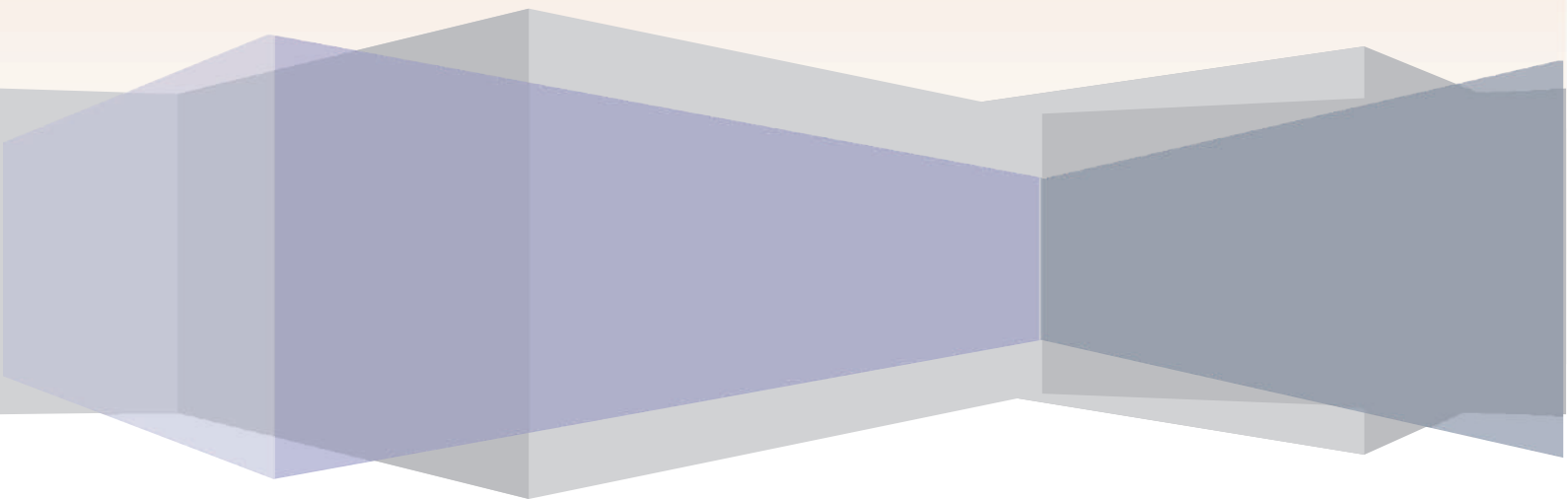


DISTRICT DISASTER MANAGEMENT PLAN **KIPHIRE : NAGALAND**



DISTRICT DISASTER MANAGEMENT PLAN



MAP OF NAGALAND STATE





DEPUTY COMMISSIONER
Kiphire, Nagaland

FOREWORD

I am pleased to present the District Disaster Management Plan (DDMP) for Kiphire District. In the present context, where we experienced disaster like earthquakes, forest fire, landslides, drought etc occurring frequently around us, it becomes paramount that the preparedness, mitigation and response measures are initiated not only at the state level but also in the District, Sub-Division/Block and village level and on this line the Disaster Management Act 2005, aim to put in place this Disaster plan.

The District till now has not faced any major natural or manmade disasters in large scale although there are incidents like fire and landslides which has hampered the district connectivity especially road connectivity, and also due to the absence of State Disaster Response Force, the district face lots of challenges. Therefore, keeping in mind the above observations and other factors the District Disaster Management Plan has been framed out to initiate better co-ordination, planning and clear cut decision making among all stake holders.

I would like to express my gratitude to all those officials who were involved in preparing the plan, and hope that the document serve its purpose.

(M. SHAYUNG PHOM)
Deputy Commissioner,
Kiphire, Nagaland



FORWARD

I am pleased to present the District Disaster Management Plan (DDMP) of Kiphire District with an aim of creating a Guide Book for Disaster Management to be used during Disasters.

Disaster disrupts progress and destroys the hard earned fruits of painstaking developmental effort. Disasters either natural or manmade have been the main hurdles in the district. The major hazards of the district consist of earthquakes, landslides, flash floods, wind storms, fire- domestic and wild, cloudburst, road accidents, animal epidemics etc. which throws up a new set of challenges for the District Disaster Management Authority (DDMA) to deal with.

This plan has been prepared as per the guidelines provided by National Disaster Management Authority and mandates the role and functions to be played by District Disaster Management Authority. Disaster Management, by its very nature, requires a multidisciplinary approach and hence, a strong coordination mechanism forms the core of successful management. The plan outlines the functions of Kiphire District Disaster Management Authority and the support functions to be performed by the line departments as well as SDMA. This plan shall be reviewed periodically by the DDMA to update all activities and information. Moreover, a training plan has been prepared to enhance capacities of all departments for effective management of disasters.

I hope that this plan will serve the purpose of creating a resilient Kiphire. The observations made by the State Disaster Management Authority has been incorporated.

A handwritten signature in black ink, appearing to read 'David Thupitor', written over a horizontal line.

(DAVID THUPITOR)
District Disaster Management Officer
Kiphire

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The following abbreviation and acronyms used throughout this document are intended to mean the following

ADC- Additional Deputy Commissioner

AIR- All India Radio

AR - Assam Rifles

ATI- Administrative Training Institution

BDO- Block Development Officer

CBDM- Community Based Disaster Management

CEO- Chief Executive Officer

CHC- Community Health Centre

CMO- Chief Medical Officer

CVO - Chief Veterinary Officer

DC- Deputy Commissioner

DDMA- District Disaster Management Authority

DDMC- District Disaster Management Committee

DDMC- District Disaster Management Committee

DDMP- District Disaster Management Plan

DECR- District Emergency Control Room

DIPRO- Directorate of Information & Public Relation

DMT- Disaster Management Team

EAC- Extra Additional Commissioner

ESF- Emergency Support Function

FCI- Food Co-operation of India

GMS- Government Middle School

GPS- Government Primary School

HQ- Headquarter Kiphire

IC- In Charge

ICP- Incident Command Post

ICS- Incident Command System

IRS- Incident Responds System

MHA- Ministry Home Affairs

MLA- Member of Legislative Assembly

MO- Medical Officer

MP- Member of Parliament

NDMA- National Disaster Management Authority

NDRF- National Disaster Response Force.

NIC- National Information Centre

NIDM- National Institution of Disaster Management

NSDMA- Nagaland State Disaster Management Authority

NSS- National Service Scheme

PHC- Public Health Centre

SAR- Search and Rescue

SDO (C) - Sub- Divisional Officer (Civil)

SDRF- State Disaster Response Force.

SOP- Standard Operating Procedure

SP- Superintendent of Police

SRC - Site Response Centre

TCR- Taskforce Control Room

VDMA- Village Disaster Management Authority.

VDMCC- Village Disaster Management Core Committee.

VDMP- Village Disaster Management Plan

GLOSSARY OF THE TERMS

- Disaster** A catastrophe, calamity, mishap or a grave occurrence in any area, arising from natural or manmade causes or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of property, or damage to, and degradation of, environment, and is of such nature or magnitude as to be beyond the coping capacity of the community of the affected area.
- Disaster Management** A continuous and integrated process of planning, organizing, coordinating & implementing measures which are necessary or expedient for prevention of danger or threat of any disaster; mitigation or reduction of risk of any disaster or its severity or consequences; capacity building; preparedness to deal with any disaster; prompt response to any threatening disaster situation or disaster; assessing the severity or magnitude of effects of any disaster; evacuation, rescue and relief; and rehabilitation and reconstruction.
- District** For all practical purposes here represents the Kiphire district of Nagaland.
- Hazard** A threatening event or the probability of occurrence of a potentially damaging phenomenon (e.g. Earthquake or cyclonic storm) within a given time period and in a specific area.
- High Risk Areas** They are geographically more susceptible or vulnerable to any type of Hazard/ Calamity/disaster.
- Earthquake** An earthquake is a series of vibrations on the earth's surface caused by the generation of the seismic waves due to sudden rupture within the earth during release of accumulated strain energy.
- Fire** Natural/accidental/man-made burning of the any object or objects.
- Flood** When the water flows or rises above and beyond its normal place or course, during the Rainy season due to which heavy and widespread inundation takes place it is called Flood. Normally flood occurs when a river overflows its bank and the water spreads on the surrounding land.

Heavy Rain Fall Heavy rain would mean three days or more of uninterrupted rainfall, the total amounting to at least 3 times that of a month's average rainfall in the block area. In absence of supporting materials, rain amount from 64.5mm to 124.4 mm per day for continuous three days or more and/or 124.5mm and above for more than one day may be treated as heavy rainfall.

Cyclone The term "Cyclone" is derived from a Greek word meaning the coil of a snake. Cyclones are intense low-pressure systems that develop in the oceanic area surrounding Indian Sub-Continent. A tropical cyclone, when fully developed, is a vast violent whirl 150 to 800 Km. across, 10 to 17 km. high, spiraling around a center and progressing along the surface of the sea at a rate of 300 km a day or more. The low-pressure systems are termed depending on the intensity of this surface wind.

- a. Depression - 32-50 km /hr
- b. Deep Depression - 51-61 km/hr
- c. Cyclonic Storm - 62-68 km /hr
- d. Severe Cyclonic Storm 89-117 km/hr
- e. Hurricane - 117+ km/hr
- f. Typhoon: 200kms + per hour.

An associated wind with such storms is violent and causes heavy rainfall.

Hailstorm Consists of heavy rainfall with high wind velocity and falling hailstones.

State For all purposes State means the state of Nagaland.

CHAPTER-1

General

1.1 Need for District Disaster Management Plan [DDMP]

With occurrences of disaster around us, both man-made and natural leading to loss of life, property, infrastructure etc, it becomes pertinent and of outmost priority that the district should come up with the plan to tackle any problems arising out of it. Although the predictability of any disaster in any form is less but with proper planning and co-ordination of all stakeholder, the extent of loss and risk involved can be minimised and subsequently society can be restored and rehabilitated in the long run.

The Disaster Management Act, 2005 stipulates to put in place Disaster Management Plan aimed at reducing potential loss of life and property in Disaster. Therefore, the need of DDMP in the district involves strengthening of existing organisational structure and proper management of resources available. Kiphire district too is vulnerable to disaster both man-made and natural and on careful observation we find that calamities landslide/mudslides, strong cyclonic wind, Forest fire, Accidental Fire, Earthquakes etc have occurred therefore it becomes important that the district should come out with disaster management plan.

Precise actions, procedures and responsibilities have to be laid down well in advance in order to insure timely response in case of any disaster. Therefore a mechanism should be formulated in the form of District Emergency Operation Centre headed by the Deputy commissioner, sub-division, block level in charge, village level in charge, detail list of Risk/hazard analysis, risk assessment, resource inventory, mitigation plan, preparedness and response strategy and contingency plan in case of any eventuality.

Objectives:

Disaster causes at any times, sudden disruption to the normal life of a society and causes damages to property and lives to such an extent that normal social and economic mechanisms available to the society get disrupted. In such cases, the existence of a District Disaster Management Plan can make a crucial difference.

A District Disaster Management Plan can:

Develop a plan strategy which will embark on the join and collective co-ordination among all government departments, civil society, NGO's, private enterprises etc and to ensure their active participation.

1. To minimise the extent of loss caused due to disaster both natural as well as man-made disaster.
2. To keep a proper record and support of resources to all Government Department concerned individual communities etc.
3. To develop immediate and long term support plan in case of any disaster.
4. To disseminate an active network for smooth function and flow of information.
5. To create awareness among the general population.
6. To have response system in place to face any eventuality.
7. To undertake search and Rescue operation.
8. To create awareness among the people about Disaster Management and increase their participation in preparedness, relief, rehabilitation and reconstruction.

Disasters

Disaster can be described as any occurrence that causes widespread loss of life, property, economic disruption and deterioration of basic facilities necessary for human survival. Disasters are combined results of hazards and vulnerabilities, they occur when the adjustment capacity of the affected communities and individuals exceeds their ability to cope with a crisis. It is an extreme state of everyday life in which the continuity of the community structure disrupts temporarily but trailing behind it a long-term infrastructure, economic development to maintain normalcy for years together.

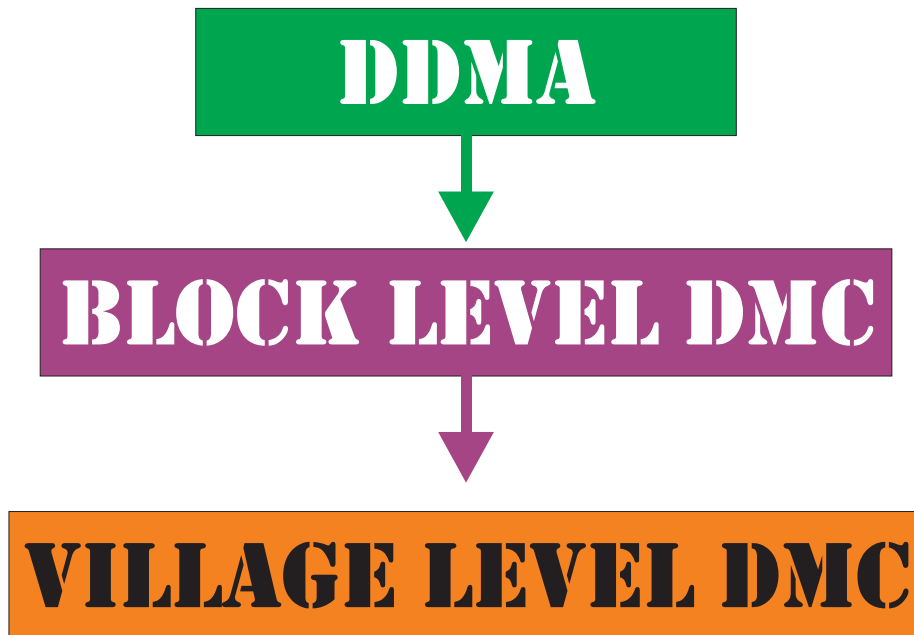
| Natural disasters | Man-made disasters |
|-----------------------|--------------------|
| -Earthquakes | -Fire house/forest |
| -Landslides/mudslides | -Communal riots |
| -High speed wind | -Accident-road |
| -Hailstorm/whirl wind | -Epidemics |

Organizational Structure for Disaster Management in the District:

In the district, the Deputy Commissioner acts as the principal crisis manager and under his Leadership a strong team is built, to act and disseminate in times of preparedness and prevention in times of emergency, every government department including its resources and materials are under his disposal and he is to co-ordinate with all non-state institutions like the civil societies, NGO's, student body etc. His role as the sanctioning authority for relief fund to different departments is crucial as he is to insure that the fund utilisation is done judiciously and on time.

District Disaster Management Authority.

The district administration accepting its primary and vital role has prepared this District Disaster Management Plan. For this purpose, a principal organ has been created in the form of the District Disaster Management Authority (DDMA). It's a thirteen member body forming the basic human resource pool with the Deputy Commissioner as the Principal Coordinator and Chairperson. The committee comprises of all important heads of government departments, army, paramilitary forces and representatives from NGOs. The list of members of the DDMA is given in Table 1 of this chapter along with their designation, status and addresses. This is the most crucial committee which controls and regulates disaster mitigation in addition to immediately responding to a disaster situation. There are various sub committees which spring into action in the face of a disaster. They are guided and manned by members of the DDMA. Roles and responsibilities of different member officers and related sub committees is discussed in subsequent chapters. Block Level and Village Level Disaster Management Committees (DMCs) are constituted. These DMCs will work in coordination with and under the guidance of DDMA.



| SNo | DESIGNATION | STATUS | ADDRESS |
|-----|--|---------------|---|
| 1 | Deputy Commissioner | Chairman | Office of the Deputy Commissioner, Kiphire |
| 2 | Additional Deputy Commissioner | Nodal Officer | Office of the Deputy Commissioner, Kiphire |
| 3 | Superintendent of Police | Member | Office of the Superintendent of Police, Kiphire |
| 4 | ADCs / SDOs / EACs / PAs to DC | Member(s) | Kiphire |
| 5 | Commandant, 7 th Assam Rifles (AR) | Member | Office of the Commandant, 7 th Assam Rifles Kiphire |
| 6 | EE, Irrigation & Flood Control | Member | Office of the SDO, Irrigation & Flood Control, Kiphire |
| 7 | Medical Superintendent | Member | Office of the Medical Superintendent, Kiphire |
| 8 | Superintendent Of Supply, Food & Civil Supplies | Member | Office of the Director, Food & Civil Supplies, Kiphire |
| 9 | Executive Engineer, PWD (R & B, Housing, Mechanical) | Member(s) | Office of the Executive Engineer, PWD (R & B, Housing, Mechanical), Kiphire |
| 10 | Executive Engineer, Power | Member | Office of the Executive Engineer, Power, Kiphire |
| 11 | Executive Engineer, PHED (Rural, Urban) | Member(s) | Office of the Executive Engineer, PHED (Public Health & Engineering Department) (Rural, Urban), Kiphire |
| 12 | Administrator, Kiphire Town Council (KTC) | Member | Office of the Administrator, Kiphire Town Council (KTC) |
| 13 | President, United Sangtam Student Conference (USSC) | Member | Office of the United Sangtam Student Conference (USSC) |

District Disaster Management Committee:

The responsibility of the District Disaster Management Committee is to evaluate, approve and update the District Disaster Management Plan, it is to review the overall mitigation and preparedness activities in the district and meet at least once in a year to review the District Plan.

| Sl. No. | Designation | D.D.M.C |
|---------|---|---------------|
| 1. | Deputy Commissioner | Chairman |
| 2. | Superintendent of Police | Member |
| 3. | ADC Pungro | Member |
| 4. | ADC Seyochung | Member |
| 5. | SDO (C) HQ | Member |
| 6. | COY Commander 7 th AR | Member |
| 7. | Deputy Commandant VG | Member |
| 8. | COY Commander E COY 3 rd NAP | Member |
| 9. | SDPO | Member |
| 10. | EE PWD (R&B) | Member |
| 11. | EE PHED | Member |
| 12. | CMO | Member |
| 13. | SDO (Electrical) | Member |
| 14. | SDIO | Member |
| 15. | EE (IRRI&FC) | Member |
| 16. | SDO (Soil) | Member |
| 17. | SDAO | Member |
| 18. | Chief Veterinary Officer | Member |
| 19. | EAC HQ | Member |
| 20. | EAC Longmatra | Member |
| 21. | EAC Sitimi | Member |
| 22. | EAC Amahator | Member |
| 23. | EAC Kiusam | Member |
| 24. | EAC Khongsa | Member |
| 25. | EAC (Disaster management) | Nodal officer |
| 26. | BDO Kiphire block | Member |
| 27. | BDO Pungro block | Member |
| 28. | BDO Sitimi block | Member |
| 29. | Administrator, Kiphire Town Council | Member |

District Sub-Committee for different types of Disaster:

This committee is constituted mainly to verify applications for disaster related relief and if necessary visit the site and submit report for further scrutiny by the District Disaster Management Authority. The committee consists of members from various line and technical departments and constituted as per the nature of Disasters.

-District Sub-Committee on Earthquakes:

The overall supervision of the Committee will be headed by the core DDMA members.

-District Sub-Committee on Road Accident:

| | |
|-----------------------------------|------------|
| Superintendent of police, Kiphire | -Convener |
| Station Superintendent (NST) | -Secretary |
| Secy. IRCS Kiphire | -Member |
| Dy. Commandant, Village Guards | -Member |
| EAC HQ | -Member |
| Medical Officer, Dist Hospital | -Member |

-District Sub-Committee on Fire Accident:

| | |
|------------------------------|------------|
| Addl. S.P. Kiphire | -Convener |
| EAC (DM) | -Secretary |
| SDO, PHED | -Member |
| Coy Cmdt. 7 th AR | -Member |
| DPRO, Kiphire | -Member |
| O/C Fire Station | -Member |

-District Sub-Committee on Landslide:

| | |
|---------------------------|------------|
| ADC/SDO(C) HQ | -Convener |
| Project Director, DRDA | -Secretary |
| EE, NH | -Member |
| EE, PWD(R&B) | -Member |
| EE, PHED | -Member |
| Soil Conservation Officer | -Member |
| SDO(C) HQ | -Member |

-District Sub-Committee on Hailstorm:

| | |
|------------------------------|-----------|
| District Agriculture Officer | -Convener |
| EAC HQ | -Member |
| District Education Officer | -Member |
| BDO (concerned block) | -Member |
| Supply Superintendent | -Member |

-District Sub-Committee on Epidemic:

| | |
|------------------------|-----------|
| Chief Medical Officer | -Convener |
| Chief Vety. Officer | -Member |
| EE, PHED | -Member |
| EE PWD, (R&B) | -Member |
| Project Director, DRDA | -Member |
| EAC HQ | -Member |

District Emergency Control Room:

In times of Disaster, the District Control Room becomes the nerve point of the District and immediately swings into action to plan, assess, co-ordinate and delegate in terms of responding to the crisis. It will require a core group of senior decision-makers administrative control over the key resource organisations. The Deputy Commissioner will be the Team Leader and he will further constitute to include other core group members.

The members of the Group may be required to reach the affected area for monitoring and co-ordination of the response function at the site. The members will have to be provided with wireless facilities for interaction with the Site Response Centre [SRC]

The police wireless system should continue to be constant contact with the control room.

Members of District Emergency Control Room:

| | |
|---------------------------------------|-----------------------|
| 1. Deputy Commissioner | -Chairman/Team Leader |
| 2. Superintendent of Police | -Member |
| 3. EE, PWD[R&B] | -Member |
| 4. EE, PHED | -Member |
| 5. CMO | -Member |
| 6. SDO [Electrical] | -Member |
| 7. DPRO (info) | -Member |
| 8. Coy Commander NAP | -Member |
| 9. Chief Veterinary Officer | -Member |
| 10. Chairman KTC | -Member |
| 11. Project Director | -Member |
| 12. Medical Superintendent | -Member |
| 13. Coy Commander, 7 th AR | -Member |
| 14. EAC [D.M] | -Nodal Office |

Block/Sub-division and village level District Management Committee:

Beside the District Management Committee in the District, there will be a sub-division/Block and village level District Management Committee which will review the overall mitigation and preparedness activities in the Sub-division/Block and village level and prepare a Disaster Management Plan which would be evaluate and approved once in a year. The committee will consist of:

Sub-Division/Block DMC Members:

| | |
|--|------------|
| 1. ADC/SDO(C) EAC | -Chairman |
| 2. BDO | -Secretary |
| 3. M.O PHC | -Member |
| 4. CDPO | -Member |
| 5. SDO PWD[R&B] | -Member |
| 6. Area Commander | -Member |
| 7. Junior Engineer, PHED | -Member |
| 8. Oversees PHED | -Member |
| 9. O.C Police Station | -Member |
| 10. Compounder/Health worker | -Member |
| 11. NGO's members from church, school, Community based Organization | -Member |

Village Disaster Management Committee:

| | |
|---|-------------------|
| 1. Village Council Chairman | -Chairman |
| 2. VDB Secretary | -Member Secretary |
| 3. Pastor Local Church | -Member |
| 4. Post Commander VG | -Member |
| 5. Women Church Leader | -Member |
| 6. Teacher i/c GPS | -Member |
| 7. Women VDB Secretary | -Member |
| 8. Public Health Worker | -Member |
| 9. Local Students` Union Leader | -Member |
| 10. Angawadi Worker/ASHA | -Member |
| 11. Any Departmental Staffs posted to the village | -Member |

Site Response Centre [SRC]:

A Site Response Centre would be formed to operate close to the affected area and would be linked directly to the District Emergency Control Room. The Deputy Commissioner will appoint and assign one senior Administrative officer to monitor and coordinate the activities of SRC and thus act as an onsite Officer-in-charge or incident controller. The Centre will be provided with desk officer from key response organisation and in case of emergency, additional staff will be deployed to assist in the functioning of SRC.

Information Cell:

This Cell will be under the directive control of the District Emergency Control Room. A senior and responsible Government Officer is to be appointed to look towards its function. Its role is to keep up to date record and information on properties destroyed, number of deaths and injured and inform the concern agency correct information on the situation. This will help in the relief and rescue operation and also locate the number of victims either in the Hospital or temporary shelter home. The cell is to be equipped with wireless communication devices/walky talky, telephones, Vehicles and other logistics for easy dissemination of crucial information to all agencies involved in relief and rescue operations.

CHAPTER-2

Overview of Kiphire District

Kiphire District covers an area of 12255 sq kms and is located in the remote corners of Nagaland. The land of head hunters and animist believers, till the transfer of power in 1947, there was no sign of political control or administrative change. It was untouched by the British colonial administration even after its subjugation in 1920. The administrative headquarters of Kiphire was established in 1952 within Tuensang District under North Eastern Frontier Agency (NEFA) and later upgraded to a full fledge District on 24th January 2004. Kiphire District is bounded on the east by international boundary with Myanmar (Burma) on the west by Zunheboto district, on the North by Tuensang District and Phek District on the South.

Kiphire Headquarter lies at an altitude of 869.42 mts. above sea level and interestingly crusted between two lofty mountains i.e Saramati, the highest peak in Nagaland and Jingkhu in the West. The district is inhabited by some major Naga tribes namely Sangtam, Yimchunger and Sumi Tribe. English and Nagamese are the commonly spoken language behind their own tribal dialects. The Socio-economic advancement of the district in this past few years in encouraging and praiseworthy although a lots need to be done to bring all round development.

Kiphire at a glance

| Sl. no | Particulars | Details |
|--------|--------------------|--|
| 1. | Geographical area | -1255 sq Km |
| 2. | Total Population | -74,004 (2011 census) |
| 3. | No. of households | -12859 |
| 4. | Sex ratio | -956:1000 |
| 5. | Population density | -65 Per sq km |
| 6. | Literacy rate | -69.5% |
| 7. | Recognised village | -92 |
| 8. | No of township | -1[one] |
| 9. | Banks | -State Bank of India, Kiphire HQ. -State Bank of India, Pungro. -Nagaland State co-operative Bank ltd. |
| 10. | Administrative HQs | -Kiphire (District HQ) -ADC HQ, Seyochung -ADC HQ, Pungro -EAC Amahator -EAC Longmatra -EAC Sitimi -EAC Kiusam -EAC Khongsa |

| | | |
|-----|---------------------------------|---|
| 11. | Blocks | -Kiphire -Pungro -Seyochung -Longmatra -Khongsa |
| 12. | Police Station | -Kiphire Police Station -Seyochung Police outpost -Pungro Police Station |
| 13. | Hospital | -District Hospital -Primary Health Centre (Sitimi and Amahator) -Community Health Centre (Pungro) -Sub Health Centre (Kiusam and Longmatra) -Catholic Church Dispensary |
| 14. | No. of Ambulance | -04 (four) |
| 15. | River | -Zungki -Thsingki -Mitriki -Nguki -Likimro |
| 16. | No. of Govt. College | -01(one) |
| 17. | No. of Higher Secondary | -2 Government Higher Secondary -1 Private Higher Secondary |
| 18. | No. of High School | -16 Government High School |
| 19. | No. of Middle School | -35 Government Middle School |
| 20. | No. of Primary School | -67 Government Primary School |
| 21. | No. of Private School | -22(Twenty two) |
| 22. | Petrol Pump Station | -2(two) |
| 23. | Gas Agency | -01(one) |
| 24. | Fire Service Station | -1 at Kiphire HQ |
| 25. | Communication Facilities | -Landline -Mobile communication service -Internet -Postal Services and Telegraph Fax -Radio -Television |
| 26. | Distance from the state capital | -254 Km |

Demographic and Households Details

List of Household

| Sl,no | Block/Circle | Total no. of Household |
|-------|---------------|------------------------|
| 1. | Kiphire Town | 1292 |
| 2. | Kiphire Sadar | 1165 |
| 3. | Seyochung | 1940 |
| 4. | Sitimi | 783 |
| 5. | Longmatra | 828 |
| 6. | Pungro | 2898 |
| 7. | Kiusam | 784 |
| 8. | Khongsa | 995 |
| 9. | Amahator | 2174 |

Population.

| Sl.no | Block/Circle | Male | Female | Total |
|-------|---------------|------|--------|-------|
| 1. | Kiphire Town | 8555 | 7942 | 16497 |
| 2. | Kiphire Sadar | 2790 | 2661 | 5451 |
| 3. | Seyochung | 4890 | 5034 | 9924 |
| 4. | Sitimi | 1992 | 2041 | 4033 |
| 5. | Longmatra | 2392 | 2335 | 4727 |
| 6. | Pungro | 7581 | 6953 | 14534 |
| 7. | Kiusam | 2655 | 2513 | 5168 |
| 8. | Khongsa | 2342 | 2283 | 4625 |
| 9. | Amahator | 4561 | 4513 | 9074 |

Source -Census 2011

Economy:

Agriculture is the primary economic activity of the District. Besides shifting cultivation i.e Jhum Cultivation which is dominantly practised in the region, terrace cultivation can also be seen. Due to favourable soil conditions, varieties of crops are cultivated. In spite of various government efforts, the agricultural techniques with support from various governmental agencies, the production output of the district can be significantly increased. This will have a direct impact on the socio-economic conditions of the people.

As per the survey of the State Department of Geology and Mining and the Geological survey of India, various mineral resources are available in the district, and it is reported that high qualities of Lime Stones deposit, Nickel, Cobalt, Chromium and Magnetite Iron Ores are available. However, these valuable assets are yet to be realized to its full potential.

Transport and Communication:

The road connectivity in the District is still in the nascent stage with only the District Headquarter and four Towns connected by metalled road. The rest of the district is connected by Kutcha roads which are unfortunately not reliable and prone to landslides. There are also some villages which are yet to be connected by road. However, with the efforts from the State Government the road connectivity is improving.

In terms of communication facilities, with the presence of Bharat Sanchar Nigam Limited (BSNL) and other private players, the district communication connectivity has greatly improved by providing various mobile and internet based services to the people of the district.

Climate

The climate of Kiphire District is both humid and cold. Winters are cold but Summers Moderately warmer. December and January are the coldest month of the year and at times the temperature drops down near zero. Though climatic conditions have changed since the last decade due to deforestation and the practice of Jhum cultivation but efforts are on to educate and spread awareness regarding the negative impact of such practises.

Infrastructure:

| Sl. No | Name of the block | PDS outlets | Post office/ Sub-post | Police station/ outpost | CHC | PHC | Dispensary | Godowns |
|--------|-------------------|-------------|---------------------------------|-------------------------|-----|-----|------------|---------|
| 1. | Kiphire | 3 | 1(Including 3 in Kiphire Sadar) | 1 | 1 | 1 | 1 | 1 |
| 2. | ADC, Seyochung | 3 | 2 | 1 | - | 1 | - | 1 |
| 3. | ADC, Pungro | 3 | 2 | 1 | 1 | 1 | - | 1 |
| 4. | EAC, Longmatra | 1 | 1 | - | - | 1 | - | 1 |
| 5. | EAC, Sitimi | 1 | 1 | - | - | 1 | - | 1 |
| 6. | EAC, Khongsa | - | - | - | - | 1 | - | - |
| 7. | EAC, Kiusam | - | 1 | - | - | 1 | - | 1 |
| 8. | EAC, Amahator | - | 2 | - | - | 1 | - | 1 |

Financial Institution:

| Sl. no | Name and address of the financial institution | Telephone No. |
|--------|---|---------------|
| 1. | State Bank of India, Kiphire | 225528 |
| 2. | State Bank of India, Pungro | Nil |
| 3. | Nagaland State Co-operative Bank Ltd Kiphire | 225526 |

Helipad in Kiphire:

| Sl. no | Location of the Helipad | Name of the Administrative Circle/Block |
|--------|--|---|
| 1. | Assam Rifle Ground, Kiphire Town | Kiphire HQ |
| 2. | Helipad (Next to public ground) Pungro | Pungro |

| Sl.no | Name of Place | Mobile Phone Service Y/N | Police VHF Y/N | HAM Radio Y/N |
|-------|--------------------------|--------------------------|----------------|---------------|
| 1. | Kiphire HQ | Y | Y | N |
| 2. | ADC, Seyochung | Y | Y | N |
| 3. | ADC, Pungro | Y | Y | N |
| 4. | EAC, Longmatra | Y | N | N |
| 5. | EAC, Sitimi | Y | N | N |
| 6. | EAC, Khongsa | Y | N | N |
| 7. | EAC, Kiusam | Y | N | N |
| 8. | EAC, Amahator | Y | N | N |
| 9. | Assam Rifles, Kiphire HQ | Y | Y | N |
| 10. | Assam Rifles, Pungro | Y | Y | N |
| 11. | S.I.B, Kiphire | Y | Y | N |

y=yes – No

CHAPTER-3

Risk and Hazard Analysis

Kiphire District has not yet recorded any major disaster in the recent past apart from minor natural calamities. Landslides are common along village roads especially in interior outpost area like Kiusam under Pungro sub-division especially during the rainy season. And there are instances of fire destroying homestead in human settlement areas mainly due to unattended source of fire and faulty electrical connection resulting in short circuiting and setting fires. Kiphire District falling under the seismic zone-V is vulnerable to high intensity earthquakes and in the event of such occurrence the district machinery will be crippled if measures are not adopted to reduce or negate the disastrous effect.

Major fire incidents occurred in Kiphire town on 16th Dec. 2018. The cause of the fire is believed to be caused by short-circuit, starting in one of the houses which then spread to the neighbouring houses. Shortage of water and non-availability of fire tenders in the District caused panic to the public. However, with timely intervention of District Disaster Management Authority (DDMA), AR, IR personnel including the district administration, Kiphire Town Sangtam Students Union [KTSSU] and Kiphire police prevented the situation from becoming worse.

Multitude landslide also occurred along the NH-202 connecting Kiphire District during 20th July 2018. It was completely cut-off from the rest of the district for nearly two months which caused untold suffering to the peoples as the road was the only link to the other parts of the District.

Seasonality of Hazards:

Y-YES/N-NO

| Sl. No | Types of Hazard | Jan- March | | | | April- June | | | | July- Sept | | | | Oct-Dec | | | | |
|--------|-----------------|------------|---|---|---|-------------|---|---|---|------------|---|---|---|---------|---|---|---|---|
| | | Y/N | H | C | A | I | H | C | A | I | H | C | A | I | H | C | A | I |
| 1. | Earthquakes | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| 2. | Landslides | N | N | N | N | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | N |
| 3. | High Winds | N | N | N | N | Y | Y | Y | Y | N | N | N | N | N | N | N | N | N |
| 4. | Forest Fires | Y | Y | Y | Y | Y | Y | Y | Y | N | N | N | N | N | N | N | N | N |

H-Human, C-Crops, A-Animals, I-Infrastructure

CHAPTER-4

Risk and Vulnerability Assessment

It is one of the most important components of the District Disaster Management Plan as the entire planning process will be based on its outcome. It is to identifying the frequency, magnitude and projected impact so as to avoid leading to erroneous identification of major Hazards. Kiphire district since time immemorial has been facing continuous Forest fires, Landslides and other natural calamities. Therefore we need to analyse various strategies in preparedness before the major incidents strikes. The basic objective of this plan is to ensure safety of lives and properties of the populace during disaster and encourage proactive community participation. ***Disaster at a large scale has not yet occurred in the District but on an occasional level it has faced problem due to landslides. Forest fire and high speed winds and the risk compounded by the absence of trained fireman in the District.***

Vulnerable Areas: Socio-economic vulnerability

| Types of Hazards | Occurrences | Potential impact | Vulnerable areas |
|------------------|--------------------|--|---------------------------------|
| Earthquakes | Unpredictable | Loss of life, property and infrastructure | Whole of the District |
| Fire | Unpredictable | Loss of life, property and infrastructure | Selected areas in the District |
| Landslide | April to September | Damage of house, natural resource and agricultural areas | Whole of the District |
| Epidemic | April to September | Loss of lives, property and infrastructure | Whole of the District |
| Storms | January to March | Plantation crops and property | Whole of the District |
| Accidents | Unpredictable | | Selected areas in the districts |
| Man made Hazards | Unpredictable | Loss of lives, property and infrastructure | Selected areas of the Districts |

Some of the major Landslides & Sinking areas:

| Sl no. | Location | Potential impact |
|--------|---|--|
| 1. | Mission Compound & Forest ward [Kiphire Town] | Road and agriculture areas |
| 2. | G.A rest house [Kiphire Town] | Residential areas |
| 3. | Near District Hospital [Kiphire Town] | Road and residential areas |
| 4. | Jail road [Kiphire Town] | Road, Residential areas and Agricultural areas |
| 5. | Pungro Road via Tethezu | Road and Agricultural areas |
| 6. | Thangthure Village | Road and Agricultural areas |
| 7. | Amahator road via Pungro | Road and Agricultural areas |
| 8. | Kiusam road via Pungro | Road and Agricultural areas |
| 9. | Khongsa road via Pungro | Road and Agricultural areas |
| 10. | NH 220 | Road and Agricultural areas |

CHAPTER-5

Resource Inventory

List of Inventory Available in the District HQ, D.M Cell

| Sl no. | Name of the article | Units | Remark |
|--------|---------------------|-------|--|
| 1. | Satellite Phone | 1 | Not functioning |
| 2. | Sony digital camera | 1 | -do- |
| 3. | Acer projector | 1 | Functioning |
| 4. | H.P Printer | 1 | -do- |
| 5. | Laptop(SDR) | 1 | -do- |
| 6. | Tarpaulin | 17 | Not functioning |
| 7. | Fire axe | 14 | 2 (two) no s of Fire axe allocated to KTC |
| 8. | Round Shovel | 34 | 6 (six) no s of round shovels allocated to KTC |
| 9. | Spade shovel | 22 | 4(four) no s of spade shovels allocated to KTC |
| 10. | Extension cable | 1Nos | Available |
| 11. | Jerrican | 3Nos | -do- |
| 12. | Megaphone | 2Nos | -do- |
| 13. | Bucket big & small | 8Nos | -do- |
| 14. | Chisel | Nil | -do- |
| 15. | Crowbar | Nil | -do- |
| 16. | Pliers | Nil | -do- |
| 17. | Small bag | 8 | -do- |
| 18. | Tiles cutter | 2 | -do- |
| 19. | Chain | 1 | -do- |

Storage Godowns and Public Distribution Centre [PDS]:

| Sl no. | Name of the Administrative Circle/ Blocks | No of PDS retail Outlets | Storage Godowns |
|--------|---|--------------------------|-----------------|
| 1. | Kiphire HQ | 3 | 1 |
| 2. | ADC, Pungro | 3 | 1 |
| 3. | ADC, Seyochung | 3 | 1 |
| 4. | EAC, Longmatra | 1 | 1 |
| 5. | EAC, Sitimi | 1 | 1 |
| 6. | EAC, Khongsa | - | - |
| 7. | EAC, Kiusam | 1 | - |
| 8. | EAC, Amahator | 1 | 1 |

Health Institution:

| Sl no. | Institution name | City or blocks | Male bed | Female bed | Cabin | Child | Maternity | Total Beds |
|--------|------------------------------|----------------|----------|------------|-------|-------|-----------|------------|
| 1. | District Hospital | Kiphire Town | 15 | 11 | 3 | 6 | 3 | 50 |
| 2. | Community Health Centre[CHC] | Pungro | 4 | 4 | - | 2 | - | 10 |
| 3. | Primary Health Centre [PHC] | Sitimi | - | - | - | - | - | 2 |
| 4. | PHC | Seyochung | - | - | - | - | - | 3 |
| 5. | PHC | Amahator | - | - | - | - | - | 3 |
| 6. | Ambulance | Kiphire Town | - | - | - | - | - | 4 |

-One ambulance each at District Hospital, Amahator, Pungro and Sitimi.

Police Station:

| Sl No. | Police Station or Outpost | No. of Police Station | Telephone no. |
|--------|---|-----------------------|---------------|
| 1. | Kiphire Police Station, Kiphire HQ | 1 | 225575 |
| 2. | Pungro Police Station, Pungro circle | | Nil |
| 3. | Seyochung Police Outpost, Seyochung Circle. | | Nil |

Identification of School-cum-Temporary Shelter Homes:

| Sl No. | Name of the Administrative Circle or Block | Name of the School | Division | Types of Building (single(SS) /double storied(DS)) |
|--------|--|------------------------------------|--|--|
| 1. | Kiphire HQ | 1. Govt. Higher Secondary School | Kiphire HQ (capacity 350 persons) | Double Storied |
| | | 2. Zisaji Presidency Govt. College | | |
| | | 3. Loyola Higher Secondary School | Kiphire HQ (capacity 1000 persons) | Double Storied |
| | | 4. Town Hall | Kiphire HQ (capacity 50 - 100 persons) | Single Storied |
| 2. | ADC, Seyochung | Govt. High School | Seyochung HQ | Single Storied |
| 3. | ADC, Pungro | Govt. High School | Pungro HQ | |
| 4. | EAC, Longmatra | Govt. High School | Longmatra | |
| 5. | EAC, Sitimi | Govt. High School | Sitimi | |
| 6. | EAC, Khongsa | Govt. High School | Khongsa | |
| 7. | EAC, Kiusam | Govt. High School | Kiusam | |
| 8. | EAC, Amahator | Govt. High School | Amahator | |

List of NGO's:

| Sl No. | Name of NGOs | Area of Operation | Sector/ field of activities | Contact | |
|--------|--|----------------------------|---|-------------------------|----------------|
| 1. | Red Cross Society Kiphire Branch | Kiphire District | Relief/Medical/Voluntary Service | Honorary Secretary | |
| 2. | Market Union Kiphire Town | | | Chairman | |
| 3. | Kiphire Town Sangtam Student Union | | | President | |
| 4. | United Sangtam Student Conference(USSC) | | | Sangtam Inhabited Areas | Vice-President |
| 5. | United Sangtam Likhum Phumji(USLK) | | | | President |
| 6. | United Sangtam Development Association(USDA) | Kiphire District | Training for Human Resource Development | Director | |
| 7. | Kiphire Town Baptist Pastor Union | Kiphire Town | Relief/Voluntary Services | President | |
| 8. | UBLBA Sub-Center | Sangtam Inhabited Areas | | Secretary | |
| 9. | Kiphire District GBs Federation | Kiphire District | | President | |
| 10. | Kiphire District Taxi Association | | | | |
| 11. | ANSTA Kiphire Unit | | | | |
| 12. | Kiphire District Sumi Hoho | Sumi Inhabited Areas | | | |
| 13. | Tikhir Tribal Council | Tikhir Inhabited Areas | | | |
| 14. | Yimchunger Tribal Union, Kiphire Town | Yimchunger Inhabited Areas | | | |

Storage of Food Stuff Inaccessible Pockets:

| Slno | Name of the Administrative Circle/ Block | Name of the Strategic Place | Items to be Stored |
|------|--|-----------------------------|-----------------------|
| 1. | Kiphire HQ | Town Hall | Rice, Sugar, Salt etc |
| 2. | ADC, Seyochung | | |
| 3. | ADC, Pungro | | |
| 4. | EAC, Longmatra | EAC Office/ Quarter | |
| 5. | EAC, Sitimi | | |
| 6. | EAC, Khongsa | | |
| 7. | EAC, Kiusam | | |
| 8. | EAC, Amahator | | |

Safe Drinking Water Facilities:

| Sl No. | Name of the Administrative Circle/Block | Water Pipeline connective by PHED | Availability of Traditional Well |
|--------|---|-----------------------------------|----------------------------------|
| 1. | Kiphire HQ | Y | Y |
| 2. | ADC, Seyochung | Y | Y |
| 3. | ADC, Pungro | Y | Y |
| 4. | EAC, Longmatra | Y | Y |
| 5. | EAC, Sitimi | Y | Y |
| 6. | EAC, Khongsa | N | Y |
| 7. | EAC, Amahator | N | Y |
| 8. | EAC, Kiusam | N | Y |

Y- Yes/ - No

CHAPTER - 6

Mitigation Plan

Mitigation embraces all measures taken to reduce both the effect of the hazard itself and the vulnerable conditions that may lead to its occurrence, in order to reduce the scale of a future disaster. Therefore, mitigation activities can be focused on the hazard itself or the elements exposed to the threat. Examples of mitigation measures which are hazard specific include modifying the occurrence of the hazard like water management in drought prone areas, avoiding the hazard by moving people away from the hazard and by strengthening structures to reduce damage when a hazard occurs. In addition to these physical measures, mitigation aims at reducing the physical, economic and social vulnerability to threats and the underlying causes for this vulnerability.

6.1 Sector wise Vulnerability Reduction Plan

| Types of Sector | Sub-Sector | Mitigation Measures | Responsible Department / Personal | Time Frame |
|----------------------------|----------------|---|---|---|
| Infrastructure Development | IEC Activities | -Distribution of leaflet, poster and wall painting. -Awareness generation programme in schools and colleges. -Conduct Mock Drill. -Plantation programme | -District ADM, SDIO(information) and NGOs | Throughout The year. |
| | Road | -Identification/Repair of main and alternative route. -Repair of identified vulnerable points. -Conversion of pucca roads to all village roads. | -EE PWD (R&B) and DRDA | During normal time and immediately after Disaster |
| | Bridges | -Regular maintenance of bridges | EE-PWD (R&B) And DRDA | During normal period |
| | Safe Shelters | -Identification of places for preparation of mounds and cattle shelter. | District ADC, DRDA and NGOs | |
| | Communication | -Ensure proper maintenance of telephone lines, fax, WLL phones, wireless and VHS set. -Ensure timely setting of wireless Station in District/Sub-Division/Block. | Wireless | |

| | | | | |
|-----------------------------|-------------------------------|--|------------------------------|--|
| | Drinking water and sanitation | <ul style="list-style-type: none"> -Assessment of running/defunct water pipelines and makes necessary arrangement. -Identification of scarce water pockets and installation of water supply system. -Assessment of requirement of disinfectants and ensure its regular use. | -EE (PHED) | During normal period and immediately after Disaster. |
| | Power | <ul style="list-style-type: none"> -Ensure proper maintenance of Electric Sub-Station and power grid. -Complete electrification throughout the District. -Ensure on uninterrupted power supply of the District Emergency Control Room during Disaster period. | SDO (Electrical) | Throughout the year. |
| Health and Animal Husbandry | IEC Activities | <ul style="list-style-type: none"> -Distribution of leaflet, posters and wall painting. -Conducting meeting/workshop and orientation to the villager level volunteers and the task force | -CMO, and NGOs | Pre-Disaster, during- Disaster and post Disaster. |
| | Vaccination/disinfection | <ul style="list-style-type: none"> -Procurement and stock-piling of vaccines -Regular vaccination of domestic animals -Regular disinfection of wells and ponds -Regular cleaning of Medical Centre/ Hospitals. | -CMO | |
| | Training | <ul style="list-style-type: none"> -Impart training on health care, sanitation and first aid to medical staff as well as volunteers. | -CMO | During Normal period. |
| Livelihood Sector | IEC Activities | <ul style="list-style-type: none"> -Distribution of leaflet, poster and wall painting. -Conducting meeting, workshops, staff development training and orientation to the village level volunteers. | -District ADM, DIO and DRDA. | During Normal period. |

| | | | | |
|---------------------------------|---|---|---|--------------|
| | Agriculture | -Alternative cropping -Provision of farmers credit facilities. | -DAO | |
| | Horticulture | -Providing nursery raising training and insurance facilities. | -DHO | |
| | Fishery | -Providing fishery technology and training. | -SDO(SDR) | |
| Planning and response | IEC, Relief and Rehabilitation activities | -Renewal of department and Block Contingency plan at regular interval | -SDO(C) Sadar, all Departments and NGOs | |
| | | -Spread awareness among community through distribution of leaflet, posters and wall painting. -Regular Mock Drills at all level -Timely preparedness and dissemination of warning, carrying out search and rescue and evacuation. -Shelters to the victims. -Protection to the Livestock. -Clearance of debris and disposal of death bodies and maintenance of sanitation. -Damage assessment. -Taking care of starvation cases. -Maintenance of Law and Order. -Co-ordination and sharing of information. | | |
| Veterinary and Animal Husbandry | Awareness Campaign | -To educate the Farmers, how to select safe and suitable location farms and backyard farming, which also should not hinder the movements of humans during emergencies. | -District ADM, DIO and DRDA. | Pre-Disaster |
| | Preparedness | - Setting-up of Mobile Veterinary clinic. - Identifying site for burial/dumping of animals carcasses and readiness of Excavators/transportations for those carcasses | | |
| | | | - Treatment of affected animals - Prevention of Zoonosis along with the medicos. - Disposal of carcasses. | |

CHAPTER 7

INCIDENT RESPONSE SYSTEM (IRS)

Preparedness and Response Strategies:

This protective process embraces measures which enable governments, communities and Individuals to respond rapidly to disaster situations and cope with them effectively. 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 those measures taken before a disaster which are aimed at minimizing the loss of life, disruption of critical services, and damage as and when the disaster occurs. All the preparedness planning needs to be supported by appropriate legislation with clear allocation of responsibilities and budgetary provisions.

IRS (Incident Response System)

Considering all this points, this response plan has been developed. The **Incident Response System (IRS)** forms the core of the response plan. All responses to disasters in the district will be organized according to the IRS as adopted to conditions in Nagaland. In fact, during a disaster, the IRS will be an extremely effective to handle the situation in the best manner possible within a limited time. The argument for the IRS is that its fundamental elements - unity of command, clarity of objectives and efficient resource use are common to effective response to any disaster.

The disaster response is led from / by the District **Emergency Operation Centre (EOC)** under the command and control of the **Deputy Commissioner** of the district.

At the Community Level

At the community level, the ADC or SDO / EAC shall appoint a Village Council Chairman (VCC) / Village Development Board Chairman (VDBC) as the Response Coordinator.

It shall be the responsibility of the Relief Coordinator to ensure that immediate relief provisions are made available and activate an emergency situation at the community level.

At the community level, the VCC / VDBC as the case may be, shall be the incident commander and shall regularly appraise the SDO / EAC or ADC and all the networking voluntary and assisting organizations through available channels of information. In case normal means of communication are rendered useless, he / she shall utilize facilities at the nearest Police Station / POP communication channels.

He / she shall inform the ADC or SDO / EAC of the magnitude of the disaster and whether the emergency / disaster situation can be controlled using only resources at his / her disposal.

At the Sub-Divisional Level

At the sub-divisional level, the Deputy Commissioner shall appoint an EAC / SDO as the Response Coordinator.

It shall be the responsibility of the Relief Coordinator to ensure that immediate relief provisions are made available and activate an emergency situation right from the sub-divisional level to the village level.

At the sub-divisional level to the village level, the EAC / SDO as the case may be, shall be the Incident Commander and shall regularly apprise the DC and all networking voluntary and assisting organizations through available channels of information. In case normal means of communication are rendered useless, he / she shall utilize facilities at the nearest Police Station / POP communication channels.

He / she shall inform the Deputy Commissioner of the magnitude of the disaster and whether the emergency / disaster situation can be controlled using only resources at his / her disposal.

At the District Level

The Deputy Commissioner shall, on receiving the information, convene the District Disaster Management Authority (DDMA) and also inform the State Commander. The Deputy Commissioner must mandatorily carry out an on- site inspection of the affected area and send an independent report to the State Commander.

The Deputy Commissioner shall be the District Response Coordinator and shall be called the Responsible Officer / District Commander. He / She shall:

Be responsible for effective coordination of resources and services within the District.

In the event of uncertainty, determine which agency is to perform its statutory response role.

Ensure that an effective control structure is established in the District.

Arrange to provide requested resources to the control/support/operating agencies from within the district or outside the district.

Monitor the provision of emergency relief and supply.

Alert the public to existing and potential dangers arising from serious emergencies.

Assess need for declaration of an emergency area in consultation with the State Control Agency.

Notification of relevant Government and Non-Government agencies.

Record maintenance.

Provision of medical treatment/ first aid.

Notification to Hospitals.

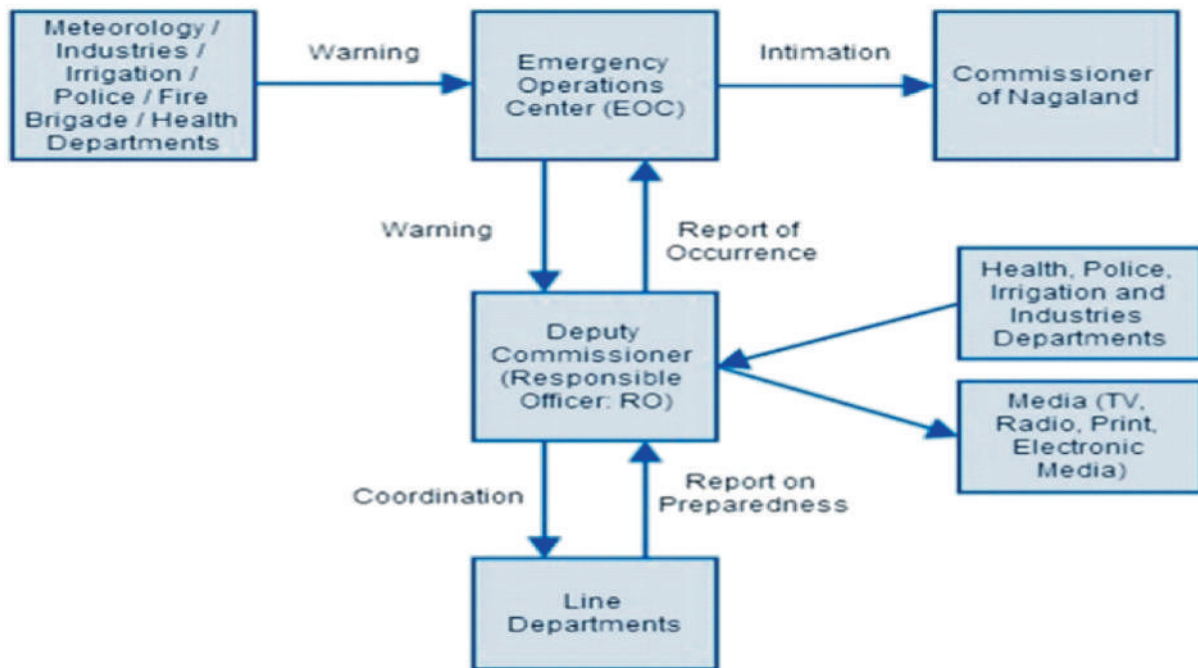
Registration of persons evacuated or otherwise affected.

Provision of relief needs of evacuees, control and support agencies where necessary.

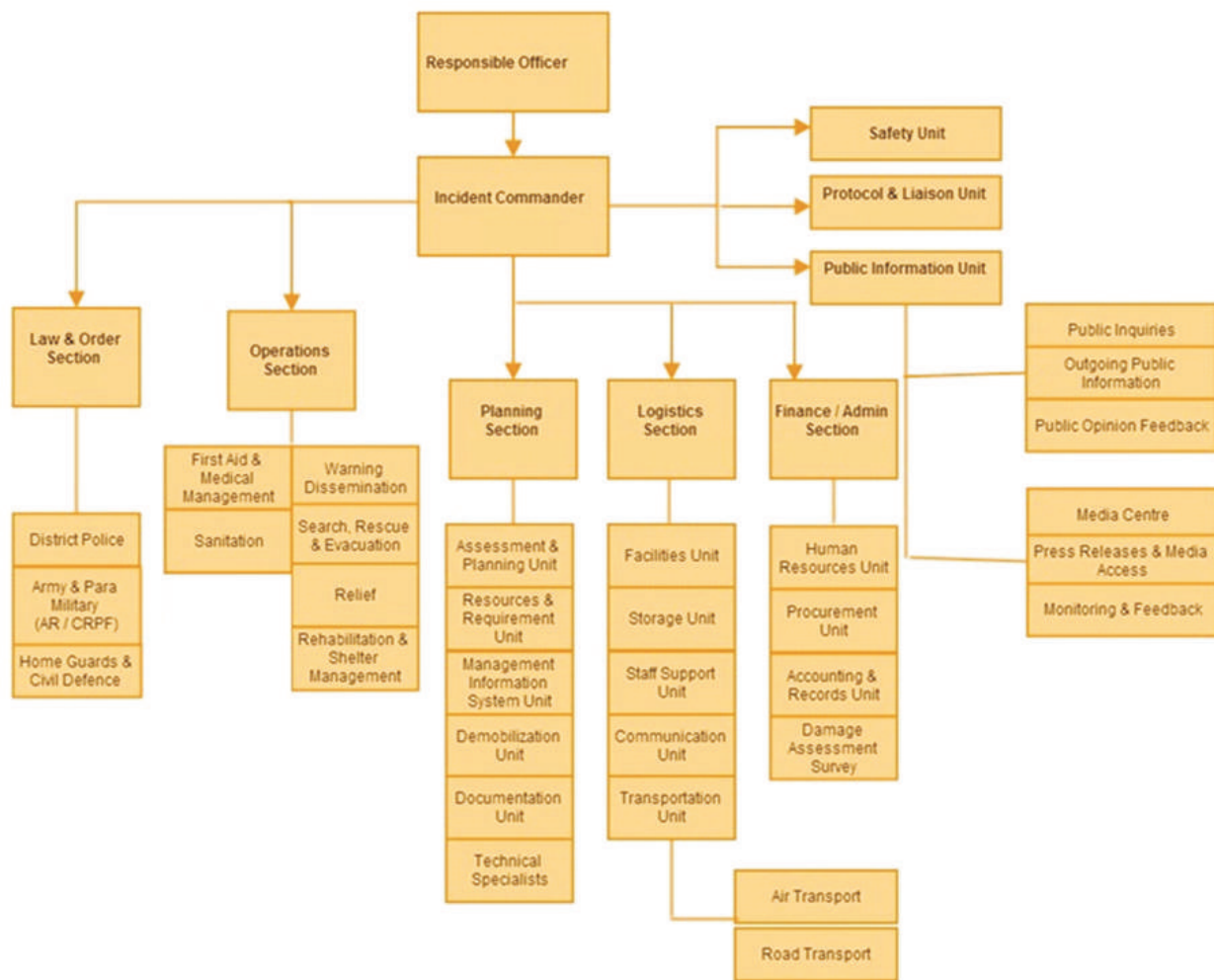
Co-operation and coordination with all participating Departments/Agencies/ Authorities.

Response Structure during Warning Stage

At the district level, before the occurrence of disaster and immediately after the disaster, the district administration will activate the Emergency Operations Center (EOC) so that proper information will be provided to the concerned authorities.



The organizational structure of Incident Response System (IRS) of Kiphire district is represented in schematic below:



Incident Response System (IRS)

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.

The organizational structure of Incident Response System (IRS) of Kiphire district is represented in schematic below:

Kiphire District Incident Response System (IRS) Structure

| Sl. No. | IRS Position | Abbreviation | Officer |
|----------------------------|------------------------------|--------------|---------------------------|
| Incident Commanders | | | |
| 1 | Responsible Officer | RO | Deputy Commissioner |
| 2 | Incident Commander | IC | Addl. Deputy Commissioner |
| 3 | Deputy Incident Commander | Dy.IC | SDO (C HQ |
| 4 | Nodal Officer (Air Opration) | NO | SS, NST |
| 5 | Information & Media Offier | IMO | DPRO |
| 6 | Safety Officer | SO | Superintendent of Police |
| 7 | Liaison Officer | LO | SDO (C) |
| 8 | Operation Section Chief | OSC | Commandant 14 IR |
| 9 | Planning Section Chief | PSC | District Planning Officer |
| 10 | Logistic Section Chief | LSC | Addl. SP |

| Sl. No. | IRS Position | Abbreviation | Officer |
|--------------------------|---------------------------------|--------------|--------------------------------|
| Operation Section | | | |
| 1 | Operation Section Chief | OSC | Commandant 14 IR |
| 2 | Stage Area Manager | SAM | A.E.O. Election |
| 3 | Response Branch Director | RBD | Sub. Divisional Police Officer |
| i | Divisional Supervisor/Group I/C | DS/G i/c | Sub. Inspector 14th IR |
| ii | Single Resource Unit Leader | SRUL | Inspector, Police |
| iii | Strike Team/Task Force Leader | ST/TFL | OC F & ES |
| 4 | Transport Branch Director | TBD | E.E. NH |
| i | Road Operation Group I/C | RdOG i/c | SS, NST |
| ii | Rail Operation Group I/C | RIOG i/c | Nil |
| iii | Air Operation Group I/C | ArOG i/c | SS, NST |

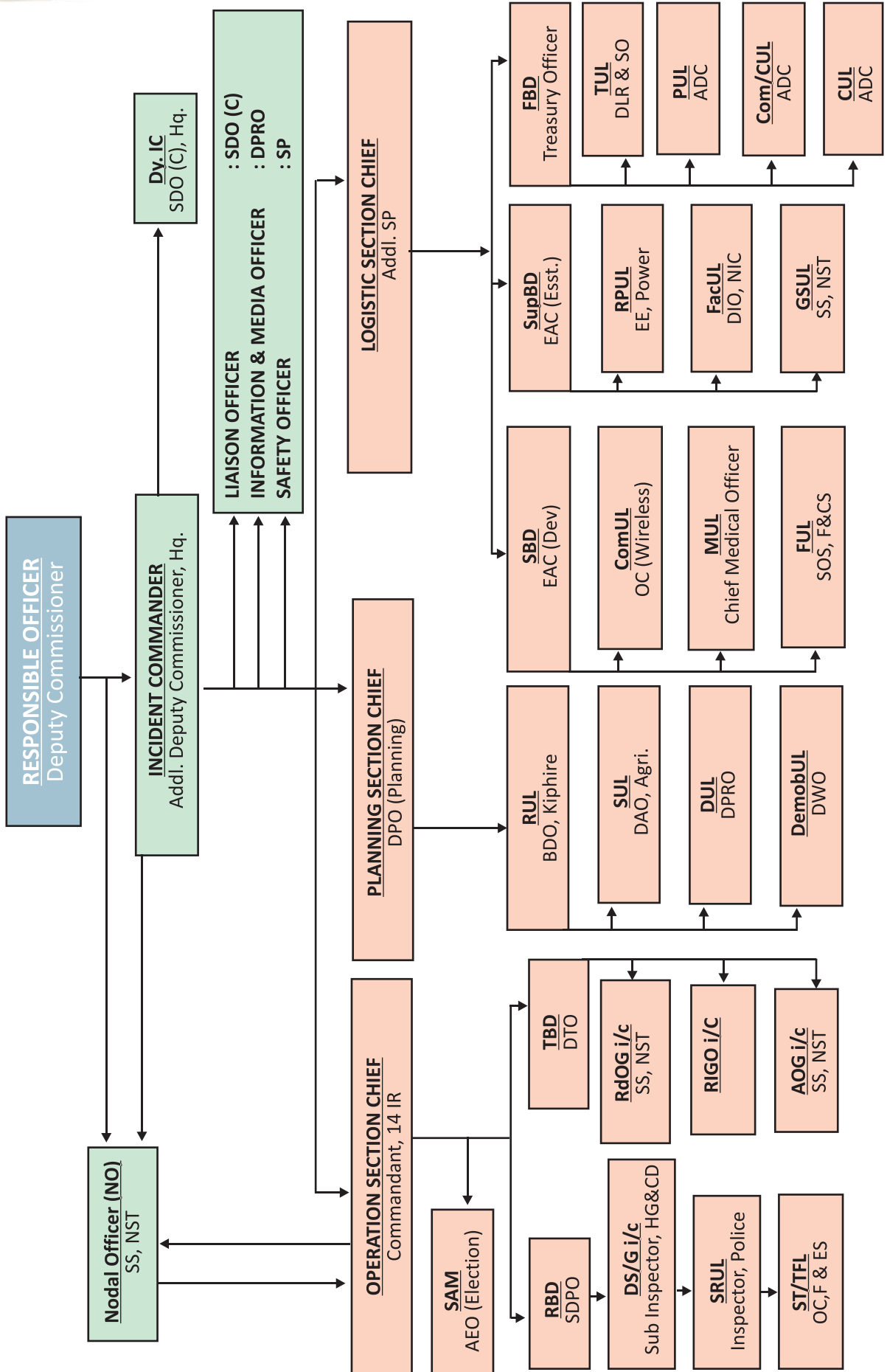
| Sl. No. | IRS Position | Abbreviation | Officer |
|-------------------------|----------------------------|--------------|-----------------------------------|
| Planning Section | | | |
| 1 | Planning Section Chief | PSC | District Planning Officer |
| 2 | Resource Unit Leader | RUL | Block Development Officer Kiphire |
| 3 | Situation Unit Leader | SUL | District Agriculture Officer |
| 4 | Documentation Unit Leader | DUL | Dist. Public Relation Officer |
| 5 | Demobilization Unit Leader | DemobUL | District Welfare Officer |

| Sl. No. | IRS Position | Abbreviation | Officer |
|-------------------------|--------------------------------------|--------------|------------------------------------|
| Logistic Section | | | |
| 1 | Logistic Section Chief | LSC | Addl. S.P. |
| 2 | Service Branch Director | SBD | EAC |
| | I. Communication Unit Leader | Com.UL | O.C. (Wireless) |
| | II. Medical Unit Leader | MUL | Chief Medical Officer |
| | III. Food Unit Leader | FUL | Superintendant of Supply |
| 3 | Support Branch Director | SupBD | EAC |
| | I. Resource Provisioning Unit Leader | RPUL | Executive Engineer. Power |
| | II. Facility Unit Leader | FacUL | Dist. Information Officer, NIC |
| | III. Group Support Unit Leader | GSUL | Station Superintendent, NIC |
| 4 | Finance Branch Director | FBD | Treasury Officer |
| | I. Time Unit Leader | TUL | Dist. Land Record & Survey Officer |
| | II. Procurement Unit Leader | PUL | ADC |
| | III. Compensation/Claim Unit Leader | Com./CUL | ADC |
| | IV. Cost Unit Leader | CUL | ADC |

Basic Function / Staff of IRS

The basic functional descriptions for key elements in the District Incident Response System are described below. Not all these functions need to be filled / activated in every disaster. But the ensemble of these functions represents all the key tasks which need to be accomplished in a well planned and cost effective manner. These functions form the crux of a successful disaster response effort execution.

KIPHIRE DISTRICT INCIDENT RESPONSE SYSTEM (IRS)



Responsible Officer (RO)

In the IRS, a need was felt to clearly identify a designated authority responsible and accountable by law to respond to disasters. Therefore a position of Responsible Officer (RO) was introduced. Incident response management may however not always require the direct intervention of the RO. On the ground, the management will be done by the Incident Commander (IC) to whom powers will have to be delegated by the RO.

Incident Command

The Incident Command function is responsible for overall management of an incident based on clearly stated mandate from higher authority and based on focused objectives responding to the immediate impact of the incident.

The Incident Command is led by an Incident Commander (IC), who can be assisted by a Deputy Incident Commander. Each incident will have as many commanders and other staff as there are shifts in the incident operation. Shifts will normally not exceed 12 hours at a time and should be standardized to 8 hours each as soon as possible after the occurrence of the incident.

Command Staff Units

Safety Unit

Responsible for ensuring the safe accomplishment of all activities undertaken in response to the incident. This task is accomplished through developing incident specific safety guidance documents, reviewing and advising on the safety of plans and monitoring actual operations to ensure safety of personnel and survivors.

Protocol & Liaison Unit

Responsible for all official visits as well as liaison between the incident command and organizations providing personnel or material support being used to manage the incident. The first point of contact for NGOs and others helping out in responding to the disaster is the District Liaison Officer. The unit is also responsible for managing coordination meetings (some of which may actually be held by teams or sections)

Public Information Unit

Responsible for all media and public information tasks related to the incident. To accomplish this task, the unit can have the following subunits:

- *Public Inquiries* - to handle non media requests for information.
- *Outgoing Public Information* - to handle public dissemination of information.

- *Public Opinion Feedback* - to collect information from the public (incident survivors and non - affected people)
- *Media Centre* - to provide a single point of contact for all media involved in coverage of the incident.
- *Press Release & Media Access* - to produce all releases and provide a single point of contact to arrange media access to the incident.
- *Monitoring & Feedback* - to monitor media reports and provide feedback to the incident response team on coverage of the incident and to also take corrective measures and issue contradictions. (if essential)

Law and Order Section

Responsible for assuring the execution of all laws and maintenance of order in the area affected by the incident. The law and order section incorporates law and order team / unit, which may be created to deal with a disaster.

Operation Section

Responsible for assuring the execution of specific operations according to objectives and plans to address the immediate impacts of the incident. Teams under the operations section will deal with specific functional tasks, such as search & rescue, rehabilitation & shelter management, sanitation, relief etc. The composition and size of these teams depends on the nature of the incident.

Planning Section

Responsible for collecting and analyzing information and developing plans to address the objectives set to tackle the incident. The overall work of the planning section will include efforts undertaken by any planning and coordination team / unit, which is established as part of the response to a disaster. Units under the section include

- *Assessment & Planning*
- *Resources & Requirement*
- *Management Information System*
- *Documentation*
- *Demobilization*
- *Technical Specialists*

Logistic Section

Responsible for all tasks and functions related to the provision of material and other resources needed for operations in addition to the physical and material support required by the incident management team. This section includes the transportation team / unit established to support disaster operations. The following units make up the section:

- *Storage*
- *Facilities*
- *Staff Support*
- *Communications*
- *Transportation*

Finance & Administration Section

Responsible for managing all financial and administrative tasks related to the incident field operations. These tasks may, but would not usually include disbursement of financial aid to those affected by an incident. The tasks of this section are accomplished through the following units:

- *Human Resources*
- *Procurement*
- *Accounting & Records*

Checklist for various teams performing Emergency Support Functions (ESFs)

Warning Dissemination Team

Pre Disaster

- Set up Control Rooms in at the level of District and Blocks with all necessary equipments and materials in place.
- Oversee the arrangements for local dissemination of information.
- Arrange training for volunteers who have been identified.
- Ensure that the communication network is in working condition.
- Ensure functioning of the warning system.
- Keep close contact with the District Administration / BDOs and alert officials to remain at the Head Quarters. (HQ)
- Prepare a list of important telephone numbers.
- Generate awareness among the target groups.
- Facilitate mock drills from time to time.

During Disaster

- Provide regular information about the conditions as they evolve.
- Disseminate information as and when received.
- Collate all information coming in from the villages and blocks.
- Closely monitor the situation.
- Ensure transmission of correct information to the control room.
- Assess the situation from time to time.

Post Disaster

- Provide information to the affected population regarding relief and rehabilitation.
- Ensure co-operation of the public during damage assessment.
- Ensure that no rumors are spread.
- Inform the public when it is safe to return to their homes.

Search, Rescue & Evacuation Team

Pre Disaster

- Co-ordinate and meet with other departments to plan search and rescue in the event of a disaster.
- Arrange vehicles and other means of transport for evacuation as per the risk assessment.
- Distribute work between officers and NGOs for rescue operations.
- Keep on an updated list of all shelter places with a map indicating all possible routes.
- Prepare a list of volunteers and arrange training for them.
- Prepare a list of contact persons for vehicles and other means of transportation.
- Deploy police staff at risk prone areas.
- Arrange for the safety of people and property.
- Arrange for food and rescue materials / equipments for the rescue teams.
- Assign different areas to different officers and NGOs.
- Keep a record of all medicines and facilities available.
- Stock up on life saving medicines, ORS IV fluids and other necessary medicines / medical equipment.
- Arrange an emergency treatment room replete with necessary equipment and staff.

During Disaster

- Search groups to go around and rescue stranded people.
- Reach out to people with relief materials and other essential commodities.
- Arrange for a guide from local areas if the search teams are from outside the area.
- Deploy police personnel for peace keeping during evacuation.
- Evacuate people to places of safe shelter.
- Transport the injured to hospitals on a priority basis.
- Sweep the affected areas for possible diseases and epidemics.
- Propagate healthy practices in times of disaster.
- Have sufficient number of vehicles ready to be dispatched to the District / Block Administration on demand.
- Deploy fire brigade personnel to aid search and rescue.

Post Disaster

- Provide immediate shelter to the homeless.
- Find out the missing persons.
- Intimate family members about the missing persons.
- Arrange for treatment of the wounded.
- Distribute medicines among the affected population.

First Aid & Medical Management Team

Pre Disaster

- Prepare a list of staff with contact numbers and addresses.
- Take stock of the position of Sub Centre, Primary Health Centre, Community Health Centre and Dispensaries.
- Prepare the plan indent for stock.
- Train the volunteers / task force / angawadi workers to provide basic health services.
- Arrange for mobile health units for inaccessible areas.
- Conduct health awareness campaigns.
- Stock medicines for animals.
- Train volunteers for identification and use of medicines.
- Arrange an emergency treatment room replete with necessary equipment and staff.
- Delegate duty at PHC for continuous services 24 × 7.
- Co-ordinate between the various offices under the Health & Family Welfare and Medical Services Departments.

During Disaster

- Deploy staff and other medical personnel with medicines and halogen tablets at the various temporary shelters.
 - Supervise medical operations.
 - Carry out surveillance to detect any possible epidemic outbreak.

Post Disaster

- Treat the wounded.
- Transport injured to the hospitals.
- Carry out surveillance of disease / epidemic daily and transmit report to the concerned higher authorities.
- Vaccinate children and other injured persons.
- Provide safe drinking water at the temporary shelters.
- Arrange fodder and medicines for animals.
- Help in disposing dead bodies and carcasses.

Dead Body & Carcass Disposal Team

Pre Disaster

- Identify possible places that can be used for burning / burying dead bodies.
- Maintain a database of kerosene, petrol and firewood dealers.
- Establish contact with various dealers and find out the stock position.
- Inform the volunteers to be on stand by.
- Stockpile sufficient bleaching powder.

Post Disaster

- Mobilize the volunteers to complete the job of clearing corpses and carcasses at the earliest.
 - Prepare a list of dead persons.
- Provide kerosene / petrol / firewood for proper disposal of the bodies.

Rehabilitation & Shelter Management Team

Pre Disaster

- Identify safe houses and cyclone shelters.
- Determine the safest routes to identify the aforementioned safe shelters.
- Arrange for basic necessities like food, water and medicines at the shelters.
- Provide identity cards for the evacuees.
- Keep a record of the shelters.
- Identify safe places for the animals.
- Repair shelters if necessary.
- Inform evacuees about the safe routes to the shelters.
- Arrange for electrification of the temporary safe shelters.
- Store fodder for animals.
- Alert the trained volunteers for work distribution as per needs.
- Maintain discipline in the shelters.
- Stockpile available materials like tarpaulin, plastic sheets, polythene sheets & CGI sheets.
- Prepare an inventory of places / shops where materials could be procured at short notice.

During Disaster

- Supply dry food and water to the residents of the shelters.
- Keep the surroundings (of the shelter) clean to prevent outbreak of diseases / epidemics.
- Provide fodder for animals.
- Arrange Police protection for the shelter as well as the relief material.
- Mobilize the task forces to remain alert.
- Get in touch with the higher officials should an emergency arise.

Post Disaster

- Distribute relief materials.
- Check the stock at regular intervals and collect required stock from the administration.

Sanitation Team

Pre Disaster

- Identify safe water sources.
- Arrange tankers for storage of drinking water.
- Identify groups / task forces.
- Train volunteers to clean infected water.
- Meet with all the groups / task forces.
- Arrange halogen tablets and bleaching powder (to avoid infection).
- Store water tankers in safe places.
- Create awareness among the people about the usage of safe water in times of crisis.

During Disaster

- Arrange for water at the shelters.
- Mobilize the task forces and ensure that they remain alert.
- Deploy staff with halogen tablets at the safe shelters.
- Carry out surveillance for possible diseases / epidemics.

Post Disaster

- Ensure continuous provision of safe drinking water at the shelters.
- Clean ponds and other water sources.
- Motivate people to keep their surroundings clean and clear.

Relief Team

Pre Disaster

- Identify places for opening of site operation stations.
- Keep multiple vehicles on standby to be utilized on demand.
- Identify volunteers for running the sites.
- Develop a methodology (for instance, a card based system) for ensuring that the relief material reaches the intended beneficiaries.
- Arrange for transport of relief material to the shelters.
- Identify godowns for storing food materials.
- Requisition sufficient quantity of cattle feed / animal fodder from the concerned department.
- Update the list of children, pregnant and lactating women regularly.
- Stock baby food and double ration for women / elders with special needs.
- Provide training to the task force on relief distribution.
- Mobilize relief from as many sources as possible.
- Mobilize volunteers to help in relief distribution.
- Generate awareness amongst people about controlling epidemics.

During Disaster

- Provide dry food / cooked food packets to people at the shelters.
- Distribute relief material.
- Document the quantity of relief material received from various sources.
- Keep a record of the relief material being distributed.
- Maintain a beneficiary list along with the quantity given.
- Arrange feed and water for the animals.
- Distribute baby food and double ration to the mothers / elders.
- Identify the most vulnerable and ensure that they receive sufficient quantity of relief material.

Post Disaster

- Distribute uncooked food material to people returning to their homes.
- Identify gaps and intimate the concerned authorities accordingly.

CHAPTER - 8

Standard Operating Procedure (SOP):

1. The District Emergency Control Room shall be in overall charge of the Deputy Commissioner. In the absence of the D.C the ADC will take the charge. The person in charge of the DECR will be personally responsible for implementing the SOP.
2. Assembly in the DECR should consist of D.C, S.P, PD (DRDA), CMO, EE PWD [R&B], EE (PHED), SDO (ELECT), DVO, COY Commander 3rd NAP, DPRO, Administrator KTC and EAC (DM).
3. Following preparatory step will be undertaken for keeping the DEOC functional during emergency:
 - Shift one additional phone line to the control room.
 - Get two generator sets ready.
 - Stock two barrel of Kerosene and Diesel for running the generators.
 - Charge the VHF set of Control room.
 - Charge the batteries of inverter.
 - Keep a radio with new batteries.
4. Alert all field staff and warning to be issued in the following format:

| |
|---|
| To |
| |
| (Space for Message) |
| (Priority) CRASH Deputy Commissioner Deputy Commissioner |

5. Call up all Officers and ensure that they remain in headquarter.
6. Prepare a log book for recording Chronological sequence of events.
7. Check up availability of food stock and the designated godowns.
8. Check up the stock of Medicines, bleaching powder, halogen tables etc, if necessary send for immediate requisition. Also ensure that Medical Officer are at station and in case of large number of casualty, the CMO will arrange location of camps.
9. All CDPO's will team up with the MO of CHC/PHC along with the supervisors and vehicles.
10. Close all the educational institution after making an assessment of the seriousness of the emergency.

11. The District Veterinary Officer will make a stock of vaccines and fodder available.
12. The DRDA, PWD (R&B) Department shall keep ready a team of 20 persons with Axes and Saws.
13. The Assam Rifles shall be contacted immediately to remain in readiness for deployment.
14. Make a thorough assessment of the relief items available in stock at different places.
15. Make a thorough distribution of work for different function with Team Leaders like Transportation team, Stock and Store team, Information team, Food and other relief team, Civil Societies and other NGO`s team.
16. Press briefing plays a crucial role in Disaster Management. Daily press briefs will be issued at 1600Hrs.
17. Give written orders for identifying places for starting free kitchen.
18. Keep spare copies of District maps and other relevant maps.
19. Contact SBI for making available VSAT network in case of failure of all communication channels.
20. Requisition of Schools/Colleges for Army or Police force.
21. Direct all field Officers to hire Generator and keep sufficient oil for running them.
22. Direct all Police Stations to keep spare batteries for VHF.
23. Looking at the onset emergency and after making quick assessment, convene emergency meeting of important official and non-officials. Give clear instruction.
24. Make a Duty Roster for all Officials.
25. Daily update the situation and progress of the Disaster.

Relief Operation:

| | Department | | | | |
|--|--|--|--|--|---|
| | District ADM, food and KTC Kiphire | DVO, Kiphire | PHED&DEF, Kiphire | CMO and CDPO Kiphire | Red cross, NCC, NSS, Scout and Guides, NGO & Volunteers |
| P R E P A R E D N E S S | <p>-Identification of places for opening of site Response Centre.</p> <p>-Keep Transportation in readiness for any relief operation.</p> <p>-Identifying Officer, staff and volunteers for running.</p> <p>-Develop a card for indenting the relief materials for distribution to the needy.</p> | -Identifying Godown/storage to keep the feeds. | -Arrangement of equipments/ water tankers and identification of potential water sources. | -Regularly update the list of children, pregnant and lactating woman. | -Provide training to the task force, members on relief distribution. |
| P R E - D | <p>-Shift man and materials to the designated shelters.</p> <p>-Make arrangement to shift the</p> | <p>-Move available feed to shelter place.</p> <p>-Submit animal feed indent to the</p> | -Arrange container for water storage near the relief distribution centre. | -Prepare an indent and submit to concern department for baby food and double ration. | <p>-Mobilise Relief from the other sources.</p> <p>-Mobilise volunteers to help in relief</p> |

| | | | | | |
|--|---|--|--|--|---|
| D U R I N G D I S A S T E R | Provide REM [Ready to Eat Meal] and cooked food to the affected person. -Distribute relief materials. -Keep records of the relief materials distributed. -Maintain the list of affected individuals along with the quantity/type of relief provided. | -Arrange feed and water for animals. | -Arrange water at the relief distribution site/centre. | -Distribute baby food and double ration to lactating mothers | -Identifying the most vulnerable/ affected areas and ensure that relief is distributed. -Ensure equal distribution of relief to all communities. |
| P O S T - D | -Start free kitchen -Distribution of uncooked food/materials to the people returning to their home. -Maintain beneficiaries | -Distribute cattle feed. Arrange for mass vaccination if required. | -Ensure continuous supply of water and provide water packets if required. | -Distribute baby food and double ration to lactating mothers. | -Facilitate distribution of relief materials. -Identify the gaps in relief distribution and inform the concern authorities. |

Early warning and Information Dissemination:

This is the first line of defence in the eventuality of a disaster. The early warning and Information Dissemination section will be manned one Administrative Officer reporting directly to the Deputy Commissioner.

-BSNL and other mobile service can provide timely life saving information to all affected individual as most of the areas in the district have now mobile connectivity.

-Communication is the vital requirement in any rescue and relief operations. And in the event of a major disaster, police wireless radios and satellite communication will be the still functional in case of Mobile connectivity collapsing and this can be used to relay Instant Flash Messages.

-The department of information and publicity can generate awareness among the populace.

-Communities and NGO's can also help in assessing the situation from time to time.

| Department | Response | | | |
|------------------------------|--|---|---|---|
| | Preparedness | Pre(after warning) | During Disaster | Post Disaster |
| District Control Room | <ul style="list-style-type: none"> -setting up District Emergency Control Room and ensure round the clock functioning. -Assignment of duties of duty to all Officers. -Arrangement of vehicles and public announcement system. -NGO`s co ordination and assignment duties. -Proper Record Keeping and transmission of the record to all levels. -Awareness generation among public on Natural Hazards. -Ensure Mock Drill | <ul style="list-style-type: none"> -Monitoring round the clock working of DCER. -Co-ordination with District Level Officers. -Co-ordination with civi societies and NGOs. -Proper Record Keeping and transmission of the same. -Holding of DDMC meetings. -Ensure proper maintenance of warning and Communication system. | <ul style="list-style-type: none"> - Dissemination of information regarding status of the Disaster and submission of report to the state government, NGOs and media. -Try to check Rumours. | <ul style="list-style-type: none"> -Providing information about the precedence of disaster and information about the relief and rehabilitation programme undertaking by the District Administration. |
| Police | <ul style="list-style-type: none"> -Ensure functioning of the Warning system. -Formation of terms. -Delegations of areas. | <ul style="list-style-type: none"> -Deploy police personnels to guard vulnerable points. -Alert police officials to remain at the Headquarters. | <ul style="list-style-type: none"> -Collection of vital information. -Maintain Law and Order. | <ul style="list-style-type: none"> -Supports District officials and volunteers during search and rescue. -Maintain Law and Order. |

Search and Rescue Team:

With the on struck of Disaster like Earthquake, Landslide etc. Many victims get trapped or holed up inside the debris or wreckage and what is required at that time is a team of search and rescue, which will be headed by the superintendent of police. It will need a detail assessment of materials available and the work force or man power required to carry out the exercise.

The search and rescue team would require the participation of the following organization:

Police

- Assam Rifles.
- Medical Staff.
- Village Guard/Civil Defense Volunteers.
- PWD Road and Bridge.
- Local Volunteers [Villagers].

Search and Rescue Operation in the event of disaster would require the following functional elements.

Mobilization of the skilled man power.

- Ensuring access to disaster sites.
- Transport of the skilled manpower to disaster site.
- Ensuring access to damage buildings and any other structure in which people may be trapped.
- Control of access to disaster site.
- Recovery of the dead bodies.
- Demolition of unsafe structure.
- Power supply/Lightning at disaster site

In any Disaster the victim's immediate neighbour become the first responder and so it becomes important that the community is properly mobilised through awareness campaigns. Volunteers of village Guards and police personnel including the army jawans and local volunteers from the villages can supplement together with the support of the Public Work Department [PWD] in creating access to the Disaster sites and clearance of the debris. The Village Disaster Management committee members can also play a vital role in the whole exercise.

District Police together with the assistance of Village Guard/Civil Defence will be the lead Combat agency for search and rescue. The team of different organisation will be divided into groups consisting of at least five Members and a group leader and each group will be assisted by PWD [R&B] and a group of manual labour for clearance.

Their specific role is:

-Superintendent of Police: The whole operation of search and rescue will be conducted under his Operational direction and control.

-Assam Rifles: to assist in any search and rescue operation and other logistical needs.

-Village Guards/Civil Defense/Volunteers: will be assigned a specific villages/wards or as per requirement.

-Medical Staff: They will be deputed to tend to the injured to facilitate any first aid to the victims.

PWD[R&B]: It will be responsible for providing support services for search and rescue. And if possible the Executive Engineer [EE] will nominate an officer of the rank of Assistant Engineer to co-ordinate with the S.P and supervise the whole exercise and he in turn can deploy one Junior Engineer in charge for a cluster of villages.

-PWD [H]: To identify any weak or unsafe structure and with local magistrate's permission, it will demolish the said unsafe structure.

-Traffic Personnel's/ Police personnel: It will be their responsibility to control the traffic to allow quick access to the disaster site for the smooth conduct of search and rescue and operation.

Checklist.**1. Check List for Control Room:**

Y-Yes/ N-No

| Activities | Pre-Disaster | During-Disaster | Post-Disaster |
|--|--------------|-----------------|---------------|
| -Assignment of Duty | Y | Y | Y |
| -Maintain inventory of resources. | Y | N | N |
| -Identification of weak and vulnerable points | Y | N | N |
| -Proper setting up of Control Room | N | N | N |
| -Service division and assign duties | Y | Y | Y |
| -Provide information that needs it. | Y | Y | N |
| -Receive information on a routine basis. | Y | Y | Y |
| -Receive preparedness report from various relevant departments. | Y | Y | N |
| -Basing on the report feedbacks to the state authority and others. | Y | Y | Y |
| -Vulnerable area map displayed. | Y | Y | Y |
| -Important phone number. | Y | Y | Y |

Control Room presently run under DC's Office pending sitting up of DEOC.

2. Mock Drill Plans:

| Time | Process | Responsible Persons |
|------------------------|--|----------------------------|
| Yearly[preferably Oct] | District, Sub-Division, Block and Village functionaries. | Deputy Commissioner |

Held Mock Drill

A ‘Table Top Exercise and Mock Drill on earthquake’ was conducted on 29 & 30th August 2017 and 25th and 26th April 2018 at DC Conference Hall. Where District Disaster Management Authority(DDMA) members were the main resource person. All key department from the district attended the programme.

An important and much needed step taken by the Nagaland State Disaster Management Authority (NSDMA) is empowering the community to help itself in times of disaster. The Nagaland State Disaster Management Authority been conducted Community First Responder Training covering the entire state and interior district as well. In any disaster the community becomes the first responder before external help can arrive. Hence there is a great need to ensure that in local populace is trained in basic First Aid, Search & Rescue. Five days Training of Trainers (ToT) on Community First Responder organised by DDMA in collaboration with CD & HG State Disaster Response Force Supported by NSDMA from 1st Nov. 2016 and on 22nd to 26th May 2017.

| Plans | Updating time |
|--|-------------------------------------|
| District Disaster Management Plan (DDMP) | Once in a year, preferably December |
| Departmental Disasters Management Plan/Block/Village Level. (DDMP) | Once in a year, preferably December |

CHAPTER -9

Contingency Plan

Contingency Plan for Earthquakes:

It is a type of hazard which is caused due to series of underground shock waves and movements on the earth surface caused by natural processes within earth's crust. There has not been specific recording of date, time or year of the incidents but the District has too experienced mild tremors of low magnitude with the epicentre somewhere in the North-east area and until now no major loss of lives or property has been reported.

Onset and warning:

Earthquake is a sudden onset hazards. They occur at any time of the year, day, or night, with sudden impact and without any warning. Extensive research has been conducted in recent decades but there are no accepted methods of earthquakes pre-detection.

Elements at risk:

- Location of settlements in earthquake prone areas especially on soft grounds or on area prone to landslides and mudslides.
- Dense collection of weak buildings and houses with occupancy.
- Building build without any specification like, Building code rules by the local municipal authority especially non-engineered building constructed by earth rubbles, Heavy roof, poor quality and no maintenance of buildings.

Kiphire District under Seismic zone-v:

Kiphire District falls under Seismic zone-v. As mentioned earlier the District has not experienced any major earthquake till date but the probability of any such occurrence need not be underestimated. Kiphire District has a population of about seventy thousand plus. Although the District does not receive any fund from either Centre or the State Government, the District Administration will initiate in forming a District Earthquake Management Committee Compromising of the DC as the Chairman.

District Earthquake Management Committee:

- | | |
|------------------------|-------------------|
| 1. Deputy Commissioner | -Chairman |
| 2. S.P | -Member |
| 3. ADC/SDO (C) | -Member |
| 4. CMO | -Member |
| 5. PD, DRDA | -Member |
| 6. DPRO(info) | -Member |
| 7. EE [R&B] | -Member |
| 8. EE [PHED] | -Member |
| 9. Administrator, KTC | -Member |
| 10. EACHQ | -Member convenor. |

The following steps are to be taken to reduce the vulnerability of Earthquake in the District:

1. Massive awareness Campaign would be taken up in the District and materials like Posters, booklets and visual clips would be initiated with the help of the State Disaster Management Authority.
2. District, Sub-division/Block or village level Disaster Management plan would be taken up and accordingly the volunteers would be trained as and when required. Efforts would also be taken to prepare the District Earthquake vulnerability Mapping with reference to seismic vulnerability.
3. Builders would be sensitised for construction of earthquake resistant house and provision of safety measures in the building or houses constructed. Initiated would be taken to educate them to keep basic Safety equipment in high rise buildings.

Contingency Plan for Bird Flu:

The Bird Flu Avian Influenza being a viral disease and having zoonotic importance it needs to be identified and controlled immediately in the process adopted worldwide.

There will be sudden death of bird with respiratory tract infections. Once detected the Veterinarians and para-Veterinarians have to visit the site and attend to affected birds. For the zoonotic importance it requires special protective equipments like aprons, goggles and gloves etc. for the Veterinarian those who will attend to collect the sample of blood and to conduct post mortem on the dead birds. At the same time to safeguard the entire human population the workers in the organised farm, handling chicken and eggs to be made aware regarding virulence of bird flu virus with the symptoms and occurrence. To combat any situation on bird flu a detail book of instruction to be prepared along with the Veterinary Department.

For attending the emergencies in the District two Rapid Response Team [RRT] shall be formed comprising of the District Veterinary Officer at the District level and the other in the Sub-division level with Local Vets and para-vets to take effective steps in order to cull the bird or infected areas and undertake vaccination in the surveillance zone, required in the District to overcome the situation.

The Medical Officer i.e. District Hospital, CHC, PHC and other Sub-centre's are to be instructed to keep close liaison with veterinary officer and they should be alert regarding bird death in their vicinity and also take care of the fever case in the locality and set up Quarantine room for treating such patient. They will be required to keep sufficient drugs for treatment of the fever cases and if any suspicious of Bird Flu will be recommended to the District Hospitals or City Hospitals.

Contingency Plan for Emergency Shelter:

In an emergency situation, it becomes important that Basic amenities and facilities are to be provided to the victims and their families. Disasters like earthquakes, landslides and high cyclonic winds bring wide spread destruction and one of the major casualties being destruction or damage to the houses of the victim's therefore it necessitates the immediate arrangement of relief camps and temporary shelter homes. Providing a quick response immediately after the disaster can substantially reduce the suffering of the effected people. The resources which are required for providing relief service can be met from various government departments, NGO's, private/ public agencies, institution and the existing community resources.

Contingency Plan for Medical Aid:

- A District Medical Co-ordination Committee will be formed with the Civil Surgeon, Kiphire as chairman.

-The team would formulate strategies of Disaster Management during normal time as well as during occurrence of disaster. It will also oversee the Hospital/Mobile Medical Service and will also co-ordinate with the DDMC and other Medical Team from outside the district.

-The Team will be responsible for Logistic strategy (equipment, medicine etc) pertaining to medical emergency need.

-A Hospital Disaster Management will also be formed for all hospital treatment including emergency services with the M.S being the Chairman. The M.S will co-ordinate and supervise all medical services in the Hospital.

-Matron of the hospital will be responsible for registration of patients and she will assign and supervise the Nurses duty in Emergency Room, operation ward and general ward.

-There will be a Medical Officer in charge who will assess the severity of the injuries and treat them accordingly and also a M.O I/C of operation theatre will organise the medical team, equipments and perform the necessary operation.

- A First Aid Medical Team will be formed in the District Hospital for which M.S will be responsible. He will arrange Ambulance Vehicle, necessary equipments for medical services on the spot and transportation of patients.

The team will consist of the following members:

1. M.O i.c shall act as the leader of the team.
2. Two nurses, stretcher- bearer and driver will comprise the team.
3. Ambulance vehicle with life saving equipment (oxygen cylinder, ambo bags etc.) stretchers, medicines, wireless set etc shall be arranged by the M.S of District Hospital.

M.O i.c will co-ordinate with other agencies at the place of incidence.

CHAPTER - 10

CHECKLIST: DO's & DON'T's

OPERATIONAL GUIDELINES OF WHAT TO DO IN THE EVENT OF DISASTER

FLOOD

Pre-Disaster

Individual

- Know the route of the nearest safe shelter.
- First Aid Kit should be ready with extra medicines for snake bite and diarrhea.
- Tie up all valuables at the top of the roof.
- Radio with extra batteries, torch, ropes to be kept ready.
- Store dry ration, kerosene, biscuits, baby food for at least 7 days.
- Water proof bags, polythenes to store clothes and valuables.
- Be ready with umbrella & bamboo sticks (To protect yourself from snakes).
- Identify a highland/mound for the cattle & have sufficient fodder for them.
- As soon as you receive warning tune to the local news in the radio/TV for the latest update.
- Check your emergency kits.
- If you have to evacuate, pack clothes, essential medicines, valuables, personal papers in water proof bags.
- Inform a Disaster Management Team member to the place about the place you are shifting to.
- Raise furniture and appliances to a higher place.
- Switch off all electrical appliances.
- Put sandbags in the toilet bowl and cover all sewage backflow.
- Lock your house and take the route suggested.
- Don't go into water of unknown depth and current.
- Don't spread rumors. Get authentic data and then announce it.
- Don't go into water of unknown depth and current.

Government

- Update all the resource inventory.
- Control room should be functional for 24 hours.
- Identify all the shelter places where people could be made to stay temporarily.
- Activate all the First Aid and the Rescue & Evacuation teams.
- See to it that there is no blockage in the flow of the river.
- Ascertain the availability of dry food, drinking water & medicines.
- Ascertain the availability of fodder for cattle.

Mobilize boats, vehicles which will help in evacuation and rescue operation and also in the distribution of relief.

Prior storage of food grains especially in the vulnerable pockets

Identify the relief centers.

Inspect, strengthen and repair all the approach roads and culverts.

Provide mobile wireless sets for use in the villages likely to be cut off.

Arrange adequate hand pumps where wells are likely to be inundated.

Liaison with Army, Navy, Air Force & Paramilitary and other Specialist Forces like the NDRF.

Prepare maps of alternate routes and resources available.

During - Disaster

Individual

Drink boiled water or put halogen tablets in water before drinking the same.

Keep food covered. Don't take heavy meals and eat food that is hot.

Use raw tea, rice water, coconut water during diarrhea.

Be aware of possible snakebites.

Don't let children remain on an empty stomach.

Avoid entering flood water. Stay away from water which is above knee depth.

Government

Carry out rescue and evacuation.

Operation of control room and provide warning updates.

Provide relief materials.

Mobilizing resources like boat, dry food and temporary shelter.

Ensuring the availability of medicines, drinking water, tankers etc.

Coordination at various levels and with multiple agencies.

Mobile health units to be made available.

Damage assessment of life, livestock, crop and livelihood.

Post-Disaster

Individual

Listen to the latest flood bulletins before moving from the place of shelter

Use recommended routes to return back.

Dry all electrical equipments before using it.

Avoid touching any loose wires.

Beware of snake bites.

Clean the house and disinfect the surroundings by using bleaching powder.

Government

Rescue people who are stranded.

Restore road connectivity and power supply.

- Provide safe drinking water.
- Check outbreak of any epidemics.
- Mobile health teams to be mobilized.
- Take the help of the NGOs.
- Carry out damage assessment.
- Ensure that adequate, timely and speedy credit is available to the farmers for purchasing agricultural inputs and cattle.

CYCLONE

Pre-Disaster

Individual

- Listen to the weather report on radio/TV and if possible disseminate the information to the local people.
- Move cattle to high land.
- Store adequate food grains, water, medicines, kerosene, lantern, matchbox & dry cells.
- Keep important papers in the emergency kit.
- Keep doors & windows locked and if damaged get them repaired.
- Make sure that proper diet is carried along for children and old people.
- Keep the list of important addresses and phone numbers like the Police, Block Development Officer, relatives residing outside that particular place and any other numbers that you deem important.
- Conduct a mock drill for yourself and remain calm.

Government

- See to it that there is no blockage in the drainage system.
- Make the Control room functional for 24 hours.
- Keep sufficient food grains in the areas likely to be cut off.
- Resource inventory mainly of boats, vehicles for evacuation and providing relief to be maintained.
- Health departments to set up mobile health units in the vulnerable pockets that are likely to be cut off.
- Identify the safe cyclone shelters and the route chart for evacuation.
- Identify First Aid and Rescue teams.
- Ascertain the availability of fodder for cattle.
- Identify relief centers.
- Inspect, strengthen and repair all approach roads and culverts.
- Provide mobile wireless sets for use in the villages that are likely to be cut off.
- Liaison with Army, Navy, Air Force & Paramilitary and other Specialist Forces like the NDRF.

During - Disaster

Individual

- Listen to the radio/community warning system for further details.
- Close all doors & windows and stay indoors.
- Paste papers on the glass windows to prevent splints from flying into the house.
- Keep food items and clothes in water proof bags.
- Don't venture into the sea.
- Wear warm clothes for protection.
- Avoid being misled by rumors. Disseminate only information that is official.
- Stay away from low lying areas, electric poles, trees.
- Switch off all electrical appliances.

Government

- Evacuate people to the cyclone shelters immediately.
- Arrange a patrolling group who would take care of the property left by the people.
- See to it that all vehicles are stopped.
- See to it that there is enough food stock, drinking water and common medicines.
- Announce the latest bulletin to the community at periodic intervals.

Post - Disaster

Individual

- Don't move out until you have official confirmation.
- Use the recommended route for returning.
- Check whether there is a gas leak before using the stove.
- Dry electrical appliances thoroughly before use.
- Get oneself inoculated against diseases immediately at the nearest hospitals and seek medical help.
- Beware of snake bites.
- All debris should be cleared.
- Damage assessment to be done as soon as possible.
- Don't keep loose objects like cans and tins outside.
- Don't spread rumors.
- Don't stay indoors if asked by the authorities to evacuate.
- Don't touch loose wires.

Government

- Rescue and evacuation process to be initiated immediately for those who are stranded.
- Restore roads and power supply.
- Provide relief and safe drinking water to the affected population.
- Check outbreak of any epidemics.
- Mobile health units to be mobilized.
- Help from voluntary organizations may be welcomed.
- Damage assessment to be carried out.

EARTHQUAKE

Pre - Disaster

Individual

Shelves for bookcases etc. should be fixed to the walls. Remove heavy objects from shelves above head level as these can topple over and fall.

Locate beds away from the windows and heavy objects that could fall.

Secure applications that could move, causing rupture of gas or electrical lines.

Know the location of master switches and shut off valves.

Make sure that overhead lightening fixtures are well secured to the ceiling.

Replace glass bottles with plastic containers or move them to the lowest shelves.

Be aware that with a severe Earth Quake all services such as electricity and water will probably be down. Emergency services may be extremely limited for a few days.

Store emergency supplies like water, food, first aid kit, medicines, tools, portable radio, flash light, batteries, blankets, fire extinguisher and anything else that you may require.

Government

Ensure preparation of maps of earthquake prone areas is complete.

Analysis of seismic risk & zonings for general purposes to be carried out.

Development of seismic codes of design & construction of various structures to be enforced.

Train engineers & architects in earthquake engineering principles and use of codes.

Common builders and owners by mass communication media, demonstration and other suitable methods.

Build awareness among the community residing in the earthquake prone areas.

During - Disaster

Individual

Keep calm & help others to be calm.

Try to run safely to the nearest open space which is not surrounded by buildings, trees and other structures but do so with great cautiousness.

Do not use an elevator during an earthquake & do not rush to the roof of the house.

Choose your exit as carefully as possible.

Once you feel it not possible to get out of the house/building fast & safely, especially when you are inside a high rise building, stay inside calmly.

While inside the house/building, choose a safe place to protect yourself. Take shelter under a desk, table, bed or a stand below the doorway (in case of an Assam type house).

If you are moving in a vehicle, move immediately to a place which is away from buildings, structures, bridges, electric lines etc. and stop the vehicle there. Remain inside the car till the Earth Quake stops.

Do not light candles, cigarettes or gas stoves (to prevent any fire from possible leakage of gas).

Close your gas connection.

Free all your pets and domestic animals from their enclosures.

Though the shaking of the ground can be very frightening, do not panic and keep your calm.

Turn your radio on.

Post - Disaster

Individual

Check yourself for injuries.

Examine all sections of your building & ensure that your building is not in danger of collapsing.

Get everyone of your house if it is found unsafe.

Use a helmet or cover your head with a pillow or rubber sheet while moving around inside the building.

Be prepared for additional earthquake shocks called “after shock(s)”.

Stay away from hanging portions of buildings, power electric lines & poles.

Close the valve of the gas cylinder(s) and do not use open flames.

Do not switch on electric appliances if gas leakage is suspected.

Wear shoes while moving around.

Attend to injured persons and inform the medical authorities as fast as possible.

If you are trapped inside a collapsed building, wait patiently for help. Remain calm and try to develop confidence.

Use a pipe or bamboo to detect any life inside a collapsed building.

Do not spread rumors.

Turn on your radio.

Government

Areas affected should be cordoned off.

Affected people should be shifted to safe shelter places that have been pre-identified.

Make arrangement for burning dead bodies and animal carcasses.

Mobile health teams to be activated.

Clean the roads blocked and restore connectivity at the earliest time possible.

FIRE

Pre - Disaster

Install smoke alarms. Place smoke alarms on every level of a multi-storey building at spots close to fire-causing sources.

Test and clean smoke alarms once a month and replace batteries at least once a year.

Replace smoke alarm systems regularly as advised on the manufacturer's label.

Do not take illegal connections or tinker with power connections.

Review escape routes with your family.

Make sure windows are not nailed or permanently bolted.

Make sure security gratings on windows can be easily opened from the inside.

Consider escape ladders if your residence has more than one level and ensure that burglar bars and other anti-theft systems can be easily opened from the inside.

Teach family members to stay low on the floor (where the air is safer) when escaping from a fire.

Clean out storage areas. Do not let trash such as old newspapers/magazines and polythene bags accumulate.

Flammable Items

Store flammable liquids in safe containers in well-ventilated storage areas.

Never smoke near flammable liquids.

Discard all rags or materials that have been soaked in flammable liquids after you have used them. Safely discard them outdoors in a metal container.

Insulate chimneys and place spark arresters on top. The chimney should be at least three feet higher than the roof. Remove tree branches hanging above and around the chimney.

Heating Sources

Be careful when using alternative heating sources.

Place heaters at least three feet away from flammable materials. Make sure the floor and nearby walls are properly insulated.

Use only the type of fuel designated for your unit and follow manufacturer's instructions.

Store ashes in a metal container outside, away from your residence.

Keep open flames away from walls, furniture, drapery, and flammable items.

Matches and Smoking

Keep matches and lighters away from children, and, if possible, in a locked cabinet.

Never smoke in bed or when drowsy or medicated.

Electrical Wiring

- Have the electrical wiring in your residence checked by a certified electrician.
- Inspect extension cords for frayed or exposed wires or loose plugs.
- Make sure outlets have cover plates and no exposed wiring.
- Make sure wiring does not run under rugs, over nails, or across high-footfall areas.
- Do not overload extension cords or outlets. If you need to plug in two or three appliances, get a unit with built-in circuit breakers to prevent sparks and short circuits.
- Make sure insulation does not touch bare electrical wiring.

Others

- Install fire extinguishers at your residence and read the instructions on the labels carefully. Teach family members how to use them.
- Consider installing an automatic fire sprinkler system in your residence.
- Ask your local fire department to inspect your residence for fire safety and prevention.

During - Disaster

- If your clothes catch fire, you should stop, drop, and roll until the fire is extinguished. Running only makes the clothes burn faster.
- Cover your nose / mouth, possibly with a moist cloth or in its absence with your hands, to prevent inhalation of smoke and asphyxiation.
- While escaping from a burning house, it will help if you could cover yourself with a thick blanket.
- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
- Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (for ladders and crawling).
- The window is your best escape option. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.
- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
- Close doors behind you as you escape if you can, to delay the spread of the fire.
- Do not re-enter once you have escaped. Call the local fire department.

Post - Disaster

- If you are with burn victims, or are a burn victim yourself, cool and cover burns to reduce chances of further injury or infection.
- Go to the nearest medical doctor for help.
- If you detect heat or smoke when entering a damaged building, evacuate immediately.
- If you have a safe or strong box, do not try to open it. It can hold intense heat for several hours. If the door is opened before the box has cooled, the contents could burst into flames.

LANDSLIDE

The primary cause of landslide is denudation of vegetation on hill slopes resulting in loose / unstable soil that cannot withstand the pressure of rainfall, snow or traffic. Clearance of vegetation for construction purposes or agriculture (jhum) has an adverse impact on the stability of soil. Tremor from earthquakes or explosion could also trigger landslide, apart from erosion as a result of floods and quarrying.

Pre - Disaster

Investigate susceptible areas to identify factors of instability and carry out corrective measures to prevent / minimize instability.

Carry out re-forestation in barren areas as the roots of plants / trees will arrest slippage of soil. Plant trees in vulnerable areas.

Always be watchful on hill roads and try to note features like cracks on road surface and slopes.

Do not build houses near steep slopes, close to mountain edges, near drains or natural water outlets.

Construct embankment on high gradient slopes.

During - Disaster

Be alert during heavy rainfall and continuous damp weather.

Stay out of the path of a landslide or debris flow.

Listen for any unusual sound that might indicate moving debris, trees cracking or rolling boulders (large stones).

Be alert when there is a sudden increase in volume of water in streams and a marked transformation from clear to muddy water.

Contact local rescue units.

Post Disaster

Avoid the landslide area. There may be danger of subsequent slides.

Look out for flooding which may follow a landslide or debris flow.

Help persons who may require special assistance - infants, elderly persons and the disabled.

What to do if you suspect an imminent landslide

Alert local authorities.

Informing people around you about the potential threat may help save many lives.

Evacuation or getting out of the path of landslide or debris flow is the best protection.

Make yourself less vulnerable and protect your head if escaping is not possible.

ANNEXURE -1

Important contact number:

| Sl. no. | CONTACT PERSON | CONTACT NUMBER |
|----------------|---|-----------------------|
| 1. | Deputy Commissioner Kiphire | 225551 |
| 2. | Superintendent of Police | 225659 |
| 3. | Chief Medical Officer | 225577 |
| 4. | Medical Superintendent, District Hospital | |
| 5. | Project Director DRDA | |
| 6. | Station Superintendent NST | |
| 7. | Sub-Divisional Police Officer | 225574 |
| 8. | Sub-Divisional Officer (Civil) HQ | 225555 |
| 9. | Sub-Divisional Officer (Power) | 225547 |
| 10. | Sub-Divisional Officer (Civil) Pungro | |
| 11. | Sub-Divisional Officer (Civil) Seyochung | |
| 12. | Executive Engineer PHED | |
| 13. | Executive Engineer PWD (R&B) | 225521 |
| 14. | Civil Hospital | 225561 |
| 15. | Junior Engineer CAWD | |
| 16. | Deputy Commandant Village Guards | 225657 |
| 17. | Assistant Commandant Village Guards | |
| 18. | Sub-Divisional Information Officer | 225523 |
| 19. | Coy Commandant 7 AR (in-charge) | 225660 |
| 20. | Telephone Exchange | 225599 |
| 21. | Child Development Project Officer Kiphire | |
| 22. | District Veterinary Officer | |
| 23. | Deputy CIO,SIB | 225660 |
| 24. | District Informatics Officer | 225523 |
| 25. | Chairman Kiphire Town Council | 225601 |
| 26. | Principal, ZPGC | 225626 |

NEPEx MOCK DRILL 29th & 30th August 2017







NEPEX MOCK DRILL 25 & 26 April 2018









Community First Responder Training 22nd to 26th May, 2017



Yahi Bridge collapse between Zunheboto and Kiphire 28th July 2018



EFFECTED NH 202 DURING 2018





DISTRIBUTION OF RELIEF DURING 2018



DISTRIBUTION OF RELIEF WITHIN WARD



Map of Kiphire District



ARIEL VIEW OF KIPPHIRE TOWN (GOOGLE)

