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To

The Relief Commissioners
All States/ UTs,

190240
OSD (961-M)
21/1

Subject: Forwarding of Standing Operating Procedure (SOP) for deployment of NDRF. /

Kindly find enclosed herewith a copy of Standing Operating Procedure (SOP) for deployment of NDRF for information and necessary action please.

2. Please acknowledge receipt.

Encl. SOP (08 pages)

21/1/15
21/1/15
Copy to :
Guard File.

SS Guleria
(S S Guleria)
Dy. Inspector General/Ops
HQ DG NDRF, New Delhi

STANDING OPERATING PROCEDURES (GENERAL)

1. INTRODUCTION :-

DISASTER

“A catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man-made causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of property, or damage to, and degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area”

India has traditionally been vulnerable to natural disasters on account of its unique geo-climatic conditions and it has, of late, like all other countries in the world, become equally vulnerable to various man-made disasters. The periodicity and intensity of disasters have increased manifold in the last few decades. In many disasters, human and economic losses could have been minimized by taking preventive, mitigation and preparedness measures. Anti-national elements find terrorism easy to adopt and cost-effective. A terrorist attack involving Nuclear, Biological and Chemical agents differs from a normal terrorist attack as it results in specific effects on health and can cause fatal injuries, creates panic, affects the morale of the community, and lowers its faith in the government. The important ingredients of an effective response system are integrated institutional arrangements, state of the art forecasting and early warning systems, failsafe communication system, rapid evacuation of threatened communities, quick deployment of specialized response forces and coordination and synergy among various agencies at various levels in dealing with any disaster. Most importantly, all the agencies and their functionaries must clearly understand their roles and responsibilities and the specific actions they have to take for responding to disaster or disaster threatening situations. **THIS SOP LAYS DOWN, IN A COMPREHENSIVE MANNER, THE SPECIFIC ACTIONS REQUIRED TO BE TAKEN BY NDRF BNS FOR RESPONDING TO NATURAL AND MAN MADE DISASTER OF ANY MAGNITUDE AND ANY DIMENSION.**

- (i) Major Natural Disasters:-
- a) Earthquakes
 - b) Floods
 - c) Cyclones
 - d) Landslides
 - e) Tsunamis
 - f) Avalanches
- (ii) Man Made Disasters:-
- a) Chemical disasters.
 - b) Biological disasters.
 - c) Radiological and Nuclear events
 - d) Train Accidents.
 - d) Building collapse events
- (iii) Any other disaster, for which the State / District authorities make a specific requisition, with the exception of fire accidents.

3.ROLE OF NDRF

- 1) Provide specialised response for rescue and relief in case of disasters-natural and manmade.
- 2) Deployment in case of impending disasters.
- 3) Assistance to civil authorities in distribution of relief material during/after disaster.
- 4) Co- ordination with other agencies engaged in rescue/relief work

4. NDRF TASKS

- 1) Deployment in case of impending disaster.
- 2) Provide specialist response in case of disasters which covers :
 - a) NBC Disaster (Decontamination of the area and personnel).
 - b) Removal of debris.
 - c) Extrication of victims live or dead.
 - d) First medical response to victims.
 - e) To extend moral support to victims.
 - f) Assistance to civil authorities in distribution of relief material.
- 3) Co-ordination with sister agencies.

6. REQUISITION FOR RESPONSE OF THE NDRF DURING PRE-DISASTER PHASE

To provide, in a concise and convenient form, a list of major executive actions involved in responding to natural and manmade disasters and the necessary measures for preparedness, response and relief required to be taken. To achieve maximum result in minimum time for any force, a well defined Operating Procedure is required to be framed. This procedure is called the Standard Operating Procedure (SOP). The SOP is made keeping in view the role and the objectives of the force. In the case of NDRF, the force has to respond within the minimum time frame to reach the place of disaster with the designated required equipment. The SOP has been prepared keeping in mind the motto of NDRF, i.e. "AAPADA SEWA SADAIV".

6. REQUISITION FOR RESPONSE OF THE NDRF DURING PRE-DISASTER PHASE

State Government may request for pre-positioning of the Unit/Sub-units of the NDRF as a measure of pro-active response to deal with the impending disaster when there are plausible reasons to believe that gravity of the disaster will be unmanageable for the State Government. The Contact numbers and place of deployment of NDRF units are given at Appendix-"A"

7. REQUISITION FOR RESPONSE OF THE NDRF DURING DISASTER PHASE

State Government or the concerned District Magistrate may request for the specialized disaster response of the Team (s) or Coy (s) of the NDRF to deal with the disaster when it is of Level-III. i.e. when the gravity of the disaster is so severe that it becomes unmanageable for the State Government to deal with even after having made the proper use of SDRF.

The following State Government Authorities can seek requisition for NDRF teams alongwith complete details of the disaster which takes place in their area of responsibility :-

- Principal Secretaries of the States dealing with Disaster Management
- Relief Commissioners of the States
- Collectors/DCs /DMs of the districts

Maximum available details which would be required to provide rescue and relief should be passed on to the identified NDRF Bn, as per requisition form attached at Appendix - A.

9 AUTHORITY TO ACCEPT REQUISITION

NDRF Teams can be requisitioned for natural as well as manmade disasters. This requisition can be sent to the following :-

- MHA
- NDMA
- HQ DG NDRF
- NDRF BNs.

MHA & NDMA in turn will direct HQ DG NDRF for deployment of NDRF personal which will be done accordingly after consultation with respective Commandant and same will be intimated to MHA & NDMA.

In case the requisition is placed directly to NDRF Bns due to emergent nature of situation, the Commandants will deploy NDRF personnel immediately and intimate the same to HQ DG NDRF/ MHA / NDMA.

10 DECISION ON DEPLOYMENT

As per the provision of DM act 2005, the District Disaster Management Authorities chaired by District Magistrate/Deputy Commissioner/District Collector of a District shall be responsible for overall supervision and monitoring of Disaster Management in the district. The District Authorities will give the detailed information about any disaster to the respective NDRF unit. The Unit Commandant, after getting detailed information from the Nodal officer, will consult HQ NDRF and decide the quantum of deployment for the said disaster i.e how many teams to be deployed for the subject operation. HQ NDRF will

intimate the subject deployment to MHA DM(Div) and NDMA through the fastest mode of communication available. This will be followed by a written communication also. The team which will move for rescue work will be self contained and carry tentage, medicines, ready-made food for 72 hrs, ration and utensils with them.

11. MOBILISATION PHASE

Bn Commandant in consultation with the State authority will decide mode of conveyance of the teams to be deployed for the said emergency response. Firstly, one advance party will rush for the disaster site followed by the main body in their own transportation. If the air lifting is to be done, then the requisition will go to Air Authority through the State Authority. The State Authority will arrange accommodation, if possible and transportation at disaster site. The State will be responsible for providing security backup to the teams during deployment.

12. OPERATIONAL PHASE

It is important to mention here that NDRF is not tasked with the maintenance of law and order in a disaster zone area. Furthermore, the safety and security of the victim and personnel involved in the search, rescue and relief operations including the NDRF personnel shall also be the responsibility of State/Local Authorities.

13. DE-MOBILISATION PHASE

This phase describes the actions required to be taken when coys/teams have been instructed that disaster management operations are to be ceased and withdrawal has to be commenced by Coy Comdr/Team Comdr in consultation with the nodal officer and after getting clearance from HQ DG NDRF. The exit strategy will be executed as per the initial plan of action. All coy comdrs/team comdrs must try and ensure a handover note specifying what is being handed over and to whom to ensure proper preparedness and a smooth transition. A detailed report should be prepared by the Bn after the operation is over and file for record with HQs NDRF. This report should make a clear mention of immediate steps to be taken to fill the gaps or seek any improvement in the existing system. Following actions are to be ensured:-

1. Mode of transportation will be decided for de-induction in consultation with the State Authority. The State authorities

- shall be responsible for providing the transport to the NDRF teams to return to their units.
2. Clearance from Local authorities.
 3. EOC, along with the adm base, shall be the last to demobilize from the disaster site.

14. POST DISASTER PHASE

It is a phase for critical analysis of the entire rescue operations carried by the Bn. The joint appraisal report of the performance shall also be prepared by the Bn commandant and State authority after de-induction of the rescue teams. After this, a report regarding the shortcomings of the rescue operations and the lessons learnt will also be drawn up. The post disaster phase will also include:

- a) Submission of the post-disaster report.
- b) Conducting of a lesson-learnt review to improve the overall effectiveness and efficiency for response to future disaster.
- c) Repair and maintenance of equipments
- d) Condemnation of equipments.
- e) Medical checkups of all members of operational groups.
- f) Treatment for injured troops during rescue operations.
- g) Accounting for rescue material used and not used.
- h) Accounting for rescue material lost/not retrieved.
- i) Drawing a case study of entire disaster rescue operation.
- j) Post psychometric treatment i.e. men must be sent to meet their family members.

15. CONCLUSION

This SOP is a guideline for successful response in any kind of disaster. It should be followed in letter and spirit. It is only then that NDRF will prove its worth in an effective manner and be seen as an elite force in the field of disaster management.

1.	DG	011-26712851
2.	IG	011-26160252
3.	DIG	011-24611518
4.	Control Room	011-26107953

DEPLOYMENT OF NDRF BATTALIONS

S/No	Name of Bn	Rank/Contact No.	Area of responsibility (State wise)	Control Room Contact No.
01	01 Bn NDRF, Guwahati (Assam)	Commandant 09435545951 (M) 0361-2840027 (O) 0361-2841464 (R)	Assam, Meghalaya, Manipur, Tripura, Mizoram, Arunachal Pradesh & Nagaland.	0361-2849081
02	02 Bn NDRF Haringhata, Nadia (WB)	Commandant 09434742836 (M) 033-25264302 (O)	West Bengal, Sikkim, Jharkhand	033-26873601 Exch No 033-25375032 (Fax)
03	03 Bn NDRF Mundali (Odisha)	Commandant 09437964571 (M) 0671-2879710 (O)	Orissa, Eastern MP (19 district)& Chattisgarh.	0671 - 2879711
04	04 Bn NDRF Arakkonam (Tamilnadu)	Commandant 09442105169 04177- 246269 (O)	Kerala, Tamilnadu, Puducherry, Andaman & Nicobar Islands, Lakshadweep.	04177-246594 (CR/Fax)
05	05 Bn NDRF Pune (Maharashtra)	Commandant 09423506765(M) 02114-231245 (O) 02114-231343 (R)	Maharashtra & Goa	02114-237008 (CR/Fax)
06	06 Bn NDRF, Gandhinagar/ Vadodara (Gujarat)	Commandant 09428826445 (M) 079-23202540 (O)	Gujarat, Western MP (31 district), Rajasthan, Dadra & Nagar Haveli, Daman & Diu	079-23202540 (Fax) 079-23201551(CR)
07	07 Bn NDRF, Bhatinda (Punjab)	Commandant 9417802031 (M) 9417802032(M) 0164-2246030(O) 0164-2246930 (R)	Punjab, Himachal Pradesh, J&K	0164 - 2246570 (Fax) 0164-2246193 (CRoom)
08	08 Bn NDRF, Ghaziabad (UP)	Commandant 07503381990 (M) 0120-2766013 (O)	Delhi, Haryana, Uttaranchal Western Uttar Pradesh(43 Dist.)	0120 - 2766613 (Fax) 0120-2766012 (CR)
09	09 Bn NDRF Patna (Bihar)	Commandant 07762884444 (M) 06115-253942 (O)	Bihar, Eastern Uttar Pradesh(27 dist.)	06115-253939 (Fax/CR)
10	10 Bn NDRF, Guntur (Andhra Pradesh)	Commandant 07382299621(M) 0865-2293178 (O)	Andhra Pradesh, Karnataka & Telengana	0865-2293050 (Fax/CR)

REQUISITION FORM

From:

Date of Report:

To:

- a. Nature of calamity
- b. Date & Time of occurrence
- c. Affected area (number and names of affected districts)
- d. Population affected (Approx.)
- e. Nearest Railhead
- f. Nearest Airport
- g. Relief measures undertaken in brief
- h. Immediate response & relief assistance required
- i. Forecast of possible future developments including new risks
- j. Any other relevant information.

Relief Commissioner/DM