

# Cyclone

## Roles and Responsibility

<b>Time Frame</b>	<b>Sr. No.</b>	<b>Task</b>	<b>Responsibility</b>	<b>Activity</b>
Time = 0-72	1.	Warning receipt and dissemination	IMD, COR, Revenue Department.	<ul style="list-style-type: none"><li>• Report the generation of Cyclone in Arabian Sea/ Indian Ocean after getting information from IMD to following officials;</li><li>- COR/DOR</li><li>- Secretary (Revenue)</li></ul>

Time Frame	Sr. No.	Task	Responsibility	Activity
				<ul style="list-style-type: none"> <li>- Chief Executive Officer, UTDMA</li> <li>- Administrator the UT</li> <li>- Members of Crisis Management Group</li> <li>- National Disaster Management Authority, GoI.</li> <li>- All concerned District Collectors as well as Control Rooms of the district/s likely to be affected as per preliminary warning of IMD.</li> <li>- Secretaries of all line departments.</li>   <li>• Instruct all Collectors (of the districts likely to be affected) to activate District Control Room at full strength.</li> <li>• Alert all response teams in the UT for deployment.</li> <li>• Remain in constant touch with control rooms at National &amp; State Level.</li> <li>• Instruct and alert all heads of departments of the key line departments to activate their departmental plan for Cyclone response.</li> </ul>

Time Frame	Sr. No.	Task	Responsibility	Activity
	2.	Interdepartmental Coordination.	COR UTDMA Revenue Dep.	<ul style="list-style-type: none"> <li>• Instruct all UT government officers and employees in the UT to report to their respective Head for emergency duties.</li> <li>• Alert the District Collectors of districts not likely to be affected to be prepared for providing: <ul style="list-style-type: none"> <li>➤ Additional manpower</li> <li>➤ Additional resources <ul style="list-style-type: none"> <li>- Machinery &amp; Equipment</li> <li>- Relief material to the districts likely to be affected.</li> </ul> </li> </ul> </li> </ul>
	3.	Establishment of lines of Communication.	COR UTDMA Revenue Dep.	<ul style="list-style-type: none"> <li>• Activate alternative communication equipments i.e. satellite phones, HF/VHF sets, Ham radio, VSAT in UT Control room as well as District Control Room.</li> <li>• Establish communication links with control room and Search &amp; Rescue Teams in Municipal Council and alert them to be in stage of readiness.</li> <li>• Establish communication links</li> </ul>

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				with villages likely to be affected.
Time = 0-48 hrs.	1.	Review of situation and reporting.	COR UTDMA Revenue Dep. Science & Tech Dept.	<ul style="list-style-type: none"> <li>• Establish contact with IMD, CWC, and ACWC, ISRO and the defense ministry of GoI for aerial / satellites imageries of the latest Cyclone threat.</li> <li>• Get the latest weather report from IMD/other international Web Sites to know the exact location of Cyclone and the likely area where landfall will take place.</li> <li>• After reviewing the weather report and satellite images issue instructions and orders for emergency response to areas likely to be affected.</li> </ul>
	2.	Management of Control Room and Cyclone Response.	COR UTDMA Revenue Dep.	<ul style="list-style-type: none"> <li>• Take over full command of Control room.</li> <li>• Instruct line departments to depute representatives at the UT and District Control room.</li> <li>• Hold a meeting with leaders of task forces and entrust them their tasks.</li> <li>• Ensure that Cyclone information</li> </ul>

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				<p>is disseminated to all who are at danger</p> <ul style="list-style-type: none"> <li>• Arrange emergency meeting with Crisis Management Group to devise a plan of action.</li> </ul>
			COR	<ul style="list-style-type: none"> <li>• Arrange dissemination of information through various means of communication such as Radio, TV, Cable Network, SMS about Cyclone warning to districts/areas which are likely to be hit by Cyclonic Storm.</li> </ul>
			Secretary Transport	<ul style="list-style-type: none"> <li>• Impose restriction on all transport activities heading towards coastal areas that are likely to be affected by Cyclone.</li> </ul>
			COR  UTDMA  Revenue Dep.	<ul style="list-style-type: none"> <li>• Alert following teams to remain in readiness: <ul style="list-style-type: none"> <li>➤ Evacuation</li> <li>➤ Emergency Medical Services</li> <li>➤ Search and Rescue</li> </ul> </li> <li>• Alert following emergency response forces to remain in readiness: <ul style="list-style-type: none"> <li>➤ Fire &amp; Emergency Services</li> <li>➤ NDRF</li> </ul> </li> </ul>

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				<ul style="list-style-type: none"> <li>➤ Village Disaster Management Teams</li> <li>➤ Police, Home Guards</li> <li>➤ UT Reserve Police Force</li> <li>➤ Army (if required)</li> <li>➤ Air Force (if required)</li> </ul>
	3.	Cyclone Response to coastal areas (likely to be affected)	<p>COR</p> <p>Revenue Dept.</p> <p>Transport Dept.</p> <p>Local Bodies.</p>	<ul style="list-style-type: none"> <li>• Based on the warning issued by IMD, pin point the districts and villages likely to be affected by Cyclone and start the procedure for identifying safe places/shelters for evacuation in those villages.</li> <li>• Village wise data of safe sheltering for evacuation available should be referred and the Dist. Collectors/Village level officers should be contacted to know the status of the shelters with the capacity of the shelter and other available facilities at the site.</li> <li>• Make transport arrangement for mobilization of all emergency response teams.</li> </ul>
			Revenue Dept. Port, Fisheries.	<ul style="list-style-type: none"> <li>• Ensure arrangements are in place to evacuate fishermen if needed.</li> </ul>
			Tourism Dept.	<ul style="list-style-type: none"> <li>• Ensure safety of tourists visiting beaches along the coastline.</li> </ul>

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			Home, Police Dept., Collector.	<ul style="list-style-type: none"> <li>• Cordoning off coastal areas for restricting entries of rail or road traffic.</li> <li>• Ensure law and order is maintained in areas likely to be affected.</li> </ul>
			Line Dept.	<ul style="list-style-type: none"> <li>• Ensure that all critical activities (mainly industrial production) in areas likely to be affected are shutdown.</li> </ul>
			Education Dept.	<ul style="list-style-type: none"> <li>• Ensure that the schools and colleges are closed in areas likely to be affected by Cyclone and associated hazards.</li> </ul>
			Collector, Municipal Council, District Panchayat, Information Dept.	<ul style="list-style-type: none"> <li>• Ensure dissemination of information to remote areas by local means.</li> <li>• Ensure that local help lines are opened and effectively managed for public information, guidance and rumor control.</li> <li>• Ensure that the information to public and media about the progress of Cyclone at periodic intervals is released.</li> <li>• Make arrangements for logistic support to all emergency response teams.</li> </ul>

Time Frame	Sr. No.	Task	Responsibility	Activity
			Health Dept.	<ul style="list-style-type: none"> <li>• Health Department to activate their Departmental Cyclone Disaster Management Plan and Departmental SOPs for Management of casualties.</li> </ul>
Time = 0-24 hrs	1.	Review of situation and reporting.	COR Revenue Dept.	<ul style="list-style-type: none"> <li>• Establish contact with IMD, CWC, ACWC, ISRO and the defense ministry of GoI for aerial / satellites imageries of the latest Cyclone threat.</li> <li>• After reviewing the weather report and satellite images issue instructions and orders for emergency response to areas likely to be affected areas.</li> </ul>
			COR Revenue Dept. Information Dept.	<ul style="list-style-type: none"> <li>• Review and monitor following activities:               <ul style="list-style-type: none"> <li>➤ Evacuation of people from coastal areas likely to be affected.</li> <li>➤ Positioning of Search and Rescue Teams.</li> <li>➤ Positioning of mobile communication units.</li> <li>➤ Positioning of quick medical response teams.</li> <li>➤ Mobilization of restoration teams of respective departments.</li> </ul> </li> </ul>



Time Frame	Sr. No.	Task	Responsibility	Activity
				<ul style="list-style-type: none"> <li>➤ Requirement of armed forces in rescue and relief operations.</li> <li>➤ Dissemination of information to the vulnerable areas.</li> <li>➤ All preparedness measures to be taken by various authorities.</li>   <li>• Keep in touch with National, District Control Rooms.</li> <li>• Release information at appropriate time to media and public regarding response measures organized by the UT Administration.</li> </ul>
	2.	Emergency Response Management	COR  Dis. Collector  Municipal Council  COR  Revenue Dept.	<ul style="list-style-type: none"> <li>• If reports regarding striking of Cyclone are confirmed by IMD and other sources, start the emergency response and relief operations.</li> <li>• Divert the emergency services to areas likely to be affected as per the warning issued by IMD.</li> <li>• Inform the public residing in areas likely to be affected to evacuate through various means</li> </ul>

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			Home Dept.	such as SMS, AIR, FM Radio, Doordarshan, etc. <ul style="list-style-type: none"> <li>• Start evacuation from the likely affected areas through Police support, if necessary.</li> </ul>
			Port, Fisheries, Coast Guard	<ul style="list-style-type: none"> <li>• To account for the exact number of fishermen in the sea and fishermen that has already reached the shore.</li> </ul>
	3.	Emergency Relief Management	COR	<ul style="list-style-type: none"> <li>• Ensure that the Relief Management work planned in the areas likely to be affected by the Cyclone are well organized.</li> <li>• Inform following agencies to be in a state of readiness for assisting in the Cyclone response measures (if required): <ul style="list-style-type: none"> <li>➤ Public sector agencies</li> <li>➤ Private sector agencies</li> <li>➤ NGOs</li> <li>➤ Volunteer Organizations.</li> </ul> </li> </ul>
			Dis. Collector, Municipal Council, Dis. Panchayat, PWD,	<ul style="list-style-type: none"> <li>• Ensure that the arrangement for basic amenities(shown below) at evacuation/relief centers are made by the respective departments: <ul style="list-style-type: none"> <li>➤ Drinking water</li> <li>➤ Food</li> </ul> </li> </ul>

Time Frame	Sr. No.	Task	Responsibility	Activity
			Health Dept., Revenue Dept.	<ul style="list-style-type: none"> <li>➤ Clothing</li> <li>➤ Sanitation and hygiene,</li> <li>➤ Lighting</li> <li>➤ Medicines and other Health Care.</li> </ul>
			Administrator UT DMA	<ul style="list-style-type: none"> <li>• Request for help (if needed) to MHA/National Disaster Management Authority.</li> </ul>
			Information Dept.	<ul style="list-style-type: none"> <li>• Make necessary arrangements for public information/guidance, public opinion and rumor control.</li> </ul>
			COR, Revenue Dept. Transport Dept. Local Bodies.	<ul style="list-style-type: none"> <li>• Restriction may be imposed for transportation in threatened areas.</li> </ul>
Time = 0 hours.	1.	Disaster Declaration	COR, Collector	<ul style="list-style-type: none"> <li>• When Cyclone makes a landfall, Cyclone affected Dist. Collectors should send a communication to the UT Administration to declare the area as disaster affected, if necessary, (depending upon the nature and intensity of impact).</li> </ul>
	2.	Preliminary assessment, deployment of emergency response teams and information dissemination	Collector DMC DP	<ul style="list-style-type: none"> <li>• Dist. Collector/s should send teams to the affected areas to take stalk of the effects of Cyclone and associated rain.</li> <li>• District Collector/s should send sector wise situation reports to: <ul style="list-style-type: none"> <li>➤ Control room/COR</li> <li>➤ UTDMA.</li> </ul> </li> </ul>

Time Frame	Sr. No.	Task	Responsibility	Activity
			COR Revenue Dept. Transport Dept. Local Bodies	<ul style="list-style-type: none"> <li>• Deployment of following teams to Cyclone affected areas:               <ul style="list-style-type: none"> <li>➤ Emergency Communication Teams</li> <li>➤ Emergency Medical Services Teams</li> <li>➤ Search and Rescue Teams (With Equipments)</li> <li>➤ Preliminary damage Assessment Teams</li> <li>➤ Need Assessment Teams.</li> </ul> </li> </ul>
			COR Revenue Dept. Information Dept. Local Bodies.	<ul style="list-style-type: none"> <li>• Establish communication link with affected districts by activating alternate communication equipments such as Satellite Phones, HF/VHF Sets, Ham Radio, V Set etc., in State/District Control Rooms.</li> <li>• Arrange dissemination of information about occurrence of Cyclone and areas that are affected by it to Media &amp; Public.</li> </ul>
Time = 0+24 hours.	1.	Mobilization and Deployment	COR Revenue Dept. Transport Dept. Local Bodies	<ul style="list-style-type: none"> <li>• Remain in constant touch with IMD for updates on weather forecast for the coming hours and plan accordingly.</li> </ul>

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			Line Dept.	<ul style="list-style-type: none"> <li>● Immediate mobilization of following units/teams to areas affected by Cyclone and associated rains.               <ul style="list-style-type: none"> <li>➤ S &amp; R Teams of Fire and Emergency Services.</li> <li>➤ Quick Medical Response Teams.</li> <li>➤ Quick Damage &amp; Loss Assessment Teams.</li> <li>➤ Quick Need Assessment Teams.</li> <li>➤ Road Clearance Teams.</li> <li>➤ Teams for disposal of dead bodies.</li> <li>➤ Teams for disposal of carcasses.</li> <li>➤ Teams for debris clearance (if any).</li> <li>➤ Teams for maintaining</li> </ul> </li> </ul>

Time Frame	Sr. No.	Task	Responsibility	Activity
				<p>Law &amp; Order in the affected areas.</p> <p>➤ Arrange for S &amp; R teams of Air Force (If required).</p>
	2.	Majors for quick and organized response	COR, Revenue Dept. Local Bodies, Line Dept	<ul style="list-style-type: none"> <li>• Control room, the Collectors of the affected District/s Should ensure that the following response activities are carried out immediately:</li> </ul>
	a.	Clearance of access roads to reach at the sites of affected areas	COR, Revenue Dept. Transport Department, Railways	<ul style="list-style-type: none"> <li>• To survey the access roads/routes leading to the affected areas and manage traffic for mobilization of equipments, machinery and volunteers.</li> <li>• Identify alternate roads/routes for evacuation.</li> <li>• Undertake repairing/restoration of damaged roads leading to the affected areas.</li> <li>• Identify and declare unsafe buildings/structures in Cyclone affected areas.</li> <li>• Evacuate people from unsafe buildings/structures and shift them to relief camps/sites.</li> </ul>

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				<ul style="list-style-type: none"> <li>• Divert/stop transport activities (Rail + Road) heading towards Cyclone affected areas.</li> </ul>
	b.	Necessary Arrangements at evacuation/relief centers	Revenue Dept. Civil supply Dept., PWD, Local Bodies, Home Dept., Health Dept., Police Dept.	<ul style="list-style-type: none"> <li>• To ensure that necessary arrangements at evacuation/relief centers is made with sufficient availability of:               <ol style="list-style-type: none"> <li>a. Food,</li> <li>b. Water,</li> <li>c. Blankets/Clothing</li> <li>d. Medicines</li> <li>e. Lighting</li> <li>f. Sanitation and hygiene etc.</li> </ol> </li> <li>• To ensure necessary security arrangements for the personals (Emergency responders/relief teams) who are working at Relief Centers and involved in distribution of Relief Materials.</li> <li>• To ensure that law and order is maintained at evacuation/relief centers and in the affected areas as well.</li> </ul>

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	c.	Safety of fishermen and salt workers	COR, Revenue Dept., Fisheries Dept., Tourism Dept., Marine Police.	<ul style="list-style-type: none"> <li>• Immediate actions to be taken for safety of fishermen and visitors at Cyclone affected coastal areas.</li> <li>• Ensure that all the fishermen have returned from the sea or those who are in the sea are rescued and evacuated to safer places.</li> </ul>
	d.	Ensure immediate health and minimization of outbreak of disease.	Revenue Dept., Health Dept., Transport Dept.,	<ul style="list-style-type: none"> <li>• To establish camp hospitals near the affected areas.</li> <li>• To make transportation arrangements to shift seriously injured persons to nearest- <ul style="list-style-type: none"> <li>➤ Camp Hospitals,</li> <li>➤ Town and District Hospitals,</li> </ul> </li> <li>• Ensure that the Hospitals are well prepared to deal with seriously injured persons.</li> <li>• To ensure that the required medical assistance/aid and medicines are provided to the affected people at site as well as at evacuation/relief centers in the affected area and necessary</li> </ul>



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				<p>records are maintained.</p> <ul style="list-style-type: none"> <li>• Take sanitation and epidemic control measures for preventing any water borne disease.</li> <li>• Keep adequate stock of essential medicines, first-aid etc. at Town/district hospitals.</li> <li>• Take steps to purify drinking water sources.</li> <li>• If required, take the help of doctors/paramedics from the list of doctors/paramedics available at the town/district level for immediate medical assistance.</li> </ul>
			Animal Husbandry Dept.	<ul style="list-style-type: none"> <li>• Assess need for fodder if required.</li> <li>• Keep ready teams for carcass disposal (if required).</li> </ul>
	e.	Information to public and media	Information Dept., COR.	<ul style="list-style-type: none"> <li>• Establish Media/Press Centre for media management and information dissemination</li> <li>• Ensure that the information to media/general public about the</li> </ul>

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				<p>response of the UT Administration is released in an organized manner.</p> <ul style="list-style-type: none"> <li>• Organize media briefing twice a day at pre-determined intervals.</li> </ul>
	f.	Other important work related to immediate response	UTDMA, COR	<ul style="list-style-type: none"> <li>• Prepare quick need assessment report for planning of relief operation.</li> <li>• Additional assistance may be asked for emergency response/relief from GoI-NDMA (If needed).</li> </ul>
			COR, Revenue Dept.,	<ul style="list-style-type: none"> <li>• Prepare situation report and circulate it twice a day in the morning and evening to key Government functionaries.</li> <li>• Maintain constant touch with National, District and other control rooms.</li> <li>• Remain in constant touch with IMD for updates on weather forecast for the coming days and plan accordingly.</li> <li>• Conduct Arial survey of affected areas for taking a stalk of</li> </ul>

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				<p>the situation.</p> <ul style="list-style-type: none"> <li>• Activate evacuation &amp; relief centers according to needs/situation.</li> <li>• Maintain record of persons admitted at evacuation/relief centers.</li> </ul>
Time = 0+24 to 48 hours.	1.	Review of situation and reporting.	COR Revenue Dept.	<ul style="list-style-type: none"> <li>• Establish contact with IMD, CWC, ACWC, ISRO and the defense ministry of GoI for aerial / satellites imageries about further weather condition and plan accordingly.</li> </ul>
	2.	Reconstruction of critical infrastructure /essential services.	COR, Local Bodies, PWD, Electricity, Telecommunication Dept. etc. Line Dept.	<ul style="list-style-type: none"> <li>• Ensure that the essential services/critical infrastructure of the affected areas have been restored or alternative arrangement is made for ensuring safety of people and smooth management of emergency response.</li> <li>• Ensure that key administrative and lifeline buildings are brought back to operation</li> </ul>

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				<p>quickly.</p> <ul style="list-style-type: none"> <li>• Designate and deploy senior officers (as per the need) to worst affected area/s to oversee rescue/relief operation.</li> <li>• Ensure following primary necessities are restored <ul style="list-style-type: none"> <li>➤ Power</li> <li>➤ Water</li> <li>➤ Telecommunication</li> <li>➤ Roads</li> <li>➤ Bridges</li> </ul> </li> </ul>
	3.	Disposal of dead bodies	Revenue Dept., Local Bodies, Home Dept., Health Dept., Police Dept.	<ul style="list-style-type: none"> <li>• Ensure following procedure is followed before disposal/handing over of dead bodies: <ul style="list-style-type: none"> <li>➤ Photographs of the dead bodies are taken,</li> <li>➤ Identification of the dead bodies is done,</li> <li>➤ Post Mortem where ever necessary and possible is carried out,</li> <li>➤ Handing over dead bodies of persons known/identified to their</li> </ul> </li> </ul>

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				<p>relatives,</p> <ul style="list-style-type: none"> <li>➤ Disposal of unclaimed and unidentified dead bodies.</li> </ul>
			<p>Animal Husbandry Dept., Health Dept.</p>	<ul style="list-style-type: none"> <li>• Animal Husbandry Department to ensure medical aid to cattle that are injured.</li> <li>• Disposal of animal carcasses with the help of local bodies/health dept.</li> </ul>
	4.	Public information and Media Management.	<p>Information Dept. COR, Revenue Dept. Local Bodies, Home Dept.</p>	<ul style="list-style-type: none"> <li>• Ensure that the information about progress of rescue and relief is provided to media/public in an organized manner at least twice a day.</li> <li>• Establish help lines for facilitating communication between the victims and their relatives residing outside the affected area/s.</li> <li>• Establish Information Centers at strategic locations for providing information about persons evacuated to the relief centers/hospitals.</li> </ul>

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	5.	Miscellaneous rescue and relief works	COR, Revenue Dept., Local Bodies, Home Dept.	<ul style="list-style-type: none"> <li>• Assess the situation and take appropriate action to accelerate the Search &amp; Rescue Operations.</li> <li>• Depute additional officers and supporting staff to Cyclone affected areas from non-affected areas (if required) to accelerate the rescue and relief operations.</li> </ul>
			COR, Revenue Dept., Civil Supply Dept.	<ul style="list-style-type: none"> <li>• Ensure that the relief assistance received from outside is centrally received, stored and sent for distribution to Cyclone affected areas according to their need and proper accounts are maintained about both receipt and distribution.</li> <li>• District Collector may oversee the functioning of relief centers and ensure adequate supply of relief materials.</li> </ul>
Time = 0+48	1.		COR, Revenue Dept.,	<ul style="list-style-type: none"> <li>• Remain in constant touch with IMD for updates on weather</li> </ul>

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to 96 hours.			Civil Supply Dept.	<p>forecast for the coming days and plan accordingly.</p> <ul style="list-style-type: none"> <li>• Arrange for procurement of additional relief material required for relief operations (on the basis of need assessment).</li> <li>• Mobilize additional relief material required for relief operations.</li> <li>• Maintain constant touch with UT&amp; Districts Control Room.</li> </ul>
	2.		Revenue Dept. Health Dept. Transport Dept.	<ul style="list-style-type: none"> <li>• Arrange for transportation of injured from field hospital to base hospital.</li> <li>• Arrangement for transport of dead bodies to their native places.</li> </ul>
	3.		COR, Revenue Dept. Line Dept.	<ul style="list-style-type: none"> <li>• Ensure maintenance of record, timely reporting and information management.</li> <li>• Ensure maintenance of record and information database.</li> </ul>
Time	1.		COR,	<ul style="list-style-type: none"> <li>• Remain in constant touch with</li> </ul>

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= 0+96 to 168 Hrs			Revenue Dept.	<p>IMD for updates on weather forecast for the coming days and plan accordingly.</p> <ul style="list-style-type: none"> <li>• Review the restoration of all the public and essential in Cyclone affected areas.</li> <li>• Review and follow-up all necessary arrangements for emergency response &amp; relief in the affected area/s.</li> </ul>
	2.		COR, IMD.	<ul style="list-style-type: none"> <li>• On receiving the message from IMD about degradation of Cyclone, inform the concern Dist. Collector.</li> </ul>
	3.		COR, Dis. Collector, PWD, & other Line Depts.	<ul style="list-style-type: none"> <li>• Organize a quick rapid visual survey of the affected areas (through a technical team of engineers) to ascertain the safety of the structures decide on giving the go-ahead to people to move back to their respective houses.</li> </ul>
	4.		COR, Collector, Home Dept.	<ul style="list-style-type: none"> <li>• After receiving the message of de-warning, ensure that people are moved back safely to their houses.</li> </ul>
	5.		Revenue Dept.	<ul style="list-style-type: none"> <li>• Ensure relief disbursement, allotment of funds and grants to line department and district</li> </ul>



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				collectors for organizing emergency response, relief and evacuation arrangements.

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