

1.9 Role Matrix : Responsibility Matrix for Various Departments during Monsoon 2021

Role and Responsibility of Disaster Response Departments

Sr. No	Stages	Disaster Management Authority / EOC	IMD	CWC	WRD	Revenue Dept / EOC	Urban Authority	Roads and Building	Railway Authority	Home Dept	Energy
1	Monsoon Period	To arrange regular meeting with all concerned departments during Monsoon Period	Issue of weather bulletin for forecasting rainfall	To coordinate with the neighbouring states of Gujarat for rainfall and inflow forecast for inter state rivers. To issue inflow forecast and flood level forecast warning in the reservoir. Warning to be issued to the focal officer of the projects of the basin and concerned officers of WRD.	To coordinate with the concerned Water Resources officers of the neighbouring states in the event of Heavy rainfall in the catchment, release of water from the upstream dams alongwith upstream reservoir position. To plan for operation of reservoir w.r.t. outflow from the reservoir to be decided and to inform concerned Revenue authority by way of Flood warning. Appropriate warning message to be sent to Revenue Dept and if deemed fit for broadcasting on All India Radio and Doordarshan. Place the Disaster Management Plan 2021 on wrd.guj.nic.in/dam for open access.	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception along with relief measures. In demanding situation if deemed fit messages for broadcasting on All India Radio and Doordarshan.	To take appropriate action for alerting and evacuating the people likely to be affected in urban areas in accordance with the warning and threat perception.	To take appropriate action for safety of bridge, causeways roads and traffic	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure for maintaining power supply in the affected areas.
2	Heavy Rainfall		Issue of weather bulletin for forecasting rainfall of various durations Issue of Special Bulletins	To coordinate with the neighbouring states of Gujarat for rainfall and inflow forecast for inter state rivers. To issue inflow forecast and flood level forecast warning in the reservoir. Warning to be issued to the focal officer of the projects of the basin and concerned officers of WRD,	Dam authority monitors the dam situation during monsoon. When any unusual condition or incident is noticed the information / emergency level is communicated to the disaster management authorities responsive actions to save the dam and minimize impact to life, property and the environment. CWC guidelines Emergency Action Plan for dams (CDSO_GUD_DS_01_v2.0) in this regard may be referred for more details.	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception along with relief measures. In demanding situation if deemed fit messages for broadcasting on All India Radio and Doordarshan. Alert Central Assistance agencies on need basis.	As above and be prepared for responding to likely Flooding situation	As above	As above	As above	As above and be prepared for responding to likely Flooding situation
3	Reservoir Storage position										
	a.	Storage more than 70% and upto 80% (Warning Stage)	-	-		Warning message to Collectors for awareness of the affected people	Warning message to Municipal Commissioners for awareness of the affected people				
	b.	Storage more than 80% and upto 90% (Alert Stage)	-	-	To inform concerned District Administration falling in the downstream likely flood affected village / town in writing for the position of reservoir. Clearly mention the Storage percentage and Warning stage on the Departmental website wrd.guj.nic.in/dam Open Access Reports.	Alert message to collectors for awareness of the affected people	Alert message to Municipal Commissioners for awareness of the affected people				
	c.	Storage more than 90% (High Alert)	-	-		High Alert message to collectors for awareness of the affected people	High Alert message to Municipal Commissioners for awareness of the affected people				
	d.	Release of Flood Water from the Reservoir			Issue the Flood warning before release of water from the reservoir to revenue authority / police dept concerned with downstream affected areas / village / town by the Focal Officer of the Project / Basin in standard proforma stipulated in Disaster Management Plan stating likely affecte villages / towns, quantum and time for release of water, warning signal etc. Concerned Executive Engineer of the dam shall inform on the appropriate decision to the Focal officer of the river basin. The Focal officer in turn shall intimate to the District Collector and the Flood Control Cell (WRD) Gandhinagar. The details of focal officer for the respective basins are provided in the Disaster Management Plan.	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception. In case of natural calamities and grave emergencies liasion with Airforce authority, Military authority for thier assistance	To take appropriate action for alerting and evacuating the people likely to be affected in urban areas in accordance with the warning and threat perception.	To take appropriate action for safety of bridge, causeway roads and traffic	To keep constant watch over the situation and mobilise teams.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure for maintaining power supply in the affected areas.
4	Main Rivers (Damanganga, Tapi, Narmada, Mahi, Sabarmati and Banas) Flowing at danger level			To coordinate with the neighbouring states of Gujarat for rainfall and inflow forecast for inter state rivers. To issue inflow forecast and flood level forecast warning in the reservoir. Warning to be issued to the focal officer of the projects of the basin and concerned officers of WRD.	To inform concerned District Administration / Police dept falling in the riverine areas with the details of location of the Gauge site. Appropriate warning message to be sent to Revenue Dept and if deemed fit for broadcasting on All India Radio and Doordarshan. Concerned Executive Engineer of the dam shall inform on the appropriate decision to the Focal officer of the river basin. The Focal officer in turn shall intimate to the District Collector and the Flood Control Cell (WRD) Gandhinagar. The details of focal officer for the respective basins are provided in the Disaster Management Plan.	To take appropriate action for awarness, alerting the people likely to be affected in accordance with the threat perception.	To take appropriate action for awarness, alerting the people likely to be affected in accordance with the threat perception.	To take appropriate action for safety of bridge, causeway, roads and traffic	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	

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	5	Dam Failure	To keep constant watch over the situation and send Rapid action force or Airforce as per necessity in the flooded areas for evacuation of the affected people.			In the event of breach in the embankment, heavy uncontrolled leakages from spillway / gates - concerned revenue authorities / district administration be informed immediately with likely affected areas. Dam authority should immediately inform the Focal Officer and Senior WRD officials too. Appropriate warning message to be sent to Revenue Dept and if deemed fit for broadcasting on All India Radio and Doordarshan. Concerned Executive Engineer of the dam shall inform on the appropriate decision to the Focal officer of the river basin. The Focal officer in turn shall intimate to the District Collector and the Flood Control Cell (WRD) Gandhinagar. The details of focal officer for the respective basins are provided in the Disaster Management Plan.	To take appropriate action for awareness, alerting the people likely to be affected in accordance with the threat perception.	To take appropriate action for awareness, alerting the people likely to be affected in accordance with the threat perception.	To take appropriate action for safety of bridge, causeway, roads and traffic	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure for maintaining power supply in the affected areas.
	6	Disaster Preparedness for Flood	To finalise and review Disaster Management Plan for each Department	To issue weather bulletin	To issue inflow forecast / Level forecast for six rivers.	To implement model action plan as per Annex 3 A	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan 2021. Refer the District Disaster Management Plan of respective districts.	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan 2021. Refer the District Disaster Management Plan of respective districts.	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan 2021. Refer the District Disaster Management Plan of respective districts.		To implement model action plan as per Annex 3 A of WRD Disaster Management Plan 2021. Refer the District Disaster Management Plan of respective districts.	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan 2021. Refer the District Disaster Management Plan of respective districts.
			Warning			Inform Revenue Dept - Taluka level, District level and State Level intimation						
			Alert			Inform Revenue Dept - Taluka level, District level and State Level intimation	Preparatory actions - Logistics readiness				Appropriate actions as per their protocol and Revenue Dept instructions	
			High Alert			Inform Revenue Dept - Taluka level, District level and State Level intimation- details like Release of Water to be made, likely villages to be affected by concerned Focal / Sub focal Officer.	Public intimation, inter-departmental co-ordination				Appropriate actions as per their protocol and Revenue Dept instructions	
			Ready to Shift			Inform Revenue Dept, (Taluka level, District level and State Level intimation.						
			Post Damage			Appropriate actions w.r.t Damage Control, Relief of Dam / Irrigation Infrastructure	Relief, Rescue, Rehabilitation related actions	Relief, Rescue, Rehabilitation related actions	Damage Control, Repairs	Damage Control, Repairs	Rescue, Relief, Security related actions	Damage Control, Repairs
Levels of Incidence												
		Dam	To arrange emergency meeting with all line Department and intimate situation to all concerned. Maintain constant touch with Airforce, Army and Navy.	Provide information about probable rainfall in the area which may be affected due to emergency situation of the dam.	Provide flood forecast and probable levels in the river.	Dam authority/operator keeps monitoring the dam situation continuously during monsoon. When any unusual condition or incident is noticed the information regarding emergency level is communicated to the disaster management authorities and will act to save the dam and minimize impact to life, property and the environment. CWC guidelines in this regard may be referred for more details. Follow Rule levels as per Annexure 1 c (page 34) and Circular 2 clause 17 (p74) for filling of dams	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception. In case of natural calamities and grave emergencies liaison with Airforce authority, Military authority for their assistance	To take appropriate action for alerting and evacuating the people likely to be affected in urban areas in accordance with the warning and threat perception.	To take appropriate action for safety of bridge, causeway roads and traffic	To keep constant watch over the situation and mobilise teams.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure for maintaining power supply in the affected areas.
		River / Canal / Drains				WRD Authorities act as per Chapter 4 , (Maintenance of Flood Embankments, p81) and Annexure 4-A (p82) covering maintenance of Flood Embankments. (In event of Drain Overflow or Breaches in banks - Concerned Executive Engineer shall act as Focal Officer and Dy. Ex Engr as subfocal Officer)						
	Mild		Small Breaches in Canal, Small disturbance in Earthen Bunds, Slopes and Pitching	Warning			Timely repairs,					
			Canal / Drain Inundation Indundation in 1 Village				Timely repairs					
	Medium						Inform Revenue Dept, (Taluka level, District level and State Level intimation Project / Scheme Executive Engineer to take appropriate actions	Public intimation, inter-departmental co-ordination, Relief as deemed fit	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure.

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	Heavy Inundataion More than 1 Village				Inform Revenue Dept, (Taluka level, District level and State Level intimation). Mechanical Unit Fighter Squad to alerted	Assesment and Relief coordination	To take appropriate action for awarness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrasructure.
	Riverine Flooding				Inform Revenue Dept, (Taluka level, District level and State Level intimation). Mechanical Unit Fighter Squad to alerted	Assesment and Relief coordination	To take appropriate action for awarness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrasructure.
	Major	Major			Inform Revenue Dept, (Taluka level, District level and State Level intimation). Central Designs Organisation Visit and Problem Solving by CDO and Field Officers	Assesment and Relief coordination	To take appropriate action for awarness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrasructure.
					Inform Revenue Dept, (Taluka level, District level and State Level intimation.) Central Designs Organisation Visit and Problem Solving by CDO/ Mechanical Wing and Field Officers	Assesment and Relief coordination	To take appropriate action for awarness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrasructure.
					Inform Revenue Dept, (Taluka level, District level and State Level intimation.) Central Designs Organisation Visit and Problem Solving by Design Mechanical Wing and Field Officers	Assesment and Relief coordination	To take appropriate action for awarness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrasructure.
	Coordination with Adjoining State			Coordinate with Water Resources Department, Forecasting and Monitoring data Sharing mechanism in place.	Coordinate with Central Water Commission Forecasting and Monitoring mechanism in place.	Coordinate response with various agencies					
				Intimation to State Emergency Operations and Concerned Disaster officers of adjoining States.	Intimation to State Emergency Operations and Concerned Disaster officers of adjoining States.						
	Relief Measures				WRD Dept takes up relief measures for its Irrigation infrastructure. WRD Circle offices shall regularly send report of the Flood Damages WRD infrastructure to Central Flood Cell, Gandhinagar	Revenue dept shall Coordinate efforts by various departments and various departmental Control rooms shall manage gather information of flood damage and response.					