



4.1 ROLES AND RESPONSIBILITIES OF THE JOINT DIRECTOR HEALTH SERVICES:

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
Pre-Disaster	<p>☀ Preparedness and Warning Dissemination:</p> <p>☀ Stock piling of Life saving drugs/ORS packets/Halogen tablets on receipt of warning from the D.C</p> <p>Transmission of messages to all PHCs to stock medicines and keep the medical staff ready</p> <p>Disease surveillance and transmission of reports to the higher authorities on a daily basis.</p> <p>Vaccination.</p> <p>To obtain and transmit information on natural calamities from the DEOC</p> <p>Advance immunization programme in the flood/Cyclone prone areas.</p> <p>Ensuring distribution of areas of operation among the mobile team.</p> <p>Pre-distribution of basic medicines to the people who are likely to be affected</p> <p>Shifting the patients who are in critical situation to the District Hospital</p> <p>Awareness messages to stop the outbreak of epidemics</p> <p>Conducting mock drills</p>	<p>Jt. DHS</p> <p>Medical Officers of PHCs/CHCs.</p> <p>ICDS</p> <p>NGOs/CBOs</p> <p>Private Practitioners in the locality/First Aid Trainers</p> <p>Involve First Aid Task Force at Block, GP & Village level formed under DRM programme</p>	<p>Medicines, Required medical equipment's,</p> <p>First Aid kits</p> <p>Ambulances, Public Address systems,</p> <p>Mobile vans,</p> <p>Tents</p>	

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENT S TO BE PROCURED FROM	REMARKS
During Disaster	 Rescue and Evacuation Coordination with Specialized Search & Rescue Team Constitute mobile teams and visit the worst affected areas. Dis-infection of Drinking water sources. Opening of site operation camps Regular Health Check up at Shelter camp/Cyclone shelter & affected areas Assigning responsibilities to the CM& HOs/ SDM& HOs for close monitoring of Health camps.	-do- Rescue team, Volunteers at the Shelters, Police, Fire officers, Trained volunteers	-do-	
Post-Disaster	 Restoration and Rehabilitation Organization of Health Camps, Deploying mobile fully equipped and manned Medical vans Close monitoring of Health camps. Ensuring adequate quantities of medicine/disinfectants Making sure that there is no outbreak of water borne diseases/Malnutrition Co-ordination with the District Rehabilitation Committees, other line departments, NGOs /ICDS projects, village committee, PHE, etc.	-do-	-do-	

7.7 ROLES AND RESPONSIBILITIES OF THE SP:

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
Pre-Disaster	<p>☀ Preparedness and Dissemination of Warning</p> <p>Reception of Warning from the DEOC or other Source</p> <p>Communication establishment with District and Block Control rooms and departmental offices within the division.</p> <p>Alerting the Police force for deployment at the time of calamity</p> <p>To issue directive to police field functionaries to co-operate with Revenue Personnel in management of Relief operation & Patrolling.</p>	<p>Home Guard/Paramilitary force/ APR forces</p> <p>EO,</p>	<p>VHF,</p> <p>Other improved telecommunication systems</p> <p>SP signal.</p>	
During Disaster	<p>☀ Rescue and Evacuation:</p> <p>Involvement of Specialized Search & Rescue Team.</p> <p>Clearance of roads and other means of transportation</p> <p>Traffic management and patrolling of all highways and other access roads to disaster sites</p> <p>Making sure that discipline is maintained</p> <p>Assistance to district authorities for taking necessary action against hoarders, black marketers and those found manipulating relief material</p> <p>Co-ordination with fire personnel.</p>	<p>-do-</p> <p>NCC, NSS</p> <p>Trained Volunteers</p> <p>Local Youth</p> <p>NGOs/CBOs</p>	<p>-do-</p> <p>Rescue kits, Vehicles</p> <p>Equipments for clearance of roads and water logging</p>	No Scope for Complacency

	<p>Provision of security in transit camps/feeding centers/relief camps/cattle camps/cooperative food stores and distribution centers</p> <p>Safe guarding of belongings of evacuees</p> <p>☀ Distribution of Relief:</p> <p>Maintaining laws and order at the Shelters and the relief camps</p> <p>Coordination with military service personnel in the area</p> <p>Deploying officers/ police personnel to record death cases</p> <p>Assisting the community in organizing emergency transport</p> <p>Assisting the District officials/NGOs in distribution of relief materials.</p> <p>Providing escorts in transit of relief materials to the relief camps/affected areas.</p> <p>☀ Patrolling</p> <p>N.H, Bridges, Public Institutions, Godowns etc.</p>		Boats and other related stuffs	
Post-Disaster	<p>☀ Short term Measures:</p> <p>FIR of the disasters, the damages and the death cases.</p> <p>Assisting in collection of damage statistics of private properties.</p> <p>Maintaining law and order</p> <p>☀ Long Term Measures:</p> <p>Close Coordination with district administration and local/external NGOs</p>		Vehicle communication systems.	

	<p>in reconstruction and rehabilitation process</p> <p>Assisting the District authority whenever the need arises</p> <p>Periodical visits to the affected areas to ensure law and order</p>			
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4.2 ROLES AND RESPONSIBILITIES OF THE DISTRICT EMERGENCY OFFICER

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES	REMARKS
Pre-Disaster	<p>Making sure that everything stays at place in the control room.</p> <p>Seeing to it that the DDMP and the contingency plan for flood/cyclone reach all the line departments.</p> <p>Receiving the Warning from SRC and crosschecking them with IMD and in websites for authenticity</p> <p>Disseminating the warning to the Circle & block offices and asking them to disseminate further to reach each and every household through DMC Committee.</p> <p>Deploying the staff of the control room for round the clock alertness.</p> <p>Making sure that all the shelters receive enough water and food stocks in advance</p> <p>Establishing contact with all the line depts. Over phone, email, wireless, sat phone and VHF</p> <p>Procuring all the required resources from all the possible sources.</p> <p>Regularly updating the information received from the blocks</p>	C.Os, BDOs, NGOs/CBOs, DEOC Staff,	<p>VHF from the Police/.</p> <p>HAM RADIO</p> <p>Mike-set</p> <p>/Batteries/ Generator s available at the district office/ from the Private parties on requisition</p>	
During-Disaster	<p>Coordinating with all the line departments for rescue and evacuation.</p> <p>Checking the stocks with the DEOC and asking for more if needed.</p>	D.C, ADM, SP, Jt DHS, DVO, C.Os and Sr. BDOs / BDOs, NGOs/CBOs,	Relief Items, Food Stocks, Rescue and	

	Distributing the relief materials to all the places. Checking every bit of receipt and dispatch of relief items Establishing round the clock contact with all the depts., C.Os and Sr.BDOs / BDOs and with the shelters.	DEOC Staff, NGOs, Community level Volunteers	evacuation equipments, Vehicles,	
Post-Disaster	Receiving the list of beneficiaries from different BDMC and GPDMC Crosschecking the list of beneficiaries to avoid fabrication	C.Os and Sr.BDOs / BDOs, Beneficiaries		

4.3 ROLES AND RESPONSIBILITIES OF THE DISTRICT VETERINARY OFFICER:

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
Pre Disaster	Adequate skilled manpower First aid facility Identification of safer place (like open space/ high land) Network of communication with skilled personnel Immunization against any outbreak of prevalent diseases. Train Crass Disposal Team at grass root levels	C.Os and Sr. BDOs / BDOs, NGOs/CBOs, DEOC Staff, NGOs, Community level Volunteers, DRM Committee	Fodder, Vaccination, Medicine, Vehicles, Tents, Mobile Van	

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
During Disaster s	<p>Warning</p> <p>He should communicate the warning of flood received by him immediately to the sub-ordinate officers</p> <p>Deployment of skilled personnel in the affected areas and work with local Disaster Management Team.</p> <p>Rescue and rehabilitation of affected animals to safer places</p> <p>Arrangement of feed and fodder.</p> <p>Rendering first aid where necessary</p>	-do-	-do-	
Post- Disaster	<p>To arrange Veterinary Health Care camps in the affected areas.</p> <p>Collection of damage statistics and inform D.C</p> <p>Crosschecking the list of beneficiaries to avoid fabrication (While assessment include DMC members)</p>	-do-	-do-	

4.4 ROLES AND RESPONSIBILITIES OF THE CIRCLE OFFICERS (C.O) AND SR.BDOS/BDOS:

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
Pre Disaster	<p>☀ Preparedness:</p> <p>Providing authentic information required by the DEOC</p> <p>Preparing a record of previous disasters in the locality and analyzing the effects</p> <p>Preparing hazard maps of the Block & the GPs in minute details</p> <p>Mapping the cut off areas with alternate route map.</p> <p>Identification of shelter places in the maps</p> <p>Keeping a List of storage Points & facilities available, dealers of foodstuffs.</p> <p>Keeping a list of vulnerable people and area and weak points on embankments (if applicable)</p> <p>Creating a Control Room at the respective level and assignment of duties to the staff.</p> <p>Pre-positioning of staff for site operation centers.</p> <p>Uninterrupted communication with the DEOC</p>	<p>All the C.Os and Sr. BDOs / BDOs functionaries.</p> <p>Police/Fire personnel/RT O/ Village/GP level task force/trained volunteers</p> <p>Local NGOs/CBOs</p> <p>Line departments</p>	<p>Vehicles,</p> <p>Police personnel,</p> <p>Other staffs</p> <p>VHF, Telephone, HAM</p> <p>Rescue kits</p> <p>Mobile Vans,</p> <p>Boats(country & power)</p>	<p>If possible prepare Contingency plan for all the Vulnerable GPs and Villages</p>

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
	<p>Arrangement of alternative communication/generator sets, etc</p> <p>Formation of Block/GP/village level disaster committees and task forces</p> <p>Arrangement of boats on hire available locally.</p> <p>Deployment of Boat in the most vulnerable areas.</p> <p>Organizing awareness camps at GP/village levels</p> <p>🌟 Dissemination of Warning:</p> <p>Crosschecking with the DEOC for the authenticity of the warnings</p> <p>Arrangement or requisition of Jeeps/Trekkers/ Auto Rickshaw to disseminate received warning information's to the population of vulnerable / weak places</p> <p>Dissemination of warning/ coordination with District control room.</p> <p>Warning the people about probable affected areas</p> <p>Mobilizing the people to leave for identified shelters with their domestic animals and personnel belongings.</p>			
During Disasters	<p>🌟 Rescue and Evacuation:</p>			Things have be done on

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
	<p>Deployment of Police/Fire Brigade for search and rescue.</p> <p>Alert the Specialized Search & Rescue Team</p> <p>Co-ordination with civil defense/NYK/NCC/NSS/Zilla Sainik Board for rescue operation.</p> <p>Ensuring availability of rescue materials.</p> <p>Guiding the evacuees in the identified shelter places and arranging all common needs for them.</p> <p>Provision of rescue kits.</p> <p>Clearance of roads and water logging for restoring communication to affected GPs/Villages.</p> <p>Assisting the District Team in every possible ways</p> <p>Coordinating with the NGOs/CBOs for rescue work</p> <p>Mobilizing the local youth to help the rescue team</p> <p>Assisting the Para military etc.</p> <p>🌟 Distribution of Relief:</p> <p>Keeping the record of everything at the shelters</p>	-do-	<p>-do-</p> <p>Food stocks and other indispensable items</p>	war footing and effectively

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
	<p>Arrangement of free kitchen in the shelter camps./worst affected areas.</p> <p>Deploying staff for proper distribution of relief materials in coordination with GP & Village level Disaster Mgmt Committee</p> <p>Arrangement of communication system in the worst cut off areas.</p> <p>Ensuring supply of safe drinking water & health facilities in the effected areas/shelter camps.</p> <p>Coordination with NGOs/Other voluntary organizations</p>			
Post- Disaster	<p>☀ Restoration and Reconstruction:</p> <p>Collection of damage statistics like ICDS/school buildings etc.</p> <p>Ensuring just distribution of ex-gratia and other financial assistance</p> <p>Provision of temporary income generation activities for the worst affected people</p> <p>Supervision of Relief operation and restoration work in the affected areas.</p> <p>Restoring the transportation and educational institutions on high priority</p> <p>Helping the local economic activities to come back to normalcy</p> <p>Provision of grants/loans for the local traders and shop-keepers</p>	-do-	-do-	Careful assessment to be done for facilitating the reconstruction and restoration works

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENTS TO BE PROCURED FROM	REMARKS
	<p>Keeping liaison with District administration and other line departments</p> <p>Ensuring coordination with the G.P and Village committee.</p> <p>.Co-ordination with NGOs/Civil society organization etc.</p>			

4.5 RESPONSIBILITIES OF OTHER LINE DEPARTMENTS:

DESIGNATION OF THE OFFICER	DUTIES TO BE PERFORMED IN NORMAL TIME.	DUTIES TO BE PERFORMED AFTER RECEIVING 1 ST WARNING	DUTIES TO BE PERFORMED AFTER THE DISASTER.
Dist Fishery Dev. Officer.	<p>He should educate the entire fisherman regarding the measures to be taken before flood to avoid loss of their properties, lives of men and cattle.</p> <p>He should arrange publicity and visual education regarding flood.</p>	<p>He should communicate the warning of flood received by him immediately to the subordinate officers and see that they in turn disseminate the warning to fisherman in village.</p> <p>All the Staff should return their Hqrs. if on tour and be available on telephone to be identified.</p> <p>His field staff should see that the fishing people evacuated to the relief shelters fixed</p> <p>The field staff should contract with local Goan Borah / Warning group and keep them informed of the situation at frequent intervals.</p>	<p>Seen after the Hazard the field staff should assess the craft and tackle and report to the Dist Fishery Dev. Officer under intimation to the D.C</p>
CEO of A.S.E.B	<p>He should see that the field staff checks the electrical line and replace old materials used in the power supply.</p>	<p>On receipt of the 1st warning it should be communicated to all the subordinate staff.</p>	<p>Restoration of power lines on priority to: -</p> <ol style="list-style-type: none"> 1. Hospital, Water supply 2. Control Room

DESIGNATION OF THE OFFICER	DUTIES TO BE PERFORMED IN NORMAL TIME.	DUTIES TO BE PERFORMED AFTER RECEIVING 1 ST WARNING	DUTIES TO BE PERFORMED AFTER THE DISASTER.
	<p>He should see that all had wiring in service connections are rectified.</p> <p>He should enumerate the diesel sale available and his jurisdiction and keep it available.</p> <p>He should see that the report regarding flood /cyclone warning should be reported to other subordinate offices.</p> <p>He should see that trees, branches etc. fall on electrical lines are out and removed.</p> <p>The field staff should see that electrical supply in the places where flood/ cyclone may be serve is cut off.</p> <p>The field staff should be in touch with Disaster Management Committees members and inform the situation at frequent intervals.</p>	<p>He should see that all the vehicles under his control be kept in perfect order.</p> <p>Alert the entire staff to return their Hqrs. And get in touch with immediate requirement.</p> <p>They should give wide publicity that houses consumers should arrange lanterns and battery light for use in case of power is out off.</p>	<p>3.Railway station and 4.to other office on priority as per list appended.</p> <p>Live wires on ground should be removed promptly.</p> <p>Damaged or felled electrical poles should be immediately replaced and obstructions on roads should be got removed.</p>

DESIGNATION OF THE OFFICER	DUTIES TO BE PERFORMED IN NORMAL TIME.	DUTIES TO BE PERFORMED AFTER RECEIVING 1 ST WARNING	DUTIES TO BE PERFORMED AFTER THE DISASTER.
	To provide Diesel generators to hospital water works. Control Room D.C office in case of failure of powers.		
Irrigation.	<p>The branches to canal drain bandha to be closed.</p> <p>The Embankments should be Strengthened.</p> <p>It should be checked whether the passage bridge and channels are in good condition.</p> <p>The obstruction in the canals if any should be got removed immediately to be enabling free flow of water.</p> <p>The bocks and shutters of the canals are to be checked and satisfied that they are in good condition.</p> <p>The instruments and materials etc. required attending to immediate repairs breach of closures etc. should be stacked at places where they may be required locating such places early.</p> <p>Navigation in the canal should be stopped.</p>	<p>1st warning should be communicated to all the subordinate staff And employees.</p> <p>They should be alerted to check whether the canals and drains are in proper condition to allow free flow of water.</p> <p>The stations tour should take their duty places and be readily available.</p> <p>Keep sufficient no. Of vehicles for one by the staff on Flood duty.</p> <p>Lunches to be requisitioned.</p>	<p>Damages due to Hazards to Govt. properties lives of man and cattle etc. should be assessed and reported to C.Os & SR. BDOs/ BDOs, EO concerned immediately.</p>

DESIGNATION OF THE OFFICER	DUTIES TO BE PERFORMED IN NORMAL TIME.	DUTIES TO BE PERFORMED AFTER RECEIVING 1 ST WARNING	DUTIES TO BE PERFORMED AFTER THE DISASTER.
	<p>Water supply in to canals should be out off by closing the sluices.</p> <p>The canals and drains should be free from constructing and they should be made available for free discharge of drain water.</p>		

Fire officers	<p>The Fire Engineers should alert and other vehicles should be kept in good working condition.</p> <p>Materials required for use in emergency should be indented for and kept in reserve</p> <p>Message received from public on disaster for help should be immediately attended.</p> <p>Keep in touch with each of the other fire stations in the district.</p>	<p>The 1st warning should be immediately communicated to fire stations.</p> <p>The staff should be called on for duty.</p> <p>Full complement of the staff should be available for the vehicles should be obtained and kept in reserve.</p>	<p>Removal of collapsed houses, walls etc. should be attended</p> <p>Persons involved in house collapsed should be promptly reserved.</p> <p>Report on the relief activities, under taken should be promptly reported.</p>
Chief Engineer roads and buildings	<p>Govt. buildings should be inspected and necessary repairs to be got executed to with standing hazards affected.</p> <p>Script for slides, pamphlets, and cultural programmers should be got prepared immediately.</p> <p>Arrangements should be made to obtain poster and films for awareness generation among the community by addressing the Chief Engineer through the D.C.</p>	<p>The 1st warning should be communicated immediately to all subordinate officers.</p> <p>Wide propaganda should be arranged.</p> <p>The Sub-Divisional public relation officer should be available at their Hqrs.& got ready for flood duty with short notice.</p> <p>Ensures that all will be informed immediately and prepare accordingly like bamboo, rope, wire, wood, sand filled bags with palasiding, spur etc., for</p>	<p>Photographs of damages should be taken. The field staff should conveying formation regarding the quantum of disaster loss of property lives men and cattle.</p> <p>They should be posted with up-to-date information and the information should be passed to the D.C immediately.</p>

	<p>Public addresses equipment should be obtain kept ready.</p> <p>The public should be fully educated regarding the precautionary measures & after Flood through available media.</p> <p>Specific duties should be assigned to the field staff.</p> <p>The field staff should proceed to the place of work allotted and be ready to attend to flood duty.</p>	breached and damaged portion.	
Regional Transport Officer	List of vehicles running condition to be requisitioned kept ready.	Availability of petrol, oils should be ensured.	Electricity Deptt. for restoration.
Motor Vehicle Inspector	The MVI/Asst. MVI will report before A.D.M. (Relief)	The requisition orders on owners of vehicles for flood duty.	Roads and buildings for clearance.
Civil Supplies Officers	The Asst. Engineer & Jr. Engineers will remain alert.	Soon after receipt of 1 st warning all the public call officers to be informed to instruct the village Goan borah/ Headman/ Postmaster/ Warning group for dissemination of warning in the villages.	Restoration of Telephone lines to control room to Collector, Hospital, fire station S.P. and other offices as per the list appended.
Divisional Manager Tel.	Based on the experience on the previous flood sufficient no. of trucks should be procured and kept in District headquarters.	Provision of vehicles.	

	To contact all Block Control Room and D.C Office.		
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