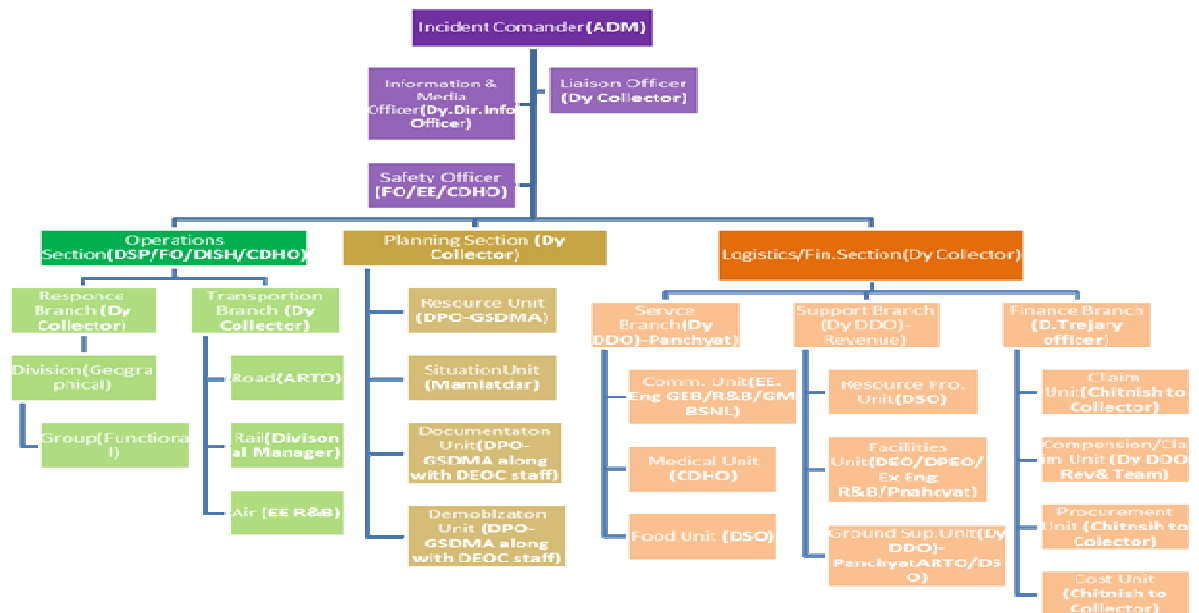




# District Disaster Management Plan-2017

## Bhavnagar

### Volume-I



Gujarat State Disaster Management Authority  
and  
District Collector Office – Bhavnagar



## **Prologue**

**Bhavnagar district has a number of villages at the coastal region of Arabian Sea and also many Hazardous industries are there, Worlds' largest Ship Recycling Yard Alang; there hazardous materials are handled.**

**Bhavnagar has faced multitude of Disasters like Flood, Cyclone, Heavy Rain, Lightening, Earthquake and Fire. Experience has shown that pre-planned and practiced procedures for handling an emergency can considerably reduce loss of life and minimize damage too. But now under the Disaster Risk Management Program Gujarat State Disaster Management Authority, and Collector Office Bhavnagar are preparing the communities and Government Officials from grass root level to top level for securing quick response mechanism right from bottom to top level under the four DRM Components. These are Capacity Building, Awareness Generation, Mock drill and Plan Preparation.**

**The Role of each agency in the event of an emergency is specified. Needless to say that the success of disaster management depends upon the co-coordinator and effective performance of the duties assigned to each and every agency.**

**The multy-hazard District Disaster Management plan of Bhavnagar is divided in two Volume. This volume-I is basically action plan for various hazards, which envisages an Insident Response System with a clear line of command, it also provide role clarity with delegation of specific power and responsibility to each staff in the structure.**

**This plan is a necessary document for reducing risks due to hazards and vulnerability; I hope this great document would be really helpful for protecting life and properties as well as sustainable development in future.**

**Harshad Patel  
Collector  
Bhavnagar**

## LIST OF ABBREVIATION/ACRONYMS

GSDMA:	GUJARAT STATE DISASTER MANAGEMENT AUTHORITY
EOC:	EMERGENCY OPERATION CENTER
DC:	DISTRICT COLLECTOR
DDO:	DISTRICT DEVELOPMENT OFFICER
MC:	MUNICIPAL COMMISSIONER
DSP:	DISTRICT SUPRITENDENT OF POLICE
RAC:	RESIDENSIAL ADDITIONAL COLLECTOR
DRMP:	DISASTER RISK MANAGEMENT PROGRAMME
IDRN:	INDIA DISASTER RESOURCE NETWORK
SDRN:	STATE DISASTER RESOURCE NETWORK
DDMP:	DISTRICT DISASTER MANAGEMENT PLAN
DDMC:	DISTRICT DISASTER MANAGEMENT COMMITTEE
CDMP:	CITY DISASTER MANAGEMENT PLAN
CDMC:	CITY DISASTER MANAGEMENT COMMITTEE
TDMP:	TALUKA DISASTER MANAGEMENT PLAN
TDMC:	TALUKA DISASTER MANAGEMENT COMMITTEE
VDMP:	VILLAGE DISASTER MANAGEMENT PLAN
VDMC:	VILLAGE DISASTER MANAGEMENT COMMITTEE
IEC:	INFOR MATION EDUCATION COMMUNICATION
SOP:	STANDARD OPERATING PROCEDURE
CMG:	CRISIS MANAGEMENT GROUP
AC:	AREA COMMANDER
ESF:	EMERGENCY SUPPORT STAFF
GSU:	GROUND SUPPORT UNIT
IAP:	INCIDENT ACTION PLAN
ISS:	INCIDENT STATUS SUMMARY
UC:	UNMIFIED COMMANDER
TUL:	TIME UNIT LEADER
SUL:	SITUATION UNIT LEADER
TS:	TECHNICAL SPECIALIST
TB:	TRANPORTATION BRANCH
RO:	RESPONSIBLE OFFICER
LO:	LIAISON OOFFICER
NO:	NODAL OOFICER
IRS:	INCIDENT RESPONSE SYSTEM
IRTS:	INCIDENT RESPONSE TEAM
IC:	INCIDENT COMMANDER
ICP:	INCIDENT COMMAND POST
ICS:	INCIDENT COMMAND SYSTEM
LS:	LOGISTIC SECTION
LSC:	LOGISTIC SECTION CHIEF
OS:	OPERATION SECTION
OSC:	OPERATION SECTION CHIEF
PS:	PLANNIG SECTION
PSC:	PLANNING SECTION CHIEF

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## **Introduction:**

The Incident Response System (IRS) is a system of management by objectives through Incident Action Plan (IAP). It takes care of any expanding incident through an organisational structure of Command Staff, Sections, Branches, Divisions, Groups, Units, resources and span of control, called Incident Response Team (IRT)

As per NDMA's IRS guidelines, IRT at District, Sub-Division, Tehsil and Block level should be constituted under the written directives of District Magistrate (DM). These teams will include experienced officers / employees at all levels and respond to all natural and man-made disasters. The lowest administrative unit (Sub-Division, Tehsil or Block) will be the first responder as the case may be. IRT at all levels will have same structure, i.e. IC supported with Operations, Planning and Logistics Sections. The IRTs are to be pre- designated at all levels.

## **Incident Response System**

### **Operations Section (OS)**

The OS deals with all types of field level tactical operations directly applicable to the management of an incident. This section is headed by an Operation Section Chief (OSC). In addition, a deputy may be appointed to assist the OSC for discharging his functions depending on the magnitude of the work load. OS is further sub-divided into Branches, Divisions and Groups which assist the OSC / IC in the execution of the field operations.

### **Operations Section Chief (OSC)**

On activation of the OS, the OSC will assume command of all the field operations and will be fully responsible for directing all tactical actions to meet the incident objectives.

The OSC will report to the IC. He will be responsible for activation, deployment and expansion of his Section as per IAP. As the operational activities increase and because of geographical reasons, the OSC will introduce or activate and

expand the Branch into Divisions for proper span of control and effective supervision.

### **Roles and Responsibilities of Operations Section Chief (OSC)**

#### **The Operations Section Chief will:**

1. Coordinate with the activated Section Chiefs;
2. Manage all field operations for the accomplishment of the incident objectives;
3. Ensure the overall safety of personnel involved in the OS and the affected communities;
4. Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc.) in his Section in consultation with IC and in accordance with the IAP;
5. Assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list (IRS Form-007) for the day as enclosed in Annexure-VII;
6. Request IC for providing a Deputy OSC for assistance, if required;
7. Brief the personnel in OS at the beginning of each operational period;
8. Ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
9. Prepare Section Operational Plan in accordance with the IAP; if required;
10. Suggest expedient changes in the IAP to the IC;
11. Consult the IC from time-to-time and keep him fully briefed;
12. Determine the need for additional resources and place demands accordingly and ensure their arrival;
13. Ensure record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Branches, Divisions; Units/Groups are collected and maintained in the Unit Log IRS Form-003 (enclosed in Annexure-III).

### **Planning Section (PS)**

The PS deals with all matters relating to the planning of the incident response. It is headed by the Planning Section Chief (PSC). This section helps the IC in determining the objectives and strategies for the response. It works

out the requirements for resources, their allocation and subsequent utilization. It maintains up-to-date information about the ongoing response and prepares IAP. For the closing phase of the Operations, this Section also prepares the Incident Demobilization Plan (IDP).

### **Planning Section Chief (PSC)**

The Planning Section Chief is responsible for collection, evaluation, dissemination and use of information. It keeps track of the developing scenario and status of the resources. In case of need, the PS may also have Technical Specialist for addressing the technical planning matters in the management of an incident.

A list of such specialists will be kept available in the PS. The PSC reports to the IC and will be responsible for the activation of Units and deployment of personnel in his Section as per requirement.

### **Roles and Responsibilities of Planning Section Chief**

#### **The Planning Section Chief will:**

1. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC.
2. Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP.
3. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned Composition of Planning Section Technical Specialist (if required) Demobilization Unit, Documentation Unit, Situation Unit Resource Unit departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilized.
4. Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan

may be oral or written. Written plan may have a number of attachments, including incident objectives, organization assignment list IRS Form-005 (enclosed in Annexure-V), incident communication plan IRS Form-009 (enclosed in Annexure-IX), demobilization plan IRS Form-010 (enclosed in Annexure-X), traffic plan, safety plan, and incident map etc. The major steps for preparing IAP are as follows;

- ✓ Initial information and assessment of the damage and threat;
  - ✓ Assessment of resources required;
  - ✓ Formation of incident objectives and conducting strategy meetings;
  - ✓ Operations briefing;
  - ✓ Implementation of IAP;
  - ✓ Review of the IAP; and
  - ✓ Formulation of incident objectives for the next operational period, if required;
5. Ensure that Incident Status Summary (IRS Form-002) enclosed in Annexure-II is filled and incorporated in the IAP.
  6. Ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Unit leaders and other responders of his Section.
  7. Plan to activate and deactivate IRS organizational positions as appropriate, in consultation with the IC and OSC.
  8. Determine the need for any specialized resources for the incident management.
  9. Utilize IT solutions for pro-active planning, GIS for decision support and modeling capabilities for assessing and estimating casualties and for comprehensive response management plan;
  10. Provide periodic projections on incident potential;
  11. Report to the IC of any significant changes that take place in the incident status.
  12. Compile and display incident status summary at the ICP.
  13. Oversee preparation and implementation of Incident Demobilization Plan (IRS Form-010) enclosed in Annexure-X.
  14. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII.
  15. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Units are collected and maintained in the Unit Log (IRS Form-003) enclosed at Annexure-III; and



## **Logistics Section (LS)**

The LS deals with matters relating to procurement of resources and establishment of facilities for the incident response. It also deals with all financial matters, concerning an incident. This section is headed by the Logistic Section Chief (LSC) and is an important component of the IRS organization for providing back end services and other important logistic support like communications, food, medical supplies, shelter and other facilities to the affected communities and responders as well. There is a Finance Branch (FB) attached to this Section in order to ensure that the procurements, if any, may be done quickly and in accordance with the financial rules.

The establishment and functions of all Sections are essential and vital for efficient response management. However, for management of smaller incidents, all the Sections need not be activated.

### **Logistics Section Chief (LSC)**

The LS comprises Service, Support and Finance Branches. Structure and details of each Branch are shown in Fig. 16. The Section is headed by a chief known as the LSC. The activation of various Branches of the LS is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component of the LS to specially facilitate speedy procurement, and proper accounting following financial procedures and rules.

### **Roles and Responsibilities of Logistics Section Chief (LSC)**

#### **The Logistics Section Chief will:**

1. Coordinate with the activated Section Chiefs;
2. Provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.
3. Participate in the development and implementation of the Incident Action Plan (IAP)
4. Keep RO and IC informed on related financial issues.

5. Ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Branch Directors and other responders of his Section.
6. Request for sanction of Impress Fund, if required.
7. Supervise the activated Units of his Section.
8. Ensure the safety of the personnel of his Section.
9. Assign work locations and preliminary work tasks to Section personnel.
10. Ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System.
11. Brief Branch Directors and Unit Leaders.
12. Anticipate over all logistic requirements for relief Operations and prepare accordingly.
13. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation.
14. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC.
15. Provide logistic support for the IDP as approved by the RO and IC.
16. Ensure release of resources in conformity with the IDP.
17. Ensure that the hiring of the requisitioned resources is properly documented and paid by the FB.
18. Assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII.
19. Ensure that cost analysis of the total response activities is prepared;
20. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003 as enclosed at Annexure-III.

## **Role and Responsibility of IRS Officer**

### **1. District Magistrate & Collector**

- Preparation and updating of District Disaster Management Plan for the District.
- To ensure to able to perform the role of each involved emergency service effectively.
- To activate and maintain the District Control Room round the clock. To provide essential facilities with the District control room.
- To access emergency situation and have to declare the emergency, call and direct the emergency services to respond the emergency by providing reinforcement and support by pooling the resources form the District and if required from the State.
- The arrangement for rescue, evacuation, shelter, food, water, clothing, and transportation to affected area, announcement to the public.
- To keep inform to the higher authority time to time to declare the withdrawal or termination of emergency.
- Rehabilitation, Restoration, Cleaning etc on post emergency actions.
- To submit the reports on emergency. To conduct the meetings.
- To conduct the mock drill.

### **2. District Development Officer**

- To ensure the different authorities, agencies, organization persons, as specified their role, should participate immediately during emergency in district pocket area.
- To advice and guide different panchayat department and local representatives for mitigate and preventives aspects of disaster management and coordinative approach at the time of emergency.
- To participate in the meeting, mock drill & training.
- To prepare own detailed action plan to ensure effective control on emergency.
- To liaison & co-ordination with chair person, Central Control Room, emergency services, organization, agencies, agencies person etc.
- To support all other duties as specified by District Collector.

### **3. Police Department**

- To access the situation and report immediately.
- To maintain the law and order during the emergency to control the traffic and control the affected area.
- To protect the life of people, inside, outside as well as road movers.
- To protect the property & environment & public announcement.
- Evacuation, rehabilitation, shelter & transportation work during the emergency as per prevailing situation.
- To help & assist to make area clean, removing of any structure and other similar work as required during actual emergency.
- To participate the meetings & Mock Drill / Rehearsal & Training.
- To liaison with Central Control Room and other emergency services / organization / agencies.
- To prepare their own details action plan & to ensure the provisions to handle the emergency.

### **4. Fire Service**

- Inspection, survey and assess the situation where incident occurs & give the report.
- To decide the proper & effective actions and immediate response actions to control the emergency, under intimation to Central Control Room or Chair Person.
- Proper training to fight against different hazards
- Rescue, Evacuation, Remove of debris, and other emergency work as directed or instructed.
- To maintain the proper and adequate fire fighting, equipments, neutralizing media, self-breathing apparatus, emergency equipments, personnel protective equipments with keeping in working order.
- The knowledge & information on different type of alternative resources, various types of extinguishing media, neutralizing media, chemical properties and their hazards with safe handling procedure.
- To participate the meetings Mock Drill / Rehearsal & training.
- To liaison with Central Control Room and other emergency services.

- To prepare their own details action plan & to ensure the provisions to handle the emergency.
- Other duties as required during actual emergency.

## **5. Health Department**

- To ensure the arrangement & preparedness for special medical treatment antidotes and trained doctor Para-medical staff as specified in toxicology at the time of industrial emergency in local pocket area.
- On declaration of emergency or on receiving the message or information, prompt medical facilities should be set up e.g. first aid post, casualty receiving center/ camp, as per gravity of situation at site. Similarly, arrangement for emergency operation or special treatment on chemical burn, injury, gas dispersion etc with adequate arrangement, which will can serve the purpose of Base Hospital.
- Identification of dead bodies and post mortem arrangement.
- To maintain up to-date list with telephone nos. of services of doctors, hospitals,
- Ambulance, primary health center, Para-medical staff, vehicle to meet the emergency situation.
- Arrangement to inform the upto-date status time to time to DEOC, Chair Person, and Relatives of injured or admitted patients, emergency services etc.
- Arrangement to safe guard the public health in case of development of epidemic situation & announcement on safety measure to be taken by public at the time of emergency situation.
- To advice & guide the different stake holders in respect of medical & health part time to time.
- Provision for proper and adequate medicines, life saving drugs, equipments, antidotes etc. related to different hazards.
- To participate meetings, mock drills / examine and training.
- To prepare own detailed action plan to ensure the effective handling of different kinds of emergencies.
- To liaison with DEOC, Chair person, emergency services organization, agency and other related person.
- Other duties as required during actual emergency.

## **6. RTO**

- To respond to collector and police instructions in different kinds of emergency
- To provide adequate requirements for both persons and material.
- To arrange for deployment of vehicles with full fuel levels.
- To streamline traffic flow and parking yard movement.
- To co-ordinate in deployment of vehicles, if required.
  
- To participated meeting, mock drills & training.
- To prepare own detailed action plan to ensure effective handing at the time of actual emergency.

## **7. Civil Supplies Department**

- To arrange to provide cooked food and clothing to evacuees and others involved in emergency controlling operation.
- To ensure availability of sufficient cooked food, water ready for distributaries at various locations.
- To participate in the meeting, mock drills & training.
- To prepare own detailed action plan to ensure effective handling of emergency.

## **8. Dy Director - Information**

- To participate in the meeting, mock drill / exercises and training.
- To assist the public in case of rescue operation and authentic news.
- To liaison & Co-ordination with Chair person, Central Control Room and emergency services.
- Ensure to safe guard the public at large during actual emergency by providing correct reliable authentic guideline and news.

## **9. Dy. Controller (Civil Defence)**

- To participate in meeting, mock drills & training.
- To prepare own detailed action plan to ensure effective handling of emergency
- To assist police in rescue and evacuation work during emergency.
- To provide security, cordoning the area, and other Services.

## **10. Gujarat Electricity Board (PGVCL)**

- To arrange for un-interrupted power supply, if needed.
- To arrange for lighting at temporary medical camps, rallying points and parking yards.
- To take care of electrical equipment within affected zone.
- Arrange for switching off power supply if requested by authority.
- To participate in the meeting, mock drills & training
- To prepare own detailed action plan to ensure effective handling of emergency

### **11. Regional Officer (GPCB)**

- To participate in the meetings, mock drill / exercises and training.
- To prepare own detailed action plan to ensure the effective control of industrial emergency & subsequent action.
- Liaison with central control Room, chair person, Emergency Services, Organization agencies & other related persons.
- Advice & Guidance to the District Crisis Group in Respect of environment protection in the industrial pocket.
- To provide the technical input regarding environment and evaluate the contamination or adverse effect during industrial emergency.
- To provide the details & information on development of emergency situation regarding in safe level to the life and suggest area to be evacuated and other safety measures.
- To suggest the safe level for restoration & restarting of work on termination of emergency services & expert persons etc.
- Other duties or work as directed by District crisis group or chair person.

### **12. Representative Form MAH Units**

- The management of major accident hazardous unit has to maintain updated onsite emergency plan with necessary details with accurate information and a correct assessment of the situation. The site main controller is responsible to provide immediately on occurrence of crisis at his unit with specific details, development and needed help from local crisis group & district crisis group. He will arrange & provide all the resources, equipments, manpower, and communication network from his own unit and co-ordinate with local crisis group & district crisis Group to combat the industrial emergency.

### **13. Role of other members of District Crisis Group**

- To participate in the meeting, mock drill / exercise and training.
- To assist the public in proper way in case of rescue and evacuation during actual emergency.
- To advice and guidance to the District crisis group & Chair person.
- To arrange and help the supporting actions and duties in respect of industrial emergency
- To provide more and adequate resources & various requirement to tackle the industrial emergency immediately.
- Liaison & co-ordination with Central Control Room and emergency services.

#### **14. Volunteer Organizations (N.G.O.)**

- The voluntary organization / services can play vital role in relief & rescue operations like arrangement of food packets & packing up of the same, distribution of the food packets and water pouches, arrangements of life saving drugs & distribution of the same, can play a major role in awareness generation, to convince the person / public to evacuate the residence / place and to shift to safe shelter timely during emergency. Otherwise it may result more serious effect. To save the life of public is more important factor, which will be successfully carried out by the voluntary organization. The list of such organization with address, telephone no. organization etc will be prepared and up-dated time to time.

#### **15. Railway Authority**

- To issue the standing instruction to all railway gates to take actions on receiving the message from the Station Master.
- To decide authority level of railway staff to take actions.
- To carry out evacuation by railway, if required.
- To take care of floating population at railway stations and on board travelers.
- To issue the standing instruction to station Masters on up and down railway stations to stop the train as soon as emergency message is received from DEOC and CCR.

#### **16. Irrigation Department**

- Play vital role in pre, during and post form of emergencies particularly in floods.
- Proper management of dams, irrigation canals, ponds and timely maintenance of the same.
- Inform DEOC and respective stake holders in case of water release from the dams.
- Start their control room at the time of monsoon.
- Follow the instructions mentioned with the Flood memorandum.
- To participate in the meetings, mock drill / exercises and training.
- To prepare own detailed action plan to ensure the effective handling of different kinds of emergencies.
- Liaison with DEOC, Chairperson, emergency services organization, agency and other related person.
- Other duties as required during actual emergency.



## **17. R&B Department**

- To play vital role in pre, during and post form of emergencies.
- Proper management of roads and buildings and timely maintenance of the same.
- Inform DEOC and respective stake holders diversion of routes, closing status of the roads etc.
- Ensure safety terms while establishing or developing of bridges, dams, roads, buildings etc.
- To participate in the meetings, mock drill / exercises and training.
- To prepare own detailed action plan to ensure the effective handling of different kinds of emergencies.
- Liaison with DEOC, Chairperson, emergency services organization, agency and other related person. Other duties as required during actual emergency

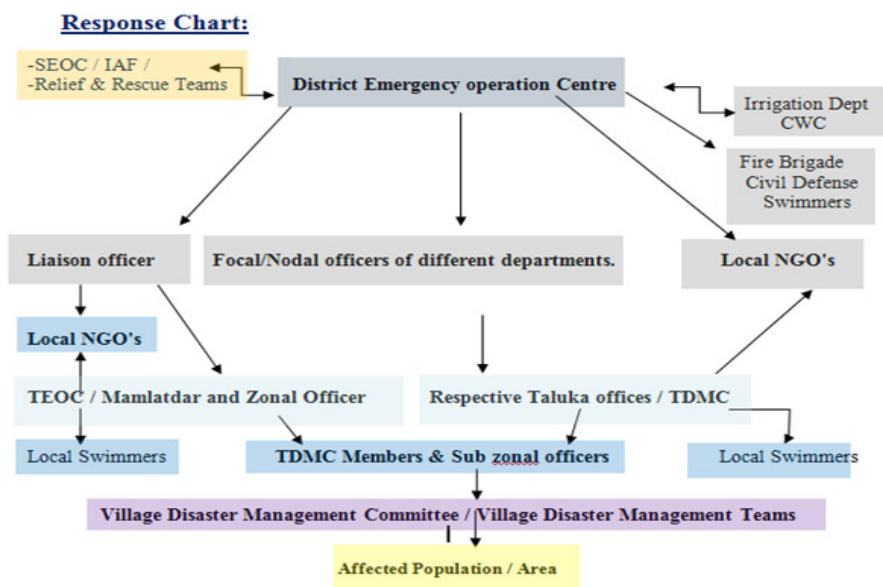
## Bhavnagar District & Taluka level IRT

Position of IRT	District	Taluka
<b>Responsible Officer</b>	Collector & DM	Dy Collector & SDM
<b>Incident Commander</b>	ADM	Mamlatdar
<b>Information &amp; Media Officer</b>	Dy. Director Information	Asst. Officer from Info dept.
<b>Liaison Officer</b>	SDM/Any Class one officer	SDM/Any Class one officer
<b>Safety Officer</b>	Disaster specification/ (fire-fire officer, flood-health, earthquake -civil engineer, CDHO )	Disaster specific-Fire-fire officer, As per require Health-BHO, Earthquake-Dy. Engineer
<b>OPERATIONS SECTION CHIEF</b>	DISH/SP/CDHO/FO	Dy. SP/Factory Inspector/BHO/FO
Staging area manger	DPEO/DEO	TPEO
Response Branch Director	District Municipal Officer	Chief Officer
Division Supervisor/Group-in charge	Fire officer	Fire officer /FireStaff
Transportation Branch Director	Dy. Collector Stamp Duty	Dy. Mamlatdar (Extra post)
Road Group	ARTO	ARTO's staff
Rail Group	Divisional Manger	Station Master
Air Operations Group	EE R&B State	Ass. Eng.R&B State
<b>PLANNING SECTION CHIEF</b>	Dy Collector DCLR	Dy Mmaltdra DCLR
Resource Unit	District Project Officer-GSDMA	Dy. Mamaltdar Revenue
Situation Unit	Taluka Mamltar	Members of VDMC
Documentation Unit	District Project Officer-GSDMA(Along with DEOC Staff)	Dy.Mamlatdar Revenue
Demobilization Unit	District Project Officer-GSDMA (Along with DEOC Staff)	Dy.Mam and TDO staff/CO

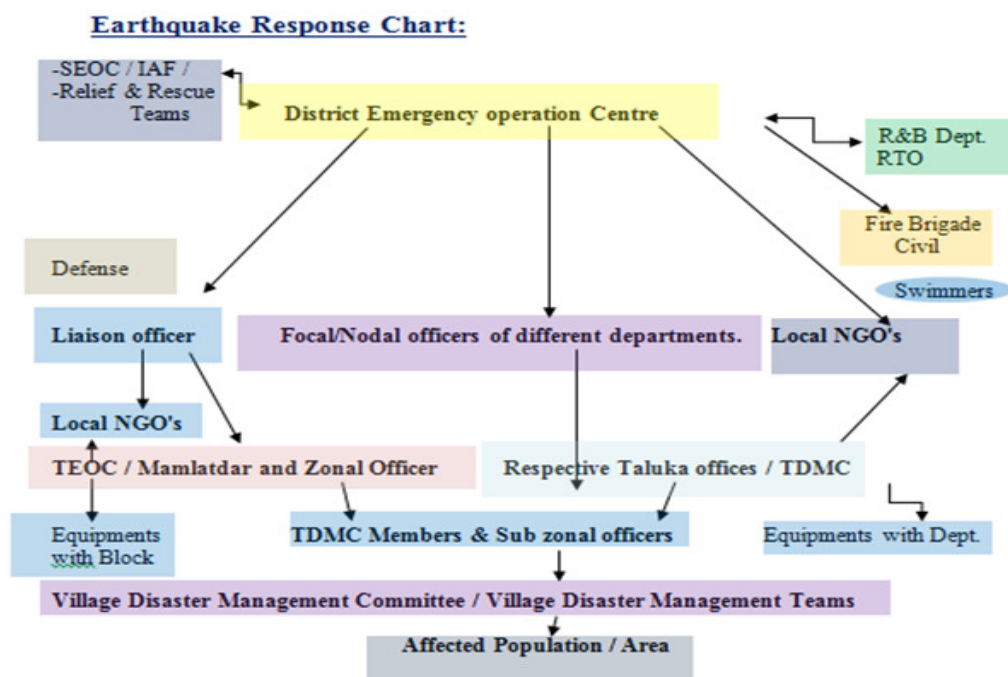
<b>LOGISTIC/ FINANCE SECTION CHIEF</b>	Dy Collector Election	Dy Mamltard Election
Service Branch Director	Dy. DDO Panchyat	Dy. Chinish Panahcyat
Communication Unit	Ex. Eng. GEB/R&B, General Manager BSNL	Dy. Engineer, R&B& GEB; SDOP;
Medical Unit	CDHO	BHO
Food Unit	DSO	Dy Mamlatdar, Supply Office
<b>Support Branch Director</b>	Dy DDO Revenue	ATDO
Resource Provisioning Unit	DSM (District Supply Mamlatdar)	Dy Mamlatdar / RAK
Facilities Unit	DPEO/DEO, Ex. ENG.R&B Panchayat	TPEO; Dy Engineer R&B Panchayat
Ground Support Unit	ARTO, DSO	RAK, RTO Inspector
<b>Finance Branch Director</b>	District Treasury officer	Sub-Treasury Officer
Claim Unit	Citnish to Collector (PRO)	Accountant Panchayat/Mamltard
Compensation Unit	Dy. DDO (Revenue) & Team	Dy. Mamlatdar / TDO / CO and team
Procurement Unit	Chitnish to Collector	Dy. Mamlatdar under the guidance of Mamlatdar
Cost Unit	ADM	Mamltard

## Action Plan in various Disasters

### Response Chart

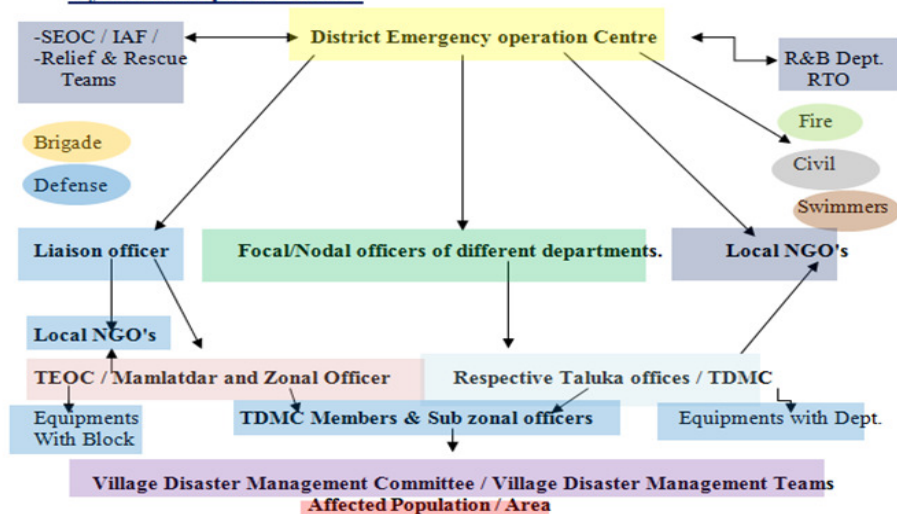


### Earthquake Action plan



## Cyclone Action Plan

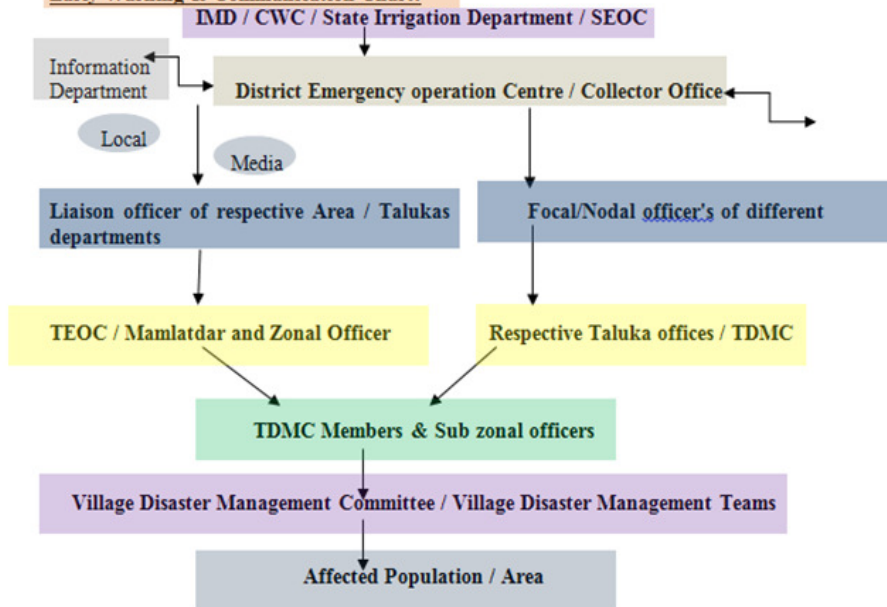
**Cyclone Response Chart:**



## Flood Action Plan

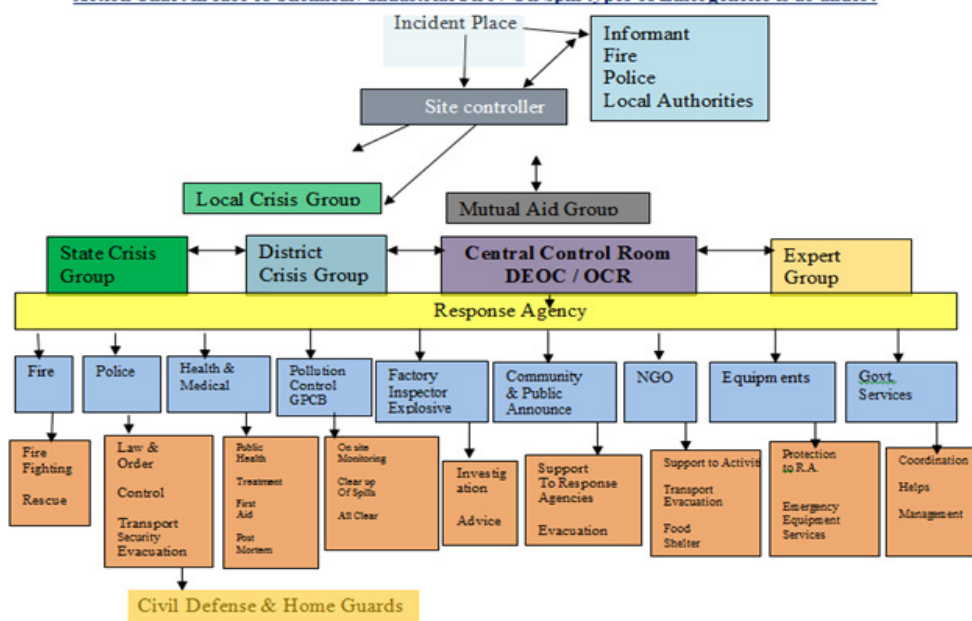
### Flood

**Early Warning & Communication Chart:**



## Chemical/Industrial fire/Oil spills Action Plan

Action Chart in case of Chemical / Industrial Fire / Oil Spill types of Emergencies is as under:



**Form- of 1 to 10 (Annexure-I to X)**

(Attach a Seprate sheet if space is not sufficient in bellow annezxures)

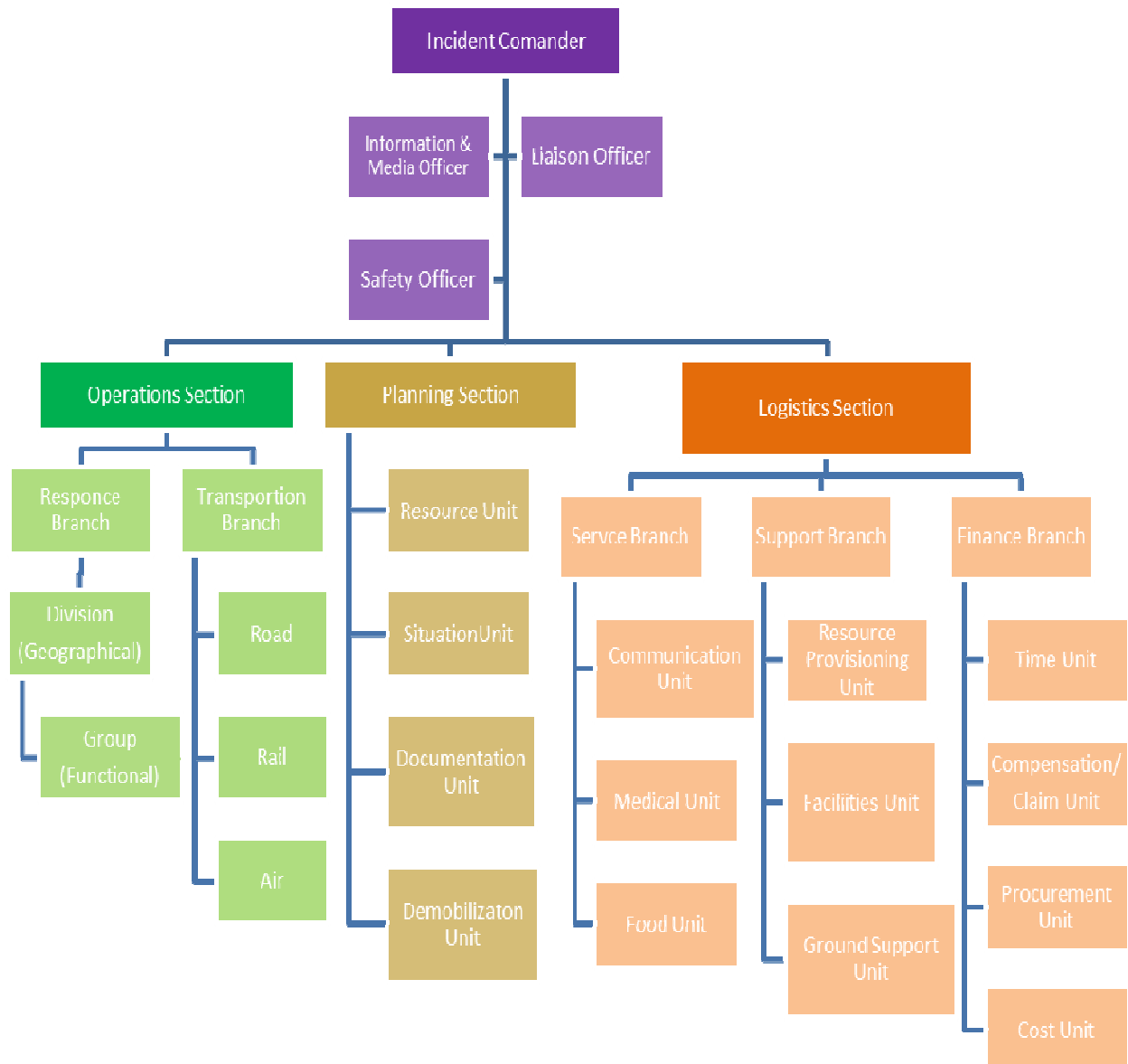
## **Annexures**

### **Annexure-1**

#### **Incident Briefing-IRS form 001**

<b>1. Incident Name</b>	
<b>2. Map Sketch (Give details of the affected site)</b>	
Date Prepared	Time Prepared
<b>3. Summary of Current action</b>	
A. Action Already Taken	
.....	
.....	
.....	
.....	
B. Action To be Taken	
.....	
.....	
.....	
.....	
C. Difficulties If Any In Response Including Mobilisation of Resources and Manpower	
.....	
.....	
.....	
.....	

#### 4. Current Organization (Brief about activated section of IRT)





### 5. Resources summary

Resources Ordered	Source	*ETA	Site of Deployment	Assignments

\_\_\_\_\_

\_\_\_\_\_

Prepared by (Name and Position):

\_\_\_\_\_

**Signature**

\*ETA : Expected Time of Arrival

## Annexure-2

### Incident Status summary (ISS)- IRS Form 002 (Major Components)

<b>1.Name of the incident:</b> _____		<b>2.Name of the IRS:</b> _____		<b>3.Operational Period</b> _____		<b>4.Prepared</b>	
						<b>Date:</b> _____	
						<b>Time:</b> _____	
<b>5.Name of the IC :</b> _____				<b>6.Phone :</b> _____			
<b>7.current situation (Nos. of casualty)</b>							
(a)	(b)	(c)	(d)	(e)	Dead	Identified and cremated /buried dead bodies	Un-identified dead bodies
Locations	Injured	Treated	Discharged	Patients referred (specify Hospitals with locations)			
<b>8.status of infrastructure (put tick mark)</b>						<b>9.Threats ,if any which may be increase severity of incident may be indicated</b>	
(a)		(b)		(c)		(d)	
Infrastructure		Not Damaged		Partially Damaged		Completely Damaged	
Road							
Railways							
Airport							
Water supply							
Electricity supply							
Communication Network							

Communities/ critical Infrastructure				
Residence				
Any Other (specify)				

	<b>10.Resources deployed for response with descriptions</b>						
(a)		(b)			(c)		(d)
Locations	Human Resources	Resources			ESF involved		Activities
		Equipments			GOV.	Non GOV.	
		Kind	Type	Quantity			

<b>11.Need for additional resources</b>			
(a)			(b)
Resource Details			Source of Mobilization
kind	Type	Quantity	

<b>12. Remarks if any:</b>
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<b>13. Name and designation of officer Prepared by</b> _____
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Source : Adapted from IRS Form 002

### Annexure-3

#### Unit Log – IRS Form 003 (Major components)

1.Name of the incident:  _____	2.Name of the section:  _____	3.Operational period:  _____	4. prepared	
			Date: _____	
			Time: _____	
5.Name of the units	6.Work Assigned with Resources	7. Name of the site	8. status of work	
			(a)	(b)
			Completed	Not completed
9.specify accident / incident / weather conditions which may increase severity of incident				
(a)	(b)	(c)		
Time	Locations	Action taken or suggested		
10 .Name and designation of officer prepared by				

Source : Adapted from IRS Form 003

## Annexure-4

### Record of performed Activities- IRS Form 004

(Major components)

<b>1.Name of the Incident:</b> _____	<b>2.Operational period</b> _____	<b>3.prepared</b>	
		Date: _____	
		Time: _____	
<b>4.Name of the</b> Section: _____ Branch /Division/Unit: _____			
<b>5. Name of the Facilities where</b> ( ICP / Incident Base /camp / Relief camp /Staging Area ,Medical camp / Helibase / Helipad / Any other ) Division or Unit is deployed (Specify With exact location). _____			
<b>6.Work Assigned</b>		<b>7.Status of work (put tick mark)</b>	
		(a) Completed	(b) Not completed
<b>8.Any incident /accident during the response and action taken</b>			
(a)		(b)	
Incident /Accident (Specify, if any)		Action	
		Taken	
<b>9.Name and designation of officer prepared by</b> (Specify Name position and section): _____  (prepared by all responders bellow the section)		<b>10.Despatch:</b>  Date: _____  Time: _____  _____  <b>11.Signature of Receiving officer</b>	

Source : Adapted from IRS Form 004

## Annexure-5

### Organization Assignment List – IRS Form 005 (Major components)

This assignment list will be prepared as IAP and will be circulated among all the responders and supervisory staff at the beginning of each operational period by the respective section chiefs.

<b>1.Name of the Incident:</b> _____	<b>2.Operational period:</b> _____	<b>3.Prepared:</b> _____ Date: _____ Time: _____
<b>4.Name of the section to whom work assigned:</b> _____		
<b>5.Name of the supervisory officer concerned:</b> _____		
<b>6.Name of the responder:</b> _____		
<b>7.list of task assigned :</b> (a) _____ (b) _____ (c) _____ (d) _____ (e) _____ (f) _____ (g) _____ (h) _____ (i) _____ _____ _____		
<b>8. Name and designation of officer prepared by:</b> _____ _____ _____	<b>9. Approved by:</b> _____ _____ _____	

Source: Adapted from ICS Form 203

## Annexure-6

**Incident Check – in and Deployment list IRS Form 006**  
**(Major components)**

<b>1.Name of the incident:</b> _____			<b>2. Name of section/Branch /Division/ Unit and Facility:</b> _____						<b>3.Operational period:</b> _____		<b>4. Prepared</b>	
											<b>Date:</b>	
											<b>Time:</b>	
<b>5. Resource check-Information</b>			<b>6. Source of Mobilisation</b>		<b>7.check -in</b>			<b>8. Status of Resources</b>				
(a)	(b)		(c)	(d)		(a)	(b)	(a)	(b)	(c)	(d)	(e)
personnel	Equipment		Govt	private	Date	Time	if still in Facility	Sick/out of service/maintenanc e	Location of site if deployed (specify)	Date	Time	
	Kind	type										
<b>9. Name and designation of officer prepared by:</b> _____												

Source : Adapted from ICS Form 211

## Annexure-7

### On Duty Officer List –IRS Form 007 (Major components)

This will be maintained by all the section and sent to Ro through IC

<b>1.Name of the incident:</b> _____		<b>2. Name of section/Branch /Division/ Unit (specify):</b> _____			<b>3.Operational period:</b> _____		<b>4. Prepared</b> Date: Time:	
SI	<b>5. Name of officer</b>	<b>6.Designation in Normal period</b>	<b>7. phone no/ E-mail ID</b>	<b>8. IRS position for the Incident</b>	<b>9. Location of Deployment</b>	<b>10. Location of camp with contact Details</b>	<b>11. Any other Information</b>	
<b>12. Name and designation of officer prepare by</b> _____				<b>13. signature of the section chief</b> _____		<b>14. Dispatch</b> Date Time		



## Annexure-8

### Medical Plan –IRS Form 008-(Major components)

<b>1.Name of the incident:</b>  		<b>2.Operational:</b>  		<b>3.Prepared</b>			<b>4.Total Nos. of medical aid camp to be established:</b>									
				Date:												
				Time:												
4.1 SI.No	4.2 Location(s)	4.3 Resources Available in the medical camp														
		(a) No. of Medical officers		(b) No.of paramedics staff		(c) Others (ANM & trained volunteers)specify		(d) Lifesaving drugs /Appliances		(e) Facilities of referral services and Blood Banks		(f) Any other (specify)				
								Yes	No	Yes	NO					
<b>5.Status of Ambulances</b>				<b>6.Avilability of Regular Medical Facilties (Specify in Nos.)</b>												
(a)		(b)		(c)		6.1 Govt					6.2 Private					
Name of the Ambulance service provider		Address& Contact No.		Paramedics Yes NO		(a) Loca tions	(b) Sub centre	(c) PHC	(d) Hospitals	(e) Medical college	(a) Locations	(b) Clinic	(c) Nursing	(d) Hospitals	(e) Medical College	(f) RMP
<b>7.Road map of area circulated among the Ambulance service</b>				<b>8.Referral Medical Facilities in the neighborhood</b>												
(a) Yes	(b) No		(a) Location		(b) Address					(c) Specialization						
<b>9.Name and designation of officer prepared by (Medicalunit)</b>  										<b>10.Approved by</b>  						

Source :Adapted from IRS Form 008

## Annexure-9

### Communication plan –IRS Form 009-(Major components)

<b>1.Name of the Incident:</b> _____						<b>2.Operational period:</b> _____				<b>3.Prepared:</b> Date: _____ Time: _____			
<b>3.List of locations where communication is available</b>													
(a)	(b)	(c)		(d)									
Name of location	organisation	Requirement of Backup power		Type of communication									
				Wireless			Telephone			HAM Radio		Web	
		yes	No	HF	VHF	Morse	Land line	Mobile	satellite		E- mail	skype	

<b>4.List of locations where communication has to be setup</b>															
(a)	(b)	(c)		(d)		(e)									
Name of location	Organization responsible	Requirement of Backup power supply		Personnel Requirement (specify Nos. if required)		Type of communication									
						wireless			Telephone			HAM Radio		Wed	
						HF	VHF	MOrse	Land line	Mobile	satelite		E-mail	skype	
		Yes	No	Yes	No										

<b>5 .Arrangements for repair and replacement of faulty sets:</b> _____	<b>6.In stock available sets (specify Nos., kind and type):</b> _____
--	--

<b>7.Networking plan for l\integrating inter - organisational communication facilities with the local setup (Army /NDRF, etc)-weather repeater or relay setup is required or not</b>	<b>8.Transport requirements for supervision and maintenance:</b>
<b>9.Name and designation of officer prepared by:</b> _____	

Source: Adapted from ICS Form 205

## Annexure-10

### Demobilisation plan – IRS Form 010 (Major components)

<b>1.Name of the Incident:</b>  _____	<b>2.Name of section /Branch /Division / Unit to be Demobilized (specify):</b>  _____			<b>3.Operational period:</b>  _____		<b>4.Prepared:</b>	
						Date:	
						Time:	
<b>5.Name of responder(s)/ details of resources to be demobilized</b>	<b>6.Location from where demobilization will take place</b>	<b>7.Date&amp;Time</b>	<b>8. Mode of transport</b>	<b>9. Transit destination, if any</b>	<b>10. Final Destination &amp; name of agency to whom returned</b>	<b>11.Ultimate destination agency notified or not</b>	
						Yes	NO
<b>12.Demobilisation Plan for out service equipments and sick personnel</b>							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	
Name of sick personnel /out of service equipments	Location from where demobilisation will take place	Date &time	Mode of Transport	Transit destination, if any	Final destination &name of agency to whom returned	Ultimate destination agency notified or not	
<b>13. name and designation of officer prepared by</b> _____				<b>14.Approved by</b> _____		<b>15. Issued by</b> _____	

Sourced: adapted ICs Form 221

# **Gujarat State Disaster Management Authority**

**District Emergency Operation Center  
District Collector Office  
Bhavnagar**