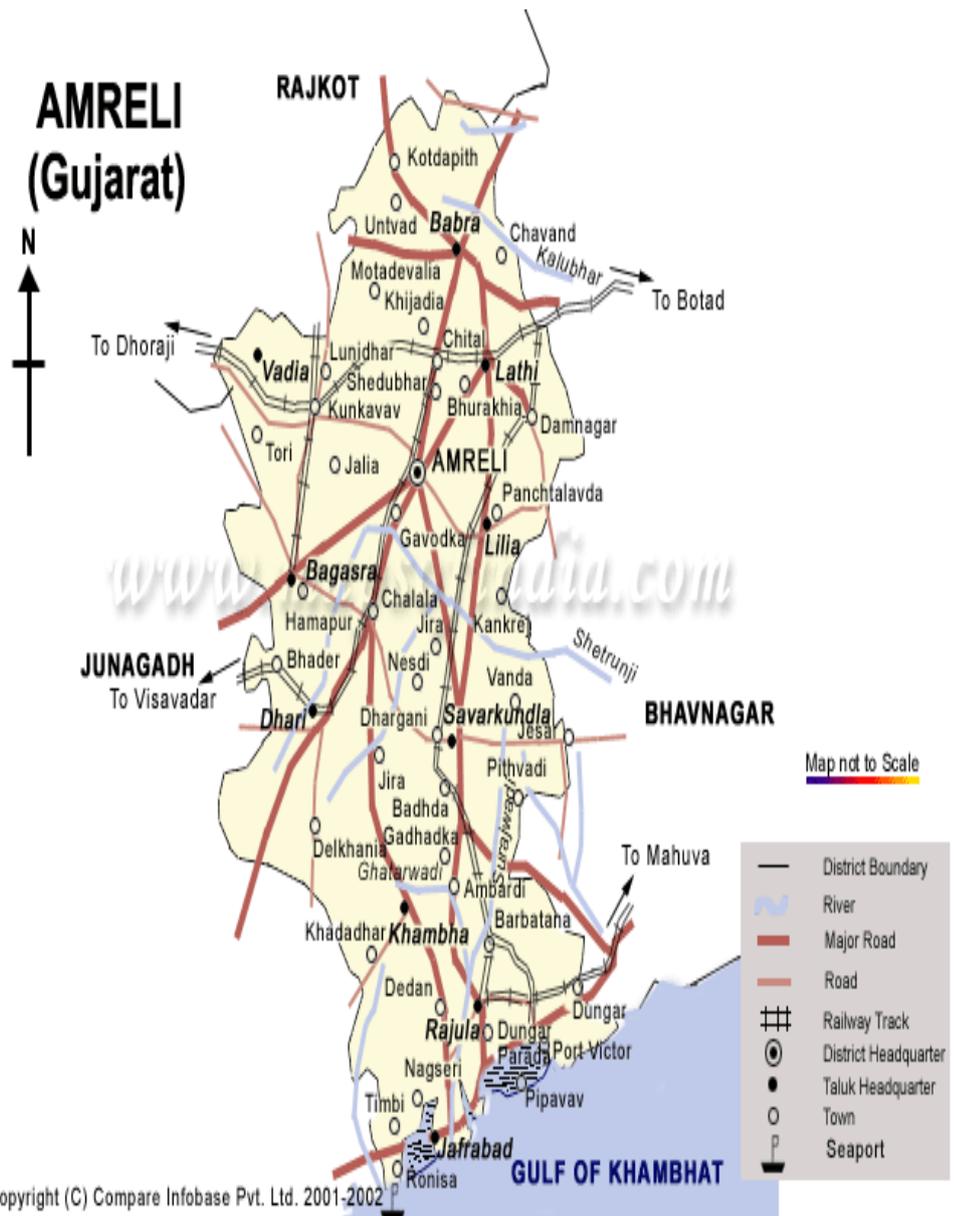


## Amreli

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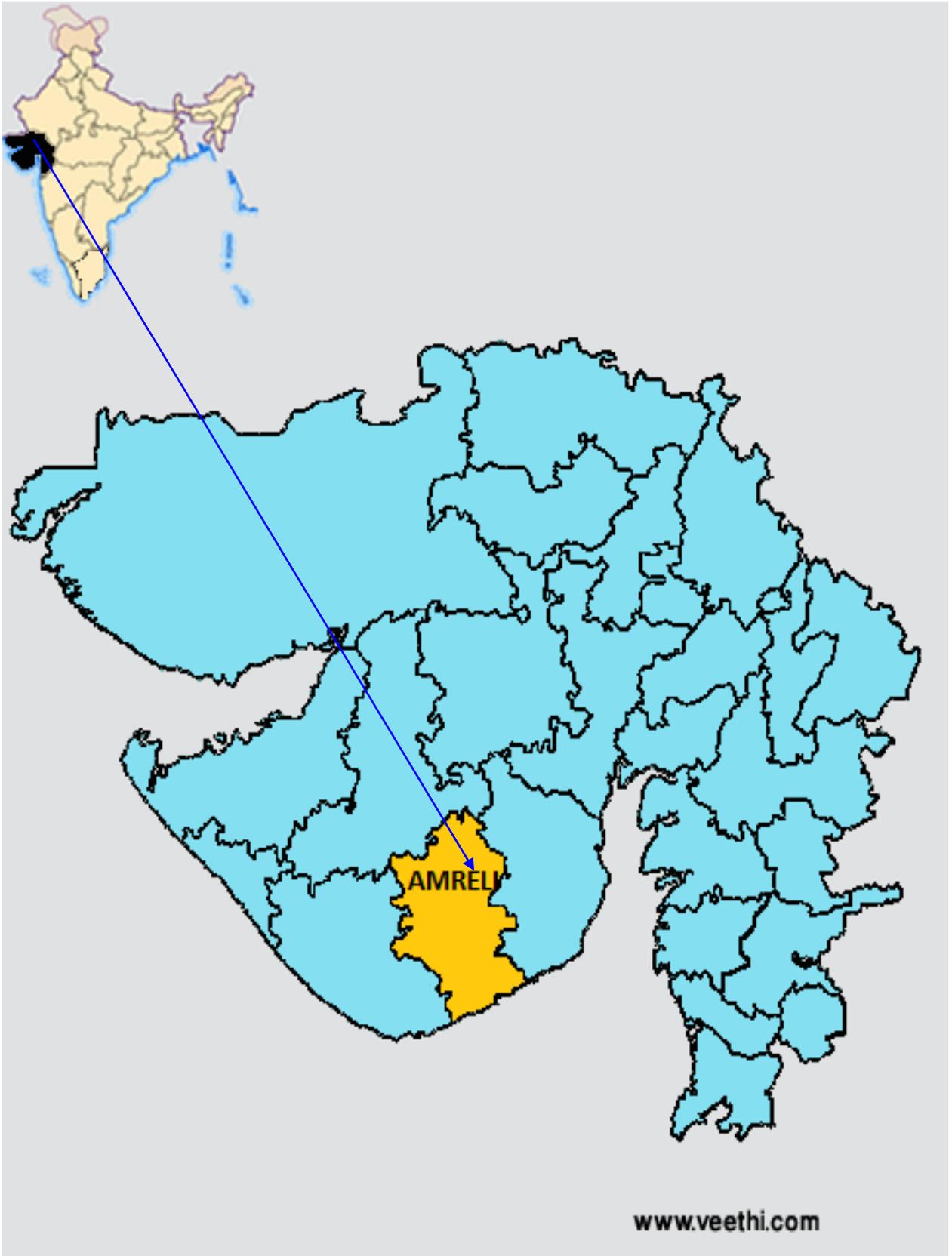
### AMRELI (Gujarat)



## [ DISTRICT DISASTER MANAGEMENT PLAN-AMRELI ]



### *Incident Response System*



# Preamble

The Guidelines on the Incident Response System (IRS) are issued by the National Disaster Management Authority (NDMA ) under Section 6 of the DM Act, 2005 for effective, efficient and comprehensive management of disasters in India. The vision is to minimize loss of life and property by strengthening and standardizing the disaster response mechanism in the country.

Though India has been successfully managing disasters in the past, there are still a number of shortcomings which need to be addressed. The response today has to be far more comprehensive, effective, swift and well planned based on a well conceived response mechanism.

Realization of certain shortcomings in our response system and a desire to address the critical gaps led the Government of India (GoI) to look at the world's best practices. The GoI found that the system evolved for fire- fighting in California is very comprehensive and thus decided to adopt Incident Command System (ICS).

In view of the provisions of the DM Act, 2005, NDMA felt that authoritative Guidelines on the subject, with necessary modifications to suit the Indian administrative setup, were essential. To meet this need, a core group of experts was constituted and four regional consultation workshops were conducted. It was ensured that representatives of the State Governments and MHA participate and their views given due consideration. Training Institutes like the LBSNAA, NIDM and various RTIs / ATIs along with National core trainers also participated. The adaptation of ICS by other countries was also examined. The draft prepared was again sent to all States, UTs and their final comments were obtained and incorporated. A comprehensive set of Guidelines has thus been prepared and is called the Incident Response System (IRS)

## Definition and Context:

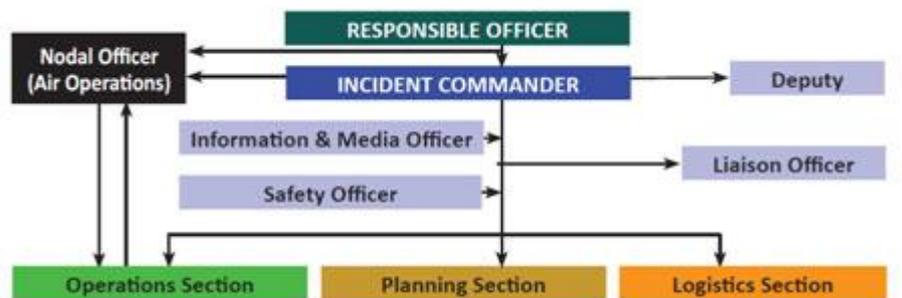
The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. The IRS identifies and designates officers to perform various duties and get them trained in their respective roles. If IRS is put in place and stakeholders trained and made aware of their roles, it will greatly help in reducing chaos and confusion during the response phase. Everyone will know what needs to be done, who will do it and who is in command, etc. IRS is a flexible system and all the Sections, Branches and Units need not be activated at the same time. Various Sections, Branches and Units need to be activated only as and when they are required.

The main purpose of these Guidelines is to lay down the roles and responsibilities of different functionaries and stakeholders, at State and District levels and how coordination with the multi-tiered institutional mechanisms at the National, State and District level will be done. It also emphasises the need for proper documentation of various activities for better planning, accountability and analysis. It will also help new responders to immediately get a comprehensive picture of the situation and go in for immediate action.

## IRS Organisation:

The IRS organisation functions through Incident Response Teams (IRTs) in the field. In line with our administrative structure and DM Act 2005, Responsible Officers (ROs) have been designated at the State and District level as overall in charge of the incident response management. The RO may however delegate responsibilities to the Incident Commander (IC), who in turn will manage the incident through IRTs. The IRTs will be pre-designated at all levels; State, District, Sub-Division and Tehsil/Block. On receipt of Early Warning, the RO will activate them. In case a disaster occurs without any warning, the local IRT will respond and contact RO for further support, if required. A Nodal Officer (NO) has to be designated for proper coordination between the District, State and National level in activating air support for response.

Apart from the RO and Nodal Officer (NO), the IRS has two main components; a) Command Staff and b) General Staff as shown in this Fig.



## Command Staff:

The Command Staff consists of Incident Commander (IC), Information & Media Officer (IMO), Safety Officer (SO) and Liaison Officer (LO). They report directly to the IC and may have assistants. The Command Staff may or may not have supporting organisations under them. The main function of the Command Staff is to assist the IC in the discharge of his functions.

## General Staff:

The General Staff has three components which are as follows;

### Operations Section (OS):

The OS is responsible for directing the required tactical actions to meet incident objectives. Management of disaster may not immediately require activation of Branch, Division and Group. Expansion of the OS depends on the enormity of the situation and number of different types and kinds of functional Groups required in the response management.

### Planning Section (PS):

The PS is responsible for collection, evaluation and display of incident information, maintaining and tracking resources, preparing the Incident Action Plan (IAP) and other necessary incident related documentation. They will assess the requirement of additional resources, propose from where it can be mobilised and keep IC informed. This Section also prepares the demobilisation plan.

### Logistics & Finance Section (L&FS):

The L&FS is responsible for providing facilities, services, materials, equipment and other resources in support of the incident response. The Section Chief participates in development and implementation of the IAP, activates and supervises Branches and Units of his section. In order to ensure prompt and smooth procurement and supply of resources as per financial rules, the Finance Branch has been included in the LS.

- Incident Response System in the State

In any disaster response, the initial efforts would always be taken by the District Administration. However, when Districts are overwhelmed in any situation, the support necessarily has to come from the State level. There is a formal Incident Response System in the State. The GSDMA Act 2003 empowers Commissioner of Relief to be the Incident Commander in the State and District Collector in the respective districts.

- Incident Response System in the District.

The District Magistrate is the chairman of the DDMA as per the Act. The roles and responsibilities of the members of the DDMA have decided in advance in consultation with the concerned members. The roles of other line departments also have clearly described in DDMP and circulated the copy of same to all.

The IRS however depend on the nature of the disaster. In case of flood and earthquakes reaching the affected area, rescuing the affected people and providing relief to them is the main task of the responders. People have to leave their home in a hurry and they are not able to take away their valuables. These abandoned houses become vulnerable. The relief materials while being transported also become prone to loot. In such cases, Police and the Armed Forces are the best suited to handle and lead the operations section. In case of fire at Corporation and Nagarpalika level, it has the Fire Officer who are appropriate officer to handle the situation. In case of health related disaster, it would be the District Chief Medical Officer and so on. Some of the natural hazards have a well-established early warning system.

District also has a functional 24 x 7 EOC / Control Room. On receipt of information regarding the impending disaster, the EOC informs the District Collector, who in turn will activate the required IRT and mobilise resources. The scale of their deployment will depend on the magnitude of the incident.

In case of Sub-Division, Taluka, the respective heads, i.e. TDO, Mamlatdar and BHO will function as the IC in their respective IRTs. During the pre-disaster period, the Collector has ensure capacity building of IRT members in their respective roles and responsibilities.

In case when central teams (NDRF, Armed Forces) are deployed, the DM will ensure resolution of all conflicts. For this purpose he may attach a representative of such agencies in the DEOC where all conflicts can easily be resolved at the highest level. The DM works in close coordination with DEOC and report to State Relief Commissioner and CEO-GSDMA.

- EOC setup and facilities available with the location

The District Control Room (DEOC) is located at District Collector's Office. It is also the central point for information gathering, processing and decision making more specifically to combat the disaster. Most of the strategic decisions are taken in this control room with regard to the management of disaster based on the information gathered and processed. The Incident Commander takes charge at the District Control Room and commands the emergency operations as per the Incident Command System organizational chart **No-1**

- Facilities at District Control Room
- 

**The District Control Room (DEOC) is equipped with but not limited to the following items:**

- 2 Telephones Lines and Fax
- 2 Walky Talky Sets and 1 VHF Set
- Satellite phone
- Three PCs with GSWAN based e-mail, web site facilities and Printers
- Conference table with Chairs in Conferance Hall
- District Disaster Management Plan and District's Communication Plan
- 3 TVs for updated News telecasts.
- Projector with Screen and 3 Portable Emergency Lightning Systems.

- Alternate EOC if available and its location

The Taluka Level Control Rooms are located at the Office of Mamlatdar. The Liaison Officers of the respective Talukas takes charge of the Control Room in any emergency. The respective Liaison Officers coordinates between the task group members working at disaster sites and TEOC for mobilization of resources and dissemination of instructions received from DEOC.

- Public and private emergency service facilities available in the district

Following Public and Private Emergency Services Facilities is available in Amreli:

1. 108 EMRI Ambulance have their Spot in every Taluka Hq. and all City..
2. 8 Nagarpalika have their Fire Fighting Equipments.
3. R&B, S.T., Forest, Health, Irrigation and Police Department have their limited Emergency Services to co-ordinate during Emergency Situation in District.

(GSDMA) has also provided fire & emergency equipment to Municipal Corporations, Municipalities and the Emergency Response Centers to respond immediately after a disaster.

- Forecasting and warning agencies

The meteorological department undertakes observations, communications, forecasting and weather services. During the cyclone and flood seasons, the State Government keeps close contact with the IMD – Ahmadabad office for weather related forecasts.

Earthquakes occurring in the State which are of magnitude 3.0 and above on Richter scale are also reported by the IMD and ISR to the District Authority immediately. Initially the District Control Room based at DEOC plays an active role on disseminating of Forecast and Warnings to line departments, Taluka-City level control Rooms and also ensures to reach with widely spread mass public through Local Media.

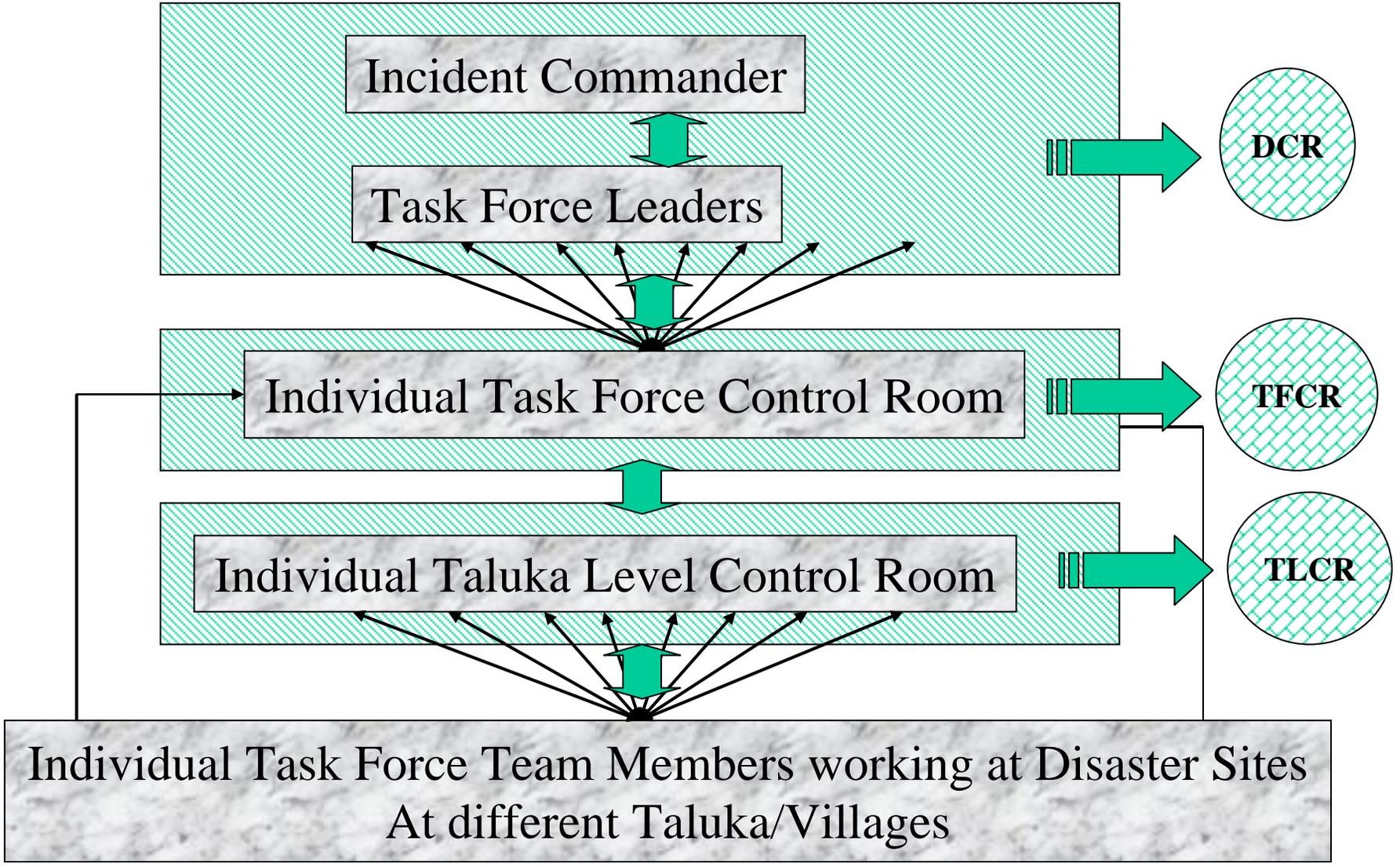
DEOC Personnel are well trained on observing IMD weather Satellite images, animated movement of Clouds, Weather Predictions, Hourly Predictions and Coastal advisories on daily basis. If certain critical warning issued by metrology department then it is immediate forwarded toSDMs, Mamlatdars, TDOs and COs for further actions.

Risk and Vulnerability Analysis-District Level

<b>Hazard</b>	<b>Probability</b>	<b>Impact</b>	<b>Vulnerability Rating (Probability times Impact)</b>	<b>Specific Locations and populations of concern aria</b>
Earthquake (resulting in damage)	2	4	8 (moderate) Zone 3	Zone- III : Entire District
Wind (cyclone)	4	4	16 (High)	Rajula & Jafrabad 23-Village (Most High)
Sea surge (cyclone)	2	3	6 (Low)	70,806 Rajula & Jafrabad Coastal Areas
Flood	3	3	9 (moderate)	Amreli, Bagasara, S.Kundla,Lilia,Dhari &Khambha
Industrial Accident	2	2	4 (Low)	Rajula, Jafrabad, Amreli & Babra
Drought	4	3	2 (moderate)	Entire District
Heat/cold wave	5	2	10(moderate)	-
Hail storm	1	1	1 (Low)	-
Landslides/Mudflows	1	1	1 (Low)	-
Dam Failure	1	2	2 (Low)	-
Mine fires/collapse	1	1	1 (Low)	-
Road/rail/air accident	5	3	15 (High)	Entire District
Oil spill (marine)	2	1	2 (Low)	-
Boat sinking	2	2	4 (Low)	Rajula & Jafrabad Block
Building collapse	1	2	2 (Low)	Any Where in District
Human Disease	2	2	4 (Low)	-

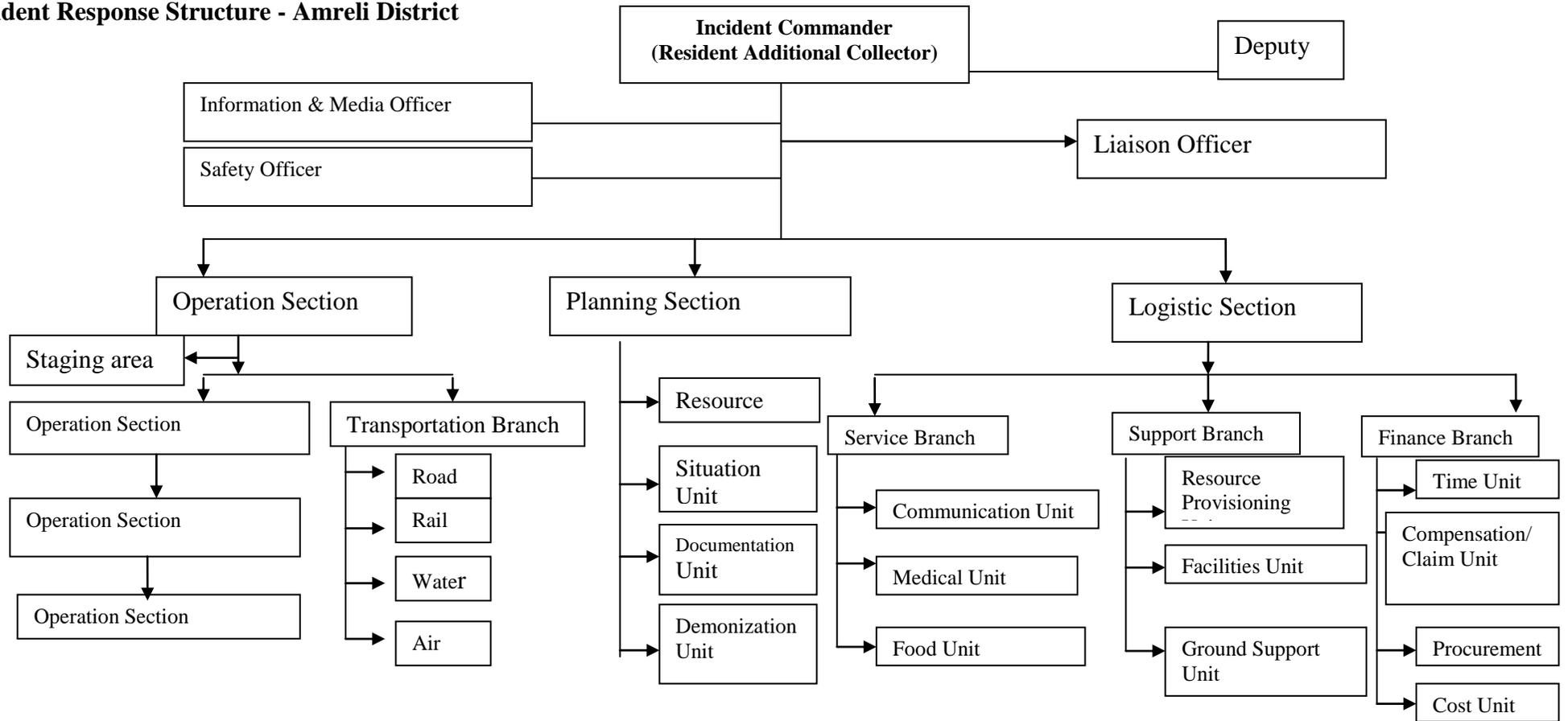
(epidemics)				
Food poisoning	2	2	4 (Low)	-
Animal disease (epidemics)	2	2	4 (Low)	-
Terrorism (consequences)	1	1	1 (Low)	-
Critical Infrastructure Failure (e.g. extended power outage)	3	3	9 (Low)	-
Civil Unrest	2	1	2 (Low)	-

**Response flow chart and Communication Flow Chart during Disaster Management**





# Incident Response Structure - Amreli District



## Annexure-A

### Cross-Task Force Action Matrix

(Gray areas indicate where cooperation between task forces was noted as needed during action plan development.)

Task Force	Warning	Law & Order	SAR & Evacuation	Public Works	Water	Food & Relief Supplies	Power	Health	Animal Health	Shelter	Logistics	Damage Assessment	Tele-communications	Media
Coordination & Planning	Gray	Gray	Gray	Gray	Gray	Gray	Gray	Gray	Gray	Gray	Gray	Gray	Gray	Gray
Warning														
Law & Order														
SAR/Evacuation		Gray								Gray	Gray		Gray	
Public Works		Gray									Gray	Gray		
Water		Gray									Gray	Gray		Gray
Food & Relief Supplies		Gray								Gray	Gray		Gray	
Power		Gray										Gray		Gray
Health		Gray	Gray		Gray		Gray				Gray		Gray	Gray
Animal Health														
Shelter		Gray			Gray		Gray		Gray		Gray		Gray	Gray
Logistics		Gray							Gray	Gray		Gray	Gray	
Damage Assessment			Gray				Gray	Gray	Gray	Gray	Gray		Gray	Gray
Telecommunications			Gray		Gray		Gray	Gray		Gray		Gray		Gray

**Annexure-A**

<b>Position of IRT</b>	<b>District</b>	<b>Remarks</b>
<b>INCIDENT COMMANDER</b>	<b>Resident Additional Collector</b>	
Deputy IC	As Appointed by District	
Information & Media Officer	Info. Officer	
Liasion Officer	Dy. Collector & District Class-1 Officer	
Safety Officer	Disaster specification/(fire- fire officer, flood-health, earthquake -civil engineer )	
<b>OPERATIONS SECTION CHIEF</b>	Dy. Director of factory and health in case of fire in case of chemical disaster- factory inspector	
Staging area manger	District Education Officer Master primary/secondary, Gram-Sevak, Civil Supply	
<b>Response Branch Director</b>	Dy. SP, Police Department Dy. Collector	
Division Supervisor/Group-incharge	Police Inspector, Police Station, ABC-Division & Disaster Mamlatdar	
Task Force /Strike Team	Police Inspector, Police Station, ABC-Division	
Single Resources		
<b>Transportation Branch Director</b>	ARTO-Amreli	
<b>Road Group</b>		
Group in-charge		
Vehicle Coordinator	Sub inspector, RTO,Amreli	
Loading-in-charge/Unloading – in-charge	All Depo Manager, Bus Station	
<b>Rail Group</b>	Station Master-Railway	
Group in-charge	As appointed by Station Master-Railway Station	
Vehicle Coordinator	As appointed by Station Master-Railway Station	
Loading-in-charge/Unloading – in-charge	As appointed by Station Master-Railway Station	
<b>Air Operations Group</b>	As Appointed by District	
Group in-charge-Air operations		
Helibase/Helipad-in-charge	Ex.Engineer R and B State	
Loading/Unloading –in-charge		
<b>PLANNING SECTION CHIEF</b>	Resident Additional Collector	
<b>Resource Unit</b>	DEOC Staff & District Project Officer-GSDMA	
Chief –in-status Recorder	Dy. Mamlatdar, Recode cell	
<b>Situation Unit</b>	PRI's/NHRM EMPLOYEE/ VDMC Members	
Display Processor	Public Relation officer, Collector Amreli	

Field Observer	Sarpanch, Talati, /NHRM Employee/ VDMP Members	
Weather Observer	Director of IMD & DEOC Staff	
<b>Documentation Unit</b>	DEOC Staff & District Project Officer-GSDMA	
<b>Demobilisation Unit</b>	DEOC Staff & District Project Officer-GSDMA (	
<b>Technical Specialist</b>		
<b>LOGISTIC/ FINANCE SECTION CHIEF</b>	Dy. DDO	
<b>Service Branch Director</b>		
Communication Unit	Ex. Eng. GEB/R&B, General Manager BSNL	
Medical Unit	CDHO	
Food Unit	DSO	
<b>Support Branch Director</b>	Dy. District Development Officer, Revenue, Amreli	
Resource Provisioning Unit	DSM (District Supply Mamlatdar)	
Facilities Unit	DPEO/DEO, Ex. ENG.R&B Panchayat and State	
Ground Support Unit	ARTO, DSO	
<b>Finance Branch Director</b>	District Trejary officer	
Time Unit	Dy. Mamlatdar, Human Resource, Collector Office- Amreli	
Claim Unit	Chitnish to Collector (PRO)	
Compensation	Dy. DDO (Revenue) &Team	
Procurement Unit	Chitnish to Collector	
Cost Unit	Sub Divisional Magistrate- District Treasury Officer, Amreli	

On the receipt of warning or alert from any such agency, which is competent to issue such a warning, or on the basis of reports from District Collector of the occurrence of a disaster, the response structure of the State Government will be put into operation. The Chief Secretary/Relief Commissioner will assume the role of the Chief of Operations during the emergency. The details of agencies competent enough for issuing warning or alert pertaining to various types of disasters are given below;

Sr. No.	Disaster	Agencies
1	Earthquakes	IMD/ISR
2	Floods	Meteorological Department, Irrigation
3	Tsunamis	IMD/ISR/INCOIS
4	Cyclones	IMD
5	Epidemics	Public Health Department
6	Road Accidents	Police
7	Industrial and Chemical Accidents	DISH, Police, Collector
8	Drought	Agriculture, Scarcity department
9	Fire	Fire Brigade, Police, Collector
10	Rail Accident	Railways, Police, Collector
11	Air Accident	Police, Collector, Airlines
12	Ammunition Depot-Fire	Army, Police, Collector.

1. Cyclone/flood forecasting is generally the responsibility of the Indian Meteorological Department (IMD). IMD is the nodal agency for providing cyclone-warning services. IMD's INSET satellite based Cyclone Warning Dissemination System (CWDS) is one of the best currently in use in India to communicate cyclone warnings from IMD to community and important officials in areas likely to be affected directly and quickly. There are 19 CWDS stations in Gujarat.

2. After getting information from IMD, warning dissemination is a responsibility of State Government (COR). The COR under the Revenue Department is responsible for disseminating cyclone warnings to the public and Line Departments.

3. On receiving an initial warning, the office of the COR disseminates the warning to all Line Departments, the District administration and DG Police. Warning messages are transmitted though wireless to all districts and Talukas. District Collectors are provided with satellite phones and a Ham radio to maintain effective communication, even if terrestrial and cell-phone communication fails.

4. The state EOC and control rooms of the other line departments at the State level as well as district level also get the warnings. The control rooms are activated on receiving the warnings.

## **District CMG meeting**

At the District level, the District Crisis Management Group (DCG) is an apex body to deal with major chemical accidents, disaster and to provide expert guidance for handling them. DCG has a strength of 34 members which includes District Collector, SDM and Dy. Collector, DDO, Dy. Director – Industrial Safety & Health, DSP, PI, Fire Superintendent of the City Corporations or important Municipalities, Chief District Health Officer, Civil Surgeon, SE, Chief Officer, Dy. Chief Controller of Explosives, Commandant – SRPF, Group-I, Dy. Director – Information to name a few. At Taluka level Local Crisis Management Group (LCG) is formed for coordination of activities and executing the operations. DCGs as well as LCG. meeting will meet periodically twice in a year.

## **Activation of EOC**

Emergency Operation Center (EOC) is a physical location and normally includes the space, facilities and protection necessary for communication, collaboration, coordination and emergency information management.

The EOC is a nodal point for the overall coordination and control of relief work. In case of a Level 1 Disaster the Local Control room will be activate, in case of a Level 2 disaster DEOC will be activated along inform with the SEOC.

## **Resource Mobilization**

Any disaster happens in district so resources are very important for response disaster. Resource mobilization is one of most important crucial activity. As mansion above about IDRN and SDRN portal are have information regarding which kind of resource are available and location of its. IDRN and SDRN should use for resource mobilization. DDMC, TDMC, CDMC and VDMC should be update regularly.

## **Media Management**

The role of media, both print and electronic, in informing the people and the authorities during emergencies becomes critical, especially the ways in which media can play a vital role in public awareness and preparedness through educating the public about disasters; warning of hazards; gathering and transmitting information about affected areas; alerting government officials, helping relief organizations and the public towards specific needs; and even in facilitating discussions about disaster preparedness and response. During any emergency, people seek up-to-date, reliable and detailed information.

The State Government has established an effective system of collaborating with the media during emergencies. At the State Emergency Operation Centre (SEOC), a special media cell has been created which is made operational during emergencies. Both print and electronic media is regularly briefed at predetermined time intervals about the events as they occur and the

prevailing situation on ground. A similar set up is also active at the District Emergency Operation Centre (DEOC).

Media can play crucial role during response time. Media management to ensure precise communication of the impact of disaster and relief measures being taken and generate goodwill among community and other stakeholders;

### **Emergency Response Functions:**

Responsible for assuring specific operations according to objectives and plans to address the immediate impacts of the incident. Taskforces under the operation section will deal with specific functional tasks, such as search and rescue, the provision of water or shelter. The composition and size of these taskforces depends on the nature of the incident.

The District administration of Amreli has identified 16 expected task forces for key response operation functions that are describe below. Additional taskforces can be added under the operations section as needed by the circumstances of a disaster. Each Taskforce is led by one organization and supporter by other organizations.

#### **Emergency Operation Taskforce Functions**

Sr. No.	Emergency Operation Taskforce	Functions
1	Coordination and Planning	Coordinate early warning, Response & Recovery Operations
2	Administration and Protocol	Support Disaster Operations by efficiently completing the paper work and other Administrative tasks needed to ensure effective and timely relief assistance
3	Warning	Collection and dissemination of warnings of potential disasters
4	Law and Order	Assure the execution of all laws and maintenance of order in the area affected by the incident.
5	Search and Rescue (including Evacuation)	Provide human and material resources needed to support local evacuation, search and rescue efforts.
6	Public Works	Provide the personnel and resources needed to support local efforts to reestablish normally operating infrastructure.
7	Water	Assure the provision of sufficient potable water for human and animal consumption (priority), and water for industrial and agricultural uses as appropriate.
8	Food and Relief Supplies	Assure the provision of basic food and other relief needs in the affected communities.
9	Power	Provide the resources to reestablish normal power supplies and systems in affected communities.

10	Public Health and sanitation	Provide personnel and resources to address pressing public health problems and re-establish normal health care systems.
11	Animal Health and Welfare	Provision of health and other care to animals affected by a disaster
12	Shelter	Provide materials and supplies to ensure temporary shelter for disaster-affected populations
13	Logistics	Provide Air, water and Land transport for evacuation and for the storage and delivery of relief supplies in coordination with other task forces and competent authorities.
14	Survey (Damage Assessment)	Collect and analysis data on the impact of disaster, develop estimates of resource needs and relief plans, and compile reports on the disaster as required for District and State authorities and other parties as appropriate.
15	Telecommunications	Coordinate and assure operation of all communication systems (e.g; Radio, TV, Telephones, Wireless) required to support early warning or post disaster operations.
16	Media (Public Information)	Provide liaison with and assistance to print and electronic media on early warning and post-disaster reporting concerning the disaster.

The specific response roles and responsibilities of the taskforces indicated above is that these roles and responsibilities will be execute and coordinated through the ICS/GS system. For example, in flood, search & rescue would come under the Operations section, Transport would come under the Logistics Section and Public Information under the Public Information Unit.

**Each Department and Government agency involved in Disaster Management and Mitigation will:**

- Designate a Nodal officer for emergency response and will act as the contact person for that department/agency □
- Ensure establishment of fail-safe two-way communication with the state, district and other emergency control rooms and within the organization.
- Emphasis on communication systems used regularly during LO with more focus on the use of VHF's with automatic repeaters, mobile phones with publicized numbers, VHF radio sets etc. It should be remembered that SAT phones fail during prolonged emergencies and electric failure if the phones cannot be re-charged.
- Work under the overall supervision of the IC / the District Collectors during emergencies.

## Other Departmental plan

### Agriculture

#### Prevention Activities:

- Awareness generation regarding various plant diseases, alternate cropping practices in disaster-prone areas, Crop Insurance, provision of credit facilities, proper storage of seeds, etc.
- Hazard area mapping (identification of areas endemic to pest infections, drought, flood, and other hazards)
- Develop database village-wise, crop-wise, irrigation source wise, insurance details, credit etc.
- Regular monitoring at block level; the distribution and variation in rainfall
- Prepare the farmers and department officers to adopt contingency measures and take up appropriate course of action corresponding to the different emerging conditions.
- Detail response manuals to be drawn up for advising the farmers for different types of disasters, e.g., rain failure in July or September & development of a dynamic response plan taking into account weekly rainfall patterns.
- Develop IEC materials to advise the farming communities on cropping practices and precautionary measures to be undertaken during various disasters
- Improving irrigation facilities, watershed management, soil conservation and other soil, water and fertility management
- Measures keeping in mind the local agro climatic conditions and the proneness of the area to specific hazards.
- Promotion of alternative crop species and cropping patterns keeping in mind the vulnerability of areas to specific hazards
- Surveillance for pests and crop diseases and encourage early reporting.
- Encourage promotion of agro service outlets/enterprise for common facilities, seed and agro input store and crop insurance.

#### Preparedness Activities before disaster seasons

- Review and update precautionary measures and procedures, especially ascertain that adequate stock of seeds and other agro inputs are available in areas prone to natural calamities.
- Review the proper functioning of rain gauge stations, have stock for immediate replacement
- of broken / non-functioning gadgets/equipments, record on a daily basis rainfall data, evaluate the variation from the average rainfall and match it with the rainfall needs of existing crops to ensure early prediction of droughts.

#### Response Activities:

- 1 Management of control activities following crop damage, pest infestation and crop disease to minimize losses
1. Collection, laboratory testing and analysis of viruses to ensure their control and eradication

2. Pre-positioning of seeds and other agro inputs in strategic points so that stocks are readily available to replace damage caused by natural calamities.
3. Rapid assessment of damage to soil, crop, plantation, irrigation systems, drainage, embankment, other water bodies and storage facilities and the requirements to salvage, replant, or to compensate and report the same for ensuring early supply of seeds and other agro inputs necessary for re-initiating agricultural activities where crops have been damaged.
4. Establishment of public information centers with appropriate and modern means of communication, to assist farmers in providing information regarding insurance, compensation, repair of agro equipments and restarting of agricultural activities at the earliest.

### **Recovery Activities**

1. Arrange for early payment of compensation and crop insurance dues.
2. Facilitate provision of seeds and other agro inputs.
3. Promotion of drought and flood tolerant seed varieties
4. Review with the community, the identified vulnerabilities and risks for crops, specific species, areas, which are vulnerable to repetitive floods, droughts, other natural hazards, water logging, increase in salinity, pest attacks etc. and draw up alternative cropping plans to minimize impacts to various risks.
5. Facilitate sanctioning of soft loans for farm implements.
6. Establishment of a larger network of soil and water testing laboratories
7. Establishment of pests and disease monitoring system
8. Training in alternative cropping techniques, mixed cropping and other agricultural practices which will minimize crop losses during future disasters

## **Health Department**

### **Disaster Events**

#### **Prevention Activities:**

- Assess preparedness levels at State, District and Block levels.
- Identification of areas endemic to epidemics and natural disasters
- Identification of appropriate locations for testing laboratories
- Listing and networking with private health facilities
- Developing a network of volunteers for blood donation with blood grouping data
- Strengthening of disease surveillance, ensuring regular reporting from the field level workers (ANMs / LHV etc) and its compilation and analysis at the PHC and District levels, on a weekly basis (daily basis in case of an epidemic or during natural disasters), forwarding the same to the State Disease Surveillance Cell and monthly feedback from the State to the district and from the District to the PHC
- Formation of adequate number of mobile units with trained personnel, testing facilities, communication systems and emergency treatment facilities
- Identification of locations in probable disaster sites for emergency operation camps
- Awareness generation about various infectious diseases and their prevention
- Training and IEC activities

- Training of field personnel, Traditional Birth Attendants, community leaders, volunteers,
- NGOs and CBOs in first aid, measures to be taken to control outbreak of epidemics during and after a disaster, etc
- Arrangement of standby generators for every hospital
- Listing of vehicles, repair of departmental vehicles that will be requisitioned during emergencies for transport of injured

### **Preparedness Activities before Disaster Seasons**

#### **For heat wave :**

Preparation and distribution of IEC materials, distribution of ORS and other life-saving drugs, training of field personnel on measures to be taken for management of patients suspected to be suffering from heatstroke;

#### **For flood and cyclone:**

- Assessment and stock piling of essential medicines, anti snake
- venom, halogen tablets, bleaching powders. ORS tablets, Pre-positioning of mobile units at vulnerable and strategic points

#### **Response activities:**

Stock piling of life-saving drugs, detoxicants, anesthesia, Halogen tablets in vulnerable areas  
 Strengthening of drug supply system with powers for local purchase during Level-0  
 Situational assessment and reviewing the response mechanisms in known vulnerable pockets  
 Ensure adequate availability of personnel in disaster site  
 Review and update precautionary measures and procedures.

#### **Sanitation**

- Dispensing with post-mortem activities during L1, L2 and L3 when the relatives and/or the competent authority are satisfied about cause of death
- Disinfections of water bodies and drinking water sources
- Immunization against infectious diseases
- Ensure continuous flow of information.

#### **Recovery Activities**

- Continuation of disease surveillance and monitoring
- Continuation of treatment, monitoring and other epidemic control activities till the situation is brought under control and the epidemic eradicated
- Trauma counseling
- Treatment and socio-medical rehabilitation of injured or disabled persons
- Immunization and nutritional surveillance
- Long term plans to progressively reduce various factors that contribute to high level of vulnerability to diseases of population affected by disasters

## **Epidemics**

### **Preventive Activities:**

- Supply of safe drinking water, water quality monitoring and improved sanitation
- Vector Control programme as a part of overall community sanitation activities
- Promotion of personal and community latrines
- Sanitation of sewage and drainage systems
- Development of proper solid waste management systems
- Surveillance and spraying of water bodies for control of malaria
- Promoting and strengthening Primary Health Centers with network of paraprofessionals to improve the capacity of surveillance and control of epidemics
- Establishing testing laboratories at appropriate locations to reduce the time taken for early diagnosis and subsequent warning
- Establishing procedures and methods of coordination with the Health Department, other local authorities/departments and NGOs to ensure that adequate prevention and preparedness
- measures have been taken to prevent and / or minimize the probable outbreak of epidemics
- Identification of areas prone to certain epidemics and assessment of requirements to control and ultimately eradicate the epidemic
- Identification of appropriate locations and setting up of site operation camps for combating epidemics
- Listing and identification of vehicles to be requisitioned for transport of injured animals.
- Vaccination of the animals and identification of campsites in the probable areas
- Promotion of animal insurance
- Tagging of animals
- Arrangement of standby generators for veterinary hospitals
- Provision in each hospital for receiving large number of livestock at a time
- Training of community members in carcasses disposal

### **Preparedness activities before disaster seasons**

- Stock piling of water, fodder and animal feed
- Pre-arrangements for tie-up with fodder supply units
- Stock-piling of surgical packets
- Construction of mounds for safe shelter of animals
- Identification of various water sources to be used by animals in case of prolonged hot and dry spells
- Training of volunteers & creation of local units for carcass disposal
- Municipalities / Gram Pranchayats to be given responsibility for removing animals likely to become health hazards.

### **Response Activities:**

- Control of animal diseases, treatment of injured animals, Protection of lost cattle.
- Supply of medicines and fodder to affected areas.
- Ensure adequate availability of personnel and mobile team.
- Disposal of carcasses ensuring proper sanitation to avoid outbreak of epidemics.

- Establishment of public information centre with a means of communication, to assist in providing an organized source of information.
- Mobilizing community participation for carcass disposal.

#### **Recovery Activities:**

- Assess losses of animals assets and needs of persons and communities.
- Play a facilitating role for early approval of soft loans for buying animals and ensuring insurance coverage and disaster proof housing or alternative shelters/ mounds for animals for future emergencies.
- Establishment of animal disease surveillance system

### **Water Supplies and Sanitation (GWSSB)**

#### **Prevention Activities:**

- Provision of safe water to all habitats
- Clearance of drains and sewerage systems, particularly in the urban areas
- Assess preparedness level
- Annual assessment of danger levels & wide publicity of those levels
- Identify flood prone rivers and areas and activate flood monitoring mechanisms
- Provide water level gauge at critical points along the rivers, dams and tanks
- Identify and maintain of materials/tool kits required for emergency response
- Stock-pile of sand bags and other necessary items for breach closure at the Panchayat level

#### **Preparedness Activities for disaster seasons**

- Prior arrangement of water tankers and other means of distribution and storage of water.
- Prior arrangement of stand-by generators
- Adequate prior arrangements to provide water and halogen tablets at identified sites to used as relief camps or in areas with high probability to be affected by natural calamities.
- Rising of tube-well platforms, improvement in sanitation structures and other infrastructural measures to ensure least damages during future disasters
- Riser pipes to be given to villagers

#### **Response Activities:**

- Disinfections and continuous monitoring of water bodies.
- Ensuring provision of water to hospitals and other vital installations.
- Provision to acquire tankers and establish other temporary means of distributing water on an emergency basis.
- Arrangement and distribution of emergency tool kits for equipments required for dismantling and assembling tube wells, etc.
- Carrying out emergency repairs of damaged water supply systems.
- Disinfection of hand pumps to be done by the communities through prior awareness activities & supply of inputs.
- Monitoring flood situation.
- Dissemination of flood warning.

- Ensure accurate dissemination of warning messages to GPs & Taluka with details of flow.
- Monitoring and protection of irrigation infrastructures.
- Inspection of bunds of dams, irrigation channels, bridges, culverts, control gates and overflow channels.
- Inspection and repair of pumps, generator, motor equipments, station buildings.
- Community mobilization in breach closure

**Recovery Activities:**

- Strengthening of infrastructure.
- Sharing of experiences and lessons learnt.
- Training to staff, Review and documentation.
- Development of checklists and contingency plans.
- Strengthening of infrastructure and human resources.
- Review and documentation.
- Sharing of experiences and lessons learnt.
- Training of staff.
- Development of checklists and contingency plans.

**Police:**

**Prevention Activities:**

- Keep the force in general and the RAF in particular fighting fit for search, rescue, evacuation and other emergency operations at all times through regular drills.
- Procurement and deployment of modern emergency equipments while modernizing existing infrastructure and equipments for disaster response along with regular training and drills for effective handling of these equipments.
- Focus on better training and equipments for RAF for all types of disasters.
- Rotation of members of GSDRAF so that the force remains fighting fit.
- Ensure that all communication equipments including wireless are regularly functioning and deployment of extra wireless units in vulnerable pockets.
- Ensure inter changeability of VHF communication sets of police and GSDMA supplied units, if required.
- Keeping close contact with the District Administration & Emergency Officer.
- Superintendent of Police be made Vice Chairperson of District Natural Calamity Committee.
- Involvement of the local army units in response planning activities and during the preparation of the contingency plans, ensure logistics & other support to armed forces during emergencies.

**Response Plan:**

- Security arrangements for relief materials in transit and in camps etc.
- Senior police officers to be deployed in control rooms at State & district levels during L 1 level deployment onwards.
- Deploy personnel to guard vulnerable embankments and at other risk points.
- Arrangement for the safety.

- Coordinate search, rescue and evacuation operations in coordination with the administration
- Emergency traffic management
- Maintenance of law and order in the affected areas
- Assist administration in taking necessary action against hoarders, black marketers etc.

## **Civil Defense**

### **Prevention Activities**

- Organize training programmers on first-aid, search, rescue and evacuation.
- Preparation and implementation of first aid, search and rescue service plans for major public events in the State.
- Remain fit and prepared through regular drills and exercises at all times.

### **Response Activities**

- Act as Support agency for provision of first aid, search and rescue services to other emergency service agencies and the public.
- Act as support agency for movement of relief.
- Triage of casualties and provision of first aid and treatment.
- Work in co-ordination with medical assistance team.
- Help the Police for traffic management and law and order.

## **Fire Services:**

### **Prevention Activities:**

- Develop relevant legislations and regulations to enhance adoption of fire safety measures.
- Modernization of fire-fighting equipments and strengthening infrastructure.
- Identification of pockets, industry , etc. which highly susceptible to fire accidents or areas, events which might lead to fires, building collapse, etc. and educate people to adopt safety measures. Conduct training and drills to ensure higher level of prevention and preparedness.
- Building awareness in use of various fire protection and preventive systems.
- Training the communities to handle fire emergencies more effectively.
- VHF network for fire services linked with revenue & police networks.
- Training of masons & engineers in fireproof techniques.
- Making clearance of building plans by fire services mandatory.

### **Response Activities:**

- Rescue of persons trapped in burning, collapsed or damaged buildings, damaged vehicles, including motor vehicles, trains and aircrafts, industries, boilers, trenches & tunnels.
- Control of fires and minimizing damages due to explosions.
- Control of dangerous or hazardous situations such as oil, gas and hazardous materials spill.
- Protection of property and the environment from fire damage.
- Support to other agencies in the response to emergencies.
- Investigation into the causes of fire and assist in damage assessment.

## **Civil Supplies:**

### **Preventive Activities**

- Construction and maintenance of storage goods storage at strategic locations
- Stock piling of food and essential commodities in anticipation of disaster.
- Take appropriate preservative methods to ensure that food and other relief stock are not damaged during storage, especially precautions against moisture, rodents and fungus infestation.

### **Response Activities**

- Management of procurement
- Management of material movement
- Inventory management

### **Recovery Activities**

Conversion of stored, unutilized relief stocks automatically into other schemes like Food for Work. Wherever, it is not done leading to damage of stock, it should be viewed seriously.

## **Public Works/ Rural Development Departments**

### **Prevention Activities :**

- Keep a list of earth moving and clearing vehicles / equipments (available with Govt. Departments, PSUs, and private contractors, etc.) and formulate a plan to mobilize those at the earliest
- Inspection and emergency repair of roads/ bridges, public utilities and buildings

### **Response Activities**

- Clearing of roads and establish connectivity. Restore roads, bridges and where necessary make alternate arrangements to open the roads to traffic at the earliest
- Mobilization of community assistance for clearing blocked roads
- Facilitate movement of heavy vehicles carrying equipments and materials
- Identification and notification of alternative routes to strategic locations
- Filling of ditches, disposal of debris, and cutting of uprooted trees along the road
- Arrangement of emergency tool kit for every section at the divisional levels for activities like clearance (power saws), debris clearance (fork lifter) and other tools for repair and maintenance of all disaster response equipments.

### **Recovery Activities:**

- Strengthening and restoration of infrastructure with an objective to eliminate the factor(s) which caused the damage.
- Sharing of experiences and lessons learnt.
- Training to staff, Review and documentation.
- Development of checklists and contingency plans.

## **Energy: PGVCL**

### **Prevention Activities:**

- Identification of materials/tool kits required for emergency response.
- Ensure and educate the minimum safety standards to be adopted for electrical installation and equipments and organise training of electricians accordingly.
- Develop and administer regulations to ensure safety of electrical accessories and electrical installations.
- Train and have a contingency plan to ensure early electricity supply to essential services during emergencies and restoration of electric supply at an early date.
- Develop and administer code of practice for power line clearance to avoid electrocution due to broken / fallen wires.
- Strengthen high-tension cable towers to withstand high wind speed, flooding and earthquake, modernize electric installation, strengthen electric distribution system to ensure minimum damages during natural calamities.
- Conduct public/industry awareness campaigns to prevent electric accidents during normal times and during and after a natural disaster.

### **Response Activities:**

- Disconnect electricity after receipt of warning.
- Attend sites of electrical accidents and assist in undertaking damage assessment.
- Stand-by arrangements to ensure temporary electricity supply.
- Prior planning & necessary arrangements for tapping private power plants like those belonging to ICCL, NALCO, RSP during emergencies to ensure uninterrupted power supply to the Secretariat, SRC, GSDMA, Police Headquarters, All India Radio, Doordarshan, hospitals, medical colleges, Collector Control Rooms and other vital emergency response agencies.
- Inspection and repair of high tension lines /substations/transformers/poles etc.
- Ensure the public and other agencies are safeguarded from any hazards, which may have occurred because of damage to electricity distribution systems.
- Restore electricity to the affected area as quickly as possible.
- Replace / restore of damaged poles/ salvaging of conductors and insulators.

## **Fisheries**

### **Prevention Activities**

- Registration of boats and fishermen.
- Building community awareness on weather phenomena and warning system especially on Do's and Don'ts on receipt of weather related warnings.
- Assist in providing life saving items like life jackets, hand radios, etc.
- Certifying the usability of all boats and notifying their carrying capacities.
- Capacity building of traditional fishermen and improvisation of traditional boats which can be used during emergencies.
- Train up young fishermen in search & rescue operation and hire their services during emergency

### **Response Activities**

- Ensure warning dissemination to fishing communities living in vulnerable pockets.
- Responsible for mobilizing boats during emergencies and for payment of wages to boatmen hired during emergencies.
- Support in mobilization and additional deployment of boats during emergencies.
- Assess the losses of fisheries and aquaculture assets and the needs of persons and communities affected by emergency.

### **Recovery Activities**

Provide compensations and advice to affected individuals, community.

## **Forest Department**

### **Prevention activities**

- Promotion of shelter belt plantation
- Publishing for public knowledge details of forest cover, use of land under the forest department, the rate of depletion and its causes
- Keep saws (both power and manual) in working conditions
- Provision of seedling to the community and encouraging plantation activities, promoting nurseries for providing seedlings in case of destruction of trees during natural disasters

## **Transport Department:**

### **Prevention Activities**

- Listing of vehicles which can be used for emergency operation.
- Safety accreditation, enforcement and compliance
- Ensuring vehicles follow accepted safety standards.
- Build awareness on road safety and traffic rules through awareness campaign, use of different IEC strategies and training to school children.
- Ensure proper enforcement of safety regulations Response Activities.
- Requisition vehicles, trucks, and other means of transport to help in the emergency operations.
- Participate in post impact assessment of emergency situation
- Support in search, rescue and first aid.
- Cooperate and appropriation of relief materials.

### **Recovery Activities**

- Provision of personal support services e.g. Counseling.
- Repair/restoration of infrastructure e.g. roads, bridges, public amenities.
- Supporting the GPs in development of storage and in playing a key role and in the coordination of management and distribution of relief and rehabilitation materials.
- The G.P. members to be trained to act as an effective interface between the community, NGOs, and other developmental organizations.
- Provide training so that the elected representatives can act as effective supportive agencies for reconstruction and recovery activities.

## **Panchayati Raj Institutions**

### **Preventive Activities**

- Develop prevention/mitigation strategies for risk reduction at community level.
- Training of elected representatives on various aspects of disaster management
- Public awareness on various aspects of disaster management
- Organize mock drills
- Promote and support community-based disaster management plans.
- Support strengthening response mechanisms at the G.P. level (e.g., better communication, local storage, search & rescue equipments, etc.).
- Clean drainage channels, trimming of branches before cyclone season.
- Ensure alternative routes/means of communication for movement of relief materials and personnel to marooned areas or areas likely to be marooned.
- Assist all the government departments to plan and priorities prevention and preparedness activities while ensuring active community participation.

### **Response Activities**

- Train up the G.P. Members and Support for timely and appropriate delivery of warning to the community.
- Clearance of blocked drains and roads, including tree removal in the villages.
- Construct alternative temporary roads to restore communication to the villages.
- PRIs to be a part of the damage survey and relief distribution teams to ensure popular participation.
- Operation emergency relief centers and emergency shelter.
- Sanitation, drinking water and medical aid arrangements.
- IEC activities for greater awareness regarding the role of trees and forests for protection during emergencies and also to minimize environmental impact which results owing to deforestation like climate change, soil erosion, etc.
- Increasing involvement of the community, NGOs and CBOs in plantation, protection and other forest protection, rejuvenation and restoration activities.
- Plan for reducing the incidence, and minimize the impact of forest fire.

### **Response Activities:**

- Assist in road clearance.
- Provision of tree cutting equipments
- Units for tree cutting and disposal to be put under the control of GSDMA, SRC, Collector during Level 1.
- Provision of building materials such as bamboos etc for construction of shelters

### **Recovery Activities:**

Take up plantation to make good the damage caused to tree cover.

## **Information & Public Relations Department**

### **Prevention Activities**

- Creation of public awareness regarding various types of disasters through media campaigns.
- Dissemination of information to public and others concerned regarding do's and don'ts of various disasters
- Regular Liasoning with the media

### **Response Activities**

- Setting up of a control room to provide authentic information to public regarding impending emergencies
- Daily press briefings at fixed times at district level to provide official version
- Media report & feedback to field officials on a daily basis from Level 1 onwards
- Keep the public informed about the latest emergency situation (area affected, lives lost, etc).
- Keep the public informed about various post-disaster assistances and recovery programmers.

### **Revenue Department**

- Co-ordination with Govt. of Gujarat Secretariat and Officers of Govt. of India
- Overall control & supervision
- Damage assessment, finalization of reports and declaration of Level 1/Level 2 disasters
- Mobilization of finance

### **Home Department**

- Requisition, deployment and providing necessary logistic support to the armed forces
- Provide maps for air dropping, etc.

### **Gujarat Disaster Rapid Action Force**

#### **Response**

- To be trained and equipped as an elite force within the Police Department and have the capacity to immediately respond to any emergency.
- Unit to be equipped with life saving, search & rescue equipments, medical supplies, security arrangements, communication facilities and emergency rations and be self-sufficient.
- Trained in latest techniques of search, rescue and communication in collaboration with international agencies

## **Reporting**

### **Media & information Management:**

#### **Taskforce Leader: District Information Officer**

*Note: As per the above format the Media taskforce of the district will prepare its taskforce action plan.*

#### ➤ **Activation of the Plan**

The District Disaster Response structure is activated on warning or occurrence of a disaster. Task Forces are activate on a specific request of the District Collector or according to pre-determined SOPs, as appropriate for the nature of the hazard or disaster. Activation can be:

- In anticipation of a District level disaster, or
- Occur in response to a specific event or problem in the district.

On activation, coordination of warning and response efforts will operate from the District Control Room and Information Centre (DCIC). The DCIC operations plan and SOPs are providing in Annexure.

To activate a task force, the Collector or designated Incident Commander will issue an activation order. This order will indicate:

- The nature of needs to be addressed
- The type of assistance to be provided
- The time limit within which assistance is needed
- The District or other contacts for the provision of the assistance
- Other Task Forces with which coordination should take place, and
- Financial resources available for task force operations.

Special powers are conferred on Incident Controller during disasters. The Principle organization leading each task force is responsible for alerting the appropriate authority when use of these special powers is required to accomplish warning, relief or recovery objectives give to a task force.

### **End of Emergency**

The end of emergency shall be declared through an ALL CLEAR siren/message. The Incident Controller in consultation with the ICS GROUP leaders shall declare the same once the situation is totally controlled and normalcy is restore.

### **Humanitarian Relief and Assistance**

Response defines provision for assistance/ intervention during and after emergency. Response plan includes clear Incident Command System (ICS) operated through emergency

operation centers (EOCs) with effective 3 C (Command, Control and Communication) mechanism. ICS covers early warning, search and rescue, humanitarian assistance, medical response, relief, temporary shelter, water and sanitation, law and order, animal care, public grievance, recovery and rehabilitation.

Specific Task Forces should be formed for Food distribution, drinking water management, medicine and health related facility, clothes distribution and other essential needs.

### **Helpline**

Establish Information/ reception centers and setting up telephone helpline numbers for public utility. True information must be release by media to the concerned person and in case of rescue activity public can call on help line number. in that point of view help line must be activate at DEOC

### **Arrangement of VIP Visit: -**

It is important that immediately inform to VIPs and VVIPs on impending disasters and current situation during and after disasters. Appeals by VIPs can help in controlling rumors and chaos during the disaster. Visits by VIPs can lift the morale of those affected by the disaster as well as those who are involved in the response. Care should be taken that VIP visits do not interrupt rescue and life saving work. Security of VIPs will be additional responsibility of local police and Special Forces. It would be desirable to restrict media coverage of such visits, in which case the police will liaise with the government press officer to keep their number to minimum.

**Responsibility Matrix should be evolve for each response measures with period and responsibility matrix for major stakeholders should be given in annexure**

**Responsibility matrix for response functions**

**TASKFORCE ACTION PLANS**

**Coordination and Planning:**

Coordinate early warning, response and recovery operations.

**Task Force Leader: Collector**

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Before a Disaster</b>		
Establish a disaster management structure to the village level. (DDMC)	Links to State level and establishment of ICS structure	On-going
Develop disaster plans at all levels down to the village level. (DDMC)		On-going
Hold regular meetings on disaster management including government, NGOs and private sectors. (DDMC)		Quarterly
Continual training, including public awareness. (DDMA and Media Task Force)	Involvement of GSDMA	On-going
Check warning, communications and other systems (DDMC), including the use of drills		On-going
<b>Warning</b>		
Hold Crisis Management Committee (Collector)	Communications between Districts and with State Control Room	On receipt of warning.
Mobilize task forces at all levels (District, Taluka, village depending on disaster) (CMC, Telecommunications, Media Task Forces)	Communications systems and procedures	As decided by CMC.
Disseminate Information (CMC, Media Task Force)		As decided.
Mobilize resources to be positioned near vulnerable points depending on type of disaster.	Telecommunications systems, plans	As decided.
Establish alternate communications system (Telecommunications Task Force)		As decided.

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Disaster</b>		
Start Search, Rescue and Evacuation activities. (CMC)	SAR Task Force operational	Immediately
Begin Collecting Information on extent of damage and areas affected. (CMC)	Assessment teams have communications and transport	Started in 4 hours
Start plan development and provide instructions on where Task Forces should go and what they should do. (CMC, Collector)	Information on damage and areas affected	Started in 4 hours
Mobilize outside resources (CMC)	Information on damage and needs	Started in 5 hours
Provide Public Information(CMC, Media Task Force)		should be started in 6 hours)
<b>12 Hours</b>		
Begin regular reporting on actions taken and status by Task Forces. (Task Forces)	Operating communications system	Started at 12 hours
Reassess damage information, resources, needs and problem areas/activities. (CMC)		Started at 12 hours
Begin rotation of staff (CMC)		Start at 12 hours
Establish regular liaison with State Control Room.	Working communications systems	Start at 12 hours
Shift focus of efforts to relief. (CMC)		Open
Restore key infrastructure (CMC through Public Works and other Task Forces)		Before 48 hours
<b>48 hours</b>		
Continue review and reassessment of operations (CMC)	Information on operations	
Conduct broad damage assessment (CMC and Damage Assessment Task Force)		
Establish Temporary Rehabilitation Plan (CMC)		
Begin demobilization based on situation. (CMC)		
Focus on creating a sense of normalcy. (CMC)		Before 72 hours
<b>72 hours</b>		
Start Rehabilitation activities. (CMC)	Plan	
Conduct detailed survey of damage and needs. (CMC and Damage Assessment Task Force)		
Begin regular reporting on operations	Information on operations	As early as possible
Restore all public and private sector services (CMC)		As early as possible
Lessons Learned meeting. (CMC and others)		After 2 weeks
Final Report/Case Study (CMC)		After activities completed

**Warning:**

**Collection and dissemination of warnings of potential disasters**

### Task Force Leader: Resident Additional Collector

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster</b>		
Verify communication and warning systems are functioning - drills		Every 15 days
Have warning messages prepared in advance.		
<b>Warning</b>		
Receive and dispatch warnings. (Task Force)	Coordinate with Telecommunications Task Force	As received.
Verify warnings received and understood. (Task Force)		Within 1-2 hours of dispatch.
Independently confirm warnings if possible (Task Force)		As time allows.

### Law and Order:

Assure the execution of all laws and maintenance of order in the area affected by the incident.

### Task Force Leader: District Superintendent of Police

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster</b>		
Evaluate expected disaster needs verses normal resources. (Task Force)		Completed in 8 days.
Estimate personnel and resources needed for disasters. (Task Force)	Based on standard for number of security personnel per population depending on severity of disaster	Completed in one week
Planning and coordination with Revenue Dept. (Task Force)		
Conduct drills, including public awareness raising. (Task Force)	Includes participation of Media Task Force	Every 45 days

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Warning</b>		
Verify communications system. (Wireless Inspector)		1-2 hours of warning
Alert police and other Task Force members (Superintendent of Police)		1-2 hours of warning
Implement duty distribution SOP for personnel and other resources. (Superintendent of Police)		1-2 hours of warning
Develop preliminary estimate of requirements to support other Task Forces. (Superintendent of Police)		1-2 hours of warning
<b>Disaster</b>		
Get orders on deploying personnel from Control Room. (Superintendent of Police)	Operating communications system	Immediately
Determine status of staff and facilities. (Superintendent of Police)	Operating communications system	1-2 hours of disaster
Deploy additional staff. (Superintendent of Police)	Transport available	2-3 hours of disaster
Monitor resources. (Superintendent of Police)		1 hour of disaster
Establish VVIP unit. (Superintendent of Police)		Immediately
Request additional resources, if needed. (Superintendent of Police)	Operating communications system	4 hours of disaster
<b>12 hours</b>		
Institute regular reporting. (Task Force)	Operating communications systems	At start of period
Begin staff rotation. (Task Force)		At start of period
Address crowd control problems. (Task Force)		As needed
Implement anti-looting/anti-theft SOP. (Task Force)		As needed
Establish rumor control. (Task Force)	Involves Collector, Media Task Force, NGOs, and local eminent persons	As needed

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
Provide information to public, e.g., road status. (Task Force)	Involves Control Room, Media Task Force, and Deputy Magistrate	As needed.
<b>48 hours</b>		
Implement a Force Management Plan (increase, reduction, redeployment, of forces). (Superintendent of Police)		From start of period
Plan for return to normal ((Superintendent of Police, Task Force, Control Room)		From 72 hours after the disaster
Conduct Lessons Learned Session (Task Force with input from other parties.)		1 week after the disaster
Final Report		2 weeks after the disaster

### **Search and Rescue (including evacuation):**

Provide human and material resources to support local evacuation, search and rescue efforts.

#### **Task Force Leader: Deputy Commander (Civil Defense) /Chief Fire Officer**

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Before a Disaster</b>		
Risk assessment and vulnerability mapping (Task Force)		Before warning
Develop inventory of personnel and material resources. (Task Force)		Before warning
Training (Task Force)	Input from GSDMA and NDMA	Before warning
Establish public education program. (Task Force)	Media Task Force	Ongoing
Establish adequate communications system. (Task Force)	Additional equipment required.	
Drills. (Task Force).		Before warning
Establish transport arrangements for likely SAR operations. (Task Force)	With Logistics Task Force	Before warning
Develop Rescue SOP. (Task Force)		Before warning
<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>

<b>Warning</b>		
Mobilize Task Force and SAR teams. (Task Force)		On warning
Verify equipment is ready. (Task Force)		On team activation
Confirm transport is ready. (Task Force)	Logistics Task Force.	On warning
Undertake precautionary evacuation. (Task Force)	Logistics and Shelter Task Forces	As directed.
Re-deploy teams and resources, if safe. (Task Force)	Logistics Task Force	Based on conditions
Start public awareness patrols. (Task Force)	Media, Law and Order and Logistics Task Forces.	As required
<b>Disaster</b>		
Assure safety of staff.		Immediately
Restore own communications. (Task Force)		Immediately
Dispatch rescue/evacuation teams based on assessments. (Task Force)	Input from Control Room.	Immediately
Call for additional resources if needed. (Task Force)	Communications systems in operation	3-4 hours of disaster
Provide reports on operations. (Task Force)		Starting at 3-4 hours
Begin handling of deceased per SOP. (Task Force)	Various Revenue officers and Police involved.	Starting at 3-4 hours
<b>12 Hours</b>		
Begin staff rotation system. (Task Force)		Starter at 12 hours
Begin specialized rescue (may begin earlier). (Task Force)	May require outside resources, coordination with Logistics Task Force	Started at 12 hours
Begin debris removal in cooperation with Public Works Task Force.	Focus on critical infrastructure. Liaison with Control Room	Start at 12 hours
Secure additional resources (e.g., fuel, personnel) for continued operations. (Task Force).		Start at 12 hours.
<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>48 hours</b>		
Demolish/Stabilize damaged buildings in cooperation with Public Works Task Force.	Logistics Task Force, workers, equipment.	Starting at 48 hours.

Demobilization, reconditioning, repair and replace equipment and other resources. (Task Force)		Based on nature of disaster.
Remain on stand-by for additional operations, particularly related to safety of recovery work. (Task Force).		As needed.
<b>72 hours</b>		
Lessons Learned meeting. (Task Force and others)		After 2 weeks.
Final Report. (Task Force)		After major activities completed.

### **Public Works:**

Provide the personnel and resources needed to support local efforts to re-establish normally operating infrastructure.

### **Task Force Leader: Executive Engineer, Roads and Buildings**

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Before a Disaster</b>		
Inventory of personnel, equipment and status of infrastructure. (Task force)	Link to UNDP project data based development.	One week before warning.
Identify critical infrastructure. (Task Force)	Need to define what is critical infrastructure.	Before warning.
Identify alternate transport routes and publish map. (Task Force)		Before warning.
Plan for prioritized post-disaster inspection of infrastructure. (Task Force)		
Establish and maintain a resources and staffing plan. (Task Force)		
Plan to provide sanitation and other facilities for shelters. (Task Force)		
<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Warning</b>		
Establish Control Room. (Task Force)		No later than 6 hours from warning
Mobilize Task Force and personnel.	Requires communications	No later than 6 hours from warning
Liaise with District Control Room. (Task Force)		No later than 6 hours from warning
Verify status and availability of equipment	Coordination with	24 hours from

and re-deploy if appropriate and safe. (Task Force)	Logistics Task Force and Control Room.	warning
Review plans. (Task Force)		No later than 6 hours from warning
<b>Disaster</b>		
Begin damage assessment and inspections. (Task Force)	Coordination with Damage Assessment Task Force.	Within 12 hours of disaster
Develop operations plan and communicate to Control Room.		Within 12 hours of disaster
Mobilize and dispatch teams based on priorities. Teams will (1) repair, (2) replace, (3) Build temporary structures (e.g., rest facilities, shelters).	Coordination with Logistics, Water, Power Task Forces and Control Room.	Within 12 hours of disaster
Collaborate with other Task Forces.		Continuous
<b>12 Hours</b>		
Begin staff rotation system and manpower planning. (Task Force)		Starter at 12 hours
Mobilize additional resources based on expected duration of operations. (Task Force).	Coordination with Logistics Task Force, Contractors. May need additional funding.	Started at 12 hours
Assure safety. (Task Force)		Start at 12 hours
Establish security arrangements. (Task Force)	Law and Order Task Force.	Start at 12 hours.
Provide public information on roads, access and infrastructure. (Media Task Force)	Coordination with Control Room	Start at 12 hours.
<b>48 hours</b>		
Start detailed survey. (Task Force)	In cooperation with Damage Assessment Task Force	Starting at 48 hours.
<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
Begin reporting on operations (Task Force)		Starting at 3 days
Reconditioning, repair and replace equipment and other resources. (Task Force)		Based on nature of disaster
Plan and start demobilization. (Task Force)		Starting at 3 days
<b>72 hours</b>		
Develop long term restoration plan and start activities. (Task Force)		From 72 hours
Lessons Learned meeting. (Task Force and others)		After 2 weeks

Final Report. (Task Force)		After major activities completed
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### **Water Supply:**

Assure the provision of sufficient potable water for human and animal consumption (priority), and water for industrial and agricultural uses as appropriate.

### **Task Force Leader: Executive Engineer, Gujarat Water Supply Board**

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster</b>		
Establish water availability, capacities, reliabilities and portability. (Task Force)	Standard of 20 liters of drinking water per person per day.	3 months before warning.
Plan for alternate water delivery and storage (Task Force)	May need tankers, tanks, generator set.	3 months before warning.
Secure new and additional equipment. (Task Force)	Requires funding.	
Secure extra stocks of chemicals, expendable supplies and equipment. (Task Force)	May require additional funding.	3 months before warning.
Open Water Control Room in Monsoon. (Task Force)		Done.

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Warning</b>		
Establish staff rotation and shift system. (Task Force)		No later than 24 hours from warning
Provide public awareness on use of water. (Task Force)	Media Task Force.	No later than 24 hours from warning
Provide instructions to government and private sectors on protection of water supplies. (Task Force)		No later than 24 hours from warning
Mobilize Task Force members		24 hours from warning.
Mobilize additional personnel and vehicles. (Logistics Task Force)	May be difficult to locate additional personnel locally. Recourse to outside or contractor sources may be required.	24 hours from warning.
Coordinate activities with Power and other Task Forces.	Involves District Control Room.	24 hours from warning.
Verify water source status and protection. (Task Force).		No later than 24 hours from warning.
<b>Disaster</b>		
Plan and prioritize supply of water to users. (Task Force)	Requires information on needs, damage and demand.	Completed by 24 hours into disaster.
Assess status and damage to water systems. (Task Force)	Coordination with Damage Assessment Task Force.	Completed by 24 hours into disaster.
Mobilize water tankers. (Task Force)	Coordination with Logistics Task Force and Control Room.	Started by 24 hours into disaster.
Repair/restore water systems, based on plan. (Task Force)	Coordination with Power and Logistics Task Forces.	Started by 24 hours into disaster.
Assure supply point/distribution security. (Law and Order Task Force)		Started as soon as distributions begin.
Coordinate distribution of water and storage and provision of information on safe water use. (Task Force).	Coordination with Media Task Force and Control Room	Started by 24 hours into disaster.
<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>

<b>12 Hours</b>		
Establish temporary water systems. (Task Force)		Up to 72 hours from disaster.
Move toward permanent water supply system. (Task Force)		After 72 hours.
Complete long term recovery plan and needs. (Task Force)		After 72 hours.
Begin reporting and documentation. (Task Force)		From 48 hours.
Begin demobilization. (Task Force)	Coordinated with Control Room.	From 48 hours.
Lessons Learned meeting. (Task Force and others)		After 2 weeks.
Final Report. (Task Force)		After major activities completed

### **Food and Relief Supplies:**

Assure the provision of basic food and other relief needs in the affected communities.

### **Task Force Leader: District Supply Officer**

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Before a Disaster</b>		
Establish procedures and standards. (Task Force)	Need standards.	On-going.
Maintain two months stock of essential supplies. (Task Force)		Done.
Develop transportation plan. (Task Force)	In cooperation with Logistics Task Force.	Completed in 8 days
Develop list of NGOs. (Task Force)		Done
Plan staffing for disaster. (Task Force)		Done
Identify locations, which can be isolated and increase stock as needed. (Task Force)		On-going.
Identify food preparation locations. (Task Force)		Done

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Warning</b>		
Pass on warning. (Task Force)		Within 12 hours of receipt of warning.
Alert NGOs to prepare food. (Task Force)	Contact with NGOs.	Within 12 hours of receipt of warning.
Verify stock levels and make distribution plan. (Task Force)	Possible cooperation with Logistics Task Force.	Within 48 hours of receipt of warning.
Alert transport contractors to prepare for transport. (Task Force)	Coordinate with Logistics Task Force.	Within 5 hours of receipt of warning.
Mobilize staff. (Task Force)		Within 6 hours of receipt of warning.
<b>Disaster</b>		
Receive and respond to instructions from Control Room. (Task Force)		As received.
Monitor conditions of stocks and facilities. (Task Force)	Need for communications.	
Develop distribution plan. (Task Force)	Need information on needs and locations.	As requested by Control Room.
Order food packets and provide supplies as needed. (Task Force)	Coordination with Logistics Task Force.	Per distribution plan.
Establish relief supplies receptions centers. (Task Force)	Coordinate with Control Room and Logistics Task Force.	As required.
<b>12 Hours</b>		
Start distribution operations. (Task Force)	In coordination with Logistics and Shelter Task Forces.	At beginning of period.
Formalize reporting, communications and monitoring. (Task Force)		Completed by 48 hours.
Start staff rotation system. (Task Force)		At beginning of period.
Begin mobilizing and managing additional supplies.	Coordination with Logistics and, Control Room.	Underway in 48 hours.
Establish security for all sites. (Law and Order Task Force)		At beginning of period.
<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>

Begin public announcement of distribution plan and standards. (Media Task Force)		Underway in 48 hours.
<b>48 Hours</b>		
Shift to normal operations. (Task Force)		Within 1 week.
Reconcile receipts and distribution records. (Task Force)		Within 30 days.
Continue providing relief to special areas/populations. (Task Force)		For 15 days from the disaster
<b>72 Hours</b>		
Restore Public Distribution System. (Task Force)		From 1 week after the disaster.
Lessons Learned meeting.		Within 14 days

### **Power:**

Provide resources to re-establish normal power supplies and systems in affected communities

### **Task Force Leader: Superintending Engineer, Gujarat Electricity Board**

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster and Warning Phases</b>		
Develop inventory of current status of power system and resources. (Gujarat Electricity Board – GEB)		
Establish minimum stock levels and procure necessary additional stocks. (GEB)		
Conduct monthly meetings. (GEB)		On-going
Develop contact lists. (GEB)		
Conduct informal hazard and risk assessment. (GEB)		Completed.
Develop disaster plan. (GEB)		
<b>Disaster</b>		
Assess impact according to SOP. (GEB)	Coordinate with Control Room and Damage Assessment Task Force.	
Prioritize response actions. (GEB)	Need to establish priorities.	
Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
Collect more information. (GEB)		
Mobilize additional resources. (GEB)	Coordination with Control Room and other Task Forces.	
Check for unforeseen contingencies.		

<b>12 Hours</b>		
Revise plans based on feedback and assessments. (GEB)		Continuous
Monitor status of actions. (GEB)		Continuous
Begin staff rotation plan. (GEB)		At beginning of period.
Disseminate public information. (Media Task Force)		At beginning of period.
Secure support for staff (food, lodging) from NGOs. (GEB)		
Assure security as needed. (Law and Order Task Force)	Coordinate with Control Room.	
Establish constant communications on needs, requirements and resources with Control Room and GEB/HQ.		
<b>48 Hours</b>		
Look for improvements in efforts. (GEB)		
Reinforce central coordination. (GEB)		
Conduct regular coordination meetings with other actors. (GEB)		
Begin formal documentation of efforts. (GEB)		
<b>72 Hours</b>		
Review shift plan for safety. (GEB)		
Plan for return to normal, including additional security if needed. (GEB)	Involvement of Law and Order Task Force.	

## **Public Health and Sanitation**

(Including first aid and all medical care):

Provide personnel and resources to address pressing public health problems and re-establish normal health care systems

### **Task Force Leader: Chief District Health Officer**

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster</b>		
Develop inventory of personnel, resources and facilities. (Task Force)		1 week.
Training. (Task Force)	Coordination with GSDMA	6 months.
Establish Control Room.		Completed.
Prepare for specific diseases by season (e.g., monsoon)		Completed.
Establish Epidemiological Reporting System (ERS). (Task Force)		Completed.
Identify disease vulnerable areas. (CDHO)		Completed.
Improve public awareness. (Media Task Force)		
<b>Warning</b>		
Send out warning to health facilities. (Task Force)		As received.
Mobilize health teams to possible disaster areas. (Task Force)	In coordination with Control Room.	As needed.
Activate Task Force for whole district. (CDHO)		On warning.
<b>Disaster</b>		
Begin first aid efforts. (Task Force)		Within 1 hour of disaster.
Establish status of health care system. (Task Force)	Requires communications.	Within 6 hours of disaster.
Begin referral of injured to upper-level facilities. (Task Force)		Within 1 hour of disaster.
Implement SOP for management of deceased. (Task Force)	Involves cooperation with Law and Order and SAR Task Force.	Within 1 hour of disaster.
Coordinate efforts with Control Room and other Task Forces.		Within 2-3 hours of disaster.

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>12 Hours</b>		
Begin to call in outside resources. (Task Force)	Involves Telecommunications and Logistics Task Forces and Control Room.	Within 3 hours.
Establish temporary medical facilities where needed. (Task Force)	Coordination with Public Works, Power, Water, and Law and Order Task Forces.	Within 24 hours.
Expand surveillance of health status. (Task Force)		Within 24 hours.
Establish shift system for staff. (Task Force)		At beginning of period.
Visit and review health status in shelters. (Task Force)		Within 24 hours.
Develop health care system recovery plan. (Task Force)	In coordination with Control Room.	2-3 hours.
<b>48 Hours</b>		
Establish formal health care system reporting. (Task Force)		At beginning of period.
Start solid waste and vector control management SOP. (Task Force)		At beginning of period.
Start waste water management SOP. (Task Force)		At beginning of period.
Focus health status surveillance on children 0 to 5 years.		Implements in one week.
Establish public awareness and IEC efforts. (Task Force and Media Task Force)		At beginning of period.
<b>72 Hours</b>		
Develop demobilization plan.		By beginning of period.
Lessons Learned meeting.		Within 14 days of disaster.
Final Report		Within 14 days of disaster.

## Animal Health and Welfare:

Provision of health and other care to animals affected by a disaster

**Task Force Leader: Deputy Director, Veterinary and Animal Husbandry**

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster</b>		
Update animal list. List of staff & training for disposal of carcass. (Task Force)		Done.
Stock medical supplies and vaccines. (Task Force)		Done
<b>Warning</b>		
Alert staff (by phone). (Task Force)		As warnings received.
Distribute supplies to vulnerable areas. (Task Force)		During warning period.
Contact Control Room. (Task Force)		As required.
<b>Disaster</b>		
Remove and destroy carcasses. (Task Force)	Need fuel and logistics.	As soon as possible.
Treat injured animals. (Task Force)		As soon as possible.
Issue certification of death. (Task Force)	For insurance purposes.	Within 48 hours.
Call in staff from other districts as needed. (Task Force)		As needed.
Assist local authorities in survey of damage and reconciliation of records.		As required.
<b>48 Hours and Beyond</b>		
Assist local authorities in providing fodder as needed.		As required.
Collect feedback. (Task Force)		
Final Report. (Task Force)		In 15 days.

## Shelter:

Provide materials and supplies to assure temporary shelter for disaster-affected populations.

### **Task Force Leader: District Primary Education Officer**

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster</b>		
Develop shelter operating procedures. (Task Force)		
Develop inventory of shelters (location, capacity,). (Task Force)	SDRN updating, project inventory.	On going
Provide information to other Task Forces on location of shelters. (Task Force)	Logistics, Water, Power, SAR, Food/Relief Supplies Task Forces and Control Room	
Training for shelter managers. (Task Force)	Need training module.	
<b>Warning</b>		
Mobilize shelter managers. (Task Force)		Within 6 hours of warning.
Review shelter locations for operating status. (Task Force)	Communications needed.	Within 6 hours of warning.
Open shelters as instructed.	Coordination with Control Room.	Within 6 hours of warning.
Mobilize additional resources for shelters and camps. (Task Force)	Cooperation with Logistics, Food and Relief Supplies, Water and Power Task Forces.	Within 6 hours of warning.
Provide public announcements on locations and status of shelters. (Media Task Force)		Within 6 hours of warning.
<b>Disaster</b>		
Beginning logging-in of occupants. (Shelter managers).		Immediately.
Report on status of shelters. (Task Force)	To Control Room.	As needed.
Plan for prioritization of shelter use. (Task Force)	Coordination with evacuation operations and Control Room.	Immediately.
Coordinate with other Task Forces on water, power, food, health, security. (Task Forces)		Immediately.

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
Provide support and assistance to occupants. (Task Force)	Liaise with Animal Task Force on management of animal and with Health Task Force on health care.	
<b>12 Hours</b>		
Continue operations. (Task Force)		Continuously
Monitor shelter status and movement of people. (Task Force)		Continuously
Mobilize additional resources. (Task Force)	Coordinate with Control Room and Logistics Task Force.	Continuous.
<b>48 Hours and Beyond</b>		
Begin Demobilization as appropriate. (Task Force)		
Begin reconditioning/repairs to shelters. (Task Force)	In cooperation with Public Works Task Force.	As needed.
Lessons Learned session. (Task Force)	Involvement of other Task Forces and evacuees.	14 days after completion of operations.
Final Report. (Task Force)		1 month after completion of activities.

**Logistics:**

Provide air, water and land transport for evacuation and for the storage and delivery of relief supplies in coordination with other Task Forces and competent authorities.

**Task Force Leader: District Development Officer**

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
<b>Before a Disaster</b>		
Conduct resource inventory (air/land/water transport and storage; inside and outside district.). (Task Force)		1 month.
Establish deployment requirements, procedures and alternate options. (Task Force)		1 month.
Conduct drills. (Task Force)		1 month.
Coordinate with other Task Forces.	Work through Control Room.	As needed.
<b>Warning</b>		
Alert and mobilize Task Force members. (Task Force)		Within 1 hour of receiving warning.
Mobilize transport and other resources for action on short notice depending on disaster expected. (Task Force)	Coordination with Control Room	Within 2-3 hours of warning.
Liaise with Control Room and SAR, Shelter and Food/Relief Supplies Task Forces.		Within 1 hour of receiving warning.
Review plan and determine if outside resources are needed. (Task Force)		Within 6 hours of receiving warning.
Plan for logistics based depending on nature of disaster. (Task Force)	Coordinate with Control Room and Food and Relief Supplies Task Force.	As needed.
<b>Disaster</b>		
Take action based on instruction from Control Room. (Task Force)		Within 2 hours of receiving warning.

<b>Action and (Who Should Take It)</b>	<b>Requirements or Conditions to be met for the action can occur.</b>	<b>Timeframe</b>
Continually review requirements and resources. (Task Force)		Continuous.
Develop operations plan. (Task Force)	Coordinate with Control Room and Food and Relief Supplies Task Force.	Within 2 hours of receiving warning.
Strengthen liaison with Control Room and key Task Forces. (Task Force)		Within 2 hours of receiving warning.
Verify quality of service. (Task Force)	Requires set standard of service and information on operations.	Daily.
<b>12 Hours</b>		
Respond to increased demand for logistics. (Task Force)		Continuous.
Begin rotation of staff. (Task Force)		At start of period.
Establish logistics bases as needed. (Task Force)	Coordinate with Control Room and Food and Relief Supplies Task Force.	Continuous.
Review plans and communicate with other Task Forces. (Task Force)		Continuous.
Begin regular reporting and documentation. (Task Force)		At start of period.
<b>48 Hours</b>		
Reassess needs and requirements. (Task Force)		Continuous.
Begin demobilization as appropriate. (Task Force)		
<b>72 Hours</b>		
Lessons Learned meeting.	Include Shelter, Food and Relief Supplies in meeting.	Within 14 days of disaster.
Final Report		Within 14 days of disaster.

## Damage Assessment and Survey:

Collect and analyze data on the impact of the disaster, develop estimates of resource needs and relief plans, and compile reports on the disaster as required for District and State authorities and other parties as appropriate.

### **Task Force Leader: Resident Additional Collector**

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster</b>		
Establish assessment procedures and forms. (Task Force)	Collaboration with GSDMA and COR.	
Compile baseline data. (Task Force)	Collaboration with GSDMA project.	
Establish assessment groups and teams. (Task Force)		
Develop an assessment coordination plan. (Coordination and Planning Task Force)		
Develop a communications plan. (Task Force)	In cooperation with Telecommunications Task Force	
<b>Warning</b>		
Mobilize Task Force. (Task Force)		Within 6 hours of warning.
Review Plan. (Task Force)		Within 6 hours of warning.
Consider pre-disaster impact assessment. (Task Force)	Based on expected nature of disaster.	Within 6 hours of warning.
Active village-level assessment teams. (Task Force)		Within 6 hours of warning.
<b>Disaster</b>		
Consider safety of assessment teams. (Task Force)		Immediately.
Start planning for assessment. (Task Force)		As initial impact information is available.
Begin initial assessment procedures. (Task Force)		When conditions allow.
Communicate assessment plans to Control Room. (Task Force)		Once initial plan is developed.
Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>12 Hours</b>		

Publicly disseminate assessment plans and reports. (Media Task Force)		As available.
Initiate continual up-dating of assessment information. (Task Force)	Coordinate with Coordination and Planning Task Force.	
Initiate continual up-dating of assessment plans. (Task Force)	Coordinate with Coordination and Planning Task Force.	
Coordinate with other Task Forces. (Task Force)		
Begin staff rotation and secure more staff as needed.		At beginning of period.
<b>48 Hours</b>		
Prepare detailed damage, losses, needs assessment and long term recovery plans. (Task Force)	Coordinate with other Task Forces.	3-5 days after disaster.
Coordination of requirements, plans and activities.	Working through Control Room and Coordination and Planning Task Force.	Continuous.
<b>72 Hours</b>		
Lessons Learned meeting.	Include Shelter, Food and Relief Supplies in meeting.	Within 14 days of disaster.

**Telecommunications:**

Coordinate and assure operation of all communications systems (e.g., radio, TV, phones, wireless) required to support early warning or post-disaster operations.

**Task Force Leader: Resident Additional Collector**

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
<b>Before a Disaster</b>		
Develop telecommunications inventory and SOPs. (Task Force)	Telecommunications training.	
Coordinate with other Task Forces. (Task Force)		
Identify sites of vulnerable system components (e.g., switches). (Task Force)		
Ensure redundancy in communications systems. (Task Force)	May require close liaison with private sector providers.	
Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
Training in communication skills and methods. (Task Force)		
<b>Warning</b>		
Verify communication systems are working. (Task Force)		Within 24 hours of warning.

Mobilize Task Force.		Within 24 hours of warning.
Repair down systems and establish alternate communications systems. (Task Force)	Coordinate with Control Room.	Within 24 hours of warning.
Mobilize resources. (Task Force)		Within 24 hours of warning.
Facilitate telecom demands of other Task Force members. (Task Force)		
<b>Disaster</b>		
Check status of communications systems. (Task Force)		In 2-3 hours.
Identify damage to systems. (Task Force)		First information available in 2-3 hours.
Contact Control Room and other Task Forces on telecom needs. (Task Force)		In 2-3 hours.
Start repairs. (Task Force)		In 2 hours.
<b>12 Hours</b>		
Mobilize outside resources (may start earlier). (Task Force)		Continuous.
Complete plans for repairs and re-establishment of systems. (Task Force)	Coordinate with Control Room.	Continuous.
Liaise with Control Room and other Task Forces.		
Start shift system for staff. (Task Force)		At beginning of period.
<b>48 Hours and Beyond</b>		
Continue to assist other Task Forces. (Task Force)		
Continue repair work. (Task Force)		
Begin demobilization. (Task Force)		
Lessons Learned meeting.	Include Shelter, Food and Relief Supplies	Within 14 days of disaster.
Final Report. (Task Force)	Involve other Task Forces.	Within one month of end of operations.