



District Disaster Management Plan 2024.Vol-1



District Emergency Operation Center Office of Collector and District Magistrate District – Dahod



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IAS



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Dahod**

Introduction

Mankind has always learned something while dealing with the natural and man-made calamities that frequently occur in Gujarat in a practical manner. The Government has created a Disaster Management Authority as well as a Management Act to create a statutory framework and give a new direction to the country on disaster management.

Timely and systematic planning is essential to reduce the impact of disaster. In Dahod district, Disaster Risk Management Program has been implemented in collaboration with Gujarat State Disaster Management Authority. Planning of Various programs, first aid, search and rescue, building construction methods, warning and communication trainings as well as people's capacity building, public awareness are being continuously conducted by the Disaster Management Cell in the district.

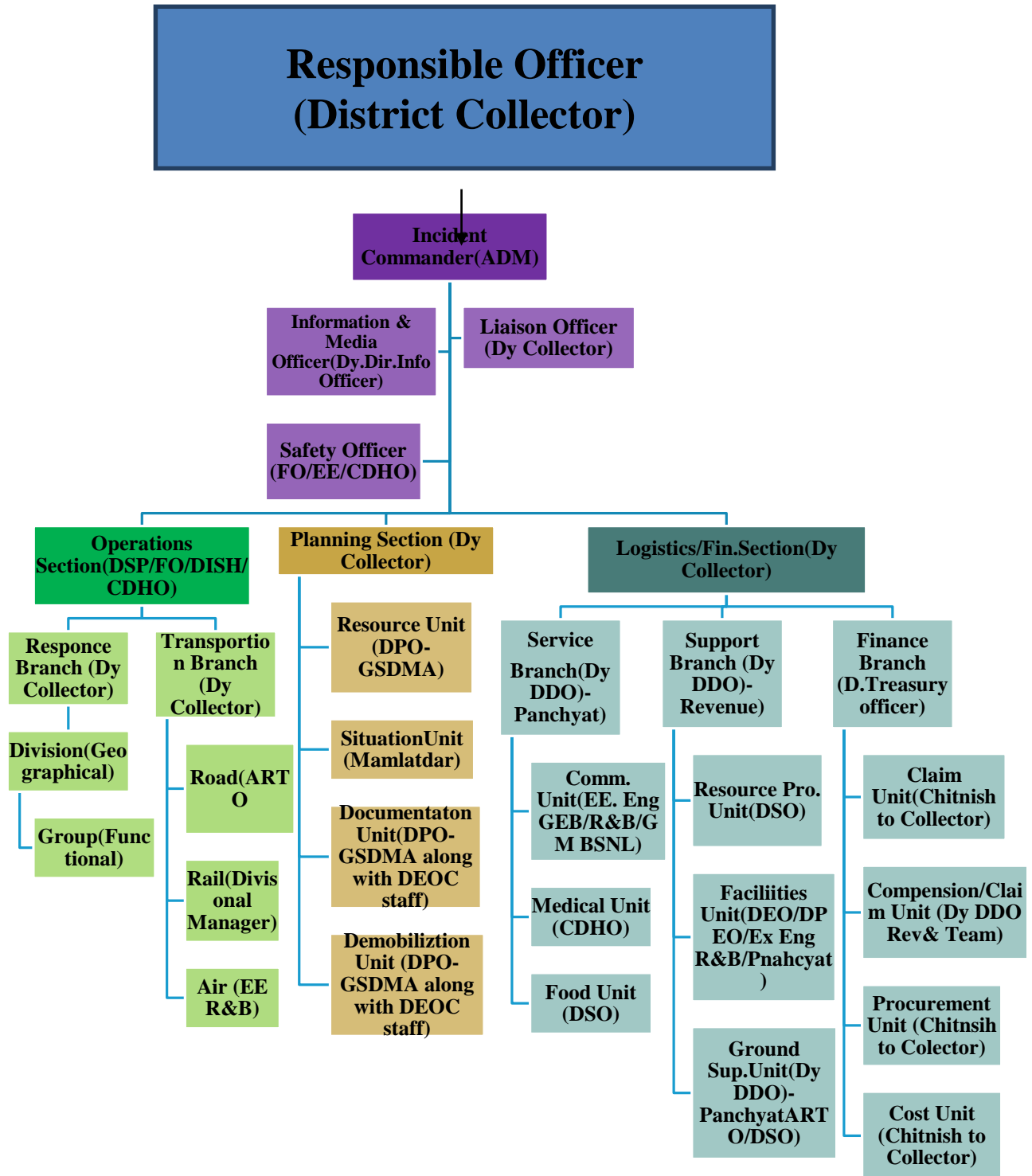
The Emergency Operation Center at Dahod as well as the ultra-modern vehicles/equipment provided by the State Government can be used for quick response in times of disaster. The District Disaster Management Plan outlines the SOPs to be followed during a disaster. In this scheme, it has been mentioned what kind of work to be done by various officials working at the district level during the disaster and in the dire situation after the disaster. Incident response system has also been included in this scheme. Which will help and guide the responders, as a result the damage caused by the disaster can be reduced or avoided to an extent.

Mock drill i.e. artificial exercise will be conducted in a year to verify the presented District Disaster Management Plan and to make the plan more effective. Also the Plan will be updated from time to time. This compilation manual will be useful to all stakeholders and your support and suggestions are welcome to provide more efficient services.



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Collector and District Magistrate
Dahod

● Incident Response System



The response will be planned as per the disaster response methodology. Under the Incident Response System (IRS) at the district level, primary and alternate responsibilities have been designated for each sector.

➤ **(Incident Command Control Room)**
(District Control Room)

The District Control Room is located at the office of the District Collector. It is also a disaster center for collecting and processing information. Most of the decisions related to disaster management are taken in this control room. Incident Commander takes charge of the District Control Room. The incident control system controls the operations during the crisis according to the management chart. All individuals leading the Task Force are positioned at the District Control Center along with the Incident Control Commander to coordinate the decision-making process.

➤ **Task Force Control Room**

With the Functioning of Individual Task Force, Taluka level control unit will be assigned and run its own control unit in an office equipped with competent person skilled in technical coordination with district level control unit and communication system and send necessary equipment to the disaster site.

➤ **(District Emergency Operation Centre)**

An Emergency Operation Center has been set up at the Collector's office to coordinate operations during any calamity in the district. Where round the clock control room is functioning.

A round-the-clock control room is functioning at the District Emergency Operation Center in the presence of class-3 and 4 staff throughout the year.

➤ **Incident control communication system**

Communication system becomes very important for effective control of any disaster. During a disaster, the communication system adopted by the disaster management team is given below. In case any communication system or infrastructure is disrupted due to the impact of a disaster, the person heading the Remote Communication Task Force shall ensure immediate re-establishment of such facility

or infrastructure to ensure uninterrupted communication system for effective operation of disaster management.

- Telephone – Telephones are provided at all control rooms.
- **Alternative communication system**

Due to the collapse of the communication infrastructure, all the systems come to a standstill. Such a situation is also likely to arise. In the event of a communication breakdown, use an alternative system, depending on the severity of the situation, until the communication facility/interface is re-established in a functional manner.

Warning, relief and restoration

➤ **Warning**

Warning is related to pre-preparedness before a disaster. If you get the news of the upcoming disaster or get information about its probability, you can avoid the accidental disaster and the loss of life and property is reduced. One of the objectives behind running a 24-hour control room at the District Operation Center, collector's office is to reduce the chances of damage due to timely warning of such calamities. The response process against any kind of incident-accident occurring in the district at any place and time can be speeded up, rescue operations can be started without delay and necessary coordination can be maintained with all the concerned officials of the district, taluka level and this system is for the necessary coordination for the purpose of quick implementation.

As part of pre-planning and pre-preparation at taluk level to deal with flood or heavy rain situation during monsoon season, control room at taluk level is started from 1st June. From where warning and communication operations are carried out at the village level. This includes availability of local resources, search-rescue and relief operations strategy, important numbers list. In addition, the entire scheme is also updated on SDRN before this period.

When there is no fixed time of calamity, mock drills are organized from time to time to check the preparedness and vigilance of the local administrative system. as well as the internal coordination, and the defects observed during that time are reviewed and care is taken to ensure that they do not recur in the future.

No disaster can be prevented but preparedness can reduce its dire effects and severity. According to which training programs are organized for various groups at the community level through the Disaster Risk Management Program implemented by the Gujarat State Disaster Management Authority. Apart from this, from time to time the idea of disaster preparedness is brought to the public through various media and programs for public awareness.

Apart from this, concerned departments like Police, Panchayat, Roads and Buildings, Forest, Education, Health etc. are notified to work in necessary coordination. Liaison Officers have been appointed for immediate response at Taluka level. All Liaison Officers are alert and coordinated at taluka level during calamities.

Keeping the search-rescue equipment, life jackets, life rings, ropes, and rain gauges made available at the taluka level in working order.

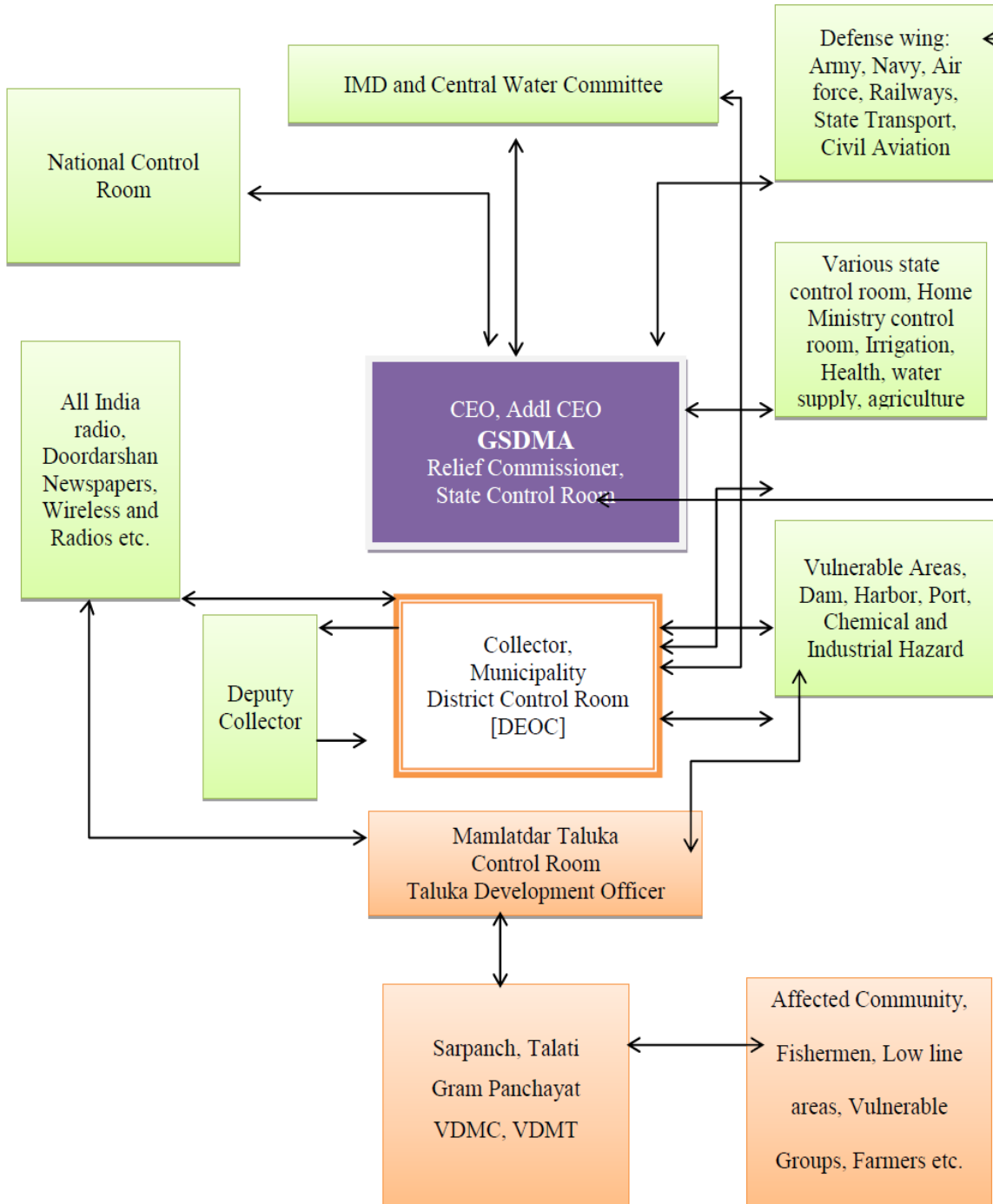
➤ **Relief**

This is the phase during and after the disaster. Due to the damage caused by a disaster, a person is broken Mentally, Physically and Financially. A person or community can regain a foothold in society. For that the decision taken by the Govt. is paramount.

➤ **Rehabilitation**

It is an activity that includes all kinds of assistance to bring the community back to pre-disaster conditions after a disaster. This process is a very long-term activity. sometimes It can take five to ten years or more.

THE COMMUNICATION FLOWCHART



Roles and Responsibilities

For early Warning and Disaster Relief operations and post-Disaster Reports.

Incident control system /Task force compared to Gujarat state structure				
Sr. no	Work force	Presiding Officer	Assisting members/Organizations	Incident control system/section/unit
1.	Coordination and planning	Collector	District Development Officer, Superintendent of Police, Resident Additional Collector, Prank Officer, Mamlatdar and Disaster Mamlatdar	Planning
2	Administrative and Protocol	Resident Additional Collector	District Development Officer, Superintendent of Police, Resident Additional Collector, Mamlatdar and Disaster Mamlatdar	Finance and Administration
3	Warning	Resident Additional Collector	Resident Additional Collector, Mamlatdar, Disaster Deputy Mamlatdar, Control Room	Operation
4	Law and order	Superintendent of Police,	Deputy Superintendent of Police, Home Guard Dal, Commander, Non-Governmental Organizations and Para-military Forces	Law and order
5	Search and rescue	Deputy Collector	Mamlatdar, Taluk Development Officer, Police, Executive Engineer, Fire Brigade, Road Transport Officer, State Transport, Health Department	Operation
6	Public construction	Executive Engineer	Irrigation, Executive Engineer, Panchayat NGO, Water Supply Board, Municipalities, Home Guard, Police	Operation

7	Shelter	District Primary Education Officer	School Principal, Teachers, Primary Health Centre, State Transport, Water Supply, Mamlatdar, Taluk Development Officer	Operation
8	Water supply	Executive Engineer, Gujarat Water Supply and Sewerage Board, Executive Engineer Water Works	Deputy Executive Engineer, Talati, Mamlatdar, Taluk Development Officer, Deputy Engineer	Operation
9	Electricity	Executive Engineer, M.G.V.C.L	Executive Engineer, Deputy Engineer Technical, GEB Transport	Operation
10	Public Health and Sanitation	C.D.H.O.	Superintendent of Hospitals, Primary Health Centers of Municipal Corporations. C.H.C. Municipality, Red Cross, Fire Brigade, Civil Defense NGOs, Doctors, Taluk Development Officer, Mamlatdar	Operation
11	Support system	District Development Officer	RTO, District Supply Officer, FPS, Private and Public Sectors, Municipal Water Supply Board Mamlatdar, District Supply Mamlatdar.	Support system {logistic}

12	Animal Health and welfare	Deputy Director Animal Husbandry	Veterinary Inspector Non-Governmental Organizations	Operation
13	Relief supplies	District Development Officer	Sub Divisional Magistrate, Non-Governmental Organizations, RTO, Water Supply, Gujarat Development Board Health Home Guard, DRDA Municipality Mamlatdar Taluk Development Officer.	
14	Communication system	Resident Additional Collector	Mamlatdar Deputy Mamlatdar Mobile Operator TV Radio, port Office Gujarat Merry Time Board, Police, Forest	Support system
15	Medium	District information center	Print Media , TV Journalists, Non-Governmental Organizations	Public information
16	Survey	Additional District Collector	DIC, Deputy District Development Officer , Executive Engineer (R & B Department) Fisheries	Planning

Task Force : Coordination and Planning: - Early Warning, Evacuation and Communication, Resettlement Coordinate operations

Task Force Leader : Collector

Sr. no	Time table	Task	section	Activity
1	Normal time	Its connection and incident control installation at the state level	D.D.M.C., Panchayat, Revenue Department	Establish disaster management communication at village level. Develop disaster management plan at all levels including district level. Holding a meeting with the Crisis Management Committee (Collector). (Department of Industries, Health and Welfare)
2		Communication systems and procedures	Police	To maintain all levels of work force
3			Information Section	Information dissemination
4			D.D.M.C T.D.M.C V.D.M.C	To create public awareness about potential hazards, preparedness and precautionary measures
5			police, Municipality, R&B	To prepare manpower, conduct trainings, repair and maintain equipment and machinery
7			T.D.M.C SDM	Meeting and planning with various stakeholders on search, rescue and early warning, evacuation and communication.
8		72 to 48 hours (3 days before the disaster)	Plan	Revenue Panchayat and Police
9	To verify the communication and warning system functioning at village panchayat and district level			
10	Dispatch evacuation team to the scene with necessary machinery and equipment.			
11	Arranging vehicles for both team and community.			
12	Selecting safe rescue shelters and sites for the affected community and animals			

13				Informing the District and State Emergency Operation Center about the local situation
14				To prepare alert message management system
15				Communicating advance warning in local language to the destination, orally by phone, television, radio, using media of newspaper, using non-electrical systems (retransmitting warnings repeatedly after some time interval)
16				Ensure telephone contact list and work force SOP are updated or not
17				Coordinating with other taskforces. (Search and Rescue, Public Health, Law and Order and Water Supply)
18				Informing the district and state authorities about potential hazards.
19				Verifying local level preparedness and reporting to the Incident Commanding Officer
20	D-48 to 24 hours (Before 2 days of Disaster)		D.D.M.C	District level Disaster Management Committee and Emergency Response Management Committee to monitor the situation.
21			I.M.D	Update and publish official early warning messages announced earlier for the next 24 hours.
22			Panchayat	Responding to early warning arrivals and prompting authorities to obtain local situational information.
23				Verify local level preparedness and report to Incident Commander.
24			D.E.O.C	Establish regular contact with SEOC.
25			Police	Arranging necessary equipment at rescue shelters and danger areas (boats, swimmers, first aid, etc.)
26				To identify alternative routes to reach the danger point.
27			Forest	Verify local level preparedness and report to Incident Commander.

28				Early warning to ensure that special vulnerable groups are reached
29	D-24 to 12 hours	Search and rescue	D.D.M.C	To prepare an update plan about the possible situation
30				Dissemination of advance warning in local language about latest situation. Using mediums as mentioned earlier.
31				Providing detailed information about the crisis situation to the rescue task force and other task forces
32				To verify whether the pre-warning has reached the final destination or not
33				Keeping the rescue teams ready for action. Briefing each team about the place of danger and the way to reach the place to be rescued.
34				To arrange food, lodging and security for the rescue teams.
35				To keep track of the movement of each rescue unit and inform the superior officer every 6 hours.
36	D-12 to 0 hours	Warning	District Control Room D.E.O.C	Ensuring that early warning messages are being delivered consistently
37				Monitoring the situation and giving latest reports about it to higher authorities, District Collector and Disaster Management Authority..
38	D+1 to 12 hours	Dispose of dead bodies	Police and Health	Supervising the operation of the rescue team and preparing a list of requirements for special machines, machinery, skilled persons, medicines, etc.
39				Gather necessary equipment and materials and deliver them to the incident level
40				Designate an officer to coordinate with the police and local leaders to dispose of dead bodies after proper investigation and registration.
41				Coordinating with DEOC for assistance from district level for special needs of food and water.

42				Keep extra squads ready so that they can rest at the same time..
43	D+12 to 24 hours	Relief rescue	District Development Officer and his team	Continue search and rescue operations and evacuate the casualty to safe place/hospital/relief camp as required.
44				Coordinate with DEOC to arrange for special medical treatment for affected persons.
45			Providing services by air means if required	
46			To launch help line numbers and support centers	
47			District Superintendent of Police	Assessing the situation by meeting with the local people at the cluster level and reporting to the district officer every evening.

Task Force : Support system – Coordinates with other task forces and competent authorities to provide evacuation and relief, storage of supplies and transportation for relief.

Task Force Leader: District Development Officer

Sr. no	Time table	Task	section	Activity
1	In normal condition	Division of work and identification of need clusters		Prepare a list of essential equipment materials during various disasters
2				Conducting mock drills at various levels. Coordinate with other task forces.
3	D-24 hours			Recruiting and delegating work to members of the work force.
4				Deploying vehicles and other equipment for short notice operations based on anticipated disaster.
5				Liaise with control room and search rescue, shelter and relief supply task forces.
6	D+24 hours			Reviewing the need for outsourced equipment.
7				To plan the support system (work force) keeping in mind the types of disaster

8				Carry out work planning based on continuous feedback of control and resources.
9				Continuous review of needs and resources..
10				Liaison of control room and important work forces.
11				To check the quality of services.
12	D-day 2 and ahead	Reporting and final documentation		Responding to growing demand for support systems.
13				Regular reporting and documentation.
14				Reassessing needs and demands.
15				Providing equipment materials as deemed appropriate
16				Hold a lecture meeting in which shelter, food and other relief supply task force.

Taskforce : Search and Rescue (including Evacuation): Local evacuation provides manpower and critical equipment to assist in search and rescue efforts.

Sr. no	Time table	Task	section	Activity
1	Normal time	Risk assessment and sensitivity	Police, Revenue, Panchayat	What to do during various disasters? And what not to do? To conduct public awareness programs about it.
2				Revising contact addresses Revising resource list Monitoring of strategic advance arrangements Periodic monitoring of work plan.
3				Regular repair and maintenance of equipment, machinery, purchase/provision of special machinery.
4			DEOC, Police	Training and capacity building of special teams and volunteers with time-to-time search and rescue methods.
5	D – 72 to During D-0	Assessment of the situation	Resident Additional Collector	Planning for search and rescue training.
6				Assessing risk and planning operations.
7				Coordinating with various departments to arrange for special forces if required for search and rescue.

8				Control room management, coordination and operation with external expert team, military contingent, fire department, civil defense, police force etc.
9	D+1 to 24 hours	Law and order	District Superintendent of Police	In case of emergency without prior warning, to urge the rescue forces to reach the scene immediately with their equipment and machinery.
10				If necessary cordon off the incident site.
11				Urgent task force at every level (district, taluk, village) regarding disaster.
12				Search and rescue to start operations to move to a safe place.
13				Making arrangements for crowd control.
14			Evacuate the affected to a safe place.	
15			District Education Officer	Verify local level preparedness and report to Incident Commander.
16	D+24 hours and ahead	All levels of reporting operations	Resident Additional Collector	To prepare regular reports on the functioning of the Task Force.
17				Continuing staff rotation.
18				Continuous review and evaluation of performance
19				Preparation of final report. Thanks to various stakeholders for their support.

Taskforce : Damage Assessment, Survey and Documentation

Officer-in-Charge of the Work Force : Executive Engineer, Roads and Buildings

Sr.n o	Timetable	Task	section	Activity
1	In normal condition		D.E.O.C	To obtain and assess the damage assessment sheet prepared by the state authority. Form four types of teams to assess (1) Private buildings and structures (2) Roads, bridges, telephone communication and public buildings (3) Agriculture and water resources (4) Industry and Commerce
2				Preparation of list including addresses and telephone numbers of persons who can assess the loss.
3	D+24 hours	Damage assessment	R&B State and Panchayat	Prepare an estimated cost sheet of personal and other necessary resources for damage assessment.
4				The damage assessment team will prepare a preliminary assessment of the damage using a pre-prepared assessment format.
5				Sending the preliminary damage assessment report to the higher authority
6				Amendments to the preliminary assessment to obtain opinions on the severity of the increase and loss. To inform the higher authority for any clarification in the assessment details.
7	D+24 to 72 hours and beyond	Grievance Redressal	Panchayat (for rural area) Municipality (for urban area)	Prepare teams for damage assessment and allocate specific damaged areas.
8				For any technical information required at the time of damage assessment, the assessor will provide a copy of the information on the basis of which he can resolve the queries of the people on the spot.
9				Forming a team of data operators to computerize the loss assessment data and ensure that they enter the data without delay.

10				To make arrangements for registration of complaints and redressal of complaints at district level.
11				Constantly reviewing and evaluating until the job is done.
12				Officially submit the final report to the higher authority.

Taskforce : Relief Camp Management : (Temporary Housing, Food, Water, Electricity, Health) Psychosocial Care

Officer Heading the Work Force : District Supply Officer

Sr. no	Timetable	Task	section	Activity
1	in normal times/ Condition		District Education Officer/Social Welfare Officer	Determining the location of the relief camp and charting its capacity and available infrastructural facilities.
2				Forming a team of people from community members, religious institutions, corporate sectors who are willing to volunteer their services in relief camp arrangements. List their names and contacts.
3				Organizing workshops to increase sensitivity towards women, children, disabled, elderly, downtrodden and minority communities in the relief camp system.
4				Liase with government programs and other stakeholders for improvement of infrastructure at the relief camp site.
5	D-24 hours	Arrangement of relief camps	District Education Officer	Checking the location of relief camp and condition of rescue accommodation.
6				Collecting the necessary equipment based on the inspection report.
7				Forming a local team for arranging relief camps.

8				Meeting with the officials of water supply, health, electricity department at the relief camp site to take their services.
9		Counselling	District Social Welfare Officer	Creation of special team for housing and psychosocial care.
10	D 0 to D +24 hours	Housing and health related matters	Health, Panchayat, and Voluntary Institutions, District Supply Deputy Mamlatdar (All Supplies) Social Welfare Officer	To hold meetings for relief camp arrangements at specific places and fix responsibilities with local organizations and volunteers. Publish report about local requirements.
11				Sending request to local organizations to provide food and other necessary materials.
12				Prepare a preliminary budget to support the needs of all sections of the affected. Examining the status of humanitarian issues such as water, health and sanitation, violence, and discrimination.
13				To procure resources as per the condition of relief site
14			Budgeting of personal and necessary resources so that a team does not have to work for more than 12 consecutive hours in a day.	
15			Social Security Officer	Forming a local team including women, children and elderly members to monitor the effectiveness and non-discrimination of relief camp operations.
16				Preparing daily report for support regarding the matters covered in the arrangement and delivery of new requirements and sending it to the superior.
17				
18	D+1 day and ahead	Verification of the need for relief camps	Panchayat and Health Department	To decide the future course of action in consultation with the local people on the necessity or closure of the relief camp.
19				To carry out all the above tasks while the relief work is in progress.
20			Social Security Officer	To prepare weekly and fortnightly reports on psychosocial care and health.

Taskforce : Public health and sanitation- provides personnel and resources related to health issues. Restores normal medical care regime..

Officer Heading the Task Force : Chief District Health Officer

Sr.no	Timetable	Task	section	Activity
1	General condition D-24 hours	Verification of medically necessary quantities	Department of Health	Making a list of address and contact details of doctors, nurses, private and government hospitals and availability of beds and ambulances.
2				Enrollment of trained volunteers for first aid services.
3				Conducting meetings on matters of public health and sanitation and making estimates of personnel and resource requirements.
4				Coordinate with Camp Management Taskforce to provide necessary volunteers, first aid kits and other sanitation services. Appoint an officer to coordinate with the police and local leaders. Who disposes of dead bodies after proper investigation and registration. All P.M. To make alternate arrangement of electrical connection at the unit.
5	D+24 hours	Task sharing and identification of required clusters	At THO and PHC level	Creation of Health and Sanitation Committee at District Headquarters.
6				Monitoring health and sanitation situation at all locations and making daily reports. Conduct daily meetings at the district headquarters to understand the situation and prepare a response plan.
7				Prepare report along with budget for water supply, sanitation promotion, child care and other needy needs.
8				If they require assistance, write a request letter to the district authority for assistance.
9				Coordinating with rescue forces and camp management to resolve any issues related to

				public health (such as clean water, sanitation, services, proper disposal of solid waste).
10				Providing basic necessities (such as public health and sanitation etc.) in relief camps and other settlements.
11	D+ Day 2 and ahead	Reporting and final documentation	CDHO, BHO and Medical Officer	Ensuring that physical infrastructures that facilitate health are damaged, if any.
12				Conduct cleanliness campaign by forming cleaning squad.
13				Constantly reviewing and re-evaluating work.
14				All services to continue uninterrupted till the situation returns to normal. Termination of public health services after meeting with all stakeholders.
15				Preparation of final report.

Taskforce : Animal Health and Welfare – Provision of health and other care of disaster affected animals

Officer Heading the Task Force : Deputy Director Animal Husbandry

Sr. no	Timetable	Task	section	Activity
1	normal time			Preparation of list of animals and their health details and taking precautionary measures.
2				To prepare a list and contact list of animal health workers.
3				Prepare a list of cages for animals
4				To spread publicity about the insurance policy..
5				Identifying vulnerable areas and developing strategies for response.
6	During D 0 to D+72 hours	Quantity Verification	Deputy Director, Animal Husbandry	Arrangements for transportation to shift affected cattle.
7				Regarding cattle relief, provision of fodder, water and medicine
8				Be careful not to spread serious diseases in animals
9				Reviewing response performance

10				Documenting and conducting case studies of the impact of disasters on livestock and related livelihoods.
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Taskforce : Water Supply Department- Provision of water.

The officer in charge of the task force : Executive Engineer-Water Supply and Sewerage Board

Sr. no	Timetable	Task	section	Activity
1	normal time	Verification of required quantity of water	Water Supply Department	Establishment of Water Availability, Capacity and Sanitation.
2				Alternative Schemes for Water Distribution and Storage
3				Recommending new and additional equipment
4				To use chemicals, keep adequate supplies and surplus of equipment.
5				To determine the orderly and shift system of employees.
6				Creating public awareness about water consumption.
7				Advising Government and Private Sectors on Conservation of Water Supply.
8				To discharge the members of the Task Force
9				Checking additional support system personnel and vehicles (Support System)
10				Coordinating with power supply and other task forces.
11				Status and Conservation of Water Resources.
12	D+24 hours	Task sharing and identification of required clusters	Water Supply and Drainage Board	Water Supply Planning and Prioritization of Water Users
13				Water Supply System Status and Damage Assessment
14				Employing Water Tankers

15				Repair/Rehabilitation of Water Supply System (Plan Based)
16				Distribution of Supply Stations / Distribution Safety
17				Ensuring water distribution system workforce.
18				Coordinating provision of information on water distribution and storage and safe use of water.
19	D + Day 2 and ahead	Reporting and final documentation	Water Supply and Drainage Board	Establishing a temporary water supply system.
20				Pay attention to permanent water supply quantity.
21				Long-term rehabilitation plan and meeting requirements.
22				Initiating reporting and documentation
23				Lecture Meeting (Workforce and others)
24				Final Report

Taskforce : Power Supply – To restore normal power supply in the affected area
The officer in charge of the task force : Superintending Engineer MGVCL Gujarat Electricity Board

Sr. no	Timetable	Task	section	Activity
1	in normal condition	Verification of quantity required	M.G.V.C.L	Develop inventory of current status of power supply system and receiving locations
2				Conduct monthly meetings
3				Develop a contact list
4				Conducting informal risk and threat assessments
5				Develop disaster planning.
6	D-24 hours	Task sharing and identification of required clusters	M.G.V.C.L	Assessing impacts as per standard operating procedures.
7				Prioritizing response measures
8				Take necessary measures to ensure that the electricity supply is not disturbed.
9				To perform additional tool assembly/resources

10				Ensuring about unforeseen contingencies
11	D+24 hours		M.G.V.C.L	To revise the plan based on information and evaluation of performance.
12				Monitoring of action / action status
13				Dissemination of information to the public.
14				Ensuring safety as required.
15				Maintain constant liaison with Control Room and HQ of Gujarat Electricity Board regarding requirements and receipts.
16				To check for improvements in efforts.
17				Creating an intermediate coordinate system.
18				Conduct regular coordination meetings with other stakeholders.
19				Initiate formal documentation of efforts.
20				To make alternative arrangements for power supply at relief camps / shelters.
21				
22				A plan to normalize the situation, including additional safeguards if necessary.

Taskforce : Public construction – Will provide the necessary personnel and equipment to assist local efforts to restore normal operating infrastructure..

The officer in charge of the task force : Executive Engineer Roads and Buildings

Sr.no	Timetable	Task	section	Activity
1	In normal condition			Prepare inventory of personnel, equipment and infrastructure
2				Determining alternative routes for transportation and presenting maps.
3				Conduct post-disaster inspections of infrastructure on a priority basis.
4				Planning and maintaining equipment and manpower
5				Provision of other facilities for sanitation and shelter.
6	D – 24 hours	Verification of quantity required		To release employees and work forces.
7				Establish a control room.
8				Liaise with District Control Office.

9	D + 24 hours	Distribution of work and identification of clusters of needs		Keeping and dispatching teams on priority basis.
10				Initiating damage assessment and inspection.
11				Develop action plan and liaise with control room.
12				Initiate hierarchical system of staffing and manpower planning.
13				Establish a control room.
14				Providing information regarding roads, access and infrastructure.
15	D + Day 2 and ahead	Reporting and documentation	(Shelter Managers)	Conduct detailed costing.
16				Improvement Repair and replacement of equipment and other equipment assets
17				Lecture meeting
18				Preparation of final report.

Taskforce : Shelter-Provides equipment and supplies to provide temporary shelter to disaster-affected communities.

The officer in charge of the task force : District Primary Education Officer.

Sr.no	Timetable		Task	section	Activity
1	in normal condition		Distribution of work and identification of clusters of needs		Develop a working methodology for shelter management.
2					Develop a list of location, capacity etc. of shelters.
3					Providing information about shelters to other task force officials.
4					Develop a methodology for shelter management.
5	D – 24 hours				Recruiting Shelter Managers (Workforce)
6					To initiate shelter location as instructed
7					Mobilization of additional resources for shelters and camps.
8					To make people aware about the location and status of shelters.
9					To awake the shelter managers.

10					To initiate shelter location as instructed.
11	D + 24 hours		Reporting and documentation	(Shelter Managers)	Initiation of admission of dependents into shelters.
12					Plan for prioritization of shelter use.
13					Coordinating with other task force (task force) for water supply, food, health safety,
14					Providing support and assistance to dependents.
15					Continuation of Operations (Workforce)
16	D + Day 2 and ahead				Monitoring the status of shelters and movement of people (Task force)
17					Employ additional equipment
18					Prepare equipment as deemed fit. (Work force)
19					Initiation of improvement / repairs in the condition of shelters.(Task Force)
20					lesson
21					Final report



**Gujarat State Disaster Management Authority,
Gandhinagar.**

District Emergency Operation Center, Collector Office Dahod

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