One Luggage Car for Two Teams
- iii. By Air : As per the capacity of the Aircraft
  - AN-32, C-130, MI-26, MI-17, IL-76 etc.

**9.2 Equipment, Tools & Stores:**

The equipment, tools and stores related to MFR & CSSR which are required to be carried by a USAR teams are suggested to be carried by each team as per the detail given at **Appdx 'A'** attached along with this SOP.

**9.3 Ration for 15 Days:**

The ration which is mentioned at **Appdx 'B'** is suggested to be carried by each USAR team.

**9.4 List of Communication Stores:**

The detail of the equipment which is given at **Appdx 'C'** is suggested to be carried by each Team.

**9.5 List of Adm. Stores and Misc Stores:**

The detail of the adm and other misc stores are suggested to be carried by each USAR Team as per the **Appdx 'D'**.

**9.6 List of Weapons for Security:**

Weapon which are required to be carried by the security elements of a USAR team is suggested at **Appdx 'E'**.

### **9.7 List of Personal Belongings of Responders:**

The personal belongings which are required to be carried by the members of the USAR Team members is suggested at **Appdx 'F'**.

### **9.8 Media Management:**

The following stores shall be carried by each team for interaction with media at the disaster site:-

- a. Tent
- b. Table / Chair
- c. Map of Area
- d. Pointer
- e. Black Board
- f. Binocular
- g. Telephone No. of Media Persons
- h. Banners of the NDRF.

### **9.9 Functioning of OSOCC & RDC:**

OSOCC and RDC entities shall carry required stores like tents, office furniture, office gadgets, stationery, tents and communication stores as per the requirement.

### **9.10 Following points should be kept in mind by the USAR team members in the mind:**

- a. Always Wear PPE during Operation.
- b. Work in Buddies.
- c. Always follow Safety Instructions.
- d. Drink Plenty of Water
- e. Be Patient and Optimistic.
- f. Work Professionally
- g. Update the Teams and Squads about Incident Response.
- h. Follow Local Protocol
- i. Follow the SOP
- j. Victims and bystanders
- k. Handle Equipment with Safety and Follow Manuals.
- l. Behave Gently
- m. Share your Plan of Rescue with Team Members
- n. Convey Frequently what is going on and the Next Step

## 10. CONCLUSION:

This SOP has been prepared with the objective that all the required and approved procedures are followed in the rescue operations and all the processes and activities continue uninterruptedly and simultaneously so that the entire tasks are completed in prescribed schedule. This SOP also aims at fixation of accountability at all the stages. Efforts have been made to make this SOP exhaustive. In case of any ambiguity and for more clarifications of instructions on any issue, the Unit shall issue separate orders and instructions. This SOP shall be revised regularly as and when the procedures mentioned here are reviewed or becomes obsolete with time.



## Earthquake Equipments List

Sr. No.	Equipments CSSR	Quantity	Remarks
1.	Generator Portable 2500 W Kerosene Fuel	04	
2.	Chipping Hammer	03	
3.	Rotary Rescue Saw Petrol Driven	02	
4.	Angle Cutter (Electric)	02	
5.	Diamond Tipped Blade (Dia 300 mm) for Angle Cutter	04	
6.	Composite Blade Network for Angle Cutter (Dia 300 mm)	20	
7.	Reciprocating Saw	02	
8.	Reciprocating Saw Blade Metal L-150 mm 24 TPI	12	
9.	Reciprocating Saw Blade Wood L-240 mm 5 TPI	10	
10.	Circular Saw	03	
11.	Circular Saw Carbide Tip Blade Dia 235 mm	03	
12.	Electric Drill	02	
13.	Key Hole Saw Complete Set with 4 Different Sizes of Saws	02	
14.	Electric Drill Bit Set (Complete Set of 19 Bits)	02	
15.	Rotary Hammer Drill	02	
16.	Rotary Drill Bit Dia 200 mm, 10" Long	02	
17.	Ventilator and Air Tube with Mortar Length 7 M D 12"	02	
18.	Hydraulic Jack	02	
19.	Come Along 1.5 T Capacity with Std Length 1.5 M	02	
20.	Pliers 8"	02	
21.	Vise Grip 10"	02	
22.	Bolt Cutter 14"	02	
23.	Bolt Cutter 30"	02	
24.	Chisel for Concrete 1/2"	02	
25.	Chisel for Concrete 1/2"	02	
26.	Spades	06	
27.	Round Shovel 8 x 8"	02	
28.	Spade Shovel 12 x 10"	02	
29.	Screw Driver Set (Complete Set)	02	
30.	Framing Square 22"	04	
31.	Fire Axe Large Size 12" and Rod Length 2 1/2'	02	
32.	Crow Bar 24"	04	
33.	Crow Bar 36"	04	
34.	Pick Mattock (Capacity 300 kg)	04	
35.	Hacksaw 12' Tubular	02	



Sr. No.	Equipments CSSR	Quantity	Remarks
36.	Handsaw 600 mm	02	
37.	Tin Snip 12"	02	
38.	Working Lamp 50m.6mm PVC Wire	04	
39.	Claw Hammer (Width 4")	04	
40.	Sledge Hammer 7 kg	04	
41.	Sledge Hammer 10 kg	02	
42.	Level 12"	02	
43.	File Flat 12"	02	
44.	Pry Bar 6	06	
45.	Carpenter Hammer 3"	04	
46.	Extension Cord (Cord Length 25 m 8 mm)	04	
47.	Fuel Container 20 Ltr Capacity	08	
48.	8 Penny Nails in kgs (Length 2" 3" 4")	02	
49.	16 Penny Nails in kgs (Length 2" 3" 4")	02	
50.	Dust Mask	45	
51.	Carpenter Pencil (1 Pkt of 10 Pencils)	01	
52.	Mega Phone	04	
53.	Bucket Small Plastic 15 L	04	
54.	Bucket Large Plastic 25 L	04	
55.	Safety Vest	04	
56.	Scene Tape 100 M Roll	02	
57.	Hacksaw Replacement Blades 12" L	02	
58.	Paint Brush 3" x 4"	04	
59.	Racks Plastic 18" x 12"	01	
60.	Spray Bottles of 1000 CC	03	
61.	Steel Pipes 6'/2" Dia	12	
62.	Ever-Ready Batteries 1.5 V (Leak Proof)	08	
63.	Spray Paint	04	
64.	Earplug	45	
65.	Diamond Tip Replacement Blade 12" for Rotary Rescue Saw (Concrete)	02	
66.	Chipping Hammer Bits-Flat (12" x 18" Dia: 19 mm)	01	
67.	Chipping Hammer Bits-Pointed (12" x 18" Dia: 19 mm)	01	
68.	Knee Pad Cushion 1"	08	
69.	Safety Goggles	08	
70.	Heavy Duty Work Gloves	08	
71.	Fire Extinguisher 20 Lbs Dry Chemical Type	02	
72.	Tarpaulin 4' x '	04	
73.	Tarpaulin 6' x 6"	04	
74.	Exhaust Fan 12" (300 mm)	02	
75.	Nose Mask	90	

Sr. No.	Equipments CSSR	Quantity	Remarks
76.	Axe Mate Kit	01	
77.	Ba Sets Light Weight with Spare Cylinders	01	
78.	Bullet Chain Saw	01	
79.	Disaster Management Kit	01	
80.	Distress Signal Unit	45	
81.	Full Body Harness	06	
82.	Portable Shelters 10' x1 4'	01	
83.	Portable Shelters 10' x 23'	01	
84.	PVC Suit	02	
85.	Ramsset with Matching Foot Pump	01	
86.	Rope	01	
87.	Rope Nylon	01	
88.	Inflatable Lighting Tower	01	
89.	Traffic Cones	05	
90.	Cordless Hammer Drill	01	
91.	Drill Bit Set for Cordless Hammer Drill	02	
92.	Spare Battery for Cordless Hammer Drill	02	
93.	Gas Cutter 450 mm (Heavy Duty)	01	
94.	Gas Cutter/Regulator	01	
95.	LPG Cylinder	02	
96.	Oxygen Cylinder 30-35 kgs	02	
97.	Rubber Pipe	01	
98.	Face Shield	04	
99.	Head Light	40	
100.	Galvanized Metal Tubes (10 cms x 1.5 M)	12	
101.	Air Lifting Bag Set with Air Cylinder	01	
102.	Combo Tool with Matching Power/Petrol Pump and Hand/Foot Pump	01	
103.	Diamond Chain Saw	01	
104.	Explosive Meter	01	
105.	Floating Pump	01	
106.	Hammer Drill Concrete	01	
107.	Multi Cable Winch	01	
108.	Multi Gas Detector	01	
109.	Portable Generator Set 10.5 KVA	01	
110.	Victim Location Unit (with Breaching System)	01	
111.	Base Station with Essential Accessories (25 Watts)	01	
112.	Life Detector	01	
113.	Video Camera with Accessories	01	
114.	Brick Hammer	02	
115.	K-9 (Sniffer Dogs)	02	

## MFR Equipments List

Sr. No.	Equipments CSSR	Quantity	Remarks
1.	PPE Store	All Rescuers	
2.	Stethoscope	01	
3.	BP Apparatus Digital	01	
4.	BP Apparatus Mercury	01	
5.	Oxygen Cylinder 680 (Oxidized) Light Weight with Accessories	02	
6.	Thermometer Digital	04	
7.	Otoscope and Nasal Speculum	01	
8.	Torch	04	
9.	Pen Light	02	
10.	Laryngoscope	02	
11.	Tongue-Depressor	02	
12.	Cervical Color (Regular Short)	06	
13.	Splints (Pneumatic, Flexible )	04	
14.	Dressing Gauze	12	
15.	Dressing Abdominal	02	
16.	Dressing Multi Trauma	10	
17.	Sponge Sterile	30	
18.	Cotton Bundle	06	
19.	Bandage Kling 6"	30	
20.	Bandage Kling 3"	30	
21.	Bandage Triangular 40" x 40"	30	
22.	Bandage Elastics 3"	06	
23.	Bandage Elastics 6"	06	
24.	Cup Paper	10	
25.	Surgical Tape	06	
26.	Hand Towel	04	
27.	CPR Mask	05	
28.	Bag Valve Mask Adult (Silicon, Stem Autoclave)	02	
29.	Bag Valve Mask Child (Silicon)	02	
30.	Bag Valve Mask Infant (Silicon)	02	
31.	Sterilizing Drum	01	

Sr. No.	Equipments CSSR	Quantity	Remarks
32.	Suction Unit with Accessories (Manual)	01	
33.	Foldable Stretcher/Spine Board with Accessories	03	
34.	Expendable Medicines/Surgical/Lab Items	As Per Auth	
35.	MFR Kit Bag with Medicine	01	
36.	MFR Box	01	
37.	Reflex Hammer	01	
38.	Auto Clave	01	
39.	Glucometer	01	
40.	Obstetrician Kit	01	
41.	Emergency Tray with Lid SS	01	
42.	Tray with Lid SS	02	
43.	Scissors Sharp	02	
44.	Scissors Tissue Cutting	01	
45.	Scissors Suture Cutting	02	
46.	Artery Forceps Straight	04	
47.	Artery Forceps Curved	06	
48.	Sponge Holding Forceps	04	
49.	Chattels Forceps	01	
50.	Sinus Forceps	01	
51.	Basin Stainless Steel (Large)	01	
52.	Basin Stainless Steel (Medium)	02	
53.	Kidney Tray SS	02	
54.	Urine Cane SS	02	
55.	Bawl Cane SS Small	01	
56.	BP Handle	03	
57.	Reflex Hammer	01	
58.	Expendable Medicines/Surgical/Lab Items	01	
59.	Tissue Holding Forceps	06	

## Ration for One Team (for 15 Days Period only)

Sr. No.	Equipments	Quantity	Remarks
1.	Atta (Flour)	270.000	
2.	Rice	148.500	
3.	Refined Oil	60.750	
4.	Sugar	40.500	
5.	Tea	04.725	
6.	Dal (Pulses)	60.750	
7.	White Chana	02.000	
8.	Kala Chana	03.000	
9.	Mirch Powder	03.000	
10.	Imli	02.000	
11.	Haldi Powder	02.000	
12.	Sambar Masala	02 Pkt	
13.	Papad	10 Pkt	
14.	Kismis	01.000	
15.	Khopra	01.000	
16.	Milk Powder	09.450	
17.	Nutry	05.000	
18.	Besan	05.000	
19.	Salt Semiyan	13.500	
20.	Achar	20 Pkt	
21.	Sujee	05.000	
22.	Dhaniya Powder	02.000	
23.	Green Matar	02.000	
24.	Meat Masala	03 Pkt	
25.	Kasturi Methi	02 Pkt	
26.	Garam Masala	03 Pkt	
27.	Mungfali	02.000	
28.	Maida	05.000	
29.	Zeera	01.000	

## List of Communication Stores

### Communication Equipments

Sr. No.	Nomenclature	Quantity when a Team is Moving to Operation	Quantity when a Company is Moving for Operation	Quantity when a Unit is Moving for Operation	Remarks
1.	V-sat	—	—	01 No.	With Assys
2.	Inmarsat	01 No.	03 Nos.	02 Nos.	With Assys
3.	HF Radio Set 15 Watt	01 No.	03 Nos.	02 Nos.	With Assys
4.	UHF/VHF Radio Set 20 Watt	01 No.	04 Nos.	04 Nos.	With Assys
5.	UHF/VHF h/hr/Set 1-4 Watt	13 nos.	39 Nos.	46 Nos.	With Assys
6.	Nimh Battery	26 Nos.	78 Nos.	92 Nos.	
7.	Nimh Battery Charger	06 Nos.	20 Nos.	15 Nos.	
8.	Secy Battery 12 V	04 Nos.	12 Nos.	08 Nos.	
9.	Main Bty Charger H/Duty	01 No.	03 Nos.	02 Nos.	
10.	Portable Tubular Mast	01 Set	—	03 Nos.	
11.	Stabilizer 3.5 KVA	—	01 No.	01 Nos.	
12.	Extension Board	01 No.	01 No.	02 Nos.	
13.	Generator Set	01 No.	01 No.	03 Nos.	With Sufficient POL

## List of ADM Stores for MESS and Misc EOC

Sr. No.	Equipments	Quantity	Remarks
1.	Tiffin Carrier	02	
2.	Cooker (15 Ltr)	01	
3.	Ketli (Big)	01	
4.	Jharna	01	
5.	Parat (Aluminium)	01	
6.	Parila (All Size with Lead)	03	
7.	Bucket (Iron)	03	
8.	Bucket (Steel)	01	
9.	Tawa (Iron)	01	

Sr. No.	Equipments	Quantity	Remarks
10.	Chakla Belna Set	01	
11.	Gas Bhatti	01	
12.	Gas Chulha for Chapati	01	
13.	Gas Cylinder	04	
14.	Karchi (Steel)	03	
15.	Tea Dallu	01	
16.	Tea Container	01	
17.	Karahi (Iron)	01	
18.	Sintex or Water Tank (500 Ltr)	01	
19.	Chapati Jall Box	01	
20.	Rice Spoon	01	
21.	Fry Pan	01	
22.	Table (Plastic)	01	
23.	Chairs (Plastic)	06	
24.	Crockery Set	01	
25.	Mug (Plastic)	02	
26.	Glasses	06	
27.	Hot Case	01	
28.	Thermos (Steel)	01	
29.	Steel Plates	05	
30.	Steel Glasses	05	
31.	Steel Katori	05	
32.	Steel Spoon (Small)	05	
33.	Tray	01	
34.	Knife	02	
35.	Palta (Iron)	01	
36.	Vegetable Tray	03	
37.	Jug (Steel)	01	
38.	Filter (100 Ltr)	01	
39.	Harricane Lamp	03	
40.	Tents Extendable	06 Nos	
41.	Long Picket	10 Nos	
42.	Short Picket	10 Nos	
43.	Jerricane (20 Ltr Plastic/Fiber)	10 Nos	
44.	Water Filter (100 Ltr)	01	
45.	Petrol	50 Ltr Per Boat	
46.	Kerosene Oil	50 Ltrs	
47.	LPG Cylinder	04 Nos	

Sr. No.	Equipments	Quantity	Remarks
48.	LPG Stove	02 Nos (1+1)	
49.	Iron Cot Tin (Mini Hospital-02, Team Comdr-01)	07 Nos	
50.	Folding Table	03 Nos	
51.	Chair Plastics	06 Nos	
52.	Scene Tape 100 Mtrs	02 Nos	
53.	Safety Cones	05 Nos	
54.	Safety Vests	05 Nos	
55.	Loud Hailer	02 Nos	
56.	Crow Bar	04 Nos	
57.	Pry Bar 6'	02 Nos	
58.	Bolt Cutter (24" & 30")	02 Nos	
59.	Hack Saw	01 No	
60.	Carpenter Saw	01 No	
61.	Saw for Cutting Wooden Log	01 No	
62.	Hammer (Small, Medium, Large)	03 Nos	
63.	Pick Mattock	04 Nos	
64.	Shovel	04 Nos	
65.	Spade	04 Nos	
66.	Dah	02 Nos	
67.	HHSL with Charger	02 Nos	
68.	Head Light	06 Nos	
69.	Safety Torch	25 Nos	
70.	Working Lamp	04 Nos	
71.	Inflatable Lightening Tower	01 No	
72.	Generator Set 2.5 KVA	02 Nos	
73.	Extension Cord	04 Nos	
74.	Sand Bags	1500 Nos	
75.	GPS	01 No	
76.	Multi Cable Winch	01 No	
77.	Canvas Water Tank 200 Ltrs	02 Nos	
78.	Tarpaulin	04 Nos	
79.	Buckets	06 Nos	
80.	Digital Camera	01 No	
81.	OBM Engine Oil	06 Ltr	
82.	Generator Lubricant Engine Oil	02 Ltr	



**List of ADM Stores for MESS and Misc EOC**

Sr. No.	Weapon	Magazine and Rounds
1.	Insas Rifle	04 Nos.
2.	Magazines	12 Nos.
3.	Ammunition	240 RDS

**List of Personal Belongings of NDRF Responders**

Sr. No.	Items	Quantity	Remarks
1.	NDRF Uniform (with Shoes)	1 Set	
2.	Rescue Uniform (with Shoes)	1 Set	
3.	P.T Dress Complete	2 Sets	
4.	Raincoat/Water Proof Jackets	1	
5.	Slippers	1 Pair	
6.	Undergarments	4 Sets	
7.	Civil Dress/Shoes	2 Sets	
8.	Track Suit	1 Set	
9.	Torch with Battery	1 Nos	
10.	Shaving Set Complete		
11.	Ruck Sack/Trolley Bag/Suit Case	1	
12.	Bed Roll (Naka Style Bedding and Polythene Wrapped Bed Rolls not Permitted) as per Climate	1 Set	
13.	Whistle	1 Set	
14.	Self Sufficient Amount/ATM Card		
15.	Soaps and Shampoos	2 Set	
16.	Socks	3 Pair	
17.	Dry Fruits/(for Self)		
18.	Mosquito Net	1	
19.	I Card and Mobile		

**Marching Out Statement to be Submitted by NDRF BN**

Company/Team \_\_\_\_\_

Dated \_\_\_\_\_

BN \_\_\_\_\_

1. Strength \_\_\_\_\_
2. Name of the Commander with Rank \_\_\_\_\_
3. Name of the 2IC with Rank \_\_\_\_\_
4. Breakage of Rank \_\_\_\_\_
  - i. Officer \_\_\_\_\_
  - ii. Sub-ordinate Officers \_\_\_\_\_
    - GD/Executive \_\_\_\_\_
    - Communication \_\_\_\_\_
    - JE (Civil/Electrical) \_\_\_\_\_
    - Pharmacist \_\_\_\_\_
    - Paramedics \_\_\_\_\_
  - iii. Others Rank \_\_\_\_\_
    - HC (GD) \_\_\_\_\_
    - HC (Electrician) \_\_\_\_\_
    - HC (Paramedics) \_\_\_\_\_
    - HC (Fitter) \_\_\_\_\_
    - HC (Driver) \_\_\_\_\_
  - iv. Constable \_\_\_\_\_
    - Constable (GD) \_\_\_\_\_
    - Constable (Driver) \_\_\_\_\_
    - Constable (Cook) \_\_\_\_\_
    - Constable (W/Man) \_\_\_\_\_
    - Constable (S/K) \_\_\_\_\_
    - Constable (N/A) \_\_\_\_\_
5. Details of Weapons \_\_\_\_\_
6. Details of Ammunitions \_\_\_\_\_
7. Details of Equipments (Attach All List) \_\_\_\_\_
8. Details of POL Carrying \_\_\_\_\_
9. Details of Communication Equipments (Attach List) \_\_\_\_\_
10. Details of Misc Items/Adm Items (Attach List) \_\_\_\_\_
11. Details of Vehicles \_\_\_\_\_ HMV \_\_\_\_\_ LMV \_\_\_\_\_
12. Date and Time of Move \_\_\_\_\_

Sign of the Adjutant

List of Forms Assistance (Performa)

INCIDENT NO:

- 1. TIME OF CALL  DATE
- 2. NAME & LOCATION OF PERSON MAKING THE CALL \_\_\_\_\_
- 3. ORIGIN OF CALL  
TELEPHONE  MOBILE   
ANY OTHER
- 4. INCIDENT LOCATION \_\_\_\_\_
- 5. INCIDENT TYPE \_\_\_\_\_
- 6. VICTIMS (CONDITIONS AND NUMBER) \_\_\_\_\_
- 7. ACTION \_\_\_\_\_
- 8. ROUTE AND DISTANCE \_\_\_\_\_
- 9. WEATHER \_\_\_\_\_
- 10. ACCESS ROUTES (Freeways, Crossings, Bridges, Height, Width, Road Maintenance)  
\_\_\_\_\_
- 11. POWER LINES \_\_\_\_\_
- 12. HAZARDOUS MATERIALS (Fuel Leaks, Radiation, Chemical, Fire etc.)  
\_\_\_\_\_
- 13. OTHER AGENCIES INVOLVED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 14. BRIEF EXPLANATION OF SITUATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 15. NAME OF INCIDENT COMMANDER & CONTACT NO. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EOC  
IN-CHARGE BN

**Scene/Incident Site Information**

1. NAME OF TEAM COMMANDER & CONTACT NO.

\_\_\_\_\_

2. DATE AND TIME OF RECEIVING CALL FOR HELP

\_\_\_\_\_

3. NAME, LOCATION OF AGENCY/PERSON WITH CONTACT NO. MAKING THE CALL

\_\_\_\_\_

\_\_\_\_\_

4. DATE & TIME OF DEPARTURE \_\_\_\_\_

5. ADDRESS/INCIDENT LOCATION \_\_\_\_\_

\_\_\_\_\_

6. TYPE OF INCIDENT \_\_\_\_\_

\_\_\_\_\_

7. ENVIRONMENTAL CONDITIONS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. DATE & TIME OF ARRIVAL AT THE SCENE \_\_\_\_\_

\_\_\_\_\_

9. PROBLEMS PRESENT/CURRENT SITUATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. RESOURCES NEEDED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. NO. OF PERSONNEL DEPLOYED \_\_\_\_\_

GOS \_\_\_\_\_ SOS \_\_\_\_\_ ORS \_\_\_\_\_ TOTAL \_\_\_\_\_

12. NO. OF PERSONNEL SAVED/EVACUATED/RESCUED-

RESCUE OPERATION	Dead Body Retrieved	Male-
		Female-
	Patient Evacuated	Male-
		Female-
	Trapped Victim Evacuated	Male-
		Female-
	Saved	Male-
		Female-
	Total	

13. OTHER AGENCY INVOLVED

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14. DATE AND TIME OF CLOSING OPERATION

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15. DATE & TIME OF ARRIVAL AT BN HQ

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16. OTHER INFORMATION IF ANY

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Place \_\_\_\_\_

Team Commander \_\_\_\_\_

Date \_\_\_\_\_

Regt. No. \_\_\_\_\_

Rank \_\_\_\_\_

Name \_\_\_\_\_

## Daily Sitrep of Disaster Site

1. Team No. \_\_\_\_\_
  2. Team Commander, \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ Mobile No \_\_\_\_\_
  3. Type of Incident/Place \_\_\_\_\_
  4. Deployment of Sub Teams if any \_\_\_\_\_
  5. Local/Incident Commander \_\_\_\_\_ Mobile No \_\_\_\_\_
  6. Weather \_\_\_\_\_
- 
7. Present Situation \_\_\_\_\_
- 
8. Action Taken \_\_\_\_\_
  9. Rescued/Evacuated Persons
 

Place _____	Male _____	Female _____	Child _____	Total _____
Place _____	Male _____	Female _____	Child _____	Total _____
Place _____	Male _____	Female _____	Child _____	Total _____
Place _____	Male _____	Female _____	Child _____	Total _____
Place _____	Male _____	Female _____	Child _____	Total _____
Place _____	Male _____	Female _____	Child _____	Total _____
  11. Details of Dead/Victims
 

Place _____	Male _____	Female _____	Child _____	Total _____
Place _____	Male _____	Female _____	Child _____	Total _____
Place _____	Male _____	Female _____	Child _____	Total _____
Place _____	Male _____	Female _____	Child _____	Total _____
  12. Relief Material Distributed
    - a) Place \_\_\_\_\_
    - b) Total No. of Persons to whom Relief Material Distributed \_\_\_\_\_
  13. Problem Faced \_\_\_\_\_
  14. Loss/Damage of Equipment \_\_\_\_\_
  15. Remarks \_\_\_\_\_

Team Commander \_\_\_\_\_  
Team No. \_\_\_\_\_  
Incident Commander \_\_\_\_\_  
Place \_\_\_\_\_





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**Directorate General**  
**National Disaster Response Force**  
**Ministry of Home Affairs**

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