

Tsunami

Roles and Responsibility

Task and Responsibilities of different stake holders during Emergency Response Phase.

Time Frame	Sr. No	Task	Responsibility	Activity
0 to (-) 60 Minute s	1.	Warning receipt and dissemination	IMD, COR	<ul style="list-style-type: none"> • Report the occurrence of Tsunami generating earthquake to following officials; <ul style="list-style-type: none"> ➤ COR/COLLECTOR ➤ Secretary (Revenue) ➤ Chief Executive Officer, UTDMA ➤ Members of Crisis Management Group ➤ All concerned District Collectors as well as Control Rooms of the district/s likely to be affected as per preliminary warning of IMD. • Instruct Collectors to activate District Control Room at full strength. • Alert all response teams in the State for deployment. • Remain in constant touch with control rooms

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				<p>at National & UT Level.</p> <ul style="list-style-type: none"> • Instruct and alert all heads of departments of the key line departments to activate their departmental plan and SOPs for Tsunami response.
	2.	Interdepartmental Coordination	COR, GAD, Collector	<ul style="list-style-type: none"> • Instruct all UT government officers and employees in the UT to report to their respective Head for emergency duties (Only if the warning is of a level 2 disaster or as per the decision taken in the meeting of the Crisis Management Group headed by Administration). • Alert the District Collectors of districts not likely to be affected to be prepared for providing: <ul style="list-style-type: none"> ➤ Additional manpower ➤ Additional resources <ul style="list-style-type: none"> - Machinery & Equipment - Relief material to the districts likely to be affected.
	3.	Establishment of lines of Communication	COR	<ul style="list-style-type: none"> • Activate alternative communication equipments i.e. satellite phones, HF/VHF sets, Ham radio, VSAT in UT EOC. • Establish communication links with EOC and Search & Rescue Teams in all Municipal Corporations and alert them to be in stage of readiness.

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				<ul style="list-style-type: none"> Establish communication links with villages likely to be affected as per the contact details.
0 to (-) 60 Minutes	1.	Review of situation and reporting	COR	<ul style="list-style-type: none"> Establish contact with IMD, INCOIS, ISRO and the defense ministry of GoI for aerial / satellites imageries. After reviewing the satellite images issue instructions and orders for emergency response to areas likely to be affected.
	2.	Management of EOC & Control Room and Tsunami Response	COR, UTDMA, Collector	<ul style="list-style-type: none"> Take over full command of UT EOC. Instruct line departments to depute representatives at the UT and District EOCs. Hold a meeting with leaders of task forces and entrust them their tasks. Ensure that Tsunami information is disseminated to all who are at danger. Arrange emergency meeting with UT Crisis Management Group to devise a plan of action.
			COR, Collector	<ul style="list-style-type: none"> Arrange dissemination of information through various means of communication such as Radio, TV, Cable Network, and SMS about Tsunami to districts/areas which are likely to be hit.
			Secretary	<ul style="list-style-type: none"> Impose restriction on all transport activities

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			Transport Dept.	heading towards coastal areas that are likely to be affected by Tsunami.
			COR, UTDMA	<ul style="list-style-type: none"> • Mobilize following teams: <ul style="list-style-type: none"> ➤ Evacuation ➤ Emergency Medical Services ➤ Search and Rescue • Mobilize following emergency response forces: <ul style="list-style-type: none"> ➤ Fire & Emergency Services ➤ NDRF ➤ Police, Home Guards ➤ Reserve Police Force ➤ Army (if required) ➤ Air Force (if required).
	3.	Tsunami response to coastal areas (likely to be affected)	COR, Transport Dept., Collector, Local Bodies PWD Dept.	<ul style="list-style-type: none"> • Based on the warning issued by IMD, pin point the districts and villages likely to be affected by Tsunami and start the procedure for identifying safe places/shelters for evacuation in those villages • Village wise data of safe sheltering for evacuation 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.

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				<ul style="list-style-type: none"> • Make transport arrangement for mobilization of all emergency response teams.
			Port Dept. Fisheries Dept. Revenue Dept.	<ul style="list-style-type: none"> • Ensure arrangements are in place to evacuate fishermen if needed.
			Tourism Dept.	<ul style="list-style-type: none"> • Ensure safety of tourists visiting beaches along the coastline.
			Home Dept., Collector, Local Bodies.	<ul style="list-style-type: none"> • Cordoning off coastal areas for restricting entries of rail or road traffic. • Ensure law and order is maintained in areas likely to be affected.
			Line Dept., Industries etc...	<ul style="list-style-type: none"> • Ensure that all critical activities (mainly industrial production) in areas likely to be affected are shutdown.
			Collector, Local Bodies, Information Dept.	<ul style="list-style-type: none"> • Ensure dissemination of information to remote areas by local means. • Ensure that local help lines are opened and effectively managed for public information, guidance and rumor control. • Ensure that the information to public and media about the progress of Tsunami at periodic intervals is released.
			Health Dept.	<ul style="list-style-type: none"> • Health Department to activate their Departmental Tsunami Disaster Management Plan and Departmental SOPs for Management of casualties.

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0 to (-15) minutes	1.	Review of situation and reporting	COR, Revenue Dept. Information Dept.	<ul style="list-style-type: none"> • Review and monitor of following activities: <ul style="list-style-type: none"> ➤ Evacuation of people from coastal areas likely to be affected. ➤ Positioning of Search and Rescue Teams. ➤ Positioning of mobile communication units. ➤ Positioning of quick medical response teams. ➤ Mobilization of restoration teams of respective departments. ➤ Requirement of armed forces in rescue and relief operations. ➤ Dissemination of information to the vulnerable areas. ➤ All preparedness measures to be taken by various authorities. • Release information at appropriate time to media and public regarding response measures organized by the Government.
	2.	Emergency Relief Management.	COR	<ul style="list-style-type: none"> • Ensure that the Relief Management work planned in the areas likely to be affected by the Tsunami are well organized.
			COR, Civil Supply Dept. Revenue Dept.	<ul style="list-style-type: none"> • 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"> ➤ Drinking water

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			Collector Local Bodies PWD Health Dept.	<ul style="list-style-type: none"> ➤ Food ➤ Clothing ➤ Sanitation and hygiene, ➤ Lighting ➤ Medicines and other Health Care.
			COR UTDMA	<ul style="list-style-type: none"> • Inform following agencies to be in a state of readiness for assisting in the Tsunami response measures (if required): <ul style="list-style-type: none"> ➤ Public sector agencies ➤ Private sector agencies ➤ NGOs ➤ Volunteer Organizations. • Request for help (if needed) to MHA/National Disaster Management Authority.
			Information Dept.	<ul style="list-style-type: none"> • Make necessary arrangements for public information/guidance, public opinion and rumor control.
Time = 0 Hour	1.	Disaster Declaration	COR, UTDMA Collector	<ul style="list-style-type: none"> • Record the reports in detail with time, source of reports etc. and declare the area as disaster affected, if necessary, (depending upon the nature and intensity of impact)
	2.	Preliminary assessment, deployment of	COR, Collector,	<ul style="list-style-type: none"> • Dist. Collector/s should send teams to the affected areas to take stock of the effects of Tsunami.

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		emergency response teams and dissemination of information.	Revenue Dept.	<ul style="list-style-type: none"> • District Collector/s should send sector wise situation reports to: <ul style="list-style-type: none"> ➤ UT EOC/COR ➤ UTDMA
			COR, Collector, Local Bodies, Line Dept.	<ul style="list-style-type: none"> • Deployment of following teams to Tsunami affected areas: <ul style="list-style-type: none"> ➤ Emergency Communication Teams ➤ Emergency Medical Services Teams ➤ Search and Rescue Teams (With Equipments) ➤ Preliminary damage Assessment Teams ➤ Need Assessment Teams
			Collector, Municipal Council, District Panchayat, Information Dept. & Other Line Dept.	<ul style="list-style-type: none"> • Establish communication link with affected district by activating alternate communication equipments such as Satellite Phones, HF/VHF Sets, Ham Radio, V Set etc., in UT/District EOC. • Arrange dissemination of information about occurrence of Tsunami and areas that are affected by it to Media & Public.

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Time = 0 + 24 Hours.	1.	Mobilisation and deployment.	Collector, Municipal Council, District Panchayat, Information Dept. & Other Line Dept.	<ul style="list-style-type: none"> • Immediate mobilization of following units/teams to areas affected by Tsunami. <ul style="list-style-type: none"> ➤ S & R Teams of Fire and Emergency Services ➤ Quick Medical Response Teams ➤ Quick Damage & Loss Assessment Teams ➤ Quick Need Assessment Teams ➤ Road Clearance Teams ➤ Teams for disposal of dead bodies ➤ Teams for disposal of carcasses ➤ Teams for debris clearance (if any) ➤ Teams for maintaining Law & Order in the affected areas ➤ Arrange for S & R teams of Air Force (If required).
	2.	Measures for quick and organized response	Collector, Municipal Council, District Panchayat, Information Dept. & Other Line Dept.	<ul style="list-style-type: none"> • UT EOC, & the Collectors of the affected District/s Should ensure that the following response activities are carried out immediately:
	A	Clearance of access roads to	Collector, Municipal	<ul style="list-style-type: none"> • To survey the access roads/routes leading to the affected areas and manage traffic for

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		reach at the sites of affected areas	Council, District Panchayat, Transport Dept. PWD, Information Dept. & Other Line Dept.	<p>mobilization of equipments, machinery and volunteers.</p> <ul style="list-style-type: none"> • Identify alternate roads/routes for evacuation. • Undertake repairing/restoration of damaged roads leading to the affected areas. • Identify and declare unsafe buildings/structures in Tsunami affected areas. • Evacuate people from unsafe buildings/structures and shift them to relief camps/sites.
	B	Necessary Arrangements at evacuation/relief centers	COR Civil Supply Dept. PWD, Health Dept. Electricity Dept. ,Revenue Dept. Collector, Municipal Council, District	<ul style="list-style-type: none"> • To ensure that necessary arrangements at evacuation/relief centers is made with sufficient availability of: <ul style="list-style-type: none"> ➤ Food, ➤ Water, ➤ Blankets/Clothing ➤ Medicines ➤ Lighting ➤ Sanitation and hygiene etc. • To ensure necessary security arrangements for the personnels (Emergency responders/relief teams) who are working at Relief Centers and involved in distribution of

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			Panchayat, Home Dept.	<p>relied materials.</p> <ul style="list-style-type: none"> • To ensure that law and order is maintained at evacuation/relief centers and in the affected areas as well.
	C	Safety of fishermen and salt workers	COR, Port Dept. , Fisheries, Tourism Dept.	<ul style="list-style-type: none"> • Immediate actions to be taken for safety of fishermen and visitors at Tsunami affected coastal areas. • Ensure that all the fishermen have returned from the sea or those who are in the sea are rescued and evacuated to safer places.
	D	Ensure immediate health and minimization of outbreak of disease.	COR, PWD, Health Dept. ,Revenue Dept. Collector,, Home Dept.	<ul style="list-style-type: none"> • To establish camp hospitals near the affected areas. • To make transportation arrangements to shift seriously injured persons to nearest- <ul style="list-style-type: none"> ➤ Camp Hospitals, ➤ District Hospitals, PHC, SUB CENTER • Ensure that the Hospitals are well prepared to deal with seriously injured persons. • 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 records are maintained.

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				<ul style="list-style-type: none"> • Take sanitation and epidemic control measures for preventing any water borne disease. • Keep adequate stock of essential medicines, first-aid etc. at TOWN/district hospitals. • Take steps to purify drinking water sources. • If required, take the help of doctors/paramedics from the list of doctors/paramedics available at the town /district level for immediate medical assistance.
			Animal Husbandry Dept.	<ul style="list-style-type: none"> • Assess need for fodder if required. • Keep ready teams for carcass disposal (if required).
	E	Information to public and media	Information Dept., COR, Revenue Dept.	<ul style="list-style-type: none"> • Establish Media/Press Centre for media management and information dissemination. • Ensure that the information to media/general public about the response of the UT Administration is released in an organized manner. • Organize media briefing twice a day at pre-determined intervals.

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	F	Other important work related to immediate response	COR, UTDMA, Revenue Dept.	<ul style="list-style-type: none"> • Prepare quick need assessment report for planning of relief operation. • Additional assistance may be asked for emergency response/relief from GoI-NDMA (If needed). • Maintain constant touch with National, District EOC and other control rooms. • Conduct Aerial Survey of affected areas for taking a stalk of the situation.
Time = 0 + 24 to 48 Hrs.	1.	Restoration of critical infrastructure/essential services	COR, Civil Supply Dept. PWD, Electricity Dept. ,Revenue Dept. Collector, Municipal Council, District Panchayat, Home Dept.	<ul style="list-style-type: none"> • 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. • Ensure that key administrative and lifeline buildings are brought back to operation quickly. • Ensure following primary necessities are restored: <ul style="list-style-type: none"> ➤ Power ➤ Water ➤ Telecommunication ➤ Roads ➤ Bridges

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	2.	Disposal of Dead Bodies.	COR Health Dept. ,Revenue Dept. Collector, Municipal Council, District Panchayat, Home Dept.	<ul style="list-style-type: none"> • Ensure following procedure is followed before disposal/handing over of dead bodies: <ul style="list-style-type: none"> ➤ Photographs of the dead bodies are taken, ➤ Identification of the dead bodies is done, ➤ Post Mortem where ever necessary and possible is carried out, ➤ Handing over dead bodies of persons known/identified to their relatives, ➤ Disposal of unclaimed and unidentified dead bodies.
			Animal Husbandry Dept. Local Bodies, Health Dept.	<ul style="list-style-type: none"> • Animal Husbandry Department to ensure medical aid to cattle that are injured. • Disposal of animal carcasses with the help of local bodies/health dept.
	3.	Public Information and Media Management	COR, Collector, Information Dept.	<ul style="list-style-type: none"> • Ensure that the information about progress of rescue and relief is provided to media/public in an organized manner at least twice a day. • Establish help lines for facilitating communication between the victims and their relatives residing outside the affected area/s. • Establish Information Centers at strategic locations for providing information about

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				persons evacuated to the relief centres/hospitals.
	4.	Miscellaneous rescue and relief work.	COR, Revenue Dept. Collector, Municipal Council, District Panchayat,	<ul style="list-style-type: none"> • Assess the situation and take appropriate action to accelerate the Search & Rescue Operations. • Depute additional officers and supporting staff to Tsunami affected areas from non-affected areas (if required) to accelerate the rescue and relief operations.
			COR, Revenue Dept. Civil Supply Dept.	<ul style="list-style-type: none"> • Ensure that the relief assistance received from outside is centrally received, stored and sent for distribution to Tsunami affected areas according to their need and proper accounts are maintained about both receipt and distribution
			COR, CIVIL SUPPLY	<ul style="list-style-type: none"> • District Collector may oversee the functioning of relief centers and ensure adequate supply of relief materials

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Time = 0 + 48 to 96 hrs,			COR, Civil Supply, Local Bodies	<ul style="list-style-type: none"> • Arrange for procurement of additional relief material required for relief operations (on the basis of need assessment). • Mobilize additional relief material required for relief operations. • Maintain constant touch with UT & District EOC.
			COR, Revenue Dept. Health Dept. Transport Dept.	<ul style="list-style-type: none"> • Arrangement for transportation of injured from field hospital to base hospital. • Arrangement for transport of dead bodies to their native places.
			Collector, COR, Information Dept.	<ul style="list-style-type: none"> • Ensure maintenance of record, timely reporting and information management. • Ensure maintenance of record and information database.
Time = 0 + 96 to 168 Hrs.			COR, Revenue Dept.	<ul style="list-style-type: none"> • Review the restoration of all the public and essential in Tsunami affected areas. • Review and follow-up all necessary arrangements for emergency response & relief in the affected area/s.

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				<ul style="list-style-type: none"> • After receiving the message of de-warning, ensure that people are moved back safely to their houses.
			COR, Revenue Dept. Local Bodies.	<ul style="list-style-type: none"> • 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.
			Revenue Dept.	<ul style="list-style-type: none"> • Ensure relief disbursement, allotment of funds and grants to line department and district collectors for organizing emergency response, relief and evacuation arrangements.

6.3 Relief Measures

Short-term relief measures

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