

# **DISTRICT DISASTER MANAGEMENT PLAN 2020-21**



**Office of the  
Deputy Commissioner  
Jiribam District, Manipur**

**DISTRICT DISASTER MANAGEMENT PLAN 2020-21  
JIRIBAM DISTRICT, MANIPUR**

**DISTRICT DISASTER MANAGEMENT AUTHORITY  
JIRIBAM, MANIPUR**

**GOVERNMENT OF MANIPUR  
OFFICE OF THE DEPUTY COMMISSIONER  
JIRIBAM DISTRICT  
MANIPUR**



**DISTRICT DISASTER  
MANAGEMENT AUTHORITY  
JIRIBAM DISTRICT, MANIPUR**

**DEPUTY COMMISSIONER  
(CHAIRMAN, DDMA)  
JIRIBAM DISTRICT  
MANIPUR**

### **FOREWORD**

It is a great pleasure to present the District Disaster Management Plan (DDMP) 2020-21 of Jiribam District which is prepared by the District Disaster Management Authority, Jiribam District with reference to Sections 31 & 32 of the National Disaster Management Act, 2005 and guidelines provided by the National Disaster Management Authority.

Jiribam district is located in the Earthquake Seismic Zone V (Bureau of Indian Standards: 2002) and is also prone to other hazards like landslide, flash flood, thunderstorm (thunder squall), fire etc. Jiribam is the only district which has railway station. Further, National Highway No. 37 runs through the district. Therefore, a District Disaster Management Plan is of utmost importance not only for the district but for the whole state also.

The DDMP, Jiribam 2020-21 deals with Hazard, Vulnerability, Capacity and Risk Assessment; Institutional Arrangements; Prevention & Mitigation Measures; Preparedness Measures; Response (from Incident Response System) & Relief Measures; Standard Operating Procedures and Directory of key officials & institutions. It will serve as a ready reckoner for the District Administration & stakeholders to take up mitigation, preparedness, response and recovery activities.

On behalf of the DDMA, I would like to place on record my gratitude to all the different Departments for their valuable contributions in the preparation of the Jiribam District Disaster Management Plan, 2020-21 and hope that this document will be effective in managing disasters in the district.

**(W. Malemnganba Chenglei, IAS)**

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### **PREFACE**

The Disaster Management Act, 2005 (DM Act, 2005) is mandated to provide for requisite institutional mechanisms to draw up disaster management plans and monitor their implementation. The Act provides for the creation of a National Disaster Management Authority (NDMA) under the chairmanship of the Prime Minister of India, State Disaster Management Authorities (SDMA) under the chairmanship of Chief Ministers, and District Disaster Management Authorities (DDMA) headed by District Magistrates/Deputy Commissioners, constitution of State Disaster Response Force (SDRF) and the establishment of State Institute of Disaster Management (SIDM).

The DM Act, 2005 emphasises prevention and mitigation of the effects of disasters through a holistic, coordinated and prompt response. Section 31 of the Act provides for the preparation of the District Disaster Management Plan (DDMP) for every district and enjoins that the District Plan be reviewed and updated annually. Section 32 of the Act envisages the DDMA preparing the District Disaster Management plan at the district level.

Jiribam district is located in the Earthquake Seismic Zone V (Bureau of Indian Standards: 2002) and is also prone to other hazards like landslide, flash flood, thunderstorm (thunder squall), fire etc. Jiribam is the only district which has a railway station. Further, National Highway No. 37 runs through the district. Therefore, a District Disaster Management Plan is of utmost importance not only for the district but for the whole state also.

The DDMP has been prepared considering the disaster profile of the district. It comprises of 12 (twelve) Chapters namely Introduction; Hazard, Vulnerability, Capacity and Risk Assessment; District Institutional Arrangements for Disaster Management; Prevention and Mitigation Measures; Preparedness Measures; Capacity Building and Training Measures; Response and Relief Measures; Reconstruction, Rehabilitation and Recovery Measures; Financial Resources for Strengthening of DDMA; Monitoring, Evaluation, Updation & Maintenance of DDMP; Coordination Mechanism for Implementation of DDMP; and Standard Operating Procedures.

While utmost care with dedicated efforts was taken in making the DDMP, inadequate data on the demography and land for the new Jiribam district post bifurcation from Imphal East district in December, 2016 makes the preparation a little harder. Nevertheless, the Plan will always have scope for improvement because of its dynamic nature. With more experience by implementing this Plan, it is hoped that more insights will be incorporated in future versions. It is expected that this Plan will help all stakeholders in their efforts and initiatives towards building a disaster resilient community and district. Positive suggestions and comments are always needed and will be welcomed.

## CONTENT

<b>Chapter – 1</b>	<b>Introduction</b>	<b>Page</b>
1.1.	District profile	1
	1.1.1. Climate & Topography	1
	1.1.2. Flora & fauna	2
	1.1.3. soil	3
	1.1.4. Drainage	3
	1.1.5. Local Administrative Unit	3
	1.1.6. Land use pattern and land holding	4
	1.1.7. Transport	5
	1.1.8. Demography profile of Jiribam district	5
1.2.	Aim and Objectives	6
1.3.	Authority for DDMP	7
1.4.	Evolution of DDMP	8
1.5.	Stakeholders & their responsibilities	8
	1.5.1. Deputy Commissioner (DC)	8
	1.5.2. Different Departments at District Level	8
	1.5.3. Local Authorities	9
	1.5.4. Private Sector & Corporate	9
	1.5.5. NGOs/CBOs and volunteer agencies	9
	1.5.6. Citizens	9
1.6.	How to use DDM plan	10
1.7.	Approval mechanism of DDMP	11
1.8.	Plan review and Updation	11
<b>Chapter – 2</b>	<b>Hazard, Vulnerability, Capacity and Risk Assessment</b>	
2.1.	Vulnerability to Earthquake	12
2.2.	Vulnerability to Landslide	13
2.3.	Vulnerability to Floods	13
2.4.	Thunderstorm & Hailstorm	13
2.5.	History of disaster	14
2.6.	Seasonal Hazard Analysis	14
2.7.	Disaster Probability	14
2.8.	Risk Assessment	15
2.9.	Capability Analysis	16
<b>Chapter – 3</b>	<b>District Institutional Arrangements for Disaster Management (DM)</b>	
3.1.	DM Organizational Structure at the National level.	17
3.2.	DM Organisational Structure at the State level.	18
3.3.	DM Organisational Structure at the District level	19
	3.3.1. Power & functions	20
3.4.	District Disaster Management Advisory Committee (DDMAC)	22
3.5.	Incident Response System in the District	22
3.6.	Local Authorities	24

3.7.	District Emergency Operation Centre (DEOC)	24
3.7.1.	Objectives of the Emergency Operations Centre	24
3.8.	State Disaster Response Force (SDRF)	25
3.9.	National Disaster Response Force (NDRF)	25
<b>Chapter – 4</b>	<b>Prevention and Mitigation Measures</b>	
4.1.	Prevention	26
4.2.	Mitigation	26
	4.2.1. Structural Mitigation Measures	27
	4.2.1.1. Town Planning Act	27
	4.2.1.2. Retrofitting	27
	4.2.1.3. Earthquake Resistant Building	27
	4.2.2. Non-Structural Mitigation Measures	28
	A. Land-use regulation:	28
	B. Capacity Building for Mitigation	28
	C. Mainstreaming of Disaster Risk Reduction (DRR) in Developing Planning	29
4.3.	Hazard-wise Structural and Non-Structural Mitigation measures	30
	i) Earthquake	30
	ii) Flood	30
	iii) Cyclones/High wind	30
	iv) Landslides	30
	v) Drought	31
	vi) Fires	31
	vii) Epidemics	31
	viii) Road accidents	31
	ix) Hailstorm	32
	x) Pest attack	32
	xi) Frost & cold wave	32
4.4.	Summary of Mitigation Measures	32
4.5.	Livestock Management Plan	33
	4.5.1. Consequences of loss of Livestock	34
	4.5.2. Risk and Vulnerability Assessment	34
	4.5.3. Prevention and Mitigation Methodology	34
	4.5.4. Cattle camp	35
	4.5.5. Compensation	35
<b>Chapter – 5</b>	<b>Preparedness measures</b>	
5.1.	Identification of stakeholders involved in disaster response	36
	5.1.1. Nodal department	36
	5.1.2. Nodal officer for various departments	37
5.2.	Activation of IRS	37
5.3.	Trigger mechanism	38
5.4.	Protocol for seeking help from other agencies like Army, Air Force & Central Paramilitary Forces, NDRF and SDRF	40
	5.4.1. Army, Air Force & Central Paramilitary Forces	40

	5.4.2. National Disaster Response Force (NDRF)	40
	5.4.3. State Disaster Response Force (SDRF)	40
5.5.	Mechanism for checking and certification of logistics, equipments and stores	40
5.6.	Operational check-up of warning systems & EOC	40
5.7.	Command & Coordination	41
5.8.	Community preparedness	41
	5.8.1. Community Warning System	41
	5.8.2. Community Awareness, Education	41
	5.8.3. Community's Responsibility	41
	5.8.4. Legal services to disaster affected victims	41
5.9.	Standard Operating Procedures (SOPs)	42
	5.9.1 Arrangements for VIP visits	42
	5.9.2 Procurement	42
5.10.	Media management/information dissemination	42
5.11.	Knowledge management networking & sharing	42
5.12.	Medical preparedness and mass casualty management	42
5.13.	Techno legal regime	43
5.14.	India Network Resource Network (IDRN)	45
<b>Chapter – 6</b>	<b>Capacity building and training measures</b>	
6.1.	Approach towards capacity building	46
6.2.	Capacity building plan	47
	6.2.1. Training & awareness	47
	6.2.2. Capacity Based Disaster Management	48
<b>Chapter – 7</b>	<b>Response and Relief Measures</b>	
7.1.	Plan activation	50
7.2.	Incident Response System and its activation	51
7.3.	Role & responsibilities of District Magistrate as RO	52
7.4.	Incident Response Team (IRT)	53
7.5.	Triggering mechanism for deployment of IRT	53
7.6.	Incident Commander (IC)	54
	7.6.1. Roles& responsibilities of IC	54
	7.6.2. Roles &responsibility of Information and Media Officer (IMO)	56
	7.6.3. Roles and responsibilities of Liaison Officer (LO)	56
	7.6.4. Roles and responsibilities of Safety Officer (SO)	57
7.7.	Operation Section (OS)	57
	7.7.1. Operation Section Chief (OSC)	57
	7.7.2. Roles & responsibility of OSC	57
7.8.	Response branch	58
	7.8.1 roles and responsibilities of Response Branch Director (RBD)	58
	7.8.2. Roles and responsibilities of Division Supervisor and Groups-in-charge	59
7.9.	Single Resource	59

	7.9.1. Role and responsibilities of Single Resource Leader	60
	7.9.2. Strike Team or Task Force	60
	7.9.3. Roles and responsibilities of Strike Team or Task Force Leader	60
7.10.	Transportation Branch (TB)	60
	7.10.1. Roles and responsibilities of Transportation Branch Director (TBD)	61
	7.10.2. Roles and responsibilities of Coordinator (Road Operations)	62
	7.10.3. Air Operation	62
	7.10.4. Roles and responsibilities of Nodal Officer (NO)	63
7.11.	Planning Section	63
	7.11.1. Planning Section Chief (PSC)	63
	7.11.2. Role and responsibilities of PSC	64
	7.11.3. Roles and responsibilities of Resource Unit Leader (RUL)	65
	7.11.4. Roles and responsibilities of check-in/status recorder	65
	7.11.5. Roles and responsibilities of Situation Unit Leader (SUL)	66
	7.11.6. Roles and responsibilities of Display Processor (DP)	66
	7.11.7. Roles and responsibilities of Field Observer (FO)	66
	7.11.8. Roles and responsibilities of Documentation Unit Leader (DUL)	67
	7.11.9. Roles and responsibilities of Demobilization Unit Leader (Demob. UL)	67
	7.11.10. Technical Specialists (TS)	67
7.12.	Logistics Section (LS)	68
	7.12.1. Logistics Section Chief (LSC)	68
	7.12.2. Roles and responsibilities of LSC	68
	7.12.4. Roles and responsibilities of Service Branch Director (SBD)	69
	7.12.4. Roles and responsibilities of Communication Unit Leader (Com. UL)	69
	7.12.5. Roles and responsibilities of Medical Unit Leader (MUL)	70
	7.12.6. Roles and responsibilities of Food Unit Leader (FUL)	70
	7.12.7. Roles and responsibilities of Support Branch Director (Sup. BD)	70
	7.12.8. Roles and responsibilities of Resource Provisioning Unit Leader (RPUL)	71
	7.12.9. Roles and responsibilities of Resource Ordering-in-charge	71
	7.12.10. Roles and responsibilities of Resource receiving and distribution-in-charge	71
	7.12.11. Roles and responsibilities of the Tool and Equipment Specialist	72



	7.12.12. Roles and responsibilities of Facilities Unit Leader (Fac. UL)	72
	7.12.13. Other in-charges under the Fac. UL	72
	7.12.14. Roles and responsibilities of facility maintenance-in-charge	72
	7.12.15. Roles and responsibilities of Security-in-charge	72
	7.12.16. Roles and responsibilities of Ground Support Unit Leader (GSUL)	73
	7.12.17. Roles and responsibilities of Finance Branch Director (FBD)	73
	7.12.18. Roles and responsibilities of Time Unit Leader (TUL)	73
	7.12.19. Roles and responsibilities of Procurement Unit Leader (PUL)	74
	7.12.20. Roles and responsibilities of Compensation/Claims Unit Leader (Com./CUL)	74
	7.12.21. Roles and responsibilities of Cost Unit Leader (CUL)	75
7.13.	Area Command (AC)	75
7.14.	Unified Command (UC)	75
7.15.	IRS facilities	76
	7.15.1. Incident Command Post	76
	7.15.2. Staging Area	77
	7.15.3. Roles and responsibilities of the Staging Area Manager (SAM)	77
	7.15.4. Incident Base	78
	7.15.5. Camps	78
	7.15.6. Relief Camps	78
	7.15.7. Helibase/Helipad	79
	7.15.8. Roles and responsibilities of Helibase/Helipad-in-charge	79
7.16.	Activation of EOC	79
7.17.	Relief	80
7.18.	Reporting- first information report& daily situation report	80
7.19.	Hazard specific “Responsibility Matrix” for Emergency Response Function (Early warning is available)	80
7.20.	Hazard specific “Responsibility Matrix” for Emergency Response Function (Early warning is not available)	82
<b>Chapter – 8</b>	<b>Reconstruction, Rehabilitation and Recovery Measures</b>	
8.1.	Strategies for restoring physical infrastructure and lifeline services	83
	8.1.1. Build Back Better	83
	8.1.2. Participatory Planning:	83
	8.1.3. Coordination	83
8.2.	Detailed Damage and Loss Assessment	83
8.3.	Housing units & basic infrastructure Rehabilitation	84
8.4.	Economic Rehabilitation	84
8.5.	Social Rehabilitation	84

8.6.	Recovery	84
Chapter- 9	Financial Resources for Strengthening of DDMA	
9.1.	State Allocation	86
	9.1.1. State Disaster Response Funds (SDRF)	86
	9.1.2. State Disaster Mitigation Funds (SDMP)	86
9.2.	District Allocation	86
	9.2.1. District Disaster Response Funds (DDRF)	86
	9.2.2. District Disaster Mitigation Funds (DDMF)	86
9.3.	Departmental funds	86
9.4.	Assistance that can be provided from SDRF	87
	9.4.1. Revised list of items and norms of assistance from SDRF and NDRF 2015-2020	87
Chapter – 10	Monitoring, Evaluation, Updation & Maintenance Of DDMP	
10.1.	Authority for Reviewing And Reviewing The DDMP	92
10.2.	Proper Monitoring and Evaluation of the DDMP	93
10.3.	Post-Disaster Evaluation Mechanism of DDMP	94
10.4.	Schedule for Updation of DDMP	94
10.5.	Conducting Mock Drills	94
10.6.	Monitoring and Gap Evaluation	95
Chapter – 11	Coordination Mechanism for implementation of DDMP	
11.1.	Intra & inter-department coordination and linkage	96
11.2.	Inter linkage with other National, State level, DDMA's	97
	11.2.1. Linkage with NDRF	97
	11.2.2. Linkage with SDRF	98
	11.2.3. District boundaries shared	98
Chapter – 12	Standard Operating Procedures	
12.1.	Standard Operating Procedures (SOPs)	100
12.2.	Standard Operating Procedures for ESFs	100
12.3.	Emergency Support Function (ESFs)	101
12.4.	Role & responsibilities of different department	119
	12.4.1. Police department	119
	12.4.2. Health department	120
	12.4.3. Water Resource Department	121
	12.4.4. PWD Department	121
	12.4.5. Veterinary & Animal Husbandry Department	121
	12.4.6. Manipur State Power Distribution Company Limited	122
	12.4.7. Agriculture Department	123

## FIGURE DETAILS

FIGURE NO.	PARTICULAR	PAGE NO
1	Institutional Setup under DM Act, 2005	17
2	Disaster Management Organisational Structure at the State Level.	18
3	Disaster Management Organisational at the District Level	19
4	The Hierarchical Representation of RO	37
5	Information Flow Chart In Case I: Where Early Warning Signals are available	38
6	Information Flow Chart in Case II: Where incident happens without any Early Warning Signals.	39
7	Steps and Action for Response	51
8	District Incident Response Team	53

## TABLE DETAILS

Table No.	Particular	Page No
1	Present Strength or Members of Various Local Bodies of Jiribam.	4
2	Information on Land Use Pattern in Jiribam District	4
3	Areas of the Different Categories of Land Cover of Jiribam District	4
4	Demographic Profile of Jiribam District	6
5	History of Disaster in the District	14
6	Seasonal Hazard Analysis.	14
7	Disaster Probability	14
8	Risk Assessment	15
9	IRT in the District	22
10	Summary of Mitigation Measures	32
11	Nodal Department	36
12	Nodal Officer for Various Departments	37
13	Knowledge Management Networking & Sharing	42
14	Medical Preparedness and Mass Casualty Management	43
15	Techno Legal Regime	43
16	Training & Awareness	47
17	Capacity Based Disaster Management	49
18	Hazard Specific "Responsibility Matrix" for Emergency Response Function for Sudden Disasters where Early Warning is available.	80

19	Hazard Specific “Responsibility Matrix” for Emergency Response Function for sudden Disasters where Early Warning is not available.	82
20	Revised List of Items and Norms of Assistance from SDRF and NDRF 2015-2020	87
21	NDRF Battalion Details	97
22	SDRF Details	98
23	Details of Deputy Commissioners of 16 Districts	98
24	Details of District Disaster Emergency Operation Centre (DEOC)	99
25	Emergency Support Function (ESFs)	101
26	Roles & Responsibilities of Police Department	119
27	Roles & Responsibilities of Health Department	120
28	Roles & Responsibilities of Water Resource Department	121
29	Roles & Responsibilities of PWD Department	121
30	Roles & Responsibilities of Vety & Animal Husbandry Department	121
31	Roles & Responsibilities of MSPDCL	122
32	Roles & Responsibilities of Agriculture Department	123
<b>MAP NO.</b>	<b>PARTICULAR</b>	<b>PAGE NO.</b>
1	Earthquake Hazard Zonation Map of Manipur.	12
2	Landslide Susceptibility Zonation Map for National Highway – 37	13

**MAP DETAILS**

**ANNEXURE DETAILS**

<b>SL. NO.</b>	<b>ANNEXURE PARTICULAR</b>
1	Incident Response Form
2	Format for Submission of Sector Wise Damage Report for Various Disaster
3	Damage Report Drought
4	DDMA Order

## ABBREVIATION

<b>AAI</b>	<b>Airport Authority of India</b>
<b>AC</b>	<b>Area Command</b>
<b>ADC</b>	<b>Additional Deputy Commissioner</b>
<b>AIR</b>	<b>All India Radio</b>
<b>V&amp;AHO</b>	<b>Veterinary &amp; Animal Husbandry Officer</b>
<b>AWW</b>	<b>Anganwadi Workers</b>
<b>BDO</b>	<b>Block Development Officer</b>
<b>BDMC</b>	<b>Block Disaster Management Committee</b>
<b>BDMP</b>	<b>Block Disaster Management Plan</b>
<b>BIS</b>	<b>Bureau of Indian Standards</b>
<b>BSNL</b>	<b>Bharat Sanchar Nigam Limited</b>
<b>CBOs</b>	<b>Community Based Organizations</b>
<b>CBDM</b>	<b>Community Based Disaster Management</b>
<b>CBDP</b>	<b>Community Based Disaster Preparedness</b>
<b>CD&amp;HG</b>	<b>Civil Defence &amp; Home Guards</b>
<b>CEO</b>	<b>Chief Executive Officer</b>
<b>CHC</b>	<b>Community Health Centre</b>
<b>CM</b>	<b>Chief Minister</b>
<b>Com. UL</b>	<b>Communication Unit Leader</b>
<b>Com./CUL</b>	<b>Compensation/Claims Unit Leader</b>
<b>CS</b>	<b>Chief Secretary</b>
<b>CSR</b>	<b>Corporate Social Responsibility</b>
<b>CUL</b>	<b>Cost Unit Leader</b>
<b>CWC</b>	<b>Central Water Commission</b>
<b>DA</b>	<b>District Administration</b>
<b>DC</b>	<b>Deputy Commissioner</b>
<b>DCMG</b>	<b>District Crisis Management Group</b>
<b>DDMA</b>	<b>District Disaster Management Authority</b>
<b>DDMP</b>	<b>District Disaster Management Plan</b>
<b>DDMF</b>	<b>District Disaster Mitigation Fund</b>
<b>DDRF</b>	<b>District Disaster Response Fund</b>
<b>DEOC</b>	<b>District Emergency Operations Centre</b>
<b>Demob. UL</b>	<b>Demobilization Unit Leader</b>
<b>DM</b>	<b>Disaster Management</b>
<b>DMI</b>	<b>Disaster Management Institute</b>
<b>DMTs</b>	<b>Disaster Management Teams</b>
<b>DM&amp;HO</b>	<b>District Medical &amp; Health Officer</b>

<b>DP</b>	<b>Display Processor</b>
<b>DPO</b>	<b>District Planning Officer</b>
<b>DRR</b>	<b>Disaster Risk Reduction</b>
<b>DSS</b>	<b>Decision Support System</b>
<b>DTO</b>	<b>District Transport Officer</b>
<b>DUL</b>	<b>Documentation Unit Leader</b>
<b>EOC</b>	<b>Emergency Operations Centre</b>
<b>ESF</b>	<b>Emergency Support Function</b>
<b>Fac. UL</b>	<b>Facilities Unit Leader</b>
<b>FB</b>	<b>Finance Branch</b>
<b>FBD</b>	<b>Finance Branch Director</b>
<b>FOs</b>	<b>Field Observers</b>
<b>FUL</b>	<b>Food Unit Leader</b>
<b>GIS</b>	<b>Geographical Information System</b>
<b>GPS</b>	<b>Global Positioning System</b>
<b>GSU</b>	<b>Ground Support Unit</b>
<b>GSUL</b>	<b>Ground Support Unit Leader</b>
<b>HAZCHEM</b>	<b>Hazardous Chemicals</b>
<b>HF</b>	<b>High Frequency</b>
<b>HQ</b>	<b>Head Quarter</b>
<b>HRVA</b>	<b>Hazard Risk Vulnerability Analysis</b>
<b>IAP</b>	<b>Incident Action Plan</b>
<b>IC</b>	<b>Incident Commander</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>IDRN</b>	<b>India Disaster Resource Network</b>
<b>IDP</b>	<b>Incident Demobilization Plan</b>
<b>IEC</b>	<b>Information, Education &amp; Communication</b>
<b>IMO</b>	<b>Information &amp; Media Officer</b>
<b>IMD</b>	<b>India Meteorological Department</b>
<b>IPR</b>	<b>Information &amp; Public Relations</b>
<b>IRS</b>	<b>Incident Response System</b>
<b>IRT</b>	<b>Incident Response Team</b>
<b>IT</b>	<b>Information Technology</b>
<b>LO</b>	<b>Liaison Officer</b>
<b>L&amp;O</b>	<b>Law &amp; Order</b>
<b>LS</b>	<b>Logistic Section</b>
<b>LSC</b>	<b>Logistic Section Chief</b>
<b>MNREGA</b>	<b>Mahatma Gandhi National Rural Employment Guarantee Act</b>
<b>MPTO</b>	<b>Manipur Police Telecom Organisation</b>
<b>MSPCL</b>	<b>Manipur State Power Company Limited</b>
<b>MSPDCL</b>	<b>Manipur State Power Distribution Company Limited</b>
<b>MUL</b>	<b>Medical Unit Leader</b>
<b>NCC</b>	<b>National Cadet Corps</b>
<b>NDMA</b>	<b>National Disaster Management Authority</b>
<b>NDMP</b>	<b>National Disaster Management Plan</b>

<b>NDRF</b>	<b>National Disaster Management Force</b>
<b>NEC</b>	<b>National Executive Committee</b>
<b>NESAC</b>	<b>North Eastern Space Applications Centre</b>
<b>NGOs</b>	<b>Non-Governmental Organizations</b>
<b>NHAI</b>	<b>National Highway Authority of India</b>
<b>NIC</b>	<b>National Informatics Centre</b>
<b>NO</b>	<b>Nodal Officer</b>
<b>NSS</b>	<b>National Service Scheme</b>
<b>NYK</b>	<b>Nehru Yuva Kendra</b>
<b>ORS</b>	<b>Oral Rehydration Solution</b>
<b>OS</b>	<b>Operations Section</b>
<b>OSC</b>	<b>Operations Section Chief</b>
<b>PHC</b>	<b>Primary Health Centre</b>
<b>PHE</b>	<b>Public Health Engineering</b>
<b>PRA</b>	<b>Participatory Rural Appraisal</b>
<b>PS</b>	<b>Planning Section</b>
<b>PSC</b>	<b>Planning Section Chief</b>
<b>PUL</b>	<b>Procurement Unit Leader</b>
<b>PWD</b>	<b>Public Works Department</b>
<b>PWDs</b>	<b>People with Disabilities</b>
<b>QRT</b>	<b>Quick Response Team</b>
<b>RC</b>	<b>Relief Camp</b>
<b>RO</b>	<b>Responsible Officer</b>
<b>RPUL</b>	<b>Resource Provisioning Unit Leader</b>
<b>RUL</b>	<b>Resource Unit Leader</b>
<b>SA</b>	<b>Staging Area</b>
<b>SAM</b>	<b>Staging Area Manager</b>
<b>SAR</b>	<b>Search and Rescue</b>
<b>SBD</b>	<b>Service Branch Director</b>
<b>SDO</b>	<b>Sub Divisional Officer</b>
<b>SDMA</b>	<b>State Disaster Management Authority</b>
<b>SDMP</b>	<b>State Disaster Management Plan</b>
<b>SDRF</b>	<b>State Disaster Response Force</b>
<b>SDRF</b>	<b>State Disaster Response Fund</b>
<b>SDMF</b>	<b>State Disaster Mitigation Fund</b>
<b>SEC</b>	<b>State Executive Committee</b>
<b>SEOC</b>	<b>State Emergency Operations Centre</b>
<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>SO</b>	<b>Safety Officer</b>
<b>SP</b>	<b>Superintendent of Police</b>
<b>SUL</b>	<b>Situation Unit Leader</b>
<b>Sup. BD</b>	<b>Support Branch Director</b>
<b>TB</b>	<b>Transportation Branch</b>
<b>TBD</b>	<b>Transportation Branch Director</b>
<b>TL</b>	<b>Team Leader</b>
<b>TS</b>	<b>Technical Specialists</b>

<b>TUL</b>	<b>Time Unit Leader</b>
<b>UC</b>	<b>Unified Command</b>
<b>VDMC</b>	<b>Village Disaster Management Committee</b>
<b>VDMP</b>	<b>Village Disaster Management Plan</b>
<b>VDMPs</b>	<b>Village Disaster Management Teams</b>
<b>VHF</b>	<b>Very High Frequency</b>



## CHAPTER – 1

### INTRODUCTION

**This plan will be known as “Jiribam District Disaster Management Plan” and will be applicable in the District of Jiribam, Manipur.**

#### 1.1. DISTRICT PROFILE

Jiribam district is a district situated at the western corner of Manipur. It lies at 24° 48' 0.00" N Latitudes and 93° 07' 12.00" E Longitudes and covers an area of 232 square kilometers with a total population of 43,838 as per Census Report 2011. It is 220 kilometers far away from Imphal, the capital of Manipur. The geographical boundaries of Jiribam district are Tousem sub-division of Tamenglong district and Tipaimukh sub-division of Churhandpur district on the East, Cachar district of Assam and Barak River on the West, again Cachar district of Assam and Jiri River on the North and Tipaimukh sub-division of Churhanpur district and Barak River on the South. Jiri River and Barak River demarcate the boundary between Jiribam and Cachar district of Assam on the northern side and some parts of western side up to Jirimukh, the confluence point of Jiri and Barak Rivers. NH-37 which passes through Jiribam district, connects Silchar of Cachar district in Assam and Imphal city in Manipur. Jiribam is inhabited by various communities. Due to the lack of higher education, appropriate skills, training and knowledge, most of the people of Jiribam are still dependent on agriculture, horticulture, small business and other earning activities. A very limited number of the people of Jiribam are employed in higher ranks of government (and even in non government agencies) departments. Poverty, low rate of literacy and unemployment are major social issues in Jiribam.

##### 1.1.1. CLIMATE & TOPOGRAPHY:

The topography of the region is the extension of Cachar valley. The plain has a formation of alluvial deposition by the Jiri River. The ridge runs north to south from the centre of the town and intermingles with the highland of Aglapur. On both the sides of the ridge there are alluvial plain. Most of the settlements are found on this highland. The plain area is fertile due to alluvial soil and is generally used for cultivation. The general slope of the town is from north to south. This region is favourable for the development of the town and its hinterland and for its future widespread.

In terms of climate, unlike the other parts of the state, Jiribam is extremely hot in summer and moderately cold in winter. Jiribam is only 45 kilometres far away from Silchar and being a neighbouring area of Assam the climatic condition is almost similar to some parts of Assam. The climate of this region is humid tropical characterized by short winter and long summer. Summer season starts from March and continues up to October and winter season

starts from November to February. Dry season falls in the month of May and June which is the hottest season. The month of May records the highest temperature which is about 40°C. Temperature is pleasant in autumn season which falls around September to November. The coldest/ lowest temperature is recorded in the period between second half of December to first half of January (i.e., below 2.78°C) at night. However, days are comfortably warm even in this period, which is same even in the rainy season. Jiribam is highly humid throughout the year. The highest amount of humidity occurs during Monsoon season. The maximum quantity of humidity in the district is 100% and the minimum is 79% in June and the lowest quantity falls in the months between October to December. The relative humidity, as a whole in Jiribam and its region, is usually higher than that of the rest of the state.

Rainfall of Jiribam is usually higher due to hot and hilly area. It lies under the direct influence of south-west monsoon and rainfall is abundant in comparison to other places of the state. The annual rainfall is about 20-30% during the pre-monsoon season in the month of May whereas about 60-70% of rainfall occurs in rainy season and the range of rainfall in the second half of June to September is 1000mm to 1600mm. A meager quantity of frost is also found in between second half of December. The topography of the region is such that there is high incidence of severe winds (cyclone). Strong wind activities occur between the months of March and July from the periodic South-West Monsoon.

### **1.1.2. FLORA & FAUNA**

Jiribam is very rich in flora and fauna. It is covered by green vegetation and its major area is covered by forest. Varieties of valuable plants are found in the area. The plants include bamboo, cane, teak, orchids, rubber, tea, agar, cashew nut, litchi, jack fruit, betel nut, pineapple, Eiranthus procerus (local name Singnang), Cynodon dactylon (local name Tinthou), Alpinia galanga (local name pullei), Nelumbo nucifera, Phragmites Karka (local name Tou) etc. On the whole, Jiribam is suitable for allied agricultural, agro-horticultural and agro-forestry activities. The main forest products are timber, fuel wood, bamboo and cane, honey, medicinal herbs, etc. The fruits like jack fruit, pineapple, litchi, mango, banana, papaya, coconut, guava, etc. are mainly found in the area. The varieties of vegetables are also found in the area and its main crop is paddy.

Jiribam is also a treasure of fauna. There are various wild lives found in the area including wild dog (locally known as lamhui), wild pig (locally known as lamoak), barking deer (locally known as saji), sabu, moirang sathibi, samarak ngamarak, (kinds of wild animals) etc. Among the birds- mayna, wild duck locally known as lam nganu, and other different species may be mentioned. Varieties of snakes are found in the area such as python (locally known as lairen), Cobra (locally known as kharou) and other different kinds of snakes.

### **1.1.3. SOIL**

There are various types of soils found in Jiribam. It varies from sandy to loam and clay to loam having variety of colours from yellowish to bluish grey. The plain has a formation of fertile alluvial deposition by the Jiri River.

The moisture holding capacity of these soils is low due to porosity in nature and also irresponsible deforestation, despite fair percentage of clay soil, thereby causing extreme dryness in dry season. Red soil is chiefly found on the slopes of hills/ formation whereas the nearby town (non- built up areas) contains brown soil in general. The soil in this region is capable of imparting substantial oxygen to plants for their growth. They also have a capability to retain soil moisture and maintain its supply throughout the growing season of certain crops. The soil formation of this region consists of sandstone and shale of tertiary age thrown into long folds. The rocks are the continuation of the rocks forming Lusai hills and Cachar hills and probably laid down in delta or estuary of a large river discharged from Himalayan ranges during the tertiary period. The formation is predominantly argillaceous and comprises mostly of shale, mudstone, grayish, fine to very fine grained massive sandstone is also found in this area, the rock type of Jiribam town and its region is chiefly shale, siltstone and hard stone.

#### **1.1.4. DRAINAGE**

Jiri river flows from the north to the south and a number of streamlets joined each other forming small streams which in turn joined the Jiri River at various points. Jiri river forms the boundary between Assam and Manipur from its source to its termination in the Barak. The confluence point of Jiri and Barak Rivers is known as Jirimukh. Jiri river rises in the hills to the North-East of the Cachar district, and flows nearly due until Godam Ghat; there it makes a bend and flows to Jiri Ghat making another bend there; it flows south again, and after a course of 12 miles falls into the Barak River.

The River is about 40 yards wide, and its bed is full of trunks of trees. On the Manipur side of Jiri river is a large and valuable area of dense forest, which extends on either side, but especially in a southerly direction for many miles; this forest contains much valuable timber, rubber etc.

#### **1.1.5. LOCAL ADMINISTRATIVE UNIT:**

There are six Gram Panchayats, two Zilla Parishad constituencies and one Municipal Board/Council in Jiribam district.

Table No. 1: The present strength or members of various local bodies of Jiribam is illustrated as follows:

SL. No.	Category	Type	No	
1	Rural	Gram Panchayat	i) Pradhan	6
			ii) Up-Pradhan	6
			iii) Panchayat Members	51
2	Rural	Jiribam Zilla Parishad	Zilla Parishad	
			Member	2
3	Urban	Jiribam Municipal council	Councilors	10

Jiribam was notified as a small town in 1973 under the Assam Municipal Act, 1923. Township Committee was also constituted to address the local area interest of the people. It came under the Manipur Municipalities Act, 1976 and further came under the Manipur Municipalities Act, 1994. It was upgraded in a Municipality in 1984. Jiribam Municipality Council has 10 Wards.

In the rural area, there are six Gram Panchayats out of which, three are in Jiri Circle and the other three are in Borobekra Circle. Hilghat, Dibong and Sonapur Gram Panchayats are in the Jiri circle while Latingkhal, Borobekra and Jakuradhor are in Barak circle. In the same way, three Up-Pradhans are in each circle with all-together fifty one Panchayat members. Two Zilla Parishad members are in the district one in each Circle

#### 1.1.6. LAND USE PATTERN AND LAND HOLDING

Table No. 2: Information on Land use pattern in Jiribam District

Jiribam District	
Geographical Area	23,000 ha
Cultivable Area	5,044 ha
Cultivated Area	4,024 ha
Cultivable Waste	12.16 ha
Pasture	15.27 ha
Land Put to Non-agri use	1219.16 ha
Land put misc. Plantation	124.2 ha
Barren & unculturable land (waste land)	16.7. ha

Table No. 3: Areas of the different categories of land cover of Jiribam District

Land Cover categories	Area(ha.)	Percentage (%)
Encroached Forest	3719	21.22
Open Forest	3591	20.49
Dense Forest	4060	23.17
Non Forest	6149	35.09
Total	<b>17519</b>	<b>100</b>

#### 1.1.7. TRANSPORT

Jiribam railway station was the first railway station in Manipur. This station provides connectivity to Silchar. Jiribam will be connected to Imphal through 111 kilometre Jiribam-Tupul-Imphal railway line. After the commissioning of the line important trains like Rajdhani Express, Superfast trains will pass through it.

#### 1.1.8. DEMOGRAPHY

Historical evidences suggest that Jiribam remained an uninhabited area with dense jungles for a long time. Human settlement started in and around 1906 under the consent of Rajkumar Dhumbra Singh, Senapati of the Manipur State Darbar. The Manipuri people spread to the regions of North east India and erstwhile Bengal started to migrate and settled in Jiribam. Manipuri diasporas who settled in Jiribam belonged to the population dispersed from seven Years Devastation, a major conflict between Manipur and Burmese. Many diasporas from Barak valley of Assam, Tripura and Bangladesh started to settle in the area. Then gradually other communities also started to settle. In 1908, one Meitei Pangal called Abdul Jabar from Banskandi, Cachar was made Mouzadar (Tasildar in Assam) by the then Senapati to take initiative for settlement of village in Jiribam. Thus, many villages came into existence in different period of times. According to the Census of India 2011, there were 51 (fifty one) villages in Jiribam . The district is inhabited by diverse ethnic communities such as Meitei, Hmar, Kabui, Kuki, Paite Thadou, Meitei Pangal (Manipuri Muslim), Bengali, Bengali Muslim, Khasi and Bishnupria. Among them, Meiteis are the majority and predominant community concentrating mainly in the proper valley in Jiri circle of the district and a few of the Meitei community inhabit Barak Circle also. Among the tribal groups, Hmar, Kabui, Thadau, Paite are the main tribal communities in which Hmar tribes are the majority. The numbers of Khasi and Bishnupria communities are few in the area. Hmar community mainly inhabits in about eleven villages of Jiri and Barak Circles and Kabuis are mainly in Jiri Circle. Meitei Pangal community concentrates in proper valley area of the district. Bengali, Bengali Muslim, Bishnupria and other communities live in different areas of both Jiri and Barak Circles.

In 1951, the population of Jiribam was only 7,541 which rose to 43,838 in 2011. It is observed that in a period of sixty years, the population of Jiribam increased by 36,297 persons. The population increased at a fast rate during the periods of 1951- 61 and 1991-2001. The population growth rate during the period from 1971-91 showed a slower increase.

**Table No. 4: Demographic Profile of Jiribam District.**

JIRIBAM DISTRICT					
POPULATION		MALE	FEMALE	TOTAL	SEX RATIO
	RURAL	18715	17780	36495	950
	URBAN	3824	3519	7343	920
	<b>TOTAL</b>	<b>22539</b>	<b>21299</b>	<b>43838</b>	<b>945</b>

POPULATION IN THE AGE GROUP 0-6	RURAL	3248	3156	6404	972					
	URBAN	394	360	754	914					
	TOTAL	3642	3516	7158	965					
		TOTAL S.C. POPULATION	TOTAL S.T. POPULATION	% TO S.C. POP. TO TOTAL POP.	% TO S.T. POP. TO TOTAL POP.					
NO. & % OF S.C. & S.T. POPULATION	RURAL	7243	4178	16.94	12.52					
	URBAN	182	1312	2.48	17.87					
	TOTAL	7425	5490	16.94	12.52					
NO. OF LITERATES & ILLITERATES	NO. OF LITERATES			NO. OF ILLITERATES			LITERACY RATE			
		PERSON	MALE	FEMALE	PERSON	MALE	FEMALE	PERSON	MALE	FEMALE
	RURAL	21817	12413	9404	14678	6302	8376	72.5	80.25	64.31
	URBAN	5851	3226	2625	1492	598	894	88.8	94.05	83.1
	TOTAL	27668	15639	12029	16170	6900	9270	75.43	82.76	67.64
DISTRIBUTION OF WORKERS BY SEX IN FOUR CATEGORIES		TOTAL WORKER	CULTIVATOR		AGRI LABOURER		HOUSEHOLD INDUSTRY WORKER		OTHER WORKER	
			NO	%	NO	%	NO	%	NO	%
	PERSON	16515	4704	28.48	2189	13.25	873	5.29	8749	52.98
	MALE	12254	4008	32.71	1427	11.65	316	2.58	6503	53.07
	FEMALE	4261	696	16.33	762	17.88	557	13.07	2246	52.71

### 1.2. AIM AND OBJECTIVES OF THE PLAN

Under Section 31 of National Disaster Management Act, 2005 it is mandatory to prepare a District Disaster Management Plan (DDMP). The aim of the plan is to enable the District to be disaster resilient with focus on sustainable development by concerted efforts of all stakeholders. The objectives are:

- i. To identify the areas vulnerable to major types of the hazards in the district.
- ii. To adopt proactive measures at district level by all the govt. departments to prevent/ know disaster and mitigate its effects.
- iii. To define and assign the different tasks and responsibilities to stakeholders during the pre-disaster and post-disaster phases of the disaster.
- iv. To enhance disaster resilience of the people in the district by way of capacity building.
- v. To enhance the capacity of the most vulnerable section of the society including People with Disabilities (PWDs).
- vi. Reduce the loss of public and private property, especially critical facilities and infrastructure, through proper planning.
- vii. Manage future development to mitigate the effect of natural hazards in the district.
- viii. To set up an Emergency Operations Centre at the District level to function effectively in search, rescue, response.
- ix. To develop the standardized mechanism to respond to disaster situation to manage the disaster efficiently.

- x. To set up the early warning system so as to prepare the community to deal with the disaster and responsive communication system based upon fail-proof proven technology.
- xi. To prepare the response plan based upon the guidelines issued in the State Disaster Management Plan so as to provide prompt relief, rescue and search support in the disaster affected areas.
- xii. To adopt disaster resilient construction mechanism in the district by way of using Information, Education and Communication for making the community aware of the need of disaster resilient future development.
- xiii. To make the use of media in disaster management.
- xiv. Rehabilitation plan of the affected people and reconstruction measures to be taken by different govt. departments at district level and local authority.

### 1.3. AUTHORITY FOR DDMP

Under Section 31 of the DM Act -2005 the District Plan:

1. There shall be a plan for disaster management for every district of the State.
2. The District Plan shall be prepared by the District Authority, after consultation with the local authorities and having regard to the National Plan and the State Plan, to be approved by the State Authority.
3. The District Plan shall include –
  - a. the areas in the district vulnerable to different forms of disasters;
  - b. the measures to be taken, for prevention and mitigation of disaster, by the Departments of the Government at the district level and local authorities in the district;
  - c. the capacity-building and preparedness measures required to be taken by the Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster;
  - d. the response plans and procedures, in the event of a disaster, providing for -
    - i. allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district;
    - ii. prompt response to disaster and relief thereof;
    - iii. procurement of essential resources;
    - iv. establishment of communication links; and
    - v. the dissemination of information to the public;
  - e. Such other matters as may be required by the State Authority.
4. The District Plan shall be reviewed and updated annually.
5. The copies of the District Plan referred to in sub-sections (2) and (4) shall be made available to the Departments of the Government in the district.
6. The District Authority shall send a copy of the District Plan to the State Authority which shall forward it to the State Government.

7. The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

#### **1.4. EVOLUTION OF DDMP**

The DDMP was first evolved in 2004 during the implementation of Government of India-United Nations Development Programme Disaster Risk Management Programme. With the enactment of the National DM Act, 2005 it provides for the preparation of the District Plan as per Section 31.

#### **1.5. STAKEHOLDERS & THEIR RESPONSIBILITIES**

The DDMA with Deputy Commissioner as the RO and other line departments at district HQ are the main stakeholders in DM. They are responsible to deal with all phases of DM (Preparedness, Prevention, Mitigation, Response and Recovery) within the district.

Other technical institutions, community at large, local self-governments, NGOs etc. are also stakeholders of the DDMP. The role of the stakeholders have been prepared with the avowed objective of making the concerned organizations understand their duties and responsibilities regarding disaster management at all levels and accomplishing them.

##### **1.5.1. DEPUTY COMMISSIONER (DC)**

- Facilitate and coordinate with local Government bodies to ensure that pre and post Disaster Management activities in the district are carried out.
- Assist community training, awareness programmes and the installation of emergency facilities with the support of local administration, non-governmental organizations and the private sector.
- Function as leader of the team and take appropriate actions to smoothen the response and relief activities to minimize the adverse impact of disaster.
- Recommend Relief Commissioner and State Government for declaration of disaster.

##### **1.5.2. DIFFERENT DEPARTMENTS AT DISTRICT LEVEL**

- Every Office of the State Government at the District level shall prepare a Disaster Management Plan setting out of the following:
  - Provisions for prevention and mitigation measures as provided in the District Plan and as assigned to the department or agency concerned;
  - Provisions for taking measures relating to capacity-building and preparedness as laid down in the District Plan;
  - The response plans and procedures, in the event of, any threatening disaster situation or disaster;



- Coordinate the preparation and the implementation of its plan with those of the other organizations at the district level including local authority, communities and other stakeholders;
- Regularly review and update the plan; and
- Submit a copy of its Disaster Management Plan, and of any amendment thereto, to the District Authority.

### **1.5.3. LOCAL AUTHORITIES**

- Provide assistance to Deputy Commissioner in Disaster Management activities.
- Ensure training of its officers and employees on Disaster Management
- Ensure that resources relating to Disaster Management are maintained as to be readily available for use in the event of any threatening disaster situation or disaster.
- Ensure that all construction projects under it conform to the standards and specifications laid down.
- Carry out relief, rehabilitation and reconstruction activities in the affected area within the district.

### **1.5.4. PRIVATE SECTOR & CORPORATE**

- Encourage for their active participation in the pre-disaster activities in alignment with the overall plan developed by the DDMA or the Deputy Commissioner.
- Adhere to the relevant rules regarding prevention of disasters, as may be stipulated by relevant local authorities.
- As a part of Corporate Social Responsibility (CSR) undertakes DRR projects in consultation with the Deputy Commissioner for enhancing district's resilience.

### **1.5.5. NGOS/CBOS AND VOLUNTEER AGENCIES**

- Assist in prevention and mitigation activities under the overall direction and supervision of the DDMA or the Deputy Commissioner.
- Participate in all training activities organized and should familiarize themselves with their role in Disaster Management.

### **1.5.6. CITIZENS**

It is the duty of every citizen to assist the Deputy Commissioner or such other person entrusted with or engaged in Disaster Management whenever demanded generally for the purpose of Disaster Management.

## **1.6. HOW TO USE DDM PLAN**

As per Section 31 of DM Act 2005 it is mandatory to prepare a DDMP, for the protection of life and property from the effects of hazardous events within the district.

- The Deputy Commissioner as the chairman of DDMA has the power of overall supervision and direction control as may be specified under State Government Rules/SDMP guidelines.
- The DEOC will be staffed and operated as the situation dictates. When activated, operations will be supported by senior officers from line departments and central government agencies; private sector and volunteer organizations may be used to provide information, data and resources to cope with the situation.
- Facilities vital to operation of the district government functions have been identified.
- The DC/RO or his designee will coordinate and control resources of the District.
- Emergency public information will be disseminated by all available media outlets through the designated media and information officer.
- Prior planning and training of personnel are prerequisites to effective emergency operations and must be considered as integral parts of disaster preparations.
- Coordination with surrounding districts is essential when events occurs that impact beyond district boundaries. Procedure should be established and exercised for inter district collaboration.
- Departments, agencies and organizations assigned either primary or supporting responsibilities in this document must develop implementation documents in order to support this plan.
- When local resources prove to be inadequate during emergency operations, request for assistance will be made to the State or higher levels of government and other agencies in accordance with set rules and procedures.
- District authority will use normal channel for requesting assistance and/or resources, i.e., through the DEOC to the SEOC. If state resources have been exhausted, the state will arrange to provide the needed resources through central assistance.
- The DEOC will coordinate with the SEOC, Agencies of the Govt. of India like IMD/CWC to maintain up to-date information concerning potential flooding, cyclones etc. As appropriate, such information will be provided to the citizens of the affected areas in the district.
- Upon receipt of potential problems in these areas, DEOC/designated official will appropriately issue alert and notify action to be taken by the residents.
- Disaster occurrence could result in disruption of government functions and, therefore, all levels of local government and their departments should develop and maintain procedures to ensure continuity of Government action.

### **1.7. APPROVAL MECHANISM OF DDMP**

As per Section 30 of DM Act 2005, the DDMA acts as the district planning, coordinating and implementing body for disaster management and take all measures for the purpose of DM in the district in accordance with the guidelines laid down by the National Authority and

the State Authority. Accordingly, the District Plan is prepared by the DDMA, after consultation with the local authorities and having regard to the NDMP and the SDMP.

#### **1.8. PLAN REVIEW AND UPDATION**

The District Plan shall be reviewed and updated annually as per Section 31 (4) of the DM Act 2005.

## **CHAPTER – 2**

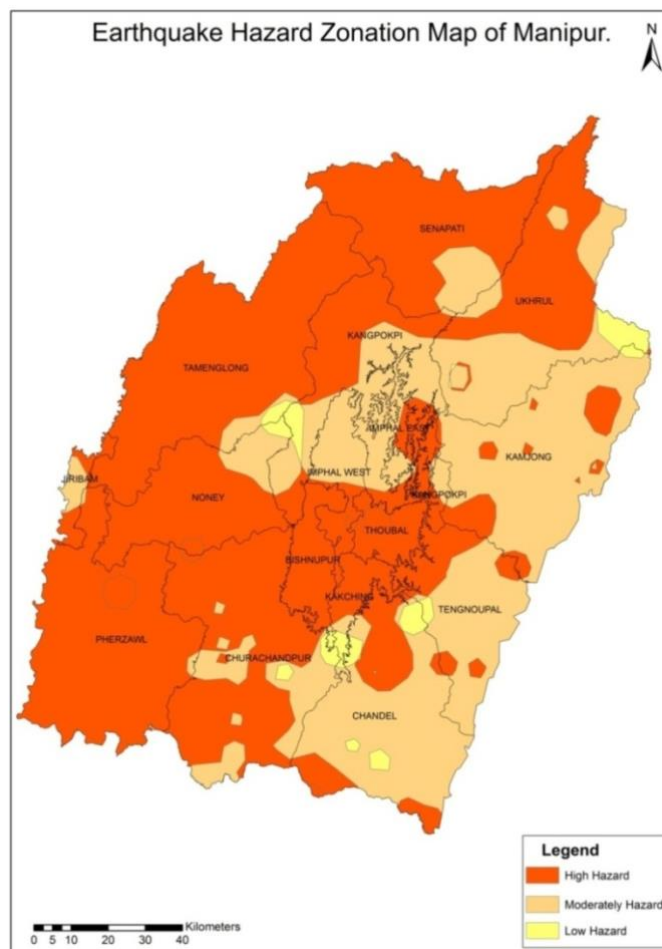
### **HAZARD, VULNERABILITY, CAPACITY AND RISK ASSESSMENT (HVCRA)**

Jiribam district is prone to severe Earthquake and other Natural Hazards like Floods, Cyclones, Landslide, Drought, Fire and man-made Disasters like road accident, ethnic violence etc.

**2.1. VULNERABILITY TO EARTHQUAKE**

Jiribam is located in one of the most hazardous regions in which half of the district fall in High Hazard and some area in Moderate Hazard. Historically, the district experienced the effects of some of the major earthquakes occurred at some of the adjoining areas of the state. Presently, records of the frequent smaller shocks are being monitored by instruments installed at some centres, outside and within the state. The Recent earthquake in which the epicentre was in neighbour district Noney, which is not that far from the District, hit the state on 4<sup>th</sup> January, 2016 has caused extensive damages to life and properties in the district. Hazards of earthquake cannot be taken easily.

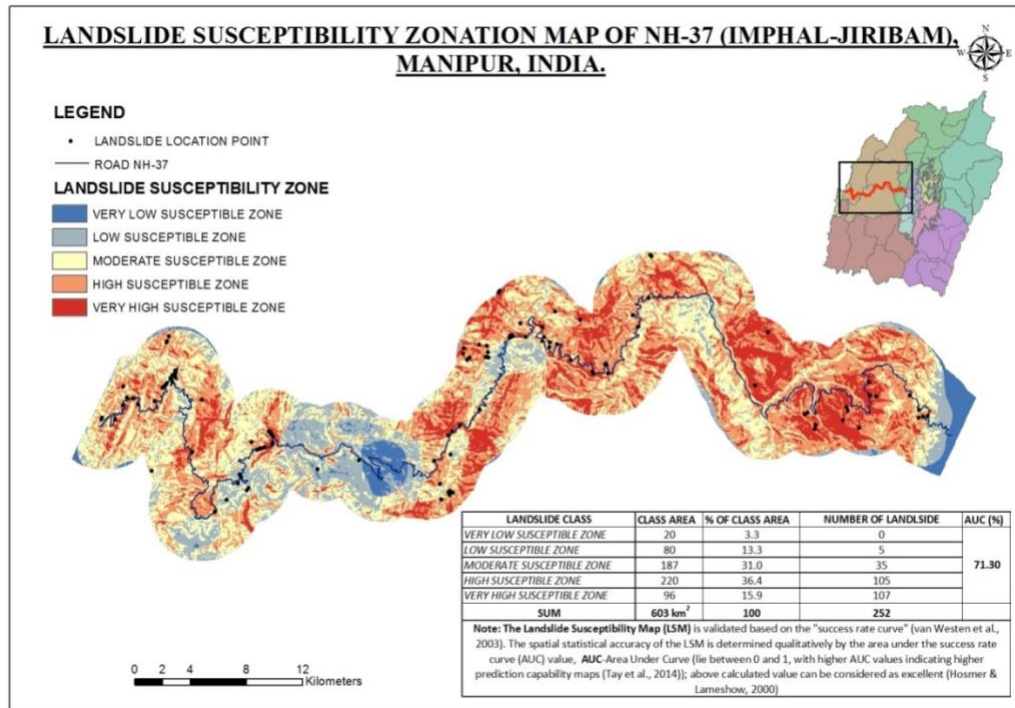
**Map No. 1: Earthquake Hazard Zonation Map of Manipur.**



Source: Disaster Management System of Manipur, Marsac, Manipur.

**2.2. VULNERABILITY TO LANDSLIDES**

National Highway-37 is the main roadway of the district connecting other Districts of the State. The sector between Tupul to Nungba roadways is highly landslide prone and frequently blocked the NH-37. The area is represented by Disang and Barail Groups of rock. Landslide susceptibility zonation map reveals that 57% of the facets belong to low susceptible zone. It is followed by moderate susceptible zone (33%), high susceptible zone (9%) and very low susceptible zone (1%). All the facets of high susceptible zone are concentrated along the road section of NH-37, especially Imphal-Noney-Jiribam Highway Road. **Map No. 2: LANDSLIDE SUSCEPTIBILITY MAP for NH-37 "IMPHAL-JIRIBAM" ROAD**



Source: Disaster Management System of Manipur, Marsac, Manipur.

### 2.3. VULNERABILITY TO FLOODS

Major flood is not frequent in the district. However, flash floods are frequent during the rainy season. Major floods may strike the state for every 6-10 years according to the recorded figures found during the last 50 years and the district will not be spared. The average annual rainfall of Manipur state is 1500mm, so the hazard of flood cannot be taken easily. Preparedness, precaution and prevention plans may be taken up quite in advance flood areas.

### 2.4. THUNDERSTORM & HAILSTORM

Cases of thunderstorm with heavy hailstorms associated with high velocity winds are occasionally found in some parts of the district causing widespread damage of crops and other properties. Last year, crops worth lakhs of rupees were damaged due to heavy hailstorms in

some parts of the district. Frequent lightning and thunder not only causes the damage of property but also stems the life of some individuals.

**2.5. HISTORY OF DISASTER IN THE DISTRICT**

**Table No. 5: History of Disaster in the District**

Type of Hazards	Year of Occurrence	In Unit/Percentage				
		Area Affected	Population Affected	Impact on Life	Livelihood	livestock
Earthquake	2016	Whole State				
Floods						
Landslides						
Lightning/ Thunderstorm						
Drought						
Forest Fire						
Epidemics	2020	Whole State				
Others(Please Specify)						

**2.6. SEASONAL HAZARD ANALYSIS**

**Table No. 6: Seasonal Hazard Analysis.**

Type of Hazards	Month											
	Jan	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov	Dec	
FLOOD				←————→								
DROUGHT			←————→									
CYCLONE			←————→									
LANDSLIDE			←————→									
EARTHQUAKE	←————→											
EPIDEMIC	←————→											

**2.7. DISASTER PROBABILITY**

**Table No. 7: Disaster Probability**

Sl. No	Type of Disasters	Time of Occurrence	Potential Impact /Probable Damages	Vulnerable Areas
1	Flood	April- August	Crop, Human, Animal, Infrastructure loss	

2	Cyclone	March-September	Crop, Human, Animal, Infrastructure loss	Entire District
3	Landslide	April-October	Crop, Human, Animal, Infrastructure loss	National Highway, District Roads
4	Fire	February-May	Human, Animal, Infrastructure loss	Entire District
5	Earthquake	Any time	Crop, Human, Animal, Infrastructure loss	Entire District
6	Epidemics	Anytime	Human & Animal loss	Entire District
7	Lightening	April -October	Human, Animal, Infrastructure loss	Entire District
8	Other (Please Specify)			

**2.8. RISK ASSESSMENT**

**Table No. 8: Risk Assessment**

TYPE OF HAZARD	POTENTIAL IMPACT	VULNERABILITY	VULNERABLE AREAS (BLOCK)
<b>CYCLONE</b>	Infrastructure	Communication network. Road network , Telephone connections, Irrigation System, Drinking Water Systems, Electrical Installations etc.	Entire District
	Crop	Agriculture/Horticulture crops	
	House	Private dwelling Houses both kutchha and pucca houses	
	Public property	Community Halls, Market sheds etc.	
	Livestock	Cows, buffalos, Goats, Sheep, poultry	
	Social and economic	Livelihood	
	Health & Education	PHC,PHSC and Schools	
	Vulnerable People	Handicapped, Pregnant Women, Old aged, Children under the age of 5, Sick & ailing etc.	
<b>LANDSLIDE</b>	Infrastructure	Communication network. Road network ,Telephone connections, Irrigation System, Drinking Water Systems, Electrical Installations etc.	National Highway, District Roads and Inhabitant Area
	Crop	Agriculture/Horticulture crops	
	House	Private dwelling Houses both kutchha and pucca houses	
	Public Property	Community Halls, Market sheds etc.	
	Livestock	Cows, buffalos, Goats, Sheep, poultry	
	Social &Economic	Livelihood	

	Health Education & Vulnerable person	PHC,PHSC and Schools Handicapped, Pregnant Women, Old aged, Children under the age of 5, Sick & ailing etc.	
<b>TYPE OF HAZARD</b>	<b>POTENTIAL IMPACT</b>	<b>VULNERABILITY</b>	<b>VULNERABLE AREAS (BLOCK)</b>
<b>EARTHQUAKE</b>	Infrastructure	Communication network. Road network , Telephone connections, Irrigation System, Drinking Water Systems, Electrical Installations etc.	Entire District
	Public Infrastructure	Police Station, Multipurpose Halls, Government Buildings, Government Qtrs. Etc.	
	Community Assets	Market Shed, Community Hall,	
	Dwelling Houses	Private Dwelling Houses	
	Vulnerable Persons	Handicapped, Pregnant Women, Old aged, Children under the age of 5, Sick & ailing etc.	
	Health	PHC, PHSC, CHC	
<b>VILLAGE FIRE</b>	Loss of property	Loss of property & Life.	
<b>DROUGHT</b>	Loss of crop, livelihood	Crop Loss, Drinking water scarcity	Entire District

**2.9. CAPABILITY ANALYSIS**

1. Warning system - Signal of earthquake and cyclones must be detected timely and seismological observatories must be installed at convenient and safe place.
2. Transport - It is required to evacuate affected/ injured persons.
3. Machines - Cranes, excavators, tractors etc. are required for recovery of injured/ trapped persons and address and contract numbers of owners of the machines must be kept ready.
4. Polices and paramilitary forces - they are required for recovery of injured persons. They must be trained and briefed properly.
5. Hospital - The required doctors, nurses and ambulance must be kept ready for first aids and treatment of injured persons.
6. Curriculum in text books - A curriculum of disaster management must be included in the syllabus of text books to make the students aware of disaster management.
7. Role of media -The district has police communication networks and AIR service must be utilized to forecast warning and other necessary instructions frequently to make the public aware of the calamity and pre-caution. However, announcement through AIR as news items only must be avoided and warning must be broadcasted frequently.



8. NGOs - They must be involved for distribution of relief materials. Nehru Yuva Kendra (NYK) may be tied up to organize training of youths.

### CHAPTER – 3

#### INSTITUTIONAL ARRANGEMENTS FOR DISASTER MANAGEMENT (DM)

##### 3.1. DM ORGANIZATIONAL STRUCTURE AT THE NATIONAL LEVEL.

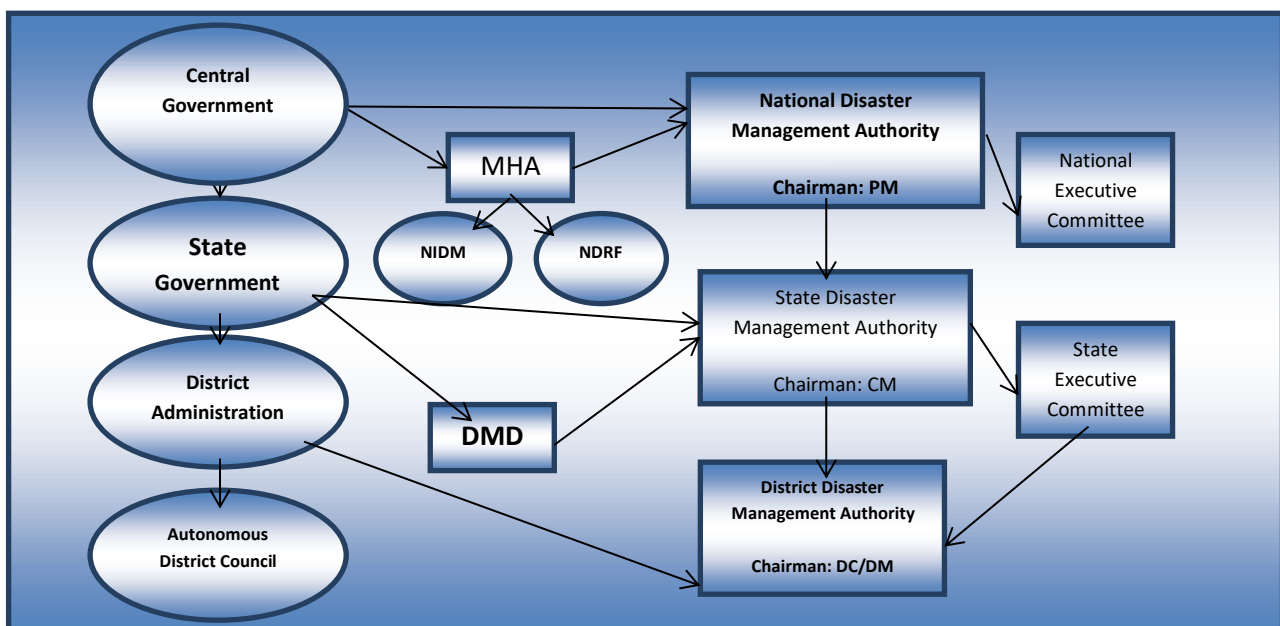
The Government of India (GoI), in recognition of the importance of Disaster Management as a National Priority, set up a High-Powered Committee (HPC) in August 1999 and a National Committee after the Gujarat earthquake, for making recommendations on the preparation of Disaster Management plans and suggesting effective mitigation mechanisms. The Tenth Five-Year Plan document also had, for the first time, a detailed chapter on Disaster Management.

On 23<sup>rd</sup> December 2005, the Government of India enacted the Disaster Management Act, which envisages the creation of National Disaster Management Authority (NDMA), headed by the Prime Minister, and State Disaster Management Authorities (SDMAs) headed by respective Chief Ministers, to spearhead and implement a holistic and integrated approach to Disaster Management in India. The overall coordination of disaster management vests with the Ministry of Home Affairs (MHA). The Cabinet Committee on Security (CSS) and the National Crisis Management Committee (NCMC) are the key committees involved in the top-level decision-making with regard to disaster management. The NDMA is the lead agency responsible for the preparation of DM plans and the execution of DM functions at the national level.

##### Vital Roles of NDMA

- Lay down policies, plans and guidelines for disaster management.
- Coordinate their enforcement and implementation throughout the country.
- Approve the NDMP and the DM plans of the respective Ministries and Departments of Government of India.
- Lay down guidelines for disaster management to be followed by the different Central Ministries, Departments and the State Governments.

**Fig No. 1: Institutional Setup under DM Act, 2005**

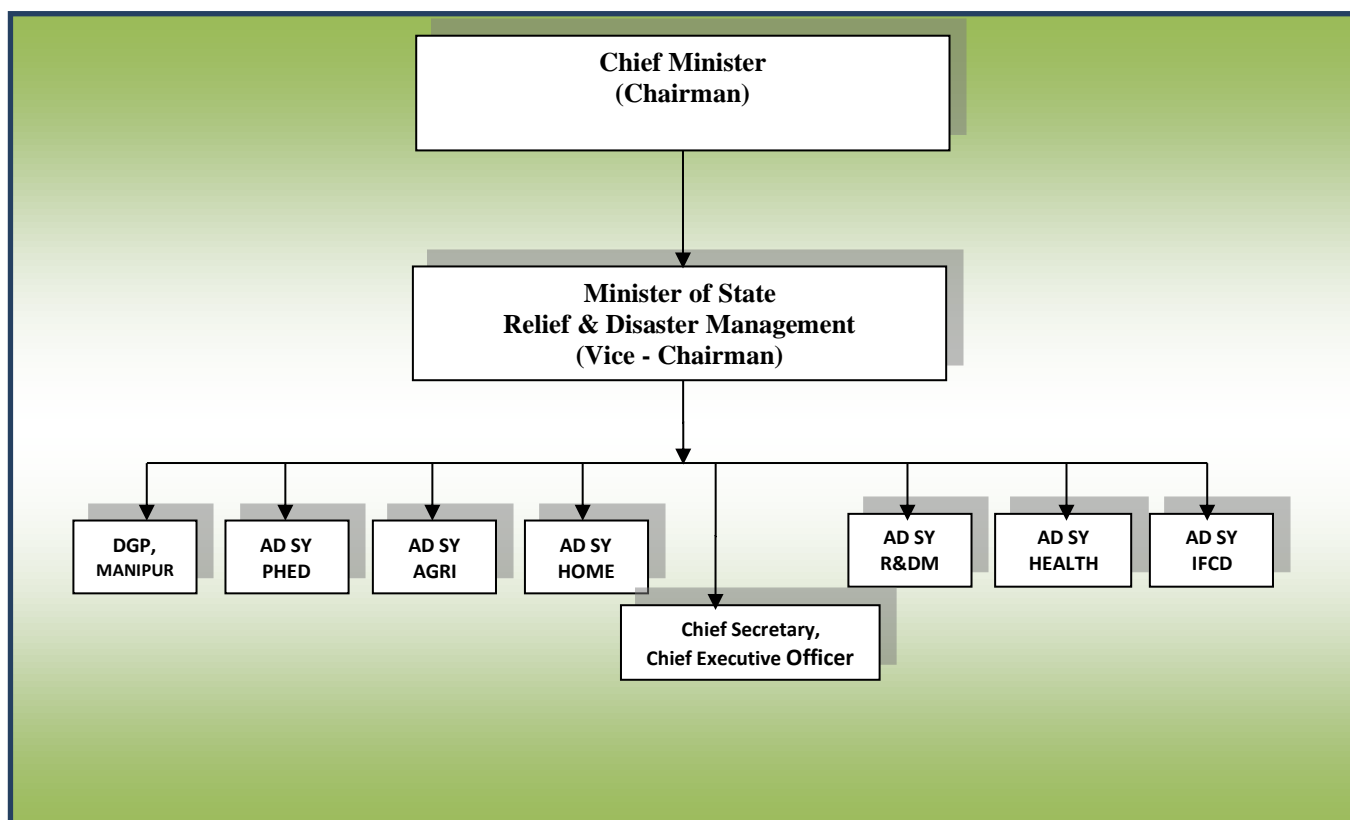


**3.2. DM ORGANISATIONAL STRUCTURE AT THE STATE LEVEL.**

In pursuance of Government of Manipur Order No. 12/2/99-RLF/II/I(Pt.) dated 26<sup>th</sup> September, 2020 under section (1) and (2) of section 14 of Disaster Management Act, 2005, the State Government hereby re-constituted the Manipur State Disaster Management Authority consisting of the following:

- |  |   |                         |
|--|---|-------------------------|
| 1. Chief Minister, Manipur   | - | Chairperson             |
| 2. Director General of Police, Manipur                             | - | Member                  |
| 3. Administrative Secretary (PHED)<br>Government of Manipur        | - | Member                  |
| 4. Administrative Secretary (Agriculture)<br>Government of Manipur | - | Member                  |
| 5. Administrative Secretary (HOME)<br>Government of Manipur        | - | Member                  |
| 6. Administrative Secretary (Relief & DM)<br>Government of Manipur | - | Member                  |
| 7. Administrative Secretary (Health)<br>Government of Manipur      | - | Member                  |
| 8. Administrative Secretary (IFCD)<br>Government of Manipur        | - | Member                  |
| 9. Chief Secretary, Govt. of Manipur                               | - | Chief Executive Officer |

**Fig No. 2: Disaster Management Organisational Structure at the State Level.**



**3.3. DM ORGANISATIONAL STRUCTURE AT THE DISTRICT LEVEL.**

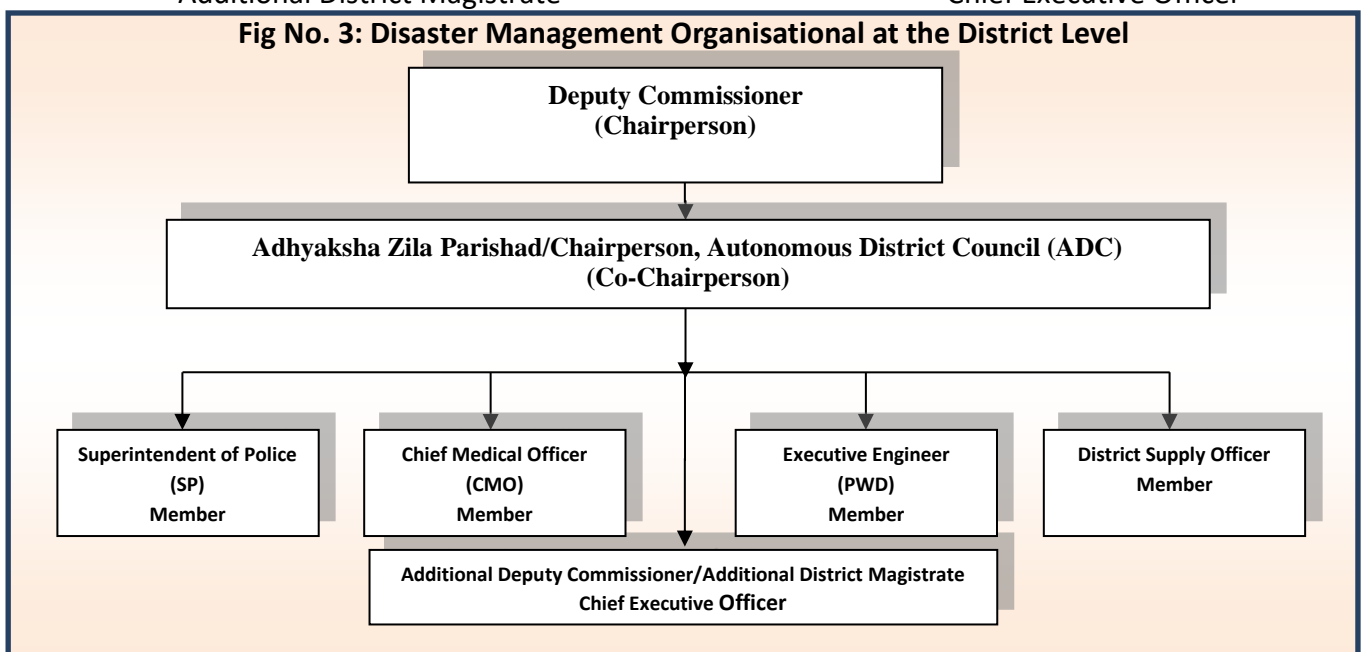
Section 25 of Disaster Management Act, 2005 & National Policy on Disaster Management, 2009 mandates establishment of DDMA for every district and provides its composition. DDMA will be headed by the respective Deputy Commissioner as the case may be, with the elected representative of the Autonomous District Council (ADC) / Adhyaksha Zila Parishad as the Co-Chairperson ex officio. DDMA will act as the planning, coordinating and implementing body for DM at District level and take all necessary measures for the purpose of DM in accordance with the Guidelines laid down by the NDMA and SDMA. It will, inter alia, prepare the District DM plan for the District and monitor the implementation of the National Policy, the State Policy, the National Plan and the State Plan concerning its District

The district has been and continues to be the pivotal and centre of administration in normal time in the state. Its roles and responsibilities in time of disaster as well have great importance. Taking this situation into consideration, the state government has constituted DDMA at the District level to look after disaster management and emergency response vide Order No. 12/2/99-RLF/II/2 dated 31<sup>st</sup> December, 2020 consisting of the following:

The members of the DDMA are:

- |  |   |                         |
|--|---|-------------------------|
| 1. Deputy Commissioner   | - | Chairman                |
| 2. Adhyaksha Zilla Parishad/<br>Chairperson, Autonomous District Council (ADC) | - | Co-Chairperson          |
| 3. Superintendent of Police  | - | Member                  |
| 4. Chief Medical Officer   | - | Member                  |
| 5. Executive Engineer, PWD   | - | Member                  |
| 6. District Supply Officer   | - | Member                  |
| 7. Additional Deputy Commissioner/<br>Additional District Magistrate           | - | Chief Executive Officer |

**Fig No. 3: Disaster Management Organisational at the District Level**



The DDMA will also ensure that the Guidelines for prevention, mitigation, preparedness and response measures laid down by NDMA and SDMA are followed by all Departments of the State Government, at the District level and the Local Authorities in the District.

### **3.3.1. POWER & FUNCTIONS:**

Subject to the provisions under **the Disaster Management Act, 2005** and in accordance with the guidelines laid down by the National Authority and the State Authority, the District Authority shall act as the planning, coordinating and implementing body for disaster management in the District and shall also be responsible for the following:-

- i. Prepare a District Disaster Management Plan, including District Response Plan for the District.
- ii. Coordinate and monitor the implementation of National Policy, State Policy, National Plan, State plan and District Plan.
- iii. Ensure that the areas in the District vulnerable to disaster are identified and measures for the preventions of disasters and mitigation of its effects are undertaken by all the District Level Government Departments and the local authorities.
- iv. Ensure that the guidelines for prevention of disasters, mitigation of its effects, preparedness and response measures as laid down by the National Authority and the State Authority are followed by all the District level State Government Departments and the local authorities.
- v. Give directions to different District level authorities and local authorities to take such other measures for the prevention or mitigation of disaster as may be necessary.
- vi. Monitor the implementation of Disaster Management plan prepared by the District Level Govt. Departments and local authorities.
- vii. Lay down guidelines to be followed by the District Level State Government departments for the purpose of integration of measures for prevention of disaster and mitigation in their development plans and projects and provide necessary technical assistance therefore, and monitoring the implementation of such measures.
- viii. Review the capabilities for responding to any disaster or threatening disaster situation in the District and give directions to the relevant Departments or authorities at the District level for their up-gradation as may be necessary.
- ix. Review the preparedness measures and give directions to the District level or other concerned authorities, where necessary, for bringing the preparedness measures to the levels required for responding effectively to any disaster or threatening disaster situation.
- x. Organise and coordinate specialized training programme for different levels of officers, employees and voluntary rescue workers in the District.

- xi. Facilitate Community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, Governmental and non-governmental organizations.
- xii. Set up, maintain, review and upgrade the mechanism for early warning and dissemination of proper information to the public.
- xiii. Prepare, review and upgrade the District level Response Plan and Guidelines.
- xiv. Coordinate response to any threatening disaster situation of disaster.
- xv. Ensure that the District Level Government Departments and local authorities prepare their response plans in accordance with the District Response Plan.
- xvi. Lay down guideline, or give directions to the concerned District Level State Government Departments or any other authorities within the local limits of the District, to take measures to respond effectively to any threatening disaster or disaster.
- xvii. Advise, assist and coordinate the activities of the District Level State Government Departments, statutory bodies and other governmental or non-governmental organizations engaged in disaster management in the District.
- xviii. Coordinate with, and give guidance to, local authorities in the District to ensure that measures for the prevention or mitigation or threatening disaster situation or disaster in the District are carried out promptly and effectively.
- xix. Provide necessary technical assistance or give advice to the local authorities in the District for carrying out their functions effectively.
- xx. Review the developmental plans prepared by the District level State Government Departments, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation.
- xxi. Examine the construction in any area in the District and, if it is of the opinion that the standards for the prevention of disaster or mitigation laid down for such construction is not being, or has not been followed, may direct the concerned authority to take such actions as may be necessary to secure compliance of such standards.
- xxii. Identify buildings and places which could, in the event of any threatening disaster or disaster, be used as relief centres and make arrangements for water supply and sanitation in such buildings and places.
- xxiii. Establish stock piles of relief and rescue materials or ensure preparedness to make such materials available at a short notice.
- xxiv. Provide information to the State Authority relating to different aspects of disaster management.
- xxv. Encourage the involvement of NGOs and voluntary social welfare institutions working at the grass root level in the District for disaster management.
- xxvi. Ensure that communication systems are in order, and disaster management drills are carried out periodically.
- xxvii. Perform such other functions as the State Government or State Authority may assign to it or as deems necessary for disaster management in the District.

### 3.4. DISTRICT DISASTER MANAGEMENT ADVISORY COMMITTEE (DDMAC)

With a view to supplementing the DDMA, there shall be a District Disaster Management Advisory Committee (DDMAC) to monitor and gear up the preparedness of the district administration as well as different district level functionaries in regard to disaster management in an effective manner. It would be a larger group than that of the DDMA so that necessary follow-up actions of the decisions of DDMA can be taken as deemed appropriate. This Committee will function as a District Working Group. The major functions of this Committee would relate to:

- i. Monitor the activities of Sub-division Disaster Management Committee.
- ii. Ensure follow-up actions by concerned stakeholders of the decisions taken by the DDMA.
- iii. Facilitate preparation of Disaster Management Plan and necessary updating in different departments/schools/hospitals.
- iv. Contribution to policy formulation for disaster management.
- v. The group will work for a link between the DDMA and its agencies involved in the Disaster Management activities.
- vi. Initiate and monitor mock drills at various levels as per the direction of DDMA.
- vii. Control and supervise the functioning of SDMC.

### 3.5. INCIDENT RESPONSE SYSTEM IN THE DISTRICT

The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. The IRS identifies and designates officers to perform various duties and get them trained in their respective roles. If IRS is put in place and stakeholders trained and made aware of their roles, it will greatly help in reducing chaos and confusion during the response phase. Everyone will know what needs to be done, who will do it and who is in command, etc. IRS is a flexible system and all the Sections, Branches and Units need not be activated at the same time. Various Sections, Branches and Units need to be activated only as and when they are required. Incident Response Team (IRT) in respect of Jiribam district was constituted vide Notification No. 19/1/1/2019/DC(JBM) dated 12<sup>th</sup> December, 2020 with the following members-

**Table No. 9: IRT in the District**

A. Command Staff:

Sl. No.	Designation	Assigned Responsibility
1	Deputy Commissioner, Jiribam district	Responsible Officer, Chief (Planning Section )
2	Superintendent of Police, Jiribam district	Incident Commander, Chief (Logistics/ Operation Section)

3	Addl. Deputy Commissioner, Jiribam district	Deputy Incident Commander
4	DIO (NIC), Jiribam	Information and Media Officer
5	Chief Medical Officer, Jiribam	Safety Officer
6	SDO Jiribam/ Borobekara	Liaison Officer (within their respective jurisdictions)
7	All District Level Officers, Jiribam	Support Assistance

B. General Staff:

(a) Operation Section	Chief: SP, Jiribam
Branch/ Units	Responsible Official/ Staff
Staging Area	OC Jiribam
Response Branch	Addl. SP, Jiribam
Divisional Supervisor	SDPO Jiribam
Task Force	EE (PWD), EE(PHED), EE(MSPDCL), DSO (CAF & PD), SDRF Unit, CMO, OC Fire Service
Transportation Branch	Addl. SP Jiribam
Road Group	OC Jiribam
Vehicle Coordinator	Officer nominated by OC Jiribam
Loading and Unloading	DSO (CAF&PD)
Water Group	EE(PHED)
(b) Planning Section	Chief : DC Jiribam
Branch/ Units	Responsible Official/ Staff
Resource Unit	Addl. Deputy Commissioner, Jiribam
Check in Status Recorder	DFO (Forests & Environment), Jiribam
Situation Unit	SDO Jiribam
Display Processor	DIO (NIC) Jiribam
Field Observer	SDO Jiribam
Weather Observer	DAO (Agriculture)
Documentation Unit	SDO Jiribam
Demobilization Unit	Addl. SP Jiribam
Technical Specialist	EE (PWD/PHED/MSPDCL), staffs from district Health Society
(c) Logistics Section	Chief: SP Jiribam
Branch/ Units	Responsible Official/ Staff
Service Branch Director	Addl Deputy Commissioner, Jiribam
Communication Unit	OC Jiribam
Medical Unit	CMO
Food Unit	DSO Jiribam
Support Branch Director	SDPO Jiribam
Resource Provisioning Unit	SDO Jiribam
Facilities Unit	SDO Jiribam/ Borobekra
Ground Support Unit	EE (PWD), Jiribam
Finance Branch Director	Addl Deputy Commissioner, Jiribam
Time Unit	SDO Jiribam
Compensation/ Claim Unit	SDO Jiribam/ Borobekra

Procurement Unit	Addl Deputy Commissioner, Jiribam
Cost Unit	

### 3.6. LOCAL AUTHORITIES

Local Authorities include Autonomous District Council, District and Cantonment Boards and Town Planning Authorities, which control and manage civic services. These bodies will prepare DM Plans in consonance with the Guidelines of NDMA, SDMAs and DDMA and will ensure capacity building of their officers and employees for managing disasters, carry out relief, rehabilitation and reconstruction activities in the affected areas.

### 3.7. DISTRICT EMERGENCY OPERATION CENTRE (DEOC)

The DEOC is the hub of activity in a disaster situation in the district. The EOC will have the flexibility to expand when demand increases and contract when the situation comes to normal. The DEOC is connected with the SEOC in the upstream which further connects to NEOC and other EOCs in the downstream including other field offices during emergencies. EOC is yet to set up in the office of the DC with requisite facilities.

Similarly, at the Sub-Division, Control Rooms are to be set up. Sub-Division Committees and the Village authority headed by the respective Civil Sub-Divisional Officers and the Village Headmen are responsible for overall Disaster Management and to keep in close contact with the DEOC/DDMA.

#### 3.7.1. OBJECTIVES OF THE EMERGENCY OPERATIONS CENTRE

The EOC at the District level is the nerve centre for coordination and management of disasters. The objectives of the EOC shall be to provide centralized direction and control of any or all of the following functions:

- Receive and process disaster alerts and warnings from nodal agencies and other sources and communicate the same to all designated authorities.
- Monitor emergency operations.
- Facilitate Coordination among ESF of Departments/Agencies.
- Requisitioning additional resources during the disaster phase.
- Issuing disaster/incident specific information and instructions specific to all concerned;
- Consolidation, analysis, and dissemination of damage, loss and needs assessment data;
- Forwarding of consolidated reports to all designated authorities.

The DEOC will be connected with the SEOC. The control room will function on 24x7 basis and will be functional round the year. Suitable personnel will be selected and imparted training in the operation of Control Room who will be posted to man the EOC.



### **3.8. STATE DISASTER RESPONSE FORCE (SDRF)**

The State of Manipur has 77 SDRF personnel trained at civil defence training institute, Nagpur and 106 untrained stationed at 2<sup>nd</sup> M.R. North A.O.C., Imphal East, Manipur. They are trained in Search and Rescue and First Aid. During normal time these trained SDRF/Master trainers will impart training at Disaster Management Institute (DMI) and create cadre of volunteers who will be volunteering during disaster period and during disasters they will be actively involved in Search and Rescue and First Aid.

### **3.9. NATIONAL DISASTER RESPONSE FORCE (NDRF)**

A team of 28 personnel from 12<sup>th</sup> Bn NDRF, Doimukh headed by inspector is set up at 2<sup>nd</sup> M.R. North A.O.C., Imphal East, Manipur whose main headquarter is in Itanagar, Arunachal Pradesh. The team members in collaboration with SDRF carry out Mock Exercise / training for SDRF, local volunteers, college students, Village head, adventure clubs etc.

## **CHAPTER – 4**

### **PREVENTION AND MITIGATION MEASURES**

Over the years and especially after experiencing severe disasters in the recent past, today there is a paradigm shift in the approach to disaster management; from a culture of relief and rehabilitation to that of preparedness and mitigation. Disaster Management in the contemporary times focuses a lot on preparedness and mitigating measures the idea being to reduce or lessen the vulnerabilities and therefore the impact of any calamity. The more the disaster preparedness, the lesser the vulnerabilities.

#### **4.1. PREVENTION**

A better disaster management with minimum vulnerability is possible only by means of preventive, preparedness and mitigation measures. Neither a disaster can be prevented or diverted to any other place. The only possible thing is to minimize the effect. Proper preparedness and mitigation measures instantly help to respond a disaster in time. So, district wise preparedness and mitigation is highly required. A prepared community is the best community to minimize the loss and damaged caused by the disaster. Mitigation focuses on various ways and means of reducing the impact of disasters to the communities through damage prevention.

Prevention consists of actions that reduce risk from natural or manmade disaster incidents. It is required to list and elaborate all types of measures (like - building codes, flood-plain management, storm water management, coastal area zoning and management plan, etc.) – planned and implemented by the districts as a part of prevention measures.

#### **4.2. MITIGATION**

Mitigation measures are very important as they reduce the impact of hazards if not eliminate them. It is good to have long term mitigation goals in place and connect these goals with measures that district has planned and implemented. These goals may include:

1. Provide better early warning methods for flood, storms, and cyclone.
2. Reduce the destruction and loss of life within buildings.
3. Provide for safer environments for transportation systems.
4. Eliminate flooding in populated areas.
5. Ensure redundant water supply systems.
6. Reduce environmental degradation and restoration of livelihood.
7. Reduce effects of the natural environment on the infrastructure.
8. Ensure redundant power systems on critical facilities.
9. Ensure adequate materials available for road maintenance.

Mitigation with its focus on the impact of hazard encompasses the structural and non-structural approaches taken to eliminate or limit a hazard's exposure, impact on people,

property and the environment. Structural measures are undertaken to strengthen of weak existing buildings, life lines and infrastructure such as strengthening of weak existing building and re-enforcing water and electricity supply lines. Non-structural measures, on the other hand, emphasize on proper land-use planning sustaining awareness and discrimination of information on do's and don'ts at the time of disaster.

#### **4.2.1. STRUCTURAL MITIGATION MEASURES**

##### **4.2.1.1. TOWN PLANNING ACT**

The Town Planning Department will develop a master plan for Jiribam District. The master plan shall include planning, adopting and enforcing stringent building codes, flood-proofing requirement, seismic design standards and cyclone wind-bracing requirement for new construction or repairing existing buildings. It will incorporate planning the disaster management concerns into development. It will incorporate planning and adopting zoning ordinances that steer development away from areas subjects to flooding, storm surge, cyclone and landslide.

##### **4.2.1.2. RETROFITTING**

For an existing building, retrofitting or Seismic strengthening is the only solution to make it Disaster resistant. A detailed assessment of buildings, which are vulnerable and may cause loss of life should be made, giving public buildings like Hospitals, Community Halls, Churches, Schools, colleges, District Administration offices and vital installations first priority as they are lesser in number and are the place where people shelter during a disaster. Second priority will be given to other types of buildings like houses, hotels, offices, go downs and factories. For retrofitting, a panel of experts shall be approached for assessing the structure and to suggest the type of retrofitting required.

##### **4.2.1.3. EARTHQUAKE RESISTANT BUILDING**

Promotion of Earthquake Resistant Construction mainly includes construction safety, quality control and proper inspection. Previously there were no specific guidelines on earthquake resistant constructions and seismic strengthening. Due to this very fact, most of the buildings till 1990s were built without any safety measures. But in the present scenario, there are building bye-laws and guidelines to construct earthquake resistant structures. Civil bodies like Public Work Department (PWD) in the district shall try to enforce these laws.

In addition to these the following points have been found in the context:

- Pockets with high rise buildings or ill-designed high-risk areas exist without specific consideration of earthquake resistance.
- Similarly, unplanned settlements with sub standard structures are also prone to heavy damage even in moderate shaking.

- So far as housing is concerned, vulnerability analysis has never been carried out and preliminary estimate of damages is not available for strengthening of structures under normal development improvement schemes.

All construction except load bearing buildings up to 3 storeys shall be carried out under the supervision of the Construction engineer on Record or Construction Management Agency on Record for various seismic zones. They shall be given a certificate based on the norms on completion of the construction.

Illegal construction, encroachments, unapproved additions, alternations etc. of residential buildings and conversion of residential building to commercial purpose etc. shall be checked by the District Administration with strict measures. These unauthorized activities may lead to disasters in that particular area.

#### **4.2.2. NON-STRUCTURAL MITIGATION MEASURES**

The following aspects required to be look into for the purpose of non-structural mitigation:

##### **a. Land-Use Regulation:**

- i) Which area should be spared for human settlement, agriculture, forestation etc.
- ii) Hazard zoning of areas.
- iii) Areas where new roadways and infrastructure should be avoided.
- iv) Planning and building community shelters and cyclone safe rooms to help protect people in their homes.

##### **b. Capacity Building for Mitigation /Awareness generation program**

Disaster strikes everywhere and everyone irrespective of caste, creed or gender. It doesn't differentiate the rich from the poor. The District Administration has been trying to generate awareness at all levels in the district. A series of awareness programmes has been organized to reach out to the local residents and general public of the district and the programmes are continuing throughout the district. Awareness/sensitization programmes have been conducted at schools, colleges, communities etc. Basic information related to different kind of disasters is given in the form of Information, Education and Communication (IEC) materials. Different kinds of strategies are being evolved to address different audiences.

Special efforts are being made to address the most vulnerable groups during disasters e.g. women, children, the disabled and the old. The district administration intends to reach as many people as possible and different methods are being adopted to spread awareness i.e.

- Public meetings

- Distribution of reading materials/ pasting of posters
- Street plays
- Involvement of Electronic media
- Audio/video shows
- Banners and Public Hoardings
- Painting/ quiz competition especially in schools, rallies involving students
- Observing Disaster Management Week, Fortnight, Month etc.

### **Training & Capacity Building**

A

number of training program shall be and are already being organized for specialized group like, District DMTs, sub-division and community level office bearers, school teachers and principals, architects, engineers, doctors, masons, etc. The professionals from all departments and sections shall be trained.

All the volunteer based organizations (VBOs) like Civil Defence, NYKS, NSS, NCC etc. in the district, which have thousands of volunteers working with them will also be sensitized and given training on disaster management. Besides, RWAs and NGOs in the district will also be given training on disaster management. All the VBOs, RWAs and NGOs shall also be encouraged and supported to organize awareness campaigns in their areas. These have been identified as organizations which can help percolate the idea deeper into the society.

### **c. Mainstreaming of Disaster Risk Reduction (DRR) in developing planning**

DDMA has to issue directions time to time in accordance with all stakeholders regarding inclusion of Disaster Risk Reduction (DRR) in developmental Planning. Disaster Risk Reduction (DRR) issues in Development Plans etc. is to be interlinked vertically and horizontally for fail-safe infrastructures in Jiribam district. Mainstreaming disaster management into the development planning process essentially means looking critically at each activity that is being planned, not only from the perspective of reducing the disaster vulnerability of that activity, but also from the perspective of minimizing that activity's potential contribution to the hazard. Every development plan of a department should incorporate elements of impact assessment, risk reduction, and the 'donoharm' approach. Examples of this approach are rural planning and zoning, upgradation of building codes and their effective enforcement, adoption of disaster resilient housing designs and construction of school and hospitals, flood proofing, response preparedness planning, insurance, establishment of early warning systems for various types of disasters, generating community awareness, creating technical competence and promoting research among engineers, architects, health experts, and scientists. In this district, DDMA has to sensitize officials of PWD, PHE, RD and also masons and community towards DRR issues.

### 4.3. HAZARD-WISE STRUCTURAL AND NON-STRUCTURAL MITIGATION MEASURES

#### i) Earthquake

- Construction of earthquake resistant buildings in safe location.
- Reconstruction/retrofitting of unsafe old buildings and structures.
- Enforcement of building code and byelaws.
- Ensure the safety of buildings or institutions where mass gathering usually takes place as in schools, public halls etc.
- Strict regulation for approvals of building design and to ensure safe construction practices are followed while construction of new buildings is undertaken.
- Mass education on safe construction practices and protection of human being from earthquake. Practice do's and don'ts on regular basis.
- Have mock drills with all stakeholders and institutions and the general public to ensure the preparedness level.
- Training of engineers and masons on safe construction practices.

#### ii) Flood

- Strengthen the early warning system for accurate warning to the community.
- Storm drains should be strengthened and cleared before rainy season.
- Land use planning to avoid mudslide and landslide due to heavy rainfall.
- Community awareness and education to prevent flood.
- Mapping of flood prone areas and flood risk mapping which can assist during pre-disaster decision making.
- Formulation of flood preparedness plan which includes emergency response planning and training.

#### iii) Cyclones/High wind

- Structural modification in existing houses to keep the roof intact during heavy wind. Construction of Cyclone shelters that can act as safe place to flee during cyclone
- Construction of wind breakers to minimize the effect of high wind on the houses.
- Strengthen early warning system in the district. Coordinate with Meteorology Dept. to get localized cyclonic information and alert the people for preparedness.
- Mapping, delineation and demarcation of cyclone hazard areas and sensitive areas.

#### iv) Landslides

- Identify all streams runoff and clear blocked areas before the rainy season, to avoid blockade.
- Maintain and protect both sides of river and stream to avoid erosion and improve the channels for free flow of water.
- Monitoring of landslide prone areas either through and automated system or by preparation of hazard area maps and following up ground check on such areas during monsoon or raining season.
- House site allotment should be considered only after careful consultation with Land Use Plan to avoid risk against landslide and land-sinking.
- Campaigns to create public awareness on the importance of proper drainage system.

**v) Drought**

- Tracking the behaviour of monsoon and taking advance action to reduce the drought situation.
- Construction of rainwater harvesting structures in prone areas to ensure that water chances of hazards available during drought prevalence.
- Crop insurance should be promoted to transfer risk.

**vi) Fire**

- Identify vulnerable forest areas prone to fire damage annually and prepare a fire damage map.
- Clearance of fire lines which are absolutely necessary by controlled burning along the highways, village roads, foot-paths, plantations, regeneration areas, protected areas and electricity transmission lines etc.
- Constitution of Village Fire Protection Committee of permanent nature.
- Effective communication system for early detection of fire incident through fire watchers and carrying out intensive patrolling during dry season. Imparting training to staff and villages for fire fighting.
- Strict enforcement of existing Fire Protection Regulation Act.

**vii) Epidemics**

- Health department needs to be provided with more water quality monitoring centres for effective surveillance of water quality principally during the monsoon months and during flood events.
- Bleaching powder should be adequately available with all the villages.
- Rural hospitals should be upgraded to include blood bank and surgical facilities.
- Contingency plan for response should be prepared after identifying the epidemics that are likely to occur in the region.
- First aid training will help to cope better during the emergency response period for epidemics.
- Improving the sanitary conditions, drive to check and fumigate breeding places of any vector, disinfecting the water sources etc.

**viii) Road Accidents**

- Setting up of highway safety patrol team along the Imphal-Jiribam highway which will be a specialized division of police to tackle road accident.
- Provision of adequate signboards, speed breakers and guard stones/steels near cliffs and accident prone spots.
- The risk at the accident prone spots and cliffs must be minimized by adequate construction signboards.

**ix) Hailstorm**

- Measures such as structural bracing, shutters, laminated glass in window panes, and hail-resistant roof coverings or flashing in building design to minimize damage.
- Improving roof sheathing to prevent hail penetration;

- Installing hail resistant roofing and sliding.
- Teaching school children about the dangers of hail and how to take safety precautions.

**x) Pest Attack**

- 10 % cow’s urine is sprayed once in 10 days thrice.
- Half litre cow’s urine along with ½ litre sour butter milk is mixed with 9 litres of water. This is sprayed once in 7 days twice.
- Cow’s urine and water is mixed in the ratio 1:2. The seeds or roots of seedlings are soaked in this mixture for half an hour before sowing or transplanting.
- 40 kgs of neem cake per acre is applied as basal manure for vegetable crops to prevent diseases.
- If there is a disease attack in the nursery, then add 10 % cow’s urine extract along with the water that is used to irrigate the nursery.

**xi) Frost & Cold Wave**

- Agriculture Department, Ministry of Agriculture closely monitors cold wave situation in consultation with the Indian Meteorological Department (IMD) and the State Government.
- In case of cold wave/frost situation, States need to initiate location specific measures as outlined in the District Crop Contingency Plans and in consultation with their respective State Agricultural Universities to minimize the impact.
- Farmers are to be provided with light irrigation as per need, immediately prune damaged tips of branches or shoot, burn leave/waste material in the orchard to create smoke and manage rejuvenation of damaged crops through pruning of dead material, application of extra doses of fertilizer through foliar sprays.

**4.4. SUMMARY OF MITIGATION MEASURES**

**Table No. 10: Summary of Mitigation Measures**

Type of Sector	Sub sector	Mitigation measures	Responsible Dept.	Time Frame
Infrastructure Development	IEC activities	Distribution of leaflets, manuals, meetings, trainings	DIO, PWD, RD, Block, District Administration	Regular Interval
	Road	Construction and repairing	PWD, RD, Block, District Administration	
	Embankment	Construction and repairing	IFCD, PWD, RD, Block, District Administration	
	Bridges	Construction and repairing	IFCD, PWD, RD, Block, District Administration	
	Safe Shelters	Construction	RD, Block, District Administration	
	Communication	Installation of VHF, WLL	Police, BSNL, NIC	
	Drinking water and sanitation	Installation and repairing of tube wells and pipelines, supply of bleaching powder	PHED, Health Dept.	
	Power	Installation of electric lines and back up	Power Dept., PWD	
	Technology dissemination	Demonstration of EQ resistant houses	PWD, Block, RD, District Administration	



Health/ Animal Husbandry	IEC activities	Distribution of leaflets, manuals, meetings, trainings	Health, Vety & AH, RD, Block, DIO, District Administration	During Normal Period
	Vaccination	Vaccines to Children, Pregnant women, other needy persons, cattle	Health, Vety. & AH Dept.	During Normal Period
	Training	First aid	Health Dept.	During Normal Period
Livelihood Sector	Awareness	Distribution of leaflets, manuals, meetings, trainings	RD, Block, DIO, District Administration	During Normal Period
	Agriculture	Promotion of water resistant variety paddy, multi cropping in hilly areas, cropping of small duration paddy and vegetables	Agriculture, RD, Block, District Administration	During Normal Period
	Fishery	Rising of pond embankments, Pisciculture	Fishery Dept.,Block, District Administration	During Normal Period
	Horticulture	Promotion of high yield variety of oranges, betel leaves, pine apples	Horticulture, Block, District Administration	During Normal Period
Insurance	IEC activities	Distribution of leaflets, manuals, meetings, trainings	Health Dept., RD, Block, DIO, District	During Normal Period
	Infrastructure	Encourage people	RD, Block, DIO, District	During Normal Period
	Livelihood	Encourage people	Agri, Fishery, Horti Dept., RD, Block, DIO, District	During Normal Period
	Life	Encourage people	Health Dept., RD, Block, DIO, District	During Normal Period

#### 4.5. LIVESTOCK MANAGEMENT PLAN

Livestock Disaster Management, be it due to infectious disease or natural calamities is inadequately addressed. The professional and other stakeholders dealing with livestock are not adequately trained in this vital aspect of livestock management. The capacity for timely detection of an exotic disease which has the potential of becoming a disaster and its subsequent management so that it can be minimized is required to be built up. Monitoring and controlling animal diseases are as important as any other epidemics as it can be transmitted to human beings.

##### 4.5.1. CONSEQUENCES OF LOSS OF LIVESTOCK

Be it animal disease or natural disaster, the consequences of loss of livestock in large numbers are predictable. These are primarily:

- i) Food scarcity due to shortage of animal origin food e.g. Milk, meat and eggs.

- ii) Economic crisis due to escalation of food prices (the value of milk output in India is equal to the combined value of paddy and wheat produced).
- iii) Environmental contamination leading to epidemics due to massive animal mortality.
- iv) Loss of valuable germ-plasm and biodiversity.
- v) Loss of employment starting from primary producers, down the food processing and marketing chain.
- vi) Loss of traction power, shortage of manure.
- vii) Emotional shock to animal owners.

#### 4.5.2. RISK AND VULNERABILITY ASSESSMENT

1. Natural Disaster: Jiribam District is vulnerable to most type of natural calamities, causing a significant disruption of the social and economic life of communities including livestock. Calamities like cyclone, landslide, fire, flood and hailstorm are the main deterrent that has the high risk to cause livestock mortality.
2. Infectious diseases: The entire district is at high risk for outbreak of endemic diseases like swine flu, bird flu, Foot and Mouth Diseases (FMD) and other viral diseases which can claim enormous lives of animal husbandry.
3. Fodder Poisoning: Accumulation of nitrate in plants leads to nitrate/nitrite poisoning which is a potential danger to grazing animal like cattle, goat and sheep. Most of the farmers /owners of animal unaware of the content of the food feeds to their animal, which could contain poisonous toxic materials.
4. Trans-boundary animal diseases: The import of livestock form outside can caused spread of trans-boundary animal diseases.

#### 4.5.3. PREVENTION AND MITIGATION METHODOLOGY

Veterinary & Animal husbandry Department, a nodal department in livestock disaster management shall take measures towards prevention and mitigation of disaster against animal husbandry. The Veterinary Officers, Vety. Field Assistant shall take measure for the prevention and mitigation of livestock disaster as follows:-

- i) Every veterinarian, on receipt of warning shall move or cause to move the animal to the safe place until the warning is withdrawn.
- ii) Every veterinarian, on receipt of report or has reason to belief that any animal is infected with disease shall report the matter to Veterinary Officer and direct the owner of the person or in-charge of such animal to segregate such animal and have kept in a place away from all other animals which are healthy and take appropriate steps to prevent it from gazing in a common place or drink water from a common place.
- iii) The veterinarian shall take measure to the treatment and control of the infected animals. If required, Euthanasia to be resorted for preventing the spread of the disease to other animals in the area or to protect public health if the disease is of zoonotic importance.
- iv) The veterinarian shall take step to compulsory vaccination at infected area to prevent spreading of the disease.
- v) The veterinarian shall keep abreast of the incidence of animal diseases in the neighbouring areas, and if so prevent any animals to enter his jurisdiction.

- vi) The veterinary office may report to the District Magistrate, upon receipt of report of the prevalence of diseases in the neighbouring states to prohibit the import of any animals from such state.
- vii) Every veterinarian shall direct the person in possession of carcass of any animal infected with any disease to dispose of it in such a manner as may be prescribed.

#### **4.5.4. CATTLE CAMP**

In case of a severe disaster when relief shelter is required, the veterinary officer shall make an arrangement to assign a cattle camp in appropriate place within their respective jurisdiction. Provision of fodder/feed concentrate including water supply and medicines shall be arranged by him as per the rate of norms of assistance of SDRF/NDRF. For this purpose, he shall maintain a proper record of the numbers and the period to which the animals are kept in relief shelter.

#### **4.5.5. ASSISTANCE AS PER PROVISION IN THE GUIDELINES**

As per the items and norms of assistance under SDRF/NDRF for a period of 2015-2020 made by Ministry of Home Affairs (Disaster Management Division) assistance is available in case of natural calamity in the following rates:

Milch animals

Rs. 30,000/- Buffalo/cow/camel/yak/mithun etc.

Rs. 3,000/- Sheep/goat/pig.

## **CHAPTER – 5**

### **PREPAREDNESS MEASURES**

Planning is the one of the key elements in the Preparedness cycle. Preparedness cycle illustrates the way the plans are continuously evaluated and improved through a round of planning, organizing, training, equipping, exercising, evaluating and taking corrective actions.

Preparedness includes the formulation of viable emergency plans, the development of warning systems, the maintenance of inventories and the training of personnel. It may also

embrace search and rescue measures as well as evacuation plans for areas that may be at risk from a recurring disaster.

Preparedness therefore encompasses measures taken before a disaster event which are aimed at minimizing the loss of life, disruption of critical services, and damage when the disaster occurs. All preparedness planning is needs to be supported by appropriate legislation with clear allocation of responsibilities and budgetary provisions.

### 5.1. IDENTIFICATION OF STAKEHOLDERS INVOLVED IN DISASTER RESPONSE

At the District Level, The DDMA may identify the stakeholders for Disaster Response as per the location, nature and magnitude of the incident. The Local Disaster Management Committee (LDMC)/Club/Village authority of the concerned incident site will automatically become the stakeholders and they may report, assist and coordinate with the concerned Sub-Divisional Officers (SDOs). The SDOs may report from the on- site EOC to Deputy Commissioner through DEOC/ directly as the case may be and waits for further action.

#### 5.1.1. NODAL DEPARTMENT

**Table No. 11: Nodal Department**

Man-made disaster	Nodal Department
Domestic Fire	DC, Fire & Emergency Services
Biological Disaster	DC, Health & Family Welfare, PHE Dept.
Major breakdown of law & order	DC, Home Dept.,
Major Road Accident	Transport Dept, Police,
Cyber Terrorism	Police
Large scale refugees from any neighbouring Country/State	DC, Police
Collapse structure	PWD, DC, Police
<b>Natural Disaster</b>	
Drought	DC, Agriculture, Horticulture, Minor Irrigation,
Earthquake, Landslide, Cyclone, Flood etc.	Relief & DM, DDMA, IFCD, DC, Home Dept., PWD
Pandemic/Epidemic	Health, Home, R&DM

#### 5.1.2. NODAL OFFICER FOR VARIOUS DEPARTMENTS

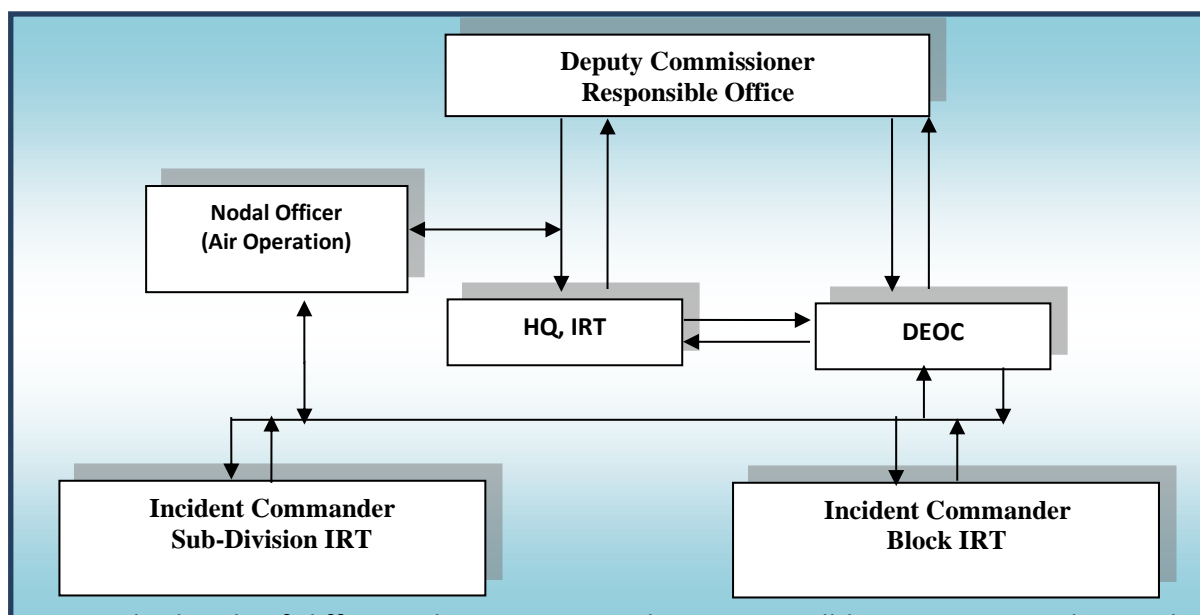
**Table No. 12: Nodal Officer for Various Departments**

Sl. No.	Department	Nodal Officer Designated	Contact No
1	District Programme Coordinator	Addl. Deputy Commissioner	8730826736
2	PWD	EE (PWD)	8258971434
3	PHED	EE(PHED)	7005863740
4	Health & FW Dept.	CMO	7085344776
5	Police	SP	8787769546

6	Forest Department	DFO	8837429836
6	MSPDCL	DGM	7085262175
7	Agriculture Dept.	DAO	9615941177
8	Fisheries Dept.	Fisheries Officer	7005340963
9	Vety. & AH Dept.	Deputy Director	8413805188
11	Tribal Affair & Hill Dept.	DFO	8837429836
12	Fire & ES	OC Fire Service	8413995232
14	Education Dept.	ZEO	8257813892

**5.2. ACTIVATION OF IRS**

The Incident Response System /Team in Jiribam District will be activated by the Responsible Officer/Deputy Commissioner or in the absence, by Addll. Deputy Commissioner on a receipt of warning or in the aftermath of L-1 disaster. The IRT will report/assemble in the office of the Deputy Commissioner. The DC may delegate some of the functions to the ADC for the day to day supervision and management of the incident. However, he will remain fully briefed by the DEOC and IC and be aware of all developments and progress of response activities at all times. **Fig No. 4: Hierarchical representation of RO**

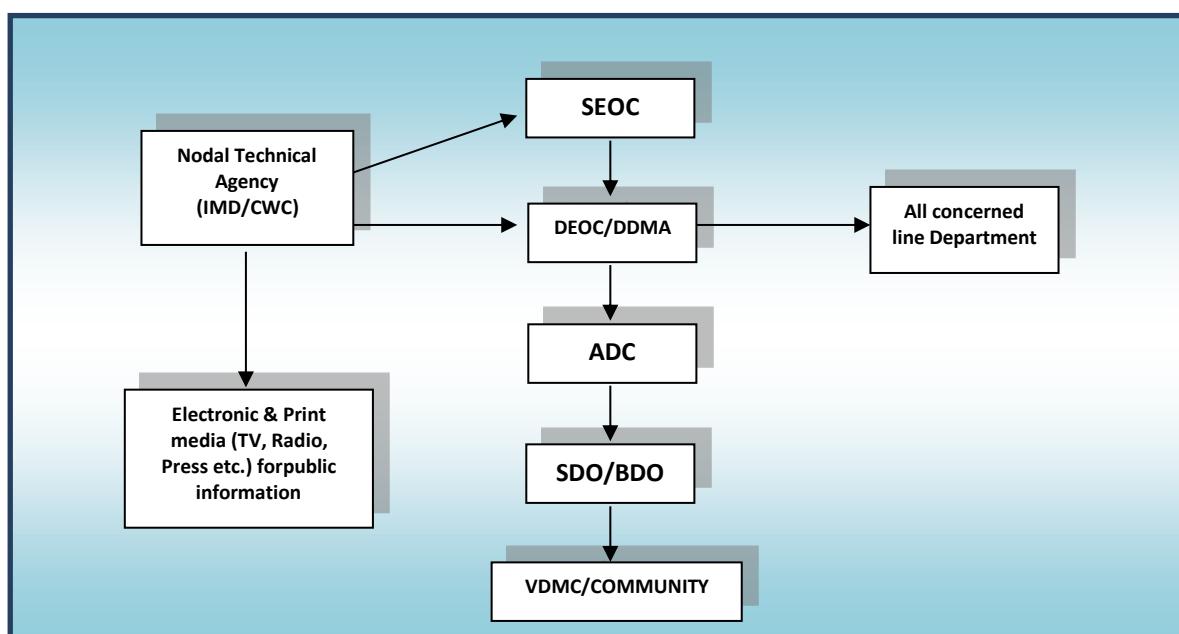


The heads of different departments in the District will have separate roles to play depending on the nature and kind of disaster. The roles and responsibilities of the members of the DDMA will be decided in advance in consultation with the concerned members. The roles of other line departments also have to be clearly delineated in various disaster situations in the DDMP which will be duly approved by the State Government, so that there will be no ambiguity about their functions during response.

**5.3. TRIGGER MECHANISM**

There is an institutional trigger mechanism that every agency takes its assigned role at the time of such disaster. There are two types of the Trigger mechanism set up depending upon the warning signals availability as mentioned below:

**Warning Signal Available:** In this case the Govt. of India/State Govt. has authorized agencies generating such early warning signals; in case the matter is very urgent needing action at Block/ Village levels, the alerts and action points will go directly to all concerned. Arrangements need to be in place to ensure prompt receipt of these signals and action thereon. After such warning/advisory received by the State Govt., the SEOC will communicate it to the DEOC urgently. The DEOC will communicate such warning to the departments at the district level. The information flow in such cases will be as follows:-

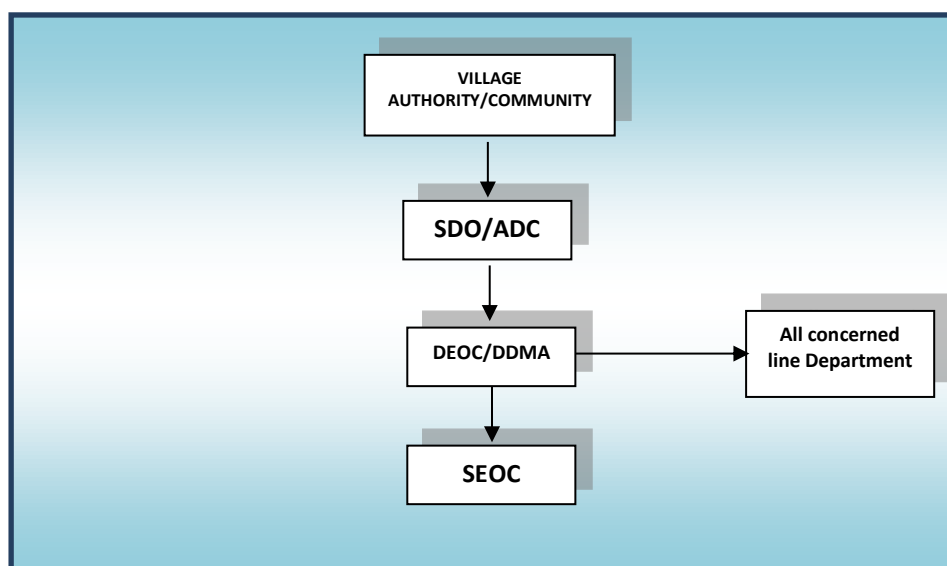


**Fig No. 5: Information flow chart in Case I: where early warning signals are available**

**Without Early Warning Signal:** In this case the information starts from the place of incident through government agency or community and the institutional mechanism in such cases will be as follows:-

- The concerned village will report to the SDO/BDO/Police Station and the information should reach the DC/DDMA.
- The DDMA will assess the information and assess the disaster to be of the level L0, L1, L2 or L3.
  - L0: A no-disaster situation. This is the level at which surveillance, preparedness & mitigation activities must be focused on.
  - L1: A District Level Disaster, within the capabilities of the District Administration to deal with.
  - L2: A State Level Disaster, within the capabilities of the State Government to deal with.

- L3: A National Level Disaster, requiring major direct intervention of the Central Government.
- The DEOC will be activated and if required the SEOC will be kept at alert if assistance needed; otherwise information of the incident will be passed on to the SEOC.
- The DDMA will convene the meeting of IRT and plan the management of the disaster as Incident Action Plan (IAP).
- The respective Incident Response Teams (IRTs) will be rushed to the site for effective management.



**Fig No 6: Information Flow Chart in Case II: Where Incident happens without any early warning signals.**

The disaster response structure will be activated on the receipt of disaster warning or on the occurrence of the disaster by the competent authority. The occurrence of disaster may be reported by the concerned monitoring authority to the Relief Commissioner/SDMA by the fastest means. The SDMA/SEC will activate all departments for emergency response including the SEOC & DEOC. In addition, they will issue instructions to include the following details:

- Exact quantum of resources (in terms of manpower, equipments and essential items from key departments/stakeholders) that is required.
- The type of assistance to be provided.
- The time limit within which assistance is needed.
- Details of other Task/Response Forces through which coordination should take place.
- The DEOC and other control rooms at the district should be activated with full strength.

#### **5.4. PROTOCOL FOR SEEKING HELP FROM OTHER AGENCIES LIKE**

##### **ARMY, AIR FORCE & CENTRAL PARAMILITARY FORCES, NDRF AND SDRF**

#### **5.4.1. ARMY, AIR FORCE & CENTRAL PARAMILITARY FORCES**

The Chairman of the DDMA will write to the Secretary/Commissioner in Charge of Relief and Disaster Management Department in the State Government thereafter state Government will send proposal for requisition of Army, Air force & Central Paramilitary Forces which will take up the matter with the concern Ministries.

#### **5.4.2. NATIONAL DISASTER RESPONSE FORCE (NDRF)**

The Chairman of the DDMA will write to the Secretary/Commissioner in Charge of Relief and Disaster Management Department in the State Government thereafter state Government will send proposal for requisition of NDRF personnel/Team for the personnel stationed at Imphal. The same procedure shall be followed if more number of personnel is required from outside the state. The DDMA will maintain close liaison with the NDRF Commander, 12<sup>th</sup> Bn, Itanagar, Arunachal Pradesh for rapid deployment in case of threatening disaster situations/disasters.

#### **5.4.3. STATE DISASTER RESPONSE FORCE (SDRF)**

The Chairman of the DDMA will write to the Secretary/Commissioner in Charge of Relief and Disaster Management, Government of Manipur or Director, Relief & Disaster Management, Manipur for deployment of SDRF personnel.

#### **5.5. MECHANISM FOR CHECKING AND CERTIFICATION OF LOGISTICS, EQUIPMENTS AND STORES**

The Logistic Section Chief (LSC) is responsible for checking and certification of logistics, equipments, stores and for all logistic arrangements.

#### **5.6. OPERATIONAL CHECK-UP OF WARNING SYSTEMS & EOC**

Operational check-up of EOC should be done twice a year. Equipments especially communication equipments should be checked and tested regularly with the assistance of the official of Relief & DM, Manipur.

#### **5.7. COMMAND & COORDINATION**

The DC/RO will convene a coordination meeting regularly with all the stakeholders including the NGOs for effective management of disaster and for preparedness.

#### **5.8. COMMUNITY PREPAREDNESS**

Community is one of the most important stakeholders and also the first responders to any disaster, hence, community preparedness plays a very important role in –

##### **5.8.1. COMMUNITY WARNING SYSTEM**



IMD is responsible for warning of thunderstorm, cyclone and earthquake and the DDMA/ DEOC will warn the public through the Information & Public Relations Department to the SDOs for further information to all the Village Early Warning Teams/Village Authority. After receipt of warning, the teams shall communicate the message to the concerning people of the areas by sound system or any locally available resources. The DDMA/DEOC shall ensure fail safe mechanism for timely dissemination of forecasting and warning of impending disaster to the community.

#### **5.8.2. COMMUNITY AWARENESS, EDUCATION**

Awareness and education programmes on DM are conducted regularly under the supervision of DDMA & SDOs by involving the community at the village levels.

#### **5.8.3. COMMUNITY'S RESPONSIBILITY**

The Community should not only support the DDMA but owned the responsibility for effective DM at their level. Their responsibilities are –

- To promote community education and awareness
- Training and capacity building in Search & Rescue, First Aid and conducting Mock Drills
- Preparation of Community/VDMP through participatory approach along with formation of DM teams.
- Provide necessary resources and support for disaster risk reduction at community level
- Disseminate information to community to deal with any disaster situation and take appropriate actions to enhance community preparedness
- Take additional care for the most vulnerable sections like children, disabled, aged etc.

#### **5.8.4. LEGAL SERVICES TO DISASTER AFFECTED VICTIMS**

In any event of natural disaster or manmade disaster the State Legal Services Authority will coordinate the integrated, strategic and sustainable development measures taken by the Government and Disaster Management Authorities for reducing the period of crisis and for building a platform for early recovery and development.

### **5.9. STANDARD OPERATING PROCEDURES (SOPs)**

#### **5.9.1 ARRANGEMENTS FOR VIP VISITS**

VIP visit to any affected areas is important to build confidence on the people after a disaster. However, minimum protocol requirement is to be maintained so that it will not affect the relief and response operations.

#### **5.9.2. PROCUREMENT**

Resources have been updated in the IDRN website. However, procurement of resources like tents, blankets, tarpaulins, equipments etc. during disasters will be done by the

Procurement Unit Leader by writing to the Secretary or Commissioner, Relief and Disaster Management, Government of Manipur. Emergency procurement of resources can be made by the DDMA as per Section 50 of the DM Act, 2005.

**5.10. MEDIA MANAGEMENT/INFORMATION DISSEMINATION**

Media plays a very important to check rumour and panic, hence, Media Management System and proper coordination with the DDMA is necessary. The main roles of Media are informative, suggestive and analytical. The IPR Department, Manipur is responsible for Media Management.

**5.11. KNOWLEDGE MANAGEMENT NETWORKING & SHARING**

**Table No. 13: Knowledge Management Networking & Sharing**

<b>KNOWLEDGE MANAGEMENT NETWORKING &amp; SHARING</b>	
Uploading of information on resources on Indian Disaster Resource Network	<b>DDMA</b>
Documentation of lessons learnt and best practices after each event	<b>DDMA</b>
<b>MEDIA MANAGEMENT/INFORMATION DISSEMINATION</b>	
Training and interaction strategies with Media/ pre – event awareness for the Media	<ul style="list-style-type: none"> <li>• <b>DDMA</b></li> <li>• <b>DIPR</b></li> <li>• <b>IRT</b></li> <li>• <b>SDOs</b></li> <li>• <b>All line Dept./Nodal Officer of Concerned Dept.</b></li> </ul>
Identification and training of the Official Spokesperson	
Advertisement, hoarding, booklets, leaflets, banners, shake-table, demonstration, folk dancing and music, jokes, street play, exhibition, TV Spot, radio spot, audio-visual and documentary, school campaign, - Planning and Design - Execution and Dissemination	

**5.12. MEDICAL PREPAREDNESS AND MASS CASUALTY MANAGEMENT**

**Table No. 14: Medical Preparedness and Mass Casualty Management**

<b>MEDICAL PREPAREDNESS AND MASS CASUALTY MANAGEMENT</b>	
<ol style="list-style-type: none"> <li>1. Preparation of Authentic medical database for public and private facilities available in the state                             <ul style="list-style-type: none"> <li>• Collection of Data</li> <li>• Mapping and gap analysis</li> <li>• Strengthening</li> </ul> </li> <li>2. Resource management                             <ul style="list-style-type: none"> <li>• Manpower, logistics, medical equipments, medicines, antidotes, personal protective equipments, disinfectant, vaccine</li> </ul> </li> <li>3. Identification of medical incident command system                             <ul style="list-style-type: none"> <li>➤ <b>Incident Commander</b></li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• <b>DDMA</b></li> <li>• <b>Medical Superintendent</b></li> <li>• <b>CMO</b></li> <li>• <b>SDOs</b></li> <li>• <b>SDRF</b></li> <li>• <b>Police</b></li> </ul>

<ul style="list-style-type: none"> <li>• State Level</li> <li>• Dist. Level</li> <li>• Disaster site</li> <li>➤ <b>Identification of each section head at each level</b></li> <li>• Operation</li> <li>• Planning</li> <li>• Logistic</li> <li>• Administration &amp; Finance</li> <li>• Media and Public information</li> <li>➤ <b>Identification of key members of different task force</b></li> <li>➤ <b>Control room arrangement</b></li> <li>• Departmental control room</li> <li>• State and district control room             <ul style="list-style-type: none"> <li>- Appointment of liaison officer in shifts</li> </ul> </li> <li>➤ <b>Planning</b></li> <li>• Preparation of medical management plan             <ul style="list-style-type: none"> <li>-State level</li> <li>-Dist. Level</li> <li>-Hospital preparedness plan</li> </ul> </li> <li>➤ <b>Training and capacity building</b></li> <li>• Hospital preparedness,</li> <li>• Pre hospital care,</li> <li>• Mass casualty management, etc.</li> </ul>	
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**5.13. TECHNO LEGAL REGIME**

**Table No. 15: Techno Leal Regime**

Task	Activity	Responsibility
<b>Institutional Arrangement</b>	1. Creation of District Level Disaster Management Authority	<b>DDMA</b>
	2. Creation and updating of District Incident Response System/ Team.	<b>DDMA</b>
	3. Updating of Sub Divisional Officers (SDOs)	<b>DDMA</b>
	4. Creation and updating of DEOC QRT	<b>DDMA</b>
	5. Preparation and distribution of commentaries and handbooks, IEC materials	<ul style="list-style-type: none"> <li>• <b>DDMA</b></li> <li>• <b>Relief &amp; DM</b></li> </ul>
	6. Maintenance of relief norms and packages	<b>DDMA</b>
	7. Development of Disaster Management Plans <ul style="list-style-type: none"> <li>• Hazard-wise District Disaster Management Plans</li> <li>• District Action Plans</li> <li>• District Contingency Plans</li> <li>• Departmental Disaster Management Plans</li> <li>• Village Disaster Management Plans</li> </ul>	<ul style="list-style-type: none"> <li>• <b>DDMA</b></li> <li>• <b>All line of Dept.</b></li> </ul>
	8. Regular rehearsal, review and updating of plans	• <b>DDMA</b>

		<ul style="list-style-type: none"> <li>• All line of Dept.</li> </ul>
	9. Publication & dissemination of plans	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• All line of Dept.</li> </ul>
	10. Strengthening of Early Warning System <ul style="list-style-type: none"> <li>• Conduct study</li> <li>• Analyse</li> <li>• Implement</li> </ul> 11. Arrangement with service provider companies for multiple warning messages	<ul style="list-style-type: none"> <li>• DC</li> <li>• Relief &amp; DM</li> </ul>
	12. Hazard Risk & Vulnerability Assessment for different natural and man-made disasters prone to Jiribam District <ul style="list-style-type: none"> <li>• Conduct study</li> <li>• Analyse</li> <li>• Mapping</li> <li>• Micro zonation</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• IRT</li> <li>• SDOs</li> <li>• MARSAC</li> <li>• Earth Science Dept. , MU</li> <li>• Forest Dept</li> </ul>
	13. Safety Measures <ul style="list-style-type: none"> <li>• Identification of places</li> <li>• Alarm system</li> <li>• Personnel protective equipments</li> <li>• Promotion of life saving methods and techniques</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• PWD</li> <li>• PHED</li> <li>• Home</li> <li>• IRT</li> <li>• SDOs</li> <li>• Relief &amp; DM</li> </ul>
	14. Strengthening of relief distribution and accounting system at district level <ul style="list-style-type: none"> <li>• Identification of centralized system for receipt, storage and distribution of relief</li> <li>• procurement and stockpile of relief material</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• DCs</li> <li>• Relief &amp; DM</li> </ul>
	15. Strengthening of DEOC <ul style="list-style-type: none"> <li>• Retrofitting of existing buildings</li> <li>• Strengthening of resources               <ul style="list-style-type: none"> <li>- Task forces</li> <li>- Equipments</li> <li>- SOPs</li> <li>- Financial</li> </ul> </li> <li>• Arrangement for optional EOC</li> <li>• Arrangement of mock drills</li> <li>• Arrangement of logistics</li> <li>• Strengthening of communication means</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• Relief &amp; DM</li> <li>• SDOs</li> <li>• PWD</li> </ul>
<b>Fail Safe Communication</b>	<ul style="list-style-type: none"> <li>• Undertake study to establish fail safe two way communication – information system from</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• Relief &amp; DM</li> <li>• DIPR</li> </ul>

<p><b>and last mile connectivity</b></p>	<p>DDMA level to local disaster site connecting state, district, RD Blocks and city level.</p> <ul style="list-style-type: none"> <li>• Undertake study to establish alert/siren with multi-lingual recorded messages in times of various disasters.</li> <li>• To procure the system and run a pilot project</li> <li>• Establishment of multiple/alternative system</li> <li>• Training/IEC campaign for general public of the vulnerable areas.</li> <li>• Plan for re-establishment of disrupted system</li> </ul>	<ul style="list-style-type: none"> <li>• <b>AIR</b></li> <li>• <b>Local Media</b></li> <li>• <b>Police</b></li> </ul>
<p><b>Plan Testing</b></p>	<ul style="list-style-type: none"> <li>• Provide copy of the plan to each stakeholder</li> <li>• Organize mock drills and rehearsal for plan testing</li> <li>• Lesson learnt through mock drill; identification of gaps through feedbacks and modification of plan</li> <li>• Organize annual mock drill and updation of plan</li> </ul>	<ul style="list-style-type: none"> <li>• <b>DDMA</b></li> <li>• <b>Relief &amp; DM</b></li> <li>• <b>SDOs</b></li> <li>• <b>All line Dept.</b></li> </ul>

**5.14. INDIA NETWORK RESOURCE NETWORK (IDRN)**

IDRN, a web based information system, is a platform for managing the inventory of equipments, skilled human resources and critical supplies for emergency response. The primary focus is to enable the decision makers to find answers on availability of equipments and human resources required to combat any emergency situation. This database will also enable them to assess the level of preparedness for specific vulnerabilities. Total 226 technical items listed in the resource inventory. It is a nationwide district level resource database. Each user of all districts of the state has been given unique username and password through which they can perform data entry, data updation on IDRN for resources available in their district. The IDRN network has functionality of generating multiple query options based on the specific equipment, skilled human resources and critical supplies with their location and contact details.

**CHAPTER – 6**

**CAPACITY BUILDING AND TRAINING MEASURES**

Capacity Building is a complex, long-term phenomenon requiring the development of human resources, the establishment of well-functioning organizations within a suitable work environment and a supportive socio-political environment for improving the performance of institutions and personnel.

All Stakeholders and communities are critical components to a successful, long-term, sustainable Disaster Management Plan (DMP). Capacity Building develops and strengthens skills, competencies and abilities of both Government and non-government officials and communities to achieve their desired results during and after disasters, as well as preventing hazardous events from becoming disasters.

While undertaking disaster management planning assessments, the indigenous traditions, methods and materials being used for disaster management locally are considered and incorporated appropriately. Local residents are likely to be the first emergency responders to such incidents, particularly in remote areas and, therefore, critical to the successful outcome. Developing institutional capacity is very important. At the same time, by making the local community part of the process and solution would help in ensuring that disaster mitigation measures are more likely to be implemented and maintained over time. The capacity building plan should cater to the differential capacity building needs based on the functional responsibilities assigned to stakeholders.

The DDMA is implementing DRR, Capacity Building for Disaster Response of the 13th Finance Commission, NDMA Fund & State Fund to capacitate all the stake holders like officials, policy makers, engineers, architects, masons, doctors, nurses, teachers, police, fire personnel, drivers, NGOs and volunteers (NYK, NCC, NSS). Schools and colleges are also included in Capacity Building and training.

Beside sensitization programme on Do's & Don'ts in case of disasters, Search & Rescue Technique, Basic First Aid Training and conduct of Mock Drills are the priority of the DDMA. Sensitization of Persons with Disabilities, Gender: Role of Women in Disaster Management & Mitigation, Family Disaster Management Planning, School Disaster Management Planning, Locality/ Community Based Disaster Management Planning is some of the components in capacity Building along with preparation of DM Plans by all stakeholders

## **6.1. APPROACH TOWARDS CAPACITY BUILDING**

The approaches of the DDMA are proactive in prevention, mitigation and preparedness and follow a holistic and integrated approach in dealing with disasters.

- Holistic approach is about integrating all aspects of disaster management like preparedness, response, recovery etc with sustainable development.
- Integrated approach is about involving all stake holders, the Government, NGOs and the community with DM.
- CBDM/CBDP approach is about involving the community in every aspect of disaster management planning. Involving communities in disaster preparedness programs provides a venue for these communities to implement their own solutions thus inculcating ownership and an increased probability of sustainability.

## **6.2. CAPACITY BUILDING PLAN**

Capacity building programs is to be conducted at both the district and local level as per the work plan made by the SDMA.

**6.2.1. TRAINING & AWARENESS**

**Table No. 16: Training & Awareness**

<b>Task</b>	<b>Activity</b>	<b>Responsibility</b>
<b>Training &amp; Awareness</b>	<ul style="list-style-type: none"> <li>• Sensitization to Representatives &amp; law/ policy makers</li> <li>• Sensitization &amp; training to government officials of different departments</li> </ul>	<ul style="list-style-type: none"> <li>• Relief &amp; DM Department, SDMA,</li> <li>• DDMA</li> <li>• SDRF</li> </ul>
	<ul style="list-style-type: none"> <li>• Training to CD&amp;HGs personnel in various aspect of DM including Search and Rescue &amp; First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Relief &amp; DM Department, SDMA,</li> <li>• DDMA</li> <li>• CD&amp;HG</li> <li>• SDRF</li> </ul>
	<ul style="list-style-type: none"> <li>• Training to engineers, architects, structural engineers, builders and masons in various aspect of DM</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• PWD and all relevant departments</li> </ul>
	<ul style="list-style-type: none"> <li>• Training of doctors &amp; paramedics on Medical preparedness &amp; Mass Casualty Management</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• Health Department</li> <li>• SDRF</li> <li>• Relief &amp; DM</li> </ul>
	<ul style="list-style-type: none"> <li>• Training to educational institutions, teachers etc on College/School Safety, Search &amp; Rescue, First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• Education Department, CD&amp;HG</li> <li>• SDRF</li> <li>• Relief &amp; DM</li> </ul>
	<ul style="list-style-type: none"> <li>• Training to Police and Traffic personnel in various aspect of DM</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• Home Department</li> <li>• SDRF</li> <li>• Relief &amp; DM</li> </ul>
	<ul style="list-style-type: none"> <li>• Training to Fire &amp; Emergency personnel in various aspect of DM</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• Home Department</li> <li>• SDRF</li> <li>• Relief &amp; DM</li> </ul>
	<ul style="list-style-type: none"> <li>• Training to NCC, NSS, NYK&amp; volunteers in various aspect of DM</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• SDRF</li> <li>• Relief &amp; DM</li> </ul>
	<ul style="list-style-type: none"> <li>• Training to NGOs/CBOs in various aspect of disaster management</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• SDRF</li> <li>• Relief &amp; DM</li> </ul>

	<ul style="list-style-type: none"> <li>• Training to Media in various aspect of disaster management</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• DIPR</li> <li>• SDRF</li> <li>• Relief &amp; DM</li> </ul>
	<ul style="list-style-type: none"> <li>• Training to Teachers of Person With Disability (PWDs)</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA &amp; Social Welfare Department</li> </ul>
	<ul style="list-style-type: none"> <li>• Training on Gender &amp; Disaster to all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• SDRF</li> <li>• Relief &amp; DM</li> </ul>
<b>IEC</b>	<ul style="list-style-type: none"> <li>• Advertisement, hoarding, booklets, leaflets, banners, demonstration, street play, rally, exhibition, audio-visual and documentary etc.</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA &amp; all line departments</li> </ul>

**6.2.2. CAPACITY BASED DISASTER MANAGEMENT**

Taking into account the negative impact of the natural disasters in the district and as Community is the first responder to any disaster and the first to be affected. Defining community is the first step towards community preparedness and stressed that any strategy must focus on the community and its problems for effective implementation of the programme. Community is one of the most important stakeholders in DM. Therefore, effective participation of the community which includes all sections of a society is emphasized to capacitate the community and increase their preparedness level so that loss of life & property can be reduced. The concept of putting the communities at the forefront gives rise to the idea of CBDM. The community needs to be empowered for coping with disasters and as well as the need to mobilize their capabilities and capacities for effective DM. It is also known that the local communities have an active part to play in all phases of disasters because:

- A good state of preparedness by the community before a disaster strikes may reduce its impact.
- The Community can save more number of lives during the golden hours after a disaster strikes till the arrival of external help.
- The Community can effectively address the issues of water and sanitation, health, rehabilitation etc. in more organized way.

**Table No. 17: Capacity Based Disaster Management**

<b>Task</b>	<b>Activity</b>	<b>Responsibility</b>
	<ul style="list-style-type: none"> <li>• Identification of vulnerable community &amp; vulnerable groups keeping in mind the gender issues.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Information on risk &amp; vulnerability</li> </ul>	
	<ul style="list-style-type: none"> <li>• Encourage preparation of DM plan through PRA</li> </ul>	
	<ul style="list-style-type: none"> <li>• Advice and issue direction wherever necessary for community disaster prevention, mitigation and</li> </ul>	



Community Preparedness	preparedness through local resources and participatory approach	DDMA, SDOs
	<ul style="list-style-type: none"> <li>• Provide necessary resources and support for DRR at community level</li> </ul>	
	<ul style="list-style-type: none"> <li>• Review the preparedness at community level</li> </ul>	
	<ul style="list-style-type: none"> <li>• Promote community preparedness, education, awareness and training</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ensure fail safe mechanism for timely dissemination of forecasting and warning of impending disaster to the community</li> </ul>	
	<ul style="list-style-type: none"> <li>• Disseminate information to community to deal with any disaster situation</li> </ul>	

## CHAPTER – 7

### RESPONSE AND RELIEF MEASURES

Response measures are those which are taken instantly prior to, and following, a disaster aimed at limiting injuries, loss of life and damage to property and the environment and rescuing those who are affected or likely to be affected by disaster. Since response is conducted during periods of high stress in a highly time-constrained environment and with limited information and recourses (in majority of the cases), it is by far, the most complex of four functions of disaster management. Response includes not only those activities that directly address the immediate needs, such as search and rescue, first aid and shelters, but

also includes systems developed to coordinate and support such efforts. For effective response, all the stakeholders need to have a clear perception/vision about hazards, its consequences and actions that need to be taken in the event of it.

Response planning provides rapid and disciplined incident assessment to ensure a quickly scalable, adaptable and flexible response. It incorporates National and State response doctrine, which defines basic roles and responsibilities for incident response across all levels of government and the private sector. It also defines the roles and responsibilities for incident response across all levels of the government and private sectors.

A meeting will be held before taking up response activities. The meeting will look into the stock of the situation, availability and mobilization of resources for listing out the various tasks and to provide proper briefing to the responders. The Incident Action Plan will be drawn and put into action based on the situation assessment. The DC/RO will nominate Operation Section Commander (OSC) based on “incident type” and rest will follow as per IRS/IRT and other procedure guidelines issued by the State.

The District is in the process of adopting the Incident Response System (IRS) of the Govt. of India to respond to any disaster.

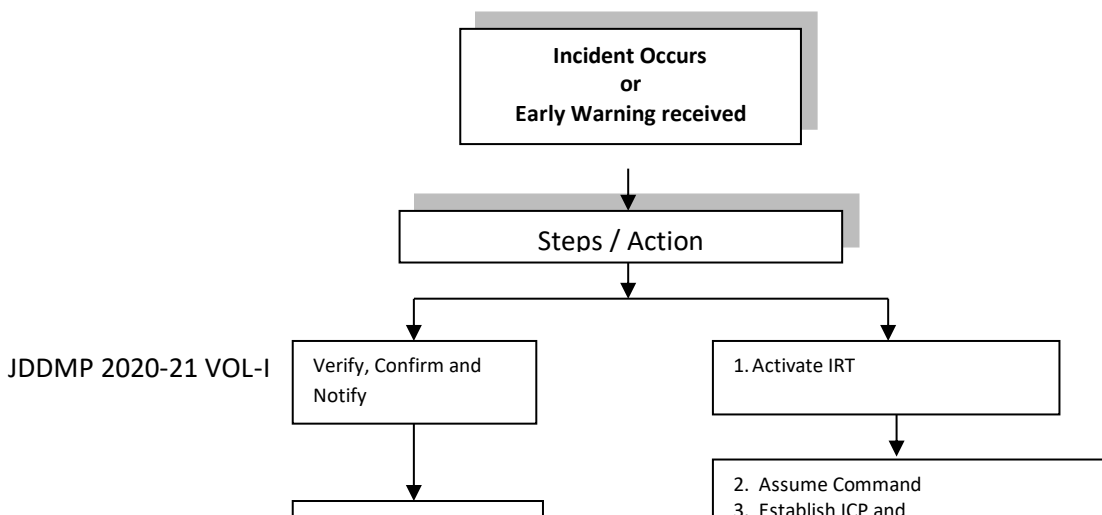
**7.1. PLAN ACTIVATION**

The disaster response structure will be activated, on the receipt of disaster warning or on the occurrence of the disaster, with approval from the competent authority .The occurrence of disaster may be reported by the concerned monitoring authority to the DDMA by the fastest means. DDMA will activate all departments for emergency response including District EOC, IRS/T and ESFs. Also, instruction will issue to check the following details:

Exact quantum of resources (in terms of manpower, equipment and essential items from key departments/stakeholders) that is required.

- The type of assistance to be provided
- The time limit within which assistance is needed
- Details of other Task/Response Forces through which coordination should take place

Incident Action Plan may consist of incident objectives, organization assignment and division assignment list, incident communication plan, traffic plan, safety plan and incident map etc.



**Fig No. 7: Steps and action for response****7.2. INCIDENT RESPONSE SYSTEM AND ITS ACTIVATION**

The DC being the head of the district and chairman of the DDMA is designated as the RO of the district. The DC may delegate some of the functions to the ADC for the day to day supervision and management of the incident. However, he will remain fully briefed by the DEOC and IC and be aware of all developments and progress of response activities at all times. He will also immediately convene a meeting of the DDMA, IC, OSC, PSC & LSC.

**7.3. ROLE & RESPONSIBILITIES OF DISTRICT MAGISTRATE AS RO**

- i. Ensure that IRTs are formed at District, Sub-Division and IRS is integrated in the District DM Plan as per Section 31 of the DM Act, 2005. This may be achieved by issuing a Standing Order by the RO to all SDO;
- ii. Ensure web based/on line Decision Support System is in place in EOC and connected with Sub-Division level IRTs for support;
- iii. Ensure that toll free emergency numbers existing for Police, Fire and Medical support etc. are linked to the EOC for response, command and control. For e.g., if there is any

- fire incident, the information should not only reach the fire station but also the EOC and the nearest hospital to gear up the emergency medical service;
- iv. Obtain funds from State Government as recommended by the 13th FC and ensure that a training calendar for IRTs of District is prepared and members of IRTs are trained through Disaster Management Institute (DMI) and other training institutions of the District;
  - v. Delegate authorities to the IC;
  - vi. Activate IRTs at District headquarter, Sub-Division, as and when required;
  - vii. Appoint/deploy, terminate and demobilize IC and IRT(s) as and when required;
  - viii. Decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other;
  - ix. Ensure that IAP is prepared by the IC and implemented;
  - x. Remain fully briefed on the IAP and its implementation;
  - xi. Co-ordinate all response activities;
  - xii. Give directions for the release and use of resources available with any department of the Government, Local Authority, private sector etc. in the District;
  - xiii. Ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required;
  - xiv. Ensure that when Armed Forces arrive in support for disaster response, their logistic requirements like camping grounds, potable water, electricity and requirement of vehicles etc. are sorted out;
  - xv. Appoint a Nodal Officer at the District level to organize Air Operations in coordination with the State and Central Government Nodal Officer. Also ensure that all ICs of IRTs of the District are aware of it;
  - xvi. Ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner;
  - xvii. Deploy the District Headquarter IRTs at the incident site, in case of need;
  - xviii. Ensure that effective communications are in place;
  - xix. Ensure that telephone directory of all ESF is prepared and available with EOC and members of IRTs;
  - xx. Ensure provision for accountability of personnel and a safe operating environment; in case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level RO;
  - xxi. Mobilize experts and consultants in the relevant fields to advise and assist as he may deem necessary;
  - xxii. Procure exclusive or preferential use of amenities from any authority or person;
  - xxiii. Conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
  - xxiv. Take other necessary action as the situation demands.

#### **7.4. INCIDENT RESPONSE TEAM (IRT)**

The IRT is a team comprising of all positions of IRS organization as shown in Fig. , headed by IC. The Operations Section (OS) helps to prepare different tactical operations as required. The Planning Section (PS) helps in obtaining different information and preparing plans as required. The Logistic Section assesses the availability and requirement of resources

and takes action for obtaining them. The District IRT is enclosed at Fig. and also at Appendix-

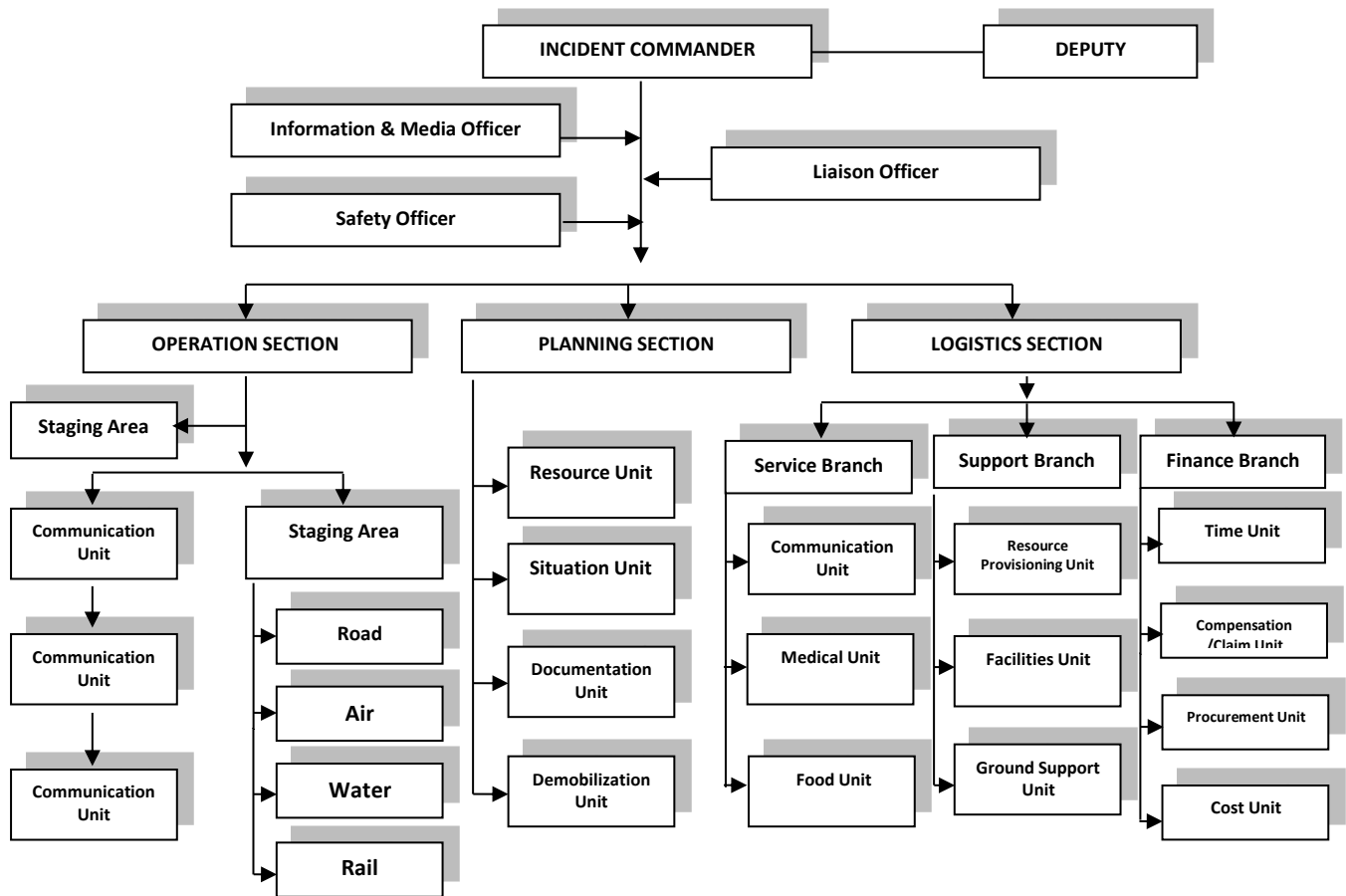


Fig No. 8: District Incident Response Team

**7.5. TRIGGERING MECHANISM FOR DEPLOYMENT OF IRT**

Some of the natural hazards have a well established early warning system. The District should have a functional 24x7 EOC. On receipt of information regarding the impending disaster, the EOC will inform the RO, who in turn will activate the required IRT and mobilize resources. The scale of their deployment will depend on the magnitude of the incident. At times the information about an incident may be received only on its occurrence without any warning. In such cases the local IRT (District, Sub-Division) as the case may be, will respond and inform the higher Authority and if required seek reinforcement and guidance. The measures decided to be taken for response will be jotted down by the Command Staff and later handed over to Planning Section. It will thus form the initial IAP.

- In case of early warning, the RO will trigger the IRT as required or necessary.
- In case there is no early warning, the lowest formation of IRT will respond and alert the higher formation.

The structure depicted above may be activated as and when required. For monitoring and support of the incident response, the RO will involve all required ESF and headquarter IRT to support the on-scene IC. In case when central teams (NDRF, Armed Forces) are deployed, the RO will ensure resolution of all conflicts. For this purpose he may attach a representative of such agencies in the EOC where all conflicts can easily be resolved at the highest level. The teams so deployed will have to work in OS in the form of Single Resource, Strike Teams or Task Forces under the supervision of OSC. The IC will also exercise close supervision for resolution of all conflicts, if required.

## **7.6. INCIDENT COMMANDER (IC)**

The IC is the overall in-charge for the management of onsite response to any incident. He is appointed by the RO. He may have a deputy with him depending upon the magnitude and nature of the incident. For his assistance and management of the incident there are two sets of staff: a) Command Staff and b) General Staff. The command staff comprises IC, Information & Media Officer (IMO), Safety Officer (SO), and the Liaison Officer (LO). The General Staff consists of the OS, PS and LS, each having a specific function in the overall response.

### **7.6.1. ROLE & RESPONSIBILITIES OF IC**

- i. Obtain information on
  - a. situation status like number of people and the area affected etc.;
  - b. availability and procurement of resources;
  - c. requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp, etc.; availability and requirements of Communication system;
  - d. future weather behaviour from IMD; and
  - e. any other information required for response from all available sources and analyze the situation.
- ii. Determine incident objectives and strategies based on the available information and resources;
- iii. Establish immediate priorities, including search & rescue and relief distribution strategies;
- iv. Assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with help of the local police;
- v. Brief higher authorities about the situation as per incident briefing form - 001 of IRS and request for additional resources, if required;
- vi. Brief higher authorities about the situation as per incident briefing form - 001 of IRS and request for additional resources, if required;
- vii. Establish appropriate IRS organization with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident;
- viii. Establish ICP at a suitable place. There will be one ICP even if the incident is multi-jurisdictional. Even a mobile van with complete communication equipment and appropriate personnel may be used as ICP. In case of total destruction of buildings, tents, or temporary shelters may be used. If appropriate or enough space is not

- available, other Sections can function from a different convenient location. But there should be proper and fail safe contact with the ICP in order to provide quick assistance;
- ix. Ensure that the IAP is prepared;
  - x. Ensure that team members are briefed on performance of various activities as per IAP;
  - xi. Approve and authorize the implementation of an IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members. It will be reviewed every 24 hours and circulated to all concerned;
  - xii. Ensure that planning meetings are held at regular intervals. The meetings will draw-out an implementation strategy and IAP for effective incident response. The decision to hold this meeting is solely the responsibility of the IC. Apart from other members, ensure that PSC attend all briefing and debriefing meetings;
  - xiii. Ensure that all Sections or Units are working as per IAP;
  - xiv. Ensure that adequate safety measures for responders and affected communities are in place;
  - xv. Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved;
  - xvi. Ensure that computerized and web based IT solutions are used for planning, resource mobilization and deployment of trained IRT members;
  - xvii. Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their procurement;
  - xviii. Approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and Units etc. and are properly utilized. On completion of assigned work, the resources will be returned immediately for utilization elsewhere or to the department concerned;
  - xix. If required, establish contact with ULBs, CBOs, NGOs etc. and seek their cooperation in achieving the objectives of IAP and enlist their support to act as local guides in assisting the external rescue and relief teams;
  - xx. Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command;
  - xxi. Authorize release of information to the media;
  - xxii. Ensure that the record of resources mobilized from outside is maintained so that prompt payment can be made for hired resources;
  - xxiii. Ensure that Incident Status Summary (ISS) is completed and forwarded to the RO (IRS form-002);
  - xxiv. Recommend demobilization of the IRT, when appropriate;
  - xxv. Review public complaints and recommend suitable grievance redressal measures to the RO;
  - xxvi. Ensure that the NGOs and other social organizations deployed in the affected sites are working properly and in an equitable manner;
  - xxvii. Ensure preparation of After Action Report (AAR) prior to the demobilization of the IRT on completion of the incident response.
  - xxviii. Perform any other duties that may be required for the management of the incident;
  - xxix. Ensure that the record of various activities performed (IRS Form-004) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (IRS Form-003);
  - xxx. Perform such other duties as assigned by RO.

**7.6.2. ROLES & RESPONSIBILITY OF INFORMATION AND MEDIA OFFICER (IMO)**

- i. Prepare and release information about the incident to the media agencies and others with the approval of IC;
- ii. Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the PS on its activation for incorporation in the IAP;
- iii. Ask for additional personnel support depending on the scale of incident and workload;
- iv. Monitor and review various media reports regarding the incident that may be useful for incident planning;
- v. Organize IAP meetings as directed by the IC or when required;
- vi. Coordinate with IMD to collect weather information and disseminate it to all concerned;
- vii. maintain record of various activities performed as per IRS Form-004; and
- viii. Perform such other duties as assigned by IC.

**7.6.3. ROLES AND RESPONSIBILITIES OF LIAISON OFFICER (LO).**

The LO is the focal point of contact for various line departments, representatives of NGOs and ULBs etc. participating in the response. The LO is the point of contact to assist the first responders, cooperating agencies and line departments. LO may be designated depending on the number of agencies involved and the spread of affected area. **The LO will:**

- i. Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations;
- ii. Carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government;
- iii. Monitor Operations to identify current or potential inter-agency problems;
- iv. Participate in planning meetings and provide information on response by participating agencies;
- v. Ask for personnel support if required;
- vi. Keep the IC informed about arrivals of all the Government and Non Government agencies and their resources;
- vii. Help in organizing briefing sessions of all Governmental and Non Governmental agencies with the IC;
- viii. Maintain record of various activities performed as per IRS Form-004; and
- ix. Perform such other duties as assigned by IC.

**7.6.4. ROLES AND RESPONSIBILITIES OF SAFETY OFFICER (SO)**

The SO's function is to develop and recommend measures for ensuring safety of personnel, and to assess and/or anticipate hazardous and unsafe situations. The SO is authorized to stop or prevent unsafe acts. SO may also give general advice on safety of affected communities.

The SO will:



- i. Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations and review it regularly;
- ii. Ask for assistants and assign responsibilities as required;
- iii. Participate in planning meetings for preparation of IAP;
- iv. Review the IAP for safety implications
- v. Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities;
- vi. Review and approve the Site Safety Plan, as and when required;
- vii. Maintain record of various activities performed as per IRS Form-004; and
- viii. Perform such other duties as assigned by IC.

### **7.7. OPERATION SECTION (OS)**

The OS deals with all types of field level tactical operations directly applicable to the management of an incident. This section is headed by an Operation Section Chief (OSC). In addition, a deputy may be appointed to assist the OSC for discharging his functions depending on the magnitude of the work load. OS is further sub-divided into Branches, Divisions and Groups which assist the OSC/IC in the execution of the field operations.

#### **7.7.1. OPERATION SECTION CHIEF (OSC)**

On activation of the OS, the OSC will assume command of all the field operations and will be fully responsible for directing all tactical actions to meet the incident objectives. The OSC will report to the IC. He will be responsible for activation, deployment and expansion of his/her Section as per IAP. As the operational activities increase and because of geographical reasons, the OSC will introduce or activate and expand the Branch into Divisions for proper span of control and effective supervision.

#### **7.7.2. ROLES & RESPONSIBILITY OF OSC**

- i. Coordinate with the activated Section Chiefs;
- ii. Manage all field operations for the accomplishment of the incident objectives;
- iii. Ensure the overall safety of personnel involved in the OS and the affected communities;
- iv. Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc,) in his/her Section in consultation with IC and in accordance with the IAP;
- v. Assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list for the day;
- vi. request IC for providing a Deputy OSC for assistance, if required;
- vii. Brief the personnel in OS at the beginning of each operational period;
- viii. Ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his/her Section;
- ix. Prepare Section Operational Plan in accordance with the IAP; if required
- x. Suggest expedient changes in the IAP to the IC;
- xi. Consult the IC from time-to-time and keep him fully briefed;
- xii. Determine the need for additional resources and place demands accordingly and ensure their arrival;

- xiii. Ensure record of various activities performed (IRS Form-004) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003; and
- xiv. Perform such other duties as assigned by RO/IC.

## **7.8. RESPONSE BRANCH**

### **7.8.1 ROLES AND RESPONSIBILITIES OF RESPONSE BRANCH DIRECTOR (RBD)**

Response Branch is the main responder in the field dealing with the situation and performing various functions. Depending on the scale of disaster, the RBD may have to expand the number of Groups which in turn may require creation of Division. This structure is meant for close supervision by the OSC in the management of a large incident. The ideal span for supervision is 1:5. i.e. one Branch Director can supervise up to five Divisions, one Division Supervisor can supervise up to five Groups and one Group-in-charge can supervise five teams. More Branches, Divisions, Groups may be formed as required. The RBD will:

- i. Work under the supervision of the OSC and is responsible for the implementation of IAP as per the assigned role;
- ii. Attend planning meetings as required by the OSC;
- iii. Review Assignment Lists IRS Form-005 for Divisions or Groups under his Branch;
- iv. Assign specific tasks to Division and Groups-in-Charge;
- v. Supervise Branch functions;
- vi. Resolve conflicts reported by subordinates;
- vii. Report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.
- viii. Provide Single Resource, Strike Team and Task Force support to various operational areas;
- ix. Ensure that all team leaders maintain record of various activities performed as per IRS Form-004 relating to their field Operations and send to OSC; and
- x. Perform any other duties assigned by the OSC;

### **7.8.2. ROLES AND RESPONSIBILITIES OF DIVISION SUPERVISOR AND GROUPS-IN-CHARGE**

As the operational activity increase because of the largeness and magnitude of the disaster, the OSC who is responsible for directing all tactical actions to meet the incident objectives will have to deploy more and more functional teams. There may be such locations which are distant, isolated and difficult to reach. There may also be a situation when simultaneously different types of incidents occur requiring different specialized handling. For example, while a lot of building may have collapsed in case of earthquake, gas leaks may also have occurred resulting in fire at a number of places.

The OSC may create a Division for close and proper supervision, when the span of control becomes larger or when some locations are very distant and difficult to reach.

Except for the hierarchical difference, the roles and responsibilities of the Division Supervisors and the Groups-in-charge are the same. Divisions are activated when there are supervisory requirements in an isolated and distant geographical area or for the purpose of a proper span of control when the number of functional Groups increases or for various specialized response. While Groups-in-charge are assigned to accomplish specific functions within the Branch, Divisions are created for effective supervision over a large number of Groups. The Division Supervisors and Group-in-charge will:

- i. Implement Division or Group assignment list;
- ii. Assign resources within the Division or Group under them;
- iii. Report on the progress of Operations, and the status of resources within the Division or Group;
- iv. Circulate Organizational Assignment List (Divisional/Group) IRS Form-005 to the leaders of the Group, Strike Team and Task Force;
- v. Review assignments and incident activities with subordinates and assign tasks as per the situation;
- vi. Coordinate activities with adjacent Divisions or Groups, if required;
- vii. Submit situation and resource status to the RBD and the OSC;
- viii. Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC;
- ix. Resolve problems within the Division or Group;
- x. Participate in the development of IAP for next operational period, if required;
- xi. Ensure that record of various activities performed (IRS Form-004) are collected and sent to the RBD and OSC; and
- xii. Perform any other duties as assigned by the RBD/OSC.

## **7.9. SINGLE RESOURCE**

Single Resource includes both personnel and their required equipment to be deployed in a given incident, e.g. a fire tender with the required personnel, an ambulance with the required medical officer, paramedic and driver etc. In IRS, resources are categorized under; a) 'kind' and b) 'type'. 'Kind' refers to equipment, vehicles or personnel for example; truck, medical team, bulldozer, etc. 'Type' refers to its capacity for that kind of resource e.g. truck having 1 ton capacity or 2 tons capacity, medical team having 1 doctor and 3 paramedics etc.

### **7.9.1. ROLE AND RESPONSIBILITIES OF SINGLE RESOURCE LEADER**

- i. Take charge of necessary equipment and supplies;
- ii. Assess local weather and environmental conditions, law and order situation etc. in the assigned area and report to the in-charge;
- iii. Perform the assigned duty;
- iv. Keep contact with his supervisor; and
- v. Perform any other duties that may be assigned by his supervisor.

### **7.9.2. STRIKE TEAM OR TASK FORCE**

A Strike Team is a combination of same 'kind' and 'type' of Single Resource with a common communication facility and one leader. A Task Force is a combination of different 'kinds' and 'types' of Single Resources. They are assembled for a particular tactical need, with a common communication facility and one leader. A Strike Team may be needed when specific type of work, requiring specific expertise and resources are grouped under one leader.

A Task Force may be grouped with different 'kinds' and 'types' of Single Resource and dispatched under a leader, when a number of different tasks requiring different expertise need to be performed. For example, if a combination of Medical team, Rescue personnel, Fire personnel, Sanitation workers and workers for disposal of dead bodies and animal carcasses is required to be sent to a particular location, the team so constituted will be called a Task Force. The concept of proper span of control should be kept in mind while constituting the Task Force.

The Strike Team or Task Force Leader reports to the Division Supervisor or Group Supervisor and is responsible for performing the tactical assignments assigned to the Strike Team or Task Force. The leader of the Strike Team and Task Force reports on work progress and status of resources, maintains work records on assigned personnel and relays important information to their supervisor. In case the Branch, Division, or Group is not activated, the team leader will directly report to the OSC.

### **7.9.3. ROLES AND RESPONSIBILITIES OF STRIKE TEAM OR TASK FORCE LEADER**

- i. Review assignments with members of his team;
- ii. Report on work progress;
- iii. Coordinate activities with adjacent Single Resource, Strike Teams and Task Forces if assigned;
- iv. Establish and ensure communications;
- v. Perform any other duties assigned; and
- vi. Maintain record of various activities.

### **7.10. TRANSPORTATION BRANCH (TB)**

The TB in the OS supports the response effort by transporting different resources, relief materials, personnel to the affected site and also transportation of victims if necessary. Though there is a Ground Support Unit (GSU) in the LS which is responsible for providing all transportation and other related resources, the TB in the OS manages the actual deployment and utilization of the transport at ground zero according to the needs of the IRT and the IAP.

The TB may comprise four operational Groups such as Road, Rail, Water and Air. But in the district there is no Rail & water operation. Hence, only Road and Air operations will be included. These Groups may be activated as and when required. Air Operations is an important transportation activity during disasters which requires coordination at the

National, State and District level. For coordination of Air Operations, the RO of the District will identify and designate a NO.

#### **7.10.1. ROLES AND RESPONSIBILITIES OF TRANSPORTATION BRANCH DIRECTOR (TBD)**

All functional Groups (Road and Air) of the TB are managed by the TBD. Since the air transportation is to be coordinated at the State and District levels, the TBD also needs to function in close coordination with RO, IC and NO for Air Operations. He will collect the details of all related flights from the concerned NO and organize the ground support requirement. The TBD will also be responsible for the activation and expansion of various functional Groups as per the IAP. The TBD will:

- i. Activate and manage different Operations Groups like Road and Air;
- ii. Coordinate with the LS for required resources, and activate Groups of his Branch;
- iii. Coordinate with railways, road transport, waterways and airport authorities for support as required;
- iv. Ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 is circulated among the Group-in-charge(s) and other responders of his/her Branch;
- v. Provide ground support to the air operations and ensure appropriate security arrangements;
- vi. Provide Road transport support to the Rail and Water Operations Group as required;
- vii. Ensure safety of all personnel of his/her Branch involved in the Incident Response activities;
- viii. Ensure that all units moving in the area are familiarized with route with the help of road maps or local guides;
- ix. Report to the OSC and IC about progress of the TB;
- x. Prepare transportation plan as per the IAP, if required;
- xi. Determine the need for additional resources, their proper and full use and place demand accordingly in advance;
- xii. Resolve problems and conflicts, if any;
- xiii. Ensure the maintenance of the status of hired resources, their full utilisation and timely release;
- xiv. Ensure that the record of various activities performed (IRS Form-004) by different operational groups (Road and Air) are collected and sent to the Section concerned; and
- xv. Perform any other duties assigned by the IC or OSC;

#### **7.10.2. ROLES AND RESPONSIBILITIES OF COORDINATOR (ROAD OPERATIONS)**

The Coordinator (Road Operations) is primarily responsible for coordinating the Road transport needs. There may be more than one coordinator depending upon the number of vehicles deployed. The Coordinator (Road Operations) will:

- i. Survey the assigned incident area to analyse situation and identify other potential problems in the context of transportation;
- ii. Requisition an Assistant Coordinator (Road Operations) depending on the magnitude of the incident and requirement;

- iii. Coordinate with SAM for smooth transportation of resources;
- iv. Receive assignments, brief drivers regarding the routes, assign missions, supervise vehicle movement and attend to the vehicle maintenance and repair needs;
- v. Monitor activities of all assigned vehicles and keep senior officers informed;
- vi. Report incidents or accidents that occur in Road Operations to the TBD;
- vii. Maintain the records of supplies to different locations;
- viii. Keep track of vehicle movements. Provide GPS support, if available;
- ix. Request security support for transportation of relief materials if required and alert the police administration in the affected areas along the transportation route;
- x. Maintain coordination at loading and unloading points;
- xi. Ensure that communication facilities are established at loading stations, SAs and destination points;
- xii. Attend to and resolve the needs of the personnel working under him;
- xiii. Maintain record of various activities performed (IRS Form-004) and send to the Group-in-charge or TBD; and
- xiv. Perform any other duties assigned by the OSC or TBD.

### **7.10.3. AIR OPERATION**

For disaster response air operations may be needed for four tasks: (a) quick transportation of relief materials and resources to the affected area, (b) quick distribution of relief materials, food, medicine etc. (Air dropping) in inaccessible and affected areas, (c) search and rescue of victims trapped in inaccessible areas, and (d) evacuation of casualties.

The Indian Air Force will be tasked for Air support Operations. At times, Indian Airlines and other private Airlines may also be utilized for transportation purposes. Different types of Aircrafts may need to be utilized for different mission requirements e.g. transport Aircraft or helicopter etc. from any of the agencies discussed above.

Close coordination at the National Level is essential for the launch of any Air Operations. It needs a close liaison among the NDMA, NEC, Air Force, Ministry of Civil Aviation, State RO and the RO of the District where the Air Operations is to be performed. It is therefore very essential that a NO be identified and designated in advance at all these levels for coordination and activation of the Air Support. The stakeholders should be aware of the designated NO for Air Operations.

In the context of the IRS, a ground support element will have to be placed at all required landing and takeoff facilities in the affected areas. The ground support requirements including Aviation Turbine Fuel (ATF), security etc. for the Air Operations will be the responsibility of the TBD. On taking the decision to launch Air Operations, the TBD will activate the Air Operations Group under him. The Group will be headed by a supervisor and necessary organizational elements will have to be activated at all required landing and takeoff locations headed by an in-charge at airbases, helibases and helipads. The composition of the Air Operations will be: NO who will be designated by the RO who will work directly under the TBD for coordination of logistic support at Airbase, Helibase and Helipad.

#### **7.10.4. ROLES AND RESPONSIBILITIES OF NODAL OFFICER (NO)**

- i. coordinate with concerned authorities for air operations;
- ii. project the type of Air support required to the appropriate authorities based on the IAP and place the demand at least 24 hours in advance or as early as possible;
- iii. inform the IC and OSC about the Air movements and landing schedules in their respective areas;
- iv. ensure that relevant Maps of the incident locations are available with all agencies involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required;
- v. determine the suitability of Helipads or Helibases in coordination with the Air Force authorities and the State authorities;
- vi. maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities;
- vii. assist the IC and the LSC in the procurement of required ATF etc.;
- viii. report on Air Operations activities to the RO; and
- ix. perform any other duties assigned by the RO and IC.

#### **7.11. PLANNING SECTION**

The PS deals with all matters relating to the planning of the incident response. It is headed by the Planning Section Chief (PSC). This section helps the IC in determining the objectives and strategies for the response. It works out the requirements for resources, their allocation and subsequent utilization. It maintains up-to-date information about the ongoing response and prepares IAP. For the closing phase of the Operations, this Section also prepares the Incident Demobilization Plan (IDP).

##### **7.11.1. PLANNING SECTION CHIEF (PSC)**

The PSC is responsible for collection, evaluation, dissemination and use of information. It keeps track of the developing scenario and status of the resources. In case of need, the PS may also have Technical Specialist for addressing the technical planning matters in the management of an incident. A list of such specialists will be kept available in the PS. The PSC reports to the IC and will be responsible for the activation of Units and deployment of personnel in his Section as per requirement.

##### **7.11.2. ROLE AND RESPONSIBILITIES OF PSC**

- i. coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC;
- ii. ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- iii. ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilised;



- iv. coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organisation assignment list IRS Form-005, incident communication plan IRS Form-009, demobilisation plan IRS Form-010, traffic plan, safety plan, and incident map etc. The major steps for preparing IAP are as follows;
  - a. Initial information and assessment of the damage and threat;
  - b. Assessment of resources required;
  - c. Formation of incident objectives and conducting strategy meetings;
  - d. Operations briefing;
  - e. Implementation of IAP;
  - f. Review of the IAP; and
  - g. Formulation of incident objectives for the next operational period, if required;
- v. ensure that Incident Status Summary (IRS Form-002) is filled and incorporated in the IAP;
- vi. ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 is circulated among the Unit leaders and other responders of his Section;
- vii. plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the IC and OSC;
- viii. determine the need for any specialized resources for the incident management;
- ix. utilise IT solutions for pro-active planning, GIS for decision support and modeling capabilities for assessing and estimating casualties and for comprehensive response management plan;
- x. provide periodic projections on incident potential;
- xi. report to the IC of any significant changes that take place in the incident status;
- xii. compile and display incident status summary at the ICP;
- xiii. oversee preparation and implementation of Incident Demobilisation Plan (IRS Form-010);
- xiv. assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day;
- xv. ensure that record of various activities performed (IRS Form-004) by members of Units are collected and maintained in the Unit Log (IRS Form-003); and
- xvi. perform any other duties assigned by IC.

### **7.11.3. ROLES AND RESPONSIBILITIES OF RESOURCE UNIT LEADER (RUL)**

- i. maintain and display the status of all assigned resources (Primary and Support) at the incident site by overseeing the check-in of all resources, and maintaining a resource status-keeping system. Primary resources are meant for responders and support resources are meant for affected communities;
- ii. compile a complete inventory of all resources available. He will also access information about availability of all required resources at other locations and prepare a plan for their mobilisation, if required. IDRN facilities will also be used for this purpose;
- iii. ensure and establish Check-in function at various incident locations;



- iv. update the PSC and IC about the status of resources received and despatched from time to time;
- v. coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilisation of allotted resources;
- vi. ensure quick and proper utilisation of perishable resources;
- vii. maintain record of various activities performed as per IRS Form-004 and send to Section concerned; and
- viii. perform any other duties assigned by PSC.

#### **7.11.4. ROLES AND RESPONSIBILITIES OF CHECK-IN/STATUS RECORDER**

- i. report to the RUL;
- ii. Ensure that all resources assigned to an incident are accounted for at each check-in point;
- iii. obtain required work materials, including Check-in Lists, Resource Status display boards showing different locations for deployment of resources, collection of resources with time of arrival and type of resources etc. The status of resources would be displayed through T card board or through a computerized programme on the computers;
- iv. establish communications with the EOC and Ground Support Unit (GSU) of LS;
- v. ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s);
- vi. enter or record information on Incident Check-in and deployment list as per the IRS Form-006;
- vii. transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed;
- viii. forward completed Check-in Lists to the Resource Unit;
- ix. maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and
- x. perform any other duties as assigned by PSC.

#### **7.11.5. ROLES AND RESPONSIBILITIES OF SITUATION UNIT LEADER (SUL)**

- i. collect, process and organise all incident information as soon as possible for analysis. For such purposes, he can take the help of members of the Single Resource, Task Forces, Strike Teams, field level Government officers and members of Local Institutions, CBOs, NGOs etc;
- ii. prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed;
- iii. prepare situation and resource status reports and disseminate as required;
- iv. provide authorised maps, photographic services to responders, if required;
- v. attend IAP Meeting with required information, data, documents and Survey of India maps etc;
- vi. maintain record of various activities performed as per IRS Form-004 and send to Section concerned; and perform such other duties assigned by SUL or PSC.

#### **7.11.6. ROLES AND RESPONSIBILITIES OF DISPLAY PROCESSOR (DP)**

The DP is responsible for the display of incident status information obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, and through other sources. The DP will:

- i. display incident status obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, aerial photographs and other data received from technical sources;
- ii. report to the SUL;
- iii. ensure timely completion of display chart;
- iv. obtain necessary equipment and stationery;
- v. assist in analyzing and evaluating field reports;
- vi. maintain record of various activities performed as per IRS Form-004 and send to the SUL; and
- vii. perform such other duties as assigned by SUL or PSC.

#### **7.11.7. ROLES AND RESPONSIBILITIES OF FIELD OBSERVER (FO)**

The FO is responsible for collecting situation information from personal observations of the incident and provides this information to the SUL. He may be a local private individual or a member of any of the operational Units/Groups. The PSC will specially designate the individuals for such purpose. **The FO will:**

- i. report to SUL immediately on any situation observed which may cause danger and safety hazard to responders and affected communities. This should also include local weather conditions;
- ii. gather intelligence that may facilitate better planning and effective response;
- iii. maintain record of various activities performed as per IRS Form-004 and send to the SUL; and
- iv. perform such other duties as assigned by SUL or PSC.

#### **7.11.8. ROLES AND RESPONSIBILITIES OF DOCUMENTATION UNIT LEADER (DUL)**

- i. ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units;
- ii. compile all information and reports related to the incident;
- iii. review and scrutinize the records and various IRS forms for accuracy and completeness;
- iv. inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified;
- v. store files properly for post-incident analysis;
- vi. maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and
- vii. perform any other duties as assigned by the PSC.

#### **7.11.9. ROLES AND RESPONSIBILITIES OF DEMOBILIZATION UNIT LEADER (DEMOB. UL)**

In the management of a large incident, demobilisation can be quite a complex activity and requires proper and separate planning. When the disaster response is nearing

completion, the resources mobilised for response need to be returned. This should be done in a planned and phased manner. Demobilisation requires organising transportation of both equipment and personnel to a large number of different places both near and far away. The Demob. Unit will prepare the demobilisation plan in consultation with RO, IC and PSC. The plan should include the details of the responders to be demobilised, the date, mode of transport, location from where they will be demobilised, the destination where they have to finally reach etc. There will be a similar plan for out of service equipment and sick personnel also. The Demob. UL will:

- i. prepare Incident Demobilisation Plan (IDP) as per IRS Form-010;
- ii. identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilisation of surplus resources;
- iii. develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS; plan for logistics and transportation support for Incident Demobilisation in consultation with LS; disseminate IDP at an appropriate time to various stakeholders involved;
- iv. ensure that all Sections, Units, Teams and Resources understand their specific Incident Demobilisation responsibilities and avail Demobilisation facilities;
- v. arrange for proper supervision and execution of the IDP;
- vi. brief the PSC on the progress of Demobilisation;
- vii. request the PSC for additional human resources, if required;
- viii. maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and perform any other duties assigned by the PSC.

#### **7.11.10. TECHNICAL SPECIALISTS (TS)**

In consultation with the RO and IC, the PSC may mobilise Technical Resources and Specialists for specialized response, if required. They may be deployed for technical planning or specialized technical response and will function under the concerned section chief. The TSs will provide technical support to the response management. A data base of TS will be prepared in advance at the District, level and incorporated in their DM Plan.

#### **7.12. LOGISTICS SECTION (LS)**

LS provide all logistic support for effective response management. The Units under different Branches of the LS are responsible not only for the supply of various 'kinds' and 'types' of resources, but also for the setting up of different facilities like the Incident Base, Camp, ICP and Relief Camp etc. This would entail the involvement of several line departments of Government and other agencies. It would require a proper and smooth coordination at the highest level of the administration. The LS will work closely with the RO, EOC and the IC. The DM plan will have comprehensive details like where the required resources can be procured from and manpower mobilized, etc. IDRN may also be useful for the mobilisation of equipment and manpower.

##### **7.12.1. LOGISTICS SECTION CHIEF (LSC)**

The LS comprises Service, Support and Finance Branches. The Section is headed by a chief known as the LSC. The activation of various Branches of the LS is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component of the LS to specially facilitate speedy procurement, and proper accounting following financial procedures and rules.

#### **7.12.2. ROLES AND RESPONSIBILITIES OF LSC**

- i. coordinate with the activated Section Chiefs;
- ii. provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.;
- iii. participate in the development and implementation of the IAP;
- iv. keep RO and IC informed on related financial issues;
- v. ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Branch Directors and other responders of his Section;
- vi. request for sanction of imprest Fund, if required;
- vii. supervise the activated Units of his Section;
- viii. ensure the safety of the personnel of his Section;
- ix. assign work locations and preliminary work tasks to Section personnel;
- x. ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
- xi. brief Branch Directors and Unit Leaders;
- xii. anticipate over all logistic requirements for relief Operations and prepare accordingly;
- xiii. constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;
- xiv. assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC;
- xv. provide logistic support for the IDP as approved by the RO and IC;
- xvi. ensure release of resources in conformity with the IDP;
- xvii. ensure that the hiring of the requisitioned resources is properly documented and paid by the FB;
- xviii. assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List (IRS Form-007) for the day;
- xix. ensure that cost analysis of the total response activities is prepared;
- xx. ensure that record of various activities performed (IRS Form-004) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003; and
- xxi. Perform any other duties as assigned by RO or IC.

#### **7.12.4. ROLES AND RESPONSIBILITIES OF SERVICE BRANCH DIRECTOR (SBD)**

- i. work under the supervision of LSC, and manage all required service support for the incident management;
- ii. manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit;
- iii. discuss with activated Unit leaders for the materials and resources required and procure the same through LS;
- iv. ensure proper despatch of personnel, teams, resources etc as per the IAP;

- v. prepare an assignment list, if required;
- vi. keep the LSC informed about the progress of Service Branch, from time-to-time;
- vii. resolve Service Branch problems, if any;
- viii. maintain record of various activities performed as per IRS Form-004 and send to sections concerned; and
- ix. Perform any other duties assigned by the IC and LSC.

#### **7.12.4. ROLES AND RESPONSIBILITIES OF COMMUNICATION UNIT LEADER (COM. UL)**

- i. work under the direction of the SBD;
- ii. provide communications facility as and when required;
- iii. ensure that all communications equipment available are in working condition and that the network is functional;
- iv. supervise Communication Unit activities;
- v. maintain the records of all communications equipment deployed in the field;
- vi. recover equipment provided by Communication Unit after the incident is over. Ensure that it is properly linked with the IDP;
- vii. ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records;
- viii. prepare an alternative communication plan for execution in case of possible failure of the normal communications network. The alternative communications network may have wireless, satellite phones, cell phones, HAM radios etc;
- ix. prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) with the local communications set up for the management of large scale disasters when they come to assist in the response effort;
- x. ask for and ensure adequate staffing support;
- xi. ensure that the communications plan is supporting the IAP;
- xii. demobilise Communications Centre in accordance with the IDP;
- xiii. maintain record of various activities performed as per IRS Form-004 and send to SBD; and
- xiv. Perform any other duties assigned by the SBD or LSC.

#### **7.12.5. ROLES AND RESPONSIBILITIES OF MEDICAL UNIT LEADER (MUL)**

- i. work under the direction of the SBD;
- ii. prepare the Medical Plan and procurement of required resources as per IAP, provide medical aid and ambulance for transportation of victims and maintain the records of the same, as given in IRS Form 008, obtain a road map of the area from the PS for the ambulance services, transportation of medical personnel and victims;
- iii. respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC;
- iv. maintain the list of medical personnel who could be mobilised in times of need;
- v. requisition more human resources as and when required to meet the incident objectives;
- vi. prepare and circulate list of referral service centres to all the medical team leaders;
- vii. maintain record of various activities performed as per IRS Form-004 and send to SBD; and perform any other duties assigned by the SBD and LSC.

**7.12.6. ROLES AND RESPONSIBILITIES OF FOOD UNIT LEADER (FUL)**

- i. work under the direction of the SBD;
- ii. supply resources to various activated Sections, Branches, Units and Groups of IRT as per direction of the SBD;
- iii. supply food to: a) Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc., and b) Victims at the temporary shelters, relief camps etc.;
- iv. request for assistants if the task becomes very large. The FUL may request the LSC to split the unit into two groups—one to supply food for personnel and another for victims. Requisition transport for supply of food to incident base, relief camp and other facilities;
- v. determine food and drinking water requirements and their transportation, and brief the SBD and LSC;
- vi. maintain an inventory of receipt and despatch of resources;
- vii. supervise the Unit activities; maintain record of various activities performed as per IRS Form-004 and send to SBD; and
- viii. perform any other duties assigned by the SBD and LSC.

**7.12.7. ROLES AND RESPONSIBILITIES OF SUPPORT BRANCH DIRECTOR (SUP. BD)**

- i. work under the supervision of LSC, and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit;
- ii. procure and despatch required tactical materials and resources for Operations with the concurrence of the Section Chief;
- iii. participate in the planning meeting of the LS;
- iv. ensure that organisation assignment list concerning the Branch is circulated to all Units under him;
- v. coordinate various activities of the Support Branch;
- vi. keep the LSC informed about the progress of work;
- vii. resolve problems within his unit, if any;
- viii. maintain record of various activities performed as per IRS Form-004 and send to Section concerned; and
- ix. perform any other duties assigned by the LSC.

**7.12.8. ROLES AND RESPONSIBILITIES OF RESOURCE PROVISIONING UNIT LEADER (RPUL)**

- i. work under the supervision of Sup.BD;
- ii. organise movement of personnel, equipment and supplies,
- iii. receive and store safely all supplies required for the incident response,
- iv. maintain the inventory of supplies and equipment;
- v. maintain the records of receipt and despatch of supplies including equipment and personnel;
- vi. organise repair and servicing of non-expendable supplies and equipment;
- vii. participate in the planning meeting of LS;
- viii. monitor the 'Kind', 'Type' and quantity of supplies available and despatched;
- ix. receive and respond to requests for personnel, supplies and equipment from the activated Sections, Branches, Divisions, Units and Groups of the IRS organisation under intimation to Sup. B.D.;

- x. requisition additional human resource assistance, if needed. These assistants may be deployed for different functional activities such as Resource Ordering, Resource Receiving and Tool & Equipment maintenance;
- xi. maintain record of various activities performed as per IRS Form-004 and send to Sup.BD; and
- xii. Perform any other duty as assigned by LSC or Sup.BD.

#### **7.12.9. ROLES AND RESPONSIBILITIES OF RESOURCE ORDERING-IN-CHARGE**

- i. report to the RPUL;
- ii. prepare a list of resources to be procured and obtain its approval;
- iii. place resource orders in a timely manner as per procedure laid down;
- iv. maintain record of various activities performed as per IRS Form-004 and send to RPUL; and
- v. perform any other duties assigned by the RPUL.

#### **7.12.10. ROLES AND RESPONSIBILITIES OF RESOURCE RECEIVING AND DISTRIBUTION-IN-CHARGE**

- i. report to the RPUL;
- ii. receive and distribute all resources and services which have been ordered;
- iii. identify and ensure time and locations for delivery of supplies and equipment;
- iv. prepare separate lists for the resources received from line departments of Government and from other sources;
- v. organise physical layout of supply area;
- vi. set up a filing system for receiving and distributing supplies and equipment and keep RPUL informed;
- vii. ensure security requirements;
- viii. keep the Resource Ordering-in-Charge informed about the positions of supplies and equipment received;
- ix. maintain record of various activities performed as per IRS Form-004 and send to RPUL; and
- x. perform any other duties assigned by the RPUL.

#### **7.12.11. ROLES AND RESPONSIBILITIES OF THE TOOL AND EQUIPMENT SPECIALIST**

- i. report to RPUL;
- ii. supervise the service and repair all tools and equipment and keep the RPUL informed of their status;
- iii. maintain record of activities performed as per IRS Form-004 and send to RPUL; and perform any other duties assigned by the RPUL.

#### **7.12.12. ROLES AND RESPONSIBILITIES OF FACILITIES UNIT LEADER (FAC. UL)**

- i. prepare the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders;
- ii. report to the Sup.BD;
- iii. locate the different facilities as per the IAP;



- iv. participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC;
- v. ask for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc;
- vi. maintain record of various activities performed as per IRS Form-004 and send to Sup. BD; and
- vii. perform such other duties as assigned by the Sup. BD.

#### **7.12.13. OTHER IN-CHARGES UNDER THE FAC. UL**

Depending on the enormity and magnitude of the arrangements required, the Fac. UL may need to deploy other in-charge under him for maintenance of various facilities and their security. The various other in-charges and their roles and responsibilities are as follows:

#### **7.12.14. ROLES AND RESPONSIBILITIES OF FACILITY MAINTENANCE-IN-CHARGE**

- i. ensure that proper sleeping and resting facilities are organised;
- ii. organise and provide toilet, bath and sanitation;
- iii. maintain lighting arrangements;
- iv. maintain general cleanliness in Incident Base, Camp(s), Relief Camp(s), ICP etc.;
- v. maintain record of various activities performed as per IRS Form-004 and send to Fac. UL; and
- vi. perform any other duties directed by the Fac. UL.

#### **7.12.15. ROLES AND RESPONSIBILITIES OF SECURITY-IN-CHARGE**

- i. provide security to the deployed resources including responders, relief materials at the required places and relief camps;
- ii. establish contact with local law enforcement agencies, as required;
- iii. request personnel support to accomplish work assignments, if required;
- iv. coordinate security plan for incident facilities;
- v. maintain record of various activities performed as per IRS Form-004 and send to Fac. UL; and perform any other duties assigned by the Fac. UL.

#### **7.12.16. ROLES AND RESPONSIBILITIES OF GROUND SUPPORT UNIT LEADER (GSUL)**

- i. work under the supervision of the Sup. BD;
- ii. provide transportation services for field operations to TBD;
- iii. in case Air Operations are activated, organise and provide required ground support through TBD;
- iv. provide maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC; develop and implement the Incident Traffic Plan;
- v. inform Resource Unit about the availability and serviceability of all vehicles and equipment;
- vi. arrange for and activate fuelling requirements for all transport including Aircrafts in consultation with the Sup. BD;
- vii. maintain inventory of assigned, available and off road or out of service resources;



- viii. ensure safety measures within his jurisdiction;
- ix. maintain record of various activities performed as per IRS Form-004 and send to the Sup. BD; and perform any other duties as assigned by the Sup. BD.

#### **7.12.17. ROLES AND RESPONSIBILITIES OF FINANCE BRANCH DIRECTOR (FBD)**

The FB is responsible for managing all financial aspects of response management. The FB has been kept under the LS for quick and effective procurement. Due diligence is very important in all financial transactions and proper procedure needs to be followed. Special precautions will be taken in selecting knowledgeable and experienced personnel conversant with the financial rules for functioning in this Branch. The FBD will:

- i. work under the LSC;
- ii. attend planning meetings;
- iii. prepare a list of resources to be mobilised, procured or hired in accordance with the IAP. Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay;
- iv. ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment;
- v. examine and scrutinize cost involved in the entire response activity including the demobilisation, analysis the cost effectiveness and keep the LSC informed;
- vi. ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;
- vii. brief the LSC or IC on all incident related financial issues needing attention or follow-up;
- viii. maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and perform any other duties as assigned by the LSC or IC.

#### **7.12.18. ROLES AND RESPONSIBILITIES OF TIME UNIT LEADER (TUL)**

- ii. maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms;
- iii. examine logs of all hired equipment and personnel with regard to their optimal utilisation;
- iv. ensure that all records are correct and complete prior to demobilisation of hired resources;
- v. brief the FBD on current problems with recommendations on outstanding issues, and any follow-up required;
- vi. ask for additional support of human resources for assistance, if required;
- vii. maintain record of the activities performed as per IRS Form-004 and send to FBD; and
- viii. perform any other duties as assigned by the FBD.

#### **7.12.19. ROLES AND RESPONSIBILITIES OF PROCUREMENT UNIT LEADER (PUL)**

- i. attend to all financial matters pertaining to vendors and contracts;
- ii. review procurement needs in consultation with the FBD;
- iii. prepare a list of vendors from whom procurement can be done and follow proper procedures;

- iv. ensure all procurements ordered are delivered on time;
- v. complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, LSC and IC;
- vi. brief FBD on current problems with recommendations on outstanding issues and follow-up requirements;
- vii. maintain record of activities performed as per IRS Form-004 and send to FBD; and
- viii. perform any other duties as assigned by the FBD.

#### **7.12.20. ROLES AND RESPONSIBILITIES OF COMPENSATION/CLAIMS UNIT LEADER (COM./CUL)**

Section 65 and 66 of DM Act 2005, provides for payment of compensation. Payments are also to be made for requisitioned premises, hired services, resources and vehicles for the purpose of disaster response and rescue operations etc. The Government may also decide to make ex-gratia payments depending upon the magnitude and the quantum of damage. There are some benchmarks for quantifying the level of loss in different scenarios like flood, drought, etc. While some states may have their own norms for such purposes while GoI has also laid down the SDRF Norms which should be followed. If the incident is such that there may be a requirement of making payments concerning compensations and claims, the IC in consultation with the RO will activate a Compensation/Claims Unit and appoint a leader to collect and compile figures of loss of life and property etc. as provided by the relevant Government norms and directions. The leader in such cases should be advised to get photographs taken of the damages that may have occurred and even get the photographs of the dead victims and animals. He will also compile details of premises requisitioned, services and resources hired for which payments have to be made. These details should be sent to RO through IC for further necessary orders and payments. The Com./CUL will:

- i. collect all cost data and provide cost estimates;
- ii. prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition;
- iii. follow appropriate procedures for preparation of claims and compensation;
- iv. requisition additional human resources, if required;
- v. maintain record of various activities performed as per IRS Form-004 and send to FBD; and
- vi. perform any other duties as assigned by the FBD.

#### **7.12.21. Roles and responsibilities of Cost Unit Leader (CUL)**

The CUL is responsible for collecting all cost data, and providing cost estimates. At the end of the response the CUL provides cost effectiveness analysis.

- i. develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;
- ii. make cost-saving recommendations to the FBD;
- iii. complete all records relating to financial matters prior to demobilisation;
- iv. maintain record of various activities performed as per IRS Form-004 and send to FBD; and

- v. perform any other duties as assigned by the FBD.

### **7.13. AREA COMMAND (AC)**

Area Command is activated when span of control becomes very large either because of geographical reasons or because of large number of incidents occurring at different places at the same time. Area Command may also be activated when a number of administrative jurisdictions are affected. It provides closer supervision, support to the IRTs and resolution of conflicts locally. When a number of Districts get affected, involving more than one Revenue Division, the concept of Area Command may be introduced Revenue Division wise by the State RO. In such cases the District Magistrate (RO) of the District will function as the IC. Similarly the District RO may introduce it Sub-Division wise when a large number of Blocks in different Sub-Divisions get affected. The RO will ensure adequate supporting staff for the AC. The roles and responsibilities of AC are as follows. The AC will:

- i. ensure that incident management objectives are met and do not conflict with each other;
- ii. allocate critical resources according to identified priorities;
- iii. ensure proper coordination in the management of incidents;
- iv. ensure resolution of all conflicts in his jurisdiction;
- v. ensure effective communications;
- vi. identify critical resource needs and liaise with the EOC for their supply;
- vii. provide for accountability of personnel and ensure a safe operating environment; and
- viii. perform any other tasks as assigned by the RO.

### **7.14. UNIFIED COMMAND (UC)**

In an incident involving multiple agencies, there is a critical need for integrating resources (men, materials and machines) into a single operational organization that is managed and supported by one command structure. This is best established through an integrated, multidisciplinary organisation. In the IRS this critical need is addressed by the UC.

UC is a framework headed by the Governor/CM and assisted by the CS that allows all agencies with jurisdictional responsibilities for an incident, either geographical or functional, to participate in the management of the incident. This participation is demonstrated by developing and implementing a common set of incident objectives and strategies that all can subscribe to, without losing or abdicating specific agency authority, responsibilities and accountability. The organisations that constitute the UC have the mandate for specific task and functional responsibilities to address the incident requirements.

#### **UC incorporates the following components:**

- a. A set of objectives for the entire incident;
- b. A collective approach for developing strategies to achieve incident goals;
- c. Improved information flow and inter-agency coordination;
- d. Familiarity with responsibilities and constraints of other agencies;

- e. Respect for the authority or legal responsibilities of all agencies;
- f. Optimal synergy of all agencies for the smooth implementation of the IAP; and
- g. Elimination of duplication of efforts.

### **7.15. IRS FACILITIES**

Apart from the EOC, for effective response the following facilities may be required to be established depending on the needs of the incidents, the length and time the facilities are needed to be used, the cost to establish it and prevailing weather conditions etc.

#### **7.15.1. INCIDENT COMMAND POST**

The ICP is the location at which the primary command functions are performed. The IC will be located at the ICP. There will only be one ICP for each incident. This also applies to situations with multi-agencies or multi jurisdictional incidents operating under a single or Unified Command.

The ICP can be located with other incident facilities like Incident Base. For the initial location of the ICP, the nature of the incident, whether it is growing or moving and whether the ICP location will be suitable in size and safe for the expected duration of the incident should be taken into consideration. Larger and more complex incidents will require larger ICP.

The ICP may be located at Headquarters of various levels of administration of State (District, Sub-Division). In case of total destruction or reasons of non availability of any other space, the ICP may be located in a vehicle, trailer or tent. It should however have adequate lighting, effective communication system and other such facilities so that one can function effectively. In such a situation the other components of IRT may function from a convenient location and the ICP should be in constant and regular touch with them.

#### **General guidelines for Establishing the ICP:**

- a. Position away from the general noise and confusion associated with the incident;
- b. Position outside the present and potential hazard zone;
- c. Position within view of the incident, when appropriate;
- d. Have the ability to expand as the incident grows;
- e. Have the ability to provide security and to control access to the ICP as necessary;
- f. Should have distinctive banner or sign to identify location; and
- g. Activation of ICP and its location should be announced via radio or other communications so that all concerned personnel are notified.

#### **7.15.2. STAGING AREA**

The SA is an area where resources are collected and kept ready for deployment for field operations. These may include things like food, vehicles and other materials and equipment. The SA will be established at a suitable area near the affected site for immediate, effective and quick deployment of resources. More than one SA may be established if required. If resources are mobilised at other locations to be ultimately despatched to the

affected areas, these locations are also known as SAs. The overall in-charge of the SA is known as Staging Area Manager (SAM) and he needs to work in close liaison with both the LS and PS through the OSC. School and college playgrounds, community halls, shelters and Offices etc. may be used as SA. In case of total destruction of buildings in an incident, tents or temporary shelters may be used for such purposes.

For Air Operations, open space of Airport Authority of India (AAI) may be used for loading and unloading of relief materials. If area of AAI is not available, other suitable places near Helipads, Helibases etc. will have to be selected for such purpose. For parking of vehicles, playgrounds of the schools or any large plain areas may be used. Such parking area will preferably have separate entry and exit points. The SAM will arrange for separate entry and exit points to avoid and reduce traffic jam in an emergency.

### **7.15.3. ROLES AND RESPONSIBILITIES OF THE STAGING AREA MANAGER (SAM)**

- i. establish the SA with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc;
- ii. organise storage and despatch of resources received and despatch it as per IAP;
- iii. report all receipts and despatches to OSC and maintain their records;
- iv. manage all activities of the SA;
- v. utilise all perishable supplies expeditiously;
- vi. establish check-in function as appropriate;
- vii. request maintenance and repair of equipment at SA, as needed;
- viii. ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc;
- ix. maintain and provide resource status to PS and LS;
- x. demobilise SA in accordance with the Demobilisation Plan IRS Form-010;
- xi. maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and
- xii. perform any other duties as assigned by OSC.

### **7.15.4. INCIDENT BASE**

All primary services and support activities for the incident are usually located and performed at the Incident base. The LS will also be preferably located here. Normally base is the location where all uncommitted/out-of-service equipment and personnel to support operations are located. There will be only one Base established for each incident and normally it will not be relocated. It will be designated by incident name. In locations where major incidents are known to occur frequently, it is advisable to pre-designate possible base locations and plan their layouts in advance.

The management of the Incident Base comes under the LS. If an Incident base is established, a Base Manager will be designated. The Base Manager in a fully activated IRS organization will be in the Facility Unit of the LS.

### **7.15.5. CAMPS**

Camps are temporary locations within the general incident area which are equipped and staffed to provide rest, food, drinking water and sanitary services to the responders. These are separate facilities which may not be located at the Incident Base. Camps may be in place for several days and they may be moved depending upon incident needs while the Incident Base remains at the same location.

Very large incidents may have one or more Camps located in strategic areas. All IRS functional unit activities performed at the incident Base may also be performed at camps. Each camp will have a Camp Manager assigned. The Camp Managers are responsible for managing the camp and for providing coordination to all organizational Units operating within the camp. The Camp manager will report to the Facility Unit in the LS. If the FUL has not been activated he will report to the LSC. After the camp is established, additional personnel and support needs will normally be determined and ordered by the Camp manager. If Logistics Units are established at Camps they will be managed by assistants. Camps will be designated by a geographic name or by a number.

#### **7.15.6. RELIEF CAMPS**

All support services to the affected communities are usually provided in the Relief Camps (RCs). They will be established as per demands of the situation. The resources required for the establishment of RC will be provided by the LS and it will be maintained and managed by the Branch or Division of the OS deployed for the purpose. It may be established at the existing buildings like Schools, Community halls, Shelters, etc. or tents may also be used for such purposes. While establishing the RC, priority will be given for cleanliness of the RC. Each RC will have a Camp Manager assigned. After RC is established, additional personnel and support needs will normally be determined and requested for by the RC Manager. The RCs will be designated by a geographic name or by a number.

#### **7.15.7. HELIBASE/HELIPAD**

A Helibase is the main location for parking, fueling and carrying out the maintenance of the Helicopters. It may also be used for loading and unloading of relief materials. Helipads are temporary locations in the incident area where Helicopters can safely land and take off. The Helibase is often located at the Airport or at another location decided by the District administration in consultation and approval by the agency operating the Helicopter. When more than one Helibase is established it will be designated by name of the incident with number. Helipads are established and used for operational purpose only like loading unloading of personnel and equipment and other relief materials etc. The Helibase / Helipad-in-charge will report to the TBD.

#### **7.15.8. ROLES AND RESPONSIBILITIES OF HELIBASE/HELIPAD-IN-CHARGE**

- i. provide all ground support requirement of Helicopters at the location;
- ii. keep appropriate Maps in order to provide correct coordinates to the pilots;

- iii. survey the Helibase / Helipad area to analyse situation, potential Aircraft hazards and other likely problems;
- iv. ensure that the Helipad and Helibase is properly marked so that it is visible from the air for smooth landing of Aircrafts;
- v. coordinate with the ground supervisor for Helicopter Operations;
- vi. determine and implement ground and air safety requirements and procedures;
- vii. maintain continuous monitoring of the assigned Helibases and Helipads and remain vigilant for unusual happening or hazards that may affect the Air Operations and take precautionary measures;
- viii. ensure that all personnel deployed at the Helibases and Helipads are aware of the safety requirements;
- ix. establish ground communication facilities;
- x. notify supervisor immediately of any delays in Helicopter schedules;
- xi. ensure Aircraft rescue measures, firefighting services, lights, smoke candles, weighing facilities, wind direction socks, dust abatement measures and security etc. are in place and working properly at Helibases and Helipads;
- xii. ensure proper facilities for rest, refreshment, water and sanitation for the Air crew;
- xiii. inform the supervisor about the mission completion;
- xiv. maintain record of various activities performed as per IRS Form-004 and send to Group-in-charge; and
- xv. perform any other duties assigned by the Group-in-charge.

#### **7.16. ACTIVATION OF EOC**

District Control and other control rooms at the District Level will be activated with full strength. Once the situation is totally controlled and normalcy is restored, the DC shall declares end of Emergency Response and issues instructions to withdraw the staff deployed in emergency duties. The EOC is a nodal point for the overall coordination and control of relief work. In case of an L1 Disaster the DEOC will be activated, in case of an L2 disaster SEOC will be activated along with the DEOC.

#### **7.17. RELIEF**

In the aftermath of disasters, the affected people must be looked after for their safety, security and well being and provided food, water, shelter, clothing, medical care etc. so as to ensure that the affected people live with dignity. The District Administration shall be responsible for providing prompt and adequate relief assistance to the victims of disasters as per the minimum standards of relief laid down by the NDMA and SDMA.

#### **7.18. REPORTING- FIRST INFORMATION REPORT& DAILY SITUATION REPORT**

DEOC shall send First Information Report immediately to SEOC and all designated authorities/agencies. FIR shall invariably give an account of the severity of the disaster, damage & loss caused, locally available capacities, priority. The FIR shall briefly summarize,

- a. Severity of the disaster
- b. Actions being taken locally



- c. Local coping capacities (including locally available resources)
- d. Immediate priorities for external relief required and approximate quantities for the same
- e. Best logistical means for delivering relief
- f. Forecast of possible future developments including new risks.

The First Information Report on occurrence of natural calamity shall be sent to SEOC, NEOC and MHA, Government of India within maximum 24 hours of occurrence of calamity. Situation report will be transmitted on daily basis in a standardized format.

**7.19. Hazard Specific “Responsibility Matrix” for Emergency Response Function for sudden disasters where Early Warning is available:**

**Table No. 18:**

Time	Task	Department/Agency	Activity
1	2	3	4
D - 72 Hr	Warning Dissemination	DDMA, Information & Media Officer (IRS/T & I&PR), NIC, Media, NGO.	Warning, Dissemination & Preparedness activity. Activation of DEOC for 24/7 & alert IRS/T to be on standby.
D – 48 Hr	Identification of safe place & food stock	DDMA, Food Unit (IRS/T), NGOs.	Village authority - safety place / shelter. Dissemination of instructions to public regarding safe place, Control Room & Stock of basic needs.
D – 24 Hr	Checking connectivity & identification of alternate control rooms & volunteers with resources.	ADDMA, Road Group (IRS/T), Communication Unit (IRS/T), Logistic Section (IRS/T), NGOs	Assessment of Road Connectivity/ Road Block. Reporting on DEOC.
*D – 0 Hr			
D + 15 Min	Evacuation, Preliminary Assessment Report & collection of Resources.	DDMA, NIC, Media-Information & Media Officer & Display Processor (IRS/T) /& I&PR, AIR , DDK, Local Media	Activation of DEOC with full strength. Reporting & Collection of data.
D + 30 Min	Quick response to Disaster	DDMA, Operation Section & Medical Unit (IRS/T).	Activation & deployment of SDRF, Medical Unit
D + 1 Hr	Damage Assessment & Report- I	DDMA, I&PR, Documentation Unit (IRS/T), NGO	Assessment & Submission of Report by SDOs, Field officials,



			Citizens to DEOC (Phone call/ SMS)
D + 2 Hr	Damage Assessment & Report- II	DDMA, I&PR, Documentation Unit (IRS/T), NGO	Meeting of SDOs in the Incident Command Centre, DC's Chamber for Assessment & Submission of Report – II by SDOs
D + 3 Hr	Temporary shelter & transportation of victims/ casualties.	DDMA, Transportation Branch (IRS/T), Village Authority, NGOs, Youth Club	Provide temporary shelter & transportation for affected victims/ casualties.
D + 6 Hr	External Aid & pay out assistance	DDMA, Relief & DM Deptt. Finance Branch Director, Cost Unit, Compensation Claim Unit (IRS/T)	Assistance to affected population.
D + 12 Hr	Trauma Counselling	Trauma & Counselling team, NGOs.	Activation of Trauma & Counselling team of affected localities.
D + 24 Hr	Provide basic needs to affected area clear out Roads & give out continuous information of disaster.	DDMA, IRS/T, Volunteers, NGOs	Clearance of debris & road blocks, accede of communication with all possible means.

**7.20. Hazard Specific “Responsibility Matrix” for Emergency Response Function for sudden disasters where Early Warning is not available:**

**Table No.19:**

<b>Time</b>	<b>Task</b>	<b>Department/ Agency</b>	<b>Activity</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
D + 15 Min	Evacuation, Preliminary Assessment Report & collection of Resources.	DDMA, NIC, Media-Information & Media Officer & Display Processor (IRS/T) /& I&PR, AIR, DDK, Local Media.	Activation of DEOC with full strength. Reporting & Collection of data.
D + 30 Min	Quick response to Disaster	DDMA, Operation Section & Medical Unit (IRS/T).	Activation & deployment of SDRF, Medical Unit
D + 1 Hr	Damage Assessment & Report- I	ADDMA, I&PR, Documentation Unit (IRS/T), NGO	Assessment & Submission of Report by SDOs, Field officials, Citizens to DEOC

D + 2 Hr	Damage Assessment & Report- II	DDMA, I&PR, Documentation Unit (IRS/T), NGO	Meeting of SDOs in the Incident Command Centre, DC's Chamber for Assessment & Submission of Report – II by SDO.
D + 3 Hr	Temporary shelter & transportation of victims/ casualties.	DDMA, Transportation Branch (IRS/T), NGOs	Provide temporary shelter & transportation for affected victims/ casualties.
D + 6 Hr	External Aid & pay out assistance	DDMA, Relief & DM Deptt. Finance Branch Director, Cost Unit, Compensation Claim Unit (IRS/T)	Assistance to affected population.
D + 12 Hr	Trauma Counselling	Trauma & Counselling team, NGOs.	Activation of Trauma & Counselling team of affected localities.
D + 24 Hr	Provide basic needs to affected area clear out Roads & give out continuous information of disaster.	DDMA, IRS/T, Volunteers, NGOs	Clearance of debris & road blocks, accede of communication with all possible means.

7.21. Withdrawal of Declaration of Disaster

**CHAPTER – 8**

**RECONSTRUCTION, REHABILITATION AND RECOVERY MEASURES**

Recovery is defined as decisions and actions taken after a disaster with a view to restoring or improving life and assets of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk. Recovery encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Recovery planning must provide for a near-seamless transition from response activities to short-term recovery operations—including restoration of interrupted utility services, re-establishment of transportation routes and the provision of food and shelter to displaced persons. Planners should design long-term recovery plans to maximize results through the efficient use of resources and incorporate national recovery doctrine.

Reconstruction, Rehabilitation & Recovery measures are processes to build back better and are the activities in the post-disaster phase. The following are the activities during this phase-

**8.1. STRATEGIES FOR RESTORING PHYSICAL INFRASTRUCTURE AND LIFELINE SERVICES**

**8.1.1. BUILD BACK BETTER**

This ensures greater resilience, preparedness; and minimum loss in an event of future disaster.

#### **8.1.2. PARTICIPATORY PLANNING:**

Infrastructure improvement measures need to be balanced with, or at least be in line with, the social and cultural needs and preferences of beneficiaries.

#### **8.1.3. COORDINATION**

A plan of recovery will help better coordination between various development agencies. Damage Assessment and Needs Assessment shall be the basis of recovery planning. Various Sectors for recovery process may be:

- Essential Services: Power, Water, Communication, Transport, Sanitation, Health.
- Infrastructural: Housing, Public Building and Roads.
- Livelihood: Employment, Agriculture, Cottage Industry, Shops and Establishments.

Basic services such as power, water supply, sanitation, wastewater disposal etc. should be restored in shortest possible time. Alternate arrangement of water supply, temporary sanitation facilities can be sought with help of special agencies. Special arrangements for provision of essential services should be ensured. It can include creating temporary infrastructure for storage and distribution of water supply, running tankers, power supply and sanitation facilities.

### **8.2. DETAILED DAMAGE AND LOSS ASSESSMENT**

Damage Assessment is a precondition for effective DM. There are two stages for Damage Assessment –

- 1) Preliminary Damage Assessment which is conducted immediately after a disaster and
- 2) Detailed Damage Assessment which is conducted before reconstruction and rehabilitation by all relevant departments.

### **8.3. HOUSING UNITS& BASIC INFRASTRUCTURE REHABILITATION**

For housing rehabilitation, the existing inhabited settlements may be completely reconstructed at a new site for which land acquisition may have to be done. Housing rehabilitation may also be carried out by way of up-gradation of existing damaged houses through repairing and retrofitting. Restoration of basic infrastructure including roads, bridges, drinking water supply, electricity, communication network, school, health centres etc. may be required to be built in the existing sites or in the new relocated site depending upon the nature and extent of the rehabilitation programme. Repair/reconstruct the lifeline buildings/critical buildings which are necessary for treating the affected people or rehabilitation in these buildings as shelters.

### **8.4. ECONOMIC REHABILITATION**

Rehabilitation aims at making the entire system work once again by allowing it to function normally. Economic Rehabilitation would mean restoring economic attributes of a system, namely creation of livelihood opportunities, reconstruction of infrastructure and resources in a disaster affected area. All essentials such as seed, manure, livestock etc have to be distributed as initial capital to restart their livelihood activities. In this way, employment can also be generated for rehabilitation work.

#### **8.5. SOCIAL REHABILITATION**

Restoration of educational institutions, cultural places, community resources and infrastructure.

#### **8.6. RECOVERY**

Recovery encompasses both short-term and long-term efforts for rebuilding and revitalization of affected communities. Recovery planning must provide for a near-seamless transition from response activities to short-term recovery operations—including restoration of interrupted utility services, re-establishment of transportation routes and the provision of food and shelter to displaced persons. Planners should design long-term recovery plans to maximize results through the efficient use of resources and incorporate national recovery doctrine. Recovery processes should incorporate the local needs of the affected people.

The nodal departments are to be assigned the responsibilities of reconstruction and restoration activities and perform these activities and restore the minimum basic infrastructure in the area which is vital for sustaining human life in the area. These departments are PWD (R & B), Health & Family Welfare, Power, MUDA, PHE, Education, RD & PR departments, IFCD, Minor Irrigation etc.

## CHAPTER – 9

### FINANCIAL RESOURCES FOR STRENGTHENING OF DDMA

As mandated by Section 48 of the DM Act, 2005; The State Disaster Response Fund (SDRF) and State Disaster Mitigation Fund (SDMP), District Disaster Response Fund (DDRF) and District Disaster Mitigation Fund (DDMP) are to be created at the State & District Levels. The Disaster Response Funds at the district level would be used by the DDMA towards meeting expenses for emergency response, relief, rehabilitation in accordance with the guidelines and norms laid down by the Government of India and the State Government.

#### 9.1. STATE ALLOCATION

Every year the Relief & Disaster Management Department, Manipur prepares the Budgets for DM in the State.

##### 9.1.1. STATE DISASTER RESPONSE FUNDS (SDRF)

As per Section 48 (1a) of the Disaster Management Act, 2005, SDRF is to be created with 90% Central Share and 10% State Share. This fund is to be made available to the SEC for post-disaster activities.

### 9.1.2. STATE DISASTER MITIGATION FUNDS (SDMP)

As per Section 48 (1c) of the Disaster Management Act, SDMP is to be created for pre-disaster activities and to be made available to the SDMA.

## 9.2. DISTRICT ALLOCATION

### 9.2.1. DISTRICT DISASTER RESPONSE FUNDS (DDRF)

As per Section 48 (1b) of the Disaster Management Act, 2005, DDRF is to be created for pre-disaster activities and to be made available at the DDMA.

### 9.2.2. DISTRICT DISASTER MITIGATION FUNDS (DDMF)

As per Section 48 (d) of the Disaster Management Act, 2005, DDMF is to be created for post-disaster activities and to be made available to the DDMA.

## 9.3. DEPARTMENTAL FUNDS

As per Section 39 (e) of the Disaster Management Act, 2005, each department of the State Government shall allocate funds for measures for Prevention &/or Mitigation of disaster, capacity building and preparedness.

## 9.4. ASSISTANCE THAT CAN BE PROVIDED FROM SDRF

### 9.4.1. Revised List of Items and Norms of assistance from SDRF and NDRF 2015-2020

Table No. 20:

	ITEM	Norms of Assistance
	<b>GRATUITOUS RELIEF</b>	
1	(a) Ex-Gratia payment to families of deceased person.	<ul style="list-style-type: none"> <li>• <b>Rs. 4.00 lakh per deceased</b> person including those involved in relief operations or associated in preparedness activities subject to certification regarding cause of death from appropriate authority.</li> <li>• In the case of an Indian citizen who loses his life due to a notified natural calamity in a foreign country, his family would not be paid this relief.</li> <li>• In the case of a foreign citizen who loses his life due to a notified natural calamity within the territory of India, his family would also not be paid this relief.</li> </ul>
	(b) Ex-Gratia payment for loss of a limb or eye(s).	<ul style="list-style-type: none"> <li>• <b>Rs.59,100/-per person</b>, when the disability is between 40% and 60%.</li> <li>• <b>Rs.2,00,000/-per person</b> when the disability is more than 80% .</li> <li>• Subject to certification by a doctor from a hospital or dispensary of Government, regarding extent and cause of disability.</li> </ul>
	(c) Grievous injury requiring hospitalization.	<ul style="list-style-type: none"> <li>• <b>Rs 12,700/-</b> per person requiring hospitalization for more than a week.</li> <li>• <b>Rs.4,300/-</b> per person requiring hospitalization for less than a week.</li> </ul>

	(d) Clothing and utensils/ house-hold goods for families whose houses have been washed away/fully damaged/severely inundated for more than a week due to a natural calamity.	<ul style="list-style-type: none"> <li>• <b>Rs.1,800/-</b> per family for loss of clothing.</li> <li>• <b>Rs.2,000/-</b> for loss of utensils/household goods per family.</li> </ul>
	(e) Gratuitous relief for families in dire need of immediate sustenance after a calamity. GR to be provided to those who have no food reserves, or whose food reserves have been wiped out in a calamity, and who have no other immediate means of support.	<ul style="list-style-type: none"> <li>• <b>Rs.60/-per adult, and Rs.45/- per child</b>, not housed in relief camps. State Govt. will certify that (i) these persons have no food reserve, or their food reserves have been wiped out in the calamity, and (ii) identified beneficiaries are not housed in relief camps. Further State Government will provide the basis and process for arriving at such beneficiaries district-wise.</li> <li>• Period for providing gratuitous relief will be as per assessment of the State Executive Committee (SEC) and the central Team (in case of NDRF). The default period of assistance will upto to 30 days, which may be extended upto 60 days in the first instance, if required and subsequently upto 90 days in case of drought/pest attack.</li> </ul>
2	<b>SEARCH &amp; RESCUE OPERATIONS</b>	
	(a) Cost of search and rescue measures/evacuation of people affected/likely to be affected.	<p>As per actual cost incurred, assessed by SEC and recommended by the Central Team (in case of NDRF).</p> <ul style="list-style-type: none"> <li>• By the time the Central Team visits the affected area, these activities are already over. Therefore, the State Level Committee and the Central Team can recommend actual/near-actual costs.</li> </ul>
	(b) Hiring of boats for carrying immediate relief and saving lives.	<p>As per actual cost incurred, assessed by SEC and recommended by the Central Team (in case of NDRF). The quantum of assistance will be limited to the actual expenditure incurred on hiring boats and essential equipment required for rescuing stranded people and thereby saving human lives during a notified natural calamity.</p>
3	<b>RELIEF MEASURES</b>	
	(a) Provision for temporary accommodation, food, clothing, medical care, etc for people affected/evacuated and sheltered in relief camps.	<p>As per assessment of need by SEC and recommendation of the Central Team (in case of NDRF), for a period up to 30 days. The SEC would need to specify the numbers of camps, their duration and the number of persons in camps. In case of continuation of a calamity like drought or widespread devastation caused by earthquake or flood etc, this period may be extended to 60 days and up to 90 days in case of severe drought. Depending on the ground situation, the state Executive Committee can extend the time period beyond the prescribed limit subject to that expenditure on this account should not exceed 25% of SDRF allocation for the year.</p> <p>Medical care may be provided from National Rural Health Mission (NRHM).</p>
	(b) Air dropping of essential supplies.	<p>As per actual cost incurred, assessed by SEC and recommended by the Central Team (in case of NDRF).</p> <ul style="list-style-type: none"> <li>• The quantum of assistance will be limited to the actual amount raised in the bills by the Ministry of Defence for air-dropping of essential supplies and rescue operation only.</li> </ul>
	(c) Provision of emergency supply of drinking water in rural areas and urban.	<p>As per actual cost, based on assistance of need by SEC and recommended by the Central Team (in case of NDRF), up to 30 days and may be extended up to 90 days in case of drought. Depending on the ground situation, the State Executive Committee can extend the time</p>

		period beyond the prescribed limit subject to that expenditure on the account should not exceed 25% of SDRF allocation for the year.
4	<b>CLEARANCE OF AFFECTED AREAS</b>	
	(a) Clearance of debris in public areas.	As per actual cost within 30 days from the date of start of the work based on assessment of need by SEC for the assistance to be provided under SDRF and as per assessment of the Central Team for assistance to be provided under NDRF.
	(b) Draining of flood water in affected areas.	As per actual cost within 30 days from the date of start of the work based on assessment of need by SEC for the assistance to be provided under SDRF and as per assessment of the Central team (in case of NDRF).
	(c) Disposal of dead bodies / Carcasses.	As per actual cost based on assessment of need by SEC and recommendation of the Central Team (in case of NDRF).
5	<b>AGRICULTURE</b>	
(i)	<b>Assistance farmers having landholding upto 2 ha.</b>	
A	<b>Assistance for land and other loss</b>	
	(a) De-silting of agricultural land (where thickness of sand/silt deposit is more than 3" to be certified by the competent authority of the State Government)	<ul style="list-style-type: none"> <li>• <b>Rs. 12,200/- per hectare for each item</b></li> </ul> (Subject to the condition that no other assistance/subsidy has been availed of by/is eligible to the beneficiaries under any other Government Scheme)
	(b) Removal of debris on agricultural land in hilly areas	
	(c) De-silting/ Restoration/Repair of fish farms	
	(d) Loss of substantial portion of land caused by landslide, avalanche, change of course of rivers.	<ul style="list-style-type: none"> <li>• <b>Rs. 37,500/- per hectare</b> to only those small and marginal farmers whose ownership of the land lost, is legitimate as per the revenue records.</li> </ul>
B	<b>Input subsidy (where crop loss was 50% and above).</b>	
	(a) For agriculture crops, horticulture crops and annual plantation crops.	<ul style="list-style-type: none"> <li>• <b>Rs. 6,800/- per hectare</b> in rain-fed areas and restricted to sown areas.</li> <li>• <b>Rs. 13,500/- per hectare</b> in assured irrigated areas, subject to minimum assistance not less than Rs. 750 and restricted to sown areas.</li> </ul>
	(b) Perennial crops.	<ul style="list-style-type: none"> <li>• <b>Rs. 18,000 per hectare</b> for all types of perennial crops subject to minimum assistance not less than Rs. 1500/- and restricted to sown areas.</li> </ul>
	(c) Sericulture	<ul style="list-style-type: none"> <li>• <b>Rs. 4,800/- per ha</b> for Eri, Mulberry, Tussar</li> <li>• <b>Rs. 6,000/- per ha</b> for Muga.</li> </ul>
(ii)	<b>Input subsidy to farmers other than small &amp; marginal farmers.</b>	<ul style="list-style-type: none"> <li>• <b>Rs. 6,800/- per hectare</b> in rain-fed areas and restricted to sown areas</li> <li>• <b>Rs. 13,500/- per hectare</b> for areas under assured irrigation and restricted to sown areas.</li> <li>• <b>Rs. 18,000/- per hectare</b> for all types of perennial crops and restricted to sown areas.</li> </ul> Assistance may be provided where crop loss is 33% and above, subject to a ceiling of 2 ha per farmer.



6	<b>ANIMALHUSBANDRY- ASSISTANCE TO SMALL AND MARGINAL FARMERS</b>	
	(i) Replacement of draught animals, milch animals or animals used for haulage	<p><b>Milch animals</b>  <b>Rs.30,000/-</b> Buffalo/Cow/Camel/Yak etc.  <b>Rs.3,000/-</b> Sheep/Goat</p> <p><b>Draught Animals</b>  <b>Rs.25,000/-</b> Camel/horse/bullock,etc.  <b>Rs16,000/-</b> Calf/Donkey/pony/mule</p> <p>The assistance may be restricted for the actual loss of economically productive animals and will be subjected to a ceiling of 3 large milch animal or 30 small milch animals or 3 large draught animal or 6 small draught animals per household irrespective of whether a household has lost a larger number of animals. (The loss is to be certified by the Competent Authority designated by the State Government). <b>Poultry</b></p> <ul style="list-style-type: none"> <li>• Poultry @ <b>Rs.50/- per bird</b> subject to a ceiling of assistance of <b>Rs.400/-</b> per beneficiary household. The death of the poultry birds should be on account of the notified natural calamity.</li> </ul> <p><b>Note:</b> - Relief under these norms is not eligible if the assistance is available from any other Government Scheme, e.g. loss of birds due to Avian Influenza or any other diseases for which the Department of Animal Husbandry has a separate scheme for compensating the poultry owners.</p>
	(ii) Provision of fodder / feed concentrates including water supply and medicine in cattle camps.	<p>Large animals- <b>Rs. 70/ per day</b>                  Small animals-<b>Rs. 35/- per day</b></p> <p>Period for providing relief will be as per assessment of the State Executive Committee (SEC) and the Central Team (in case of NDRF). The default period for assistance will be up to 30 days which may be extended up to 60 days in the first instance and in case of severe drought up to 90 days. Depending on the ground situation, the State Executive Committee can extend the time period beyond the prescribed limit subject to that expenditure on this account should not exceed 25% of SDRF allocation for the year.</p> <p>Based on assessment of need by SEC and recommendation of the Central Team (in case of NDRF) consistent with estimate of cattle as per Livestock Census and subject to the certificate by the competent authority on requirement of medicine and vaccine being calamity related.</p>
	(iii) Transport of fodder to cattle outside cattle camps.	As per actual cost of transport based on assessment of need by SEC and recommendation of the (in case of NDRF) consistent with estimates of cattle as per Livestock Census.
7	<b>FISHERY</b>	
	(i) Assistance to Fisherman for repair/replacement of boats, nets-damaged or lost. –Boat –Dugout-Canoe –Catamaran –Net (This assistance will not be provided if the beneficiary is eligible or has availed of any subsidy/assistance, for the instant calamity, under any other Government Scheme).	<ul style="list-style-type: none"> <li>• Rs. 4,100/- for repair of partially damaged boats only</li> <li>• Rs. 2,100/-for repair of partially damaged net</li> <li>• Rs. 9,600/- for replacement of fully damaged boats.</li> <li>• Rs. 2,600/- for replacement of fully damaged net.</li> </ul>

	(ii) Input subsidy for fish seed farm.	<p>• <b>Rs. 8,200/- per hectare</b></p> <p>(This assistance will not be provided if the beneficiary is eligible for or has availed of any subsidy/assistance, for the instant calamity, under any other Government Scheme except the one time subsidy provided under the Scheme of Department of Animal Husbandry, Dairying and Fisheries, Ministry of Agriculture).</p>
<b>8</b>	<b>HANDICRAFTS/HANDLOOM-ASSISTANCE TO ARTISANS</b>	
	(i) For replacement of damaged tools/equipment.	<p><b>Rs. 4,100/- per artisan for equipments</b></p> <p>-Subject to certification by the competent authority designated by the State Government about damage and its replacement.</p>
	(ii) For loss of raw material/goods in process/finished goods.	<p><b>Rs. 4,100/- per artisan for raw material</b></p> <p>-Subject to certification by Competent Authority designated by the State Government about loss and its replacement.</p>
<b>9</b>	<b>HOUSING</b>	
	<b>(a) Fully damaged/ destroyed houses.</b>	
	(i) Pucca house	<b>Rs. 95,100/- per house</b> , in plain areas.
	(ii) Kutcha House	
	<b>(b) Severely damaged houses.</b>	<b>Rs. 1,01,900/- per house</b> , in hilly areas including Integrated action plan (IAP) district.
	(i) Pucca House	
	(ii) Kutcha House	
	<b>(c) Partially Damaged Houses</b> – both pucca / kutcha (other than huts) where the damage is at least 15%.	<b>Rs. 5,200/- per house</b>
	<b>(d) Damaged / destroyed huts.</b>	<p><b>Rs. 4,100/- per Hut</b> (<i>Hut means- Temporary, make shift unit, inferior to Kutcha house, made of thatch, mud, plastic sheets, etc. traditionally seen &amp; recognized and known as Hut by the State/ District Authorities.</i>)</p> <p><i>Note:- The damaged house should be authorized construction duly certified by Competent Authority of the State Government.</i></p>
	<b>e) Cattle shed attached with house</b>	<b>Rs. 2,100/- per shed</b>
<b>10</b>	<b>INFRASTRUCTURE</b>	
	<p><i>Repair/restoration of immediate nature of the damaged infrastructure</i></p> <p>(1) Roads &amp; Bridges</p> <p>(2) Drinking Water Supply Works, (3) Irrigation,</p> <p>(4) Power (only limited to immediate restoration of electricity supply in the affected areas),</p> <p>(5) Primary Education,</p> <p>(6) Primary Health Centres,</p> <p>(7) Community assets owned by Panchayat.</p> <p>Sectors such as Telecommunication and Power (except immediate restoration of power supply), which generate their own revenues, and also undertake</p>	<p><i>Activities of immediate nature:</i> Illustrative lists of activities which may be Considered as works of an immediate nature are given in the enclosed <b>Appendix</b>.</p> <p><i>Assessment of requirement:</i></p> <p>Based on assessment of need, as per States cost/rates/ schedules for repair , by SEC and recommendation of the Central Team (in case of NDRF)</p> <p>-As regards repair of roads, due consideration shall be given to Norms for Maintenance of Roads in India, 2001, as amended from time to time, for repair of roads affected by heavy rains/floods, cyclone, landslide, sand dunes, etc to restore traffic. For reference these norms are</p> <p>-Normal and Urban areas up to 15% of the total of Ordinary Repair (OR) and Periodical Repair (PR).</p> <p>- Hills: up to 20% of total of OR and PT.</p> <p>In case of repair of roads, assistance will be given based on the notified Ordinary Repair (OR) and Periodical Renewal (PR) of the state. In case OR &amp; PR rate is not available, then assistance will be provided @ Rs. 1</p>

	immediate repair / restoration works from their own funds/resources, are excluded.	lakh/km for state of rural roads. The condition of "State shall first use its provision under the budget for regular maintenance and repair" will no longer be required, in view of the difficulties in monitoring such stipulation, thought it is a desirable goal for all the States. In case of repairs of Bridges and Irrigation works, assistance will be given as per the schedule of rates notified by the concerned States. Assistance for restoration of damaged medium and large irrigation projects will also be given for the embankment portions, on par with the case of similar rural roads, subject to the stipulation that no duplication that no duplication would be done with any ongoing schemes. - Regarding repair of damaged drinking water schemes, the eligible damaged drinking water structures will be eligible for assistance @ Rs 1.5 lakh/damaged structure. - Regarding repair of damaged primary and secondary schools, primary health centres, Aganwadi and community assets owned by the Panchayats, assistance will be given @ Rs 2 lakh/damaged structure. - Regarding repair of damaged power sector, assistance will be given to damaged conductors, poles and transformers upto the level of 11 kV. The rate of assistance will be @ Rs 4000/poles, Rs 1.00 lakh per damaged distribution transformer.  <i>Note: States shall first use its provision under the budget for regular maintenance and repair.</i>
11	<b>PROCUREMENT</b>	
	Procurement of essential search and rescue and evacuation equipments including communication equipments etc for response to disaster.	Expenditure is to be incurred from SDRF only (and not from NDRF) as assessed by the State Executive Committee (SEC) The total expenditure on this item should not exceed 5% of the annual allocation of the SDRF.

## CHAPTER – 10

### MONITORING, EVALUATION, UPDATION & MAINTENANCE OF DDMP

Evaluating the effectiveness of plans involves a combination of training events, exercise etc. to determine whether the goals, objectives, decisions, actions and timing outlined in the plan will result in an effective response. Indicative guidelines for monitoring and evaluating of the plan are as follows.

- Regularly review the implementation of the plan.
- Check the efficacy of the plan after any major disaster/emergency in the district and see what did work and what did not work and make amendments to the plan accordingly.
- Keep India Disaster Resource Network Inventory (IDRN) updated and connected with the plan.
- Update coordinates of responsible personnel and their roles/responsibility every six months or whenever a change happens. Names and contact details of the officers/officials who are the nodal officers or the in-charge of resources to be updated on regular basis.
- Plan should be web enabled with access on intra and internet.

- Plan should be circulated to all stakeholders departments, agencies and organizations so that they know their role and responsibilities and also prepare their own plan.
- Regular drills/exercise should be conducted to test the efficacy of the plan and check the level of preparedness of various departments and other stakeholders. It would ensure that all parties understand their roles and responsibilities clearly and understand the population size and need of vulnerable groups.
- Regular training and orientation of the officers/officials responsible to implement the plan should be done so that it becomes useful documentation to the district administration.
- Army, NDRF, SDRF and other agencies should be integrated into the plan exercise regularly.
- DDMA should hold regular interaction and meetings with the Army or any other central government agencies for strengthening coordination during disasters.
- The DEOC should be made responsible for keeping the plan in updated form and collecting, collating and processing the information.

#### **10.1. AUTHORITY FOR MAINTAINING AND REVIEWING THE DDMP**

As per **Section 31 Sub Section (4)** of Disaster Management Act, 2005, the plan would be reviewed and updated annually and the year in which the plan has been reviewed would be clearly mentioned in the shape of header in each page of the plan.

And as per **Section 31 Sub Section (5)** of Disaster Management Act, 2005 the copies of the District Plan referred to in Sub Section (2) and (4) shall be made available to the Departments of the Government in the District.

The organizational structure suggested in DDMP will be based on following three concepts:

2. Plans will work only in the case when present organizational structure is responsible to its non-emergency duties i.e. if a job is done well everyday; it is best done by that organization during emergency.
3. Crisis should be met at the lowest and most immediate level of government. Plans call for local response supplemented if necessary, by the next higher jurisdiction.
4. Voluntary response and involvement of the private sector should be sought and emphasized. The emergency management partnership is important to all phases of natural and man-made disasters.

District Disaster Management Plan of the district shall be a public document. The DDMP is the sum and substance of all the Horizontal and Vertical disaster management plans in the district. Horizontal plans include plans prepared by line departments such as PWD, Police, Fire Service, RD&PR Department, IFCD, Civil Defence and other line departments and the Vertical plans include Sub divisional plans, Community plans, School plans, Hospital plans

etc at the lower level and state disaster management plan and National disaster management plan at the higher level.

- Preparation of the District Disaster Management Plan is the responsibility of the District Disaster Management Committee of the district. The first draft plan is to be discussed in the DDMA and later the Chairperson of the DDMA shall rectify it.
- The same procedure is to be followed in the updation of the plan document. The District Disaster Management Plan is to be updated yearly by the District Disaster Management Authority. In order to update the document, all vertical and horizontal plans shall be collected and incorporated to the District Disaster Management Plan (DDMP).
- After each updation of the District Disaster Management Plan (DDMP), a version number shall be given serially. Copy of the updated document shall be circulated to each stakeholder of disaster management in the district.

## **10.2. PROPER MONITORING AND EVALUATION OF THE DDMP**

**Sub Section (6) of Section 31** of the Disaster Management Act, 2005, the District Authority shall send a copy of the District Plan to the State which shall forward it to the State Government.

**Sub Section (7) of Section 31** of the Disaster Management Act, 2005, the District Authority shall, review from time to time, the implementation of District Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

## **10.3. POST –DISASTER EVALUATION MECHANISM OF DDMP**

**Section 31 Sub-Section (2)** of the Disaster Management Act, 2005, the District Plan shall be prepared by the District Authority, after consultation with the local authorities and having regard to the National Plan and the State Plan approved by the State Authority.

**Section 31 Sub Section (3)** of DM Act, 2005, The District Plan shall include-

- a) The area in the district vulnerable to different forms of disasters.
- b) The measures to be taken for prevention and mitigation of disaster by different Departments of the Government at the district level and the local authorities in the district.
- c) The capacity-building and preparedness measures required to be taken by different Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster.
- d) The response plans and procedures, in the event of any disaster, providing
  - i. Allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district.

- ii. Prompt response to disaster and relief thereof.
- iii. Procurement of essential resources.
- iv. Establishment of communication links and
- v. The dissemination of information to the public.

#### **10.4. SCHEDULE FOR UPDATION OF DDMP**

Every year as a part of pre-monsoon, DDMA will update plan in the month of May-June and also revise in the month of October-November every year. Besides the above procedure of updation of the DDMP, a regular data collection system shall be set up at the district Emergency Operations Centre (EOC) and the data will be verified and uploaded by the EOC in-charge under the supervision of Chairperson, DDMA.

#### **10.5. CONDUCTING MOCK DRILLS**

Mock drills should be conducted at district and sub district levels like sub division, blocks and village etc after approval of DDMP to test its efficacy at least annually. It is important to for the district to have Mock Drill calendar duly approved by DDMA. It would ensure that all parties understand their roles and responsibilities clearly and understand the population size and needs of vulnerable groups involving them in the actual exercise. It would also help to test the efficacy of the plans prepared and updated for that year. Based on the feedback from such simulation exercises, the plans will then be revised again and capacity would be enhanced to fill the gaps. Table top exercise, meetings is to be held before mock drill. And during the mock drill plan of action, the following essentials will be listed down.

- i. The Responsible parties for organizing the drills.
- ii. Schedule for organizing drills.
- iii. Resources for organizing drills.

#### **10.6. MONITORING AND GAP EVALUATION**

After mock exercises, debriefing and interaction with all the stakeholders involved will be conducted by DDMA to evaluate gaps, lesson learnt, and good practices and will be documented for further references to deal with future disasters.

## CHAPTER – 11

### COORDINATION MECHANISM FOR IMPLEMENTATION OF DDMP

Dealing with a major disaster requires resources from outside the district. When the capacities of a district administration are overwhelmed, higher levels are called upon to assist. Likewise, assets and capabilities in the corporate and non-governmental sectors available around the district may be brought to bear.

There are many actions undertaken by participants in disaster management that support this goal, both pre-disaster (to forestall or reduce potential damage) and post-disaster (to recover from actual damage) and ideally these activities would reduce the potential effects of a disaster significantly. For achieving this objective, the plan should have a pre-established and practiced mechanism for Inter, intra and extra agency coordination.

Communication is the most important tool for effective coordination. Generally, Emergency Operation centre (EOC) is the enabler of communication and coordination. EOC communication and coordination plan (EoC-SOP) should specify procedures for interfacing with different stakeholders during all phases of emergency, as stated in the DDMP framework.

DDMA will assess the Disaster to be of the level **L0, L1, L2, L3**. When disaster occurs beyond the coping capacity of the district L1 and above, DDMA will inform and send alert to other DDMA's.

### 11.1. INTRA & INTER-DEPARTMENT COORDINATION AND LINKAGE

DDMA has to issue directions time to time in accordance with all stakeholders regarding inclusion of Disaster Risk Reduction (DRR) in developmental Planning. Disaster Risk Reduction (DRR) issues in Development Plans etc. is to be interlinked vertically and horizontally for fail-safe infrastructures in Jiribam District. Mainstreaming disaster management into the development planning process essentially means looking critically at each activity that is being planned, not only from the perspective of reducing the disaster vulnerability of that activity, but also from the perspective of minimizing that activity's potential contribution to the hazard. Every development plan of a department should incorporate elements of impact assessment, risk reduction, and the 'do not harm' approach. Examples of this approach are urban planning and zoning, upgradation of building codes and their effective enforcement, adoption of disaster resilient housing designs and construction of school and hospitals, flood proofing, response preparedness planning, insurance, establishment of early warning systems for various types of disasters, generating community awareness, creating technical competence and promoting research among engineers, architects, health experts, and scientists. In this district, DDMA has to sensitize officials of PWD, PHED, RD&PR(MSLRM), DRDA and also masons and community towards DRR issues.

### 11.2. INTER LINKAGE WITH OTHER NATIONAL, STATE LEVEL, DDMA'S

#### 11.2.1. LINKAGE WITH NDRF

The Deputy Commissioner, Chairman, DDMA shall make a request to Commissioner or Secretary, Relief & DM, Govt. of Manipur to deploy NDRF when the District is strike by disaster beyond the coping capacity of the resources of the District.

Presently, the units, location, area for responsibility and contact nos. of the various NDRF battalions in the country are as follows:

Table No. 21: NDRF Battalion Details

Name & Designation	Battalion Location	Unit Control Room No.	Area of Responsibility
<b>Sh. R S Gill, Officiating Commandant</b>	1st BN NDRF, Patgaon PO - Azara, Distt. Kamrup Metro, Guwahati-781017	0361-2840284 09401048790 09435117246	Assam (24 districts), Meghalaya, Mizoram, Tripura
<b>Sh. Nishit Upadhyay, Commandant</b>	2nd BN NDRF, Near RRI Camp. Haringhata, Mohanpur,	033-25875032 09474061104 09474116775	Sikkim, West Bengal



	Nadia, (West Bengal) Pin – 741246		
<b>Sh. Jacob Kispotta, Commandant</b>	3rd BN NDRF, PO-Mundali, Cuttack - Odisha Pin – 754013	0671-2879711 09437581614	Odisha, Chattisgarh
<b>Ms. Rekha Nambiyar, Commandant</b>	4th Bn NDRF, PO - Suraksha Campus , Arrakonam , Distt. Vellore Tamilnadu-631152	04177-246594 09442140269	A & N Island, Kerala, Puducherry, Lakshadweep, Tamil Nadu
<b>Sh. Anupam Srivastava, Commandant</b>	5th Bn NDRF, Sudumbare Taluka, Distt - Maval Pune (Maharashtra) Pin – 412109	02114-247000 09422315628	Maharashtra, Goa
<b>Sh. A. K. Tiwari, Commandant</b>	6th Bn NDRF, Jarod Camp, Teh-Wagodia, Vadodara, Pin – 391510	02668-274245 09723632166	Gujarat, Rajasthan, Daman & Diu, Dadar Nagar Haveli
<b>Sh. Ravi Kumar Pandita, Commandant</b>	7th Bn NDRF, Bibiwala Road, Bhatinda ( Punjab ) Pin 151001	0164-2246193 0164-2246570	Chandigarh, Himachal Pradesh, Punjab, J & K
<b>Sh. P.K. Srivastava, Commandant</b>	8th Bn NDRF, Kamla Nehru Nagar, Ghaziabad (UP) Pin – 201002	0120-2766618 09412221035	Delhi, Haryana, Uttarakhand, Uttar Pradesh(2 districts)
<b>Sh. Vijay Sinha, Commandant</b>	9th Bn NDRF, Bihata Patna, Bihar Pin - 801103	06115-253939 08544415050 09525752125	Bihar, Jharkhand
<b>Mr. Zahid Khan, Commandant</b>	10th Bn NDRF, ANU Campus, Nagarjuna Nagar, Guntur (AP) Pin – 522510	0863-2293050 08333068559	Andhra Pradesh, Telangana, Karnataka
<b>Sh. A.K. Singh, Commandant</b>	11 <sup>th</sup> Bn NDRF, Sanskritik Sankul, Maqbool Alam Road, Varanasi, UP – 221002	0542-2501101 08004931410	Madhya Pradesh, Uttar Pradesh (73 districts)
<b>Sh. Rajesh Thakur, Commandant</b>	12 <sup>th</sup> Bn NDRF, Itanagar, Arunachal Pardesh 791112	0360-2277104 09485235464	Assam(9 districts), Arunachal Pradesh, Manipur, Nagaland

### 11.2.2. LINKAGE WITH SDRF

The Deputy Commissioner, Chairman, DDMA shall make a request to Commissioner or Secretary, Relief & DM, Govt. of Manipur, to deploy SDRF when the District is strike by disaster beyond the coping capacity of the resources of the District.

**Table No. 22: SDRF Details**

Name & Designation	Contact no.	Trained Personnel	Untrained Personnel	Area of responsibility	Location
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<b>Insp. S. L. Thangjapao Vaiphei, Team Commander, Manipur SDRF</b>	9862131777 / 7005241506	77	106	Whole State	2 <sup>nd</sup> M.R., North A.O.C., Manipur
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### 11.2.3. DISTRICT BOUNDARIES SHARED

Jiribam District shared boundaries with the following district

- Tamenglong District in North
- Noney District in North East
- Pherzawl District in South East
- North and West by Assam State

The Deputy Commissioners/Chairman, District Disaster Management Authority of the 16 Districts in Manipur.

**Table No. 23: Details of Deputy Commissioners of 16 Districts**

Sl. No	Name & Designation	Name of the District	Contact No.	Email
1	Smt. Kh. Diana Devi, IAS	Imphal-East	0385-2458385	<a href="mailto:dc-impe@nic.in">dc-impe@nic.in</a>
2	Shri. Naorem Praveen Singh, IAS	Imphal-West	0385-2414615/0385-245188 /8415902974	<a href="mailto:dc-impw@nic.in">dc-impw@nic.in/</a> praveennaorem01@yahoo.com
3	Smt. Neeta Arambam, IAS	Bishnupur	0385-222349 / 9436027857	<a href="mailto:dc-bpr@nic.in">dc-bpr@nic.in</a>
4	Smt. N. Bandana Devi, IAS	Thoubal	0385-222262/ 8794104640	<a href="mailto:dc-tbl@nic.in">dc-tbl@nic.in /</a> dc.thoubal2017@gmail.com
5	Smt. Kengoo Zuringla, IAS	Kakching	8132048126 / 9436201736	<a href="mailto:zuringlak@gmail.com">zuringlak@gmail.com</a>
6	Shri. Robert Singh Kshetrimayum, IAS	Noney	8730800452	<a href="mailto:robksh130384@gmail.com">robksh130384@gmail.com</a>
7	Shri. Armstrong Pamei, IAS	Tamenglong	03877-267003 / 9402678650/9612881101	<a href="mailto:armstrong.pame@gmail.com">armstrong.pame@gmail.com</a>
8	Shri. Th. Kiran Kumar, IAS	Senapati	9612669563	
9	Shri. Somorjit Salam, IAS	Kangpokpi	9856155451/03871-222168	somorjitsalam@gmail.com
10	Shri. Joseph Pauline Kamson, IAS	Ukhrul	9436035836	joshep537@gmail.com
11	Shri. Hungyo Worshang, IAS	Kamjong	8974700352/7085164770	howrshang@yahoo.com
12	Shri. Pawan Yadav, IAS	Churachandpur	03857-233875	<a href="mailto:dc-ccp@nic.in">dc-ccp@nic.in</a>

13	Smt. Mannuamching, IAS	Pherzawl	9862159042	<a href="mailto:dcphezawl@gmail.com">dcphezawl@gmail.com</a>
14	Shri. Krishna Kumar, IAS	Chandel	03875-232221 / 9467852208/038 72-232221	<a href="mailto:dc-cdl@nic.in">dc-cdl@nic.in</a> / krishanaharyana@gmail.com
15	Shri. Mayanglambam Rajkumar, IAS	Tengnoupal	7085829861	<a href="mailto:dc-tengnoupal@gov.in">dc-tengnoupal@gov.in</a>
16	Shri. W. Malemnganba Chenglei, IAS	Jiribam	9366010651	<a href="mailto:dc-Jiribam@gov.in">dc-Jiribam@gov.in</a>

**Table No. 24: Details of District Disaster Emergency Operation Centre (DEOC)**

Sl. No.	District	District EOC /Control Unit No.
1	Imphal-East	
2	Imphal-West	
3	Bishnupur	
4	Thoubal	
5	Kakching	
6	Noney	+91 8413015188
7	Tamenglong	
8	Senapati	
9	Kangpokpi	
10	Ukhrul	
11	Kamjong	
12	Churachandpur	
13	Pherzawl	
14	Chandel	
15	Tengnoupal	
16	Jiribam	700548295

**CHAPTER – 12****STANDARD OPERATING PROCEDURES****12.1. STANDARD OPERATING PROCEDURES (SOPs)**

Standard Operating Procedures (SOPs) are a common method of implementing instructions. SOPs provide response protocols for carrying out specific responsibilities. They describe who, what, when and how SOPs are appropriate for complex tasks requiring step-by-step instructions for performing a task. The District is having the SOP based from the Guidelines of the Government of India.

**12.2. STANDARD OPERATING PROCEDURES FOR ESFs**

Emergency Support Functions (ESFs) are the essentials of Emergency Management comprising of various coordinating agencies, which manage and coordinate specific kinds of assistance common to all disasters types. Emergency Support Functions (ESFs) consisting of activities like Communication, Search and Rescue, evacuation, law and order, medical

response and Trauma Counselling, water supply, electricity, warning and transport, relief etc. All of these emergency functions consist of emergency plans that would be activated at the time of emergency. The designated primary agency would be assisted by one or more supporting agencies (secondary agencies) and will be responsible to manage activities of the Emergency Support Functions and ensuring the mission accomplished. The primary and secondary agencies have the authority to execute response operations to directly support the district needs.

The ESF outlines the objective, scope, organization setup and SOPs for each ESF that is to be followed by the respective ESF agencies when the Responsible Officer will activate the response plan. SOPs provide a basic concept of the operations and responsibilities of Nodal and Secondary agencies.

At the district level, the Nodal Agency will lead the ESF with direct link to the RO of the District and the DEOC. The Nodal Agency will also be a member of the Incident Team lead by an officer of the Relief & DM/Police or other department as decided upon by the district IC, and as required by the IC who may draw upon some or all of the ESFs for onsite response. The Nodal Agency must hence nominate a Team Leader (TL).

The Nodal and Support Agencies must together or separately (as decided according to need of the specialized function) constitute QRTs with members, and appropriate (at least two) backstopping arrangements. TL of EOC would be on the basis of its authorities, resources, and capabilities in the functional area. He would be the member of Disaster Management.

### 12.3. EMERGENCY SUPPORT FUNCTION (ESFs)

Table No. 25:

ESF	Field	Scope	ESF Team Leader	Primary Agency	Support Agency
<i>ESF 1</i>	<b>COMMUNICATION</b>	Establishing, using, maintaining, augmenting, and providing backup for all the types of communication devices needed	SP	MPTO (Wireless) and BSNL	NIC, Police / Private Telecom / Mobile Operator

		during emergency response operations.			
<b>ESF 2</b>	<b>EVACUATION</b>	Immediately following a disaster people may need to be evacuated from structures that have been damaged and are likely to receive more damage when hit by one or more.	DC, Jiribam	Office of the DC, Jiribam	Police, F&ES, Relief & DM, SDRF, HG, NCC, Army, PWD, PHED, Volunteer, Local Resource
<b>ESF 3</b>	<b>SEARCH AND RESCUE</b>	Removal of trapped and injured persons from buildings collapses and other structural collapses, administering first aid, and assisting in transporting the seriously injured to medical facilities. This activity involves the use of professional and volunteer search teams including the use of dog teams.	DC, Jiribam	SDRF	Police, F&ES, HG, NCC, Assam Rifles, BSF, Health Department, Volunteer, Local Resource.
<b>ESF 4</b>	<b>LAW AND ORDER</b>	Law and Order enforcement for Public Safety	SP, Jiribam	Police	Home guards, Army, Assam Rifle.
<b>ESF 5</b>	<b>TRAFFIC MANAGEMENT</b>	Control of access to the area severely affected until it is safe. Only those	SP, Jiribam	Police	HG, Army, BRTF/ BRO, PWD

		people directly involved in emergency response operations should be allowed to enter. Also determining the appropriate time to allow evacuees and the general public to re-enter the area that was severely impacted.			
<b>ESF 6</b>	<b>EMERGENCY PUBLIC INFORMATION, HELP LINE &amp; WARNING</b>	The flow of accurate and timely emergency information is critical to the protection of lives and property in the wake of a catastrophic event Preparation and dissemination of Notifications, updates, warnings, and instructional messages, making the help line operational.	ADC	ADC	DC, Jiribam, NIC, DDK, AIR, Relief & DM, Local Media
<b>ESF 7</b>	<b>MEDICAL RESPONSE AND TRAUMA COUNSELLING</b>	Mass fatality management, Public health, Medical, Mental health services	CMO	H&FW	PHE (Sanitation), Transport, Volunteer
<b>ESF 8</b>	<b>EQUIPMENT SUPPORT, DEBRIS AND ROAD CLEARANCE</b>	The identification, removal, and disposal of	E (PWD)	PWD	SDRF, RD & PR, BRTF/BRO,

		<p>rubble, wreckage, and other material which block or hamper the performance of emergency response functions and procure needed equipments from support agencies using IDRN; should be a high priority action</p>			ADC, Local Resource
<b>ESF 8</b>	<b>EQUIPMENT SUPPORT, DEBRIS AND ROAD CLEARANCE</b>				
<b>Sub function of ESF 9</b>	<b>ELECTRICITY</b>	Restoration and repair of electrical power system to minimize the impact on critical service to the public	DGM (MSPDCL)	MSPDCL	ADC, PWD
	<b>WATER SUPPLY</b>	Restoration and repair of water supply system to minimize the impact on critical service to the public	EE (PHED)	PHE	ADC, RD & PR, ADC, Local Resource
<b>ESF 10</b>	<b>MASS CARE</b>				
<b>Sub function of ESF 10</b>	<b>FOOD</b>	Optimizing Food and Civil Supplies to the needful	DSO	Dept. of CAF & PD	Social Welfare Dept., Transport Dept., ADC, Volunteers
	<b>SHELTER ARRANGEMENT</b>	Accommodating homeless and affected people and providing mass care	DC, Jiribam	Office of the DC, Jiribam	Social Welfare, CAF & PD, Transport Dept., ADC, Volunteers
<b>ESF 11</b>	<b>TRANSPORTATION</b>	Provides transportation	SP	Police	DC, Jiribam, PWD

		out of a disaster area for people in need, and provides transportation essential to support emergency response in the event of a disaster, coordinating for resurrection of transport infrastructure.			
<b>ESF 12</b>	<b>FIRE FIGHTING</b>	Coordination of fire fighting operations	OC	Fire Service	SDRF, PHE, Volunteers
<b>ESF 13</b>	<b>PUBLIC WORKS AND ENGINEERING</b>	Infrastructure protection and emergency repair, Infrastructure restoration, Inspection of buildings and other structures to determine whether it is safe to the inhabitant.	E.E. (PWD)	PWD	ADC, Local Resource
<b>ESF 14</b>	<b>ANIMAL CARE</b>	Controlling spread of diseases in animal and providing animal care		Vety. & AH Dept.	H & FW, SDRF, PHE (Sanitation)

**ESF 1: Communications**

The communication ESF is primarily responsible for establishing, using, maintaining, augmenting, and providing backup for all of the types of communications devices needed during emergency response operations.

**Situation Assumptions:**



1. There would be congestion in the network because of increased calls owing to confusion and panic in the community.
2. The initial reports on damage may not give a clear picture of the extent of damage to communication network.
3. The affected site may be cut off from the District Control room/ Emergency Operation Centre (EOC) and the officials on site would face difficulty in communicating to the District EOC.
4. Police wireless network will only be the reliable communication network till the other communication networks are fully restored.

***ESF Team Leader (TL): SP***

***Primary Agency at City level: MPTO (Wireless) and BSNL***

***Support agencies: NIC, Police / Private Telecom / Mobile Operator***

**SOP for primary agency:**

- Team leader (TL) of Communication ESF will activate the ESF on receiving the intimation of occurrence of the disaster from the Incident Commander.
- Wireless operators would be informed about the current requirements and coordination mechanisms shared. Till the restoration of normal telecom facilities, the police wireless system would be the main communication network.
- TL issues orders to establish systems and reports to District EOC on the action taken.
- TL would inform Nodal Officers (NOs) of support agencies about the event and ESF activation.
- TL would establish contact with the district EOC for First Information Report
- TL requests for reports from local ESF contact persons (this would be the local office of ESF Primary Agency) to understand the current situation and actions taken.
- Based on information given by the support agencies, TL decides on the need to launch an assessment mission to estimate the extent of damage to telecom services and network as well as to come up with possible arrangements to establishing reliable and appropriate network.
- TL communicates situation to support agencies and also requests to provide details on the status of equipment and infrastructure in the affected area(s).
- TL informs the Incident Commander on the status of telecom services.
- TL works out a plan of action for telecom companies and convenes a meeting of all ESF members to discuss and finalize the modalities.
- TL gets the temporary telephone facilities established for the public. Prior information on this would be announced through media/ and locally through mega phones and other feasible mediums. TL monitors the situation and arranges emergency staff required to operate established systems. TL sends the District Quick Response team (QRT) at the affected site with the required equipments and other resources.

**SOP for Quick Response team on communication**

- The QRT (Quick Response Team) members will reach to the Nodal office as soon as they will get instructions from the TL.
- Once the QRTs receive any intimation from the Nodal officer to reach at the site they would reach to the site at the earliest, without wasting any time.
- At the emergency site QRT members will take stock of the situation from the site communication manager.
- QRTs would assess the ground situation and would send sectoral report to the District ESF agency.
- An assessment of overall damage, listing specifically:
  - Overhead route damage (in miles/kilometres).
  - Cable damage (in yards/meters).
  - Specific equipment damaged.
- Establish a temporary communication facility for use by the public.
- Identify requirements of manpower, vehicles and other materials and equipments give priority and concentrate on repairs and normalization of communication system at disaster affected areas.
- Begin restoration by removing and salvaging wires and poles from the roadways with the help of casual labourers.
- Carry out temporary building repairs to establish a secured storage area for the equipments and salvaged materials.
- Report all activities to head quarter.
- Establish a secure storage area for incoming equipments and materials.

## **ESF 2: Evacuation**

The ESF on evacuation is primarily responsible for establishing evacuation plans, identification of fastest evacuation routes and alternate routes and coordinating evacuation logistics during field operations.

### ***Situation Assumptions***

1. Most of the buildings would be damaged and would not remain serviceable.
2. Many structures would be damaged and there would be an urgent need to evacuate.

***ESF Team Leader (TL): DC, Jiribam***

***Primary Agencies: Office of the DC, Jiribam***

***Support agencies: Police, F&ES, Relief & DM, SDRF, HG, NCC, Central Paramilitary Forces, Army, PWD, PHED, Volunteer, Local Resource.***

**SOPs for primary agency:**

- Team leader (TL) of Evacuation ESF would activate the ESF on receiving the warning of the disaster/ disaster from District EOC.

- TL would inform Nodal Officers (NOs) of other primary and support agencies about the event and ESF activation.
- TL will direct the QRTs to be deployed on the affected site.
- TL will gather information on availability of predefined evacuation routes.
- Where the predefined evacuation routes are not available, the Nodal officer would coordinate through District EOC with other ESFs Nodal officers and the support agencies about clearing of routes and identifying alternate routes.

#### **SOPS for Quick Response Team on evacuation**

- The QRT members will reach the Nodal office as soon as they get instructions to do so from the TL.
- Once the quick response teams receive an order from the Nodal officer for reaching the site they would reach to the site immediately.
- On reaching at the site the QRT members will take stock of the situation from the Incident Management Team at the site and their counter parts.
- The quick response teams with the help of local task forces will start evacuating peoples to safe shelters or open areas.
- The QRT members should concentrate more on evacuation in areas that have been worst affected by the disasters.
- Keep reporting about all the activities to the TL.

#### **ESF 3: Search and Rescue**

Search and Rescue operations are one of the primary activities taken up in a post disaster situation. The promptness in these operations can make a remarkable difference in the amount of loss of life and property and will include removal of trapped and injured persons from buildings collapses and other structural collapses, administering first aid, and assisting in transporting the seriously injured to medical facilities. This activity involves the use of professional and volunteer search teams including the use of dog teams.

#### ***Situation Assumptions***

1. Local community task forces will initiate search and rescue at residential level.
2. Spontaneous volunteers will require coordination.
3. Access to affected areas will be limited.
4. Some sites may be accessible only through air routes only.

***ESF Team Leader (TL): DC, Jiribam***

***Primary Agencies: SDRF***

***Support agency: Police, F&ES, HG, NCC, Assam Rifles, BSF, Health Department, Volunteer, Local Resource.***

**SOPS for primary agency**

- The ESF would be activated on receiving order from the Incident Commander (IC) to the Team Leader (TL) of Primary Agency for ESF activation.
- TL of primary agency will call Nodal officers of supporting agencies.
- TL would activate the District Quick Response Team.
- Quick Assessment for the scale of S & R operations required to be carried out made.
- On requirement request for additional S&R teams sent to National Disaster Response force through state Govt. without wasting time, almost simultaneously.
- Assessments of the specific skill sets and the other equipments required.
- Using IDRN network to check and map the availability of resources in and around the disaster site.

#### **SOP for Quick Response Team on search & rescue**

- Assessment of damage (locations, number. of structures damaged, severity of damage).
- The QRTs will be deployed at the affected site.
- Enlisting the types of equipment required for conducting the S&R
- QRTs will report the situation and the progress in response activities to the respective EOCs.

#### **ESF 4: Law and Order enforcement**

##### ***Situation Assumption***

There may be a chaos in the affected area People may rush without properly following instructions which may increase the damage.

***ESF Team Leader (TL): SP, Jiribam***

***Primary Agency: Police***

***Supporting Agencies: Home Guards, Army, Assam Rifle***

##### **Immediate actions of police:**

- Deploying a quick response teams (QRTs) to maintain law and order at the incident site.
- QRTs deployed at the site will be equipped and will coordinate with following activities.
- Quick Assessment of law and order situation in affected areas.
- Cordon off the site to restrict movement of curious onlookers, vehicles and pedestrians.
- Support and coordinate with local administration.
- Prepare updates on the law and order situation in every 2 hours and brief the authorities.
- Ensure law and order at assembly points and evacuation points.
- Control situation of rioting and looting and cordon off affected areas.

- Ensuring law and order in rehabilitation centre.
- Communicate with PCR on regular basis regarding field activities including deployment of manpower and resources.

### **ESF 5: Traffic Management**

#### ***Situation Assumption***

There may be a chaos in the affected area People may rush without properly following instructions which may increase the damage, Traffic may become out of control and lead to jams.

#### ***Primary Agency: Traffic Police***

#### ***ESF Team Leader (TL): SP, Jiribam***

#### ***Supporting Agencies: HG, Army, BRTF/BRO, PWD***

#### **Immediate actions of traffic police:**

- Control and monitor traffic movements.
- To detail traffic staff to reach the place of occurrence.
- To coordinate and communicate with concerned functionaries.
- Provide traffic diversions so as to ease movement of response vehicles to incident site.
- Gather and disseminate information about the traffic flow on alternate routes for decongestion.
- To give directions whenever necessary to ensure free passage for fire tender, ambulance, police vehicles and vehicles of other respondents.

### **ESF 6: Emergency Public Information, helpline & warning**

The ESF on Emergency Public Information, help lines and warning dissemination should process and circulate information about the welfare of citizens in the affected area and manage the flow of correct and needed information. The help lines will be responsible for providing as and where required information and the warning messages would communicate all important information for safeguards to avoid any further damages.

#### **Situation Assumptions:**

1. There may be an ambiguity and confusion about the injured population.
2. The communication networks in the affected area may be partially impaired.

#### ***Team Leader (TL): ADC***

#### ***Primary agency: I&PR***

#### ***Support Agencies: DC, Jiribam, Relief & DM, NIC, DDK, AIR, Local Media***

#### **SOPS for primary agency:**

The ESF would be activated on receiving order from the Incident Commander (IC) to the Team Leader (TL) of Primary Agency for ESF activation.

- TL of primary agency will call Nodal officers of support agencies and get their system activated

- The QRTs will be deployed at the affected site.
- QRTs will report the situation and the progress in response activities to the respective EOC.
- Sending Warning messages/flash news of latest updates/donation requirements for disaster area all over the state
- Assisting the EOC in providing updated information to national as well as at the District level.
- Setting up of toll-free numbers for emergency information assistance.

#### **SOP for Quick Response Team on emergency public information, help lines and messages**

- The QRT will reach to the Nodal office as soon as they will get instructions.
- QRT teams would reach to the site immediately after receiving instructions from the Nodal officer.
- On the site QRT members will take stock of the situation from the site IC and their counter parts.
- The QRTs will coordinate, collect, report and display essential elements of information and facilitate support for planning efforts in response operations.

#### **ESF 7: Emergency medical services and public health**

The ESF on Emergency Medical Services and Public Health Counselling will look after emergency treatment for the injured people immediately after the disaster take place.

#### ***Situation Assumptions***

1. Emergency Medical services will be required for affected population.
2. Likely outbreaks of diseases epidemic after the disaster.
3. Hospital services would be affected.

***Primary Agency: H&FW***

***ESF Team Leader (TL): CMO***

***Support Agencies: PHE (Sanitation), Transport, Volunteer***

#### **SOPS for primary agency**

- IC will call the TL of Primary Agency and get the ESF activated.
- Team leader (TL) of primary agency will call Nodal officers of support agencies.
- In coordination with the transport ESF, it will ensure a critical number of medical professionals to be reached at the site including specialists from other Districts.
- If temporary housing arrangements are being made for the affected population, the ESF must ensure high standards of sanitation in settlements in order to reduce epidemic outbreak.
- Ensuring the provision and continuous supply of medical facilities (medicines, equipments, ambulances, doctors and manpower etc) required at the disaster affected site and the hospital health centre catering to disaster victims.

- In case of orthopaedic care required, the immediate response would have to be complimented by a follow up treatment schedule for a majority of the patients in/ near their place of shelter.
- Trained professionals should be mobilized by psychological support.
- Ensuring setting up of temporary information centre at hospitals with the help of ESF through Help Lines and Warning Dissemination team.
- TL will coordinate, direct, and integrate district level response to provide medical and sanitation health assistances.
- On the recommendations of the EOC, the TL is also responsible to :
  - Send required medicines, vaccines, drugs, plasters, syringes, etc.
  - Arrange for additional blood supply. Send additional medical personnel equipped with food, bedding and tents etc.
  - Send any additional medical equipment.

#### **SOP for Quick Response Team (QRT)**

- QRTs will provide situation and progress reports on the action taken by the team to the respective EOCs.
- QRTs will assess type of injuries, number of people affected and possible medical assistance needs.
- QRTs will ensure timely response to the needs of the affected victims such as:
  - Establishing health facility and treatment centre at disaster sites.
  - Providing medical services as reported by the District Civil Surgeon with District EOC and State EOCs.
- Procedures should be clarified for:
  - Peripheral hospitals
  - Private hospitals
  - Blood banks
  - General hospitals and
  - Health services established at relief camps and affected villages.
- QRTs should maintain check posts and surveillance at each Transport depots and all entry and exit points from the affected area, especially during the threat or existence of an epidemic.

#### **ESF 8: Debris clearance & equipment support**

The importance of this ESF emanates from the fact that most large-scale disasters such as earthquakes, cyclones, floods primarily affect the building structures. The ESF would involve in identification, removal, and disposal of rubble, wreckage, and other material which block or hamper the performance of emergency response functions and procure needed equipments from support agencies using IDRN; is a high priority action.

#### ***Situation Assumptions***

1. Access to disaster-affected area would depend upon the re-establishment of access routes.
2. Early damage assessment may be incomplete, inaccurate and general. A rapid assessment may be required to determine response time.
3. Engineers and masons may be required in large numbers for the inspection of present buildings

***District Primary agency: PWD***

***ESF Team Leader (TL): EE(PWD)***

***Support Agencies: SDRF, RD & PR, BRTF/BRO, ADC, Local Resource***

**SOPS for primary agency**

- Team leader (TL) will activate the ESF on receiving the information of the disaster from District EOC.
- TL would inform Nodal Officers (NOs) of support agencies about the event and ESF activation.
- TL will coordinate with the support agencies to mobilize equipments from the ware houses through IDRN database.
- The equipment's like earth movers, concrete cutters identified as per the need will be transported to the site.
- As per the information the TL of Debris clearance will make an assessment on of the damages of roads and built structures at the site and surrounding areas.
- The Response Teams will immediately start debris clearance operation to enable movement to the affected site.
- Review of the current situation is taken up by the Primary agency to update the support agencies and to delegate their respective personnel to take precautionary measure to plan de-routes for the transportation ESF's to be operational
- All supporting agencies will inspect the road and structures within the disaster site and surrounding.
- TL will also ensure proper corpse disposal and post mortem by coordinating with ESF on medical response.

**SOP for Quick Response Team on equipment support and debris clearance:**

- Damage assessment including locations, number of structures damaged and severity of damage.
- The QRTs will be deployed at the affected site.
- Enlisting the types of equipment as compiled from IDRN resource inventory required for conducting the debris clearance. The QRTs will report the situation and the progress in response activities to the respective EOCs.
- Undertake construction of temporary roads to serve as access to temporary transit and relief camps, and medical facilities for disaster victims.
- Repairing of all paved and unpaved road surfaces including edge metalling, pothole patching and any failure of surface, foundations in the affected areas by maintenance engineer's staff and keep monitoring their conditions.



**ESF 9: Utilities Restoration: water and electricity supply electricity supply*****Situation Assumptions:***

1. Expect electric short circuits in the affected area which may aggravate the fire explosions.
2. Electric fitting of the affected areas may get damaged and need repairing
3. There may be a requirement of temporary lightening provisions in the relief shelters and local commandant post

***Primary Agency: MSPDCL******ESF Team Leader (TL): DGM. MSPDCL******Supporting Agencies: ADC, PWD*****Immediate tasks on electricity supply:**

- Team leader will activate the Emergency Support Function (ESF) by informing his headquarter team and field team.
- Inform nodal and supporting agencies about the incident.
- Notification and shutdown of electricity utilities:
  - As per the instruction given by IC, TL should instruct to concerned officers to shut down the power supply immediately.
  - Provisioning Backup Power during Emergency.
- Once power system is closed down, but power would still be required for response teams, EOC, water supply stations, temporary houses and temporary hospitals. Therefore electricity coordinator will be responsible for providing back-up or alternate source of uninterrupted power supply for smooth operations.
- In addition to the above, QRTs should also undertake following responsibilities:
  - Take stock of situation immediately on reaching the incident site.
  - Coordinate with other team leaders and provide essential help expected from the electricity department.
  - Conduct repairing work of dismantled connections.
  - Provide temporary electricity supply to EOC and relief centre.
  - Appraise the team leader about the situation.

**Water supply:*****Situation Assumptions:***

1. There may be a need of supplying water for fire-fighting operation.
2. There may be a need for drinking purpose.
3. Rehabilitation site might be requiring temporary/mobile toilets.
4. There may be need to ensure clean environment.

***Primary Agency: PHED******ESF Team Leader (TL): E.E. (PHED)******Supporting Agencies: ADC, RD & PR, Local Resource***

**Immediate tasks on water supply:**

- TL will ensure that QRTs are on the site along with the required resources.
- He shall be ensuring uninterrupted supply of water for fire-fighting to all the brigades in operation.
- He shall coordinate with the transport coordinator for replenishing the depleted stock of fire water at the incident site through water tanks.
- Carry out repairing task of all damages to water supply system.
- Arranging alternate storage of potable water at temporary shelters.
- Ensure restoration of potable water as per standards and procedures laid down under 'Standards for Potable Water.
- Plan for emergency accommodation of water supply in or near temporary shelters.

**ESF 10: Mass Care: food supply and shelter arrangement food supply:*****Situation Assumption***

There may be a need to distribute food packets and drinking water to the victims

***Primary Agency: CAF & PD***

***ESF Team Leader (TL): DSO***

***Supporting Agencies: Social Welfare Dept., Transport Dept., ADC, Volunteers***

**Immediate tasks on food supply:**

- TL will activate ESF on receiving the information about the incident and will also inform to the supporting agencies.
- Food coordinator would gather information about the locations of shelters and number of persons housed in each of these shelters.
- TL will guide QRTs to reach at rehabilitation centre to provide food packages.
- TL will keep on coordinating about the distribution of food items to the evacuees and will give appraisal to the IC.
- In case of shortage of food items TL will arrange more food packages and will ensure continuous supply.

**Immediate tasks for QRTS:**

- Management and distribution of relief items to affected victims.
- Report the progress on action to the TL.
- Inform TL about more requirements of staff members, additional materials and food packages.
- Initiate procurement of food items available at nearby markets.
- Prepare take-home food packets for the families.
- Ensuring equal distribution of relief material including children, aged groups, women and poor people.

**Shelter Arrangements*****Situation Assumption***

1. There may be a situation of transferring victims to the safer temporary shelter.
2. There may be a need to establish triage station for medical treatments

**Primary Agency: Office of the DC, Jiribam**

**ESF Team Leader (TL): DC, Jiribam**

**Supporting Agencies: Social Welfare, CAF & PD, Transport Dept., ADC, Volunteers**

**Immediate actions to be taken on shelter arrangements:**

- TL would be the in-charge of rehabilitation centre that will ensure number of people evacuated, care of evacuees and availability of essential supplies.
- Those who will reach to the relief centre would also like to know about their missing members. TL wills response to their queries and also passes on the message to the evacuation and rescue related coordinators.
- QRT will help them in arranging temporary shelters, food and sanitary facilities.
- Medical facilities will also be provided to the victims and injured people.

**ESF 11: Transports**

The ESF on Transport should ensure smooth transportation links at state and district level. Within the disaster context, quick and safe movement of material and humans are a priority. It should coordinate the use of transportation resources to support the needs of emergency support forces requiring transport capacity to perform their emergency response, recovery and assistance missions.

***Situation assumptions***

1. The state civil transportation infrastructure will sustain damage, limiting access to the Disaster/disaster area.
2. Access will improve as routes are cleared and repaired.
3. The movement of relief supplies will create congestion in the transportation services.

**ESF Team Leader: SP**

**Primary Agency: Transport**

**Supporting Agencies: DC, Jiribam, PWD**

**SOPS for primary agency:**

The ESF would be activated on receiving order from the Incident Commander (IC) to the Team Leader (TL) of Primary Agency for ESF activation.

- TL would inform Nodal Officers (NOs) of support agencies about the event and ESF activation.
- TL establishes contact with the district EOC for Incident Report.
- TL requests for reports from local Transportation ESF contact persons.

- TL communicates situation to support agencies and requests for detailed information on the status of transportation infrastructure in the affected area(s).

#### **SOP for Quick Response Team on transport**

- The QRT members will reach to the Nodal office as soon as they will get instructions to do so from the TL.
- As quick response teams will receive instructions from the Nodal officer they would reach to the site immediately.
- QRTs would report the situation and the progress on action taken by the team to the respective EOCs.
- QRT will send a requirement schedule for the different modes of transportation e.g. Buses, trucks, and helicopters to be put on stand-by.
- QRTs will ensure timely re-establishment of the critical transportation links.

#### **ESF 12: Fire Fighting**

##### ***Situation Assumption***

1. There may be a massive fire.
2. Expect more aggressive fire explosions.
3. There may be a need of repairing leakages to reduce fire explosions.
4. Situation can aggravate due to mishandling or carelessness

***Primary Agency: Station Officer/Sub-Officer***

***ESF Team Leader (TL): OC Fire Service***

***Supporting Agencies: SDRF, PHE, Volunteers***

##### **Immediate tasks:**

- TL will activate the ESF and give instructions to the QRTs to reach at incident site to conduct rescue operations.
- TL will coordinate with the EOCs (on site and off site) to judge the situation.
- TL will coordinate in deputing rescue team to enter in hazardous areas.
- TL will coordinate with technical experts, safety coordinators and material coordinator for quick response in case of any requirement in conducting rescue operations.

##### **Immediate tasks of QRTS:**

Fire fighting teams will undertake these services:

- ***On-scene Assessment:***
  - First fire vehicle to reach at incident site will contact the site controller and collect the necessary information regarding chemical leak, action taken, current status and type of equipment required.
  - Driver will park their vehicle in a manner to prevent exposure to air-borne chemical contaminants and fire explosions.

- Each crew member will wear the necessary PPEs (Personnel Protective Equipment) before entering in the “hot zone”. They will work in pairs and coordination.
- The situation will be communicated to the Dist. Control Room/EOC to provide the update of additional resource and manpower requirement.
- **Plugging/Stopping of Leaks:**  
Few crew members having good knowledge of basic tools and knowledge to limit the losses from punctured or leaking tanks will work for plugging holes.
- **Suppression of Hazardous Gas or Vapour Releases:**
  - Based on the guidance of technical coordinators, the response team shall take rapid measures to reduce the rate of amount of hazardous vapours or gases entering in the atmosphere using one or combination of the following measures.
  - Physical restriction of liquid pool surface areas.
  - Transfer to an alternate or standby container if available.
  - Use of fire-fighting or specialized hazardous material foams.
  - Dilute or coverage of liquid pools with water or other compatible liquids.
  - Use of water sprays or fogs.
  - Neutralization of spilled liquids.
  - Cooling of spilled liquids or venting tanks.
- **Search and Rescue Operations.**
  - According to the instructions of rescue coordinators QRTs should enter into the hazardous areas and rescue injured and trapped people.
  - For common safety practice, QRTs should work in pairs.
  - QRT should initiate search and rescue operations of trapped people under the guidance of technical experts.
  - QRT of rescue operations should carry a self-contained breathing apparatus (SCBA) to carry out their mission without falling victim. They should also carry a spare SCBA unit which will help them to escape people trapped in the hazardous areas and also sometimes rescue workers require extra air supplies to accomplish prolonged rescue.

### **ESF 13: Public Works and Engineering**

The ESF would include the identification of critical infrastructure problems, shortcomings and damages, and the mobilization and coordination of Quick Response Teams (QRTs) to fix and improve them.

#### ***Situation Assumptions***

1. There may be major and minor damages in critical infrastructures, public and private infrastructures.

2. Inspection of buildings and other structures may be required to determine whether it is safe to inhabit or use them after a disaster has occurred.

**Primary Agency: PWD**

**ESF Team Leader (TL): E.E. (PWD)**

**Supporting Agencies: ADC, Local Resource**

**SOPS for primary agency**

- When an emergency is imminent, the TL will assess the potential impact of the threat on the state's infrastructure and work with other authorities to ensure that any necessary immediate repairs or arrangements for critical state structures and facilities are initiated.
- The TL will work with all district and local authorities to support the evacuation of people in the threatened area(s).
- As the emergency progresses, the TL will monitor the status of the infrastructure and effect emergency repairs where needed and feasible.
- The TL will monitor the status of debris on critical state evacuation routes and initiate emergency debris clearance and repairs to save lives where needed and feasible.
- When an emergency has passed, the TL of Inspection, Condemnation, Demolition will assess damages to critical state infrastructure and initiate debris clearance and repairs.

#### **ESF 14: Animal Care**

**Situation Assumption:**

1. Public health during disasters is directly related to the safety of animals. Owners may fail to evacuate because they cannot take their animals with them, or owners who left their animals behind will later try to re-enter the disaster area to rescue them.
2. Deceased animals may create a threat to the public health and safety.

**Primary Agency: Vety & AH Dept.**

**ESF Team Leader (TL):**

**Supporting Agencies: H & FW, SDRF, PHE (Sanitation)**

**SOP for primary agency:**

The TL will coordinate with:

- The district level Veterinarian.
- Animal related organizations and individuals to provide assistance in the affected site.
- Coordinate with the Shelter TL on the sheltering of companion animals.
- In case of Animal Disease Outbreak immediate actions to control and quarantine the disease to be made, the advisory for safeguarding one self and others to be issued.
- Injuries and death of animals will be documented.
- Deceased, diseased or contaminated animals will be dispensed.

- Documentation of all expenses incurred will be maintained.
- Continue response activities as needed.

**12.4. ROLE & RESPONSIBILITIES OF DIFFERENT DEPARTMENT**

**12.4.1. POLICE DEPARTMENT**

**Table No. 26:**

Preparedness	Pre-Disaster (after warning)	Post Disaster
<ul style="list-style-type: none"> <li>• Ensure that Mock Drills are conducted at all levels</li> <li>• Train volunteers through mock drills for search &amp; rescue operation</li> <li>• Formation of teams</li> <li>• Delegation of areas of operation</li> <li>• Formation of Sub Division</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping close contact with the DC</li> <li>• Deploy personnel to guard vulnerable places. (for predictable disasters)</li> <li>• Alert all Police Officers to remain at the HQ</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance of Law &amp; Order</li> <li>• Arrange security at relief camps.</li> <li>• Arrangement for post mortem of dead person &amp; legal procedures for speedy disposal</li> <li>• Support the District Administration &amp; volunteers during evacuation operations</li> <li>• Assist fire brigade personnel in their efforts</li> <li>• Identify &amp; register the names of the dead &amp; dispossessed persons</li> <li>• Assist the District Administration in the supply &amp; distribution of relief materials</li> <li>• Providing escort or security to the relief items stored or transported</li> </ul>

**12.4.2. HEALTH DEPARTMENT**

**Table No. 27:**

Preparedness	Pre-Disaster (after warning)	Post Disaster
<ul style="list-style-type: none"> <li>• IEC activities on maintenance of health and sanitation.</li> <li>• Check stock position of life saving drugs, ORS, IV fluids and other equipment</li> <li>• Distribution of ORS, Halogen to field areas</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Medical &amp; Paramedical staff to join HQ immediately</li> <li>• Delegation of duty at CHC/PHC for 24 hours</li> <li>• Meeting with the volunteers/ANM/AWW &amp; distribution of work as per the need.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to injured persons.</li> <li>• Send sufficient stock of medicines to the affected areas.</li> <li>• Shift seriously injured people to hospitals.</li> </ul>

<ul style="list-style-type: none"> <li>• List of contact addresses of field staff to be maintained</li> <li>• List of volunteers to be maintained</li> <li>• List of AWW to be maintained</li> <li>• List of epidemic/risk prone areas to be maintained</li> <li>• Listing of site operation areas &amp; delegation of duties</li> <li>• Mobile health units</li> <li>• List of Dist./ health control rooms</li> <li>• List of private and local doctors</li> <li>• Daily disease report collection and analysis</li> </ul>		<ul style="list-style-type: none"> <li>• Check the stock &amp; collect the required stock from the DA.</li> <li>• Treatment of emergency cases &amp; removal to big hospitals, if necessary.</li> <li>• Keeping records of dead/injured persons with relevant particulars.</li> <li>• Registration of deaths &amp; issuing Death Certificates.</li> <li>• Distribution of disinfectants to the volunteers to dispose of dead bodies.</li> <li>• Taking steps to check any possibility of epidemic outbreaks.</li> <li>• Provision of temporary medical camps/relief centres.</li> <li>• Attend to the ill/victims &amp; report to CHC/PHC control rooms.</li> </ul>
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**12.4.3. WATER RESOURCE DEPARTMENT**

**Table No. 28:**

Preparedness	Post Disaster
<ul style="list-style-type: none"> <li>• Stock piling of repair materials like sand bags, bamboo at vulnerable points [Place names] etc.</li> <li>• Provision for guarding weak points</li> <li>• Listing of volunteers</li> <li>• Co-ordinating with others</li> <li>• Equipments to be ready</li> <li>• Delegation of areas of operation</li> <li>• Contact nos./ addresses of staff / officers</li> </ul>	<ul style="list-style-type: none"> <li>• Taking help of the community for maintenance of the embankments</li> <li>• Assist the Dist. Adm. in infrastructure restoration.</li> </ul>



<ul style="list-style-type: none"> <li>• Ensure tube wells, wells are in perfect condition</li> <li>• Coordinate with DA</li> </ul>	
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**12.4.4. PWD DEPARTMENT**

**Table No. 29:**

Preparedness	Post Disaster
<ul style="list-style-type: none"> <li>• Identification of weak points</li> <li>• Repair of weak roads /structures/canals before the hazard season</li> <li>• Stockpiling of building material</li> <li>• Arrangement of equipment for roads clearance</li> <li>• Arrangement of all important lines &amp; numbers in order</li> <li>• Maintenance of record for information generation &amp; dissemination</li> </ul>	<ul style="list-style-type: none"> <li>• Provide all the available resources &amp; manpower</li> <li>• Make arrangement for repair of roads, bridges etc, ensure free flow of vehicles</li> <li>• Provision of equipment for road clearance</li> <li>• Clearance of roadside, dead trees posing threat to communication, Life &amp; Electricity</li> </ul>

**12.4.5. VETERINARY & ANIMAL HUSBANDRY DEPARTMENT**

**Table No. 30:**

Preparedness	Pre-Disaster (after warning)	Post Disaster
<ul style="list-style-type: none"> <li>• List out staff members with contact addresses</li> <li>• Vaccination of cattle population</li> <li>• Provision of supply of yearly medicines</li> <li>• Arrangement of vehicles for uninterrupted mobility</li> <li>• Arrangement of mobile health units in in-accessible areas</li> </ul>	<ul style="list-style-type: none"> <li>• Mobilize the community to evacuate cattle population to the nearest elevated places</li> </ul>	<ul style="list-style-type: none"> <li>• Record keeping</li> <li>• Information dissemination to concerned quarters</li> <li>• Maintenance of regular flow of information</li> <li>• Send mobile teams with necessary equipment in case of cattle death in the affected areas for the disposal of carcass</li> <li>• Treatment of injured cattle</li> </ul>

<ul style="list-style-type: none"> <li>• Health awareness campaigns</li> </ul>		<ul style="list-style-type: none"> <li>• Support villagers and farmers and help in rescuing trapped cattle</li> <li>• Vaccination immediately after disaster &amp; treatment to prevent epidemics</li> <li>• Provide first aid to the affected animals</li> <li>• Record keeping</li> <li>• Supply of medicines &amp; cattle feed</li> <li>• Collection of dead animals</li> <li>• Issuing of death certificates for the insured livestock</li> <li>• Distribution of disinfectants at the place where animals are buried/cremated</li> </ul>
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**12.4.6. MANIPUR STATE POWER DISTRIBUTION COMPANY LIMITED**

**Table No. 31:**

Preparedness	Post Disaster
<ul style="list-style-type: none"> <li>• Regular identification of the faults</li> <li>• Regular checking &amp; repair of weak points/Transformers</li> <li>• Stockpiling of equipment/accessories</li> <li>• Skill development training/orientation</li> <li>• Precautions/protection near high voltage electric installations</li> <li>• Stopping illegal consumption of electricity</li> <li>• Retrofitting of weak points if found</li> <li>• Disconnection of electricity in the event of an emergency (for predictable disasters)</li> <li>• Arrangement of alternative energy sources such as generator and fuel</li> </ul>	<ul style="list-style-type: none"> <li>• Review electric supply position.</li> <li>• Restoration of electric supply which has got disrupted.</li> <li>• Disconnection of electricity in the event of an emergency</li> </ul>

**12.4.7. AGRICULTURE DEPARTMENT**

**Table No. 32:**

<b>Preparedness</b>	<b>Post Disaster</b>
<ul style="list-style-type: none"><li>• Database of Crop pattern with land holding</li><li>• List of irrigation points with status to be maintained</li><li>• Feasibility of alternative cropping</li><li>• Training for food preservation and protection</li></ul>	<ul style="list-style-type: none"><li>• Damage assessment report to be done immediately.</li><li>• Send necessary equipments in the case of crops having been washed away</li><li>• Provision of seeds and other requirements</li><li>• Helping in raising of community nurseries for seedlings</li></ul>