

CHAPTER IX

DEPARTMENT WISE RESPONSE STRUCTURE:

Check list for line departments:

Check list for Deputy Commissioner & Additional Deputy Commissioner & District project Officer:

PREPARED ACTION TAKEN	Y/N	REMARKS
To ensure communication of the District Control Room with the Block Control Room ,Police Control Room as well as the State Control Room.		
Test checking of receipt & transmission of messages.		
Ensuring Proper functioning of communication equipment.		
Alternate communication arrangements in case of failure of one system.		
Training & Mock drill of officials designated for disseminating a Cyclone/Flood warning.		
Flow of information Up & Down as follows 1) District Control Room --- Block Control Room .--- Villages 2) Deputy Commissioner----Revenue department ---- Line Departments--- Police Control.Room --- DIPRO.		
Public address system to be kept ready along with vehicles.		
Highlighting Control Room Phone No's.		
Preparing a database for Important Tel Nos. & Alternate Tel Nos.		
District Control Room to operate with shift (24 hours & 365 days).		
Detail report of the situation to be displayed for every ones information at district control room.		
Adequate warning mechanism to be ensured for evacuation.		
Officers at different control rooms to be designated as Nodal officer for evacuation.		
Co-ordination between Dist. Administration with NGO's etc.		
Mapping of cyclone shelters serving Vulnerable villages.		
Army assistance / Special task group to be pre prepared.		
Rescue groups to under go mock drills		
Co-ordination with Police force / Police arrangements / Fire brigade staff.		
Contact Person / Address / Telephone No. of different Private / Govt. Vehicle to be kept in advance.		
Organizing vehicles / ambulance for immediate assistance to the affected mass.		
Community assistance in road clearance.		
Passenger carrying buses / transportation etc. to be diverted away from Disaster sites.		
Areas to be identified to be cordoned off.		
DIPRO to dessiminate information to public		
Ensuring advance stocking of resource for evacuation equipments like ladders, rope, petromax lights etc.		
Safe route / alternate route charts from / to weak & Vulnerable points.		
Evacuation routes not to be blocked for long time.		
Order of evacuation should be		

(a) Seriously injured & sick (b) Children, women, Handicapped, old age (c) Able bodied.		
Petrol / K.Oil / Diesel to be kept reserved in advance		
Ensuring supply of Food & Water		
Provision for security in a) Relief receiving centers b) Transportation of relief c) Relief stored godowns d) Distribution of relief e) Relief camps f) Free kitchen centers / Feeding centers g) Relief officials h) VIP's / VVIP's dealing with relief distribution i) Air dropping zones		
Order in advance for the requirements.		
Storage of materials in advance at the inaccessible pockets.		
Ensuring pre position of medical aids.		
Evaluating the depth of impact of disaster at different locations.		
Prioritizing the disaster sites depending upon the magnitude.		
Uninterrupted supply of relief materials to Relief camps / Multipurpose shelters.		
Provision for free kitchen / distribution of cooked food.		
Provision for transportation.		
Alternate rout chart to reach the disaster sites / weak & vulnerable points.		
Arrangements for Trauma counseling facilities		
Initiating help from local NGOs / CSOs / Anganwadi members		
Keeping an account of the list of private stockiest / Millers etc.		
Family pack should be made in advance.		
Type of relief materials to be finalized for different types of disasters,		
Ensuring MSL (minimum standard limit) at all the fair price shop / Wholesalers etc.		
Packed water to be pre stocked / Drinking water supply		
Public address system / Public information center activated		
Precautionary measures through Leaf lets / Pamphlets.		
Coordination with revenue and all other line departments		
Coordination with S.P and DMHO		
Coordination with S.P and DMHO		
With Irrigation / Line Departments.		
With Army Personnel's NCC / NSS etc.		
With Fire officer		
With Private Resource persons like Doctors / Engineers etc.		
With NGOs / CBOs / CSOs		
With neighboring district HQ.		
With Student mass		
Road clearance.		
Eviction of Encroachments.		
Arrangements for alternate routes		
Identification of Casualties.		
Preparing reports on UD cases.		
Electricity restoration.		
Transportation / communication restoration.		
Water supply restoration.		

Normalcy restoration.		
Restoration of Educational Institutions.		
Weak & Vulnerable areas.		

CHECK LIST FOR SP

PREPARED ACTION TAKEN	Y/N	REMARKS
Ensuring communication establishment of Dist. Police H.Q. with P.S./ O.P.s / DCR/Divisional Commissioner/Neighboring Police H.Q's .		
Test checking of receipt of transmission of messages		
Ensuring Proper functioning of communication equipments or systems.		
Alternate communication arrangements in case of failure of one system.		
Training & Mock drill of warning dissemination teams for disseminating a Cyclone/Flood warning.		
Flow of information Up & Down as follows D.C.R.---S.P.----P.S. / O.P's.		
Public address system to be kept ready along with vehicles.		
Highlighting Control Room Phone No's. & other important PH no's.		
Preparing a database for Important Telephone Numbers.		
Adequate warning mechanism to be ensured for evacuation.		
An officer to be designated as Nodal officer for evacuation.		
Community assistance in organizing emergency transport of seriously injured to the Medical center.		
Antisocial elements identified and taken care of.		
Community assistance in road clearance.		
Traffic management, Patrolling on State/National High ways and roads leading to disaster sites.		
Roads to be identified to be made (a) one way (b) to be blocked		
Passenger carrying buses etc. to be diverted away from Disaster sites.		
Security provisions in a) Shelters b) Transit camps c) Hospitals & Medical center.		
Areas to be identified to be cordoned off.		
Public information centers activated.		
Co-ordination with Army personnel in rescue and evacuation.		
Ensuring advance stocking of resource for evacuation equipments like ladders, rope, petromax lights etc.		
Alternate route charts for weak & Vulnerable points.		

Provision for security in a) Relief receiving centers b) Transportation of relief c) Relief stored godowns d) Distribution of relief e) Relief camps f) Free kitchen centers / Feeding centers g) Relief officials h) VIP's / VVIP's dealing with relief distribution i) Air dropping zones		
Assisting Dist. Authorities for action against Hoarders, Black Marketers etc.		
Safe guarding the weak & Vulnerable points on river embankment.		
Taking the relief poaching to task.		
Safe guarding the public / Govt. properties.		
With DCR / DC / Divisional Commissioner.		
With DMHO / DVO / DC Supply / DTO		
With Irrigation / Line Departments.		
With Army Personnel's.		
With Fire officer / NCC / etc.		
Road clearance.		
Eviction of Encroachments.		
Arrangements for alternate routes		
Identification of Causalities.		
Preparing reports on UD cases.		

CHECK LIST FOR DM & HO

PREPARED ACTION TAKEN	Y/N	REMARKS
Ensuring communication establishment with DCR, P.H.C.s, CHCs ,Medical Aid Centres & Sub Centres.		
Test checking of receipt & transmission of messages.		
Ensuring Proper functioning of communication equipments or systems.		
Alternate communication arrangements in case of failure of one system.		
Training & Mock drill of officials designated for disseminating a Cyclone/Flood warning.		
Flow of information To & Fro as follows Collector / D.C.R -----D.M.H O. ----- M.O., P.H.Cs , C.H.Cs etc. ----- M.O, Sub Centres ----- Medical Aid Centres .		
Public address system to be kept ready along with vehicles.		
Highlighting Medical Control Room Phone No's. .		
Preparing a database for Important Tel Nos. & Alternate Tel Nos.		
Control room to operate with shift Medical officers (24 hours & 365 days).		
Battery/Charging sets to be kept charged with arrangements for stand by Battery sets.		
Detail Precautionary report of the situation to be displayed for every ones information.		
Ensuring prevention of water born diseases .		

Placement of requirements of medicines etc.		
Adequate warning mechanism to be ensured for evacuation.		
Officers at different control rooms to be designated as Nodal officer for evacuation.		
Functioning of medical Aid Centres in the shelters / weak & Vulnerable areas.		
Adequate supply of Medicines etc required for treatment of people rescued.		
Ambulance to be kept in readiness.		
Formation of Mobile units & Deputing these mobile units with Medicines to accompany the rescue team.		
Preventive measures to stop spread of epidemics in the shelters / relief camps.		
Distribution of Leaf-lets / Pamphlets for Dos & Do Not's.		
Special Attention for water sanitation.		
Ensuring functioning of DDCs		
Uninterrupted supply of Medicines to the DDCs / Relief camps / Sub Centres / Multipurpose shelters.		
An officer to be designated as relief medical officer.		
The following emergency medical equipment are stocked <ul style="list-style-type: none"> • Drugs used in treatment of cut and fractures, such as tetanus toxoid, analgesics and antibiotics. • Drugs used for the treatment of diarrhea, water-borne diseases and flu (including oral dehydrating supplies). • Drugs required treating burns and fighting infections. • Drugs needed for detoxification including breathing equipments. 		
Discharge of all ambulatory patients whose release does not pose a health risk to them.		
Non-ambulatory patients relocated within the hospital to safest areas.		
Equipment supplies such as candles, matches, lanterns and extra clothing provided for the comfort of the patients.		
Emergency Generator available.		
Adequate supplies of anesthetic gases for surgery cases available.		
The hospital water storage tanks were filled.		
An area of the hospital designated for receiving large number of casualties.		
Emergency admissions <ul style="list-style-type: none"> • Procedures developed. • Records maintained. • Work schedules to ensure availability of adequate staff. 		
In house emergency medical teams to ensure that adequate staff available at all times to handle emergency casualties.		
Emergency accommodations provided for, for medical personnel from outside the area.		
Security arrangements made at hospitals.		

Public address system / Public information center activated at the hospital.		
Trauma counseling facilities.		
With Collector / DCR, S.P. GRIDCO, PHD, RWSS & Line Dept.		
With NGOs / CBOs / CSOs.		
With Health Dept. /Red Cross		
With Private Ambulance / Nursing Homes / Doctors / Specialist.		
Water Sanitation while the normalcy restores.		
Safe Disposal of carcasses.		
Ensuring proper functioning of DDCs.		
More Medical Aid Camps at disaster sites / Rehabilitation sites.		
Protection against epidemics water born diseases & air born diseases.		
Supply of disaster specific medicines.		
Record mentioning the details of casualties.		
Trauma counseling system developed.		

CHECK LIST FOR B.D.Os.

PREPARED ACTION TAKEN	Y/N	REMARKS
Ensuring communication establishment of BCR with District control rooms / Line Dept. control rooms / Sub-Zones / Neighboring Block control room / Police control rooms / IMD / State flood control room.		
Test checking of receipt & transmission of messages.		
Ensuring Proper functioning of communication equipments or systems.		
Alternate communication arrangements in case of failure of one system.		
Training & Mock drill of officials designated for disseminating a Cyclone/Flood warning.		
Flow of information Up & Down as follows 1) DCR / Collector --- BCR (Zones) / Tahasils --- Sub-Zones --- G.P CR.--- Villages.		
Public address system to be kept ready along with vehicles.		
Highlighting Control Room Phone No's .		
Preparing a database for Important Tel Nos. & Alternate Tel Nos.		
BCR to operate with shift (24 hours & 365 days).		
Battery/Charging sets to be kept charged with arrangements for stand by Battery sets.		
Detail report of the situation to be displayed for every ones information at BCR.		
Adequate warning mechanism to be ensured for evacuation.		
Officers at different control rooms to be designated as Nodal officer for evacuation.		
Co-ordination between Block Administrations with NGO's, CBO's .		

Pre placements of Power & country boats at weak & Vulnerable points		
Mapping of cyclone shelters to the Vulnerable villages.		
Identification of Mounds & Cattle sheds.		
Army assistance to be pre prepared.		
Rescue groups to be Mock drilled.		
Co-ordination with Police force / Police arrangements / Fire brigade staff.		
Contact Person / Address / Telephone No. of different Private / Govt. Vehicle to kept in advance.		
Organizing vehicles / ambulance for immediate assistance to the affected mass.		
Community assistance in road clearance.		
Passenger carrying buses / transportation etc. to be diverted away from Disaster sites.		
Areas to be identified to be cordoned off.		
Public information centers activated.		
Gender / Old age issue must be taken care of.		
Ensuring advance stocking of resource for evacuation equipments like ladders, rope, petromax lights etc.		
Safe route / alternate route charts from / to weak & Vulnerable points.		
Evacuation routes not to be blocked for long time.		
Order of evacuation should be a) Seriously injured & sick b) Children, women, Handicapped , old age c) Able bodied.		
Petrol / K.Oil / Diesel to be kept reserved in advance		
Ensuring supply of Food & Water		
An officer to be appointed as the relief officer.		
Provision for security in a) Relief receiving centers b) Transportation of relief c) Relief stored godowns d) Distribution of relief e) Relief camps f) Free kitchen centers / Feeding centers g) Relief officials h) VIP's / VVIP's dealing with relief distribution i) Air dropping zones		
Placement of order in advance for the requirements.		
Storage of materials in advance at the inaccessible pockets.		
Ensuring pre position of medical aids.		
Evaluating the depth of impact of disaster at different locations.		
Prioritizing the disaster sites depending upon the magnitude.		
Uninterrupted supply of relief materials to Relief camps / Multipurpose shelters.		
Provision for free kitchen / distribution of cooked food.		
Provision for transportation.		
Alternate rout chart to reach the disaster sites / weak & vulnerable points.		
Arrangements for Trauma counseling facilities		

Initiating helps from local NGOs /CBO's / Anganwadi members		
Keeping an account of the list of private stockiest / Millers etc.		
Family pack should be made in advance.		
Type of relief materials to be finalized for different types of disasters,		
Ensuring MSL (minimum standard limit) at all the fair price shop / Wholesalers etc.		
Packed water to be pre stocked / Drinking water supply		
Public address system / Public information center activated		
Precautionary measures through Leaf lets / Pamphlets.		
With DCR / Collector.		
With Police / M.O. / Fire officer		
With Line Departments.		
With Army Personnel's / NCC / NSS etc.		
With Student mass		
With Private Resource persons like Doctors / Engineers etc.		
With NGOs / CBOs		
With neighboring Block HQ.		
Road clearance.		
Eviction of Encroachments.		
Arrangements for alternate routes		
Identification of Causalities.		
Preparing reports on UD cases.		
Electricity restoration.		
Transportation / communication restoration.		
Water supply restoration.		
Normalcy restoration.		
Estimation of Losses		

CHECKLIST FOR MESEB

PREPARED ACTION TAKEN	Y/N	REMARKS
Radio communications established with Emergency Operations Center, Divisional Commissioner, District Control Room and Departmental offices within the division		
An officer appointed as "Officer-in-Charge-power Supply"		
Standby arrangements for temporary electric supply or generators made for Hospitals, Water department, Collectorate, Police stations, Telecommunications buildings, Meteorological stations, Transit camps, SOC		

Feeding Centers, Relief camps, Cattle camps, Godowns for storing relief materials, Access roads.		
Each depot provided with disaster management tool kit		
Inspection, and repairs if needed, carried out for High tension lines, Towers, Substations, Transformers, Insulators, Poles		
Clearing of damaged poles carried out.		
Salvage of conductors and insulators done.		
Emergency accommodations undertaken for staff from outside the area.		
An itemized damage assessment carried out		

CHECKLIST FOR IRRIGATION DEPARTMENT

PREPARED ACTION TAKEN	Y/N	REMARKS
Radio communications established with Emergency Operations Center, Divisional Commissioner, District Control Room and Departmental offices within the division		
An officer appointed as “Officer-in-Charge-Irrigation”		
Emergency tool kits for all technical assistants prepared.		
Water level gauges on minor tank structures not having level gauges marked.		
Repairs/under construction activities are well secured.		
Round the clock inspection and repair being carried out of Bunds of dams, Irrigation channels, Bridges, Culverts, Overflow channels as may be necessary.		
Round the clock inspection and repair being carried out of Pumps, Generators, Motor equipment and Station buildings.		
Level of impounding in the tanks reduced. Coordination of this action with other districts is done.		
Inlet and outlet to tanks are cleared.		

CHECKLIST FOR FIRE SERVICE

PREPARED ACTION TAKEN	Y/N	REMARKS
Communication established with Police, Dist. Control Room, CDMO office, Emergency operation center		
Essential fire fighting equipments are stocked Vehicle in good condition, Fuel, Masks, ladders etc.		
Personnel are trained to fight out different fire disaster situation		
Personnel are trained in the evacuation work		
Phone lines are always in order and Community may be informed about the contact points.		

Regular staff assessment for 24 hours to meet emergency		
Fire prone zones identified		
Steps have taken to educate people		
Minimum emergency response time (in minutes)		
Operating procedure –preparedness, during fire and rehabilitation		
Local authority should be kept informed for assistance		
Rescue of life and property		
Aid for Medical services.		
Local bodies should see the fire hazards for water supply points		
Rush to the spot to combat the situation		
Police to control the crowd and to help in giving assistance for relief distribution		
Communication equipments-VHF		
Informed the local bodies for water supply –available sources		
First aid training to all		
Revenue Department coordinate for relief rehabilitation		
Village volunteers should seek the help of GP for water supply		
Wells /ponds may be constructed where there is lack of water.		

CHECKLIST FOR AGRICULTURE DEPARTMENT

PREPARED ACTION TAKEN	Y/N	REMARKS
Communication link within the division established with Divisional Commissioner, District Control Room, Agricultural colleges, Seed banks, Nurseries (private and public).		
The Superintending Agriculture Officer designated as “Officer-in-Charge-Agriculture		
Agricultural equipments, which may be required, stocked.		
Contact established with soil and water testing laboratories.		
Extent of damage assessed for Soil, Crop, Plantation, Micro-irrigation systems and Storage facilities Requirements for salvage or replantation assessed		
Information provided to all concerned about the disasters, likely damages to crops and plantations, and information about ways to protect the same.		
Actions coordinated with Irrigation Department, DRDA		
Organized transport, storage and distribution of Seeds, Fertilizers, Pesticides and Labour		
Cleaning operations carried out to avoid water logging and salinity.		
Surveillance for pests and diseases being carried out.		
Public information center established.		
NGOs and other relief organizations informed of the resources of the department.		

Farmers assisted to reestablish their contacts with agriculture produce market.		
Adequate facilities provided to field teams.		

CHECKLIST FOR ANIMAL HUSBANDRY & VET.DEPARTMENT

PREPARED ACTION TAKEN	Y/N	REMARKS
Radio Communication link established with Divisional Commissioner, District Control Room, Emergency Operations Centre, Veterinary aid centers and Hospitals (including private practitioners) within the division.		
The District Animal Husbandry Officer designated as “Officer-in-Charge-Veterinary Services”		
Emergency medical equipments required are stocked.		
All veterinary hospitals and centers staff informed about the disasters, likely damages and effects, and ways to protect life, equipment and property.		
Emergency electrical generator arranged.		
Emergency supplies of anesthetic drugs arranged.		
Hospital water storage tanks filled		
An area of the hospital prepared for receiving large number of livestock		
Emergency admission procedures developed (with adequate record keeping).		
Transfer of seriously injured livestock from villages to veterinary aid centers and hospitals organized.		
Established at disaster sites Cattle camps, Additional veterinary aid centers.		
Adequate sanitary conditions maintained Cleaning operations being carried out Epidemiological surveillance is being undertaken		
Emergency accommodations available for veterinary staff from outside the area.		
Organized for cattle camps Water, Fodder and Animal feed.		
Public information center established.		
The local police, and rescue groups informed of the resources of each veterinary aid centers and hospital.		

CHECKLIST FOR PWD(R & B)

PREPARED ACTION TAKEN	Y/N	REMARKS
Radio Communication link established with Divisional Commissioner, District Control Room, Emergency Operations Centre, Departmental offices within the division.		
An officer appointed as “Officer-in-Charge-PWD”		
Extra transport vehicles dispatched from headquarters		

Work under construction secured		
Heavy equipment, such as front-end loaders, have been secured.		
All work teams issued two-way communication link.		
Inspection and emergency repairs, if necessary, carried out for all Roads, Roads bridges, Underwater inspection of foundations and piers, Concrete and steelworks.		
Inspection and emergency repairs, if necessary, carried out for all buildings and structures of the state government (including hospital buildings)		
Emergency inspection by mechanical engineer of all plant and equipment in the District workshops carried out.		
Emergency tool kits assembled for each division		
Routes strategic to evacuation and relief marked		
Adequate road signs installed to guide and assist the drivers.		
Priority listing made for which roads to be opened first.		
Essential equipments such as Towing vehicles, Earth moving equipments, Cranes etc. made available		
Begin clearing roads		
Community assistance mobilized for road clearing		
The following activities were undertaken Cleaning of ditches, Grass cutting, Burning or removal of debris and Cutting of dangerous trees along the roadside in the affected area.		
The following repair works were undertaken for All paved and unpaved road surfaces, Pothole patching and Any failure of surface foundations in the affected areas.		
Construction work undertaken for temporary roads to serve as access to Temporary transit camps, Relief camps and Medical centers.		
Construction work undertaken for temporary structures required for organizing relief work such as Relief camps, Feeding centers, Medical facilities, Cattle camps and SOC/s		
An up-to-date report of all damage and repairs kept in the district office report book.		

CHECKLIST FOR PHE

PREPARED ACTION TAKEN	Y/N	REMARKS
Radio Communication link established with Divisional Commissioner, District Control Room, Emergency Operations Centre, Departmental offices within the division.		
One officer appointed as “Officer-in-Charge-Water Supply”		

Ensured that the hospital storage tank is full and the hospital is conserving water.		
Informed people to store emergency supply of drinking water.		
Continuous monitoring carried out for Wells, Intake structures, Pumping stations, Buildings above ground, Pumping mains and The treatment plant		
Standby diesel pumps or generators installed in damage proof buildings.		
Provision for standby water supply made.		
Procedures were established for the emergency distribution of water if existing supply was disrupted.		
Provisions to acquire tankers and establishing other temporary means of distributing water on an emergency basis carried out.		
Provisions to acquire containers and storage tanks required for storing water on an emergency basis carried out.		
Water distributed to All transit camps, Relief camps, Affected villages & Cattle camps		
Buffer stock of fuel for the motors acquired		
Emergency repairs of damages to water supply systems carried out		
Appropriate sources of potable water identified.		
Unacceptable water sources identified Necessary precautions taken to see that no water is accessed from such sources.		
Alternate water supply arranged in Feeding centers, All transit camps, Relief camps, Cattle camps and The affected areas.		
Drinking water supply is disinfected as per the standards and procedures laid down.		
Emergency accommodations for staff from outside the area provided.		

CHECKLIST FOR VARIOUS DEPARTMENTS:Pre,during &Post disaster:

a) Deputy commissioner &Magistrates:

Activities	Pre Disaster	During Disaster	Post Disaster
		Use pencil only	
<ul style="list-style-type: none"> ▪ Vulnerable and risk assessment map ▪ Cut off areas with safe route map ▪ Storing facilities ▪ List of dealers for food ▪ List of volunteers ▪ Control room set up ▪ Boat and transportation for rescue ▪ Transportation for food supply 			

<ul style="list-style-type: none"> ▪ Pre-positioning of staff ▪ Site operation centers/staff ▪ Evacuation and rescue of people ▪ Coordination and linkage ▪ Damage assessment ▪ Address and telephone list ▪ Alternative communication system ▪ Pulling resources from out side if required ▪ Having network with neighboring blocks 			
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B) BDO

Activities	Pre Disaster	During Disaster	Post Disaster
<ul style="list-style-type: none"> • Ensuring the function of BDMC • Approval of BDM Plan • Awareness generation 			

c) DMHO

Activities	Pre Disaster	During Disaster	Post Disaster
<ul style="list-style-type: none"> ▪ Stock position of live saving drugs, ORS, IV fluids and other equipment ▪ Distribution of ORS, Halogen to field areas ▪ List of contact address of field staff ▪ List of volunteers ▪ List of DDC/ AWW ▪ List of epidemic/risk prone areas ▪ List of site operation areas ▪ Mobile health unit ▪ List of Dist./ health control rooms ▪ List of private and local doctor ▪ Awareness through propagation of healthy practices during the disaster time ▪ Trained the village taskforces on use of medicine and first aid ▪ Daily disease report collection and analysis ▪ Preventive measures 			

▪ Taking help of others/dist			
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d) EE Irrigation/SDO

Activities	Pre Disaster	During Disaster	Post Disaster
<ul style="list-style-type: none"> ▪ Stock piling of repair materials like sand, bags, bamboo at vulnerable points [Place name]etc. ▪ Provision of guarding of weak points ▪ List of volunteers ▪ Taking help of community for maintenance of the embankments ▪ Taking proper measures for protecting the weak points ▪ Co-ordinating with others 			

e) DAO

Activities	Pre Disaster	During Disaster	Post Disaster
<ul style="list-style-type: none"> ▪ List of different areas to be affected by different hazards ▪ Crop pattern with land holding ▪ List of irrigation points with status ▪ Alternative crop ▪ Trained for food preservation and protection ▪ Assessment of damage ▪ Provision of seeds and others ▪ Helping in raising of community nursery for seedling/sapling ▪ Crop insurance ▪ Generate seed bank/grain bank at village level ▪ Coordinating with others 			

f) AH&VETY

Activities	Pre Disaster	During Disaster	Post Disaster
<ul style="list-style-type: none"> ▪ Animal population with categories ▪ Possible problems related to different hazards 			

<ul style="list-style-type: none"> ▪ Dealer of feeds/fodder ▪ List of cow sheds ▪ Site camps with volunteers ▪ Programme for mass vaccination ▪ Train the taskforce on use of medicine ▪ Coordinating with others 			
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f) Executive Engineer / SDO (PWD)

Activities	Pre Disaster	During Disaster	Post Disaster
<ul style="list-style-type: none"> ▪ Identification o weak points ▪ Repair the weak points before hazards season ▪ Stockpiling of building materials ▪ List of dealers for building materials ▪ Promotion/training of people on retrofitting/ resistance building ▪ Arrangement of equipment for road clearance ▪ Plan for vulnerable reduction ▪ Coordinating with others 			

f) Control Room

Activities	Pre Disaster	During Disaster	Post Disaster
<ul style="list-style-type: none"> ▪ Assignment of duty ▪ Maintain inventory of resources ▪ Provide information ▪ Receive information on routine basis and keep record ▪ Receive preparedness reports from various relevant departments. ▪ Based on the reports, provide feedback to the state authority and others ▪ Display of vulnerable area map. Display of important telephone numbers. 			

Disaster – Wise management plan

Disaster management plan at the time of an earthquake

CHECKLISTS: DO'S AND DON'TS

a) Operational Guidelines of what to do in the event of An Earthquake

Do's	Don'ts
Listen to the radio/ tv/Public addressing system for advance information and advice.	Do not run and do not wander around the streets.
Teach all members of your family how to turn off the electricity, water, and gas supply.	Do not rush to the doors or exits, never use the lifts, keep well away from windows , mirrors, chimneys and furniture.
Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or bed.	Do not touch any metal object in contact with live electric wires.
Keep away from old and tall buildings, electricity wires, slopes, walls which are liable to collapse.	Do not re-enter badly damaged buildings and do not go near damaged structures.
Stop the vehicle away from buildings, walls, slopes, electricity wires and cables.	
Leave your badly damaged house.	
Collect water containers, food items and medicines.	

Diasaster management plan at the time of a cyclone

b) Operational Guidelines of what to do in the event of a Cyclone.

Do's	Don'ts
Listen to the radio/ tv/Public addressing system for advance information and advice.	Do not go outside during a lull in the storm as it could be the eye of a storm and winds could pick up again.
Allow considerable margin for safety.	Do not keep cans, tins etc with sharp edges as they may become weapons of destruction during a storm.
Stay away from fallen powerlines, damaged bridges and structures.	
A cyclone may change direction, speed or intensity within no time , so stay tuned to the radio, tv, for updated information.	

Tape up large windows to prevent them from being shattered/ free flow of wind.	
Move to the nearest shelter or vacate the area if this is ordered by the appropriate Government Agency.	
Stay indoors and take shelter in the strongest part of the house.	
Open windows in the sheltered side of the house if the roof begins to lift.	
Find shelter if you are caught out in the open.	
If you have to evacuate , do not return until you are advised to do so.	
Try to remain calm and try to calm the others around you.	
Let free the livestock	

Disaster management plan at the time of floods

c) Operational Guidelines of what to do in the event of a Flood

Do's	Don'ts
Listen to the radio/ tv/Public addressing system for advance information and advice.	Avoid entering flood waters.
Boil tap water until supplies have been declared safe. In case of rural areas, store tube well water in plastic jars or use halogen tablets before drinking	Do not allow children to play in, or near, flood waters.
Keep dry food, drinking water and clothes ready	Do not use electrical appliances, which have been in floodwater until checked for safety..
Use bleaching powder and lime to disinfect the surrounding.	
Use raw tea, rice-water, etc. during diarrhoea; contact your PHC/CHC for ORS and treatment.	
Be careful of snakes, snakebites are common during floods	

LESSONS LEARNT

Type of Disaster	Year	Stake holder/department present	Planned activity	Action taken	Bottlenecks	Recommendations