

# STANDARD OPERATING PROCEDURE

Department of Police,  
Uttarakhand



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## 1. Context

Uttarakhand is an important tourist destination due to its topographical diversity and state holds great significance from religious perspective, due to the presence of many religious places. The state faces many challenges of natural calamities like accelerated flood, landslide, earthquake, cloudburst, over-rainfall, etc. on one side and manmade disaster like road accident and panic situations on other side throughout the year due to religious activities. Police Department provides services promptly during natural and manmade disaster in coordination with its two units - Fire Fighting & Emergency Services and State Disaster Response Fund (SDRF). Department has important role to maintain law and order during the disaster and SDRF has importance in relief and rescue operations. Department has to undertake many preparations for effective and quick response during and before disaster. Guidelines for such preparations are issued by department headquarter and state government. The Standard Operating Procedure of the Uttarakhand Police Department (SDRF, Fire Brigade & Emergency Services Department, Police Communications and District Police) has been prepared by compiling these guidelines.

## 2. Objectives

The following are the objectives are to form standard operating procedures:

- To develop the clarity of work distribution and responsibilities among SDRF, Fire brigade & Emergency services department, Police communication and district police including from State headquarters of the Uttarakhand Police Department to all its ground units (at police station level) in the context of departmental disaster management plan.
- To maintain law and order during and after disasters
- To execute quick and quality relief and rescue during the disaster.

## 3. Pre-disaster activities

The following activities are conducted under the preparedness actions by the department:

### 3.1 Determination of organizational role and responsibilities

#### ***General Police***

- Director General Police will be Nodal Officer at the state level to command general police, SDRF and Fire services. Under DGP, officer of Inspector General (IG) rank will be Nodal Officer in each Wing (Police, SDRF, and Fire services).

- A Nodal Officer will be appointed by constituting the Disaster Management Team at the department level to coordinate with other departments during disaster.
- To manage the crowd during festivals, Circle Officer and Police Station in-charge will be responsible to constitute task force at district and Police station level and assign works and responsibilities among these task forces and its members.

#### ***Fire Fighting & Casual Services***

- IG (Fire) and Chief Fire Officer will be the nodal officer at state and district level respectively, during the disaster. Keeping in view the information and requirements, the Chief Fire Officer will nominate nodal officer among different fire stations during the disaster.
- The Fire Officers will coordinate with the State Disaster Response Force (SDRF) and Police department in order to provide effective service during different disasters. Additionally, they will coordinate with the Department of Drinking Water for easy access to water supply during any fire disaster.

### **3.2 Risk Assessment**

- The most sensitive blocks / areas of most disaster sensitive districts will be identified by the month of March. For this purpose, the State Disaster Nodal Officer of the department at the state level and the district In Charge at the district level will be responsible.
- District In-Charge / Circle Officer will mark the cloudburst sensitive areas by the month of May as per the warning of Meteorological Department's.

### **3.3 Resource Mapping**

- All the police stations and Circle officer in charge of the disaster affected district will identify the boats and other vehicles available in the area by the month of April for safe rescue during the disaster. A List will be prepared along with the name and phone number of the sailors and drivers, so that urgent assistance can be provided as per requirement.
- Assistant Radio Officers will check the availability of wireless devices at all the stations by the month of April and verify that all are all fit to work.
- The district-In charge / Circle Officer will keep the ambulances available in the department's latest by the month of April with all necessary equipment. In

case of unavailability of necessary equipment, they will raise the demand from the district administration.

- District In-charge / Circle Officer and Commander will ensure that SDRF and trained police personnel are deployed in the locations / check posts located near the affected areas with the necessary equipment in search and rescue operations.

#### ***Fire Fighting & Emergency Services***

- Under the direction of Chief Fire Officer, fire-fighting machinery will be supervised, defective machines will be repaired and fire-fighting vehicles will be equipped with essential equipment. Old and torn pipes will be replaced with new ones.
- Jal Sansthan is responsible for the maintenance of fire hydrant and water supply for firefighting. The firefighter officers will ensure maintenance and availability of sufficient water time to time for smooth functioning of fire hydrant from.
- Chief Fire Officer will inform Jal Sansthan and get the damaged fire hydraulic repaired.
- Chief Fire Officer will prepare the root plan at the departmental level and develop the implementation plan accordingly.

### **3.4 Identification and corrective measures of sensitive sites/ buildings/ fairs**

#### ***Fire Fighting & Emergency Services***

- All commercial buildings, hospitals and offices which do not have fire protection equipment will be identified under the instructions of Chief Fire Officer / Fire Brigade Officer and will be directed to take install fire safety equipment.
- Chief Fire Officer will facilitate the proper arrangement of firefighting systems in banks, shopping complexes, business establishments, hotels and multi-story buildings, schools, colleges, hospitals etc. as per the National Building Code.
- Chief Fire Officer will work in coordination with the Forest department to prevent the forest fire.

- Under the guidance of the Chief Fire Officer, adequate arrangements for fire safety will be made for the religious events organized in the state such as Kumbh Mela, Kawand Mela, bathing fairs and four-dham yatra.

### **3.5 Organizing Capacity Building Trainings and Mock Drill**

#### ***General police***

- All staff will be trained in collaboration with National Disaster Response Fund (NDRF).
- In collaboration with the commander (SDRF), District In-charge / Circle Officer and Chief Fire Officer will organize training and mock drill at the department level time to time to deal with the disaster and ensure participation in the mock drill organized by the other departments ( Disaster Management Agency).
- District in-charge /Circle Officer and Chief Fire Officer will identify the capacities of existing human resources in the department and work towards preparing them with a view to counter the disaster.

#### ***Fire Fighting & Emergency Services***

- Fire mitigation awareness week will be celebrated every year in the month of April under the direction of Chief Fire Officer. From 14<sup>th</sup> to 21<sup>st</sup> April, Educational institutions and other government and private institutions, villages, cities etc. will be made aware about the fire safety measures.
- Under the direction of the Chief Fire Officer, mock drill will be organized in public places such as - schools, malls, markets etc. to prevent fire disaster time to time.

#### ***SDRF***

- The commander will train all staff on various prevention measures in collaboration with NDRF.
- Under the direction of commander (SDRF), Village Head and other enthusiastic persons will be trained at the community level, including regularly updated information for disaster management.
- Commander (SDRF) will provide regular training to the children on disaster management and rescue at school level.

## 4. Guidelines for flow of information and response

The dissemination of information within the department will be from top to the bottom level. Director General of Police of Uttarakhand will issue the information to three units- general police, fire fighting and emergency services and the same information will flow to down level respectively under SDRF, in the context of the disaster.

## 5. Direction and Coordination

Determination of level of response during disaster will depend on the following conditions:

### 5.1 Response in Case of No warning

If the department has not received any early warning in the context of disaster, then in such situation, every unit from the state to the police station / fire station under the department will start responding immediately based on the fixed responsibilities. Nodal officer will direct all the three units for further action.

### 5.2 Response in case of early-warning

In case of any possibility of any weather related disaster, metrological department will give warning to the state emergency operation center 48 to 72 hours before and the information will reach to the Director General (Police) through the emergency operation center. In such situation, the directive will be issued to all the units to start discharging their responsibilities as soon as the disaster is reported. Being the important part of Incident Response Team, Director General (Police) will be fully active to deal with the disaster situation.

### **Determination of the level of operation/response based on intensity**

The L1, L2 and L3 levels of operation will be determined based on the intensity of disaster. In order to counter the disaster, planning also needs to be done on the basis of above three levels. Based on the levels, the planning will be as follows :

#### ***L-1 operation***

This is the minimum level of response and only a few people are required at this level. The main tasks are to create plans and broadcast information. For example, broadcasting warnings or planning related to some low level events etc. are included in this level.

### ***L-2 operation***

During this level of operation, more persons more rescue workers are required. The District Nodal Officer will conduct and coordinate all the operations under this level of disaster.

### ***L-3 operation***

In the L-3 level of disasters, the activity and involvement of all the persons associated with the department is necessary. This level is generally applied in that condition when the time of disaster is predetermined and the intensity of the disaster is very high. In L-3 Department will respond in coordination with the State Emergency Operations Center in L-3 level of operation.

## **6. Activities to be undertaken after Disaster**

### **6.1 First phase**

#### ***General police***

- The members of the formed team at each level under I.R.S. will be active on receiving the notification of the disaster. They will contact to Emergency Operations Center at the state and district level, reach to the staging area, and send their teams to affected locations from staging area.
- On the basis of the instructions of State Disaster Management Authority, all flood checks will be informed about the event of disaster.
- People will be made aware through disseminating information in the disaster-affected areas.
- The Disaster Management team will follow-up about the instructions given by the officer of control room.

#### ***SDRF***

- According to the Commander (SDRF), Director General (SDRF) and Chain of Command, the order will be received in respect to sending the teams for the operation.
- Commander / Incident Commander will do primary assessment and develop the Incident Command System by making the disaster area safe.
- Incident commanders will coordinate with other partner departments such as Police, Health, Public Works and Food and Supply Department.



- Commander will give necessary directions to the Deputy Commander/ Assistant Commander (SDRF) and other officers regarding the operation.
- The Commander will reach in the operational areas after releasing the teams and conduct a successful operation in a planned manner through guiding the entire operation.
- The company commander will brief officers/ staff and send the teams to the spot by taking the order from the Command/reporting officers.
- The team leader will present the list of team members and related equipment to their Command/reporting Officers before leaving for the campaign.
- Team Leader will check all equipment and accessories before leaving for the site and load all the equipment related to the operations.

### ***Fire Fighting***

- Designated officer will take action as per IRS in case of any fire incident.
- Fire department is the first responder of any disaster. The fire officer is in charge of fire service vehicles, rescue vehicles, firefighting equipment / rescue equipment maintenance and staff control at fire station. Fire Brigade Officer will send the Fire Service units along with the vehicles to the spot after getting information in case of any disaster.

## **6.2 Second stage**

### ***General Police***

- Area officer/police station officer will be responsible for the safe removal of people from the affected areas and take them to the camp.
- In coordination with the district administration, police station officer will search the injured persons and send them to the nearby hospitals with the help of ambulance equipped with first aid equipment's.
- Police station in charge will inform the medical team regarding the treatment of the injured persons under the instructions of the district administration.

- Firefighting staffs and district police will pull the trapped people and animals through rope.
- The officer / police station in charge will provide security to the SRDF team engaged in relief and rescue operations during the disaster.

#### **SDRF**

- Commander will establish coordination among the officers appointed in civil disaster relief operations and other agencies working in the disaster.
- Commander/ Deputy Commander and Company Commander will continue to keep the higher officers informed regarding remarkable and important information during the disaster.
- It will be ensured that the subordinate staffs comply with and follow the instructions given by deputy commander and higher level officers and commander Company commander will send other teams to the disaster area and make alternate arrangement, if necessary, during the disaster

## **7. Activities to be undertaken after disaster**

The process and functions of various administrative departments after the disaster are given below :

### **General police**

- Departmental Disaster Nodal Officer will assess the departmental damage and submit the list to the district administration within 4 days after the disaster.
- The teams engaged in disaster work will be engaged in normal routine work by the station in charge.
- Police station officer/ Area officer-in-charge will investigate the devices and if necessary, get them repaired and keep at the appropriate place.

### **SDRF**

- Commander/Company commander will command and de-brief their high officers and give necessary instructions for the improvement of the observed shortcomings during the operation.

- The DGP will be responsible for briefing the media about the work undertaken by SDRF during the disaster.
- All team commanders will prepare the details of the assets found at disasters site, make the voucher of the same, and deliver it to the district police through the respective higher officials.

### **Fire Fighting & Casual Services**

The firefighters will keep the tankers and fire hydrants filled with water under the direction of the Chief Fire Officer after the disaster.

## **8. Suggestions**

### **Fire Fighting & Emergency Services**

- Provision of separate budget for the fire fighting and emergency services at headquarter level

## 9. Checklist

### 9.1 Disaster preparedness

(The district nodal officer will submit this form after filling up to the District Emergency Operation center and State Emergency Operations Center).

Action Undertaken	Yes/No	Comment
<p>The departmental district nodal officer has established the system of communication with following persons / agencies</p> <ul style="list-style-type: none"> <li>• DG (Police)</li> <li>• State Emergency Operations Center</li> <li>• District Emergency Operations Center</li> <li>• All police stations under the division</li> <li>• Disaster commissioner</li> <li>• Fire Fighting and SDRF</li> <li>• Forest department</li> </ul>		
The task force has been set up for the management of the crowd at the district / police station level.		
All fire stations in charge have been appointed as nodal officer.		
<p><b>Risk assessment</b> All sensitive development blocks have been identified.</p>		
Weather warning system has been implemented		
<p><b>Resource mapping</b> All the communication devices have been made available and refurbishment as per requirement</p>		
List of all vehicle drivers, with phone number has been prepared		
All departmental ambulances are equipped with essential equipment.		
List of rescue teams, investigative teams have been prepared		
All alternate routes have been identified		

The teams have been constituted for different places for security purposes <ul style="list-style-type: none"> <li>• Transit Camp</li> <li>• Relief Camp</li> <li>• Animal Camps</li> <li>• Affected Area</li> <li>• Hospital and Medical Center</li> <li>• Supply Depot</li> <li>• Food Center</li> <li>• Health Camp</li> </ul>		
Firefighting equipments have been set up in multi-story buildings in all banks, hospitals, commercial institutions.		
All hydrants have been inspected.		
Coordination with Forest Officer has been established to control fire incidences in the forests.		
<b>Organizing Capacity Building and Mockdril</b> All staff has been provided training on disaster preparedness.		
Mock drill has been organized to deal with the disaster at the department level.		
Training of identified volunteers have been given on various skills, such as swimming, climbing on hills and landing in the ditches.		
The children have been trained / educated on various disasters, prevention and management.		

### During the disaster

Action Undertaken	Yes/No	Comment
According to the IRS guideline, coordination has been established with all the parties.		
Arrangement has been made for the protection of the SDRF teams, medical teams and relief teams engaged in relief and rescue operations.		
All the arrangements have been made to protect the goods/assets of the injured and dead persons.		

Barricades and clear mark of exit doors have been made at Mela sites.		
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