

## Follow-Up Actions

*The document of the National Disaster Response Plan was evolved out of intensive consultations and study of various mechanisms of disaster responses followed in different parts of the world. In the process, many new ideas and concepts have been developed and incorporated. These concepts have been included in order to develop a framework for the plan which will have to be dealt with in detail as part of the follow-up actions to be undertaken after the first document of the Response Plan. The follow-up actions will have to address the need for meticulous planning and preparedness in the form of handbooks and checklists for response activities at all levels. The exact specifications of EOCs, the activities and responsibilities of each ESF and detailed disaster-specific modules are some of the priority areas that will have to be looked into for further detailing of the Response Plan.*

This document of the National Disaster Response Plan incorporates many new concepts and has tried to build these concepts into the existing framework and functioning of the Government of India. The response to a disaster requires both indigenous systems as well as effective planning and preparedness strategies. Since the damage and effect of the disasters are so extreme, in case of a response situation multiple players have to effectively coordinate and communicate with each other for a quick and efficient recovery and control over the situation. However, the responses require detailed and unique responses from all the players.

Therefore it is recommended that all involved ministries and other agencies should prepare and detail out their role as evident in various parts of the document.

Primarily, all Emergency Support Functions will have to further detail out their operations based on the guidelines mentioned in the document. Other activities that can greatly decrease response time such as maps, equipment caches and directories will also have to be developed by

the concerned authority. The four key areas that require follow-up actions are:

- ◆ Developing checklists, handbooks and guidelines
- ◆ GIS maps
- ◆ EOC and ICS layouts and databases
- ◆ ESFs
- ◆ Preparing Disaster-Specific Modules

### LIST OF CHECKLISTS AND HANDBOOKS

#### Documents Required for Quick Assessment and Response

1. Declaration of L3 - Format
2. Deployment of Assessment Team - Format
3. CRC Responsibilities - Handbook
4. Survival Kit - Checklist
5. Assessment Equipment - Checklist
6. National Assessment - Format
7. National Media Release
8. Handbooks for
  - ◆ International NGO
  - ◆ NGO
  - ◆ Media Personnel
  - ◆ Researchers/Students
  - ◆ Field/Relief Workers
  - ◆ Government Functionaries
9. EOC Set-up - Checklists
10. Layout and dimensions, equipment, etc., for EOC - Minimum standards Handbook
11. ESF Desk - Checklist
12. Matrix of primary and secondary functions of each ESF
13. Do's and don't's to be followed during disaster times in EOC
14. Regular staff - Schedule and Checklist

15. Staff on Call - Schedule and Checklist
16. Staff on Disaster Duty - Schedule and Checklist

### DOCUMENTS FOR EACH ESF

#### ESF 1 - Communication

- ◆ Checklist of tool kits
- ◆ Handbook on Disaster Telecommunication Assistance
- ◆ Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency
- ◆ Emergency tool kits
- ◆ Operational checklists
- ◆ Equipment Damage Assessment
- ◆ On-site operations
- ◆ Planning checklist
- ◆ Deactivation checklist
- ◆ List of PSUs and Private Agencies

#### ESF 2 – Public Health and Sanitation

- ◆ Detailed checklist of symptoms of common diseases along with medicine dosages for each disaster
- ◆ Checklist of doctor's tool kit for specialised doctors
- ◆ Checklist for maintaining hygienic conditions
- ◆ Disaster Health Assistance and emergency services
- ◆ Team Equipment and Inventory
- ◆ Responsibilities- Primary /Support Agencies
- ◆ Minimum standards of health facilities
- ◆ Location of health facilities in disaster area (map)
- ◆ Information manual for biological disaster

- ◆ Doctor's manual for emergency relief
- ◆ Emergency toolkits
- ◆ Operational checklists for health officials
  - Equipment Damage Assessment
  - On-site operations
- ◆ Planning checklist
  - Qualification of health personnel
  - Checklist of doctor's tool kit
  - Symptoms of common ailments
- ◆ Deactivation checklist
- ◆ Dosages checklist for common epidemics and ailments during a disaster

### **ESF 3 - Power**

- ◆ Handbook on Disaster Power Assistance
- ◆ Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency
- ◆ Manuals on handling of equipment which is unique to a particular disaster
- ◆ Emergency toolkits
- ◆ Operational checklists
- ◆ Equipment Damage Assessment
- ◆ On-site operations
- ◆ Planning checklist
- ◆ Deactivation checklist
- ◆ List of PSUs and Private Agencies
- ◆ Minimum qualifications and equipment required for personnel in EOC and on-site
- ◆ Deactivation checklist

### **ESF4 - Transport**

- ◆ Inventories of available transport facilities
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency

- ◆ Handbook on transport assistance
- ◆ Handbook on Team Equipment and Inventory
- ◆ Emergency tool kits
- ◆ Operational checklists
- ◆ Equipment Damage Assessment
- ◆ On-site operations
- ◆ Formats for check of bridges and other steel works
- ◆ Planning checklist
- ◆ Deactivation checklist
- ◆ List of PSUs and Private Agencies

### **ESF 5- Search and Rescue**

- ◆ Training handbooks on MFR and CSSR
- ◆ Inventory of volunteers who have already completed the course successfully and can be utilised in the search and rescue operations.
- ◆ Handbook on team Equipment and Inventory
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency
- ◆ Emergency toolkits
- ◆ Operational checklists
- ◆ Medical tool kits
- ◆ On-site aerial surveys
- ◆ MFR and CSSR kits
- ◆ Deactivation checklist
- ◆ List of PSUs and Private Agencies/ NGOs working in the area

### **ESF 6 - Donation**

- ◆ Guidelines on specific types of items
- ◆ Guide for developing donations which needs a list to be prepared by the Voluntary Agencies (family pack or mass relief pack, colour coding)

- ◆ Emergency tool kits (first aid items)
- ◆ Equipment Damage Assessment
- ◆ On-site operations checklist and the coordinating field station map
- ◆ Planning checklist
- ◆ Deactivation checklist
- ◆ List of PSUs and Private Agencies
- ◆ Handbook on disaster donation assistance
- ◆ Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency
- ◆ Guidelines on specific items and continued response for donation and relief management

#### **ESF 7- Public Works and Engineering**

- ◆ By-laws for all disasters
- ◆ Checklist of tool kit
- ◆ Inventory of engineering equipment
  - ◆ Disaster specific
  - ◆ Area specific
- ◆ Handbook on Disaster Engineering Assistance
- ◆ Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency and each Support Agency
- ◆ Guidelines on specific types of items/ situations for specific disasters
- ◆ Inventory of equipment / agencies/ personnel
- ◆ Emergency tool kits
- ◆ Operational checklists for team heads and team members
- ◆ Equipment Damage Assessment
- ◆ Handling of heavy equipments

- ◆ Deactivation checklist
- ◆ Guidelines on specific types of items for each disaster
- ◆ Guide for by-laws to be followed
- ◆ Qualification of labour /other site assistants

#### **ESF 8 – Information and Planning**

- ◆ Handbook on Disaster Information Assistance on Disknet
- ◆ Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency
- ◆ Guidelines on specific types of items
- ◆ Disaster specific issues related to information technology
- ◆ Emergency tool kits
- ◆ Operational checklists
- ◆ Equipment Damage Assessment
- ◆ On-site operations
- ◆ Handling of equipment
- ◆ Planning checklist
- ◆ Deactivation checklist
- ◆ List of PSUs and Private Agencies
- ◆ Guidelines on specific types of items

#### **ESF 9 – Relief Supplies**

- ◆ Handbook on Relief Supplies Assistance
- ◆ Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency and each Support Agency
- ◆ Guidelines on specific types of items for each disaster
- ◆ Manual on disaster-specific relief operations
- ◆ Emergency tool kits

- ◆ Operational checklists for team leaders and team members
- ◆ Handling/Storage of relief supplies
- ◆ On-site operations
- ◆ Planning checklist
- ◆ Deactivation checklist
- ◆ List of PSUs and Private Agencies
- ◆ Guidelines on specific types of items for each disaster
- ◆ Guide for developing relief supplies needs list

### **ESF 10 - Food**

- ◆ Checklist of food materials for
  - ◆ Family packs for four
  - ◆ Family packs for two
  - ◆ Food distribution in relief camps
- ◆ Minimum standards to maintain food quality
- ◆ Catalogue of available resources of food
- ◆ Handbook on food distribution
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency

### **ESF 11 – Drinking Water**

- ◆ Handbook on disaster drinking water assistance
- ◆ Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency
- ◆ Inventories of agencies that can provide drinking water
- ◆ Procedures of storing water to maintain purity
- ◆ Minimum standards for safe drinking water

- ◆ Minimum quantity of requirement of water per person

### **ESF12 - Shelter**

- ◆ Inventories of manufacturing agencies
- ◆ Procedures of storage
- ◆ Minimum standards for relief camps
- ◆ Minimum requirement of space per person
- ◆ Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency
- ◆ Responsibility of each Support Agency
- ◆ Handbook on tent structure and other collapsible structures
- ◆ Handbook on assembling of structures
- ◆ Inventories of agencies that can be used for putting up tents
- ◆ Minimum standards for shelter
- ◆ Relief camps
- ◆ Tents and other temporary structures
- ◆ Location of camps for different disasters
- ◆ Existing locations that can be used for shelter
- ◆ Minimum standards for buildings to be used as relief camps

### **ESF13 - Media**

- ◆ Media personnel on-site
- ◆ Disaster-specific media operations
- ◆ Catering to all the L3 disasters mentioned in the HPC
- ◆ Media personnel in the EOC
- ◆ Manual for ESF Head
- ◆ Types of information required for each disaster

- ◆ Checklists of do's and don'ts in a disaster site, specific to each disaster
- ◆ Checklist of queries to be made on site
- ◆ Checklist of appropriate graphics and pictures to assist relief work and spread useful information in the disaster affected area
- ◆ Standard operating procedures and responsibilities of Radio and TV stations

#### **ESF14 - Helplines**

- ◆ Checklist of tool kit (land line connection, portable TV and battery powered radios, etc....)
- ◆ Inventory of engineering equipment
- ◆ Area Specific Handbook on Team Equipment and Inventory
- ◆ Responsibilities of Primary Agency and each Support Agency
- ◆ Guidelines on specific types of items/situations for specific disasters
- ◆ Inventory of equipment / agencies/ personnel
- ◆ Emergency tool kits
- ◆ Operational checklists for team heads and team members
- ◆ Equipment Damage Assessment
- ◆ Deactivation checklist

#### **GIS MAPS**

A GIS enabled system that can be integrated with all EOCs and the Disk net should also be developed. Each State as well as each ESF must prepare a vulnerability map of their specific area, which can be added with attributes of variables and characteristics of that area. Maps should have all disaster-related facilities and vulnerable groups marked on them. Total population and

strategic installations are the areas that need to be identified on them. These maps need to be constantly updated and can further be used as base maps for preparedness, mitigation and developmental activities.

#### **EOC AND ICS LAYOUTS AND DATABASES**

The EOC should emerge as a specialised area, following standard specifications for ease of operations. The EOC must have prescribed spaces for all operators along with state-of-the-art equipment and technology. It should have a meeting room, EOC incharge room, a communication room and a common hall for operations, fitted with LCD projectors to view current status, and GIS maps for further planning and communications. The EOC should also have a media room partitioned by a glass wall from the main operations room for media briefings and update along with a view of the projectors for 24 hours surveillance and monitoring.

An example of the Mumbai Mantralaya is given below:

#### **BRIEF OUTLINE OF AN EMERGENCY OPERATION CENTRE**

**The EOC should have a Nucleus that comprises of**

- ◆ Workstations for each ESF
- ◆ Room for EOC Incharge
- ◆ Media/ Conference briefing room
- ◆ LCD Projectors
- ◆ TV sets for news channels
- ◆ Phone networks with nodal ministries and other links
- ◆ FAX facilities
- ◆ Video conferencing facilities
- ◆ Computer networks

- ◆ Internet connectivity
- ◆ Mobile phones

**The EOC should provide the following services to its staff**

- ◆ Living quarters
- ◆ Pantry (2 weeks storage)
- ◆ EDP section
- ◆ Power/Generator backup systems
- ◆ Medical room

**The structure in which the EOC is housed should be**

- ◆ Disaster resistant
- ◆ Secure
- ◆ Self contained in terms of equipment, extra food storage and other such facilities

**Emergency Support Functions**

Each of the ESF given in the document needs further elaboration and detailing according to the specifics to each area of the

primary ministry. Each primary agency (the specific concerned ministry) will have to develop their own plans and their operations on site as well as at the EOC. The primary agencies must take into account other supporting agencies and outline their responsibilities as well. Each ESF has to work in coordination with the other which should be reflected in their respective plans.

**DISASTER-SPECIFIC MODULES**

The framework of the disaster-specific module has been introduced in this document. These will have further elaboration by identifying the distinct characteristics of each disaster. The approach to response towards sudden disasters such as earthquakes, floods, landslides differs from response to slow creeping disasters such as droughts, community strifes and the like. Therefore it is important to develop and address the typical situations created by various disasters in the form of separate modules.