DISASTER MANAGEMENT

RESPONSE AND RECOVERY MECHANISM

GUIDELINES

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RESPONSE AND RECOVERY MECHANISM-GUIDELINES

Disaster Management predominantly deals with preparedness, response and recovery in order to lessen the impact of disasters and quick resumption to normalcy.

The individual teams involved in the recovery operation must have clarity in their mind of their respective roles for seamless operation of recovery in quick time.

The defined role of every stakeholders involved in the disaster management is collaged in this chapter.

The guideline for the individual team has to be communicated to the respective team leaders for preparedness and effective contribution in restoration.

DISASTER MANAGEMENT –RESPONSE AND RECOVERY MECHANISM GUIDELINES

Roles of Individual Stake holders

1	Role of Section Officer of the cyclone prone area
2	Role of the Assistant Executive Engineer of the cyclone prone area
3	Role of EE/O&M/of the cyclone prone area
4	Role of AEE/MM/Gl/Dev/Civil/Computer/Scheme of affected circle
5	Role of Executive Engineer/General and MRT of affected circle
6	Role of Superintending Engineer of affected circle
7	Role of ASSESSEMENT team
8	Role of ACCOMMODATION team
9	Role of FOOD arrangement team
10	Role of MM team
11	Role of MAN POWER MANAGEMENT team
12	Role of FUND MANAGEMENT team
13	Role of VEHICLE team
14	Role of LOADING AND UNLOADING teams
15	Role of TREE CUTTING Team
16	Role of HEALTH CARE team
17	Role of GRIEVANCE REDRESSAL team
18	Role of ERECTION team
19	Role of Divisional Monitoring Officer
20	Role of Circle Monitoring Officer
21	Action to be taken by other SEs/CEs
22	Action to be taken by IT wing
23	Formats I,II and III

1. Role of Section Officer of the cyclone prone area

1. The LT album comprising individual DT network details must be kept ready in A4 Size.

2. The HT Album comprising individual HT feeder configuration with details of back feeding feeders/SS, individual DP names etc must be kept ready in A4 Size.

3. As the Assessment team comprises many groups and every group needs the network map on hand , sufficient copies of individual HT must be made ready with water proof transparent folder and handed over to the EE/O&M concerned for further distribution to the assessment team.

4. The details of HT feeders/DTs/DPs should be kept ready updated in the prescribed format.(FORMAT I).

   One copy to be handed over to the EE/O&M for division wise consolidation.

5. The details of section in the prescribed format(FORMAT II) should be kept updated. One copy to be handed over to the EE/O&M.

6. A list of essential services like,OHT,CWSS, Bus stand ,GH, communication centers etc., with details of purpose, tariff, load, physical address , feeding DT/HT feeder / SS to be prepared and handed over to EE/O&M/Concerned for further distribution to restoration team .(FORMAT III)

7. List of OHT with SC No, Capacity , location details, feeding DT/HT feeder/SS to be prepared and handed over to EE/O&M concerned for further distribution

to restoration team. (Capacitywise OHT SC restoration will be reviewed by the Govt. Monitoring officer).

8. A storing place for keeping the materials with neat segregation for restoration work should be kept ready. Receipt and issues to be accounted properly.

9. People's participation in assessment and utilized to its fullest potential Residential, Colony associations , volunteers, local representatives like ward Councilors, youth groups etc., must be met in advance and requested to join hands with us.. The whatsApp number may be shared with a request to intimate the damage with location details.

If every such volunteering groups is identified for every DT , it will be easy and

quick to collect the DT wise damaged pole details streetwise and locationwise.

10. The RS in the section should be part of Fund disbursement/ Food arrangement team. The names should be sent to EE office for formation of teams.

11. The IA and Assessors of the section should be part of food arrangement team.

12. The CA, CI should be part of team for transport of materials to local sites , material disbursement and accounting of materials. Written instructions should be passed to the RS, IA,CA,CI to this effect.

13. The RWU staff must be part of restoration team for co ordination with restoration team for issue of LC operation of DP/DT etc., round the clock.

14. The section officer must consult the restoration team leaders on every evening for the next day programme and accordingly allocate the RWE staff for the next day's work. The RWE staff should straight away go to the allocated work spot on every morning, before 8.30 AM.

15. The section officers should keep track of the progress of restoration on daily basis and keep the data ready for reporting to the higher officers.

ENCL : FORMAT I , II and III

2. Role of Assistant Executive Engineers of the cyclone prone area

1. The AEE should identify all the places for accommodation like kalyanamandapams, schools , colleges, community Halls etc., and get the consent of the respective owners , in advance.
2. The contact numbers of the owners for the places of accommodation should be shared with all members of Accommodation Committee and Food arrangement team.
3. The cooking persons/Hotels, grocery centre for cooking etc should be indentified and details shared with Food Arrangement team.
4. The water facility in all places of accommodation must be ensured. A 5KVA generator should be arranged in all places of accommodation for pumping of water to overhead tank for usage by the staff in the morning . The diesel required should be arranged well in advance.
5. The AEE should monitor and ensure that all the section officers concerned prepare sufficient copies of HT and LT network maps of the subdivision filled format I, II & III and hand over in time (before cyclone) to the EE/O&M/concerned for sharing the same to the assessment team.
6. The staff of the sub division offices must be allocated with the works of accommodation/food arrangement/vehicle arrangement etc in co-ordiantion with the concerned committees. The names should be communicated to EE/O&M for formation of committee.
7. It should be ensured that all the tree branches are cleared in advance in vulnerable locations before cyclone . The tree cutting team should be co-

ordinating right from the pre – cyclone programme to the post cyclone restoration works.

8. The tribal people should be contacted in advance for their support in the tree cutting work. As they are specialized in cutting the trees of more heights, their service can be best utilized prior and post cyclone.
9. It should be ensured **(i)** one power saw is available in subdivision in common for over all use in the sub division jurisdiction. **(ii)** One power saw is available in each section vulnerable to cyclone damages.
10. The smaller vehicle like TATA ACE for local transport should be indentified and their contact numbers to be shared with execution team.
11. The objections/hindrance being encountered during restoration must be solved with co-ordination of other departments like revenue/police etc.,
12. The AEE should ensure that all section officers of the subdivision carryout their respective roles effectively and promptly.
13. The AEE must co-ordinate with loading and unloading team and ensure that materials required for the subdivision are unloaded at spot/nearly location/nearly section/nearby substation as per the requirement.

ENCL : Format I , II and III.

3. Role of Executive Engineer/O&M of the cyclone prone area

1. Effective persons in administration/ Revenue wing must be nominated for Accommodation, food arrangement , Fund Management etc., and recommended to the SE for formation of teams as per DSM guidelines.

2. Executive Engineer/O&M concerned should get the HT and LT album updated by the section officers concerned and keep ready sufficient copies of the same well before the cyclone.

3. The SS and Section details should be collected and consolidated in FORMAT I & II respectively. The details of Essential service like GH , PHC , Bus Stand ,CWSS , Communication centres with the feeding DTs/HT lines/ SS etc should be collected and kept ready in FORMAT III.

4. The copies of HT feeder maps / LT DT maps should be shared with assessment team. The assessment team should be advised properly the practical methodology to complete the assessment preferably with in a day , but definitely not more than 2 days.

5. After assessment, the HT/LT maps with marking of damaged pole location must be got back from Assessment team. The same should be shared with erection team to identify the locations where poles are to be erected.

   FORMAT I, II and III with the list of essential services like GH, OHT, Bus stand , CWSS , Communication towers etc.,should be shared with Divisional Monitoring Officer to enable them to prioritise the restoration work to the essential services. Same should be followed up till restoration of all essential service.

6. The requirement for the division must be assessed feeder wise/SS wise, based on the survey of the assessment team. Same should be conveyed to the central office . The EE should continuously monitor the revision in requirement , indenting the same , following up , loading , unloading , transport , handing over to the execution team in co-ordination with divisional monitoring officer.

7. The EE should arrive at the total numbers and locations of individual DT structure DP structure damaged , based on the survey of the assessment team. These details shall be shared with Divisional Monitoring Officer and DT/DP structure erection team. The requirement of special items like AB switches , HG fuses , structure materials etc., shall be arrived separately and indented, to central office.

8. The feeder wise manpower assessment in that particular division must be assessed based on quantum of damage assessment and the same to be indented to central office. The details of availability of manpower/further requirement of manpower should be kept updated by the EE/O&M concerned and Divisional Monitoring officer and shared with Manpower Management Team , on daily basis during restoration.

9. The activities of the Accommodation and Food Arrangement Teams must be monitored and guided properly to avoid any kinds of complaints / inconvenience to the staff, and to keep up the morale of the staff during the crisis.

10. Transport of main materials like poles to be monitored . The unloading places and allotment to the restoration teams to be monitored in co-ordination with vehicle, loading/unloading and Restoration teams. The near by suitable unloading spots should be communicated to the unloading team to enable the

erection team for quick transport of materials to work spot. The AEE/O&M concerned should be instructed accordingly.

11. The EE/O&M shall act as the licensee officers with Govt/Local body/ collectorate /RTO/ monitoring officers of various ranks / Peoples representative for all kinds of communications relevant to the restoration. He shall attend to all Govt.officers visiting the site for inspection/review without disturbing the Divisional monitoring officer and restoration team leaders.

12. All objections raised by public and other agencies and hindrance caused to restoration work must be sorted out in – coordination with special officers/Revenue authorities/Police department etc.,

13. The day to day progress must be updated and reported to the higher officers and other departments.

14. All review meeting held by Hon'ble Ministers, higher officers , collectorate officials, revenues authorities etc should be attended by the EE/O&M concerned with relevant particulars of restoration status. The Divisional monitoring officers shall not be deviated from restoration work.

15. The Health Care team must be co-ordinated for the medical treatment of all staff involved in the restoration work due to illness , injury ,accidents and all arrangements in regard to admission to hospital, treatment ,transport etc.,

ENCL : Format I , II and III.

4. Role of AEE/MM, AEE/Gl/Development and AEE/Civil AE/AEE/Computer of the respective affected circle.

Assistant Executive Engineer /MM :-

1. Shall consolidate the Division wise material requirement and allot the materials on hand in consultation with EE/General/SE.
2. The balance requirement shall be indented to the CE/D concerned and CE/MM, and followed up till allotment, transport and unloading.
3. The revision in requirement , allotment made , balance requirement etc shall be kept updated and material arranged continuously.
4. The Vehicle and loading/Unloading teams must be co-ordinated continuously.

Assistant Executive Engineer /General/Development :-

1. As soon as the forecast of cyclone is given by the media, the tree clearness work should be taken up in the entire circle. All tree branches, coconut trees, rubber trees, oak trees etc that are within the falling distance of the line should be cleared in co-ordination with the AEE/O&M concerned.
2. The tree cutting team must be co-ordinated till the end of restoration work.
3. A single point contact of the tree cutting team must be selected and communicated to the divisional monitoring officer and restoration team leaders for effective communication.
4. The report on the injuries , accidents should be collected and reported to higher officials, in time.

Assistant Executive Engineer /Civil :-

1. The division wise requirement of poles to be consolidated .The available stock may be allotted in consultation with EE/General and Superintending Engineer.
2. Balance requirement should be indented to CE/D and CE/MM, got allotted and transported.
3. The transport and loading and unloading teams must be co-ordinated for every consignment of poles.
4. The place of unloading shall be consulted with EE/O&M/Concerned and Divisional monitoring officer.
5. The phone numbers of the drivers of the vehicles should be shared with Divisional monitoring officer and concerned restoration team leaders for close tracking of the vehicle.

Assistant Executive Engineer /PRO/Schemes and AEE/AE/Computer of the Circle office :-

1. The AEE/PRO shall create a whatsapp group the circle concerned. All the EEs,AEEs, section officers of cyclone effected areas , team leaders/members, and monitoring officers should be included in the group. All the snaps and videos of restoration must be documented in a folder for future reference. Complaints , informations received from public to the regional whatsapp number to be shared to the concerned team then and there.
2. AEE/PRO shall collect the daily status of progress from the Divisional monitoring officer/field EE's concerned for consolidation and further submission to higher ups.

3. The collectorate and other monitoring officers of the govt. must be co-ordinated well and the status of the progress must be sent to them on a regular basis.
4. The AEE/AE computer shall help generate various data /report as required to the situation and keep the status of progress updated date wise and activity wise.
5. The data of list of essential services must be kept ready Divisionwise/ Blockwise/ townwise.

   The restoration status must be updated continuously.
6. The manpower requirement , deputation, diversion etc., should be documented every day in consultation with Man power management team for efficient man power management.
7. Any remark in the media regarding non restoration of power should be communicated to the respective Divisional monitoring officer and EE/O&M concerned.

5. Role of Executive Engineer/General and EE/MRT

- EE/General shall collect the nominations from EEs/O&M and assist Superintending Engineer , to form Divisionwise Accommodation , Food arrangement teams and circle wise Material management, Vehicle , loading/unloading , fund management ,Health care, grievance redressal teams etc., in time. It should be ensured that suitable persons are chosen.
- EE/General should play a vital role in general co-ordination with other departments, other circles, Head quarters etc.,
- Should attend the review meeting conducted by the circle monitoring officer along with all EEs/O&M , central office engineers and DFC with required particulars.
- Should have over all monitoring of all teams and ensure good co-ordination between different teams for seamless progress.
- EE/MRT shall collect the damage details of SS from the EE/O&M concerned and arrange to rectify them.
- In case of requirement of any SS equipments, the indent should be given by the EE/MRT and transport arranged on getting the diversion order for further erection and timely commissioning.

6. Role of Superintending Engineer of cyclone affected circle

1. Division wise Accommodation, Food arrangement team, and circlewise Material Management team, vehicle team, loading / Unloading team, Fund Management team, Healthcare team, grievance redressal team etc to be formed.
2. All assessors , administrative accounts staff etc are to be effectively involved in the restoration work as a total team work. The staff nominated by the EE/O&M for all these category should be obtained.
3. It should be ensured that all pre arrangements to be made by the above teams as per DSM guidelines are carried out meticulously for total preparedness for full fledged restoration from day one.
4. The roles of every designated engineers , team leaders as stipulated in the DSM guidelines , should be communicated to every individual and acknowledgement obtained for accountability . It should be ensured of proper planning and timely action by all stake holder involved in the operation.
5. Fund management team should be directly monitored by the SE concerned for advance action to reserve the fund and continuous disperse of fund during restoration operation, up to bottom level.
6. The circle level monitoring officer shall be rendered with all kinds of assistance, statistics, data etc.

7. Role of Assessment team

1.Nodal officer : In the rank of AE/AEE per feeder(11/22/33KV) including HT and LT.

Members:

Each team consists of 2 members (CA/CI/LI/FM) or any other suitable person)

No of teams : To be decided according to the length and field condition of the feeder.

Method of Assessment :

1. The assessment should be aimed to be completed in a day or two.
2. The Assessment team from other circles should meet the EE/O&M concerned . They should collect the HT and LT maps from the EE. The EE/O&M should advise the assessment team regarding number of teams (two per team) required for every HT feeder taking in to account of the length and field conditions.
3. The assessment team should just mark the damaged/ fallen/leaned poles in the map. It is enough just to assess the damaged poles. The accessories like cross arm, insulator can be calculated by average methods.
4. The fallen DT structures/DPs to be assessed.
5. Regarding LT pole damages, the help of the local people , volunteers, councillars, representatives, etc., can be utilized to reduce the duration of assessment.
6. After field assessment, the abstract containing the number of poles damaged HT feeder wise and DT wise should be prepared, signed with name and designation and handed over to the EEs/O&M/Concerned for consolidation of total damage in the division concerned.
7. The HT and LT map with marking of damaged poles should be handed over back to EE/O&M/Concerned . The EE/O&M shall in turn share the maps with damage details to the erection team.

8. Role of Accommodation Team

1. Nodal Officer: Administrative officer or a suitable officer of the respective circle has to be nominated by the SE concerned. He should lead the teams of all divisions.
2. Administrative supervisor and support staff nominated by the respective EE / O&M to arrange accommodation in the respective divisions, shall be the members of the accommodation team.
3. Accommodation for officers and staff deputed from other circles to the particular division must be arranged by the accommodation team of the concerned division.
4. The accommodation team must co-ordinate with the local AEEs concerned in identifying the accommodation Lodges, Hotels for officers and Kalyana mandapam, Community halls, School, Colleges for staff.
5. Every accommodation team of division must have a leader for the division. The contact number of the divisional accommodation team leader should be shared with restoration team leaders. The contact number of restoration team leader coming from various circles to the division shall be intimated to the divisional Accommodation team leader by the Man power arrangement team.
6. The accommodation team leader shall convey the name, address, phone number, land mark, etc., of the accommodation to the restoration team leader . The location co-ordinates shall be shared in Whatsapp also for easy identification of the accommodation spot during night hours.

7. Necessary prior arrangement by the Accommodation team and communication should be very prompt and perfect. The Generator in the accommodation places must be made ready. The restoration officers and staff must be given accommodation soon after they arrive to the disaster area. They should not be made to wait making them more tired.
8. The accommodation team shall take care of the entire management of accommodation, amenities , payment of rent if any , diesel procurement for generator etc.,
9. The accommodation team should advise the staff to keep the accommodating place clean and keep up the decorum of the TNEB by good behaviour.
10. A register must be maintained with day to day details of circle /division wise staff strength, of every accommodation places.

9. Role of Food arrangement team

Two teams must be separately formed as nominated by the respective EEs/O&M for each accommodation centres, one for food preparation and one for food disbursement, for the Division concerned.

1. Food preparation team should ascertain the source and availability of cooking persons, catering team etc for preparation of food in the accommodation places. The details of accommodation places must be collected from the accommodation team.
2. For officers, the nearby hotels must be identified and the owner to be contacted and requested to keep accounting of the food expenses of the officers, for total settlement.
3. For the teams of staff who are coming with cook and utensils along with them, necessary assistance must be given to them in identifying the suitable grocery shops for purchase of materials required for cooking.
4. Morning breakfast should be served before 8.00AM to make all the staff report at work spot before 8.30AM . This will save around two precious hours of brisky morning every day. The food be served to the work spot in the afternoon.
5. The food distribution team shall co-ordinate with food preparation team to ensure timely serving of food to the staff. The required man power must be part of distribution team to serve food in the kalyana mandapam as well as transporting the food pockets to the work spot.
6. Adequate local vehicles must be arranged by the food distribution team to transport the food to various work spots for the lunch.
7. Lunch pockets should reach every workman between 12 noon to 2PM . It is the prime duty of the food distribution team that the food pockets must be served to the working staff on spot before 2PM.
8. It is the prime duty of the food preparation/distribution team leaders to make that the food is served in time to the staff.

10. Role of Material Management team

Team Members:

1. EE/ SE (To be nominated)
2. AEE/MM of the Circle
3. AEE/Civil of the Circle
4. EE/E/ Purchase of the Region
5. EE/Civil of the Region
6. CE of the affected region

7.CE/MM of Head Quarters

1. As soon as the Cyclone forecast is given, the materials in all Circles shall be reserved and the Stock details to be collected by CE/MM.
2. The CE/ Distribution concerned should reserve more quantum of stock in all Circles of that region to kick start the transport of materials, particularly poles simultaneous to the assessment process.
3. As the back clamp suitability to the particular size of pole has been a continuous issue in all restoration works of the past, it should be ensured that, equal number of suitable back clamp of correct size to suit the pole size should be sent along with equal number of poles. AEE/MM of the Circle is responsible to confirm that suitable size of back clamps are sent with the particular size/ type of poles. It is also to be ensured that sufficient quantity of special type of clamps for particular size/ type of poles are sent along with the poles.

4. The materials should be transported to the Sub Stores/ Sub Stations concerned, instead of the Central Stores to avoid time delay and double transport.
5. Material Management team and Loading/Unloading team must coordinate with each other for timely unloading of materials transported from other Circles. The time of arrival and place of unloading must be clear for both teams.
6. Immediately after the cyclone, the available quantum of materials from all circles within the region should be allotted and transport arranged as first phase without waiting for completion of assessment.
7. After getting total requirement from the EEs/O&M concerned, subsequent to the assessment and consolidating for the Circle, the Material Management team will arrange for diverting and transporting the balance materials from other circle as per the diversion orders of CE/MM, as the next phase.
8. Till completion of restoration, the process of receipt of indent, transport of material shall by cyclic as above . The documentation regarding the quantum and intercircle transactions are to be kept updated from day one till completion, for later date accounting and reconciliation.
9. Apart from the materials required for restoration works, safety appliances and other materials of amenities shall also be arranged for the staff deputed for restoration.
10. The division wise requirement, circle wise diversion etc should be continuously documented for final accounting and reconciliation of transactions.

11. Role of Man Power Management team

1. Nodal office : officer not less than a rank of EE.
2. Member: Adm Staff of the respective circle.

1. The division wise man power requirement should be collected from the EEs/O&M concerned consequent to the completion of assessment.
2. For better co-ordination and communication, one circle team as a whole, headed by the circle SE should be allocated to a particular division. The RWE staff, contract labours , AE , AEE, EE and retired engineers/staff of same circle in a division will make fast progress , because of familiarity of people and prior knowledge of ability of the individual to do a particular work. Additional man power , substitution of man power, lorry arrangement etc for the affected division will also be easy for the divisional monitoring officer by effective co-ordination with the sub ordinate EEs of his/her designated circle. The team can be split in cases of partially affected divisions.
3. The team leaders must be provided with the contact number of the accommodation team, and EE/O&M/Concerned, at first hand.
4. The man power team shall continuously assess the manpower for the circle and ensure adequacy of the man power.
5. The availability and requirement of manpower should be assessed and documented on daily basis.
6. After first phase of restoration , the B team from the respective circle should be mobilized for seamless transition of tired teams , so that the adequate strength of staff is maintained throughout the operation.

12. Role of Fund Management team

1. Nodal officer – DFC of the circle.
2. EEs of O&M division.
3. Set of Account supervisors to assist DFC.
4. ATO/Revenue supervisor/ for each sub divisions.
5. RS/IA for each sections.
    1. Enough funds shall be mobilized and distributed to the divisions.
    2. The allocation of funds to the sub divisions and sections shall be maintained at division.
    3. The ATO/RS in the sub division office and the RS/IA in the section office shall disburse the day to day expenses to the team leaders working in the section/sub division jurisdictions.
    4. It is the responsibility of the erection team leader to authenticate the person actually involved in the work for the particular day. The erection team leader should have daily attendance properly signed by the staff actually doing the work at work spot on that day.
    5. Proper HR/Bills should be produced for all expenses.
    6. The signature of the team leader with a self certificate for having made the payment should be recorded on the backside of every bill/HR with date, name and designation.
    7. For HR of daily wages for contract labours and daily expenses, the list of names for whom the amount is claimed and disbursed must be accompanied with HR with due authentication of team leader

13. Role of Vehicle Management team

Suitable officers who are well conversant with the sources of vehicles like , RTO , collectorate , other departments local vendors, sources from other circles are to be nominated by the circle SE as members of vehicle team well in advance.

1. The vehicle teams must contact all the sources of JCB, crane , lorries and reserve for TNEB's work post cyclone and reserve the vehicle.

   (Mini lorries, tempo, TATA ACE etc required for local transport shall be arranged by the local EE/AEE O&M)

2. Separate cranes to be allotted for loading/unloading team for loading and unloading of poles in the sub stations or the central common place nearer to work spot as suggested by the field EEs/AEE/O&M.

3. Pole erection teams must be provided with separate cranes/JCBs/lorries

4. The usage of vehicles must be optimum.

5. The vehicle team should continuously monitor the need and availability of the vehicles in various teams of restoration and divert / allocate the vehicles accordingly on continuous basis so that no crane /JCB and special type vehicles are standing idle, anywhere.

14. Role of Loading and Unloading team

Members :

1. Nodal officer : DSO/SO (to be nominated)
2. DSOs.

1. Loading / unloading teams must be co-ordinating with the material management team.
2. This team should keep tracking of the material transport by contacting the vehicle driver. Simultaneously the spot details where the materials to be unloaded should be collected from the EE's concerned.
3. As far as the poles are concerned , the unloading spot must be close to the working site. A sub stores , sub station , or a common place close to work spot should be selected, in consultation with the divisional monitoring officer / local EE and AEE concerned.
4. As the assessment on damage of pole is already in hand , the locations where the poles are to be erected is known. Accordingly the unloading spots must be decided to reduce time delay and transport distance.
5. Cranes must be made available at unloading spots, by co-ordinating with vehicle team.
6. The loading of unloaded poles and further transport to work spot must be decided in consultation with the restoration team leaders.
7. Apart from poles , the other materials must be unloaded at sub stations , sections in consultation with the EE/O&M concerned .
8. It should be ensured that where ever the poles are transported, equal number of suitable correct size clamps and bolts & Nuts are also transported simultaneously.

15. Role of Tree Cutting team

Members:

1. Nodal officer – in the rank of SE
2. ALL SEs/GCC
3. Assistant Executive Engineer/Safety of Region office.
4. Assistant Executive Engineer/General of the circle office.
5. Assistant Executive Engineer and Assistant Engineer/O&M of concerned area.

Members to be taken:

1. Labour forces from the following sources should be mobilized
    - TLC wings of GCC
    - NLC
    - Highway department , public/private sector undertakings.
    - Voluntary groups
    - Tribal people (with co-ordination of local section officers concerned)
2. As soon as the forecast regarding the on set of monsoon/formation of cyclone is released , a programme should be charted out in co-ordination with concerned AEE/O&M and section officers to clear the tree branches. All the tree/ tree branches that are within the falling distance on the line should be cleared before the cyclone strikes, to minimize the damage.
3. After cyclone, the operation of the tree clearing team must be parallel to the operation of restoration teams , complimenting each other with good co-ordination and effective communication.
4. All the tool required like big size sickle , power saw, long ropes etc., must be made readily available by the tree cutting team.
5. The day to day programme of the tree cutting team should be charted out with consultation of circle monitoring officer and divisional monitoring officers.

16. Role of Health Care team

The team should be nominated by the SE concerned.

1. The team should act as a licenses between TNEB and hospital/dispensaries concerned.
2. The team should have number of all health care units GHs, PHC etc.,
3. The team shall attend to the officers/ RWE staff suffering fever/ill – health etc., and help them get proper treatment.
4. In case of any accident, the team should immediately swing in action to arrange to transport the affected staff to the nearby medical centre and render timely medical aid.

17. Role of Grievance Redressal team

Nodal office : PRO

Team members : Five numbers suitable persons nominated by the SE. The persons should know the local areas to properly answer the public.

1. A telephone number should be got assigned exclusively for the public grievances, wherever 1912 computerized call centre is not in service.
2. Team members must be attending the telephone round the clock by shift duty.
3. The details of areas affected should be collected and recorded. The present status of work in that particular affected area must be apprised suitably.
4. The details of all incoming calls/area affected may be noted down for reference.
5. In case of any emergencies , accidents, the EE'S O&M concerned should be alerted.

18. Role of Erection team

Role of HT Pole Erection Teams:-

The leader of pole erection team shall be an AE/AEE . This team shall be only erecting the poles. one FM/LT /Lorry driver and four staff are other members of the team.

1. This team leader should get the HT map (handed over by the assessment team , after assessment with marking of damaged pole locations) from the EE/O&M concerned.
2. Every pole erection team must consist of a JCB for digging the pit, a lorry to transport the pole from unloading site to work spot , carrying materials and a crane for erecting the pole.
3. The FM/LI should proceed digging the pit with JCB along the route of the HT line.
4. The AE/AEE with other four staff should possess the correct size back clamp , bolts & nuts , cross arm and pin insulators. They should follow the JCB along the HT line route to erect the poles in the pits.
5. The pole erection team should take the poles to work spot with the help of crane and lorry.
6. While two members are engaged in erecting the first pole, the other two members should assemble the cross arm and pin insulators to the 2nd pole on

the ground, so that the completely assembled pole with cross arm and insulator are erected in one go .

7. The pole erection team and unloading teams can co-ordinate better with each other to unload the poles in the individual locations itself wherever possible. If this is planned well and executed , it will help in big way to avoid double loading / unloading, save time and propel the pace of progress.
8. The number of pole erection team per division for HT feeders could be decided as per the over all length of HT feeders and quantum of damage.
9. The HT pole erection team must also erect poles for damaged DT structures and DP structures .

Role of HT line stringing team :-

This team consists of an AE/AEE and ten staff and should have a lorry / mini lorry for carrying the conductor.

1. This team shall follow the pole erection team and keep stringing the conductor and erect the stay wherever needed.
2. This team shall also erect the additional cross arm and other materials in necessary locations, wherever cut points, HT/LT , guarding etc are involved.

Role of LT Pole erection team:

This team consists of an AE/JE/Foreman, lorry driver and four staff as members. This team must have lorry, crane and JCB . This team leader must get the LT map with details of damaged locations from the EE/O&M.

1. Two member of the team must proceed with digging of pits with JCB.

2. Four members of the team must be engaged in erection of pole. While two members are busy erecting the pole with crane , other two member must assemble the cross arm and insulator for the next pole to be erected with cross arm/ insulator assembly.
3. As transport of LT poles through vehicle and erection by crane is not practically possible in every locations , due to difficult access to individual locations due to narrow street, presence of bushes etc., the co-ordination of local staff and co-operation of the public are necessary in this particular activity.
4. The local peoples support may be mobilised by proper approach of local AE and Staff , to join hands with us in transporting the LT poles to the inaccessible work spots that requires, bullock cart/Manual transport and manual erection.
5. It should be ensured that the street light circuits are normalized along with power circuit. It should also be ensured that the cut points between two transformer are made intact and there is no mixing of neutrals , street light circuits between adjacent DTs, to ensure safety.

Role of LT line stringing teams:

1. LT line stringing teams must follow the LT pole erection team .
2. This team consists of five members.
3. This team should erect additional nos of cross arms and insulator stay/guarding arrangements wherever necessary.

Role of Service connection team:-

This team consists of five members .

1. Before commencing the work , it is to be confirmed that the UPS , generator etc are off and well isolated. The MCB or the main switch of every building where UPS is installed, must be off.
2. This team shall connect the service wires wherever the LT line stringing works are completed.
3. The approved list of Electrical contractors by the District administration may also be collected and entrusted with the work wherever needed.

General guidelines for all erection teams:

1. The team leader must meet all the team members at the end of every day work for discussion.
2. The team leader should explain the programme of next day work to the team members clearly . Every team member must be clear of his work for the next day.
3. The material for the next day must be arranged in the previous day itself by contacting the concerned EE/section officer/ stores and arranging the transport.
4. Every staff after taking breakfast, should go to the work spot straight away by 8.30 AM.

Priorities for all erection teams:

1. The location details of essential services like GH, PHC, Bus stand , telephone exchange , mobile communication towers, OHTs, CWSS, etc must be collected from the EE/O&M, in FORMAT III.

2. The details of HT feeders and DT locations for the above essential services must be noted.
3. The first priority should be normalizing the supply to these essential services.
4. accordingly the portion of HT lines to be attended and DT to be normalized must be planned to be completed.
5. There should be perfect co-ordination between divisions to simultaneously complete

   5.1) Entire 22/11 feeders running through many divisions.

   5.2) 33KV source feeder to the 33/11KV SS in parallel to the work on 11KV feeders.

19. Role of Divisional Monitoring Officer

1. To collect the following data from the EE/O&M /Concerned that should have been kept ready in the prescribed format.(FORMAT I, II & III)
   a. Source feeders/out going feeder details, of individual sub stations.
   b. Section wise HT feeder/DT/block / panchayat/ habitation/consumer details.
   c. Essential service details. (Hospitals, OHT SCs, Collectorate , Bus stand etc.,)
2. To get the damage assessment / Material requirement details from the EE/O&M / Concerned.
3. To collect all the number of the AE/AEE/EE/stores and team leaders, create a separate whatsapp group for the respective division and collect the daily progress from the team leaders .
4. To reconcile the manpower requirement proportionate to the quantum of restoration work, throughout the operation and manage in coordination with EE/O&M concerned and manpower management team.
5. To allocate the teams section wise / feeder wise.
6. To prioratise restoration of Essential services.
7. To ensure all the source feeders to SS are restored on priority.
8. To ensure accommodation and food arrangement for the staff by the respective teams.
9. To ensure sufficient number of cranes ,JCB, lorries, mini lorries, for the erection teams.

10. To ensure that the manpower and vehicles are used judiciously without being idle anywhere.
11. To ensure staff strength in every team is only to the required level.
12. To chalk out a plan and make clear of the same to all AE/AEE/EE of the affected area, for their respective portion of work.
13. To instruct erection team leaders to carry out the work as per the DSM guidelines, efficiently.
14. To ensure payments are done in time.
15. To ensure that the next day programme is decided in the previous day itself by the all team leaders and staff are going straight to the work spot and commencing the work by 8.30/9.00 AM every day.
16. To co-ordinate with adjoining divisional monitoring officers as many source feeders and outgoing 22/11KV feeders are running through many divisions. There were instances in the past that work on middle and final reaches of the feeders were completed but still the feeder could not be restored because of the work in the first reach not completed. There were also instances where 11 KV feeder works completed but source 33 KV feeder to the SS not completed.
17. To ensure that the daily progress and staff strength are sent.

20. Role of Circle Monitoring Officer

1. To collect the following the EE/General /Concerned already that should have been kept ready in the prescribed format, of DSM guidelines. (Format I , II & III)
   d. Source feeders/out going feeder details, of individual SS.
   e. Section wise feeder/DT/block / Panchayat/ Habitation/consumer details.
   f. Essential service details.
2. To get the damage assessment / Material requirement details from the EE/General Concerned.
3. To reconcile the manpower requirement proportionate to the quantum of restoration work, and get them mobilized by the man power management team.
4. To ensure all the teams and recovery mechanism as per DSM guidelines are in place.
5. To ensure material , manpower and vehicle arrangement by the respective teams.
6. To ensure over all preparatory works are done in complete shape by all the respective team.
7. To ensure timely fund arrangement.
8. To ensure preparation of data at central office as required by TNEB, collectorate and monitoring officer nominated by the government.
9. To convene regular review with Divisional monitoring officers, DFC, Stores officers, EE/O&M,EE/General, SE/EDC of affected circle, and AEE/MM/GL/PRO/Schemes/of the affected circle.
10. To participate in the review meeting held by State Monitoring Officer, District collector and Honorable ministers.
11. To decide deployment of man power, interchange between divisions , stoppage, substitution by next team etc.,

21. Action to be taken by other Distribution SEs and CEs

1. Assessment teams comprising CI/CA/LI and other unskilled labours(who cannot climb poles but can do only ground work) to be formed as a permanent measure. Each team consists of 2 members. From each section, sub division and division one team should be formed for assessment alone.
2. Restoration teams to be formed to the quantum of around 50 staff per division. EEs, AEEs and section officers to be nominated in officer levels, to lead restoration teams.
3. FM/LI to be nominated to lead the teams, wherever required.
4. Staff to be nominated and segregated as skilled and unskilled to balance the teams with correct mixing of staff abilities.
5. Majority staff in constructions to be nominated for loading/unloading teams, as per their ability and experience.
6. Lorry drivers/lorries to be earmarked.
7. Unskilled staff may be earmarked for transport , loading, unloading, assembly of materials at ground level, assisting the stores staff in the affected areas etc.,
8. Safety appliances like earth rods, Gloves, belt ropes , rain coats etc., and tools required for restoration works, like manila ropes, Hacksaw framed with blade, spanners, crowbar, power saw, conductor cutter etc must be in the list of regular procurement and supply . It should be ensured that these essential items are always available in all sections and with every staff.
9. The staff deputed to restoration work should be equipped with all safety appliance and possess all tools/accessories for restoration work.

10. The list/contact number of contract labours, retires officers/ staff must be kept prepared as a part of permanent restoration team.
11. The format I , II and III given in the DSM guidelines should be kept ready in all field and central offices.
12. The HT/LT album must be kept ready to be produced wherever required.
13. The GIS survey being carried out with Mobile APP in every circle must be closely monitored, regularly reviewed and completed / documented soon.
14. DT wise/feeder wise consumer indexing to be updated / reviewed regularly.
15. Power saw for every sub division and for every section of coastal area and for where the HT lines are running through forest areas must be purchased and provided as a routine maintenance measure.
16. The Materials being purchased for the annual requirement by the circle/ region may be fixed to be supplied in the month of September/October of every year. If the cyclone strikes at the end of the year, the materials so procured shall be used for restoration . Otherwise the same shall be used towards normal requirement.
17. In regions of coastal area like, Chennai north/south , Trichy & Tirunelveli, each circle of this region should have a stock of 20,000 PSC poles in the month of October so that each region shall have a stock of one lakh poles , to meet out the possible emergency in the month of November/ December.
18. Of the above quantity , 80% of the PSC poles may be of 8m and balance 20% of the poles be 9m.
19. The back clamp and bolt& nuts suitable to the above poles should be arranged to be supplied simultaneously.

20. The petty items like bolt &Nuts , LT pin insulators, Knobs etc should be procured and kept ready by the circles of the above regions.
21. The line materials and insulators being purchased at regional office should be procured and kept ready.
22. It should be ensured that wherever poles are sent , it should be accompanied with equal number of correct size clamps and correct size bolt and nut.
23. All the above formation of teams, preparation HT/LT albums, collection of DATA in Format I, II , II etc should be done now itself as a permanent preparedness mechanism without waiting till the forecast of disaster.

22. Action to be taken by IT wing

1. Provision to be made in LT data base to add/update names of block, Municipality, Habitation for every services in rural areas.
2. Provision to be made to add/update names of Zone and ward for every services in Municipal & Corporation areas.
3. Provision to be created to group separately the essential services like CWSS, OHT, pumping stations, Mini Pumps, booster stations, GH, PHC, Bus stand , telephone exchanges, collectorate , SE/TNEB office etc.,
4. Report Generation provision to be made to generate service connection data block wise, town wise, Panchayat wise, habitation wise etc.,
5. Provision for Report generation of essential services must be made section wise.
6. In case of OHT, provision to be given to enter capacity of OHT in litres , as the Reviews are done for restoration of electricity for capacity wise, OHT.
7. Consumer indexing DT wise and Feeder wise should be made a routine practice, to make possible to generate above data DT wise/feeder wise during such emergencies to prioratise power restoration.
8. Option should be made available in the report generation to generate list of consumers DTs wise and feeder wise(This will be also useful for revenue augmentation purpose to analyze number of slab wise consumers)

Format I (SS Details)

(Each Format for Each SS)

Name of Division :

Name of the SS :

Name of source feeder (110 or 33KV)	Source 230 or 110KV SS from which source feeder eminates	Route length of source feeder	Feederwise Section/DT details.												Remarks
			Name of the 22/11KV feeder	Route length in KM	No of DTs									Total DTs	
					Section I	Name of DPs	No of DTs	Section II	Name of DPs	No of DTs	Section III	Name of DPs	No of DTs		

Note : The details of portion of feeders running in adjoining divisions to be mentioned in the remarks.

Format - II (Section Details)

Sl no	Sub division	Section	Name and Phone No of section officers	Name of 22/11KV feeders in the section	No of DTs of the feeder	No of SCs per feeder	Name of Blocks covered in the section	No of Towns panchayats covered by each block	No of Villages covered by each panchayat

Note : The DTs covered by Block/ Town /Villages may also be generated from data base and kept ready to furnish the same to the government officials as required by them.

Format - III (Essential services details)

Sl no	SC Number	Section	Subdivision	Type/Purpose of SC.	Feeding DT name	Name of HT feeder feeding the DT	Name of SS feeding the HT feeder	Postal Address/location details

Note :- In case of OHT the capacity in litre must be mentioned.