District Disaster Management Plan

Porbandar district

2019-20

(Volume: I)

Collector Office

Disaster Management Cell

Porbandar

Gujarat State Disaster Management Authority

District Disaster Management Plan

Year: 2019-20

(Volume: I)

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Porbandar

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Chapter: I

Incident Response System, Porbandar

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 standardising 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.

Realisation 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)

1.1 What is IRS:

The Incident Response System (IRS) is **"the model for command, control and coordination of emergency response"**. National Disaster Management Authority (NDMA), the apex level policy planning body defines IRS as the combination of facilities, equipment, personnel, procedure and communications operating witin a common organizational structure with responsibility for management of assigned resources effectively to accomplish stated objectives pertaining to an incident. 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. Every one 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.

Chapter: II

2.1. District Profile of Porbandar

Introduction

Porbandar district in Gujarat state is located at 21°67' N latitude and 69°81'E longitude. This district came into existence on 2nd October 1997, earlier it was a part of Junagadh district. It is surrounded by Jamnagar and Devbhoomi Dwarka district to the north, Junagadh and Rajkot district to the east and the Arabian Sea to the west and south.

The famous "Barda" hill is situated in Porbandar district. The lower plains of Ghed area is also the part of Porbandar district, which is known as Sorathi and Barada Ghed. Ghed is water logged for a long time during monsoon due to flood in rivers due to its unique situation. This district has also sea coastline of 106 km stretching from Madhapur to Miyani in the Porbandar Taluka.

Area & Administration:

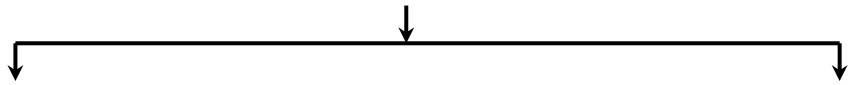
The district covers an area of 2,316 square k.m. and has **total population 5,85,449.**

It has 3 Taluka (under two Sub-divisions) shows in below table.

	Village Area			
Sr. No.	**Name of Taluka**	**Number of Villages**	**Number of Towns**	**Population**
1	Porbandar	75	02	384660
2	Ranavav	30	01	114568
3	Kutiyana	47	01	86221
Total		**152**	**04**	**585449**

Table: 2.1 showing taluka wise population distribution.

Porbandar District with Two Sub-Division



Porbandar

Kutiyana
Ranavav

Porbandar town is district head-quarter and the district has 4 towns (including Porbandar). The information of municipality is as under. Khapat and Bokhira is included in Porbandar town whereas, Adityana included in Ranavav town.

Climate:

The Climate of Porbandar district can be regarded as one of extreme kind with normal weather. The air is humid due to coastal location. The details of **coastal villages** are as under:

Sr. No.	Taluka	Number of Villages
1	Porbandar	28
2	Ranavav	-
3	Kutiyana	-
TOTAL		**28**

Table no: 2.2 showing coastal villages.

The temperature at Porbandar district headquarters ranges from 43.6 degree centigrade higher in the summer and 9.5 degree centigrade lowest in the winter.

Table 2.3 : EXTREME WEATHER EVENTS IN THE MONTH OF APRIL.

Year	Temperature(^{o}C)		Rainfall (mm)	
	Highest Maximum(Date)	Lowest Minimum(Date)	24 Hours Highest (Date)	Monthly Total
2016	38.2(28)	20.8(08)	000.0(--)	000.0
2015	42.8(23)	20.5(01,06)	000.0(--)	000.0
2014	39.6(23)	18.4(10)	000.0(--)	000.0
2013	38.8(26)	16.6(07)	000.0(--)	000.0
2012	37.7(02)	19.6(07)	000.0(--)	000.0
2011	40.2(08)	19.2(03)	000.0(--)	000.0
2010	38.6(10)	20.0(05)	000.0(--)	000.0
2009	43.5(28)	18.4(09)	TRACE(06)	TRACE
2008	39.8(26)	19.9(02)	000.0(--)	000.0
2007	42.2(06)	20.4(03)	000.0(--)	000.0
ALL TIME RECORD	44.0(26,1979)	15.0(02,1996)	005.9(15,1983)	006.1(1983)

Average Weekly Temperature (Degree Celcius)									
Block	Period								
	Summer (April-May)			Winter (Oct-March)			Rainy (June-Sept)		
	Min.	Max.	Mean	Min.	Max.	Mean	Min.	Max.	Mean
Porbandar	20.55	38.65	29.60	13.15	36.42	24.78	23.98	34.18	29.08

Table 2.4 : Average weekly temperature
Source: IMD, Gandhinagar

Climatological table:

PERIOD: 1981-2010

Table 2.5: climatological table (1981-2010)

Month	Mean Temperature(°C)		Mean Total Rainfall (mm)	Mean Number of Rainy Days	Mean Number of days with			
	Daily Maximum	Daily Minimum			HAIL	Thunder	FOG	SQUALL
Jan	29.3	14.2	001.1	00.1	0.0	0.0	0.5	0.0
Feb	30.5	15.8	001.1	00.1	0.0	0.0	0.2	0.0
Mar	32.9	19.5	000.0	00.0	0.0	0.0	0.7	0.0
Apr	33.5	22.6	000.0	00.0	0.0	0.1	0.8	0.0
May	33.5	26.2	002.5	00.2	0.0	0.1	0.1	0.0
Jun	33.3	27.9	098.3	03.3	0.0	1.7	0.0	0.0
Jul	31.4	26.8	249.5	09.4	0.0	1.4	0.0	0.0
Aug	30.3	25.9	155.4	07.7	0.0	0.9	0.0	0.0
Sep	31.7	25.0	077.6	03.0	0.0	1.2	0.0	0.0
Oct	34.7	22.6	007.6	0.9	0.0	0.6	0.4	0.0
Nov	33.9	19.1	013.1	0.5	0.0	0.1	0.1	0.0
Dec	31.0	15.8	000.7	0.2	0.0	0.0	0.5	0.0
Annual	32.2	21.8	606.8	25.4	0.0	06.1	3.3	0.0

Sr. No	Name of district	Area (in Ha)	Normal Annual Rainfall (mm)	Average Monthly rainfall (mm)	No of rainy days (No.)
1	Porbandar	2,27,200	606.80	145.20	25.40

Table 2.6: showing Average rainfall in Porbandar district.
Source: PMKSY, District Irrigation Plan, Porbandar
The average annual rainfall recorded in Porbandar district was 428 mm during monsoon 2018.

Soil:

The soils of Porbandar district can be classified into three main categories:

- Shallow to Medium black soil
- Deep black soil (Ghed area)
- Coastal alluvial soil

Mainly, Shallow to medium black soils are found almost in three taluka which comprises 75 % of the area. This soils are more productive and rich in lime, magnesia and alumina but, poor in phosphorous, nitrogen and organic matters. This soil can retain considerable moisture and are suitable for agriculture.
Coastal alluvial soils are found mainly in coastal part of the Porbandar taluka, where the soils are less productive because of salinity.

The last 23 years taluka wise rainfall data of Porbandar district is provided in the Table :1.6

Table 2.7: RAINFALL DATA OF PORBANDAR DISTRICT (1995 to 2018)

Sr. No	Year	Taluka		
		Porbandar	**Ranavav**	**Kutiyana**
Rain fall average (In year of 1986-2015)		**646**	**712**	**719**
1	**1995**	**521**	**546**	**625**
2	**1996**	**452**	**487**	**341**
3	**1997**	**841**	**662**	**787**
4	**1998**	**1101**	**976**	**880**
5	**1999**	**157**	**314**	**354**
6	**2000**	**435**	**369**	**537**
7	**2001**	**612**	**773**	**550**
8	**2002**	**271**	**270**	**137**
9	**2003**	**666**	**912**	**650**
10	**2004**	**477**	**546**	**725**
11	**2005**	**903**	**735**	**844**
12	**2006**	**803**	**1100**	**1008**
13	**2007**	**1349**	**1316**	**1218**
14	**2008**	**557**	**624**	**801**
15	**2009**	**1497**	**1699**	**919**
16	**2010**	**1482**	**1690**	**1843**
17	**2011**	**779**	**1070**	**962**
18	**2012**	**211**	**220**	**266**
19	**2013**	**936**	**1198**	**1480**
20	**2014**	**645**	**985**	**1045**
21	**2015**	**324**	**516**	**327**

22	**2016**	**501**	**588**	**784**
23	**2017**	**627**	**675**	**644**
24	**2018**	**446**	**421**	**418**

River & Dams:

The district has three major non-perennial rivers named as Bhadar, Ozat and Minsar which falls into the Arabian Sea in the west. Besides, minor rivers named as Sorthi, Vartu, Kalindri and Bilganga flows in the district. There are no major dams but, five medium and minor dams are under the control of the state irrigation department and one minor dam is controlled by the district panchayat. There are 4 tidal regulator scheme and one reservoir scheme and 1 minor project are under control of salinity control division, Porbandar.

Ports & Fisheries:

Out of 1600 Km coast-line of Gujarat, the coastal belt of Porbandar district is blessed with 106 Km extending from Madhupur village in the south to Miyani (Harshad) village in north. There is 1 port in the Porbandar district, which is cargo and fisheries port. This port handle the import of commodities like coal, date-palm, LPG, Butane, steel, building materials, animal feed and edible oil and the export includes commodities like fish, cement ground-nut cakes, soyabean cakes, edible oil, bauxite, onion, garlic and building materials. There are 6 fishing villages and the fishermen population is 32,641 and out of which 10,546 are active fishermen. In total 5,207 mechanical/ no- mechanical boats of different capacity are available with them.

Agriculture & Livestock:

The geographical area of Porbandar district is 2,29,500 hectare. The net sown area of the district is 1,00,685 hectare.The area under irrigated and non-irrigated land is 12,300 hectare and 88,385 hectare respectively. The major crops cultivated in the district are ground-nut, cotton, Bajra, Jowar, castor, sesame seeds, chick-pea, cumin seeds and vegetables.

There are total 61,145 farmers in the district where Porbandar, Ranavav and Kutiyana taluka have 32,249, 17,294 and 11,602 farmers respectively.

The cropping pattern of the district during the year 2018-19 is described in the following table:

Cropping pattern and season						
Kharif			Rabi		Summer	
Sl no	Crop	Net sown area (in hectare)	Crop	Net sown area (in hectare)	Crop	Net sown area (in hectare)
1	Groundnut	76200	Dhain	1405	Sesame seeds	0
2	Sesame seeds	0	Chick-pea	5235	Moong dal	30
3	Cotton	10670	Cumin seeds	3305	Bajra	20
4	Divela	290	Coriander leaves	1115	Urad dal	20
5	Moong dal	0	Jowar (ravi)	25500	Vegetables	175
6	Urad dal	0	Divela(ravi)	10	Fodder	590
7	Vegetables	435	Vegetables	255	-----	------
8	Fodder	12550	Fodder	12980	-----	-------

Table 2.8: showing cropping season and pattern of Porbandar district.
(source: District Agriculture Office, Zila panchayat, Porbandar)

The livestock rearing is also an important livelihood for certain communities in the district. The livestock available in district are cows, buffaloes, sheep, goats, horses, mules, donkeys, camels, dogs and rabbits. According to the livestock census-2012, the Taluka wise total livestock of Porbandar, Ranavav and Kutiyana are 150545, 62779 and 60510 respectively. Total number of poultry is 14,605 in the district.

Industries:

The district has mainly cement, chemical, metallurgical and ship building and fishing industries. Availability of minerals such as lime stone, chalk amd bauxite help to develop several mineral based and cements industries. The important industries in the district are Saurashtra chemicals, Saurashtra cement, Orient abraisive ltd and S.H.V. Energy pvt ltd (super gas terminal). There are also many minor industries developed in the district.

Road, Railway & Airway:

The district has 670 Km length of pakka roads connecting to 133 villages/towns in the district. 7 villages are connected by kachha roads and 13 villages can be accessed only in fair weather conditions.

Out of the total 153 inhabited villages, all villages are connected by state road transport facilities.

There is broad gauge railway line in the district with length of 33 km and has four railway stations and district is well connected with Rajkot, Surat, Vadodara, Surendranagar, Jamnagar, Ahmedabad, Mumbai and delhi by western railways.
It has also an airpport which connect the district with Mumbai and Rajkot.

Health:

The district has 1 Hospital, 4 Community Health Centres (CHCs), 17 Primary Health Centres (PHCs) and 89 Sub centers in the district for the community. The major hospital in the district is Bhavshinji Civil Hospital. Locations of the CHCs and PHCs in different Taluka are as follows.

Sr.	Taluka/ City	Civil Hos.	Name of CHCs	Name of PHCs
1	Porbandar	Civil (Bhavshinji Hospital Porbandar)	1. Advana 2. Madhavpur	1. Bakharla 2. Vishavada 3. Garej 4. Simar 5. Kadachh 6. Modhvadha 7. Shubhashnagar 8. Chhaya 9. Kadiyaplot 10. Shitala Chok
2	Ranavav		1. Ranavav	1. Bileshwar 2. Adityana 3. Ranakandorna 4. Ranavav
3	Kutiyana		1. Kutiyana	1. Devada 2. Mahiyari 3. Kutiyana

Table 2.9: showing health facilities in Porbandar.

Chapter: III

3.1 Risk and Vulnerability Analysis (Porbandar District)

Hazards	Probability Rating	Impact Rating	Vulnerability Ranking	Vulnerable Areas/Talukas	Vulnerable Population
High Wind (Cyclone)	4	4	16 (high)	Very high damage risk zone B (50 m/s): Porbandar, Ranavav & Kutiyana.	3.15 lakh Population (79 villages in the district likely to be affected.), also 28 village near the sea-coast are the most vulnerable. (including two town i, e. Porbandar and Chhaya) and Porbandar port area, Birla factory and Supergas terminal at Zavar are also the most vulnerable location.
Flood	5	3	15 (moderate)	may occur due to heavy rail fall, cyclone, sea surge or dam failure	mainly water logging problem found near wetland and marshy land of urban land rural region and at Ghed area comprised of 35 villages.
Sea surge	4	4	16 (high)	Coastal taluka i.e., Porbandar	2.50 lakh 38 villages

Thunder storm/lightning	5	3	15 (moderate)	Three taluka i,e Porbandar, Ranavav and Kutiyana	Rural population
Drought	4	3	12 (moderate)	whole district	
Fire	3	3	9 (moderate)	Mostly in urban pockets such as port area, industrial areas, ware-houses, Godowns (including rural areas)	
Industrial Accidents	4	2	8 (moderate)		tycoon and population residing near the Industries.
Earthquake	2	4	8 (moderate)	**Zone- III :** Porbandar Ranavav Kutiyana	Urban population are more vulnerable.
Boat sinking	2	1	2 (Low)	Porbandar taluka	Porbandar
Building collapse	1	2	2 (Low)		
Land slides / Mud flows	1	1	1 (Low)		
Epidemic	1	1	1 (Low)		Skin diseases are reported among Ghed people, due to water-logging problem.
Animal disease	1	1	1 (Low)		
Food poisoning	1	1	1 (Low)		
Dam failure	1	1	1 (Low)	District has no major dams but has 6 medium / minor dams	
Civil unrest	1	1	1 (Low)		

The district has special plans for flood affected areas. There are 35 inaccessible villages during monsoon known as **durgam vistar in Ghed regions.** For these villages, food and **civil supplies are provided two months well in advance** before the onset of monsoon.

3.2 Hazard seasonality mapping of the Porbandar district

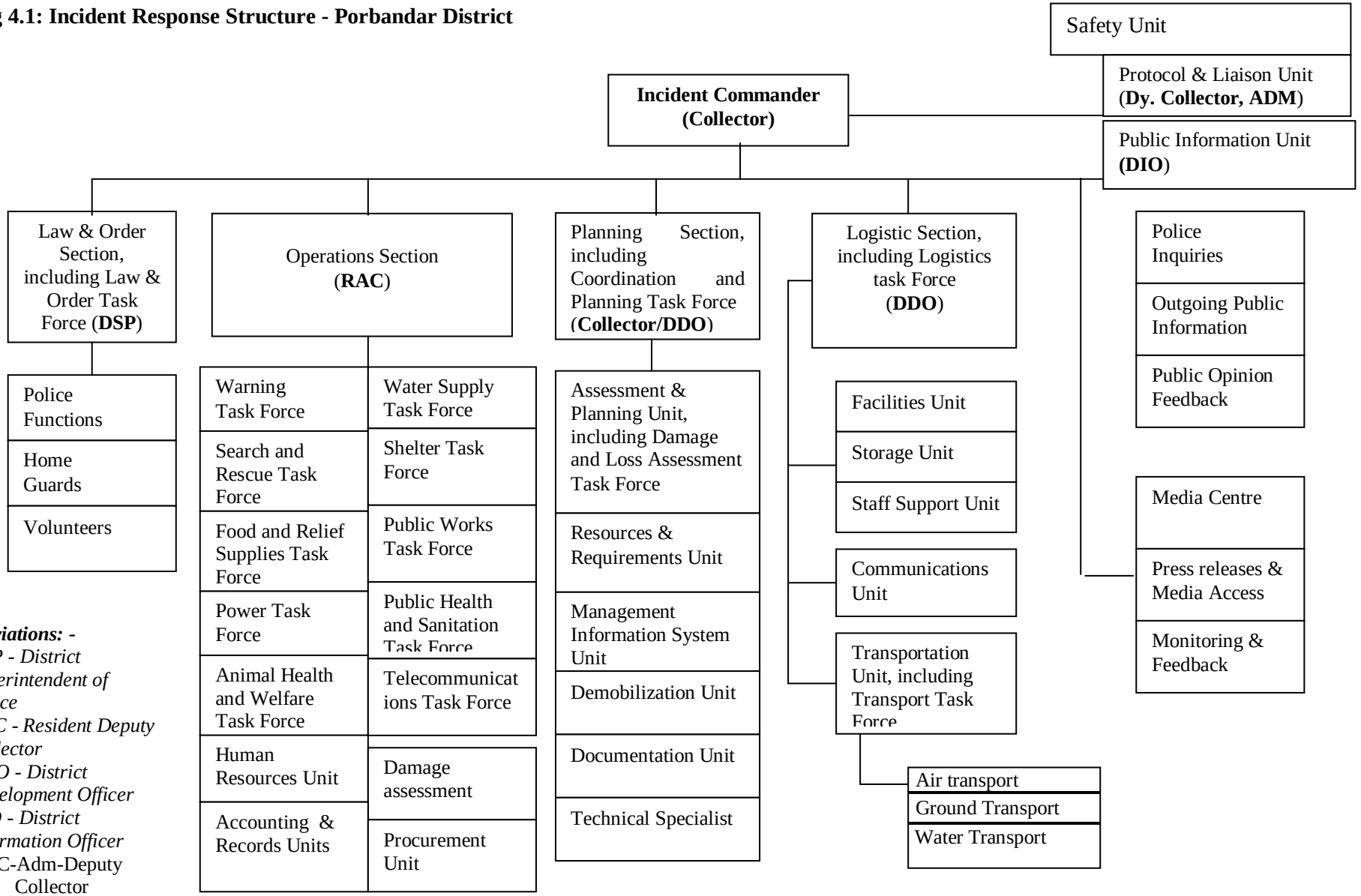
Sl no	Hazard	Probable months of occurrence											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Flood						←	—	—	→			
2	Lightning						←	—	—	→			
3	Cyclone				←	→				←	→		
4	Drought						←	→					
5	Earthquake	←	—	—	—	—	—	—	—	—	—	—	→
6	Fire		←	—	—	→							
7	Tsunami	←	—	—	—	—	—	—	—	—	—	—	→
8	Heatwave				←	—	→						
9	Industrial disaster		←	—	—	—	—	—	—	—	—	—	→

Table: 2.9 Hazard seasonality mapping.

Chapter: IV

4.1: Incident Response Structure (Porbandar district)

Fig 4.1: Incident Response Structure - Porbandar District



Abbreviations: -

DSP - District Superintendent of Police
RDC - Resident Deputy Collector
DDO - District Development Officer
DIO - District Information Officer
DC-Adm-Deputy Collector (Administration)

Fig 4.2: Cross-Task Force Action Matrix

(Gray areas indicate were 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														
Warning														
Law & Order														
SAR/Evacuation														
Public Works														
Water														
Food & Relief Supplies														
Power														
Health														
Animal Health														
Shelter														
Logistics														
Damage assessment														
Telecommunications														

Chapter: V

5.1 IRS-Basic Functions

The basic functional descriptions for key elements in the district Incident command System are described below. Not all these functions need to be filled (activated) in every disaster. But the ensemble of these functions represents all the key tasks which need to be accomplished in a well planned manner and executed in effective and cost efficient disaster response effort.

5.1.1 Incident Command:

Responsible for overall management of an incident based on clearly stated mandate from higher authority and based on focused objectives responding to the immediate impact of the incident.

The Incident command is led by an Incident Commander, who can be assisted by a Dy Incident Commander. In each incident will have as many as many commanders and other staff as there are shifts in the incident operation. Shifts will normally not exceed 12 hours at a time and should be standardized to 8 hours each as soon as possible after the start of the incident.

Command Staff Units

1. **Safety unit:**

   This unit is responsible for ensuring the safe accomplishment of all activities undertaken in response to the incident. This task is accomplished through developing incident specific safety guidance documents, reviewing and advising on the safety of plans and monitoring actual operations to ensure safety of personnel and survivor.

2. **Protocol and Liaison unit:**

   This unit is responsible for all official visits as well as liaison between the incident command and organizations providing personnel or material support being used to manage the incident. The first point of contact for NGOs and others coming to the disaster as well as responsible for managing coordination meetings (some of which may actually be held by taskforces or sections).

   Public Information Unit:

   This unit is responsible for all media and public information tasks related to the incident. To accomplish its task, the unit can have the following sub units:

- **Public inquiries**: to handle non-media requests for information.
- **Outgoing public information**: to handle public information dissemination.
- **Public opinion feedback**: to collect information from the public (incident survivors and the non-affected people)
- **Media center:** to provide a single point of contact for all media involved in the incident.
- **Press release and media access**: produce all releases and provide a single point ofcontact to arrange media access to the incident.
- **Monitoring and Feedback**: to monitor media reports and provide feedback to the incident management on coverage of the incident and to also take corrective measures and issue contradictions if required.

5.1.2: Operation Section

This section is 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 depend on the nature of the incident.

The district administration of Porbandar has identified 16 expected task forces for key response operation functions that are described 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 supported by other organizations.

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	Search and Rescue (including Evacuation)	Provide human and material resources needed to support local evacuation, search and rescue efforts.
5	Public Works	Provide the personnel and resources needed to support local efforts to reestablish normally operating infrastructure.

Sr. No.	Emergency Operation Taskforce	Functions
6	Water	Assure the provision of sufficient potable water for human and animal consumption (priority), and water for industrial and agricultural uses as appropriate.
7	Food and Relief Supplies	Assure the provision of basic food and other relief needs in the affected communities.
8	Power	Provide the resources to reestablish normal power supplies and systems in affected communities.
9	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.
10	Animal Health and Welfare	Provision of health and other care to animals affected by a disaster.
11	Shelter	Provide materials and supplies to ensure temporary shelter for disaster-affected populations
12	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.
13	Survey (Damage Assessment)	Collect and analyse 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.
14	Telecommunications	Coordinate and assure operation of all communication systems (e.g; Radio, TV, Telephones, Wireless) required to support early warning or post disaster operations.
15	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 executed 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.

5.1.3: Planning Section

Responsible for collecting and analyzing information and developing plans to address the objectives set to address the incident. The overall work of the planning section will include efforts undertaken by any planning and coordination taskforce which is established as part of the response to a disaster. Units under the section include:

1. Assessment and planning
2. Resources and Requirements
3. Management information system
4. documentation
5. Demobilization and
6. Technical specialists

5.1.4: Logistic section

Responsible for all task and functions related to provision of material and other resources needed for operations and the physical and material support and operation of the incent management team. This section include transportation taskforce established to support disaster operations. Logistics tasks are through the following units:

1. storage and supply
2. Facilities
3. staff support
4. communications
5. transportation (include ground, air water)

5.1.5: Finance and Administration

Responsible for managing all financial and administrative tasks related to incident field operations. These tasks may , but would not usually include disbursement of financial aid to those affected by an incident. The task of this section are accomplished through following units: 1. Human resources; 2. procurement; and 3. accounting and records.

Disaster Response and District Response System

The response to disasters in the district will be organized according to the Incident Command System as adopted to conditions in Gujarat State (ICS/GS). The argument for the ICS is that its fundamental elements –unity of command, clarity of objectives and efficient resource use are common to the effective response to any disaster.

In Porbandar district, the multi-hazard response plan focused on sector specific action plans unlike the department specific planning approach in the previous plan documents. The disaster response is led by the **District Emergency Operation Center** (DEOC) under the command and control of the District Collector.

Chapter: VI

6.1 Roles and Responsibilities of Taskforces

The actual plans and SOPs developed by prime and supporting organizations for each disaster may result in a variation in the actual composition of each taskforce.

Once activated, these lead and supporting organizations create taskforces to accomplish the task as directed by the incident commander and appropriate section or unit leader. In addition, each taskforce lead organization will provide a report detailing activities undertaken and lessons learned during any disaster response operations. This report will be in addition to any purpose – specific reporting during the operation.

The tables below describe the taskforce action plans are intended to identify key actions:

- Before a disaster
- At the time of warning
- As the disaster occurs and
- In periods from:
    - 12 to 48 hours
    - 48 to 72 hours
    - 72 hours and beyond after a disaster

The action plans serve as quick reference guide to individual task force members, the coordination and planning taskforce and Authorities at the state level; as to what specific taskforces expect to be doing at specific stages before and after a disaster. This information will improve coordination within and between taskforces and with authorities outside Porbandar district.

To facilitate coordination of actions between task forces an cross taskforce action matrix (fig-4.2) also included. This matrix can be used by

- Individual taskforces to identify actions by other taskforces in which they are involved.
- The coordination and planning taskforce as an aid in coordinating activities across the response to a disaster.

TASKFORCE ACTION PLANS

Coordination and Planning: Coordinate early warning, response and recovery 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
Before a Disaster		
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. (DDMS and Media Task Force).	Involvement of GSDMA and UNDP project.	On-going.
Check warning, communications and other systems (DDMC), including the use of drills.		On-going.
Warning		
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.
Disaster		
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	Started in 5 hours.

Action and (Who Should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
	needs.	
Provide Public Information (CMC, Media Task Force).		As early possible (or should be started in 6 hours).
12 Hours		
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.
48 hours		
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.
72 hours		
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.

Action and (Who Should Take It)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
Verify communication and warning systems are functioning – drills		Every 15 days
Have warning messages prepared in advance.		
Warning		
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.

Search and Rescue (including evacuation): Provide human and material resources to support local evacuation, search and rescue efforts.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
Risk assessment and vulnerability mapping. (Task Force)		Before warning.
Develop inventory of personnel and material resources. (Task Force)		Before warning.
Training. (Task Force)	Input and support from GSDMA, UNDP project.	Before warning.
Establish public education program. (Task Force)	Media Task Force	
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.
Warning		
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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
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.
Disaster		
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.
12 Hours		
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 TF	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. (TaskForce)		Start at 12 hours.
48 hours		
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.
72 hours		
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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
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 are critical infrastructures.	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)		
Warning		
Establish Control Room. (Task Force)		No later than 6 hours from warning.
Mobilize Task Force and personnel.	Requires communication.	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 and re-deploy if appropriate and safe. (Task Force)	Coordination with Logistics Task Force and Control Room.	24 hours from warning.
Review plans. (Task Force)		No later than 6 hours from warning.
Disaster		
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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Collaborate with other Task Forces.		Continuous.
12 Hours		
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.
48 hours		
Start detailed survey. (Task Force)	In cooperation with Damage Assessment Task Force.	Starting at 48 hours.
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.
72 hours		
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.

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

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
Establish water availability, capacities, reliabilities and potability. (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.
Warning		
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.
Disaster		
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	Completed by 24 hours

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
	Assessment Task Force.	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.
12 Hours		
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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
Establish procedures and standards. (Task Force)	Need standards.	On-going.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
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.
Warning		
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.
Disaster		
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.
12 Hours		

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
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.
Begin public announcement of distribution plan and standards. (Media Task Force)		Underway in 48 hours.
48 Hours		
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
72 Hours		
Restore Public Distribution System. (Task Force)		From 1 week after the disaster.
Lessons Learned meeting.		Within 14 days of disaster.

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

Action and (Who should take it)	Requirements or Conditions to be met	Timeframe
Before a Disaster and Warning Phases		
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)		
Disaster		
Assess impact according to SOP. (GEB)	Coordinate with Control Room and	

Action and (Who should take it)	Requirements or Conditions to be met	Timeframe
	Damage Assessment TF	
Prioritize response actions. (GEB)	Need to establish priorities.	
Collect more information. (GEB)		
Mobilize additional resources. (GEB)	Coordination with Control	
Check for unforeseen contingencies.		
12 Hours		
Revise plans based on feedback and assessments. (GEB)		Continuous
Monitor status of actions. (GEB)		Continuous
Begin staff rotation plan. (GEB)		At beginning
Disseminate public information. (Media Task Force)		At beginning
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.		
48 Hours		
Look for improvements in efforts. (GEB)		
Reinforce central coordination. (GEB)		
Conduct regular coordination meetings with other actors. (GEB)		
Begin formal documentation of efforts. (GEB)		

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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Improve public awareness. (Media Task Force)		
Warning		
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. (DHO)		On warning.
Disaster		
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.
12 Hours		
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.
48 Hours		
Establish formal health care system reporting. (Task Force)		At beginning of period.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
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.
72 Hours		
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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
Update animal list. List of staff & training for disposal of carcass. (Task Force)		Done.
Stock medical supplies and vaccines. (Task Force)		Done
Warning		
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.
Disaster		
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.
48 Hours and Beyond		

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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
Develop shelter operating procedures. (Task Force)		
Develop inventory of shelters (location, capacity,). (Task Force)	UNDP project inventory.	
Provide information to other Task Forcers 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.	
Warning		
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.
Disaster		
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	Immediately.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
	operations and Control Room.	
Coordinate with other Task Forces on water, power, food, health, security. (Task Forces)		Immediately.
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.	
12 Hours		
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.
48 Hours and Beyond		
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 months

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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Conduct drills. (Task Force)		1 month.
Coordinate with other Task Forces.	Work though Control Room.	As needed.
Warning		
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.
Disaster		
Take action based on instruction from Control Room. (Task Force)		Within 2 hours of receiving warning.
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
12 Hours		
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	Continuous.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
	and Food and Relief Supplies Task Force.	
Review plans and communicate with other Task Forces. (Task Force)		Continuous.
Begin regular reporting and documentation. (Task Force)		At start of period.
48 Hours		
Reassess needs and requirements. (Task Force)		Continuous.
Begin demobilization as appropriate. (Task Force)		
72 Hours		
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.

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
Establish assessment procedures and forms. (Task Force)	Collaboration with GSDMA.	
Compile baseline data. (Task Force)	Collaboration with UNDP 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.	
Warning		
Mobilize Task Force. (Task Force)		Within 6 hours of warning.
Review Plan. (Task Force)		Within 6 hours of

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
		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.
Disaster		
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.
12 Hours		
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.
48 Hours		
Prepare detailed damage, losses, needs assessment and long term recovery plans. (TF)	Coordinate with other TF	3-5 days after disaster.
Coordination of requirements, plans and activities.	Working through Control Room and Coordination and Planning TF	Continuous.
72 Hours		
Lessons learnt meeting.	include Shelter, Food and Relief	Within 14 days of dis.

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

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
Before a Disaster		
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.	
Training in communication skills and methods. (Task Force)		
Warning		
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)		
Disaster		
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.
12 Hours		
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.
48 Hours and Beyond		

Action and (Who should take it)	Requirements or Conditions to be met for the action can occur.	Timeframe
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 in meeting.	Within 14 days of disaster.
Final Report. (Task Force)	Involve other Task Forces.	Within one months of end of operations.

Annexure-1

Position of IRT	District	Remarks
INCIDENT COMMANDER	ADM	
Deputy IC	Dy.Collector-ADM	
Information &Media Officer	Info. Officer	
Liasion Officer	Dy. Collector	
Safety Officer	Disaster specification/(fire-fire officer, flood-health, earthquake -civil engineer)	
OPERATIONS SECTION CHIEF	Dy. Director of factory and health in case of fire and in case of chemical disaster-factory inspector.	
Staging area manger	Near to side of incident Head Master primary/secondary, Gram-Sevak, Civil Supply	
Response Branch Director	Dy. Collector	
Division Supervisor/Group-incharge	Disaster Mamlatdar	
Task Force /Strike Team		
Single Resources		
Transportation Branch Director	Any one Dy. Collector	
Road Group		
Group in-charge	RTO Officer	
Vehicle Coordinator	PI-Trafic	
Loading-in-charge/Unloading –in-charge	Depot Manager	
Rail Group	Station Master-Railway	
Group in-charge		
Vehicle Coordinator	RTO Officer	
Loading-in-charge/Unloading –in-charge	Manager (Supply Branch)	
Air Operations Group	Commanding Officer-IAF	
Group in-charge-Air operations		
Helibase/Helipad-in-charge	Ex.Engineer R and B State	
Loading/Unloading –in-charge		
PLANNING SECTION CHIEF	Resident Additional Collector	
Resource Unit	District Project Officer-GSDMA	
Chief –in-status Recorder		
Situation Unit	PRIs/NHRM Employee/ VDMP Members	
Display Processor		
Field Observer		
Weather Observer		
Documentation Unit	Deoc staff and DPO-GSDMA	
Demobilisation Unit	Deoc staff and DPO-GSDMA	
Technical Specialist		
LOGISTIC/ FINANCE SECTION CHIEF	Dy. DDO	
Service Branch Director		
Communication Unit	Ex. Eng. GEB/R&B, General Manager BSNL	

Medical Unit	CMO	
Food Unit	DSO	
Support Branch Director		
Resource Provisioning Unit	DSM (District Supply Mamlatdar)	
Facilities Unit	DPEO/DEO, Ex. ENG.R&B Panchayat	
Ground Support Unit	ARTO, DSO	
Finance Branch Director	District Treasury officer	
Time unit		
Claim unit	Chitnish to Collector (PRO)	
Compensation unit	Dy. DDO (Revenue) & Team	
Procurement unit	Chitnish to Collector	
Cost unit	RAC as per district	