Instruction to fill up the IDRN data collection formats

1. The data flow for IDRN database is as depicted below:

   ![Diagram of data flow]

   - Work Process
   - Database at NIC
   - Database at MHA
   - State level coordination for building inventory database
   - Data entry through online & offline application
   - Data collection in paper format

2. The data collection formats are intended to be filled up by the line dept/ agencies/ organizations and the whole exercise will be coordinated by the District Collector.

3. The format need to be sent to all line dept agencies from the district administration and need to be collected within a week. Then the data entry should be done at the district level under the district collector’s authority.

4. The format is divided into two parts - Form 1 & Form 2A, 2B & 2C.

5. Form 1 contains details of the line dept/ agency having the equipment and need to be filled up by the concerned line dept/ agency. It also contains a standardized set of equipments under it’s corresponding Activity & Category with codes.

6. The equipments available with the department/ agency from the list first need to be identified.

7. Form 2A contains the details of the Equipments (Equipments used in emergency response e.g. Cutters, excavators, fire tenders etc.).

8. Form 2B contains the details of Skilled human resources (People with various skill sets & expertise in emergency operation).

9. Form 2C contains the details of Critical Supplies (Consumable items which requires very frequent update e.g. Medicines).

10. The item code and name need to be carefully entered referring from Form 1.

11. Utmost care should be taken when entering the description of the item. The description should contain the capacity/ size or type of equipment viz. for generator capacity in K.V, weight or size, petrol/ diesel/ kerosene etc need to be mentioned.

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12. If the item is physically located other than the department, then location need to be specified.

13. In ‘Availability time’ column mention whether the item is available during particular months or available throughout the year.

14. If the item need to be mobilized to some other place what kind of transportation modality will be available need to be mentioned in the ‘transportation mode’ column.

15. Whether skilled operators will be provided with the equipment or not need to be mentioned in the ‘Operator provided’ column.

16. Care should be taken to enter only inventory of functional equipments.

17. For skilled human resources (Form 2B) ‘item code’ & ‘item Name’ should be interpreted as ‘Skill code’ & ‘Skill Name’.

18. If it is a team/ group, the composition of the team/group need to be mentioned.

This instruction sheet should accompany the data collection formats.

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