



Note for use: This form can be used to record important information during the planning phase of a rescue intervention. Please note that this form is for internal use only and should not be circulated externally prior to reaching the rescue site.

PRE-RESCUE PLANNING MEETING FORM

Name of Establishment:

No. of victims to be rescued:

Facility:

Location:

Reassemble Point:

Team Member:

S. No.	Name of TM	Organization	Contact Nos.
1			
2			
3			

Purpose of Meeting:

Details of Rescue Operation: (Target point)

- a) Area:
- b) Establishment:
- c) Community:
- d) Risk:

e) Establishments:

S. No.	Points	Unit	Address	Distance
1	Point – A			
2	Point – B			
3	Point- C			

Important Contact Numbers:

S. No.	Name	Department	Contact No.	Alternate No.
1				
2				

Responsibilities of Team Members:

S. No.	Name	Role (Brief examples of roles provided below)	Supporting Staff
1		Overall Coordination, SDM	
2		Photographer	
3		Surveillance	
4		Facility Sealing	
5		Refreshment	

6		Group counseling	
7		Registration	
8		Detailed forms completion	
9		Coordination with medical team	
10		Coordination with Labor Department	
11		Coordination with SDM	
12		Coordination with CWC (in case of child)	
13		Coordination with police/FIR	
14		Coordination with shelter home and safe transfer of victims to shelter home	
15		Logistics & rescue kit	
16		Arrangement for food	
17		Evidence collection	

TEAM A – Responsibilities of each team member

S. No.	Name	Contact no.	Responsibility
1			Overall
2	Facility 1		Evidence Collection
3			Tagging
4			Removing victims from the facility
5			Counseling and victim support

TEAM B (BACKUP TEAM) if any

S. No.	Name of the person	Contact no.	Responsibility
1			

List of Supplies (examples provided below):

- a) All types of forms
- b) A4 Sheet
- c) Torch
- d) Cameras
- e) First Aid Kit
- f) Food
- g) Water & Snacks
- h) Tags & Slips for identification of Victims
- i) Staplers & Pins
- j) Pen and Note Pads
- k) Copy of Judgments and Acts
- l) Bare Act/Criminal Manual
- m) Activity Book, crayons, color pencils in case there are children to be rescued
- n) Printer

o) Extension Cord

Instructions to all:

- 1) **Avoid confrontation/arguments with enforcers/perpetrators/traffickers/on lookers;**
- 2) **Safe custody of victims is a priority;**
- 3) **Ensure safety of team members as well;**
- 4) **Ensure that your mobile phones are fully charged and that you have saved important contact numbers/emergency numbers**

Important Contact List:

S. No.	Name	Designation	Contact Nos.
1		SDM	
2		ACP, Police Station	
3		Labour Department	
4		SHO, Police Station	
5		Supervisor, Shelter Home	

List of Witnesses:

S. No.	Name	Organization	Contact Nos.	Building
1				
2				
3				

