

District Disaster Management Plan

Sabarkantha

Year- 2024



Courtesy :- GSDMA Gandhinagar

District Disaster Management Plan

Part-I

Incident response system

Collector Office, Sabarkantha-Himatnagar

May-2024

Introduction

Disaster risk reduction must be an everyday concern for everybody .Due to natural and manmade disasters people are being tested time to time.As on today,it is observed that people of Gujarat are strong and bold to counteract disasters confidently.Technology is developed to work with such disasters.


Sabarkantha district vulnerable towards multiple types of disasters.So,it is very necessary to be prepared for and respond in a timely manner to it.

Gujarat State Disaster Management Authority and Collector Office Sabarkantha prepare the communities and Government Officials from grass root level to top level for securing quick response mechanism under the Disaster Risk Management programme.These are Four DRM Components;these are Capacity Building,Awareness Generation,Mock Drill and Plan Preparation. There are some other programmes like Gujarat School Safety Programme headed by GSDMA for preparing Community.

I am pleased by this Sabarkantha District Disaster Management Plan as it has been developed in a consultative manner with constant inputs and feedbacks from all the stakeholders. This Plan has moved beyond the reactive relief based approach and has a concise plan of actions for different stakeholders at District level for disaster risk reduction, emergency response and recovery.

This District Disaster Management plan is a necessary document for reducing risk due to hazards and vulnerability.I hope this great document would be really helpful for protecting life and properties as well as sustainable development in the future.

Place :- Himmatnagar


(N.N. Dave) IAS,
Collector, Sabarkantha

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Incident Response System (INCIDENT RESPONSE SYSTEM).

The response will be planned according to the disaster response strategy. Under the District Level Major Disaster Incident Response System (IRS) each sector has been designated primary and alternate responsibilities.

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

The District Control Room is located at the office of the District Collector. The Emergency Operation Center by GSDMA has been constructed in the year 2008 and all basic facilities are available. There is also a center for collection and processing and a disaster center. Most of the critical decisions to be made in the context of disaster management are taken in this control room. The Incident Command takes charge of the District Control Room. And the incident control system controls the emergency operations as per the system chart. All persons leading the Task Force, District Control along with the Incident Control Commander to coordinate the decision making process. The Incident Control Commander will hold a position at the District Control Room to coordinate the decision-making process.

• DISTRICT EMERGENCY OPERATION CENTER

An Emergency Operation Center has been set up at the Collector's office to ensure coordination during any calamity in the district. Where Routghi Kolk Control Room is functioning.

A round the clock control room is functioning at DEOC throughout the year in the presence of Class-3 and 4 staff. In special cases Class 2 officers Duty is given.

Incident Control Communication System:

Communication system becomes very important for effective control of any disaster. The communication management system adopted by the Disaster Management Team during the disaster is given below. In the event that any communication infrastructure is disrupted as a result of or due to the impact of a disaster, the person heading the Remote Communication Task Force shall provide such facility to ensure uninterrupted communication system for effective operation of disaster management. The infrastructure will ensure immediate restoration of:

Telephone - Telephones are provided at all control rooms.

Alternative communication system

There is also a possibility that a situation may arise where all the systems come to a standstill due to the collapse of the communication system infrastructure. In the event of disruption of communication system, the following alternative arrangements shall be used, keeping in view the severity of the situation, until such communication facility/infrastructure is re-established in a functional manner.

Warning, relief and restoration

Warning is related to pre-disaster preparedness. If you get the news of the upcoming disaster or get information about its possibility, you can avoid the accidental disaster and the loss of life and property is reduced. One of the motives behind running a 24-hour control room at the District Operation Center Collector's Office is to reduce the possibility of loss through early warning before such calamities. Response to any type of incident-disaster occurring at any place and time in the district. If the process is speeded up, relief and rescue

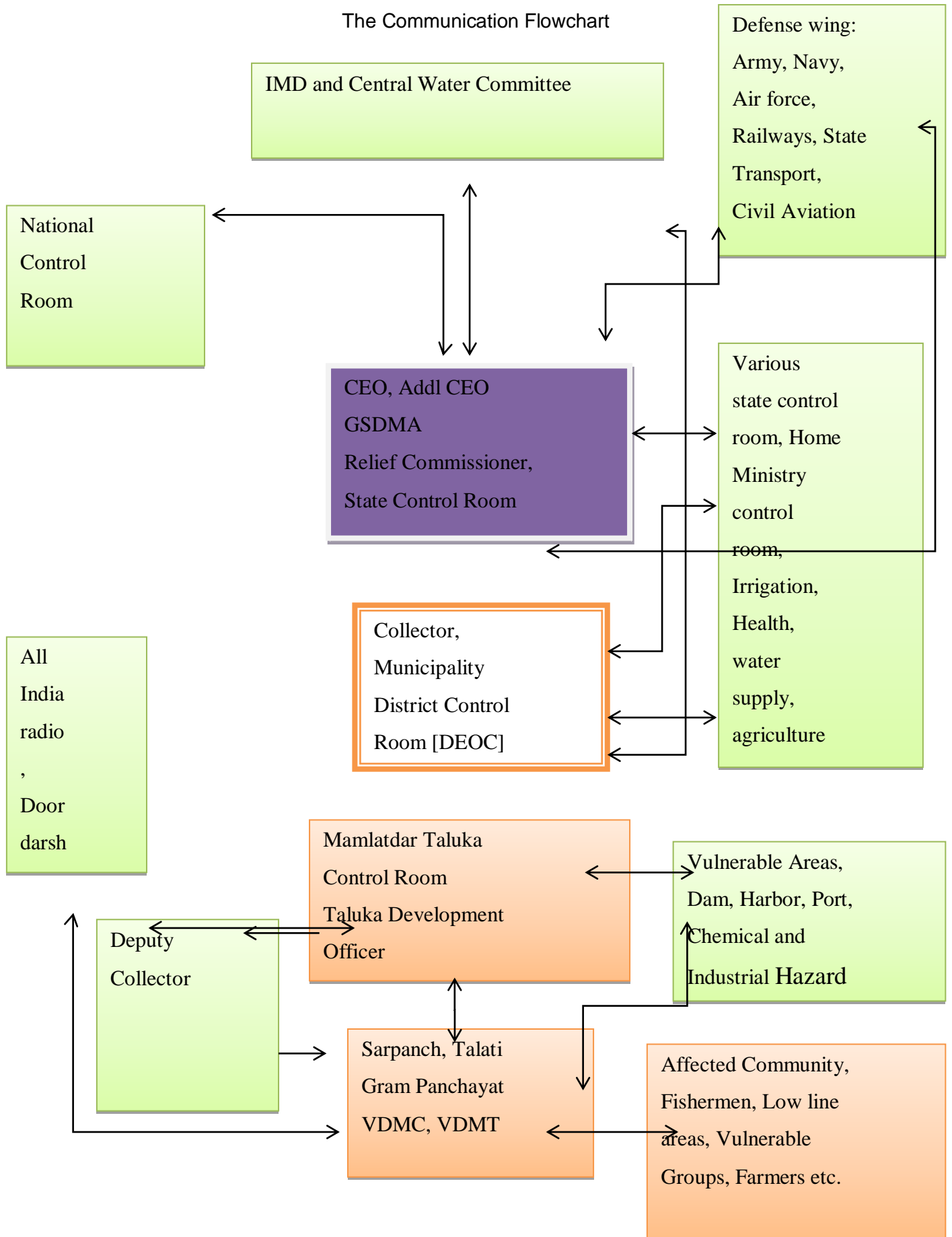
operations can be started without delay and necessary coordination can be maintained with all the concerned investigators at the district taluka level and this arrangement is for the necessary coordination for the purpose of quick implementation. While there is no fixed time of calamity, mock drills are organized from time to time for the purpose of checking the preparedness and vigilance of the local administrative system as well as the internal coordination and the deficiencies observed during it are reviewed and corrected in the future. Care is taken to avoid recurrence. No disaster can be prevented but preparedness and preparedness can reduce its dire effects and severity. Also, since pre-disaster preparedness is the only option, capacity building in the local community is essential. According to which training activities are organized for the various groups at the community level through the Disaster Risk Management Program implemented by the Gujarat State Disaster Management Authority. Also against calamity from time to time The idea of Pravarvatiyari is conveyed to the people through various public awareness programs through various mediums.

Apart from this, concerned departments like Police, Panchayat, Road Building, Forest Department, Education, Health etc. are notified to work in necessary coordination. Liaison Officers have been appointed for immediate response at Taluka level. All Liaison Officers remain alert and alert in times of calamity as well as taluka-wise coordination.

At the district level, till now, the services of Police Control Room, Fire Brigade Himatnagar and 108 have an important role as the first response agency under normal circumstance Apart from this, in special circumstances, the services of subject experts, Health

Department, Road Building Department and related departments have been taken. becomes important

The Communication Flowchart



Roles and Responsibilities

For early warning and disaster related rescue and relief operations and post-disaster reports.

S r	Work force	A leading prosecutor	Assisting Members/ Organizations	event
1	Co-ordination and planning And Warnin g	Collector	District Collector, District Development Officer, District Police Suprintent, Resident Additional Collector, Mamlatdar all, Chief Officer,	Planning, Finance and Administration
			Mamlatdar, Deputy Mamlatdar, Control Room, Mobile Operator, TV Radio,	Operation
2	Law And arrange ment Occupa tion and rescue	District Superintendent of Police	Dy.Superintendent of Police, Home Guard, G.R.D. NGO, Govt. Army	Law and order
			District Development Officer, Police, Civil Engineer, Fire Brigade, Road Transport Officer, State Transport, Health Department, Mamlatdar,	Work (Operati on)
3	Public works	Executive Engineer (Roads (State)	Irrigation, Executive Engineer, Panchayat Bean Government Organization, Water Supply Board, Municipalities, Home Guard, Police	Work (Operati on)

4	Shelter Home	District Primary Education Officer	School Principal, Teachers, Primary Health Centre, State Transport Water Supply Road Transport Office, Mamlatdar, Taluka Development Prosecutor, Chief Officer	Work (Operation)
5	Water supply	Executive Engineer, Municipal Corporation and Municipal Board, Executive Engineer Waterworks Municipal Corporation	Chief Executive Engineer, Talati, Mamlatdar, District Development Officer, Health Officer, Chief Inspector	Work (Operation)
6	Electricity	Superintending Engineer, UGVCL	Executive Engineer, Deputy Engineer, Technical, UGVCL	Work (Operation)
7	Public Health and Sanitation	CDHO	Superintendent, Hospital, All Primary Health Centres, CHC, Municipality, Red Cross, Fire Brigade Civil Defence, Non-Government Organisations, Doctors, Taluka Development Officer	Work (Operation)
8	Support system	District Development Officer	RTS, District Supply Officer, FPS, Private and Public Sectors, Municipal Water Supply Board, Mamlatdar, District Supply Mamlatdar	Support System (Logistics)
9	Animal health	Deputy Director Animal	Veterinary Inspector, NGO	Work (Operation)

		Husbandry		on)
10	Relief supplies	District Supply Officer	Sub-Divisional Magistrate, B.O. Organizations, RTO, Water Supply, G.V. Board, Health, Home Guard, DRDA, Municipality, Mamlatdar	
11	Medium	District Information Officer	Print Media, TV, Journalists, Non-Government, Organizations	Public information

Task Force - Coordinating and Planning :- Coordinating early warning, evacuation and communication, rehabilitation operations –

Head of Task Force : Collector

No	Time Sheet	Task	Section	Activity
1	Normal time	Establishing its coordination and incident control at the state level	D.D.M.C Panchayat Department of Revenue	Establish rural level disaster preparedness structure Develop disaster management plan at all levels including district. Hold a meeting with the Crisis Management Committee (Collector). (Department of Industrial Health and Hygiene)
2		Communication systems and procedure	Police	Keeping the work forces of all stars free
3			Information Section	Information Dissemination
4		D.D.M.C. TD MC VDMC	To create public awareness about potential hazards, preparedness and precautionary measures.	
5		Police, Nagar Palika, R&B	To prepare work force, conduct training, repair and keep	

				equipment and machinery ready,
6			T.D.M.C S.D.M	Meeting with various stakeholders and updating planning on search rescue and early warning, site evacuation and communication.
7	72 to 48 hours (3 days before disaster)	Plan	Revenue Panchayat, and Police	Verifying the alert received and initiating recovery operations
8				To verify the communication and warning system in place at village panchayat and district level.
9				Dispatch evacuation team to the scene with necessary machinery and equipment.
10				Arranging vehicles for both team and community.
11				Selecting safe rescue shelters and sites for the affected community and animals.
12				Informing the District and State Emergency Operation Center about the local situation.
13				To develop a system for managing alerts messages
14				Dissemination of advance warning in local language to the last destination. By word of mouth using the medium of telephone, television, radio,

				news papers. Also use non-electrical systems (media). (Continue rebroadcasting the alerts frequently after a gap of some time.)
15	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 keep control of the situation.
16			I.M.D	Official early warning messages announced earlier will continue to be updated and announced for the next 24 hours.
17			Panchayat	Responding to early warning arrivals and prompting authorities to obtain local situational information.
				Verifying local level preparedness and reporting to Incident Commander.
18			EOC	Establish regular contact with SEOC.
19	D-24 to 12 hours	Occupation and rescue	D.D.M.C	To prepare updates about potential crisis situations
20				Providing advance alert in local language about latest status. Using the means mentioned earlier.
21				Providing detailed information about the crisis situation to the

				rescue task force and other task forces.
2 2				To verify whether the pre-warning has reached the final destination or not.
2 3	D-12 to 0 hours	Warning	DistrictL Control Room D.E.O.C.	Ensuring that early warning messages are being delivered consistently.
2 4				To monitor the situation and give the latest report about it to the higher authorities, District Collector and Disaster Management Authority.
2 5	D+1 to 12 hours	Disposal of dead bodies	Police and Health	Supervise the operation of the rescue squad and prepare a list of requirements for special machines, machinery, skilled persons, medicines etc.
2 6				Gather necessary equipment and materials and deliver them to the incident level.
2 7				Designate an officer to coordinate with the police and local leaders to dispose of dead bodies after proper investigation and registration.
2 8				Coordinate with food and.
2 9				Keep extra troops ready so that they can rest at the same time.
3 0	D+12 to 24 hours	Relief rescue	District	Continue search and rescue operations and evacuate the

			Development Officer and his team District Superintendent of Police	affected to safe places/hospitals/relief camps as required.
3 1				To launch help line numbers and support centers.
3 2				Assessing the situation by meeting with the local people at the cluster level and reporting to the District Officer every evening.

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

Task Force Leader : District Development Officer

No	Time sheet	Task	Implementing Department	activities
1	Normal condition	Identification of operational and requirement cluster		Prepare inventory of equipment material required during various calamities.
2				Conduct mock drills at various levels. Coordinating with other task forces;
3	D - 24 hours			To warn and assign work to the members of the work force.
4	D+24 hours			Reviewing the need for outsourced equipment.

5			Planning of support system keeping in mind the type of disaster (work force)
6			To carry out the work plan based on the instructions received from the control.
7			Continuous review of resources and resources.
8			Liaison of control room and important work forces.
9			To check the quality of services.
1 2	D + Day 2 and ahead	Reporting and final documentation	Responding to growing demand for support systems.
1 3			Carrying out regular reporting and documentation
1 4			Reassessing requirements and demands.
1 5			Provide equipment as deemed fit
1 6			Hold a workshop meeting with the task forces on shelter, deficit and other relief supplies.

Taskforce - Search and Rescue (Including Evacuation): Provides human and critical resources to assist in the local temporary search and rescue effort.

Task Force Head Prosecutor: Police Officer

No	Time sheet	Task	Implementing Department	activities
1	Normal time	Risk assessment and sensitivity	Police, Revenue, Panchayat	To conduct public awareness programs on do's and don'ts during various calamities.
2				Update contact addresses Update resource list Monitoring of strategic advance arrangements Periodic monitoring of work plan
3				equipment regularly. Repair and maintenance of machines, purchase/ provision of special machines.
4			D.E.O.C Police	Training and capacity building of special teams and volunteers in search and rescue strategies that change from time to time.
5	D-72 to D 0	Assess the situation	Resident Additional Collector	Planning operations for search and rescue
6				Assessing risk and taking action.
9	D+1 To 24	Functions and procedures	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 regarding disaster. (Districts and Villages)
13			District	Take the affected to a safe place

15			Education Officer	Verifying local level preparedness and reporting to Incident Commander.
16	From D+24 onwards	Reporting performance of all stations	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. Thank various stakeholders for their support

Taskforce - Damage assessment, survey and documentation

Task Force Lead Applicant: Executive Engineer Roads and Buildings

No	Time sheet	Task	Implementing Department	activities
1	in normal condition		D.E.O.C	To prepare a team of responsible officers and citizens to receive and assess the damage assessment sheet prepared by the state authority. Forming four types of teams for assessment. 1) Private Buildings and Buildings 2) Roads, Bridges, Telephone Communications and Public Buildings 3) Agriculture and Water Resources 4) Industry and Commerce

2				To prepare a list including addresses and telephone numbers of persons who can assess the damage.
3	D + 24 hour	Loss assessment	R.&B. and PWD and Panchayat	Prepare an estimated cost sheet of personal and other resources required for damage assessment.
6				To obtain opinions about the revisions to the preliminary assessment and the complexity of the damages. To inform the higher authority for any clarification in the assessment details
7	D +24 to 72 hours	Complaint Prevention	Panchayat (for rural area) Municipality (for urban area)	Panchayat (for rural area) Municipality (for urban area)
8	and beyond			For any technical information required at the time of assessment of damages, to provide a copy of the information to the assessor on the basis of which he can resolve the queries of the people on the spot.
1				Constantly reviewing and evaluating until the job is done.
1				Officially submit the final report to the higher authority

Taskforce-:Relief Camp Management: (Temporary Housing, Food, Water, Electricity, Health) Psychosocial Caregiver, Workforce Lead Prosecutor: District Supply Prosecutor

Taskforce - : Provides manpower and resources related to public health and sanitation issues. And usually medical care restores the reproductive system.

Officer to lead the work force: Chief District Health Officer

S N	Time sheet	Task	Implementin g Department	Public Health and Sanitation
1	in normal condition			Tabulation of addresses and contact information of doctors, nurses, private and government clinics and hospitals, beds and ambulance availability.
2				List of trained volunteers for first aid services.
3	D - 24 hours	Verificati on of medically necessar y quantities	Department of Health	Conducting meetings on matters of public health and sanitation and making estimates of personnel and resource requirements.
4				Coordinate with the camp management task force to provide necessary volunteers, first aid kits and other sanitation services.

				Designate an officer to coordinate with the police and local leaders to dispose of dead bodies after proper investigation and registration. To make alternating arrangement of electrical connection at all PM units.
5				Making a list of various materials for collection and obtaining approval.
6	D+24 hours	Distribution of work and identification of clusters of requirements	B.H.O. and Ph.C. St. Ray	Creation of Health and Sanitation Committee at District Headquarters.
7				Monitoring health and sanitation situation at all locations and making daily reports. Conducting daily meetings at the District Headquarters to understand the situation and prepare a response plan.
8				Prepare report along with budget for water supply, sanitation promotion, child care and other needy needs.
9				If they require assistance, write a

				request letter to the district authority for assistance.
1 2	D + Day 2 and ahead	Reporting and final documen tation	CDHO , T.H.O and Medical Officer	To restore the physical infrastructure that facilitates health if damaged.
1 3				Conduct cleanliness campaign by forming a cleaning squad.
1 4				Constantly reviewing and re-evaluating work.
1 5				All services to continue uninterrupted till the situation returns to normal. Finalization of public health services by meeting all stakeholders.

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

Deputy Director of Animal Diseases and Breeding headed by the Task Force

N o	Time sheet	Task	Implementing Department	Activities
1	Normal time			Preparation of list of animals and their health details and taking precautionary measures.
2				To prepare list and contacts of para animal

				health workers.
3				Preparation of list of animal hostels and cages.
4				Spread the word about insurance.
5				Identifying vulnerable areas and developing strategies for response.
6	Between D 0 to D			Arrangement of transpotation to rotate affected cattle.
7	+72	Quantity Verification	Deputy Director of Animal Husbandry	Provide relief, fodder, water and medicine arrangements and monitoring of animals.
8				Be careful not to spread epidemics in animals
9	Later on Beyond		Veterinary Team	Reviewing response performance.
10	D +72			Document and case study the impact of disasters on livestock and related livelihoods.

Taskforce -: Water Supply Department- Provision of water

Officer-in-charge of the Task Force: Executive Engineer-Water Supply and Sewerage Board

No	Time sheet	Task	Implementing Department	Activities
1	in normal condition	Verification of required quantity	Water Supply Department	Establishment of Animal Availability, Capacity

		of water		and Purity (Workforce)
2				Alternative Schemes for Water Distribution and Storage (Workforce)
3				Commissioning of new and additional equipment (work force)
4				Maintain a surplus of consumable supplies and equipment. (work force)
5	D - 24 hours			Hierarchy and shift system of employees
6				Providing Public Awareness on Water Consumption (Task Force)
7				Advising government and private sectors to conserve water supplies. (work force)
8	D+24 hours	Distribution of work and identification of clusters of requirements	Water Supply and Municipal Board	Water Supply Planning and Prioritization of Water Users (Workforce)
9				Water Supply System Status and Damage Assessment (Workforce)
10				Employing Water Tankers (Work Force)

1				Repair/Rehabilitation of Water Supply System (Plan Based)
1				Distribution of Supply Stations/Distribution Safety
1				Ensure water distribution management workforce.
3				Coordinate provision of information on water distribution and storage and safe use of water.
1				
4				
1	D + Day 2 and ahead	Reporting and final documentation	Water Supply and Municipal Board	Establishing a temporary water supply system.
5				Pay attention to permanent water supply quantity.
1				Long-term resettlement plan and completion of necessary projects (workforce)
6				Initiating repotting and document verification. (work force)
1				Resource allocation (workforce)
7				Tutorial Meeting (Workforce and Other)
1				Final Report (Task Force)
8				
9				
2				
0				
2				
1				

Taskforce – To restore normal power supply in power-affected areas

Officer to lead the task force: Superintending Engineer UGVCL

No	Time Sheet	Task	Implementing Department	Activities
3				Developing Contact List (UGVCL)
4				Conduct informal risk and threat assessments/ assessments. (UGVCL)
5				Develop disaster planning.
6	D - 24 hours	Verification of required quantity		Assessing impacts as per standard operating procedures. (UGVCL)
7				Prioritizing Response Actions (UGVCL)
8				Take necessary measures to ensure that the power supply is not depleted.
9				Provision of additional equipment/ resources (UGVCL)
10				Ensuring about unforeseen emergencies.
11	D+24 hours	Distribution of work and identification of clusters of		To revise the plan based on information and evaluation of performance. (UGVCL)
12				Monitoring the status of action/action. (UGVCL)

16		requirements		Maintain constant liaison with Control Room and GV Board HQ regarding requirements, requirements and availability.
17				To review efforts for improvement. (UGVCL)
18				Creating an intermediate coordinate system. (UGVCL)
19				Conduct regular coordination meetings with other stakeholders
20				Initiate formal documentation of efforts.
21				Making alternate arrangements for power supply at relief camps/shelter sites, generators etc.
22				
23	D + Day 2 and ahead	Reporting and payment of final documents		Review of planning changes for safety (UGVCL)
24				A plan to normalize the situation, including additional safeguards if necessary. (UGVCL)

Taskforce -: Public Works - will provide the necessary manpower and equipment to support local efforts to restore normally functioning infrastructure.

Sr	Time sheet	Task	implementing department	Activities
1	in normal condition			Prepare inventory of personnel, equipment and infrastructure.
2				Transport: Determining alternative routes for transport and presenting maps.
6	D - 24 hours	Verification of quantity/s required		Discharge of employees and workforce.
7				Establish a control room.
8				Liaise with District Control Unit.
9	D+24 hours	Distribution of work and identification of clusters of requirements		Recruiting and dispatching the team on priority basis.
10				Commencement of damage assessment and inspection Commencement of damage assessment and inspection. .
11				Develop action plan and liaise with control room.

1 3				Initiate hierarchical system of staffing and manpower planning.
1 4				Providing information regarding road access and infrastructure.
1 5	D + Day 2 and ahead	Reporting and final documentation		Carry out detailed costing.
1 6				Improvement repair and replacement of equipment and other equipment.
1 7				Lecture meeting
1 8				Preparation of final report.

Shelter: Provides equipment and supplies to provide temporary shelter to the disaster-affected population.

Officer-in-charge of the task force: District Primary Education Officer

No	Time Sheet	Task	Executing Department	A activities
3				Providing information about shelters to other task force officials
4				Develop a methodology for shelter management
5				Develop list of shelter locations, capacity etc

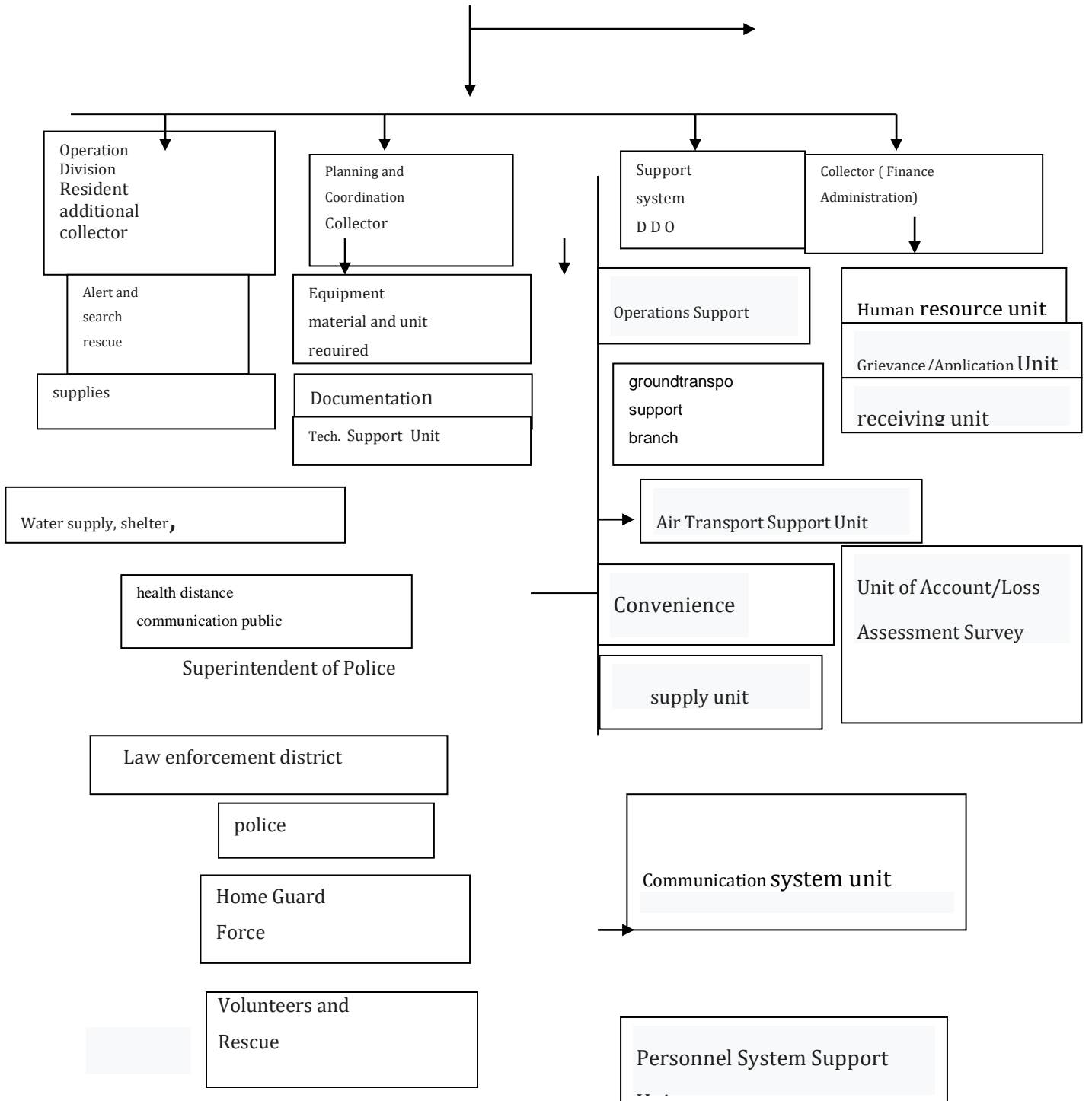
6	D - 24 hour s			Task force to discharge shelter managers
9				To inform people about shelter location and status
10				Addressing shelter site managers
11				To start shelter as per instructions
12	D+2 4 hour s	Reporting and documentation	Shelter managers	To start the process of admitting the dependents in the shelter
13				Reporting on the status of shelters
14				Plan for prioritization of shelter use
15				Coordinating with other workplaces for water, supplies, food, health security
16				Providing support and assistance to dependents
17				Continuity Workforce
18	D + Day 2 and ahead			Monitoring the status of shelters and movement of people
19				[Employ additional materials
20				Faking Sadhana

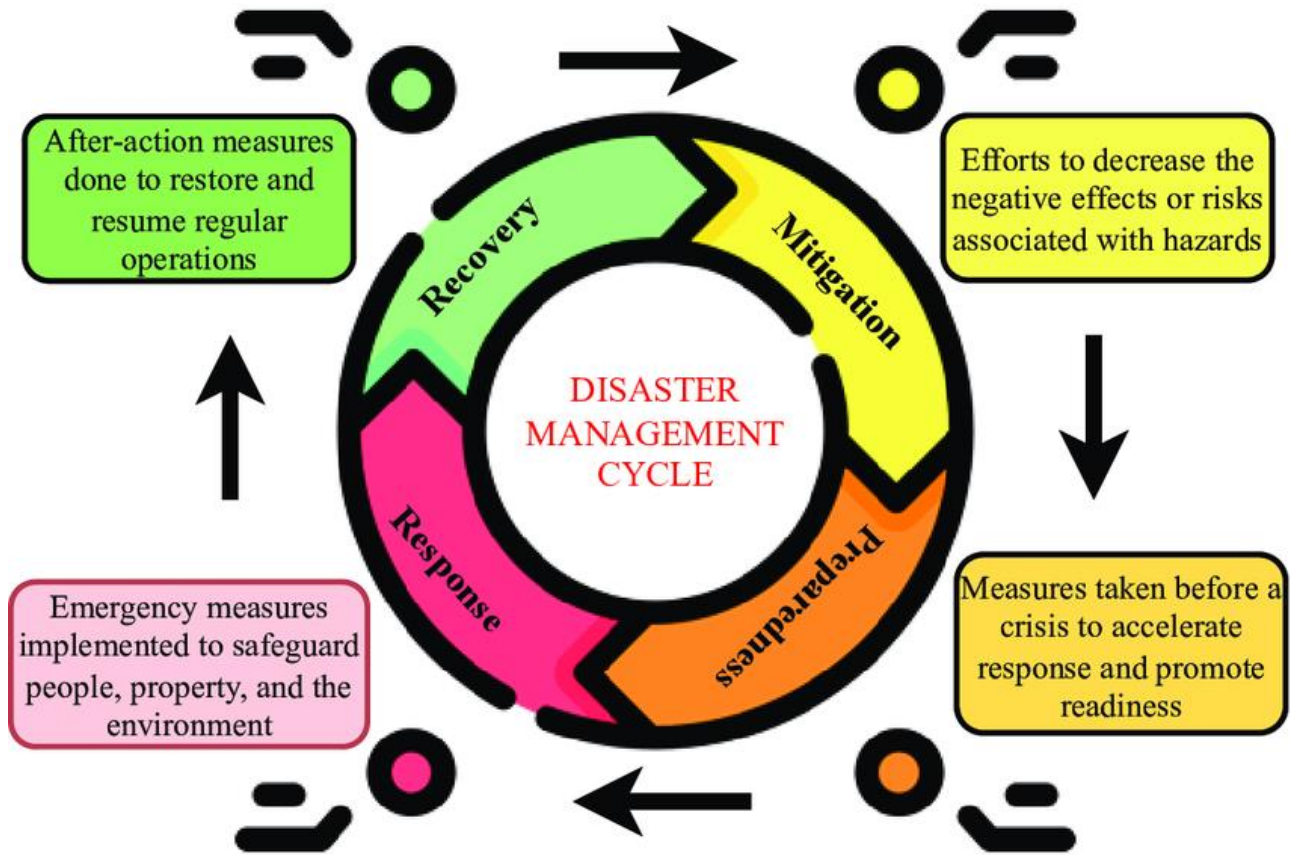
0				material as deemed appropriate
2				To improve the condition of shelters and carry out repairs
1				lesson
2				Final report
2				
3				

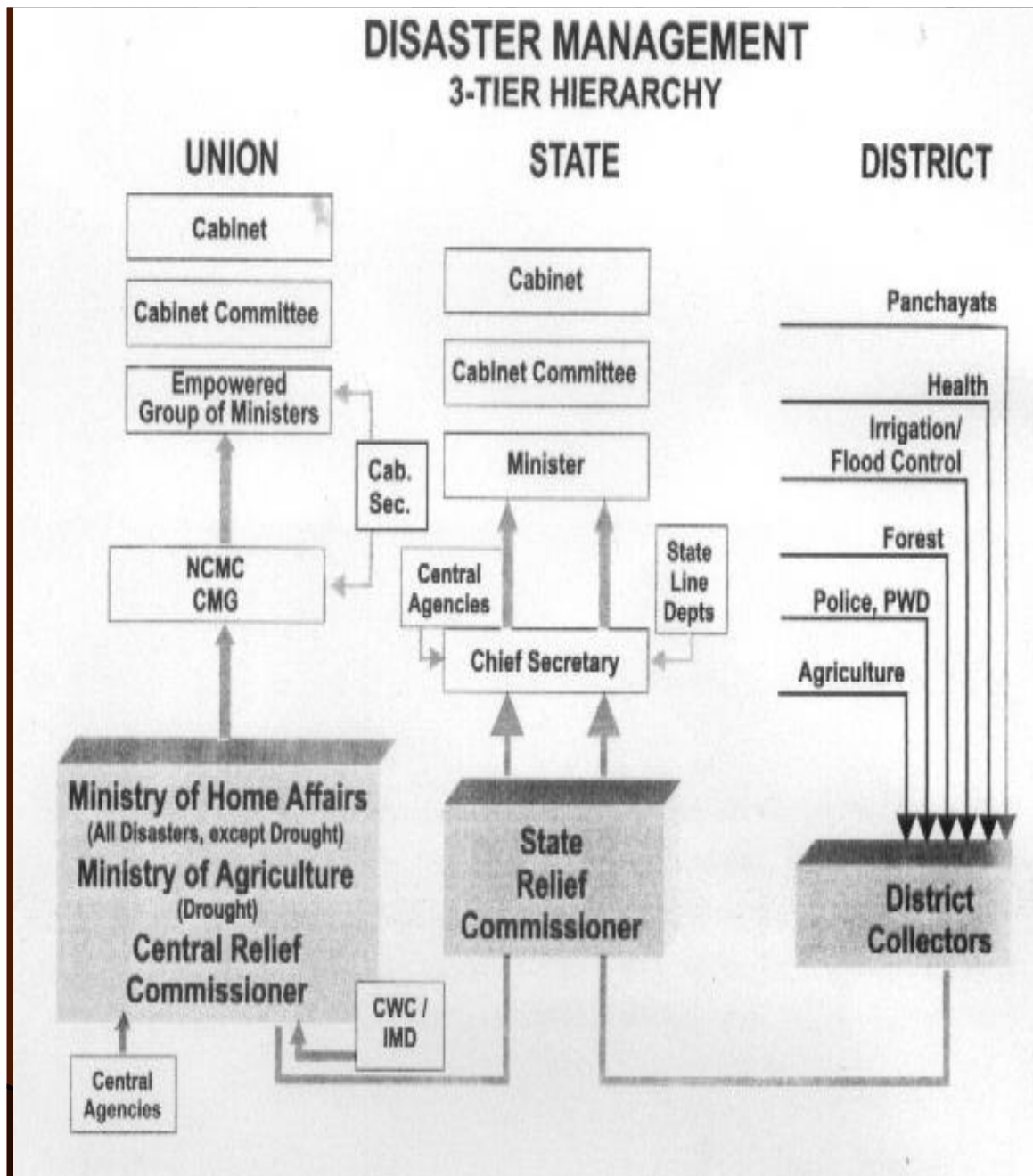
Structure of incident control system

Incident commandar and
(Collector)

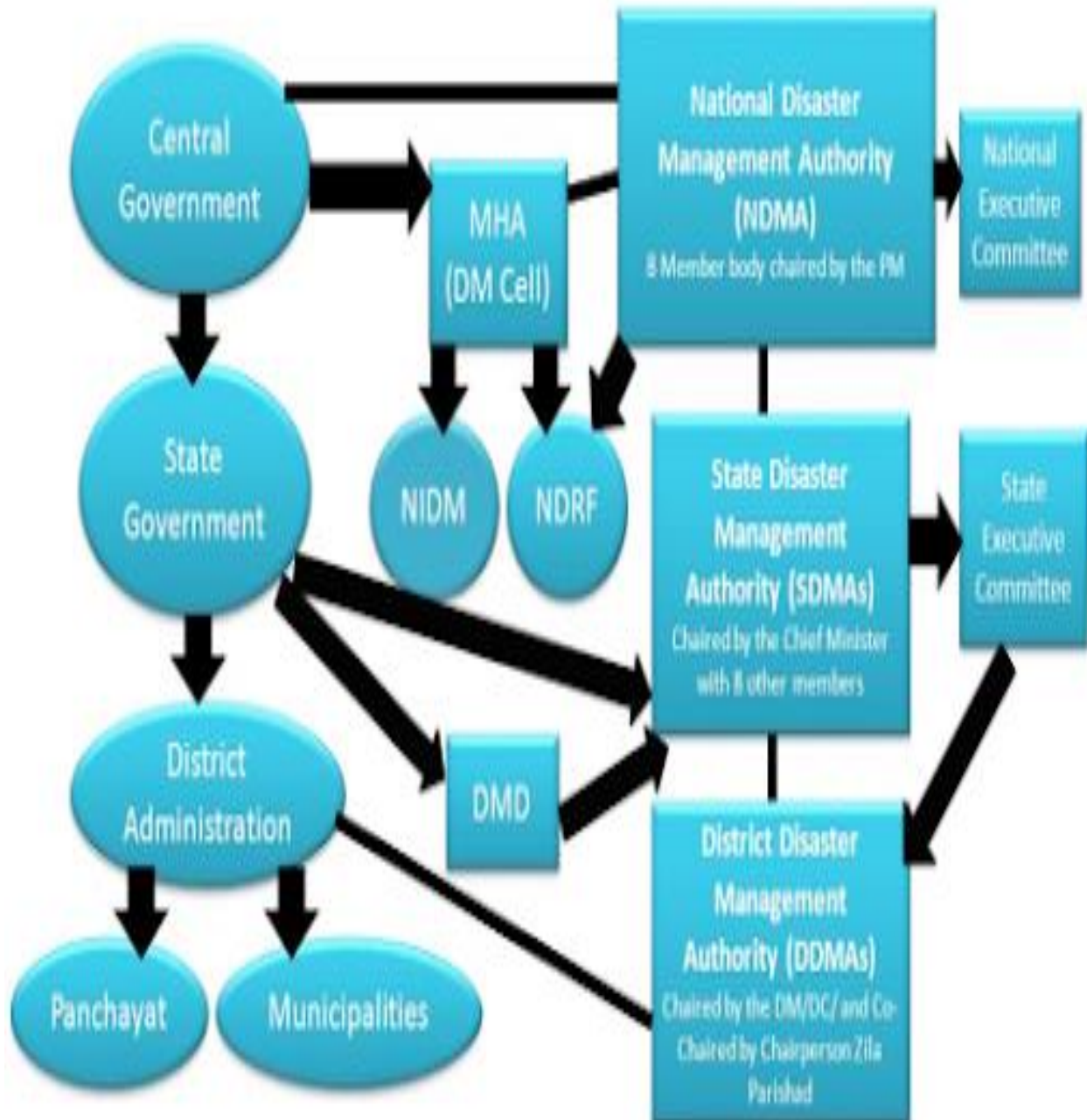
Safety Unit Protocol and Liaison
Unit (Collector) Public
Information (District Information
Officer

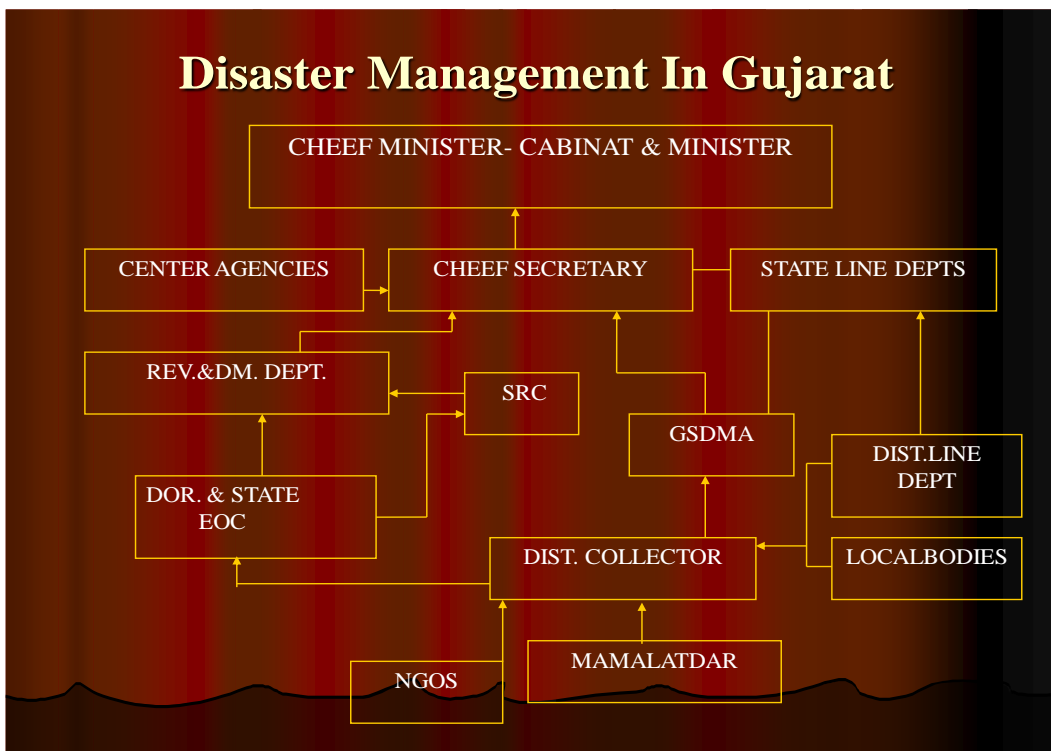
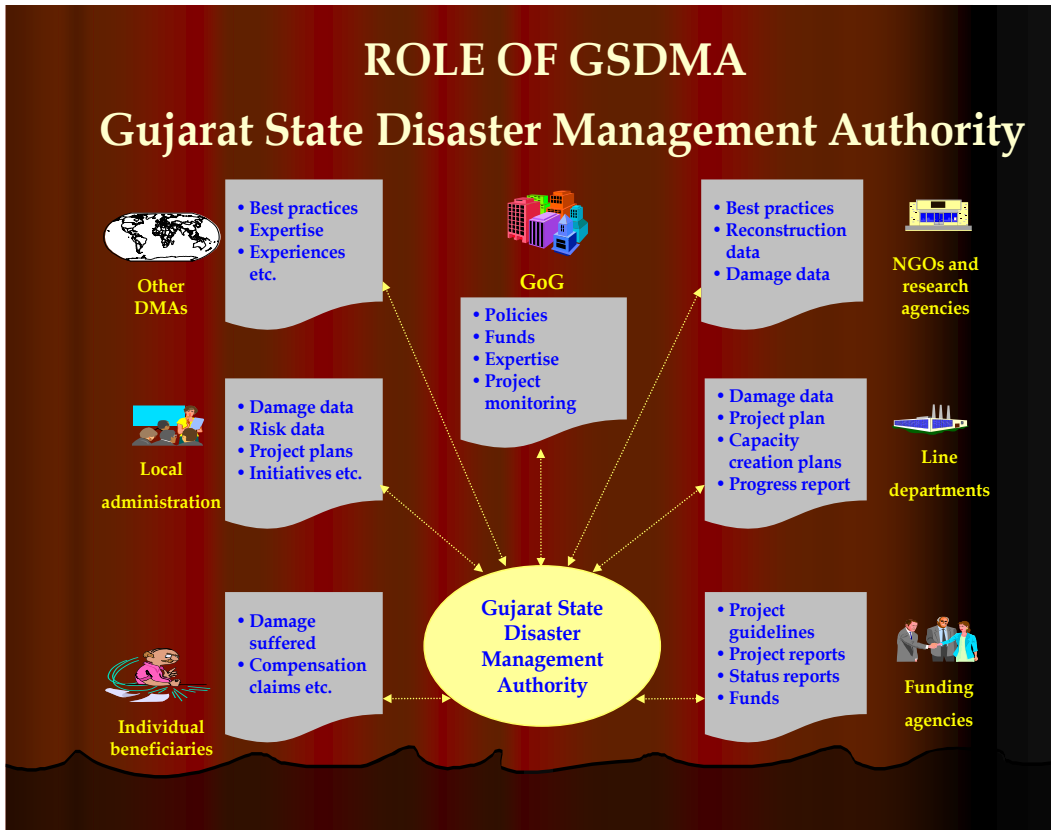




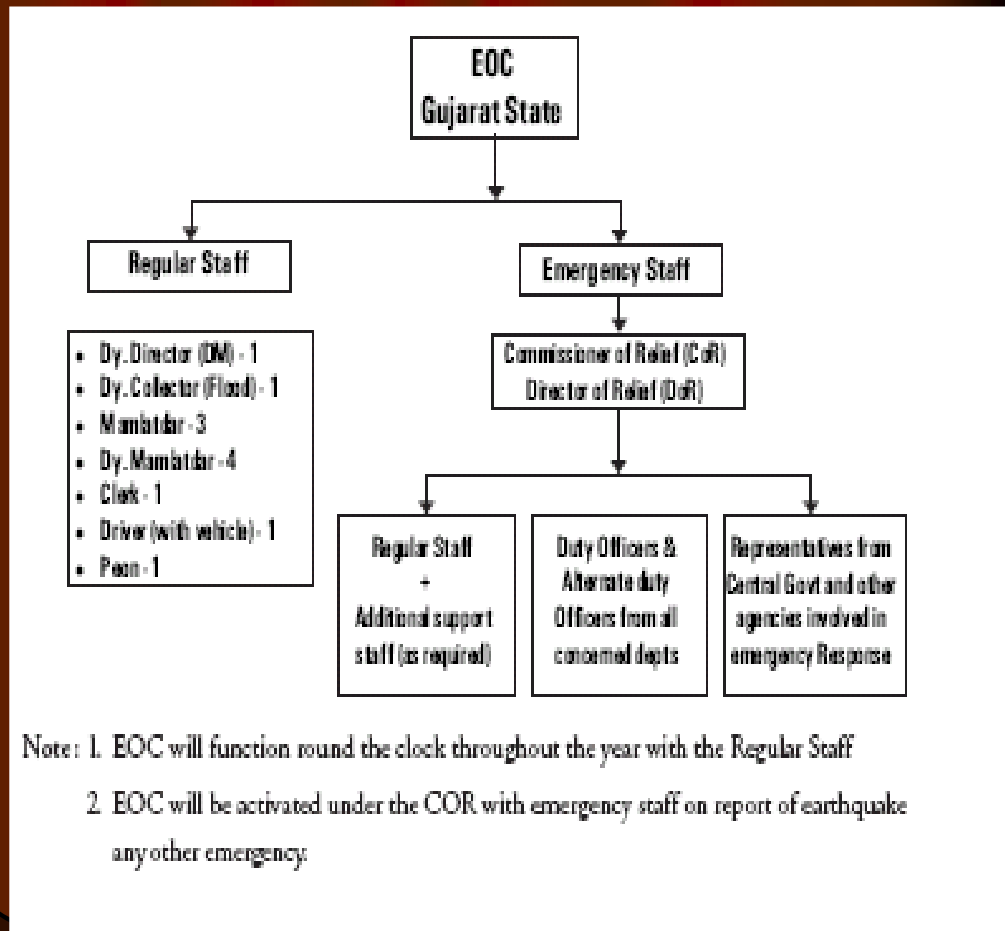


Legal - Institutional Framework





EOC Management Structure –Gujarat State



Earthquake Management Structure –Gujarat State

