

# Earthquake

## **Task & Responsibility Matrix for Emergency Response Phase (First 72 Hours of the Incident)**

<b>Time Frame</b>	<b>Sr. No.</b>	<b>Task</b>	<b>Responsibility</b>
<b>0 + 15</b>	1.	<ul style="list-style-type: none"><li>• Report the occurrence of earthquake to COR, Sec (Rev. Dept), Chairperson- UTDMA, Heads of all line departments, and National Disaster</li></ul>	EOC, Revenue Dept., Collector, Mamlatdar

<b>Time Frame</b>	<b>Sr. No.</b>	<b>Task</b>	<b>Responsibility</b>
<b>Minutes</b>		Management EOC at MHA, GoI .	
<b>0 + 30 Minutes</b>			
	2.	Establish communication link by activating alternate communication equipment i.e. satellite phone, HF / VHF set, HAM Radio, VSAT etc. in District EOC/ control rooms.	EOC, Revenue Dept., Collector, Mamlatdar
	3.	Instruct deployment of Mobile Emergency communication Units to affected areas for establishing communication link	COR, Revenue Dept., Collector, Mamlatdar
	4.	Verify the authenticity of the incident from agencies like IMD, ISRO, SSNNL and also from District control rooms, Police and Fire Brigade control rooms	EOC, Revenue Dept., Collector, Mamlatdar
	5.	In case of <b>L-2 level event</b> , overall management of EOC shall be taken over by COR	COR
	6.	Instruct duty officers of line departments to report in EOC	COR
	7.	Hold first meeting with duty officers	
	8.	Contact the Heads of all line departments including the Information Department to reach EOC	COR
<b>0 + 1 Hour</b>			
	11.	Instruct both regular and emergency staff of EOC to report for duty.	COR/ Collector
	12.	Dispatch of Search & Rescue teams to the affected areas.	COR/ Collector

<b>Time Frame</b>	<b>Sr. No.</b>	<b>Task</b>	<b>Responsibility</b>
	13.	Instruct Quick Assessment Task Force to submit preliminary need and loss assessment report of the affected areas.	COR/Collector
	14.	Alert Quick Medical Response Teams to the affected areas.	COR/Collector
	15.	Make arrangements for aerial survey of the affected areas.	COR/Collector
	16.	Instruct local administration to evacuate victims to safer sites.	COR/Collector
	17.	Contact Administrator for deciding on time and venue for holding Crisis Management Group (CMG) meeting at the earliest.	COR/Collector
	18.	Inform all CMG members to attend CMG meeting in designated venue to assess situation and review emergency measures.	COR/Collector
	19.	Instruct concerned authorities or Agencies to shut down critical operations.	COR/Collector
<b>0 + 2 Hours.</b>			
	20.	Inform GAD to ensure all UT Administration employees report for emergency duties within half an hour.	COR, Collector
	21.	CMG to assess situation, delegate responsibilities for organizing rescue and relief operations.	COR, Collector
	22.	Senior UT level officers to be deputed to the affected areas.	COR
	23.	Assess the conditions of road, rail and air communication link for quick mobilization of Emergency Teams and resources to affected areas	COR, Collector, PWD, OIDC, Local Bodies, Transport Dept.

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		and take follow up actions.	
	24.	Director, Information and Secretary - (I & B) to establish media management / information cell for public information, guidance and rumor control.	COR
	25.	Request may be made for assistance from Central Government (MHA and MOD) if required.	COR, UTDMA
	26.	Request the nearest headquarters of the Armed Forces to render assistance in emergency search, rescue and relief operations	UTDMA, COR
	27.	Contact private / public sector agencies in the UT to assist in emergency rescue and relief operations.	COR
	28.	Inform Secretaries of the departments to provide necessary logistics support to emergency operation task forces.	COR
	29.	If necessary, assistance may be asked from neighbouring UT and outside agencies.	COR
	30.	Set up separate desks for each operation task force and NGO coordination desk in the EOC for coordinating emergency operations.	COR
	31.	Provide security in affected areas and maintain law and order situation.	Home Dept. Police
	32.	Mobilize Medical First Response Teams to affected areas.	Health Dept.
	33.	Mobilize SAR Teams and search & rescue equipment and machinery to affected areas.	COR, PWD, Home Dept. Civil Supply Dept.
	34.	Instruct district information officers to establish	COR, Information Dept

<b>Time Frame</b>	<b>Sr. No.</b>	<b>Task</b>	<b>Responsibility</b>
		information centre near affected areas to provide guidance to volunteers and aid agencies.	
<b>0 + 3 Hours</b>			
	35.	Make suitable transportation arrangement for mobilization of quick response teams to the affected areas.	Transport Dept. COR
	36.	Maintain constant touch with the National / District EOC.	COR, Collector
	37.	Establish Press / Media Centre for media management and information dissemination.	Information Dept. COR
	38.	Arrange for press / media release for rumor control and public information and guidance.	Information Dept. COR
	39.	Alert all major hospitals to make necessary arrangement for treatment of injured.	Health Dept. COR
<b>0 + 6 Hours</b>			
	40.	Establish relief coordination centre at the airport, railway station, etc. for arrival of Search @ Rescue and Medical Teams coming for humanitarian aid.	COR
	41.	Instruct to cordon affected areas and setting up of check posts to control entry and exit.	Home Dept.
	42.	Open access routes and manage traffic for mobilization of equipment, machinery and volunteers to the affected areas.	Transport Dept. Home Dept. Police Dept., PWD
	43.	Conduct aerial survey and also mobilize quick assessment teams to affected areas.	COR
	44.	Establish information centers at the arrival and departure points especially at the airports, railway	COR, Information Dept.

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		stations and interstate bus terminus.	
<b>0 + 12 Hours</b>			
	45.	Mobilize relief materials i.e. tents, food materials, water, essential medicines, blankets, etc. to the affected districts and village Level.	COR, Collector, Line Departments
	46.	Arrange to shift evacuated persons to temporary shelters and ensure provision of food, water facilities, blankets and storage of relief materials.	COR, Collector, Line Departments
	47.	Arrange road, rail and air transport at UT/ District headquarters for dispatch of relief materials to the affected areas.	COR, Collector, Line Departments
	48.	Set up field hospitals near the affected areas.	Health Dept.
	49.	Arrange to shift injured persons to field hospitals.	Health Dept. Transport Dept.
	50.	Instruct district collectors to establish relief coordination centre and godowns near affected area and provide full security cover as well.	COR, Sec. Civil Supply Dept.
	51.	Prepare quick need assessment report for planning of relief operation and mobilization of resources to the affected areas.	COR, Revenue Dept, Civil Supply Dept. Collector
<b>0 + 24 Hours</b>			
	53.	Hold review meetings with Duty Officers in every 12 hours.	COR
	54.	Prepare and circulate the situation report.	COR, EOC
	55.	Prepare press notes twice a day.	COR Information Dept

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	56.	Depute additional officers and supporting staff to affected areas from non-affected areas.	COR, GAD
<b>0 + 48 Hours</b>			
	57.	Ensure safety and security of personnel deputed in affected areas for emergency response operation.	Home Dept.
	58.	Earmark storage point for medical supplies at affected sites.	Health Dept
	59.	Arrange for identification, photograph, post mortem and maintenance of records for disposal of dead bodies.	Home Dept. COR
	60.	Arrange information centre at shelter site for maintaining records of victims and to provide guidance to relatives, NGOs, etc.	COR, Collector
	61.	Arrange for complaints regarding missing persons and initiate search in shelters, hospitals and police records.	COR, Home Dept. Collector
	62.	Arrange for additional manpower if necessary for disposal of dead bodies.	COR, Collector, GAD
	63.	Arrange for transportation of dead bodies to their native places if so required.	Health Dept. Transport Dept.
<b>0 + 72 Hours</b>			
	64.	Arrange for disposal of unidentified and unclaimed dead bodies.	COR, Home Dept.
	65.	Arrange for transportation of injured from field hospitals to base hospitals.	Transport Dept. Health Dept.
	66.	Activate short and interim relief measures.	COR, Line Depts.

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	67.	Arrange for distribution of cash doles to the victims.	COR, Collector

## **7.5 Immediate relief to be provided to the affected population**

### **Short-Term Relief Measures**

- (1) Provide temporary shelter to affected people
- (2) Evacuation site should be safe, and easily accessible.
- (3) Continue to provide essential services to the affected people i.e. food, water, clothing, sanitation and medical assistance

The COR to ensure the following in the relief camps:

- Special emphasis on Hygiene and sanitation aspects should be given in relief camp sites.
- Separate area should be earmarked within the relief camp for storage of relief materials.
- Adequate manpower and transport facilities for the camp site.
- Arrangements to be made for trauma management.
- Mobile medical units to be sent to remote areas with a view to provide medical assistance to the victims/injured.
- Information centre should be established by the administration.

### **Interim Relief Measures**

- Arrangements to be made for identification and maintenance of the records of disposal of dead bodies in the affected areas.
- Arrangements to be made to record the complaints of all persons reported missing. Follow up action in terms of verification of the report also needs to be made.



- Sub-divisional magistrates to be empowered to exempt the requirement of post-mortem in case of mass casualties. Revenue Dept may depute additional SDMs to expedite disposal of the dead bodies.
- Unclaimed/unidentified dead bodies to be disposed off at the earliest after keeping their records.
- Additional manpower to be deployed in the affected areas for supplementing the efforts of the local administration.
- Separate Cell to be established at UT/district level to coordinate with the NGOs and outside donor/aid agencies.
- Regular meetings of the different stakeholders/departments should be organized at state level for sharing of information, developing strategies for relief operations.
- Information & Broadcasting Dept to coordinate with the media to play a positive role in disseminating appropriate information to public and the government in order to facilitate the speedy recovery.

**Assessment of Damage / Loss and Relief needs**

- The COR to issue instructions to the district collector provide „the need and loss assessment“.
- Adequate manpower, vehicles, stationery etc should be provided to supplement the efforts for need/loss assessment.
- Identification and demolition of dangerous structures in the affected areas to minimize further loss of life and injuries.
- Arrangements for debris removal and its appropriate disposal.
- Arrangements for distribution of gratuitous relief and cash doles.
- Arrangements to be made for survey of human loss and distribution of ex-gratia relief to the families of deceased persons.
- Teams to be formed and dispatched to the affected areas for detailed assessment of houses and property assessment.
- As reconstruction of houses will take a long period, arrangements to be made to provide interim shelters to the affected
- Identification of the site for interim shelter
- Allocation of areas to the affected families.

- Providing essential services at the interim shelter sites such as water, power, drainage / sanitation, PDS shops, etc.
  - Distribution of shelter materials to individual families.
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