



DISTRICT  
DISASTER  
MANAGEMENT  
PLAN

**PEREN : NAGALAND**

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Foreword

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

<b>DDMP</b>	<b>District Disaster Management Plan</b>
<b>DDRMP</b>	<b>District Disaster Risk Management Plan</b>
<b>DDMA</b>	<b>District Disaster Management Authority</b>
<b>DC</b>	<b>Deputy Commissioner</b>
<b>SP</b>	<b>Superintendent of Police</b>
<b>ADC</b>	<b>Additional Deputy Commissioner</b>
<b>SDO (C)</b>	<b>Sub-Divisional Officer (Civil)</b>
<b>EAC</b>	<b>Extra Assistant Commissioner</b>
<b>MLA</b>	<b>Member of Legislative Assembly</b>
<b>MP</b>	<b>Member of Parliament</b>
<b>CMO</b>	<b>Chief Medical Officer</b>
<b>ICP</b>	<b>Incident Command Post</b>
<b>MO</b>	<b>Medical Officer</b>
<b>CHC</b>	<b>Community Health Center</b>
<b>PHC</b>	<b>Primary Health Center</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>HQ</b>	<b>Head Quarter; that is Peren</b>
<b>MHA</b>	<b>Ministry of Home Affairs</b>
<b>NDMA</b>	<b>National Disaster Management Authority</b>
<b>NSS</b>	<b>National Service Scheme</b>

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<b>ESF</b>	<b>Emergency Support Function</b>
<b>TCR</b>	<b>Taskforce Control Room</b>
<b>DMT</b>	<b>Disaster Management Team</b>
<b>ISRO</b>	<b>Indian Space Research Organization</b>
<b>NIC</b>	<b>National Informatics Centre</b>
<b>NGOs</b>	<b>Non-Governmental Organizations</b>
<b>CBDM</b>	<b>Community Based Disaster Management</b>
<b>SOP</b>	<b>Standard Operating Procedure</b>
<b>NSDMA</b>	<b>Nagaland State Disaster Management Authority</b>
<b>AIR</b>	<b>All India Radio</b>
<b>BDO</b>	<b>Block Development Officer</b>
<b>IRS</b>	<b>Incident Response System</b>
<b>CEO</b>	<b>Chief Executive Officer</b>
<b>CRPF</b>	<b>Central Reserve Police Force</b>
<b>DIPR</b>	<b>Directorate of Information &amp; Public Relations</b>
<b>FCI</b>	<b>Food Corporation of India</b>
<b>DDMC</b>	<b>District Disaster Management Committee</b>
<b>I/C</b>	<b>In Charge</b>
<b>SAR</b>	<b>Search and Rescue</b>
<b>NIDM</b>	<b>National Institute of Disaster Management</b>
<b>ATI</b>	<b>Administrative Training Institute</b>
<b>VOIP</b>	<b>Voice over Internet Phone</b>

Continued...

<b>EOC</b>	<b>Emergency Operations Center</b>
<b>DCR</b>	<b>District Control Room (Used interchangeably with EOC)</b>
<b>VDMP</b>	<b>Village Disaster Management Plan</b>
<b>NSDMA</b>	<b>Nagaland State Disaster Management Authority</b>
<b>GPS</b>	<b>Government Primary School</b>
<b>GMS</b>	<b>Government Middle School</b>
<b>GHS</b>	<b>Government High School</b>
<b>UNDP</b>	<b>United Nations Development Programme</b>
<b>PSTN</b>	<b>Public Switched Telephone Network</b>

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## GLOSSARY OF TERMS

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<b>Disaster</b>	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.
<b>Disaster Management</b>	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.
<b>District</b>	For all practical purposes here represents the Peren district of Nagaland.
<b>Hazard</b>	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.
<b>High Risk Areas</b>	They are geographically more susceptible or vulnerable to any type of Hazard/ calamity/ disaster.
<b>Earthquake</b>	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.
<b>Fire</b>	Natural/accidental/man-made burning of any of the 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.

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# 1

## THE CONTEXT

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### 1.11 Mission

Preparing a Disaster Management Plan with fool proof communication systems and authentic & accurate databases, documented and rehearsed to be activated in the shortest possible time with minimal simple orders and procedures ensuring active participation of the Government, Community and Volunteers at all levels and making optimal utilization of men, material and resources with no gaps or no overlaps to prevent loss of lives and minimize loss to property ensuring fastest restoration of the situation.

### 1.12 Goal

“Sustainable reduction in Disaster Risks & Recovery in all the Sub-Divisions of Peren District through active participation of the Community and the Local Self government”

### 1.2 Backdrop

Post the Orissa- Super Cyclone in 1999 and the Bhuj earthquake in Gujarat in 2001, the Government of India realized the need for a Disaster Management authority and related planning at all levels of governance. Hence the Ministry of Home Affairs, Govt of India and UNDP agreed to promote Disaster Risk Management (DRM) Programme in some of the most hazard prone districts of India including 11 districts of Nagaland. Peren district is covered under this. This DDRMP is a part of the DRM programme.



### **1.3 Rationale**

In the past, Peren district has experienced both Natural and Man -made Disasters such as Fire, Earthquake etc., that has caused damage through disease, death and destruction. This fact provides rationale and underlines the need for an effective and realistic District Disaster Risk Management Plan. A comprehensive DDRMP will strengthen the efforts of the District Administration to mitigate the effect of disasters and restore normalcy within a short timeframe.

### **1.4 Approach**

The programme seeks to involve the community, NGOs, Educational Institutions and Govt. functionaries in this multi-stake holder disaster mitigation approach whereby the community and all the concerned stake holders will come together to prepare a Disaster Management Plan and reduce the risks by strengthening the hands of the District Administration.

## 1.5 Objectives

Disaster causes, at 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:

- Provide effective support and resources to individuals and groups in disaster management.
- Assist the line departments, Sub-divisional administration & community in developing skills related to disaster management.
- Help disseminate factual information in a timely, accurate and tactful manner while maintaining necessary confidentiality.
- Help to develop immediate and long-term support plans for vulnerable people following a disaster.
- Elicit the least possible disruption to the normal life process while dealing with individuals in disaster.
- Ensure active participation by the Government, community, volunteers and voluntary organizations at all levels thus making optimal utilization of material and human resources.
- Facilitate mitigation process & convergence

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# 2 DISTRICT PROFILE & VULNERABILITY ANALYSIS

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## About Peren

<b>PEREN DISTRICT AT A GLANCE</b>	
Geographical Area	2300 sq. km.
Latitude & Longitude	25°N - 26°N & 93°E - 94°E
Altitude	200 m to 2500 m above sea level. The altitude of the District varies from 200 m. to 2500 m above the sea level. Mt. Paona, the highest mountain peak in the district and the third highest in the state is 2500 mts. High.
Average Rainfall	2000 mm
Total Population	95,219 (81,429 rural residents and 13,790 urban residents)
Literacy Rate	77.9% (male 82.8% and female 72.6%)
Total Number of recognised village and the biggest Village.	86 recognised villages and Samziuram Village is the biggest village in the district.
Rivers	Mbeiki (Barak), Tepuiki, Mungleu, Tesangki, Duilumreu, Ntangki, Nguiki, Nkwareu, Techauki, Ngungreu, Tahaiki.
Boundary	Manipur in the East and South, Assam in the West, Dimapur in the North and Kohima District in the North- East.
Common Language	Zeme, Liangmai, kuki, Rongmei, Nagamese, English and Hindi.
Number of Major Towns	Peren Town, Tening Town and Jalukie Town

Peren District is rich in natural resources and has immense wealth of flora and fauna. Seismically, Peren district falls under zone-V, the most earthquake active region of the world. Peren district is prone to various natural disasters like floods, landslide and earthquake.

Carved out of Kohima district, Peren became a separate district on 11<sup>th</sup> February, 2004 and occupies the elongated South-Western end of Nagaland. Peren district is located between 93°E-94°E Longitude and 25°N-26°N Latitude of the Equator. It is bounded by the states of Manipur in the East and South, Assam in the West, Dimapur district in the North and by Kohima district in the North-East. It has a total area of about 2300 Sq Km.

The altitude of the district varies from 800-2500mts above sea level. Mount Pauna, the highest mountain peak in the district is 2500mts above sea level.

There are seven administrative circles and four Rural Development blocks. The numbers of recognized villages are 82 and unrecognized villages are 27 in Peren district.

The Zeliangs and the kukis are indigenous inhabitants of the district. They thereby form the dominant tribes of the district. Of late, a considerable number of Rongmeis from Kohima and Dimapur districts have also migrated to the district. Dialects and languages spoken include Zeme, Liangmai, Kuki, Rongmei, Nagamese and English.

### **Location & Geographical Area**

The geographical and topographical advantage of Peren is the valley area contiguous with commercial hub like Dimapur with its agro climatic conditions suitable for various agricultural and horticultural activities. Industrial activities and marketing avenues have potential for creating employment and augmenting income. The hill sectors with its pristine hills have scope for eco tourism, anthropological tourism and village tourism. It is for these reasons that the district has been befittingly sobriquet as “Nature Lovers Paradise”.

It is bounded by Dima Hasao district, Karbi Anglong District and Dimapur District in the west and north-western part. Kohima District in the east, Tamenglong District of Manipur in the south are the other boundaries.

The altitude of the District varies from 800 mts. to 2500 mts. above the sea level. The principal rivers and important rivulets that flows through Peren District includes Tepuiki, Mbeiki (Barak), Ntanki, Mungleu, Tesanki, Nguiki, Nkwareu, Techauki, Ngungreu, Tahaiki and Duilumreu (Tributary of Tepuiki). Mt. Pauna is the highest mountain peak in the district and third highest in Nagaland is 2500 mts high. Tening, Jalukie and Peren are the major towns of the district.

### **Demographic Profile**

The population of Peren is 95,219 as per the 2011 Census of which 49,714 are male and 45,505 are female. Out of the total population 81,429 are rural residents and the rest 13,790 are urban residents. The overall sex ratio is 915 female per 1000 male while the child sex ratio (0-6) is 935. The population density of the district stands at 55 per sq km. The literacy rate of Peren stands at 77.9 percent, male literacy at 82.8 percent and female at 72.6 percent.

## **Climate**

The mean annual temperature in the hill sector ranges from 18°C to 26°C (approximately) while the valley sector temperature ranges from 18°C to 35°C (approximately). The mean temperature for December and January in the hill sector ranges from 2°C – 4°C to 10°C – 15°C (approximately) and in the valley sector from 10°C to 20°C (approximately).

## **Natural Resources**

The district has rich untapped mineral oil and tracks of coal reserves. Forests of the district are hot spots of varied flora and fauna. Species of trees and varieties of medicinal plants, orchids and Rhododendron are found in these forests. It is a treasure trove of wildlife including the famed Blythe Tragopan – the State Bird of Nagaland, Pheasants, Hornbills, Hollock gibbon, Clouded Leopard, Pangolin, Himalayan Giant Squirrel and varieties of flying squirrel.

## **Agriculture**

About three-fourth of the population is involved in agriculture. Rice is the staple food crop grown. Peren District also has a unique land holding pattern in that almost 90% of the area is privately owned. There is no landless among the inhabitants of the District, as each Possess land, either his own, or inherited from his family, clan or village. Although agriculture is the main-stay of the District, self-sufficiency in food-grain is yet to be achieved. Considering the hilly terrain of three-fourth of the area, this is not unusual but the main drawback is that cultivation is vitiated by Jhumming.

## **Religion**

Before the advent of Christianity, the Zeliangs and the Kukis followed animism with belief in the 'invisible being' as the creator of the universe. Today, majority of the inhabitants of Peren district profess Christianity, though there are some who still follow the indigenous religion called 'Bungtak'. A significant number of followers of the late Rani Gaidinliu who practice the 'Heraka' religion also exist.

## **Festivals**

Some of the important festivals observed and celebrated by the Zeliangs are Meleinyi, Hega, Herasam, Kwakpwa, Langsemnyi and Chega Ghadi; and Mim Kut festival by the Kukis.

## **Historical and Political Significance**

Peren district experienced the turbulent political movement during Pre-Independence to Post- Independence period. As early as 1832 the people of Peren district strongly resisted the combined forces of the British and the Manipuri Raja led by British explorer Captain Francis Jenkin and Captain Pemberton when they forced entered Naga territory to go to Assam from Manipur through Popolongmai (Poilwa) – Tiriamah (Punglwa) – Samuguting (Chumukedima). This being a shorter route. This was followed by a second expedition in January 1833 led by Lieutenant Gurdon with Gambir Singh Raja of Manipur when they forced their way through Biriemah (Peren) – Chalkot – Dhanseri river and then to Assam. Yet another expedition into Naga area was undertaken by the British in 1840, led by Mr. Grange following the previous route of Samuguting (Chumukedima) – Tiriamah (Punglwa) – Popolongmai (Poilwa) which witnessed the burning-down of half of Poilwa village as punitive action for resisting British advancement into the Naga territory.

In the past, the people of the district were closely associated with the freedom movement led by the Late Rani Gaidinliu as well as with the Naga political struggle under the banner of the Naga National Council (NNC) led by Late Shri. A. Z. Phizo. The caves at Poilwa village where the Late Rani Gaidinliu and her cadres had taken shelter and where Late Shri. A. Z. Phizo and the NNC cadres had taken refuge when pursued by the Indian Army bears testimony to these facts even today.

## **Vulnerability Analysis**

Peren District is highly vulnerable to various hazards and calamities. This is an area of severe crustal deformation. Due to tectonic activity the rocks have been weakened to a great extent. The area receives abundant rainfall during the monsoon. Hence, cloudbursts are not uncommon. Fire and floods in low lying areas of the district are common calamities. The history of some of the disasters has been tabulated and a seasonal risk assessment has been carried out based on the same.

<b>NATURAL HAZARDS</b>	<b>MAN MADE HAZARDS</b>
Floods Cloudbursts Landslides Cyclonic storms Hail storms Earthquakes	Fire Road Accidents

### ***Earthquakes***

Nagaland is an entirely hilly state that lies at the convergence zone of the Indo- Australian plate and the Eurasian plate. Hence, the region is seismically very active. The whole of Nagaland lies in Zone V which is the classification accorded to regions that face the highest risks of an earthquake. A large number of moderate to large magnitude earthquakes have occurred within the State boundaries as well as within a range of 100 km around it. Altogether twelve major earthquakes have occurred in the region in the last 100 years. Earthquakes tend to induce landslides that have the potential to cause significant damage to infrastructure.

### ***Fire***

Fire occurs frequently in different parts of district and are mostly man-made. In Tening, Jalukie and Ahthibung subdivisions, forest fires usually spread during the Jhum cultivation. Incidents of accidental fire from the households are not rare. As most of the houses in these locations are thatched roof houses made out of timber, bamboo and straw, they catch fire easily.

### ***Heavy Rains / Floods***

Peren receives heavy rainfall from June to October. Average annual rainfall is approximately 1500 mm. In Jalukie town the artificial drainage system is very poor. It is for this reason that floods are annual recurring problems in some of the low lying colonies where most of the cultivation happens. Floods are one of the major causes of concern during the monsoon season, which cause huge loss of property, damage to crops and displacement of people. With adverse global climatic changes taking place this could become a more serious problem in the near future with greater areas being inundated. This could also lead to loss of lives if appropriate measures are not taken. However, loss of property in the form of homes and business establishments may rise to unprecedented levels.

### ***Landslides & Cloudbursts***

Landslide is a major disaster that keeps affecting Nagaland especially in the monsoon season, when heavy downpour is experienced all over the state. Destructive landslides have been recorded in the hilly section of the district. Cloudbursts, though rare, cannot be ruled out.

Disruption of traffic is likely in the event of too much of rainfall during any given year or during extended cloudbursts. This can also cause the burying of vehicles and humans by hill slope debris. Water pipelines are also prone to damage.

### ***Hailstorms***

The district experiences hailstorms during the monsoon season. Although hailstorms rarely involve physical injury, their economic impact can be severe. Damage to cultivation is the main concern during hailstorms. The damage appears to be a function of the intensity and duration of storms and the size of the hailstones, which these produce. The damage itself is often produced not only by the impact of falling hailstones, but also by high winds and torrential rains.

The whole of Peren District falls under very high damage Zone-B in Nagaland and Cyclonic Zones, so the whole district is vulnerable to strong wind throughout the year, which effects plantations, crops and kacha houses in the district.

#### **History of Disaster**

The history of disaster in Peren District is given below



Sl. No.	Disaster Type	Year of Occurrence	Place	Type of Losses				
				Crop	Animal	Livelihood	House Damage	Infrastructure
1.	Earthquake	1988	Whole District					Roads affected in few places
2.	Landslides	2004	Tening Sub-division	50 Acres Jhum field/ 20-25 Acres plantations			45	20-21 kms road affected due to landslide in pockets
		2013	Peren Town				10	
		2016	Peren/ athibung/ Ngwalwa	224 acre of Agri crops				
3.	Flash Flood	1984	Maguiky River bank	50 Acre Paddy field		2		
		2015	Mongloiki river, Nkwareu, tasangki river.	50 Acre Paddy field				
		2016	Jalukie/ athibung/ ngwalwa	462 acres of agri crops				
4.	Fire	1955	Mpaupungwa		10		100	
		1984	Mpaupungwa village		8		10	
		1955	Mpai village		30		250	
		1956	OldTening village		20		85	
		2001	Heranglwa village				6	
		2013	Nchangram, tening town, nkialwa, nkio, azailong				8	
		2013	Dungki	32 acre rubber plantation				
		2013	Peren Town				1	
		2014	Vongkithem				18	
		2015	Lamhai	176 acre rubber plantation				
		2016				2		
5.	Cyclonic storm		Tening				10 houses and a school building	Light post and signboards were damaged
6.	Hailstone	1972	Whole District	Whole District	Uncount able Domestic /wild animal		RNA	RNA
		1974	Whole District	Whole District	RNA		RNA	RNA

		2015	Jalukie circle	21 acre Paddy Fields				
		2016	Peren/ Nong/ Tening/athibung/ Ngwalwa	539 acre agri crops				
7	Drought	2013	Jalukie circle	138 acre				
		2014	Jalukie circle	464 acre paddy feilds				
		2016		314 acre of agri crops				
8	Epidemic	2015	Nsong/Jalukie/ Athibung/Ngwalwa/Tening circles		329 buffalos			
		2016	Jalukie circle		7 buffalos			

RNA - Records Not Available

### Seasonality of Hazard

Type of Hazards	Jan-Mar				April-June				July-Sep				Oct-Dec			
	H	C	A	I	H	C	A	I	H	C	A	I	H	C	A	I
Earthquake	The entire district is under Zone-V. For the whole year round, the district is vulnerable.															
Flood																
Landslides	L	L	L	L	L	HI	M	HI	L	HI	M	H	L	L	L	L
Fire	L	M	M	HI	L	M	L	L	L	L	L	L	L	HI	L	M
Strong Wind	L	L	L	M	L	HI	M	HI	L	L	L	L	L	L	L	L

H: Human, C: Crop, A: Animal, I: Infrastructure

HI: High, M: Medium, L: low

### Risk and Vulnerable Groups

Sl. No.		Nos.
1	Pregnant Women	634

2	Lactating Mothers	326
3	Children below 5	1718
4	Above 80 Yrs	381
5	Single Women headed	RNA
6	Fishermen	RNA
7	Disabled	23
	Deaf/Dumb	RNA
	Lame	RNA
	Blind	17
	Mentally Challenged	22
8	Sick and ailing	RNA
9	Inhabitants of thatched house	RNA
10	House living near sea/river	2 (New Jalukie & Nkwareu Village)
11	Any other	

**RNA:** Records Not Available

Records entered as per submitted by the concerned departments.

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# 3

## ORGANISATION

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In the first two chapters we had discussed about the context, vulnerability along with a brief account of the district. In this chapter the focus is on understanding the ability or capacity of the district and its administration to tackle the disasters and disaster like situations.

## **Structural Organization**

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For effective and efficient disaster management we need to put the requisite machinery in place. That has been done by constituting disaster management committees at various levels starting from the village level right up to the district level.

### **District Disaster Management Authority (DDMA)**

The district administration accepting its primary and vital role has prepared this district disaster mitigation plan. For this purpose, a principal organ has been created in the form of the District Disaster Management Authority (DDMA). It's a eighteen member body forming the basic human resource pool with the Deputy Commissioner as the Principal Co-ordinator 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.



<b>Sl.No</b>	<b>Designation</b>	<b>Status</b>	<b>Address</b>
1	Deputy Commissioner	Chairman	Office of the Deputy Commissioner, Peren
2	Additional Deputy Commissioner (HQ)	Nodal Officer	Office of the Deputy Commissioner, Peren
3	Superintendent of Police	Member	Office of the Superintendent of Police, Peren
4	ADCs / SDOs / EACs / PAs to DC	Member(s)	Peren
5	Commandant, 18 Assam Rifles (AR)	Member	Office of the Commandant, 18 AR, Jalukie, Peren
6	EE, Irrigation & Flood Control	Member	Office of the SDO, Irrigation & Flood Control, Jalukie, Peren
7	Medical Superintendent	Member	Office of the Medical Superintendent, Peren
8	Superintendent Of Supply , Food & Civil Supplies	Member	Office of the Director, Food & Civil Supplies, Peren
9	Executive Engineer, PWD (R & B, Housing, Mechanical)	Member(s)	Office of the Executive Engineer, PWD (R & B, Housing, Mechanical), Peren
10	Executive Engineer, Power	Member	Office of the Executive Engineer, Power, Peren
11	Executive Engineer, PHED (Rural, Urban)	Member(s)	Office of the Executive Engineer, PHED (Public Health & Engineering Department) (Rural, Urban), Peren
12	Administrator, Peren Town Council (PTC)	Member	Office of the Administrator, Peren Town Council (PTC)
13	State Media Officer NSDMA (Peren District Incharge)	Member Secretary	Nagaland State Disaster Management Authority

### **Sub Divisional Level Committees**

Similar to the DDMA, at the sub divisional level, committees have been constituted under the administrative nodal officers and these nodal officers are required to act as master trainers in the respective jurisdictions

### **LIST OF SUB-DIVISIONAL LEVEL NODAL OFFICERS AND MASTER TRAINERS**

<b>Sl.No</b>	<b>Designation</b>	<b>Status</b>	<b>Address</b>
<b>1</b>	Additional Deputy Commissioner (HQ)	Nodal Officer & Master Trainer	Office of the Deputy Commissioner, Peren
<b>2</b>	Additional Deputy Commissioner	Nodal Officer & Master Trainer	Office of the Additional Deputy Commissioner, Tening
<b>3</b>	Sub Divisional Officer (Civil)	Nodal Officer & Master Trainer	Office of the Sub Divisional Officer (Civil), Jalukie
<b>4</b>	Extra Assistant Commissioner	Nodal Officer & Master Trainer	Office of the Extra Assistant Commissioner, Nsong
<b>5</b>	Extra Assistant Commissioner	Nodal Officer & Master Trainer	Office of the Extra Assistant Commissioner, Ahthibung
<b>6</b>	Extra Assistant Commissioner	Nodal Officer & Master Trainer	Office of the Extra Assistant Commissioner, Ngwalwa
<b>7</b>	Extra Assistant Commissioner	Nodal Officer & Master Trainer	Office of the Extra Assistant Commissioner, Khelma

### **Team Based Approach**

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Task specific teams have been constituted in addition to the central teams for better mitigation of the hazards. Disaster Management essentially involves Planning, Preparation, Rescue, Relief and Rehabilitation. The DDMA takes care of all these phases. Specifically Rescue, Relief and Rehabilitation are the task oriented phases that require clear work distribution and task management. To achieve the best results in the shortest time possible, the following task specific committees have been constituted with members drawn from the DDMA:

1. Warning Dissemination Team
2. Search, Rescue & Evacuation Team
3. First Aid & Medical Management Team
4. Rehabilitation & Shelter Management Team
5. Sanitation Team
6. Dead Body & Carcass Disposal Team
7. Damage Assessment Team
8. Relief Team
9. Co-ordination / Linkages Team
10. Patrolling / Vigilance Team
11. Counselling Team





**SCHEMATIC REPRESENTATION OF DIFFERENT TASK SPECIFIC TEAMS**

## Warning Dissemination Team

It is one of the most crucial teams and its importance lies in the fact that it is the last attempt to minimize the damages even before the disaster happens. Proper, adequate and relevant information dissemination helps reduce loss to life and other assets. The warning has to be disseminated to the common public in addition to the government officials. Immediate information disposal to the government officials helps in activating the disaster management machinery in the district as proposed in this plan. The composition of the team can be found in the table below.

### WARNING DISSEMINATION TEAM

Sl. No	Designation	Status	Address
1	Director, Geology & Mining	Leader	Office of the Director, Geology & Mining
2	Executive Engineer, Irrigation & Flood Control	Member	Office of the Executive Engineer, Irrigation & Flood Control, Peren
3	Executive Engineer, PHED (Rural, Urban)	Member(s)	Office of the Executive Engineer, PHED (Rural, Urban), Peren
4	District Informatics Officer	Member	Office of the District Informatics Officer, Peren
5	District Public Relations Officer	Member	Office of the District Public Relations Officer, Peren
6	Superintendent of Police	Member	Office of the Superintendent of Police, Peren
7	Medical Superintendent	Member	Office of the Medical Superintendent, District Hospital, Peren
8	SDO or EAC or PA to DC	Member	Office of the Deputy Commissioner, Peren
9	Administrator, Peren Town Council (PTC)	Member	Office of the Administrator, Peren Town Council (PTC)

## Search, Rescue & Evacuation Team

After dissemination of warning, based on the extent of the disaster, Search, Rescue and Evacuation has to be started. It involves substantial training to handle a disaster situation, panic control, on the spot management of the crisis at hand, specialized equipment and fast decision making. The team will have to reach and start work in the affected areas as soon as possible. Their role is extremely crucial and other teams need to back them up adequately.

### SEARCH, RESCUE & EVACUATION TEAM

#### Objectives:

- To rescue the survivors trapped under the debris, from the damaged building from a cyclonic storm surge, flood, earthquake and fire.
- To provide first aid service to the tribe survivors and to dispatch them for medical care.
- To take immediate necessary actions, as necessary, for temporary support and protection to endanger due to collapsed building to structures.
- To hand-over, recover and dispose-off the bodies of the deceased.
- To train, demonstrate and raise awareness on how to use the local materials for self rescue amongst the community.

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Sl. No.	Designation	Status	Address
1	Superintendent of Police	Leader	Office of the Superintendent of Police, Peren
2	Addl. Superintendent of Police	Member	Office of the Superintendent of Police, Peren
3	SDO or EAC or PA to DC	Member	Office of the Deputy Commissioner, Peren
4	Sub-Divisional Police officer	Member	Office of the Superintendent of Police, Peren
5	ABI-02	Member	Office of the Superintendent of Police, Peren
6	SI-01	Member	Office of the Superintendent of Police, Peren
7	ABSI-02	Member	Office of the Superintendent of Police, Peren
8	HAV-02	Member	Office of the Superintendent of Police, Peren
9	NAIK-01	Member	Office of the Superintendent of Police, Peren
10	L/NK-02	Member	Office of the Superintendent of Police, Peren
11	Constable-15	Member	Office of the Superintendent of Police, Peren
12	Executive Engineer (R & B)	Member	Office of the Superintendent of Police, Peren

## Rehabilitation & Shelter Management Team

Search and evacuation operations need to be supported by rehabilitation and shelter management. Temporary protected shelters with adequate amenities need to be provided to the affected people immediately. Priority should be given to those most affected. Shelter needs to be arranged for livestock as well. Having an inventory of school buildings and community halls ready will come in handy for providing immediate shelter to the affected population.

### REHABILITATION & SHELTER MANAGEMENT TEAM

Sl. No.	Designation	Status	Address
1	Additional Deputy Commissioner	Leader	Office of the Deputy Commissioner, Peren
2	Executive Engineer, PWD (R & B, Housing, Mechanical)	Member(s)	Office of the Executive Engineer, PWD (R & B, Housing, Mechanical), Peren
3	Administrator, Peren Town Council (PTC)	Member	Office of the Peren Town Council (PTC)
4	Superintendent of Police	Member	Office of the Superintendent of Police, Peren
5	District Education Officer (DEO)	Member	Office of the District Education Officer, Peren
6	Executive Engineer, PHED (Rural, Urban)	Member	Office of the Executive Engineer, PHED (Rural, Urban), Peren
7	Sub-Divisional Officer, Power	Member	Office of the Executive Engineer, Power, Peren
8	President, Zeliang Baudi (N)	Member	Office of Zeliang Baudi, Peren
9	President, Women Hoho	Member	Office of the Peren Women Hoho
10	President, Peren Students Union	Member	Office of the Peren Students Union

## First Aid and Medical Management Team

The search, rescue and evacuation operations need to be supported by efficient medical services. It may range from providing simple first aid to carrying people severely hurt to the higher medical centers for emergency treatment. The medical services play a pivotal role in determining the quality of the disaster management exercise, at least in the short term.

### FIRST AID & MEDICAL MANAGEMENT TEAM

Sl. No.	Designation	Status	Address
1	Chief Medical Officer	Leader	Office of the Chief Medical Officer, Peren
2	Medical Superintendent	Member Secretary	Office of the Medical Superintendent, District Hospital, Peren
3	Deputy CMO	Member	Office of the Chief Medical Officer, Peren
4	SMO District Hospital	Member	Office of the SMO, District Hospital, Peren
5	Representatives from Indian Red Cross	Member(s)	Office of the Indian Red Cross, Peren
6	Representatives from Bharat Scouts & Guides	Member(s)	Office of the Bharat Scouts & Guides, Peren
7	Representatives from National Cadet Corps (NCC)	Member(s)	Office of the National Cadet Corps, Peren
8	Commandant, 18 Assam Rifles (AR)	Member	Office of the Commandant, 18 AR, Jalukie, Peren
9	Representatives from General Practitioners' Association	Member(s)	Office of the General Practitioners' Association, Peren

## Sanitation Team

Disaster management not only includes prevention of epidemics but also focuses on sanitation, waste disposal and carcass management. These activities are not only critical from the point of view of disaster management but also go hand-in-hand and reinforce each other.

### **SANITATION TEAM**

<b>Sl. No</b>	<b>Designation</b>	<b>Status</b>	<b>Address</b>
<b>1</b>	Administrator, Peren Town Council (PTC)	Leader	Office of the Peren Town Council (PTC)
<b>2</b>	Executive Engineer, PWD (R & B, Housing, Mechanical)	Member(s)	Office of the Executive Engineer, PWD (R & B, Housing, Mechanical), Peren
<b>3</b>	Executive Engineer, PHED (Rural, Urban)	Member(s)	Office of the Executive Engineer, PHED (Public Health & Engineering Department) (Rural, Urban), Peren
<b>4</b>	Representative, Zonal Malaria Office (ZMO)	Member	District Hospital, Peren
<b>5</b>	Representative from Red Cross Society	Member	Office of the Red Cross Society, Peren

### **Patrolling / Vigilance Team**

During disasters, miscreants and opportunistic elements can run amok and hence need to be checked. They may try to steal property, provoke rioting or cause law & order problems. So close monitoring is absolutely essential. A Patrolling / Vigilance team is constituted for this very purpose. The respective SDPOs will execute the duties in their respective jurisdictions.

### **PATROLLING / VIGILANCE TEAM**

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Sl. No	Designation	Status	Address
1	Superintendent of Police	Leader	Office of the Superintendent of Police, Peren
2	Commandant, 18 Assam Rifles (AR)	Member	Office of the Commandant, 18 AR, Jalukie, Peren
3	SDO or EAC	Member	Office of the Deputy Commissioner, Peren

### **Dead Body & Carcass Disposal Team**

Alongside the Sanitation Team, the Carcass Disposal Team is responsible for the special task of disposal of dead bodies of humans and animals. This importance of this activity in the prevention of post disaster diseases and deaths cannot be emphasized enough.

### **DEAD BODY & CARCASS DISPOSAL TEAM**

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Sl. No.	Designation	Status	Address
1	Administrator, Peren Town Council (PTC)	Leader	Office of the Peren Town Council (PTC), Peren
2	Superintendent of Police	Member	Office of the Superintendent of Police, Peren
3	Sub Divisional Officer (Civil)	Member	Office of the Deputy Commissioner, Peren
4	District Veterinary Officer	Member	Office of the District Veterinary Officer, Peren
5	Representative from Red Cross Society	Member	Office of the Red Cross Society, Peren
6	Station Superintendent, Nagaland State Transport (NST)	Member	Office of the Station Superintendent, NST, Jalukie

### **Damage Assessment Team**

As-compared to other tasks where the co-operation and involvement of the citizens is essential, damage assessment is implicitly different. It is the job of the government machinery and the revenue department in particular. It is controversial, rigorous and is likely to be highly contested. The whole exercise needs to strike a balance between sensitivity towards citizens' plight and the genuineness of the claims.

## **DAMAGE ASSESSMENT TEAM**

<b>Sl. No</b>	<b>Designation</b>	<b>Status</b>	<b>Address</b>
<b>1</b>	Executive Engineer, PWD (R & B, Housing, Mechanical)	Leader(s)	Office of the Executive Engineer, PWD (R & B, Housing, Mechanical), Peren
<b>2</b>	District Planning Officer (DPO)	Member	Office of the District Planning Officer, Peren
<b>3</b>	Executive Engineer, Irrigation & Flood Control	Member	Office of the Executive Engineer, Irrigation & Flood Control, Jalukie
<b>4</b>	District Agricultural Officer (DAO)	Member	Office of the District Agricultural Officer, Peren
<b>5</b>	District Forest Officer (DFO)	Member	Office of the District Forest Officer, Jalukie
<b>6</b>	Project Director, DRDA	Member	Office of the District Rural Development Agency (DRDA), Peren
<b>7</b>	Administrator, Peren Town Council (PTC)	Leader	Office of the Peren Town Council (PTC), Peren
<b>8</b>	ADCs / SDOs / EACs / PAs to DC	Member(s)	Office of the Deputy Commissioner, Peren

## **Counselling Team**



Disasters create panic, anxiety, mental breakdown, depression, post traumatic psychological disorders in both the people affected as well as those working on the field. To keep the moral of these men and women high, the psychological counseling and community support becomes necessary.

## **COUNSELLING TEAM**

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<b>Sl. No</b>	<b>Designation</b>	<b>Status</b>	<b>Address</b>
<b>1</b>	Medical Superintendent	Leader	Office of the Medical Superintendent, District Hospital, Peren
<b>2</b>	Head, Baptist Churches Pastor Association	Member	Office of the Baptist Churches Pastor Association, Peren

## **Relief Team**

Specialized tasks of maintenance of supplies and communication, restoration of connectivity, rebuilding infrastructure and providing logistical support need huge man power and administrative machinery resources. Hence the relief team would be one of the largest and a highly specialized team. It would comprise mainly of administrative officers from the respective jurisdictions.

## **RELIEF TEAM**

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<b>Sl. No</b>	<b>Designation</b>	<b>Status</b>	<b>Address</b>
<b>1</b>	Superintendent of Supply, Food & Civil Supplies	Leader	Office of the Superintendent of Supply, Food & Civil Supplies, Peren
<b>2</b>	District Welfare Officer	Member	Office of the Social Welfare Department, Peren
<b>3</b>	President, Indian Red Cross	Member	Office of the Indian Red Cross, Peren
<b>4</b>	Administrator, Peren Town Council (PTC)	Leader	Office of the Peren Town Council (PTC), Peren
<b>5</b>	President, Zeliang Baudi (N)	Member	Office of Zeliang Baudi, Peren
<b>6</b>	President, Women Hoho	Member	Office of the Peren Women Hoho
<b>7</b>	District Agricultural Officer (DAO)	Member	Office of the District Agricultural Officer, Peren
<b>8</b>	President, Peren Chamber of Commerce	Member	Office of the President, Chamber of Commerce, Peren
<b>9</b>	Sub Divisional Officer (Civil)	Member	Office of the Deputy Commissioner, Peren
<b>10</b>	Superintendent of Police	Member	Office of the Superintendent of Police, Peren

## Co-ordination / Linkages Team

This is the central monitoring and co-ordination team that would provide horizontal and vertical linkages among the teams detailed above. They need to identify the gaps or the loose ends and bridge them.

### CO-ORDINATION / LINKAGES TEAM

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Sl. No	Designation	Status	Address
1	Sub Divisional Officer (Civil)	Leader	Office of the Deputy Commissioner, Peren
2	Project Director, DRDA	Member	Office of the District Rural Development Agency (DRDA), Peren
3	District Informatics Officer	Member	Office of the District Informatics Officer, Peren
4	District Planning Officer, Peren	Member	Office of the District Planning Department, Peren
5	District Public Relations Officer	Member	Office of the District Public Relations Officer, Peren

The teams need to perform their duties as the situation develops and the moment warrants. The impact and scale of the disaster will decide the challenges for these committees. These committees have to work in tandem with each other. Failure to deliver on the part of any of the task managing committees will derail the entire disaster management exercise. Therefore, sincere, timely and effective disposition of the duties is absolutely essential.

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# 4

## RESOURCE INVENTORY & CAPACITY ANALYSIS

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### Storage facilities with capacity

Sl. No	Type of Storage Structure	Location	Year of construction	Capacity in MT	Contact Person	Remarks
1	CGI Wall with CGI Roofing	Peren	1972	200mt	Asst. Director Food & Civil Supplies, Peren	Departmental
2	RCC	Jalukie	2008	50 mt	Namlungbe, Store Keeper, Jalukie	Departmental
3	Brick Wall with CGI Roofing	Tening	1975	50 mt	Jonah Tep, Store Keeper, Tening	Departmental
4	RCC	Ahthibung		40 mt	Haichi, Store Kepper,	Rented
5	Brick Wall with CGI Roofing	Nsing		20 mt	Lanusobu Ao, Sub-Inspector, Nsong	Rented

### Public Distribution System

SNo	Name of Fair Price Shop (FPS)	Location
1	M/S Itwkap FPS	Circular Road, Peren Town
2	M/S Hannah FPS	Market Place, Jalukie
3	M/S Zuikuidi FPS	Near PHE Office, Tening
4	M/S Atong FPS	Centre Point, Nsong

## Medical Facilities in Peren District

Sl no	Name of block	Name of health unit	No. of ambulance	Staff available		
				Doctors	Nurses	others
1.	Peren	District Hospital	1	MS, Specialist-3 GDMO-1 AYUSH-1 Dentist-2	18	30
		Poilwa PHC		1	4	5
		Benreu SC		NA	2	5
		Pedi SC		NA	2	2
		Old Peren SC		NA	1	3
		Mpai SC		NA	2	2
		New Puilwa SC		NA	2	3
2.	Tening	Tening PHC	1	MO-1 AYUSH-1	6	19
		Ntuma PHC		1-On Study Leave	2	5
		Azailong PHC		0	3	6
		Mbaulwa PHC		1	3	5
		Nsong SC		NA	2	5
3.	Athibung	Athibung PHC	1	1	5	8
		Bongkolong SC		NA	2	6
		Ikiesingram SC		NA	1	0
		New Nkio SC		NA	2	0
		Khelma SC		NA	2	2

4	Jalukie	CHC Jalukie	1	SMO-1, Specialist-2, GDMO-2, AYUSH-1, Dentist-1	16	19
		Dungki PHC		1	4	6
		Heningkunglwa PHC		1-On Study Leave	3	6
		Punglwa SC		NA	2	3
		Gaily SC		NA	2	0
		Mhainamtsi SC		NA	3	3
		Samzuiram SC		NA	2	1
		Lilen SC		NA	2	1
		Saijan SC		NA	2	0

**Ref:**

CHC - Community Health Centre

PHC - Primary Health Centre

S/C - Sub Centre / Subsidiary Health Centre

### List of Hospitals

Sl. No	Name Of Hospital	Location
1	District Hospital	Peren
2	CHC	Jalukie
3	PHC	Poilwa
4	PHC	Heningkunglwa
5	PHC	Dungki
6	PHC	Athibung
7	PHC	Tening
8	PHC	Ntuma
9	PHC	Mbaulwa

### List of Clinics

Sl.No	Name of the Clinic	Location
1	Ainie Nursing Home	Jalukie
2	Rural Medical Centre	jalukie

### List of Laboratories

Sl.No	Name of the Laboratory	Location
1	District Hospital	Peren
2	CHC	Jalukie

### Police Stations under Peren District

Sl. No.	Name of Police Station (PS)	Location	Contact No.
1.	SP Peren	Police Reserve	+91 - 9485288170
2.	Addl. SP Peren	Police Reserve	+91 - 9485288171
3.	SDPO Peren	Police Reserve	+91 - 9485288172
4.	OC Peren Police Station	Below Circuit House	+91 - 9485288173
5.	OC Jalukie Police Station	Kedima Colony	+91 - 9485288174
6.	OC Tening Police Station	Tening Town	+91 - 9485288175
7.	OC Ahthibung Police Station	Ahthibung Town	+91 - 9485288176

### Transportation (Road)

Sl. No.	Type of Vehicle	No. of Vehicles	Contact Person & Address
1	Bus	1	Station Superintendent, Nagaland State Transport (NST), Jalukie
2	Auto rickshaws (Private)	-	President, Auto Union , Jalukie
3	Trucks / Pick-ups (Private)	-	President, Truck Union, Peren
4	Taxis (Private)	-	President, Taxi Union, Peren



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# 5

## PREPAREDNESS AND MITIGATION

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In the disaster management cycle, preparedness and mitigation are two important stages before the occurrence of a disaster. Together, the two play a very critical role in the reduction of loss of life and property if carried out properly.

### **Preparedness**

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 preparedness and planning needs to be supported by appropriate legislation with clear allocation of responsibilities and budgetary provisions.

### **Mitigation**

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.

Proper preparedness and mitigation measures instantly help to respond to a disaster. So, disaster wise preparedness and mitigation is highly recommended and is indispensable. These are normal / non emergency time activities. A prepared community is the best community to minimize the loss and damage caused by disasters. Mitigation focuses on various ways and means of reducing the impacts of disasters on the communities through damage prevention. It is hazard specific including both structural and non-structural issues. It is also very strategic rather than the description of various methods of resistant construction technologies.

## **Preparedness and Mitigation Measures**

Preparedness and mitigation measures towards various disasters certainly help to reduce the risk as well as loss and damage of the life and properties caused by different disasters. Let's discuss them in general as well as on an event basis.

### **General Preparedness Measures**

#### **1. Establishment of the Control Rooms**

The district administration should ensure the operation of control rooms. Control rooms at the district and block level should be set up with the assistance of concerned line departments.

#### **2. Plan Updation**

The Disaster Management Plan needs updation at regular intervals. It includes skilled manpower, their addresses and contact numbers, necessary equipments, medicinal

stock, daily necessities, list of flood prone villages and the like. All these things are liable to change over time and hence constant updation and maintenance is essential.

### **3. Communication System**

Training is given to search and rescue teams, first aid teams and disaster management teams at village, block and district levels. These teams will provide timely help during any type of disaster. Provision of wireless sets at all Sub-division and Block offices for effective communication of cyclone / heavy rainfall / flood warning is most important. When a disaster strikes, one of the first casualties is the communication system - all lines of communication including but not limited to fixed line and mobile networks will go down. It is during such times that a dedicated wireless network set up would help in disseminating information and co-ordinating rescue and relief. A holistic approach for Disaster Management calls for a dedicated fail-proof communication system to ensure seamless flow of value-added information products on GIS platform not only in the response phase but also for prevention, preparedness, mitigation and recovery, besides capacity building programmes.

### **4. Training for Community First Responder (CFR) Members**

Each of the DMTs comprises groups of women and men volunteers and are assigned with a specific task. The Search and Rescue teams & the First Aid teams formed at three levels (District, Block & Village) should be provided training from time to time so that they could be of help during disaster.

The training of trainers on community first responder started on 26th October 2016. The purpose of this training is to educate and bring awareness to the local people at the grass root level. They would be the first to respond to any calamities/ disaster either, natural or man-made including fire, storm, earthquake etc to name a few. 5 persons from every sub-division under Peren District will be trained and those 5 persons from every sub-division will train another 10 person under their own sub-division/block/villages.

The first Community First Responder Training was trained 5 persons from every sub-division under Peren District namely Ngwalwa, Jalukie, Peren, Ahthibung, Nsong, Tening was train on the Theme TOT's (Training Of Trainers)

The Community First Responder Training First Batch started at Peren District with and Orientation Programme at Jalukie Town for all TOT'S on 20th May 2017 under Peren District namely (Ngwalwa, Jalukie, Peren, Ahthibung, Nsong, Tening) their were total of 28 Participants for the orientation. The CFR Training was conducted on 23rd- 27th May 2017 at 4 (Four) Sub-Division i.e.Ngwalwa with 60 Participants, Ahthibung with 40 Participants, Jalukie with 52 participants and Peren 30 participants. The purpose of this training is to educate and bring awareness to the local people at the grass root level. They would be the first to respond to any calamities/ disaster either, natural or man-made including fire, storm, earthquake etc to name a few. 10 persons from every Village under particular sub-Division was trained by the TOT'S.

Villages that were trained :

### **Ahthibung:**

1. Ahthibung Town =10 persons
2. Old Chalkot = 10 Persons
3. Inbung = 10 Persons
4. Sunju = 10 persons

### **Ngwalwa:**

1. Ngwalwa Village = 10 persons
2. Ngwalwa town = 10 persons
3. Heningkunglwa = 10 persons
4. Gaili = 10 persons
5. Punglwa = 10 persons
6. Gaili Namdi. = 10 persons

### **Peren:**

1. Peren Town = 10 persons
2. Peren Village = 10 persons
3. New Peren = 10 persons

### **Jalukie:**

1. Dungki = 10 persons
2. Lamhai = 10 persons
3. Nkwareu = 11 persons
4. New Jalukie = 11 persons
5. Mhainamtsi = 10 persons

### **Tening:**

1. Tening Village 15 persons
2. Tening Town 17 persons
3. Ntu village 10 persons
4. Nzau village 10 persons
5. Nchan 10 persons
6. Nchangram 10 persons

Total number of villagers trained 24

Total sub-division= 6

Total persons trained 241

### **5. Organization of Mock Drills**

Mock drills are an integral part of a community based disaster management plan, as it is a preparedness drill to keep the community alert and ready at all times. Mock drills are organized in all the villages of the district to activate the disaster management plan. A Mock drill should be organized once in six months as per the seasonality calendar of natural disasters that are likely to occur.

### **Disaster Specific Mitigation Measures**

#### **Floods and Cyclones**

Flood is a very real threat in Peren district. Strict enforcement of flood zone regulations is needed to prevent constructions of any type within 200 m of the riverbanks.

Engineering solutions like building of flood embankments, small dams, deepening of the channels may be considered for specific localities.

Community awareness should be built up so that people respond effectively to the flooding. Persons living in the low lying parts of floodplains, areas below unsafe dams, low-lying shorelines, or river delta areas are vulnerable to flood hazards. Notable risk in flood plain settlements are buildings made of earth or with soluble mortar, buildings with shallow foundations or those that are non-resistant to water force and inundation. Infrastructural elements at particular risk are utilities such as sewer systems, power and water supplies, machinery and electronics belonging to industry and communications, livestock, vehicles, agricultural fields etc. Inhabitants of flood prone areas usually have a number of traditional methods at their disposal for coping with floods. Some aspects of flood planning and response are:

- ✚ Issuing warnings at the local level
- ✚ Participating in flood management by organizing work parties to repair
- ✚ Creating embankments / clearing debris from drainage areas, piling sandbags
- ✚ Stockpiling needed materials
- ✚ Facilitating agricultural recovery
- ✚ Planning emergency supplies of flood and clean drinking water
- ✚ To conduct trainings on search and rescue for the Search and Rescue teams

There is a need for trained full time fire brigade personnel in each municipality who will help in search and rescue. The health department needs to be equipped with a lot of water quality monitoring centers for effective surveillance of water quality during flood events.

The main mitigation strategies for floods and cyclones can be summarized as under:

1. Mapping of the flood prone areas is a primary step involved in reducing the risk of flood in the region. Historical records indicate the areas likely to be inundated by flood and the period of occurrence along with the extent of coverage. Warning can be issued based on the earlier marked / noted water levels in case of potential threats. Flood hazard mapping will give a proper indication of water flow during floods.

2. The onset of cyclones is extensive and often very destructive. A hazard map will illustrate the areas vulnerable to cyclone in any given year.

3. The hazard map is to be prepared with data inputs from past climatologically records, history of wind speed, frequency of flooding and other similar parameters.

4. Land use control will reduce the danger to life and property when waters inundate the floodplains. In areas where people already have built their settlements, measures should be taken to relocate to better sites so as to reduce vulnerability. No major development should be permitted in the areas which are subjected to high flooding. Important facilities should be built in safe areas.

5. Construction of engineered structures in the flood plains and strengthening of structures to withstand flood forces and seepage is most important. The buildings should be

constructed on an elevated area. If necessary, build on stilts or platforms. They should be wind and water resistant. Protect river embankments. Communication lines should be installed underground. Provide strong halls for community shelter in vulnerable locations.

6. Flood Control aims to reduce damage from floods. Measures such as reforestation, protection of vegetation, clearing of debris & conservation of ponds and lakes will go a long way in controlling the actual damage in times of flooding.

7. Structural measures include storage reservoirs, flood embankments, drainage channels, anti-erosion works, detention basins, etc. and non-structural measures include flood forecasting, flood proofing, disaster preparedness, etc.

### **Road Accidents**

1. Setting up of a Highway Safety Patrol along all the highways in the district to tackle road accidents.

2. Provision of full time trained fire brigade personnel in all the fire stations in the district.

3. Provision of adequate signboards, speed breakers and guard stones near the accident prone spots.

4. If necessary, bypasses should be constructed wherever the highway passes through densely populated localities.

5. The risk at the accident-prone spots must be minimized by adequate construction / resurfacing / widening and other identical measures that would serve the purpose.

### **Epidemics**

1. Health department needs to be provided with sufficient number of water quality monitoring centers for effective surveillance of water quality principally during the monsoon months and also during flood events.

2. Bleaching powder should be adequately available with all the Village Councils.

3. Rural hospitals should be upgraded to include blood bank and surgical facilities.
4. Contingency plan for response should be prepared after identifying the epidemics that are likely to occur in the region.
5. Maps of all the health facilities in the region with an inventory of drugs and vaccines, laboratory set ups, list of number of doctors and supporting staff etc. needs to be kept ready and updated at regular intervals.
6. First aid training will help respond better during the emergency response period for epidemics.
7. Personnel protection through vaccination is an effective mitigation strategy and will protect the persons at risk. Other such strategies include improving the sanitary conditions, conducting a drive to check and fumigate breeding places of any vector, disinfecting the water sources, etc.

## **Fires**

1. Provision of trained manpower and sufficient number of fire engines to all the fire brigades.
2. All fire tenders should be equipped with wireless sets.
3. Any procedural delay for fire engines to move outside the municipal limits should be removed.
4. The coordinating authority for this may be vested with a senior officer in the municipal administration.



# 6

## RESPONSE PLAN

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### **Contingency Plan for Early Warning, Relief & Recovery**

The onset of an emergency creates the need for time sensitive actions to save life and property, reduce hardships and suffering, and restore essential life support and community systems, to mitigate further damage or loss and provide the foundation for subsequent recovery. Effective response planning requires realistic identification of likely response functions, assignment of specific tasks to individual response agencies, identification of equipment, supplies and personnel required by the response agencies for performing the assigned tasks. A response plan essentially outlines the strategy and resources needed for search and rescue, evacuation, etc.

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 Center (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**

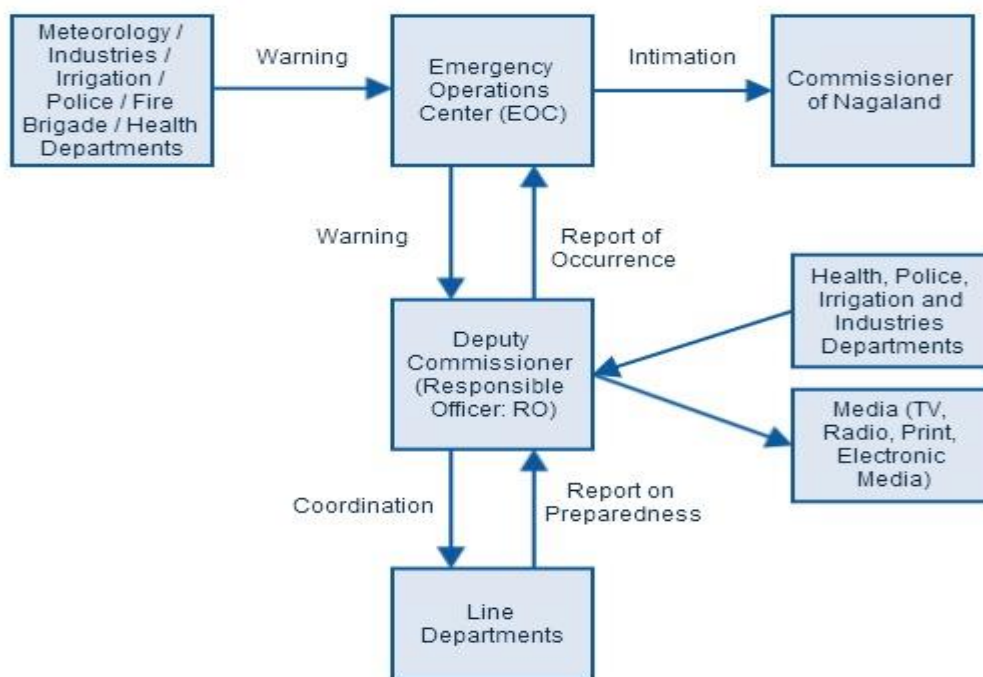
The Deputy Commissioner shall, on receiving the information, convene the District Disaster Management Authority (DDMA) and also inform the State Commander. The Deputy Commissioner must mandatorily carry out an on- site inspection of the affected area and send an independent report to the State Commander.

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.

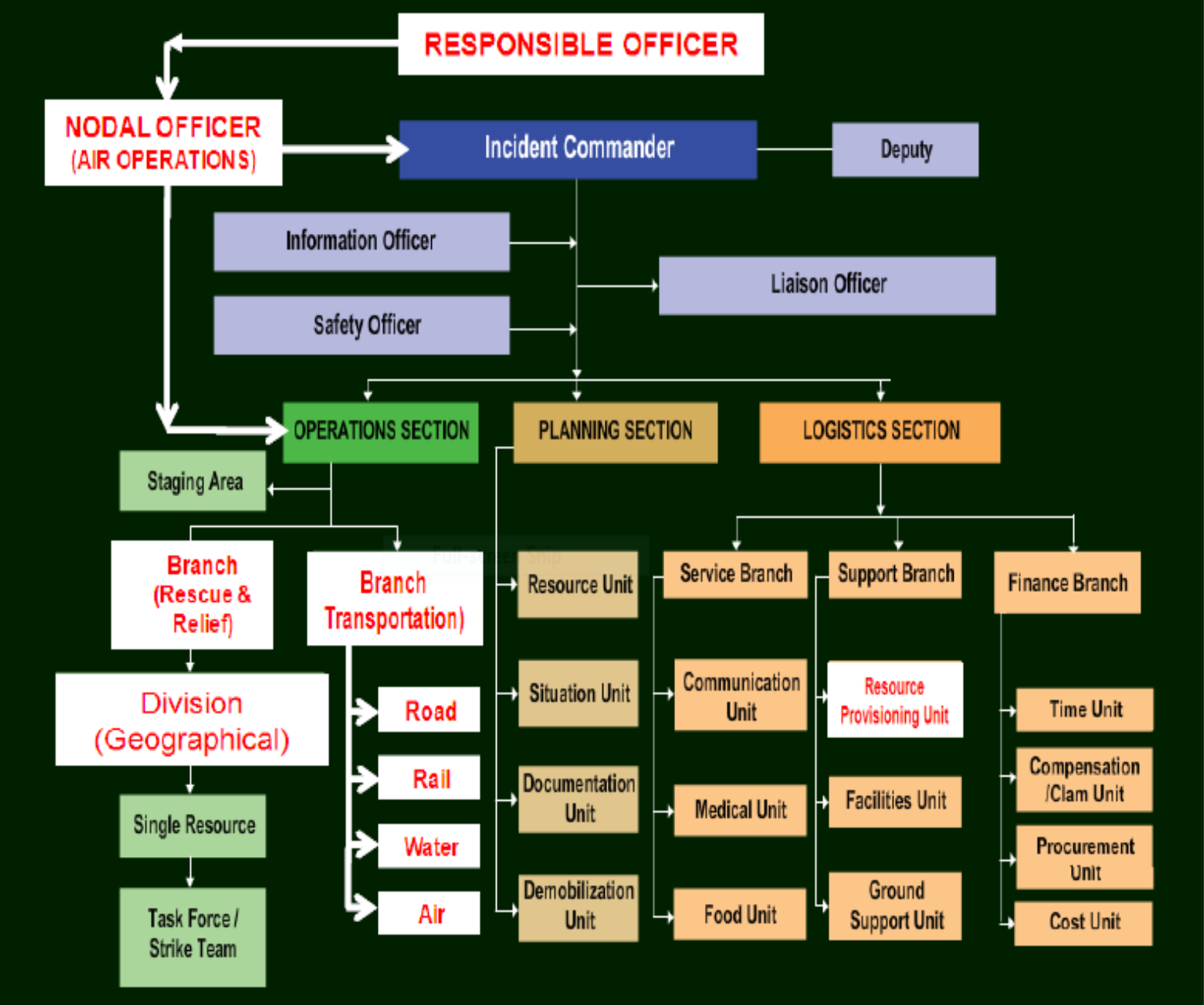


### **Incident Response System (IRS)**

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

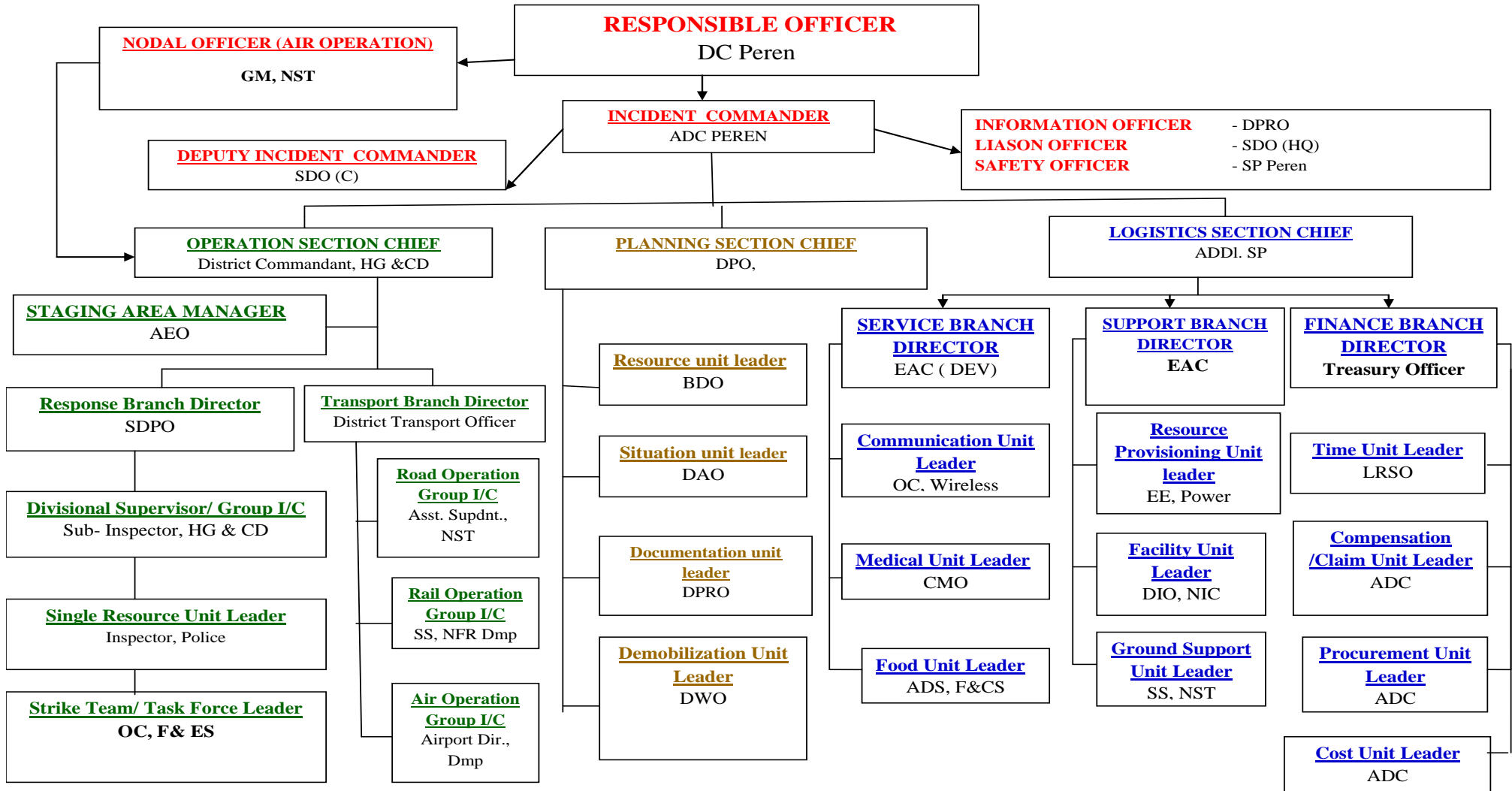
need not be activated at the same time. Various Sections, Branches and Units need to be activated only as and when they are required.

**IRS Structure**



The organizational structure of the Incident Response System (IRS) of Peren district is as represented in the schematic below.

## PEREN DISTRICT INCIDENT RESPONSE SYSTEM (IRS)



<b>IRS Position</b>	<b>Officer In Charge</b>
Responsible Officer	DC
Incident Commander	ADC (HQ)
Information & Media Officer	DPRO
Safety Officer	SP
Liaison Officer	SDO (C) HQ
Operations Section Chief	District Commandant, HG & CD
Staging Area Manager	AEO
Response Branch	SDPO
Transport Branch	DTO
Planning Section Chief	DPO
Resource unit Leader	BDO
Situation unit Leader	DAO
Documentation Unit Leader	DPRO
Demobilization Unit Leader	DWO
Logistic Section Chief	Addl. SP
Service Branch Director	EAC Dev
Communication Unit Leader	OC Wireless
Medical Unit Leader	CMO
Food Unit Leader	ADS, Food & Civil Supply
Support Branch Director	EAC Sadar Peren
Resources Provisioning unit Leader	EE Power
Facility Unit Leader	DIO NIC
Ground Support unit Leader	SS NST
Finance Branch Director	Treasury Officer
Time Unit Leader	LRSO
Compensation Unit Leader	ADC
Procurement Unit Leader	ADC
Cost Unit Leader	ADC

## **Introduction**

The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measure 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 perform various duties and get them trained in their respective roles, it will greatly help in reducing chaos and confusion during the response phase. Everyone will know what need 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 main purpose of these guidelines is to lay down the roles and responsibilities of different functionaries and stakeholders, at State and district level and how coordination with the multi-tiered institutional mechanism at the National, state and District level is done. It also emphasizes the need for proper documentation of various activities for better planning, accountability and analysis. It will also help new responders to immediately get a comprehensive picture of the situation and go in for immediate action.

## **Basic Functions / Staff of the 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.

## **IRS Organization**

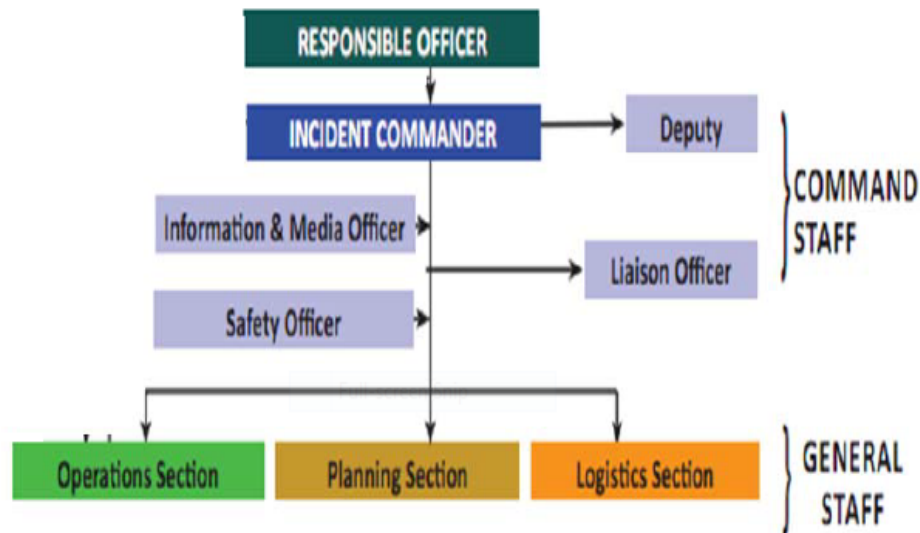
The IRS organization function through Incident Response Team (IRTs) in the



field. In line with our administrative structure and DM Act 2005, Responsible Officers (ROs) have been designated at the State and District level as over all in charge of the incident response management. The RO may however delegate responsibilities to the incident Commander (IC), who in turn will manage the incident through IRTs. The IRTs be pre-designated at all levels; State, District, Sub-Division and Circle/Block. On receipt of early warning, the RO will activate them. In case a disaster occurs without any warning, the local IRTs will response and contact RO for further support, if required. A Nodal Officer (NO) has to be designated for proper coordination between the District State and national Level in activating air support for response.

Apart from the RO and Nodal Officer (NO), the IRS has two main component (a). Command Staff and (b). General Staff.

## PRIMARY MANAGEMENT FUNCTIONS



### Command Staff:

The command Staff consists of incident Commander (IC), Information and

Media Officer (IMO), Safety Officer (SO) and Liaison Officer (LO). They report directly to the IC and may have assistants. The Command Staff may or may not have supporting organizations under them. The main function of the Command Staff is to assist the IC in the discharge of his functions.

### **General Staff**

The General Staff has Three Components which are as follows:

**Operation Section (OS):** The OS is responsible for directing the required tactical actions to meet incident objectives. Management of disaster may not immediately required activation of branch, Division and group. Expansion of the OS depends on the enormity of the situation and number of different types and kinds of functional Groups required in the response management.

**Planning Section (PS):** The PS is responsible for collection, evaluation and display of incident information maintaining and tracking resources, preparing the incident Action Plan (IAP) and other necessary incident related documentation. They will assess the requirement of additional resources, propose from where it can be mobilized and keep IC informed. This section also prepares the demobilization plan.

**Logistics Section (LS):** the LS is responsible for providing facilities, services, materials, equipment and other resources in support of the incident response. The Section Chief participates in development and implementation of the IAP, activate and supervises Branches and unit of his Section. In order to ensure prompt and smooth procurement and supply of resources as per financial rules, the Finance Branch has been included in the LS.

### **Roles and Responsibilities of Chief Secretary as Responsible Officer (RO) of the State**

#### **The RO will:**

- i. The CS who is the head of the State administration and also chairperson of SEC and CEO of SDMA, will perform responsibilities laid down under clause 22 (2) and 24 of the DM Act, 2005;
- ii. The Section 22 (h) of the Act provides that the Chairperson of SEC will give directions to any department of the Government of the State or any other authority or body in the State regarding actions to be taken in response to any threatening disaster situation or disaster. Thus He will ensure active participation of all departments at State level;

***Apart from the above, the CS will:***

- iii. Ensure that IRTs at State, District, Sub-Division, Circle/Block are formed and IRS is integrated in the State and District DM Plan. This may be achieved by issuing a Standing Order to all District Magistrates/DCs, line departments to identify suitable officers for different positions in the IRTs as given in Annexure – XI;
- iv. Issue a Standing Order in advance to different departments and agencies, so that in any emergency, mobilization of both equipment and personnel happens smoothly;
- v. Ensure that a reasonable amount of imprest fund is sanctioned clearly delineating the procedure for emergency procurement;
- vi. Ensure funds of 13th Finance Commission (FC) for capacity building of administrative machinery in DM is spent appropriately. The details of funds allotted for this purpose is given in Annexure – XVI;
- vii. Ensure that IRS is incorporated in the training syllabus of ATIs and other training institutions of the State. There should be proper faculty in the ATI for such purpose. In case of necessity, apart from the recommended funds of the 13th FC, funds as mentioned in S. No. 25 of CRF norms letter No. 32-34/2005 NDM-1/MHA GoI as enclosed in Annexure – XIV may also be used;
- viii. Ensure effective communication and Web based / online Decision Support System (DSS) is in place in the EOC and connected with District, Sub-Division, Circle/Block level IRTs for support;
- ix. Ensure that toll free emergency numbers existing in the State for Police, Fire and Medical support etc. will be linked to the EOC for response, command and control. For e.g., if there is any fire incident, the information should not only reach the fire station but also to the EOC and the nearest hospital to gear up to attend to any casualties and to the emergency medical service for the mobilization of ambulance service to reach the spot;
- x. Activate IRTs at State headquarters when the need arises and issue order for their demobilization on completion of response;

- xi. Set overall objectives and incident related priorities;
- xii. Identify, mobilize and allocate critical resources according to established priorities;
- xiii. Ensure that local Armed Forces Commanders are involved in the Planning Process and their resources are appropriately dovetailed, if required;
- xiv. Ensure that when NDRF, Armed Forces arrive in support for disaster response, their logistic requirements like, camping ground, potable water, electricity and requirement of vehicles etc. are taken care of;
- xv. Coordinate with the Central Government for mobilization of Armed Forces, Air support etc. as and when required;
- xvi. Identify suitable NO to coordinate Air Operations and ensure that all District ROs are aware of it;
- xvii. Ensure that incident management objectives do not conflict with each other;
- xviii. Consider the need for the establishment of AC, if required;
- xix. Establish Unified Command (UC) if required and get the approval of Chief Minister;
- xx. Ensure that telephone directory of all ESF is prepared and available with EOC and IRTs;
- xxi. Ensure use of Global Positioning System (GPS) technology in the vehicles (Police, Fire, Ambulance etc.) to get connectivity for their effective utilization;
- xxii. Keep the chairperson of SDMA informed of the progress of incident response;
- xxiii. Ensure overall coordination of response, relief and other activities;
- xxiv. Ensure that the Non-Governmental Organizations (NGOs) carry out their activities in an equitable and non-discriminatory manner;
- xxv. Conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
- xxvi. Take such other necessary action as the situation demands.

### **Roles and responsibilities of District deputy Commissioner as Responsible Officer (RO)**

**The District Deputy Commissioner / RO will:**

- i. Ensure that IRTs are formed at District, Sub-Division, Circle/Block levels and IRS is integrated in the District DM Plan as per Section 31 of the DM Act, 2005. This may be achieved by issuing a Standing Order by the RO to all SDOs, SDMs and Circle Administrative Officers/ BDOs;
- ii. Ensure web based / on line Decision Support System (DSS) is in place in EOC and connected with Sub-Division and Circle / Block level IRTs for support;
- iii. Ensure that toll free emergency numbers existing for Police, Fire and Medical support etc. are linked to the EOC for response, command and control. For e.g., if there is any fire incident, the information should not only reach the fire station but also the EOC and the nearest hospital to gear up the emergency medical service;
- iv. Obtain funds from State Government as recommended by the 13th FC (Annexure -XVI) and ensure that a training calendar for IRTs of District is prepared and members of IRTs are trained through ATIs and other training institutions of the District;
- v. Delegate authorities to the IC;
- vi. Activate IRTs at District headquarter, Sub-Division, Circle / Block levels, as and when required;
- vii. Appoint / deploy, terminate and demobilize IC and IRT(s) as and when required;
- viii. Decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other;
- ix. Ensure that IAP is prepared by the IC and implemented;
- x. Remain fully briefed on the IAP and its implementation ;
- xi. Coordinate all response activities;
- xii. Give directions for the release and use of resources available with any department of the Government, Local Authority, private sector etc. in the District;
- xiii. Ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required;

- xiv. Ensure that when Armed Forces arrive in support for disaster response, their logistic requirements like camping grounds, potable water, electricity and requirement of vehicles etc. are sorted out;
- xv. Appoint a NO at the District level to organize Air Operations in coordination with the State and Central Government NO. Also ensure that all ICs of IRTs of the District are aware of it;
- xvi. Ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner;
- xvii. Deploy the District Headquarter IRTs at the incident site, in case of need;
- xviii. Ensure that effective communications are in place;
- xix. Ensure that telephone directory of all ESF is prepared and available with EOC and members of IRTs;
- xx. Ensure provision for accountability of personnel and a safe operating environment;
- xxi. In case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level RO;
- xxii. Mobilize experts and consultants in the relevant fields to advise and assist as he may deem necessary;
- xxiii. Procure exclusive or preferential use of amenities from any authority or person;
- xxiv. Conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
- xxv. Take other necessary action as the situation demands.

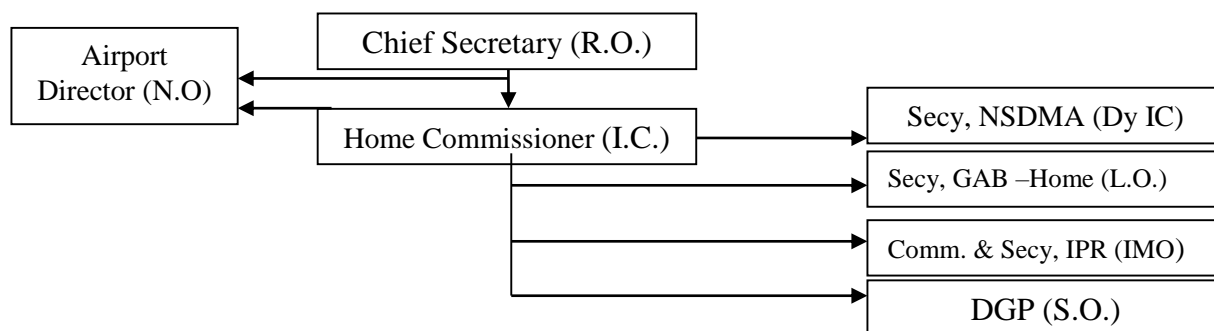


Fig. 3: IRS structure of Command Staff.

### **Roles and Responsibilities of Incident Commander (IC)**

#### **The IC will:**

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

a different convenient location. But there should be proper and fail safe contact with the ICP in order to provide quick assistance;

- ix. Ensure that the IAP is prepared;
- x. Ensure that team members are briefed on performance of various activities as per IAP;
- xi. Approve and authorize the implementation of an IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members. It will be reviewed every 24 hours and circulated to all concerned;
- xii. Ensure that planning meetings are held at regular intervals. The meetings will draw out an implementation strategy and IAP for effective incident response. The decision to hold this meeting is solely the responsibility of the IC. Apart from other members, ensure that PSC attend all briefing and debriefing meetings;
- xiii. Ensure that all Sections or Units are working as per IAP;
- xiv. Ensure that adequate safety measures for responders and affected communities are in place;
- xv. Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved;
- xvi. Ensure that computerized and web based IT solutions are used for planning, resource mobilization and deployment of trained IRT members;
- xvii. Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their procurement;
- xviii. Approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and Units etc. and are properly utilized. On completion of assigned work, the resources will be returned immediately for utilization elsewhere or to the department concerned;
- xix. If required, establish contact with PRIs, ULBs, CBOs, NGOs etc. and seek their cooperation in achieving the objectives of IAP and enlist their support to act as local guides in assisting the external rescue and relief teams;
- xx. Approve the deployment of volunteers and such other personnel and ensure



- that they follow the chain of command;
- xxi. Authorize release of information to the media;
  - xxii. Ensure that the record of resources mobilized from outside is maintained so that prompt payment can be made for hired resources;
  - xxiii. Ensure that Incident Status Summary (ISS) is completed and forwarded to the RO (IRS form-002 is enclosed at Annexure-II);
  - xxiv. Recommend demobilization of the IRT, when appropriate;
  - xxv. Review public complaints and recommend suitable grievance redresses measures to the RO;
  - xxvi. Ensure that the NGOs and other social organizations deployed in the affected sites are working properly and in an equitable manner;
  - xxvii. Ensure preparation of After Action Report (AAR) prior to the demobilization of the IRT on completion of the incident response.
  - xxviii. Perform any other duties that may be required for the management of the incident;
  - xxix. Ensure that the record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (IRS Form-003) enclosed at Annexure-III; and
  - xxx. Perform such other duties as assigned by RO.

### **Roles and Responsibilities of Information and Media Officer (IMO)**

#### **The IMO will:**

- i. Prepare and release information about the incident to the media agencies and others with the approval of IC;
- ii. Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the PS on its

- activation for incorporation in the IAP;
- iii. Ask for additional personnel support depending on the scale of incident and workload;
  - iv. Monitor and review various media reports regarding the incident that may be useful for incident planning;
  - v. Organize IAP meetings as directed by the IC or when required;
  - vi. Coordinate with IMD to collect weather information and disseminate it to all concerned;
  - vii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
  - viii. Perform such other duties as assigned by IC.

### **Roles and Responsibilities of Liaison Officer (LO)**

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

#### **The LO will:**

- i. Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations;
- ii. Carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government;
- iii. Monitor Operations to identify current or potential inter-agency problems;
- iv. Participate in planning meetings and provide information on response by participating agencies;
- v. Ask for personnel support if required;
- vi. Keep the IC informed about arrivals of all the Government and Non Government agencies and their resources;

- vii. Help in organizing briefing sessions of all Governmental and Non Governmental agencies with the IC;
- viii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
- ix. Perform such other duties as assigned by IC.

### **Roles and Responsibilities of Safety Officer (SO)**

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

#### **The SO will:**

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

### **Roles and Responsibilities of Operation Section Chief (OSC)**

On activation of the OS, the OSC will assume command of all the field operations and will be fully responsible for directing all tactical actions to meet the incident objectives. The OSC will report to the IC. He will be responsible for activation, deployment and expansion of his Section as per IAP. As the operational activities

increase and because of geographical reasons, the OSC will introduce or activate and expand the Branch into Divisions for proper span of control and effective supervision.

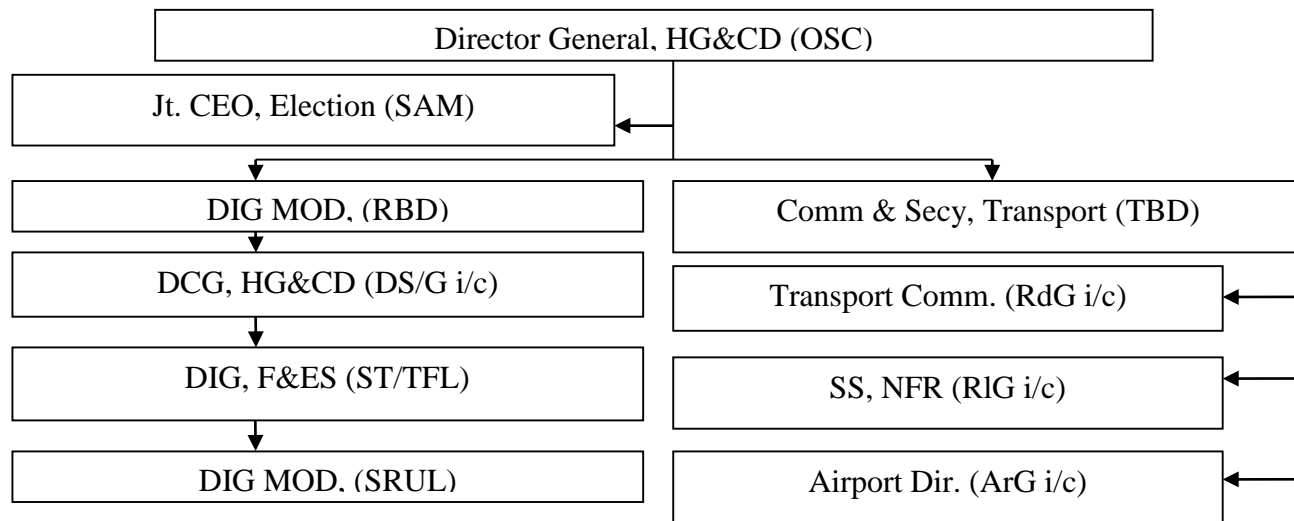


Fig. 4: IRS structure of Operation Section.

**The OSC will:**

- i. Coordinate with the activated Section Chiefs;
- ii. Manage all field operations for the accomplishment of the incident objectives;
- iii. Ensure the overall safety of personnel involved in the OS and the affected communities;
- iv. Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc,) in his Section in consultation with IC and in accordance with the IAP;
- v. Assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list (IRS Form-007) for the day as enclosed in Annexure-VII;
- vi. Request IC for providing a Deputy OSC for assistance, if required;
- vii. Brief the personnel in OS at the beginning of each operational period;
- viii. Ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
- ix. Prepare Section Operational Plan in accordance with the IAP; if required;

- x. Suggest expedient changes in the IAP to the IC;
- xi. Consult the IC from time-to-time and keep him fully briefed;
- xii. Determine the need for additional resources and place demands accordingly and ensure their arrival;
- xiii. Ensure record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003 (enclosed in Annexure-III); and
- xiv. Perform such other duties as assigned by RO / IC.

### **Roles and Responsibilities of Staging Area Manager (SAM)**

The SA is an area where resources are collected and kept ready for deployment for field operations. These may include things like food, vehicles and other materials and equipment. The SA will be established at a suitable area near the affected site for immediate, effective and quick deployment of resources.

More than one SA may be established if required. If resources are mobilized at other locations to be ultimately dispatched to the affected areas, these locations are also known as SAs. The overall in-charge of the SA is known as Staging Area Manager (SAM) and he needs to work in close liaison with both the LS and PS through the OSC.

School and college playgrounds, community halls, cyclone shelters and Village Council Offices, stadia etc. may be used as SA. In case of total destruction of buildings in an incident, tents or temporary shelters may be used for such purposes. For Air Operations, open space of Airport Authority of India (AAI) may be used for loading and unloading of relief materials. If area of AAI is not available, other suitable places near Helipads, Helibases etc. will have to be selected for such purpose.

For parking of vehicles, playgrounds of the schools or any large plain areas may be used. Such parking area will preferably have separate entry and exit points. The SAM will arrange for separate entry and exit points to avoid and reduce traffic jam in an emergency.

### **The SAM will:**

- i. Establish the SA with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc;
- ii. Organize storage and dispatch of resources received and dispatch it as per IAP;
- iii. Report all receipts and dispatches to OSC and maintain their records;
- iv. Manage all activities of the SA;
- v. Utilize all perishable supplies expeditiously;
- vi. Establish check-in function as appropriate;
- vii. Request maintenance and repair of equipment at SA, as needed;
- viii. Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc;
- ix. Maintain and provide resource status to PS and LS;
- x. Demobilize SA in accordance with the Demobilization Plan IRS Form-010 as enclosed in Annexure-X;
- xi. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and
- xii. Perform any other duties as assigned by OSC.

### **Roles and Responsibilities of Response Branch Director (RBD)**

Response Branch is the main responder in the field dealing with the situation and performing various functions. Depending on the scale of disaster, the RBD may have to expand the number of Groups which in turn may require creation of Division. This structure is meant for close supervision by the OSC in the management of a large incident.

The ideal span for supervision is 1:5. i.e. one Branch Director can supervise up to five Divisions, one Division Supervisor can supervise up to five Groups and one Group-in-charge can supervise five teams as shown in Fig. 10. More Branches,

Divisions, Groups may be formed as required.

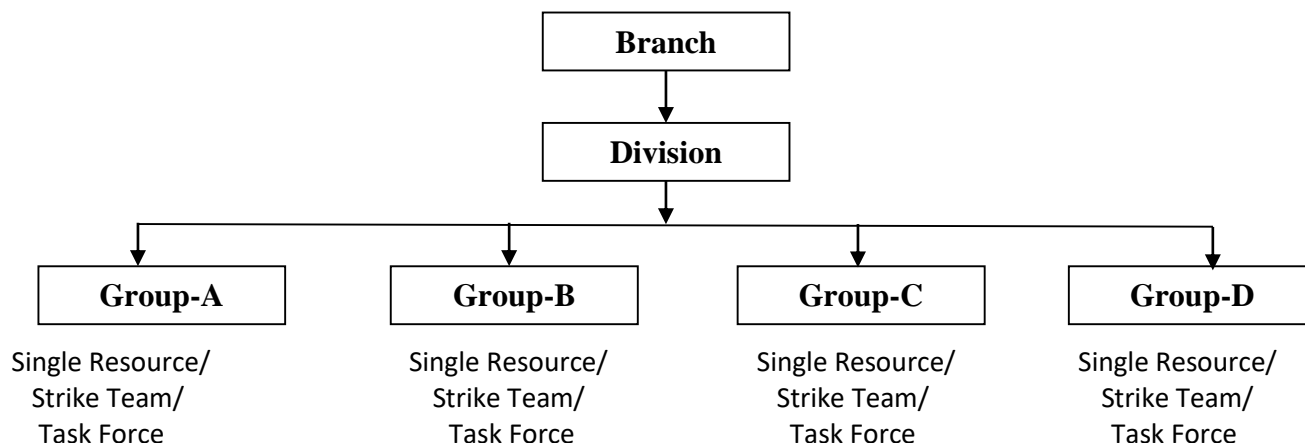


Fig. 5: Composition of Response Branch.

**The RBD will:**

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

- x. Perform any other duties assigned by the OSC;

### **Roles and Responsibilities of Division Supervisor and Group-in-charge (DS/G i/c)**

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

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

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

### **DS/G i/c will:**

- i. Implement Division or Group assignment list;
- ii. Assign resources within the Division or Group under them;
- iii. Report on the progress of Operations, and the status of resources within the Division or Group;
- iv. Circulate Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V to the leaders of the Group, Strike Team and Task Force;
- v. Review assignments and incident activities with subordinates and assign tasks



as per the situation;

- vi. Coordinate activities with adjacent Divisions or Groups, if required;
- vii. Submit situation and resource status to the RBD and the OSC;
- viii. Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC;
- ix. Resolve problems within the Division or Group;
- x. Participate in the development of IAP for next operational period, if required;
- xi. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) are collected and sent to the RBD and OSC; and
- xii. Perform any other duties as assigned by the RBD/OSC.

### **Roles and Responsibilities of Single Resource Unit Leader (SRUL)**

Single Resource includes both personnel and their required equipment to be deployed in a given incident, e.g. a fire tender with the required personnel, an ambulance with the required medical officer, paramedic and driver etc. For the purpose of a correct and proper requisition and deployment, it is important that the resources should be categorized into 'kind' and 'type'. The ROs of the States and Districts will ensure that the resources are categorized into 'kind' and 'type'.

In IRS, resources are categorized under; a) 'kind' and b) 'type'. 'Kind' refers to equipment, vehicles or personnel for example; truck, medical team, bulldozer, etc. 'Type' refers to its capacity for that kind of resource e.g. truck having 1 ton capacity or 2 tons capacity, medical team having 1 doctor and 3 paramedics etc.

### **The SRUL will:**

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

- v. Perform any other duties that may be assigned by his supervisor.

### **Roles and Responsibilities of Strike Team or Task Force Leader (ST/TFL)**

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

A Task Force may be grouped with different 'kinds' and 'types' of Single Resource and dispatched under a leader, when a number of different tasks requiring different expertise need to be performed. For example, if a combination of Medical team, Rescue personnel, Fire personnel,

Sanitation workers and workers for disposal of dead bodies and animal carcasses is required to be sent to a particular location, the team so constituted will be called a Task Force. The concept of proper span of control should be kept in mind while constituting the Task Force.

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

#### **The ST/TFL will:**

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

- vi. Maintain record of various activities.

### **Roles and Responsibilities of Transport Branch Director (TBD)**

The TB in the OS supports the response effort by transporting different resources, relief materials, personnel to the affected site and also transportation of victims if necessary. Though there is a Ground Support Unit (GSU) in the LS which is responsible for providing all transportation and other related resources, the TB in the OS manages the actual deployment and utilization of the transport at ground zero according to the needs of the IRT and the IAP. The TB may comprise four operational Groups such as Road, Rail, Water and Air. These Groups may be activated as and when required.

Air Operations is an important transportation activity during disasters which requires coordination at the National, State and District level. For coordination of Air Operations, the RO of the State and District will identify and designate a NO.

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

#### **The TBD will:**

- i. Activate and manage different Operations Groups like Road, Rail, Water and Air;
- ii. Coordinate with the LS for required resources, and activate Groups of his Branch;
- iii. Coordinate with railways, road transport, waterways and airport authorities for support as required;
- iv. Ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Group-in-charge(s) and other responders of his Branch;
- v. Provide ground support to the air operations and ensure appropriate security

arrangements;

- vi. Provide Road transport support to the Rail and Water Operations Group as required;
- vii. Ensure safety of all personnel of his Branch involved in the Incident Response activities;
- viii. Ensure that all units moving in the area are familiarized with route with the help of road maps or local guides;
- ix. Report to the OSC and IC about progress of the TB;
- x. Prepare transportation plan as per the IAP, if required;
- xi. Determine the need for additional resources, their proper and full use and place demand accordingly in advance;
- xii. Resolve problems and conflicts, if any;
- xiii. Ensure the maintenance of the status of hired resources, their full utilization and timely release;
- xiv. Ensure that the record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned; and
- xv. Perform any other duties assigned by the IC or OSC;

### **Roles and Responsibilities of Road Operation Group-in-charge (RdOG i/c)**

The Group-in-charge (Road Operations) works under the TBD and is responsible for all road transportation activities. He has a Coordinator (Road Operations) under him for assistance. If the scale of operations increases, the TBD may activate the position of an Assistant Coordinator. The Loading and Unloading-in-charge will work under the Coordinator as shown in Fig. 4.

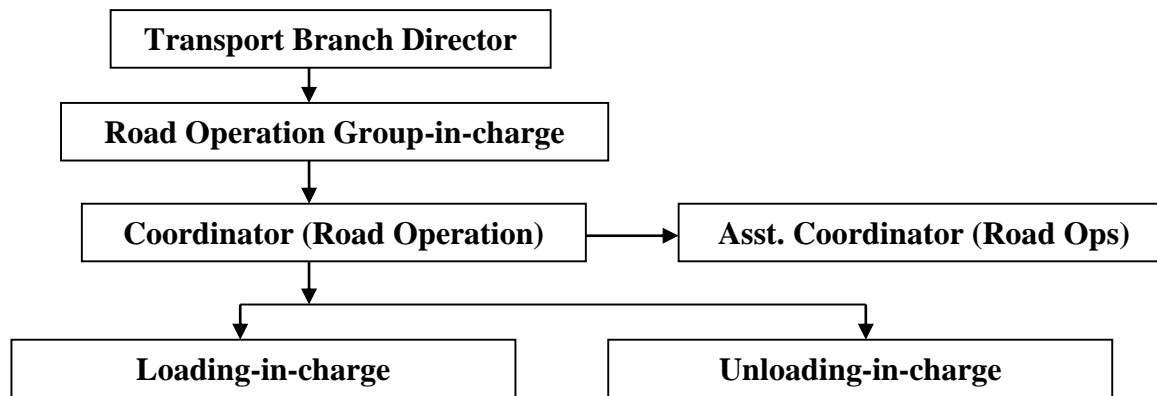


Fig. 6: Composition of Road Operation Group.

**The RdOG i/c will:**

- i. Ensure transportation of resources by Road to the affected sites;
- ii. Requisition additional personnel support, if required;
- iii. Attend planning meetings on the direction of OSC;
- iv. Determine coordination procedures with various destinations as per IAP;
- v. Ensure proper parking locations;
- vi. Resolve conflicts of the Group, if any;
- vii. Update Road Operations plan as required and share them with higher authorities;
- viii. In case of accidents, inform the TBD, the local police and provide assistance in investigation, if required;
- ix. Ensure that mechanics are available for repair of vehicles and also ensure adequate availability of Petrol, Oil and Lubricants (POL);
- x. Maintain the records of all important activities relating to the number of vehicles deployed, source of vehicles (i.e. Government or private), locations where vehicles are deployed along with resource details they are carrying, etc.;
- xi. Support and coordinate the Road Operations part of the Rail, Water and Air Operations as required;
- xii. Collect record of various activities performed (IRS Form-004 enclosed in Annexure-IV) from coordinator and other members and send to TBD or OSC;

and

xiii. Perform any other duties assigned by the TBD or OSC.

### **Roles and Responsibilities of Road Operation Coordinator (RdOC)**

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

#### **The RdOC will:**

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

### **Roles and Responsibilities of Loading/ Unloading-in-charge-Road & Rail Ops (LU i/c RdRI)**

The Loading and Unloading-in-charge has a very significant role to play in any disaster response. The roles and responsibilities in Road and Rail Operations are the same where as the roles and responsibilities for the Air Operations is slightly different. Therefore the roles and responsibilities of Loading / Unloading-in-charge are being dealt together for the Rail and Road and separately for the Air Operations. The Loading / Unloading-in-charge will work under the Road and Rail Coordinator.

#### **The LU i/c RdRI will:**

- i. Supervise the safe Operations of Loading / Unloading activities;
- ii. Obtain Operations Summary from the Groups-in-charge (Road and Rail transport);
- iii. Organize the Loading areas;
- iv. Supervise Loading and Unloading crews and collect equipment (ladder, gloves, helmet, etc.) as required;
- v. From time to time inform the coordinator about the progress of Loading / Unloading activities;
- vi. Prepare a Loading / Unloading plan with details of their resources and destinations;
- vii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the TBD or Coordinator; and
- viii. Perform any other duties assigned by Coordinator or in-charge (Road and Rail).

### **Roles and Responsibilities of Rail Operation Group-in-charge (RLOG i/c)**

In most disaster response situations, Rail Transportation is utilized for transporting relief materials and resources from very distant places. It requires coordination with the railway authorities for making available trains and wagons at appropriate places.

Railway stations are located at specific locations, sometimes far away from the affected sites. Loading and Unloading may be required from Rail to Road and Road to Rail. Whenever transportation by Rail is envisaged, a Rail Operations Group needs to be activated and they should have close liaison with the Road Operations Group-in-charge.

The Group-in-charge (Rail) works under the TBD and is responsible for supervision of all Rail Transportation activities. In keeping with the scale of transportation requirements and management of proper span of control, the TBD may activate position of Assistant Coordinator if required. The Loading / Unloading-in-charge will work under the Coordinator as shown in Fig. 5.

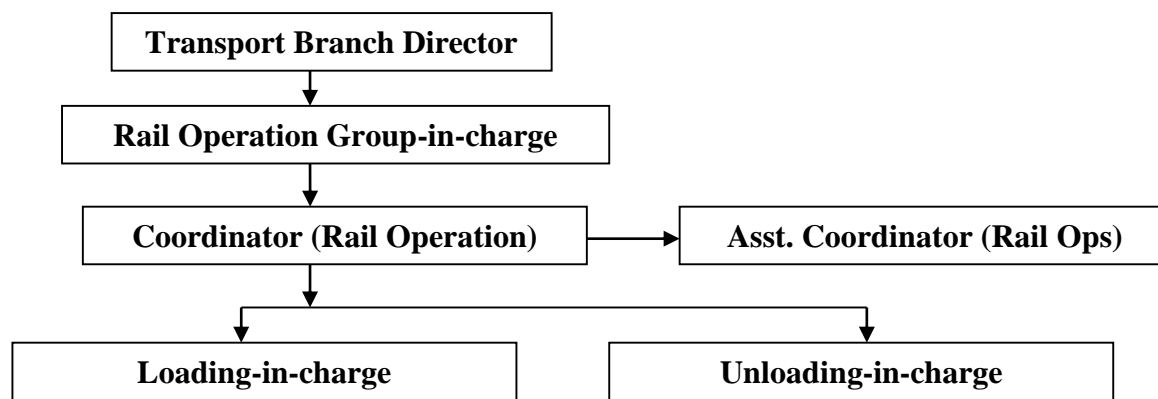


Fig. 7: Composition of Rail Operation Group.

**The RILOG i/c will:**

- i. Work under the TBD and coordinate all Rail Operations;
- ii. Organize crew for Loading and Unloading;
- iii. Ensure safe storage and warehousing of the materials;
- iv. Evaluate storage locations, ensure safety and obtain guidance from the TBD, if required;
- v. Coordinate with Road Operations Group for movement of resources;
- vi. Prepare and provide Rail Operations Summary including time of departure and arrival, destinations, resource details, etc as and when required by the senior officers;



- vii. Request for additional personnel support, if required;
- viii. Update the TBD from time to time and seek support, if required;
- ix. Resolve conflicts within his Group, if any;
- x. Update Rail Operations Plan;
- xi. Establish and maintain communications with various storage and warehousing areas, destination points and railway officers;
- xii. Collect record of various activities performed IRS (Form-004 enclosed in Annexure-IV) from Coordinator and other in-charges and send to TBD or OSC; and
- xiii. Perform any other duties assigned by OSC or TBD.

### **Roles and Responsibilities of Rail Operation Coordinator (RIOC)**

#### **The RIOC will:**

- i. Work under the Group-in-charge and provide coordination services for transportation of relief materials by Rail;
- ii. Survey assigned stations or points, to analyze the situation and other potential problems;
- iii. Ask for additional personnel support, if required;
- iv. Receive assignments, and supervise movement of resources;
- v. Maintain liaison with Railway authorities regarding train timings etc.;
- vi. Report incidents or accidents that may occur in Rail Operations;
- vii. Ask for and monitor security arrangements of the resources;
- viii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the Group-in-charge or TBD; and
- ix. Perform any other duties assigned by Group-in-charge.

### **Roles and Responsibilities of Rail Operation Loading/ Unloading-in-charge**

The roles and responsibilities of Loading/Unloading-in-charge of Rail Operations are similar to those of the Loading/Unloading-in-charge of Road Operations.

### **Air Operations**

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

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

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

In the context of the IRS, a ground support element will have to be placed at all required landing and takeoff facilities in the affected areas. The ground support requirements including Aviation Turbine Fuel (ATF), security etc. for the Air Operations will be the responsibility of the TBD. On taking the decision to launch Air Operations, the TBD will activate the Air Operations Group under him. The Group will be headed by a supervisor and necessary organizational elements will have to be activated at all required landing and takeoff locations headed by an in-charge at airbases, helibases and helipads.

The composition of the Air Operations will be: NOs who will be designated by the State and District level ROs at their respective level, Group-in-charge, who will work

directly under the TBD for coordination of logistic support at Airbase, Helibase and Helipad.

**The Nodal Officer (Air Operations) will:**

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

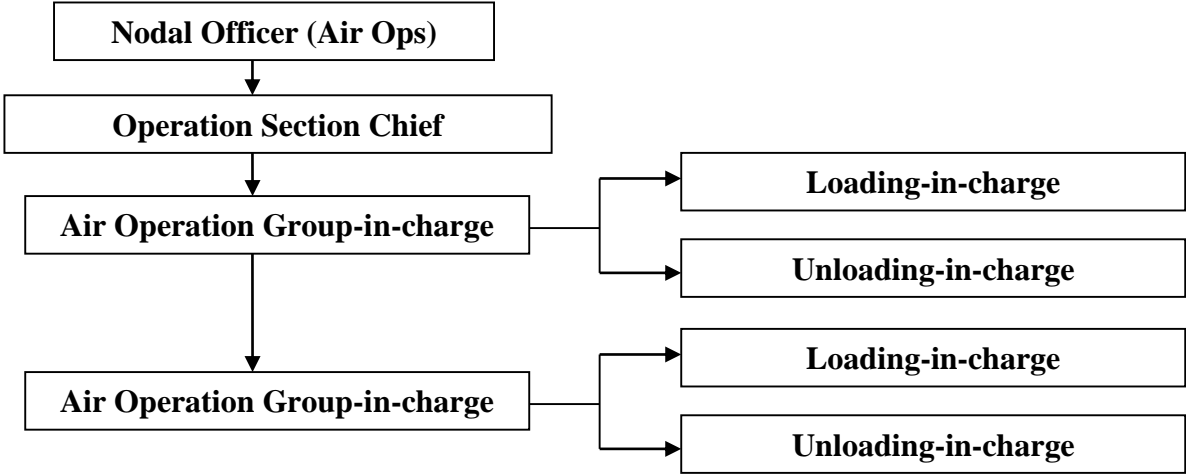


Fig. 8: Composition of Air Operation Group.

## **Roles and Responsibilities of Air Operation Group-in-charge (AOG i/c)**

### **The AOG i/c will:**

- i. Provide ground support to Air Operations as per the IAP;
- ii. Report to TBD the progress of Air Operations and work in close coordination with the NO, IC, OSC and TBD;
- iii. Ensure resources and supplies required for the Air Operations are available at the concerned locations;
- iv. Keep appropriate Maps in order to provide correct coordinates to the pilots and others involved in the Air Operations;
- v. Requisition additional personnel support, if required;
- vi. Ensure refueling facilities are available at the landing and takeoff locations;
- vii. Ensure that Helibase and Helipad locations are identified and approved by the appropriate authorities;
- viii. Determine the need for assignment of personnel and equipment at each Helibase and Helipad;
- ix. Ensure identification and marking of Helibases and Helipads;
- x. Ensure that the communication systems are in place;
- xi. Update landing and takeoff schedule of Aircrafts and Helicopters as informed by NO;
- xii. Ensure preparation of the load manifest for proper loading or unloading of relief supplies;
- xiii. Arrange for unloading and dispatch or storage of relief materials that arrive at the airports, helipads and helibase. In order to keep airports operational, special attention needs to be paid to unsolicited relief supplies that may arrive. They should be immediately cleared from the operational area;
- xv. Ensure that proper packaging and weighing facilities are in place and used for loading of relief materials;
- xvi. Liaise with the road operations group for the road transportation needs;
- xvii. Ensure the functionality of Aircraft rescue and firefighting service at Helibases

and Helipads, security, proper lights, smoke candles/devices, weighing facilities, wind direction socks, etc. are in place;

xviii. Collect record of various activities performed (IRS Form-004 enclosed in Annexure-IV) from Helibase and Helipad-in-charge and send to TBD or OSC or IC; and

xix. Perform any other duties assigned by the TBD.

### **Roles and Responsibilities of Helibase/ Helipad-in-charge (HH i/c)**

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

### **The HH i/c will:**

- i. Provide all ground support requirement of Helicopters at the location;
- ii. Keep appropriate Maps in order to provide correct coordinates to the pilots;
- iii. Survey the Helibase / Helipad area to analyze situation, potential Aircraft hazards and other likely problems;
- iv. Ensure that the Helipad and Helibase is properly marked so that it is visible from the air for smooth landing of Aircrafts;
- v. Coordinate with the ground supervisor for Helicopter Operations;
- vi. Determine and implement ground and air safety requirements and procedures;

- vii. Maintain continuous monitoring of the assigned Helibases and Helipads and remain vigilant for unusual happening or hazards that may affect the Air Operations and take precautionary measures;
- viii. Ensure that all personnel deployed at the Helibases and Helipads are aware of the safety requirements;
- ix. Establish ground communication facilities;
- x. Notify supervisor immediately of any delays in Helicopter schedules;
- xi. Ensure Aircraft rescue measures, firefighting services, lights, smoke candles, weighing facilities, wind direction socks, dust abatement measures and security etc. are in place and working properly at Helibases and Helipads;
- xii. Ensure proper facilities for rest, refreshment, water and sanitation for the Air crew;
- xiii. Inform the supervisor about the mission completion;
- xiv. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Group-in-charge; and
- xv. Perform any other duties assigned by the Group-in-charge.

### **Roles and Responsibilities of Air Operation Loading/ Unloading-in-charge (LU i/c AO)**

#### **The LU i/c AO will:**

- i. Be responsible for the safe Operations of Loading and Unloading of cargo and personnel at Helibases;
- ii. Report to the Airbases, Helibases and Helipad-in-charge;
- iii. Ensure load manifest of personnel and cargo;
- iv. Ensure no inflammable material is loaded on the Aircrafts;
- v. Supervise loading and unloading crew;
- vi. Ensure proper packaging of the loads, keeping in view the weight restriction that may be imposed by the pilots due to weather conditions and make sure

that weighing facilities are available for such purpose;

- vii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Group-in-charge; and
- viii. Perform any other duties as assigned by the Group-in-charge, Helibase-in-charge and Helipad-in-charge.

### Planning Section Chief (PSC)

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

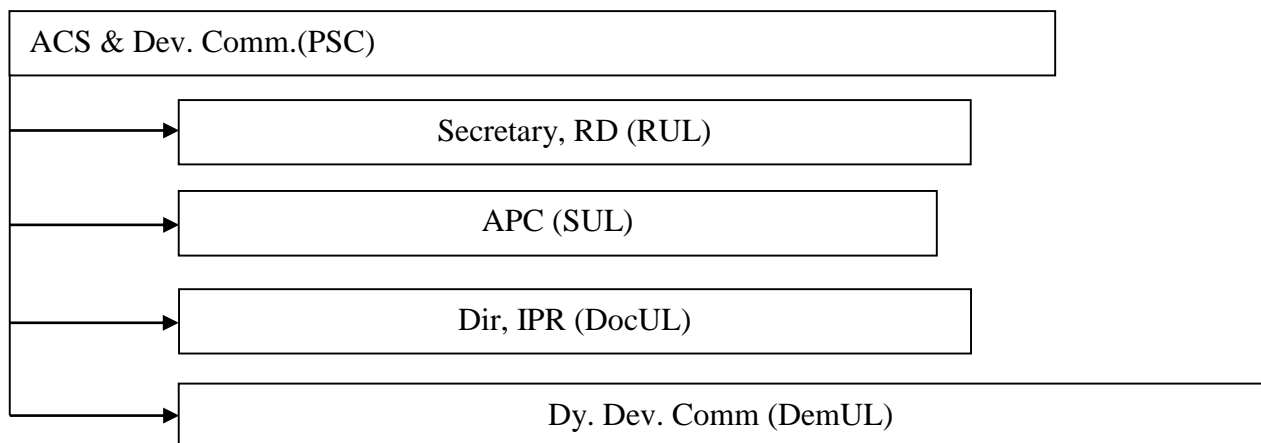


Fig. 9: IRS structure for Planning Section.

### The PSC will:

- i. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC;
- ii. Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command

- Staff) and incorporated in the IAP;
- iii. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilized;
  - iv. Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organization assignment list IRS Form-005 (enclosed in Annexure-V), incident communication plan IRS Form-009 (enclosed in Annexure-IX), demobilization plan IRS Form-010 (enclosed in Annexure-X), traffic plan, safety plan, and incident map etc. The major steps for preparing IAP are as follows;
    - a. Initial information and assessment of the damage and threat;
    - b. Assessment of resources required;
    - c. Formation of incident objectives and conducting strategy meetings;
    - d. Operations briefing;
    - e. Implementation of IAP;
    - f. Review of the IAP; and
    - g. Formulation of incident objectives for the next operational period, if required;
  - v. Ensure that Incident Status Summary (IRS Form-002) enclosed in Annexure-II is filled and incorporated in the IAP;
  - vi. Ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Unit leaders and other responders of his Section;
  - vii. Plan to activate and deactivate IRS organizational positions as appropriate, in consultation with the IC and OSC;



- viii. Determine the need for any specialized resources for the incident management;
- ix. Utilize IT solutions for pro-active planning, GIS for decision support and modeling capabilities for assessing and estimating casualties and for comprehensive response management plan;
- x. Provide periodic projections on incident potential;
- xi. Report to the IC of any significant changes that take place in the incident status;
- xii. Compile and display incident status summary at the ICP;
- xiii. Oversee preparation and implementation of Incident Demobilization Plan (IRS Form-010) enclosed in Annexure-X;
- xiv. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII;
- xv. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Units are collected and maintained in the Unit Log (IRS Form-003) enclosed at Annexure-III; and
- xvi. Perform any other duties assigned by IC.

### **Roles and Responsibilities of Resource Unit Leader (RUL)**

#### **The Resource Unit Leader will:**

- i. Maintain and display the status of all assigned resources (Primary and Support) at the incident site by overseeing the check-in of all resources, and maintaining a resource status-keeping system. Primary resources are meant for responders and support resources are meant for affected communities;
- ii. Compile a complete inventory of all resources available. He will also access information about availability of all required resources at other locations and prepare a plan for their mobilization, if required. IDRN, CDRN and IDKN facilities will also be used for this purpose;
- iii. Ensure and establish Check-in function at various incident locations;
- iv. Update the PSC and IC about the status of resources received and dispatched from time to time;

- v. Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources;
- vi. Ensure quick and proper utilization of perishable resources;
- vii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned; and
- viii. Perform any other duties assigned by PSC.

### **Roles and Responsibilities of Check-in/ Status Recorder (CSR)**

#### **The CSR will:**

- i. Report to the RUL;
- ii. Ensure that all resources assigned to an incident are accounted for at each check-in point;
- iii. Obtain required work materials, including Check-in Lists, Resource Status display boards showing different locations for deployment of resources, collection of resources with time of arrival and type of resources etc. The status of resources would be displayed through T card board or through a computerized programme on the computers;
- iv. Establish communications with the EOC and Ground Support Unit (GSU) of LS;
- v. Ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s);
- vi. Enter or record information on Incident Check-in and deployment list as per the IRS Form-006 enclosed at Annexure - VI;
- vii. Transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed;
- viii. Forward completed Check-in Lists to the Resource Unit;
- ix. Maintain record of various activities performed as per IRS Form-004 (enclosed

in Annexure-IV) and send to Sections concerned; and

- x. Perform any other duties as assigned by PSC.

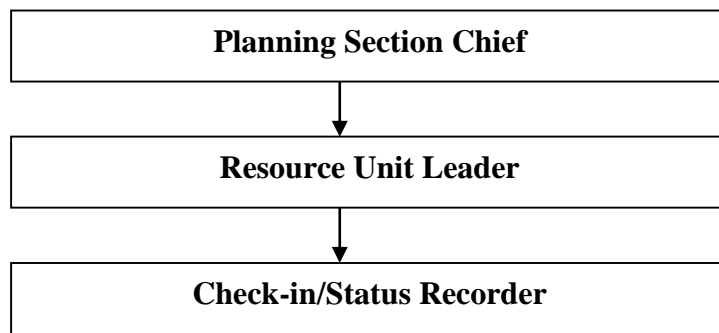


Fig. 10: Composition of Resource Unit

### **Roles and Responsibilities of Situation Unit Leader (SUL)**

#### **The SUL will:**

- i. Collect, process and organize all incident information as soon as possible for analysis. For such purposes, he can take the help of members of the Single Resource, Task Forces, Strike Teams, field level Government officers and members of PRIs, CBOs, NGOs etc;
- ii. Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed;
- iii. Prepare situation and resource status reports and disseminate as required;
- iv. Provide authorized maps, photographic services to responders, if required;
- v. Attend IAP Meeting with required information, data, documents and Survey of India maps etc;
- vi. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned; and
- vii. Perform such other duties assigned by SUL or PSC.

### **Roles and Responsibilities of Display Processor (DP)**

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

other sources.

**DP will:**

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

**Roles and Responsibilities of Field Observer (FO)**

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

**The FO will:**

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

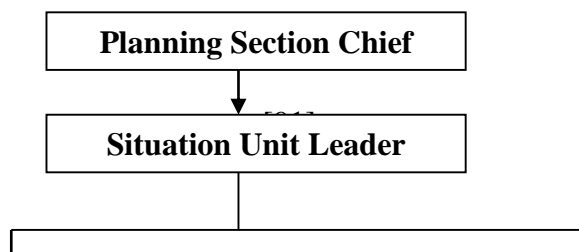


Fig. 11: Composition of Situation Unit Leader.

### **Roles and Responsibilities of Documentation Unit Leader (DUL)**

#### **The DUL will:**

- i. Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units;
- ii. Compile all information and reports related to the incident;
- iii. Review and scrutinize the records and various IRS forms for accuracy and completeness;
- iv. Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified;
- v. Store files properly for post-incident analysis;
- vi. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and
- vii. Perform any other duties as assigned by the PSC.

### **Roles and Responsibilities of Demobilization Unit Leader (Demob. UL)**

In the management of a large incident, demobilization can be quite a complex activity and requires proper and separate planning. When the disaster response is nearing completion, the resources mobilized for response need to be returned. This should be done in a planned and phased manner. Demobilization requires organizing transportation of both equipment and personnel to a large number of different places both near and far away. The Demob. Unit will prepare the demobilization plan in consultation with RO, IC and PSC. The plan should include the details of the responders to be demobilized, the date, mode of transport, location

from where they will be demobilized, the destination where they have to finally reach etc. There will be a similar plan for out of service equipment and sick personnel also.

**The Demob. UL will:**

- i. Prepare Incident Demobilization Plan (IDP) as per IRS Form-010 given in Annexure-X;
- ii. Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources;
- iii. Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS;
- iv. Plan for logistics and transportation support for Incident Demobilization in consultation with LS;
- v. Disseminate IDP at an appropriate time to various stakeholders involved;
- vi. Ensure that all Sections, Units, Teams and Resources understand their specific Incident Demobilization responsibilities and avail Demobilization facilities;
- vii. Arrange for proper supervision and execution of the IDP;
- viii. Brief the PSC on the progress of Demobilization;
- ix. Request the PSC for additional human resources, if required;
- x. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned; and
- xi. Perform any other duties assigned by the PSC.

**Technical Specialists (TS)**

In consultation with the RO and IC, the PSC may mobilize Technical Resources and Specialists for specialized response, if required. They may be deployed for technical planning or specialized technical response and will function under the concerned section chief.

The TSs will provide technical support to the response management. A data base of TS will be prepared in advance at the District, State, Metropolitan City and Union Territory levels and incorporated in their DM Plan.

### Logistic Section Chief (LSC)

The LS comprises Service, Support and Finance Branches. Structure and details of each Branch are shown in Fig. 10. The Section is headed by a chief known as the LSC. The activation of various Branches of the LS is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component of the LS to specially facilitate speedy procurement, and proper accounting following financial procedures and rules.

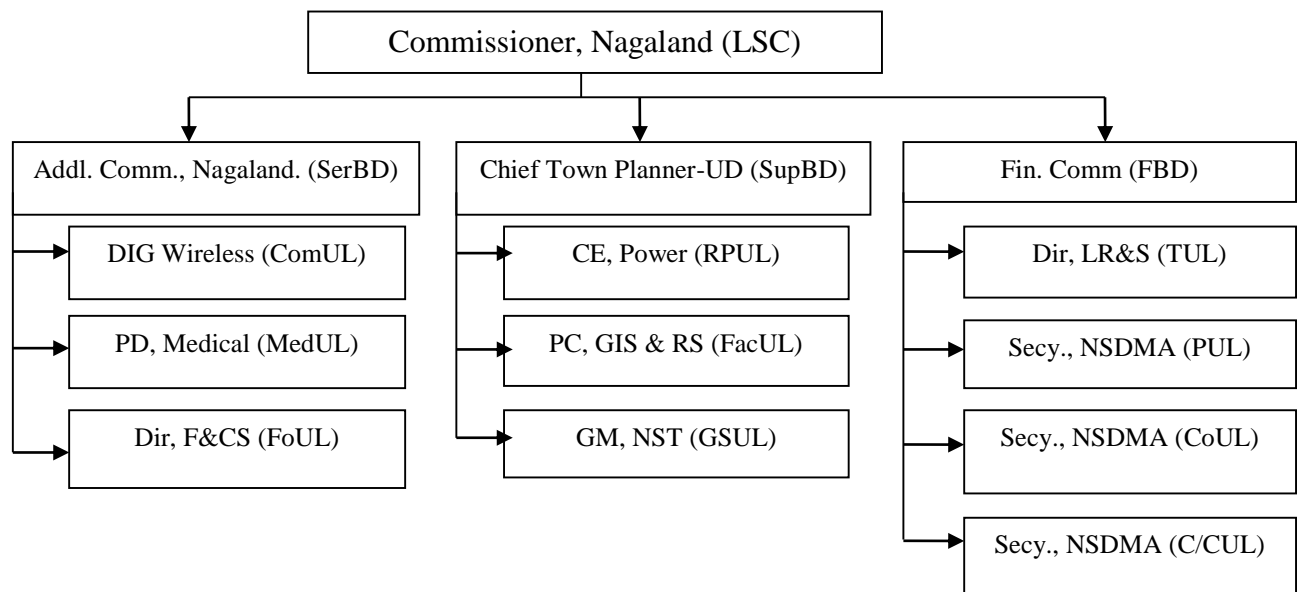


Fig. 12: IRS structure of Logistic Section.

#### The LSC will :

- i. Coordinate with the activated Section Chiefs;
- ii. Provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.;
- iii. Participate in the development and implementation of the IAP;
- iv. Keep RO and IC informed on related financial issues;

- v. Ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 as enclosed in Annexure – V is circulated among the Branch Directors and other responders of his Section;
- vi. Request for sanction of Imprest Fund, if required;
- vii. Supervise the activated Units of his Section;
- viii. Ensure the safety of the personnel of his Section;
- ix. Assign work locations and preliminary work tasks to Section personnel;
- x. Ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
- xi. Brief Branch Directors and Unit Leaders;
- xii. Anticipate over all logistic requirements for relief Operations and prepare accordingly;
- xiii. Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;
- xiv. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC;
- xv. Provide logistic support for the IDP as approved by the RO and IC;
- xvi. Ensure release of resources in conformity with the IDP;
- xvii. Ensure that the hiring of the requisitioned resources is properly documented and paid by the FB;
- xviii. Assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List (IRS Form-007) for the day as enclosed in Annexure-VII;
- xix. Ensure that cost analysis of the total response activities is prepared;
- xx. Ensure that record of various activities performed (IRS Form-004 enclosed in Annexure- IV) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003 as enclosed at Annexure-III; and
- xxi. Perform any other duties as assigned by RO or IC.

### **Roles and Responsibilities of Service Branch Director (SBD)**



### **The SBD will:**

- i. Work under the supervision of LSC, and manage all required service support for the incident management;
- ii. Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit;
- iii. Discuss with activated Unit leaders for the materials and resources required and procure the same through LS;
- iv. Ensure proper dispatch of personnel, teams, resources etc as per the IAP;
- v. Prepare an assignment list, if required;
- vi. Keep the LSC informed about the progress of Service Branch, from time-to-time;
- vii. Resolve Service Branch problems, if any;
- viii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to sections concerned; and
- ix. Perform any other duties assigned by the IC and LSC.

### **Roles and Responsibilities of Communication Unit Leader (Com. UL)**

#### **The Com. UL will:**

- i. Work under the direction of the SBD;
- ii. Provide communications facility as and when required;
- iii. Ensure that all communications equipment available is in working condition and that the network is functional;
- iv. Supervise Communication Unit activities;
- v. Maintain the records of all communications equipment deployed in the field;
- vi. Recover equipment provided by Communication Unit after the incident is over. Ensure that it is properly linked with the IDP;
- vii. Ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records;
- viii. Prepare an alternative communication plan for execution in case of possible failure of the normal communications network. The alternative

communications network may have wireless, satellite phones, cell phones, HAM radios etc;

- ix. Prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) with the local communications set up for the management of large scale disasters when they come to assist in the response effort;
- x. Ask for and ensure adequate staffing support;
- xi. Ensure that the communications plan is supporting the IAP;
- xii. Demobilize Communications Centre in accordance with the IDP;
- xiii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD; and
- xiv. Perform any other duties assigned by the SBD or LSC.

### **Roles and Responsibilities of Medical Unit Leader (MUL)**

#### **The MUL will:**

- i. Work under the direction of the SBD;
- ii. Prepare the Medical Plan and procurement of required resources as per IAP, provide medical aid and ambulance for transportation of victims and maintain the records of the same, as given in IRS Form 008 (Annexure-VIII), obtain a road map of the area from the PS for the ambulance services, transportation of medical personnel and victims;
- iii. Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC;
- iv. Maintain the list of medical personnel who could be mobilized in times of need;
- v. Requisition more human resources as and when required to meet the incident objectives;
- vi. Prepare and circulate list of referral service centre to all the medical team leaders;
- vii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to SBD; and

viii. Perform any other duties assigned by the SBD and LSC.

### **Roles and Responsibilities of Food Unit Leader (FUL)**

#### **The FUL will:**

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

### **Roles and Responsibilities of Support Branch Director (Sup. BD)**

#### **The Sup. BD will:**

- i. Work under the supervision of LSC, and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit;
- ii. Procure and dispatch required tactical materials and resources for Operations with the concurrence of the Section Chief;
- iii. Participate in the planning meeting of the LS;
- iv. Ensure that organization assignment list concerning the Branch is circulated

to all Units under him;

- v. Coordinate various activities of the Support Branch;
- vi. Keep the LSC informed about the progress of work;
- vii. Resolve problems within his unit, if any;
- viii. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned; and
- ix. Perform any other duties assigned by the LSC.

### **Roles and Responsibilities of Resource Provisioning Unit Leader (RPUL)**

#### **The RPUL will:**

- i. Work under the supervision of Sup.BD;
- ii. Organize movement of personnel, equipment and supplies,
- iii. Receive and store safely all supplies required for the incident response,
- iv. Maintain the inventory of supplies and equipment;
- v. Maintain the records of receipt and dispatch of supplies including equipment and personnel;
- vi. Organize repair and servicing of non-expendable supplies and equipment;
- vii. Participate in the planning meeting of LS;
- viii. Monitor the 'Kind', 'Type' and quantity of supplies available and dispatched;
- ix. Receive and respond to requests for personnel, supplies and equipment from the activated Sections, Branches, Divisions, Units and Groups of the IRS organization under intimation to Sup. B.D.;
- x. Requisition additional human resource assistance, if needed. These assistants may be deployed for different functional activities such as Resource Ordering, Resource Receiving and Tool & Equipment maintenance;
- xi. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sup.BD; and
- xii. Perform any other duty as assigned by LSC or Sup.BD.

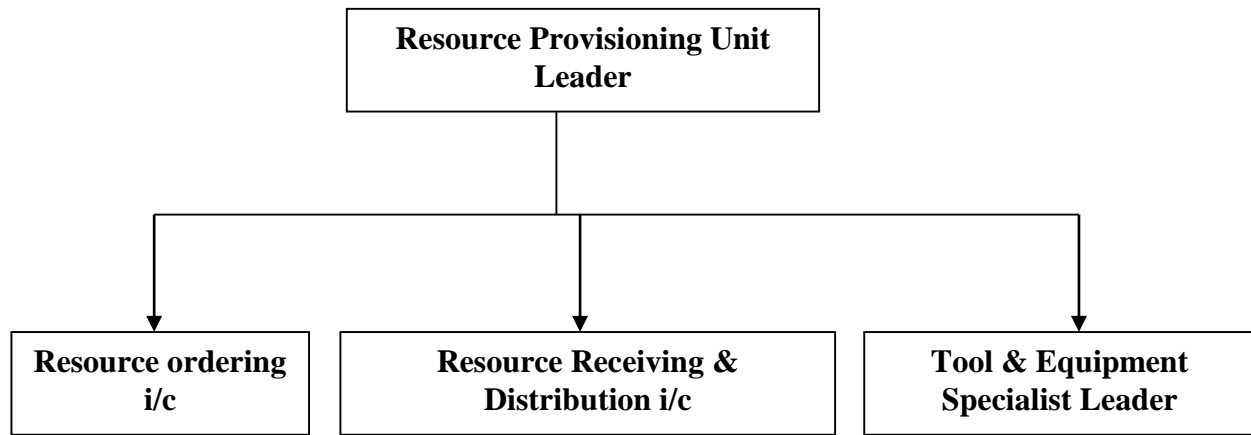


Fig.13: Composition of Resource Provisioning Unit Leader.

### **Roles and Responsibilities of Resource Ordering-in-charge (RO i/c)**

#### **The RO i/c will:**

- i. Report to the RPUL;
- ii. Prepare a list of resources to be procured and obtain its approval;
- iii. Place resource orders in a timely manner as per procedure laid down;
- iv. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL; and
- v. Perform any other duties assigned by the RPUL.

### **Roles and Responsibilities of Resource Receiving and Distribution-in-Charge (RRD i/c)**

#### **The RRD i/c will:**

- i. Report to the RPUL;
- ii. Receive and distribute all resources and services which have been ordered;
- iii. Identify and ensure time and locations for delivery of supplies and equipment;
- iv. Prepare separate lists for the resources received from line departments of Government and from other sources;
- v. Organize physical layout of supply area;
- vi. Set up a filing system for receiving and distributing supplies and equipment

- and keep RPUL informed;
- vii. Ensure security requirements;
  - viii. Keep the Resource Ordering-in-Charge informed about the positions of supplies and equipment received;
  - ix. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL; and
  - x. Perform any other duties assigned by the RPUL.

### **Roles and Responsibilities of Tool and Equipment Specialist (TES)**

#### **The TES will:**

- i. Report to RPUL;
- ii. Supervise the service and repair all tools and equipment and keep the RPUL informed of their status;
- iii. Maintain record of activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to RPUL; and
- iv. Perform any other duties assigned by the RPUL.

#### **Roles and Responsibilities of Facilities Unit Leader (Fac. UL)**

##### **The Fac. UL will:**

- i. Prepare the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders;
- ii. Report to the Sup.BD;
- iii. Locate the different facilities as per the IAP;
- iv. Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC;
- v. Ask for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc;
- vi. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sup. BD; and

vii. Perform such other duties as assigned by the Sup. BD.

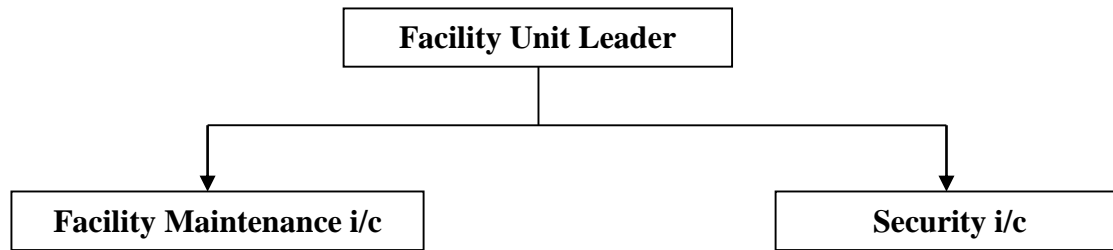


Fig. 14: Composition of Facility Unit.

Other in-charge under the Fac. UL

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

#### **Roles and Responsibilities of Facility Maintenance-in-charge (FM i/c)**

##### **The FM i/c will:**

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

#### **Roles and Responsibilities of Security-in-charge (S i/c)**

##### **The S i/c will:**

- i. Provide security to the deployed resources including responders, relief materials at the required places and relief camps;

- ii. Establish contact with local law enforcement agencies, as required;
- iii. Request personnel support to accomplish work assignments, if required;
- iv. Coordinate security plan for incident facilities;
- v. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Fac. UL; and
- vi. Perform any other duties assigned by the Fac. UL.

### **Roles and Responsibilities of Ground Support Unit Leader (GSUL)**

#### **The GSUL will:**

- i. Work under the supervision of the Sup. BD;
- ii. Provide transportation services for field operations to TBD;
- iii. In case Air Operations are activated, organize and provide required ground support through TBD;
- iv. Provide maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC;
- v. Develop and implement the Incident Traffic Plan;
- vi. Inform Resource Unit about the availability and serviceability of all vehicles and equipment;
- vii. Arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Sup. BD;
- viii. Maintain inventory of assigned, available and off road or out of service resources;
- ix. Ensure safety measures within his jurisdiction;
- x. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the Sup. BD; and
- xi. Perform any other duties as assigned by the Sup. BD.



## **Roles and Responsibilities of Finance Branch Director (FBD)**

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

### **The FBD will:**

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

## **Role and Responsibilities of Time Unit Leader (TUL)**

### **The TUL will:**

- i. Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms;
- ii. Examine logs of all hired equipment and personnel with regard to their optimal utilization;
- iii. Ensure that all records are correct and complete prior to demobilization of hired resources;
- iv. Brief the FBD on current problems with recommendations on outstanding issues, and any follow-up required;
- v. Ask for additional support of human resources for assistance, if required;
- vi. Maintain record of the activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- vii. Perform any other duties as assigned by the FBD.

### **Roles and Responsibilities of Procurement Unit Leader (PUL)**

#### **The PUL will:**

- i. Attend to all financial matters pertaining to vendors and contracts;
- ii. Review procurement needs in consultation with the FBD;
- iii. Prepare a list of vendors from whom procurement can be done and follow proper procedures;
- iv. Ensure all procurements ordered are delivered on time;
- v. Coordinate with the FBD for use of imprest funds, as required;
- vi. Complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, LSC and IC;
- vii. Brief FBD on current problems with recommendations on outstanding issues and follow-up requirements;
- viii. Maintain record of activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- ix. Perform any other duties as assigned by the FBD.

### **Roles and Responsibilities of Compensation/ Claims Unit Leader (Com./CUL)**

DM Act 2005, Section 65 and 66 provides for payment of compensation. Payments are also to be made for requisitioned premises, hired services, resources and vehicles for the purpose of disaster response and rescue operations etc. The Government may also decide to make ex-gratia payments depending upon the magnitude and the quantum of damage. There are some benchmarks for quantifying the level of loss in different scenarios like flood, drought, etc. While some states may have their own norms for such purposes the Govt. of India has also laid down the CRF Norms which should be followed.

If the incident is such that there may be a requirement of making payments concerning compensations and claims, the IC in consultation with the RO will activate a Compensation / Claims Unit and appoint a leader to collect and compile figures of loss of life and property etc. as provided by the relevant Government norms and directions (CRF norms – enclosed in Annexure - XIII). The leader in such cases should be advised to get photographs taken of the damages that may have occurred and even get the photographs of the dead victims and animals. He will also compile details of premises requisitioned, services and resources hired for which payments have to be made. These details should be sent to RO through IC for further necessary orders and payments.

**The Com. /CUL will:**

- i. Collect all cost data and provide cost estimates;
- ii. Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition;
- iii. Follow appropriate procedures for preparation of claims and compensation;
- iv. Requisition additional human resources, if required;
- v. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- vi. Perform any other duties as assigned by the FBD.

**Roles and Responsibilities of Cost Unit Leader (CUL)**

The CUL is responsible for collecting all cost data, and providing cost estimates. At

the end of the response the CUL provides cost effectiveness analysis.

**The CUL will:**

- i. Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;
- ii. Make cost-saving recommendations to the FBD;
- iii. Complete all records relating to financial matters prior to demobilization;
- iv. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to FBD; and
- v. Perform any other duties as assigned by the FBD.

**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 Commander**

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 Officer**

The unit is 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**

This section is responsible for assuring the execution of over-all law 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

### **Operations Section**

This section is 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**

This section is 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*

### **Logistics 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 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 Centres, Primary Health Centres, Community Health Centres and Dispensaries
- Prepare the plan indent for stock
- Train the volunteers / task force / anganwadi 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 X 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 utilised 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

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# 7

## RECOVERY & RECONSTRUCTION PLAN

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Rehabilitation and reconstruction come under the recovery phase right after the relief and rescue operations. This post disaster phase continues until such time that the life of the affected people returns back to normal. This phase mainly covers damage assessment, disposal of debris, disbursement of assistance for houses, formulation of assistance packages, monitoring and review, cases of non-starters, rejected cases, non-occupancy of houses, relocation, town planning and development plans, awareness and capacity building, housing insurance, grievance redressal & social rehabilitation.

### **Post Disaster Reconstruction and Rehabilitation**

Post disaster reconstruction and rehabilitation should pay attention to the following activities for speedy recovery in disaster hit areas. The contribution of both the government as well as the affected populace is essential to deal with all issues rapidly in a comprehensive manner. An indicative list is as below:

- Damage assessment
- Disposal of debris
- Disbursement of assistance for houses
- Formulation of assistance packages
- Monitoring and review
- Cases of non-starters, rejected cases, non-occupancy of houses

- Relocation
- Town planning and development plans
- Reconstruction under the Housing Replacement Policy
- Awareness and capacity building
- Housing insurance
- Grievance redressal

### **Administrative Relief**

The requisite resources to respond to any natural calamity are available primarily at the district level. These include issue of essential commodities, group assistance to the affected people, damage assessment capability and administration of appropriate rehabilitation and restoration measures.

The district level relief committee consisting of official and non-official members including the local legislators and the members of parliament typically reviews the relief measures. A district is sub-divided into sub-divisions and blocks. The head of a sub-division is called the Sub-Division Officer (SDO) while the head of a block is a Block Development Officer (BDO).

When a disaster strikes, the entire machinery of the district, including the officers of technical and other line departments, swings into action and maintains almost continuous contact with each village in the area that is within the disaster's strike envelope.

### **Reconstruction of Houses Damaged / Destroyed**

Houses should be reconstructed in the disaster hit areas according to the following guidelines:

- Owner Driven Reconstruction
- Public Private Partnership (PPP) basis
- Under the PPP, houses are reconstructed by the NGOs for the beneficiaries. These are to be registered in the joint names of the husband and wife
- All the houses should be insured
- Financial, technical and material assistance to be provided by the government

- The designs for seismic reconstruction of houses to be made available by the government
- Material assistance provided through material banks should be at subsidized rates
- Designs of a few model houses are to be provided to the public in order to enable them to make a choice

### **Military Assistance**

If the district administration feels that the situation is beyond its control then immediate military assistance could be sought for carrying out the relief operations.

### **Medical Care**

Specialized Medical Care may be required to help the affected population. Preventive medicine may have to be supplied for immediate consumption to prevent outbreak of diseases.

### **Epidemics**

In the relief camps set up for the affected population, there is a likelihood of breakout of epidemics from a number of sources. The strategy should be to subdue such sources and immunize the population against them. Public health centers along with the health department can conduct vaccination drives. It should be ensured that the public boil water before consumption and use chlorine tablets to purify water sources.

### **Corpse Disposal**

Disposal of dead bodies is to be carried out as a part of the operation to prevent outbreak of epidemics. The following points may be considered by the concerned authorities at the time of corpse disposal:

- Mass photographs of corpses
- Consent of the relatives or hand over to them
- Make a panchnama of the concerned localities



## **Salvage**

A major effort is needed to salvage destroyed structure and property. Essential services like communications, roads, bridges, electricity would have to be repaired and restored for normalization of activities.

## **Outside Assistance**

During disaster situations, considerable relief flows in from outside. Thus, there is an immediate need to co-ordinate the relief flows so that maximum coverage is achieved and there is no duplication of work in the same area.

## **Special Relief**

Along with compensation packages, essential items may have to be distributed to the affected population to provide for temporary sustenance.

## **Information**

Information flow and review is an essential part of the relief exercise. Constant monitoring is required to assess the extent of damage, which forms the basis of further relief to the affected areas.

## **Social Rehabilitation**

### **Disabled persons**

- ✓ Artificial limbs for affected persons
- ✓ Modern wheelchairs, supportive devices provided

### **Children**

- ✓ Orphaned children are fostered
- ✓ Day centers set up
- ✓ Orphanages established
- ✓ Child help lines established

## **Paraplegics**

- ✓ Pension scheme introduced for paraplegics
- ✓ Physiotherapy under continuous supervision of doctors

## **Old Persons**

- ✓ Aged persons given pensions
- ✓ Old Age Homes established

## **Women**

- ✓ Pension sanctioned
- ✓ Women's Livelihood Restoration Project started
- ✓ Self-employment Schemes for Women

## **Infrastructure**

- ✓ Power
- ✓ Water supply
- ✓ Public buildings
- ✓ Roads and Bridges
- ✓ Dams and Irrigation.

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# 8

## STANDARD OPERATING PROCEDURES

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### STANDARD OPERATING PROCEDURES

#### DISTRICT ADMINISTRATION

##### Normal Time Activities

- A map of disaster prone areas in the district along with the history of the district, geographical conditions, occupational details, settlements, rain, irrigation, industries and other relevant information to be collected and documented
- Safe alternative routes to utilize during disaster in the disaster prone areas
- List of key officers and staff of all the departments along with their contact details
- Inventory of vehicles and buildings
- Details of DCR & EOC arrangements
- Details of geographical groups and assignment of Zonal Officers
- Details of food grain storage places in the district and the Fair Price Shops
- Details of vehicles, boats and equipments available in the district for rescue operation along with their location
- Setting up of communication to relay messages from village to village
- Details of operating guidelines for District Disaster Management Committee
- List of NGOs and self help groups in the district along with their addresses and phone numbers
- Orientation Training to various district level officers and departments for effective functioning of DCR & EOC, co-ordination and operations
- Appoint specific personnel to be in charge of EOC & DCR

- Hazard analysis, seasonal occurrence of disasters and review of disaster history
- Review of disaster prone areas, risks, response plan, resources and equipments
- Strategy for disaster management
- Updation of the DDMP
- To check the conditions of designated safe shelters periodically and if necessary get it repaired by co-coordinating with the local authorities and with the available financial resources. Help of voluntary organizations may be sought in this regard
- Repairing of roads and ways leading to designated safe shelters by making use of the various development plans/schemes
- Evacuation plan as a part of the DDMP
- To undertake development projects like rural housing and rain water conservation & harvesting
- To co-ordinate schemes for poverty eradication, self-employment and such schemes of other departments

### **On Receiving the Warning**

- Review the alarming situation in the meeting of the DDMC
- Assign tasks that need to be carried out by various officials in case the disaster hits
- Review and co-ordinate task allocation
- Alert and activate the functionaries' responsible for early warning and communication. They would monitor the possibility of a disaster striking and see to it that the messages are passed on to the various stakeholders
- Distribution of work for operations of round the clock EOC / DCR
- Send vehicles equipped with microphones and sound systems for areas that are classified as top priority
- Instruct all staff to remain present at their respective places of posting
- Shift socially and economically backward and houseless families to safe places
- Work out arrangements for search and rescue operations, shifting of people and utilization of human resources as per the requirements with the help of DMTs & the local communities through zonal officers
- Arrange temporary shelters for those evacuated

- Undertake forceful evacuation if people who are at risk are not ready to leave even after sufficient warnings have been issued
- Ensure that there is sufficient food, drinking water & medicines at temporary shelters and relief camps. The help of local NGOs, doctors, industrial houses and similar such individuals / firms may be sought for this purpose
- Make advance preparations for relief activities in co-ordination with local NGOs, industrial houses and donors over and above normal norms of the relief
- Work out financial estimates for search & rescue operations and immediate relief

### **Post Disaster Activities**

- Segregate villages and areas affected by the disaster and activate the DMTs
- Analyze the damage assessment and recovery package announced by the government
- Ensure law and order in disaster affected areas to prevent theft and other possible mishaps
- Start relief activities including emergency relief distribution and work out strategy of damage assessment and provide formats for the same
- Explain the damage assessment strategy to all the staff members and stakeholders
- Guide team members about the relief payments that need to be made to the affected people according to the current rules and policies of the government (before the start of duty)
- Make arrangements for the transportation and distribution of relief amount and materials from the Government
- Ensure that the relief materials reach all the beneficiaries
- Arrange for food, drinking water & essential items at the community kitchen / relief camps as per the need in co-ordination with the Food & Civil Supplies Department
- Work out primary estimates of the damage
- Undertake rescue operations to save people trapped under the debris and elsewhere through DMTs, trained police personnel and swimmers
- Place request for vehicles for rescue work, shifting people to temporary/permanent dispensary for treatment through DMTs, NCC, Home Guards, Local Police, and Para Military Forces
- Arrange for identification of people who died. Maintain the dead bodies till the legal procedure is complete
- Incorporate lessons learnt into future planning and preparedness actions

## **POLICE DEPARTMENT**

### **Normal Time Activities**

The Superintendent of Police will co-ordinate the work of disaster management as a nodal officer. He will prepare a separate and comprehensive plan in the district for the Police Department and also prepare details of resources as a part of the DDMP. He will consider the following in it:

- Details of contacts of all the police personnel and other staff members in the district to be collected and documented
- Maps and statistical data pertaining to areas under the district
- All resources (including human resources) that can be tapped / utilized on demand should a disaster strike
- Details of all police personnel (including retired officers)
- Details of functions of staff who are part of the DCR
- Appointment of a nodal officer for the DCR
- Assess the risk to law and order for any emergency situation
- Ensure effective and adequate force is available to maintain the law and order in case of any emergency
- Train the forces to tackle possible human rights violations that can occur during any emergency situation
- Detect the extremist and anti national / social elements that can take advantage during a disaster situation and take preventive measures to combat such forces
- Traffic arrangements in areas leading to and away from the disaster affected areas
- Security arrangements at relief camps and food storage warehouses
- Security for the transportation of relief material
- Immediate police procedures for human death to be documented and understood by everybody concerned
- Assistance that can be extended to the authorities for evacuation of people from disaster affected areas
- Adequate equipments for communication
- List of swimmers

- Details of wireless stations in the district along with a comprehensive schematic of the communication networks
- Updation of related details of the DMP
- Assess the vulnerable areas and people ( e.g. children are vulnerable to be recruited in armed groups by anti national elements) and make a action plan to safeguard them

### **On Receiving the Warning**

- Contact the district collector as soon as possible
- Support in dissemination of Early Warning information once approved by DDMA
- Informing the relevant offices and people about law and order and also issuing the press bulletin on this matter
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas
- Make advance preparations for implementing the action plan for search and rescue
- Prepare a plan for police personnel to conduct search and rescue
- Arrange to communicate the messages through all available equipments of communication and vehicles as per the need
- Activate the wireless facilities to transmit the information related to disaster
- Requisition vehicles after obtaining orders for the same from district authorities

### **Post Disaster Activities**

- Analyze the damage assessment and recovery package announced by the government
- Ensure law and order in disaster affected areas to prevent theft
- Co-ordinate search and rescue operations through all concerned departments / agencies including NGOs
- Arrange for security at relief camps / relief material storage facilities
- Keep an eye on the anti national elements and support the local administration in operations against profit makers, black marketing and protecting the interest of the poor
- Regularly monitor the security of the vulnerable groups against exploitation and violation of human rights

- Ensure that there is no discrimination while distributing recovery packages
- Make sure that there are no untoward incidents like loss of life due to stampede at the time of distribution of relief material
- Assist authorities in evacuating people to safer places
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better than before
- Make due arrangements for post-mortem of dead persons and speedy completion of legal procedures
- Ensure that the departmental resources like equipments (weapons etc.), materials and finances used for emergency purpose are accounted for and recouped as soon as possible
- Incorporate lessons learnt into future planning and preparedness actions

## **HEALTH DEPARTMENT**

### **Normal Time Activities**

- Details of the officers & staff members of the department along with their contact addresses and telephone numbers to be collected and documented
- A separate plan for disaster management relating to health issues
- Prepare an outbreak investigation and control response plan
- Arrangements for exchange of information in the control room
- Appointment of nodal officer(s)
- Advance arrangements for life saving medicines, vaccines and insecticides
- Maintenance of vehicles such as ambulance, jeep and other equipments such as generators (in sufficient numbers)
- Distribution of work by forming groups of staff during emergency
- List of private practicing doctors / medical facilities
- Arrangement for survey of disaster affected areas
- Mobile dispensary units
- Identify sites for providing on the spot medical services in various villages during a disaster
- Educate and mobilize the communities for communicable diseases (like tuberculosis,



- Diarrheal diseases, malaria and fever etc), prevention and control measures (Creating awareness about the Do's and Don'ts of diseases among the communities)
- Dissemination of information among people regarding deaths and injuries
  - Details of disaster related relief activities needs to be provided to all concerned staff members
  - Training to Primary Health Centre (PHC) / Community Health Centre (CHC) / Subsidiary Health Centre (SHC) staff to prevent spread of diseases among people & animals and advance planning for the same
  - Blood group wise list of blood donors with contact telephone numbers and addresses
  - Training of DMTs on provision of first aid
  - An inventory of equipments available that can be used for medical treatment during a disaster related emergency
  - Co-ordination with various government agencies – schemes to meet the necessity of equipments in emergency

### **On Receiving the Warning**

- Get in touch with the DCR
- Direct the officers at all levels in the department for high level preparedness for any required health response
- Direct the officers at all level in the department to provide support and regular help to the administration and any agency associated with disaster management
- Ensure availability of important medicines, vaccines & insecticides and if necessary contact the concerned department / agency for additional supplies
- Ensure that important contacts numbers, transport means, first aid box, essential drug kits, delivery kits and medical equipment and supplies, stretcher etc are available in sufficient quantity
- Support in dissemination of Early Warning Information once approved by DDMA
- Ensure that all families including the families of under five children, pregnant and lactating women, and sick have received and understood the early warning information
- Instruct the communities to be ready with their family level health kits
- Round the clock control room to be run at the district level

- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas
- Send health staff for duty to pre-decided areas as per the DMP
- Activate mobile health units for tackling the post disaster situation
- Organize in advance to mobilize local doctors and voluntary agencies for carrying out emergency work
- Get in touch with the blood donors for blood donation, on the basis of the lists prepared before hand

### **Post Disaster Activities**

- Provide first aid to the injured and shift the seriously injured to hospitals nearby
- Send sufficient stock of medicines to the affected areas immediately
- Make arrangements for ensuring the availability of additional health staff in the affected areas on a needs basis
- Ensure to deploy trained health care staff and community health workers to detect and report potential outbreaks
- Provide essential newborn care to all newborns according to Integrated Management of Pregnancy and Childbirth guidelines
- Organize health camps and mass vaccination campaigns in affected areas
- Implement disease specific prevention measures
- Organize to get sufficient insecticides in time to prevent spread of diseases
- Ensure purity of drinking water by testing the sources of water
- Depute mobile units for providing first aid
- Distribute chlorine tablets and other necessary medicines from house to house
- Start the procedure for post mortem of the dead persons as per the rules without any delay
- Ensure that the departmental resources like medicines, vaccines, equipments, finances etc. used for emergency purposes are accounted and recouped as soon as possible
- Take steps for the early restoration of health and nutritional service deliveries to the community
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better

- Incorporate lessons learnt into future planning and preparedness actions

## **WATER RESOURCES DEPARTMENT**

### **Normal Time Activities**

- Details of the officers & staff members of the department along with their contact addresses and telephone numbers to be collected and documented
- Set up of control room and arrangements for a control room operator
- Appointment of a designated nodal officer
- Preparation of an alternative contingency plan to provide drinking water in case of failure of the regular water distribution system during a disaster
- Detailed information of available water resources in the district
- Arrangement of Government or Private tankers that can be immediately tapped to provide water supply on a temporary basis during times of a disaster
- Preventive measures for water borne diseases and chlorination of water
- Ensure all construction carried out by the department is earthquake resilient
- Assess disaster risks due to any new construction or maintenance activity
- Ensure natural drainage is not blocked by developmental activities / projects of other departments
- Take measures to reduce erosion risks and blockage of these channels by new roads and other construction

### **On Receiving the Warning**

- Contact the DCR
- Monitor the flows and levels of important rivers and channels to build information on flood and drought early warning. Share the information with DDMA for approval
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter
- Support in dissemination of Early Warning information once approved by DDMA
- Organize teams to check the sources of drinking water

- Standby arrangements of tankers for supplying drinking water
- Make chlorine tablets available in sufficient quantities for distribution through DMTs
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas

### **Post Disaster Activities**

- Implement the alternative contingency plan to provide drinking water in case of failure of regular water distribution systems during a disaster
- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions
- The engineers of the department namely chief engineer, additional engineer, executive engineer, assistant engineer shall contribute their technical abilities to other services as required
- Start repairing water pipes immediately in case of damage
- Arrange to check water tanks, overhead tanks, pumps, reservoirs and other water resources
- Regularly monitor the security of the embankments, irrigation channels, bridges, culvert, control centre etc. during the emergency time
- Contact the electricity authorities to re-establish supply in case of failure
- Provide chlorinated water either by activating group water supply schemes / individual schemes or through tankers
- Provide drinking water to the relief camps / relief kitchens, shelters etc. through available resources
- Ensure that the departmental resources like equipments (sandbags etc), materials, finances etc used for emergency purpose are accounted and recouped as soon as possible
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## **IRRIGATION DEPARTMENT**

### **Normal Time Activities**

- Contact addresses and phone numbers of all the staff / officers and swimmers in the district
- Details of irrigation sources in the district such as rivers, pools, canals, large / medium / small dams and any other source(s)
- Control room arrangements and appointment of a Nodal Officer
- Details of damage prone areas
- Location of water level gauge station for monitoring a flood situation
- Details of immediate action to be taken in case of leakage(s) in large water storage reservoirs need to be chalked out
- Supervision of major water reservoirs
- Explain clearly the priorities during disasters to all the concerned personnel
- Equipments for communication need to be identified
- Periodic checking of dams, canals and other water storage reservoirs

### **On Receiving the Warning**

- Contact the DCR
- Disseminate information / warning to the damage prone areas in case of a flood situation
- Ensure that communication equipments like telephones, mobiles, wireless set and others are in working condition
- Keep the technical and non-technical staff ready and alert
- Get a report on the status of ponds, dams, canals and other reservoirs through qualified technical personnel
- Make due arrangements to disseminate information about increasing / decreasing water level to the communities and media
- Arrange to provide dewatering pumps, generators, trucks, bulldozers, excavators and boats for search and rescue operations wherever required
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas

## **Post Disaster Activities**

- Obtain a clear picture of the condition of all reservoirs through teams manned by technical personnel
- Ensure that there is no overflow or leakage
- If an overflow or leakage is found, take immediate action to avoid adverse effects to the reservoir as per a pre-conceived plan
- If an overflow or leakage is found, immediately warn the people living in the low lying areas to move to elevated locations
- Take due care for transportation of drinking water if drinking water is provided through an irrigation scheme
- Assist the local administration with boats, dewatering pumps and other equipment useful for search and rescue operations
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## **AGRICULTURE DEPARTMENT**

### **Normal Time Activities**

- Details of the officers & staff members of the department along with their contact addresses and telephone numbers to be collected and documented
- Irrigation resources for agriculture in all the villages in the district
- Details of buildings, vehicles and equipments under the department's control along with a list of all the contractors (with vehicles and equipments used by them) of the department
- Details of the agricultural resource laboratory, seed center, agriculture training school and any other relevant establishment
- Data pertaining to production of crops in the district along with their respective yields
- Action plan regarding the repair and alternative arrangements in case there are disruptions to agricultural production facilities

- Prepare action plans to requisition technical, semi-technical and administrative employees along with vehicles from nearby districts
- Inspect sub-ordinate offices, other centers and sub-centers under the department's control
- Prepare a sub-plan for timely and speedy availability of machines and equipments for restoration of economic activities in case of loss of properties as well as crops
- Proper maintenance of departmental equipments such as diesel generators, dumpers, generators, cutters, ladders, ropes, flood lights, shovels, axes, hammers, cable wires, fire equipments, de-dusting equipments etc. that can be used during an emergency. Inspect them once at least every 3 months
- Prepare a list of public properties / facilities related to agriculture in the damage prone areas and make arrangements to minimize damage to these installations should a disaster strike
- Agriculture extension centers must be flood and earthquake resistant
- Ensure that seeds storage godowns / facilities are disaster resistant
- Take measures to prevent soil erosion at all costs

### **On Receiving the Warning**

- Get in touch with the DCR
- Monitor the situation as it develops and disseminate information on early warning
- Direct officers of all levels in the department for high level preparedness to ensure the safety of buildings of the department and other assets
- Ensure that all officers and staff are on duty at the headquarters
- Assign work that needs to be carried out relating to agriculture (with reference to the DMP) to subordinate officers and staff & subsequently dispatch them to their respective sites
- Receive instructions from the District Liaison Officer and take necessary action
- Ensure the availability of resources included in the DMP and make due arrangements to procure / get those during emergency
- Set up a temporary Control Room for dissemination of information related to emergency work and appoint a nodal officer
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas

### **Post Disaster Activities**

- Follow the instructions of the District Liaison Officer
- Deploy the resources and manpower available to manage the disaster
- Help the DMTs with necessary equipments in case the crop is washed away or if there is excessive water logging
- Assessment of the damaged crops, dams, drainage system, water resource etc. and arrangement of the resources to make them functional. By doing this, the irrigation and cropping mechanism will start again
- Make arrangements to avail external help to manage the disaster if necessary
- Collect details of loss of crops and send it to the district administration as soon as possible
- Prepare a primary survey report of crop damage in the area and send the same to the DCR and also to the administrative head
- Ensure that the departmental resources like equipments, seeds, food, fertilizers, agriculture resource materials, finances etc used for emergency purpose are accounted and recouped as soon as possible
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## **POWER DEPARTMENT**

### **Normal Time Activities**

- Details of the officers & staff members of the department along with their contact addresses and telephone numbers to be collected and documented
- Prepare maps showing the power stations, sub-stations, transformers and major electric lines with comprehensive data about the same
- Other important details like water supply schemes that are dependent on electricity, drainage systems, railway station, bus-depots, strategically important places, army & para-military installations and major hospitals where continuity of supply in times of emergency is essential, need to be listed out
- Prepare an action plan for repairs & alternative arrangements in case power supply is disrupted during a disaster
- Carry out regular inspection at power stations and sub stations, especially the ones that are prone to damage



- Ensure timely supply of electric poles, transformers and other electrical equipment in the event of damage to such instruments / equipments in order to restore supply at the earliest
- Prepare an action plan for immediate procurement of required tools and equipments for restoration of power supply (at least on a temporary basis)
- List out all public properties related to the Power Department and make advance arrangements to minimize damage in the event of a disaster
- Ensure that all construction work carried out by the department is flood and earthquake resistant
- Repair and retrofit the old power generation units and adopt disaster resilient technology in the process
- Make use of modern technology suitable to the climate of the region
- Take measures to prevent water logging and soil erosion due to the construction of power units

### **On Receiving the Warning**

- Contact the DCR
- Ensure that all employees remain present on duty at the various offices
- Assign work to all officers / employees in the department
- Ensure that resources are made available and establish contacts for the same to be deployed at the time of emergency
- Ensure availability of electrical and power generation equipments and resources at safe and comfortable places so that the damaged parts could be easily replaced
- Consult the District Liaison Officer to discontinue the supply in case of damage to the lines for the safety of people and property
- Divide your staff into different groups (with sufficient vehicles) for emergency work and assign different areas
- Set up a temporary control room in the office for dissemination of information during the disaster and appoint a nodal officer from the department
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas

## **Post Disaster Activities**

- Follow the instructions of the District Liaison Officer
- Perform duties assigned for search and rescue
- Deploy available resources and manpower for disaster management
- Dispatch task forces with necessary equipments to places where electricity supply is disrupted and ensure that the same is restarted at the earliest
- Undertake emergency repair work as required as soon as possible
- Prepare a primary survey report regarding damage in the area and send the same to the district control room and to the administrative head immediately
- Make temporary arrangements for electric supply to important places and installations as identified by the department before hand
- Ensure that the departmental resources like equipments, construction material, energy/ electricity resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## **PUBLIC WORKS DEPARTMENT**

### **Normal Time Activities**

- Details of the officers & staff members of the department along with their contact addresses and telephone numbers to be collected and documented

- List of buildings, vehicles & equipments as well as the names of contractors and the vehicles & equipments used by them
- Maps of areas in the district with statistical data regarding available resources
- Position of approach roads along with other roads of all the villages in the district including bridges and railway crossings
- Strictly observe rules relating to use of earthquake and cyclone proof materials during construction
- Inspect buildings (especially high rise ones) and residences under the department's control from time to time
- Identify roads and bridges prone to damage and carry out periodic checks on the same
- Prepare an action plan for emergency repairs
- Appoint an officer of the rank of Assistant Engineer or above to coordinate during an emergency at the DCR
- Proper maintenance of departmental equipments such as diesel generators, dumpers, generators, cutters, ladders, ropes, flood lights, shovels, axes, hammers, cable wires, fire equipments, de-dusting equipments etc. that can be used during an emergency. Inspect them once at least every 3 months
- Adopt modern technology suitable to the climate of the place
- Retrofit all the government buildings in the district
- Ensure that construction of new buildings in flood prone areas are on high plinth and are flood resistant

### **On Receiving the Warning**

- Contact the DCR as soon as possible
- Ensure that all the staff members remain on duty at their respective offices

- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas
- Assigning specific duties to all the officers and staff
- Undertake all the necessary steps to carry out instructions from the District Liaison Officer pertaining to work to be carried out by the Public Works Department

### **Post Disaster Activities**

- Follow instructions of the District Liaison Officer
- Assist the DDMA and the various agencies in search and rescue activities
- Provide all available resources and manpower for emergency relief work
- Mobilize the service of technical personnel for survey work to assess the nature and magnitude of damage
- Prepare a damage assessment report in the affected areas within 12 hrs / 24hrs to help the administration plan the response effectively
- Make arrangements for electricity, water, and latrines in the temporary shelters. Also inspect the approach roads leading to the temporary shelters and repair the same if needed
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## **BHARAT SANCHAR NIGAM LIMITED (BSNL)**

### **Normal Time Activities**

- Details of the officers & staff members of the department along with their contact addresses and telephone numbers to be collected and documented
- List of buildings, vehicles & equipments as well as the names of contractors and the vehicles & equipments used by them
- Prepare comprehensive maps showing details of telephone exchanges, telephone lines, hot lines, telex lines and microwave towers along with relevant statistical data
- List of telephone numbers of DCR, water supplies, hospitals, railway stations, bus depots, strategically important places, Army and Para Military installations / facilities, jails, police stations and other sensitive places, major industrial units, and other communication channels which can be used during emergency, needs to be maintained
- Action plan for repairs / alternative arrangements in case of disruption of telephone lines and microwave towers
- Inspect the telephone exchanges / sub-exchanges once every 3 months at the least
- Appoint an officer not below the rank of telephone inspector to co-ordinate with the DCR during an emergency
- Proper maintenance of departmental equipments such as diesel generators, dumpers, generators, cutters, ladders, ropes, flood lights, shovels, axes, hammers, cable wires, fire equipments, de-dusting equipments etc. that can be used during an emergency. Inspect them once at least every 3 months
- Ensure that the telephone lines at the DCR, shelters, hospitals, police stations and other important places, which can be used during a disaster, are not disrupted
- Prepare a list of public properties related to the telephone department and make arrangements to lessen the damage should a disaster strike
- Ensure that all BSNL offices and establishments are earthquake and fire resistant
- Use earthquake and flood resistant technology in the construction of BSNL towers or setups
- Procure and use fire resistant cables, instruments, switches and network devices
- Assess disaster risks due to any new construction, installation or maintenance of towers or any other set up
- Install alternate sources of energy for the power back up
- Flood proof design for towers and poles located in areas prone to floods or in low lying areas

## On Receiving the Warning

- Contact the DCR as soon as possible
- Ensure that all the staff members remain on duty at their respective offices
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas
- Assign specific duties to all the officers and staff and dispatch them to various sites as required
- Receive instructions from the District Liaison Officer and do the needful
- Ensure availability of resources included in the DMP and establish contacts for the same during an emergency
- Set up a temporary control room for exchange of information in times of an emergency and appoint a nodal officer
- Make provisions for sending alert messages during emergencies (including weather forecasts)
- Provide setup for the web-conferencing or audio conferencing for the district administration

## Post Disaster Activities

- Follow the instructions of the District Liaison Officer
- Perform the duties assigned in relation to search and rescue work
- Deploy all available resources and manpower to manage the disaster effectively
- Review the situation regarding disconnected telephone lines and re-establish the communication network as soon as possible
- Send the DMTs with the necessary equipments for speedy restoration of disrupted telephone lines with priority being given to places that are strategically important
- Make arrangements to obtain external help ( if required )to help manage the disaster
- Prepare a primary survey report of the extent and nature of damage and send the same to the DCR and the administrative head within 6 hours

- Arrange for temporary hotline services or temporary telephone connections at the DCR, hospitals, shelters, jails, police stations, airport, railway station, bus depots, army & para-military installations / facilities and other important places
- Provide and maintain the telegraph services
- Immediately undertake emergency repair work
- Prepare an action plan to urgently avail telephone poles, wires and other equipments / tools that are essential to re-establish communications
- Make an action plan to temporarily avail technical personnel, staff and vehicles from nearby districts that have not been affected, in consultation with the district authorities
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## **ANIMAL AND FISHERIES DEPARTMENTS (ALLIED)**

### **Normal Time Activities**

- Details of the officers & staff members of the department along with their contact addresses and telephone numbers to be collected and documented
- Maintain a list of veterinary centers, artificial insemination centers, veterinary dispensaries, veterinary colleges and other related establishments under the administrative control of the department
- List of vehicles, mobile dispensaries and equipments that belong to the department
- Prepare a map showing the location along with relevant statistical data of animal breeding laboratories, animal vaccination centers and animal husbandry training school (if any)
- Details of essential facilities to be provided at sensitive places such as important animal husbandry centers, veterinary college campuses, training centers and similar installations / facilities
- Make a plan for repairs / alternative arrangements in case facilities related to animal husbandry and veterinary services are disrupted
- Artificial Insemination Centers, Treatment Centers and all other facilities need to be earthquake and flood resistant

- Renovate fish ponds and ox-bow lakes
- Arrange to obtain necessary medicines, vaccines and other materials for treatment of animals in the event of a disaster
- Collect details of cattle in each village along with details of safe places for the treatment of animals, milk dairies, private veterinary doctors and related facilities
- Appoint an employee not below the rank of livestock inspector to co-ordinate with the DCR during an emergency
- Maintain equipments available such as stands to keep animals, sharp instruments, insecticides, diesel generators, dumpers, generators, cutters, ladders, ropes, flood lights, shovels, axes, hammers, cable wires, fire equipments, de - dusting equipments etc. that can be used during an emergency. Inspect these regularly and ensure working condition
- Prepare a list of public properties related to the department and make advance plans to minimize damage during a disaster situation

### **On Receiving the Warning**

- Contact the DCR immediately
- Ensure that the officers and staff are on duty at their respective offices
- Assign work to be done by the various officers and staff and send them to various sites as needed
- Receive instructions from the District Liaison Officer and do as directed
- Ensure availability of resources included in the DMP and make necessary arrangements to obtain those during an emergency
- Consult the District Liaison Officer to prevent a probable epidemic outbreak among the cattle and take necessary precautions
- Identify water sources for animals in case of a drought situation
- Ensure adequate supply of fodder and medicines for the animals
- Construct shelters in safe places where animals can be evacuated to should a disaster strike
- Set up a temporary control room for exchange of information and appoint a nodal officer
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas



## **Post Disaster Activities**

- Follow the instructions of the District Liaison Officer
- Carry out duties assigned for search and rescue
- Deploy available resources and manpower to manage the disaster
- Review the situation to restart milk collection activity wherever it was closed for security reasons
- Send DMTs with the necessary equipments for the disposal of cattle carcass in areas where there has been loss of cattle
- Arrange to treat the injured cattle on a priority basis
- Contact the State Director for additional equipments, vehicles, manpower, technical personnel etc. as required to restore normalcy at the earliest time possible
- Ensure that the departmental resources like equipments (medicines, fodder etc), materials, finances etc used for emergency purposes are accounted and recouped as soon as possible
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## **TRANSPORT DEPARTMENT**

### **Normal Time Activities**

- Contact details and addresses of all officers, drivers, conductors, mechanical and supervisory staff to be collected and documented
- List the location of buses and other vehicles owned by the department throughout the district
- Details of fuel arrangements for vehicles for emergency work
- Staff to be adequately trained on Do's and Don'ts to be observed strictly during emergencies as well as details of priorities in case of a disaster
- Make arrangements for additional buses and vehicles for evacuation of people from the affected areas during emergencies / disasters
- List of buildings, vehicles & equipments as well as the names of contractors and the vehicles & equipments used by them
- Prepare a map showing the location of all the fuel stations in the district along with their capacities
- Construct a map showing transport depots, pick up points, control points, garages and important routes with equipments of communication, telephone line, telex lines, megaphone & amplifiers with the relevant data
- List of telephone numbers of DCR, water supplies, hospitals, railway stations, bus depots, strategically important places, Army and Para Military installations / facilities, jails, police stations and other sensitive places, major industrial units, and other communication channels which can be used during an emergency / calamity, needs to be maintained
- Prepare an emergency plan for the safety of staff, vehicles, drivers, conductors etc.
- Prepare an action plan regarding repairs / alternative arrangements in case of disruption of transport services during a disaster
- Make a map showing alternative transport network of roads
- Inspect all transport depots, pick up points, control points, garages and important routes regularly and rectify any damages that may be found
- Plan for restoration of goods transportation in case buses and parcel vans get damaged in the event of a disaster
- Prepare an action plan to procure temporary buses and vehicles, technical personnel from nearby unaffected districts
- Regular maintenance of all available equipments such as cranes, diesel generators, earth movers, de-dusting pumps, cutters, ladders, ropes, flood lights, shovels, axes, hammers, etc.

which can be used during an emergency. Ensure that these equipments are in perfect working condition so that they can be immediately deployed when the need arises

- Take due care to see to it that the transportation facilities at shelters and emergency hospitals are not disrupted during calamities
- Prepare a list of public properties related to the transport department and make advance plans to minimize damage during a disaster situation

### **On Receiving the Warning**

- Set up a temporary special control room and information center at the main bus station / depot
- Contact the DCR immediately
- Ensure that staff are on duty at the respective offices
- Assign transport related work to be done by the various officers and staff and send them to their sites
- Receive instructions from the District Liaison Officer and do the needful
- Ensure that passenger buses are not allowed to move out of the depots when there are warnings of flood or cyclone warnings. Take measures for the safety of stranded passengers
- Make sure that the transport department specific resources included in the DMP are made available during an emergency
- Consult the District Liaison Officer regarding closure of transportation in damage prone areas
- Set up a temporary control room for the dissemination of information relating to emergency work and appoint a nodal officer
- Make sufficient number of buses and other vehicles available to the district administration to evacuate people to safer places
- Assist the administration in sending warning messages to remote areas through the drivers / conductors
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas

## Post Disaster Activities

- Follow the instructions of the District Liaison Officer
- Carry out duties assigned for search and rescue
- Deploy available resources and manpower to manage the disaster
- Review the situation relating to movement of buses. If required, temporarily suspend services and re start as soon as the conditions are suitable
- Send DMTs with the necessary equipments to help re start disrupted transportation
- Prepare a primary survey report on the magnitude and extent of damage to the assets belonging to the transport department and share the same with the DCR and the administrative head as soon as possible
- Make temporary transport arrangements for control rooms, hospitals, shelters and other strategically important places
- Immediately undertake needed repairs at the bus stations, fuel stations, pick up / control points and garages
- Collect the details of damaged roads. Get them repaired in co-ordination with the competent authorities and restore bus services at the earliest time possible
- Ensure availability of sufficient funds for repair and retrofitting of vehicles, motors etc. after proper assessment of the damage
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## FOREST DEPARTMENT

### Normal Time Activities

- Contact details and addresses of all officers, staff including rangers to be collected and documented
- Maps showing the details of forest areas in the district along with relevant statistical data
- Data of approach roads under the forest department including bridges, causeways, railway crossings etc and their condition
- Regularly inspect damage prone roads, bridges, check dams and causeways under the forest department
- Regular maintenance of all available equipments such as cranes, diesel generators, earth movers, de-dusting pumps, cutters, ladders, ropes, flood lights, shovels, axes, hammers, insecticide pumps etc. which can be used during an emergency. Ensure that these equipments are in perfect working condition so that they can be immediately deployed when the need arises
- Take care of public shelters and other places to be used for evacuation with primary facilities like water
- Prepare a list of public properties related to the forest department and make advance plans to minimize damage during a disaster situation

### **On Receiving the Warning**

- Contact the DCR immediately
- Ensure that staff are on duty at the respective offices
- Assign work to be done by the various officers and staff and send them to their sites
- Receive instructions from the District Liaison Officer and do the needful
- Arrange for wireless sets, telephones, forest guards and other manpower in advance to disseminate information about the disaster especially in the damage prone and remote areas
- Make advance arrangements for fuel wood and bamboos for use in pre-identified priority areas
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas

### **Post Disaster Activities**

- Follow the instructions of the District Liaison Officer
- Carry out duties assigned for search and rescue
- Deploy available resources and manpower to manage the disaster
- Prepare a survey report of the extent and magnitude of damage in the affected areas
- Take actions to provide electricity, water and latrine facilities in the temporary shelters constructed in the forest areas
- Send task forces with vehicles, tree cutters, ropes, flood lights and generators in case of closure of roads due to felling of trees
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and bounce back better
- Incorporate lessons learnt into future planning and preparedness actions

## **PREPAREDNESS CHECKLISTS FOR VARIOUS DEPARTMENTS**

### **DISTRICT ADMINISTRATION / DEPUTY COMMISSIONER**

- Preparation of the DDMP with the assistance of the DDMA
- Setting up of the District Control Room (DCR) / Emergency Operations Centre (EOC)
- Under the DDMP, district level agencies would be responsible for directing field interventions through various agencies right from the stage of warning to relief and rehabilitation
- At the disaster site, specific tasks to manage the disaster will be performed
- Deputy Commissioner will be an integral part of the DCR
- Deputy Commissioner will be assisted by the Incident Command Post (ICP)
- ICP will be headed by a Site Manager
- The Site Manager will co-ordinate the activities at various camp sites and affected areas under its operational jurisdiction
- The ICPs will report to the DCR / EOC
- The Deputy Commissioner will co-ordinate all the field responses which include setting up of Transit Camps and Relief Camps

### **POLICE DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken
- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- Adequate warning mechanisms established for evacuation
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **HEALTH DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken
- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- A hospital plan for the facilities, equipment and staff of that particular hospital has been developed
- Hospital staff is aware of which hospital rooms / buildings are damage-proof
- All the staff of the hospital has been informed about the possible disasters in the district, likely damages and effects, and information about ways to protect life, equipment and property
- An area within the hospital has been identified for receiving a large number of casualties
- Emergency admission procedures with adequate record keeping developed
- Field staff oriented about DDMP, standards of services, and procedures for tagging
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **POWER DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken
- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **WATER RESOURCES DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken
- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- Adequate warning mechanisms for informing people to store an emergency supply of water have been developed
- Procedures established for the emergency distribution of water if existing supply is disrupted
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **IRRIGATION DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken



- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- Flood monitoring mechanisms can be activated in all flood prone areas just before monsoon sets in
- All staff is well aware of the precautions to be taken to protect their lives and personal property
- Each technical assistant has instructions and knows operating procedures for disaster conditions
- Methods of monitoring and impounding the levels in the tanks / canals evolved
- Mechanisms evolved for forewarning settlements in the downstream / low lying areas & evacuation if needed, in co - ordination with other authorities
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **BHARAT SANCHAR NIGAM LIMITED (BSNL)**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken
- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **PUBLIC WORKS DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken

- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- All officers are familiar with pre-disaster precautions and post-disaster procedures for road clearing and for defining safe evacuation routes where necessary
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **AGRICULTURE DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken
- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- Information provided to all concerned officers about the disasters, likely damages to crops and plantations, and information about ways to protect the same
- The NGOs and the other relief organizations are informed about the resources of the department
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **ANIMAL AND FISHERIES DEPARTMENTS (ALLIED)**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken

- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- All the staff of the veterinary hospitals and centers have been informed about the possible disasters, likely damages and effects, and information about the ways to protect life, equipment and property
- An area of the hospital has been identified for receiving a large number of affected livestock
- Emergency admission procedures with adequate record keeping developed
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **TRANSPORT DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken
- Special skills required during emergency operations imparted to the officials and the staff
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- All officers are familiar with pre-disaster precautions and post-disaster procedures for road clearing and for defining safe evacuation routes where necessary
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

### **FOREST DEPARTMENT**

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined
- Orientation and training for disaster response plan and procedures undertaken
- Special skills required during emergency operations imparted to the officials and the staff

- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment & the post-disaster procedures to be followed
- All officers are familiar with pre-disaster precautions and post-disaster procedures for road clearing and for defining safe evacuation routes where necessary
- An Officer has been designated as Nodal Officer for Disaster Management
- Sources of materials required for response operations have been identified

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# 9

## MONITORING, EVALUATION & FUNDS

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The existence of a disaster-preparedness plan plays a vital role during disasters. The officials then have at their hand, a complete set of instructions which they can follow and also issue directions to their subordinates and the affected people. This has the effect of not only speeding up the rescue and relief operations, but also boosting the morale of affected people.

Disaster plan is also useful at pre-disaster stage, when warnings could be issued. It also proves as a guide to officials at a critical time and precious time is saved which might otherwise be lost in consultations with senior officers and getting formal approval from the authorities.

Keeping all these points in mind the DDMP (District Disaster Management Plan) must be evaluated and updated by the district administration in normal time.

### **Plan Evaluation**

The purpose of evaluation of the DDMP is to determine

- Adequacy of resources
- Co-ordination between various agencies
- Community participation
- Partnership with NGOs

The plan will be updated when shortcomings are observed in

- Organizational structures
- Technological changes render information obsolete
- Response mechanism following reports on drills or exercises
- Assignments of state agencies

Individuals and agencies assigned specific responsibilities within this Plan will prepare appropriate supporting plans and related standard operating procedures, periodically review and update alerting procedures and resource listings, and maintain an acceptable level of preparedness.

### **Plan Update**

The DDMP is a “living document” and the Deputy Commissioner along with all the line departments will update it every year taking into consideration

- The resource requirements
- Update of human resources
- Technology to be used

### **Co-ordination issues**

An annual conference for DDMP update will be organized by the Deputy Commissioner. All concerned departments and agencies would participate and give recommendations on specific issues. The new plan is handy and precise. It is so designed that it will definitely help the officials to take quick actions during the disaster.

### **Budget and other financial allocations**

(According to ACT No. 53 of 2005 – the Disaster Management Act, 2005, Chapter IX, Finance, Account and Audit)

### **48 - Establishment of funds by the State Government**

The State Government shall immediately after notifications issued for constituting the State Authority and the District Authorities, establish for the purposes of this Act the following funds, namely:

- a) The fund to be called the District Disaster Response Fund;
- b) The fund to be called the District Disaster Mitigation Fund;

### **50 - Emergency procurement and accounting**

Where by reason of any threatening disaster situation or disaster, the National Authority or the District Authority is satisfied that immediate procurement of provisions or materials or the immediate application of resources are necessary for rescue or relief:

a) It may authorize the concerned department or authority to make the emergency procurement and in such case, the standard procedure requiring inviting of tenders shall be deemed to be waived;

b) A certificate about utilization of provisions or materials by the controlling officer authorized by the National Authority, State Authority or District Authority, as the case may be, shall be deemed to be a valid document or voucher for the purpose of accounting of emergency, procurement of such provisions or materials.

### **Linking with Developmental Plans**

Disaster management is no more confined to just the revenue department. It is a subject matter that concerns all the departments and agencies operational in the district. The following activities have been considered for mainstreaming it into development related activities:

- Disaster Management has been included in school curriculum of the Central Board for Secondary Education (CBSE) / Nagaland Board of Secondary Education (NBSE)
- Disaster Management is also made compulsory for NSS / NCC students at the college level. So that trained volunteers would be readily available during disasters
- Various Disaster Management courses have been offered in different institutions, colleges and universities taking its significance into account
- In construction work, civil engineers have to follow the Bureau of Indian Standards (BIS) to construct structures that are resistant to earthquakes and other hazards
- Special budget at district, block and village levels should be allocated for training of various teams for disaster management, purchasing of equipments to save the life and property of people, organizing mock drills to create awareness among the people, updating the disaster management plans and any other activity that may seem desirable from a disaster management standpoint

- Government officials and staff are also trained to manage disasters, so that the skills they acquire would come in handy when disaster strikes and rescue & relief have to be organized
- Earthquake resistant principles may be followed for construction of structures under Indira Awas Yojana. All buildings / structures may also be insured with banks and other private firms
- The plan should be adopted at the district, block and village (council) level to reduce the risk and vulnerability associated with various activities
- Fund allocation should be made at multiple levels to carry out the following DRM activities:-
  - ✓ To train Search and Rescue & First Aid groups
  - ✓ To create awareness among people
  - ✓ To procure search and rescue materials / equipments / gears
  - ✓ To evacuate and set up temporary shelter for disaster victims



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# 10

## CHECKLIST: DO'S & DONT'S

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### 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
- Development of simple methods for upgrading the seismic resistance of traditional non - engineering construction and their dissemination to the 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

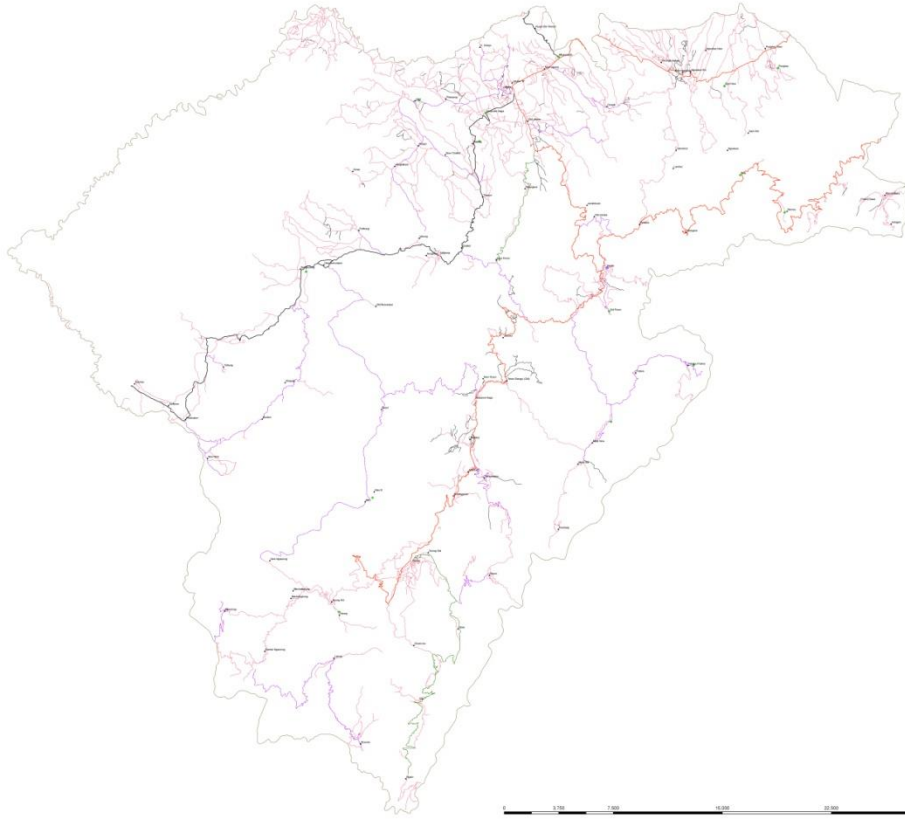
## **Annexure I**

# **PEREN DISTRICT MAPS \***

**\*References: District Human Development Report Peren, 2013**



# PEREN DISTRICT: ROAD, HEALTH & SETTLEMENT MAP



## Legend

### Health

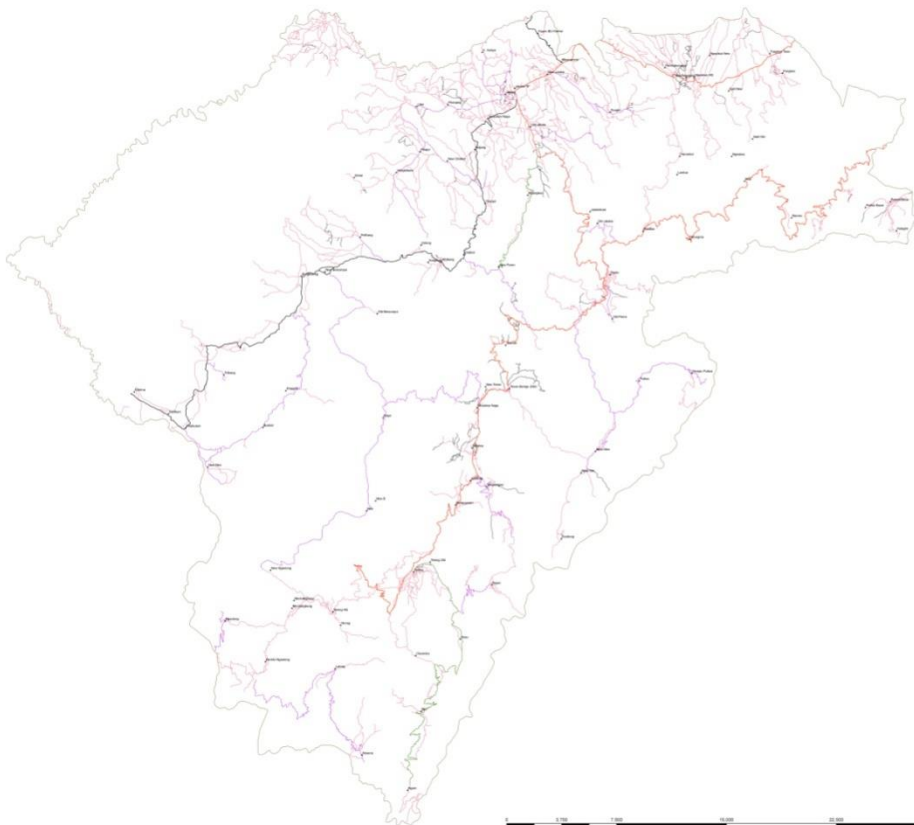
- CHC
- District Hospital
- PHC
- Sub Health Centre
- Settlement

### Road

- Footpath
- MDR
- ODR
- Other Roads
- State Highway
- Village Roads
- District Boundary

Prepared by:  
Nagaland Science & Technology Council,  
Kohima

# PEREN DISTRICT:ROAD & SETTLEMENT MAP



## Legend

### Health

- CHC
- District Hospital
- PHC
- ◆ Sub Health Centre
- Settlement

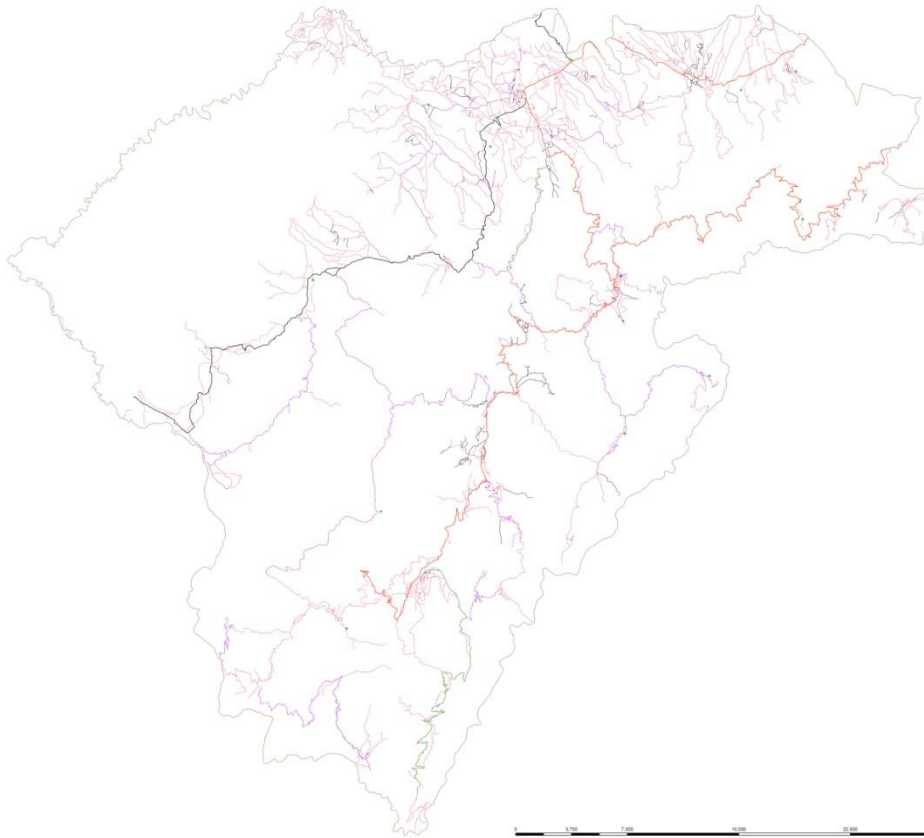
### Road

- Footpath
- MDR
- ODR
- Other Roads
- State Highway
- Village Roads
- District Boundary

Prepared by:  
Nagaland Science & Technology Council,  
Kohima



# PEREN DISTRICT:ROAD & HEALTH MAP



## Legend

### Health

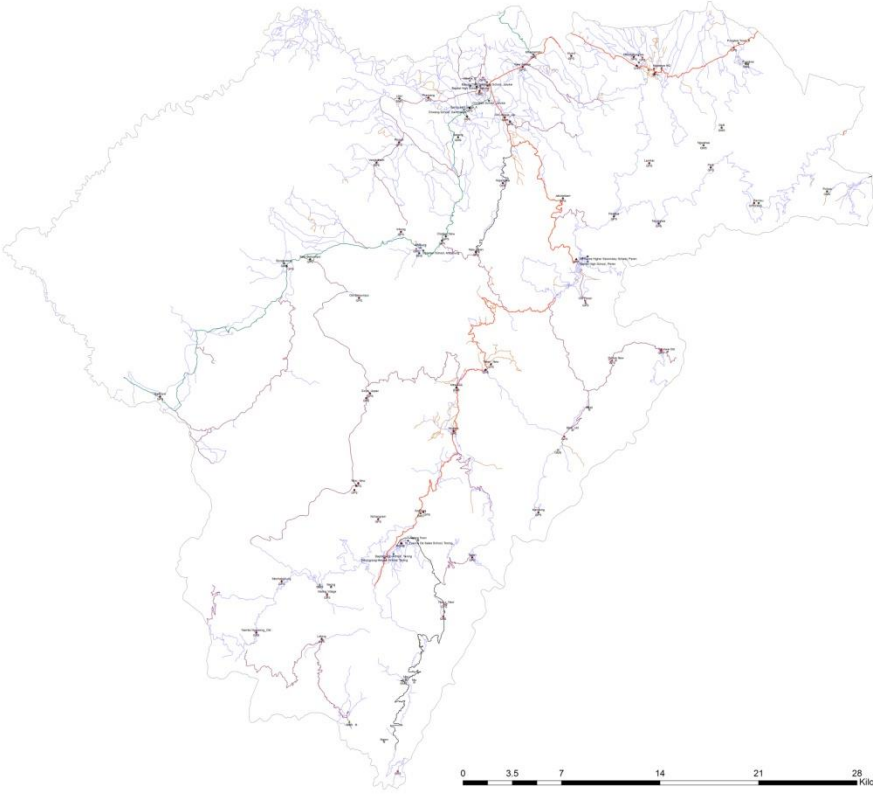
- CHC
- District Hospital
- PHC
- ◆ Sub Health Centre
- Settlement

### Road

- Footpath
- MDR
- ODR
- Other Roads
- State Highway
- Village Roads
- District Boundary

Prepared by:  
Nagaland Science & Technology Council,  
Kohima

# SCHOOLS : PEREN



Prepared by:  
NASTEC, Kohima

## Legend

### School

- ★ GHHS
- ▲ GHS
- ▲ GMS
- ▲ GPS

### Road

- Footpath
- MDR
- ODR
- Other Roads
- State Highway
- Village Roads
- Peren\_Bnd

## **Annexure II**

# **FIRST AID TEAM FOR PEREN DISTRICT DISASTER MANAGEMENT**

## The Team

1. Indian Red Cross Society
2. Bharat Scouts & Guides
3. Participation of all Officers & Staff of Medical Units in Peren District is mandatory
4. The staff of all medical units in Peren should know the basics of First Aid
5. The following are in charge of emergency arrangements of medicine -
  - (a) Medical Superintendent, Peren
  - (b) Store Keeper, Medical Dept.
  - (c) Two Representatives, Office of the Medical Superintendent

The team will work out the medicine requirements and manage calamities

6. Driver, Medical Dept. will be responsible for keeping the ambulances and drivers on alert 24 X 7.

All Officers & Staff shall acquaint themselves with the channels of **RED ALERT**

- **RED RIBBON** - for immediate treatment in the Operation Theater
- **YELLOW RIBBON** - for patients to be shifted to the ward
- **GREEN RIBBON** - for observation & then discharge
- **BLACK RIBBON** - for deaths

Medical Officer (Office of the Medical Superintendent, Peren) will be at the site of unclaimed dead bodies.

## Medical Team

- Chief Medical Officer - Team Leader
- Medical Superintendent - Member
- Assistant Medical Superintendent - Member
- Deputy Chief Medical Officer - Member

## Manpower Distribution

1. Public Relations

- (a) Chief Medical Officer
- (b) Indian Red Cross Society
- (c) Bharat Scouts & Guides

2. Spot of incidence

3. Emergency Room

Surgeons, Orthopedic Surgeons, Medical Specialists, Gynecology Specialists, ENT Specialists & Eye Specialists

4. Operation Theater - Anesthetists & O. T. Sisters

5. Ultra Sound -

6. Blood Bank -

7. Transportation of patients to the ward

8. Mob Control

- (a) Indian Red Cross Society
- (b) Bharat Scouts & Guides

9. Overall co-ordination with different departments

Chief Medical Officer, Medical Superintendent, Deputy Chief Medical Officer, DHD

10. Co-ordination with different hospitals

Chief Medical Officer

11. Pharmacist -

## Places of Treatment

1. District Hospital, Peren
2. CHC, Jalukie
3. Aine Nursing Home, Jalukie
4. Rural Medical Centre, Jalukie

## Contacts in times of emergency

Sl no	Name	Designation	Contact Number
1	Dr. Denis Hangsing	Chief Medical Officer	9862259172
2	Dr. Temjensungla	MS, DH Pere	9436437809
3	Dr. Tiala Longkumer	Dy. CMO	9436004981
4	Dr. D.A. Newmai	SMO CHC Jalukie	9436012398
5	Dr. Chamzai	MO Tening PHC	9862889257
6	Dr. Petekulie	MO Mbaulwa PHC	9436604509
7	Dr. Martha	MO Dungki PHC	9402204492
8	Dr. Anungla	MO poilwa PHC	9436607224
9	Dr. Thangmang Thomsong	MO Ahthibung PHC	9436430912
10	Dr. Imnuksungba	Epidemiologist IDSP	9436017437
11	Dr.Limatula	DPO-NVBDCP	9436004033
12	Dr. Yartenla	DPO-RNTCP	9436012432
13	Ambulance	MS- District Hospital, SMO-CHC Jalukie, MO Tening PHC & MO Ahthibung PHC	



## **Annexure III**

# **SOP FOR NAGALAND STATE DISASTER RESPONSE FORCE (NSDRF)**

## **Nagaland State Disaster Response Force (NSDRF)**

For the purpose of specialized response to disasters / emergencies both natural and manmade, NSDRF has been constituted comprising of 5 Companies drawn from the existing 5 battalion India Reserve Battalions (IRBs) (9th, 10th, 11th, 12th, and 14th IRBs). Each NSDRF company has 5 Specialized Search & Rescue Teams and dog squad.

The general direction and control of NSDRF is vested with NSDMA while the command and supervision of the Force is vested in Commanding Officer (Ops. NSDMA) appointed by the Government of Nagaland.

### **Role of NSDRF during a Disaster / Emergency**

Nagaland State Disaster Response Force (NSDRF) will be responsible for responding to Emergency and Disaster. During Disaster and Emergency, NSDRF will carry out the following tasks:

<b>Emergency Response</b>	<b>Functions</b>	<b>Supporting Agencies</b>
<ul style="list-style-type: none"><li>➤ During an Emergency / Disaster NSDRF will respond within 15 minutes of receiving the information</li><li>➤ Response Team will be dispatched in 15 minutes on receiving the information</li><li>➤ NSDRF will be in ready mode with equipments and adequate manpower / teams</li></ul>	<ul style="list-style-type: none"><li>• Search &amp; Rescue</li><li>• Evacuation</li><li>• Removal of Debris</li></ul>	Home Guards & Civil Defense, Police and Fire & Emergency Services and Community First Responders / NGOs / Civil Societies

## **Role of NSDRF during Normal Times**

- Nagaland State Disaster Response Force (NSDRF) will be responsible for carrying out community awareness programs on disaster response
- NSDRF will assist NSDMA in conducting Mock drills at the State and District Levels
- NSDRF will maintain the equipments with periodic use to keep the equipments in working condition as part of preparedness for response to Disaster
- On a regular basis, NSDRF will practice disaster response methods and know-how as part of the regular drill. Periodically, NSDRF will be given a refresher course to upgrade their skills on disaster response methods and know-how as per the provision of the NSDMA

## **Requisitioning of NSDRF Teams**

Each NSDRF Team has been assigned respective areas of responsibility in terms of Districts. The NSDRF Teams can be requisitioned by the State Government / District Administration directly in case of rapid onset of disasters where early warning / alerts is not available and through the Commanding Officer (Ops. NSDMA) in cases where sufficient lead time is available. The State Government / District Administration will maintain close liaison with the NSDRF Commanding Officer and the NSDRF Commandant earmarked to the respective districts for rapid deployment in case of threatening disaster situation / disasters.

## **Training and Equipping of NSDRF**

Training and equipping of Search & Rescue Teams of SDRFs shall be undertaken by the State Government in consultation with the NDMA and MHA. Each Search & Rescue (SAR) Team will be trained for search, rescue and evacuation in collapsed structure and medical first response. Some units of select SAR Teams will also be trained and equipped for deep-water rescue, slithering and industrial accidents. The Teams will also have dog squads and

appropriate measures will be taken for procurement and training of dogs and dogs handlers.

Each of the SAR Teams will operate on a self-sustaining basis. The organizational structure, qualification requirements of personnel and lists of equipments for SAR Teams shall be similar to NDRF Teams.

Besides the SAR Teams, the Police / Armed Police / Forest Protection Force will also be imparted general training in search and rescue at the time of induction and as part of refresher training. This will cover gazette officers, subordinate officers and other ranks.

Central Training Institute of Home Guards & Civil Defense at Toluvi has been selected as the training institute for NSDRF.

## **Annexure IV**

# **EMERGENCY OPERATIONS CENTRE (EOC) / DISTRICT CONTROL ROOM (DCR)**




**Set-up of EOCs**

The EOC would be located both at the State and all district HQs. The organizational set-up of EOC is directly related to the role of EOCs. EOCs have both normal and emergency time activities / roles. During normal time, the EOC would be run and manned by the staff of the Secretariat responsible for disaster management. During emergencies and special occasions, the EOCs would be expanded to include branch arrangement by temporarily deputing officers from ESF departments. Their deployment would remain co-terminus with the disaster management phase i.e. till the emergency phase is not declared over by the Responsible Officer (DC at the district level).

### **Role of Emergency Operation Centre**

EOC plays a vital role in the Emergency Operation activation. It coordinates the flow of information with respect to activities associated with relief operations. During normal times, it maintains a systematic database of the resources available, important phone numbers, names and addresses of important government and non-government officials, international bodies, NGOs. During crisis, it is expected to function as a center for decision-making and help flow of information horizontally and vertically to the respective departments for smooth relief operations.

The function of the control room is not only to control disaster but also to look after rehabilitation and mitigation. No one knows when a disaster will strike, so it's better to be prepared beforehand to reduce the loss of life. We can summarize the function of control room in three simple phases:

-  Preparation
-  Prevention
-  Mitigation

Emergency Operation Center monitors different disaster mitigation programmes and co-

ordinates with different organizations. It also conducts evaluation of the programmes and immediately takes up necessary measures. Besides, the EOCs may act as control rooms for various other purposes such as law and order problems, elections, VIP movements and other activities requiring coordination.

### **What would an Emergency Operation Centre (EOC) do?**

Broadly speaking the EOCs would have the following roles:

- Collecting information about vulnerable areas
- Sharing data related to disasters and vulnerable pockets with all the line departments and other organizations & stakeholders
- Survey of disaster prone areas
- Coordination for preparation, mitigation and response with all the concerned parties
- Receive & process disaster alerts and warnings from nodal agencies and other sources and communicate the same to all designated authorities and stakeholders
- Monitor emergency operations
- Facilitate coordination among primary and secondary ESF Departments/Agencies
- Requisitioning additional resources during the disaster phase
- Consolidate, analyze and disseminate data relating to damage, loss and needs assessment
- Information gathering and record keeping on disaster events
- Early warning dissemination

### **Role of EOC in Normal Time**

During normal times, EOCs are envisaged to be run and manned by the existing staff of the NSDMA Ops Unit at the state level / disaster management cell at the district level. The existing staff would, however, need to be oriented and trained in handling and manning the EOCs. Training would have to be imparted to the staff in specialized institutions such as NIDM / National Civil Defense College, Nagpur which offer such courses. During normal times, the EOC can function co-terminus with the official timings of the office concerned. However, the official on duty during off hours and on holidays would receive calls in the District Emergency Operations Centre (DEOC).

### **Normal Time Activities of EOC**

The normal time activities of the EOC will be to ensure that:

- DDMP is operationalized
- Standard Operating Procedures for various departments are operationalized
- Emergency Support Functions (ESFs) are finalized and operationalized
- SDRF is operationalized
- Encourage preparation of area-specific plans for those areas prone to specific disasters
- Receive and compile reports on preparedness from and submit a quarterly report to the Responsible Officer i.e. Chief Secretary at the State Level and Deputy Commissioner at the District Level
- Identify and interact with central laboratories, research institutions within and outside the State for ongoing collaborations to evolve mitigation strategies
- Serve as a data bank to all line departments and the planning department with respect to risks and vulnerabilities and ensure that due consideration is given to mitigation strategies in the planning process



- Convey policy guidelines and changes if any in the legal and official procedures, eligibility criteria with respect to relief and compensation
- Identification of agencies and institutions for locating inventory items for specialized services
- EOC will also ensure the availability of the inventory items as and when required
- Monitor preparedness measures undertaken at all levels including simulation exercises undertaken by various departments
- Organize post-disaster evaluation and get updated DMPs accordingly
- Prepare an actions-taken report for Responsible Officer on quarterly basis
- Receive reports and documents on disaster events and submit the same to Responsible Officer
- Ensure warning and communication systems and instruments are in working condition and inform the control room about the changes if any in legal and official procedures with respect to loss of life, injuries, livestock, crop, houses, to be adopted (death certificates, identification procedures, etc.)

### **Role of EOC during Emergencies / Disasters**

- During disasters, the DEOC would be expanded temporarily and Branch arrangements would be activated only on the occurrence of a major disaster. It would provide for division of tasks, information gathering and record keeping and accountability of the Branch officer to the Responsible Officer for specific functions. Each Branch should have a Branch Officer of the rank of Deputy Secretary or Joint Secretary at the State Level and Head of Office of the concerned department at the District level assigned
- The Branch / Nodal Officers for Operations, Services, Logistics, Communication and Information Management, Resource Branches will be from the Home Department / Revenue Department / Rural Development / Department of Information and Public Relations / Transport Department and Social Welfare
- For Health Branch, the officer will be from the Health and Family Welfare Department

- For Infrastructure Branch, the officer will be from the Public Works Department
- All Branch/Nodal Officers will work under the overall supervision and administrative control of the Responsible Officer. All the decisions taken in the EOC during emergency have to be approved by the Responsible Officer (DC at the district level)
- During emergencies and special occasions the EOCs would be manned round the clock

### **Role of EOC on occurrence of Disasters**

The EOC will function to its fullest capacity on the occurrence of a disaster. On the receipt of warning or alert from any such agency which is competent to issue such a warning, or on the basis of reports from Deputy Commissioner of the occurrence of a disaster, all community preparedness measures including counter-disaster measures will be put into operation. The Deputy Commissioner will assume the role of the Chief of Operations for Disaster Management at the district level. The occurrence of Level 1 and Level 2 disaster will be communicated to the following by means of telephone and subsequently fax:

- ✚ The Governor
- ✚ The Chief Minister
- ✚ All NSDMA Members
- ✚ The MPs and MLAs from affected areas
- ✚ The Joint Secretary, NDMA, Ministry of Home Affairs, Government of India

### **Desk Management**

In the Emergency Operation Center, all the major activities will be distributed among different government officials of different department responsible for ESFs in order to ensure accountability, proper information flow, assimilation and record keeping. This will also help in easy coordination and reporting to the Responsible Officer.

## **Duties and Responsibilities of Desks**

The EOC would activate the ESFs in the event of disaster and the desk systems would ensure the performance of various ESFs as per the need and requirement of the emergency through the nodal officers appointed to perform the ESFs by the respective departments. Suggestive list of duties which can be assigned to different desks is enumerated below.

### **Operations Desk**

To be manned by the Revenue Department. The officers managing this desk will be responsible for:

- ✓ Ensuring adequate supplies of food and water
- ✓ Monitoring rescue and evacuation operations
- ✓ Monitoring salvage operations
- ✓ Monitoring disposal of dead / carcasses
- ✓ Transportation for medical aid to needy
- ✓ Proper function of transits and feeding centers
- ✓ Co-coordinating with NGO's, Civil Society members and other volunteers
- ✓ Dissemination of information
- ✓ Maintenance of records in the Emergency Operation Center
- ✓ Requisition of accommodation, transport and other necessary equipments for relief groups
- ✓ Providing badges and stickers for volunteers and vehicles &
- ✓ Regular updates to the Disaster Managers at various levels

### **Communication and Information Desk**

The Desk would be handled by the Information & Public Relations Department. The officers of this desk will be responsible for:

- ✓ Monitoring the weather reports and sharing the information
- ✓ Keeping the Contingency plans along with all necessary maps in hand
- ✓ Maintenance of important telephone numbers, database on available resources, list of key persons
- ✓ Send and receive message in their respective records &
- ✓ Maintain information of damage, materials sent and ongoing activities for immediate sharing with District Emergency Operation Center

### **Logistics Desk**

Logistics Desk would be jointly manned by the Transport and PWD Departments. The officers of the logistics desk will:

- ✓ Assess the need in terms of manpower and resources and ensure regular supply
- ✓ Ensure proper storage and transport facilities for relief materials
- ✓ Maintain adequate supply of necessary transport and equipment
- ✓ Coordinate with private transport associations and boat association for emergency requirement &
- ✓ Organize transportation for rescue party, evacuated people, medical teams and injured or sick people

### **Health Desk**

The desk would be handled by the Health Department. The officers in the health desk are responsible to ensure:

- ✓ Organize treatment of injured and sick & take care of disposal of carcasses
- ✓ Preventive medical and anti-epidemic measures are taken
- ✓ Maintain record of all activities
- ✓ Assess and ensure setting up medical relief camps
- ✓ Maintain adequate supply of medicines, equipment and personnel &
- ✓ Monitor maintenance of health measures in all camps and provision of safe drinking water

### **Service Desk**

The responsibility to man the desk will rest with the Revenue Department. The Service desk will be responsible for the following:

- ✓ Assessing the relief, search and rescue and cash compensation requirements
- ✓ Organize and co-ordinate setting up of transit, relief and cattle camps
- ✓ Ensure adequate supplies to these camps
- ✓ Maintain law and order
- ✓ Coordinate identified NGO activities to ensure community participation
- ✓ Reporting the procurement and disbursement of relief material received from all sources
- ✓ Organize and clear debris and temporary repair of communication facilities, power supply and water supply &
- ✓ Construction of temporary shelters and conversion of un damaged school buildings into temporary shelters as well
- ✓ Provision of medical facilities to the needy

## **Resource Desk**

Resource Desk would also be manned by the Revenue Department. The officers working in this desk will be responsible for:

- ✓ Maintenance of cash and disbursements receipts, issue of relief materials, personnel T.A & D.A. of relief duty staff, daily wages, cash and credit vouchers, compensation paid and other relevant details
- ✓ Issuing of all cash and material receipts
- ✓ Reimbursement of all expenses approved

## **Communication Network of EOCs**

Under the National Communication Plan being implemented by the Government of India, the EOCs at all the three levels (centre, state and district) shall have a fail proof communication network with triple redundancy of NICNET of NIC, POLNET of Police and SPACENET of ISRO in addition to the terrestrial and satellite based communication to ensure voice, data and video transfer.

Under the network, the EOCs/Control Rooms of all the States will be directly connected with the NEOC (National Emergency Operations Centre)/Control Room of MHA at the National level. The district EOCs/Control Rooms will be connected with the respective State EOC/Control Room. All these control rooms will function on 24x7 basis and will be functional round the year.

## **Equipment for Emergency Operation Centre**

## Communication Equipment

Equipment	Basic Requirement
Network <ul style="list-style-type: none"> <li>➤ NICNET (NIC Network)</li> <li>➤ POLNET (Police Network)</li> <li>➤ SPACENET (ISRO)</li> </ul>	
Telephones <ul style="list-style-type: none"> <li>➤ PSTN</li> <li>➤ Internal</li> <li>➤ VOIP</li> </ul>	2 8 2
Mobile phones	4
Satellite phones <ul style="list-style-type: none"> <li>➤ INMARSAT Mini M or Global Mobile (Iridium / Thuraya)</li> </ul>	2
Phone units connected to State Wide Area Network (SWAN)	4
FAX Machine	1
VSAT	1
Wireless / Very High Frequency (VHF) Central Unit / Switch	1
Handsets (Walkie Talkies)	4
Television Sets	2
High Frequency (HF) Ham Radio Sets	1
Marine Warning Radio	1
Video Conference Unit (to be compatible with NIC Video Conferencing Network)	1

Inverter for power backup	1
Portable Diesel / Petrol / Kerosene Oil Generator Set (Min. 15 kVA rating)	1

### Computer & Peripherals

Equipment	Basic Requirement
Desktop Computers with UPS	5
Printer, Scanner, Fax (Multi functional printer)	1
Camera (Digital SLR / Compact)	1
GPS Unite (Handheld)	2
Projector / LCD Panel / Projector Screen	1

### Software

Software	Basic Requirement (Licenses)
GIS (Geographic Information System) Software (Arc View)	1
Design Software (Adobe Photoshop, Corel Draw, 3D Max)	1

### Other Office Peripherals

Equipment	Basic Requirement
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Necessary Office Stationery	
Min - Max Thermometer	1
Carbon Dioxide Fire Extinguisher	4
White Board ( 3 ft * 4 ft )	1
Soft boards for display of Maps & Charts ( 8 ft * 20 ft, 6 ft * 6 ft, 8 ft * 10 ft)	2
Wooden Cabinet ( 2 ft * 1.5 ft ) with drawers / Steel Almirah	
Emergency Lighting Facilities <ul style="list-style-type: none"> <li>➤ Search Lights</li> <li>➤ Torches</li> <li>➤ LED Flash Lights</li> <li>➤ Chemical Light Sticks</li> <li>➤ Emergency Lightings</li> </ul>	

**Performa for 'IN' Message Register**

Sl. No	Date Time of receipt	In Message Sl.No.	Received from	Address to	Message transferred to	Copies to	Mode (WL/ Tel/Message) of receipt	Instruction / follow up to be done

**Performa for 'OUT' Message Register**

Sl.No.	Date Time of receipt	Out Message Sl.No.	Related in Message No. If any	Address from	Address to	Copies to	Mode (WL/ Tel/Message) of receipt	Instruction / follow up to be done

## **Annexure V**

# **COMMUNITY BASED DISASTER MANAGEMENT (CBDM)**

## Introduction

It has been felt that a top-down approach to disaster management fails to concentrate on the specific local needs of vulnerable communities, as it does not take into account the potential of local resources and capacities. Though the approach of motivating individuals to understand disaster risks and taking action against the same has always existed, streamlining it in the process of Community Based Disaster Management (CBDM) has been very recent. The evolution of community based processes can be traced back to the Great Hanshin Awaji Earthquake of 1995. In the wake of this tragedy, the Hyogo Framework for Action was adopted in 2005. It promotes CBDM as one of the key lessons learnt from past disasters. Since then, the vitality of the community in the disaster management processes has been realized at various national and international forums like Delhi Declaration on Disaster Risk Reduction and the Third Asian Ministerial Meeting on Disaster Risk Reduction.

As the community is the first respondent in any emergency situation, there is a need to build the capacity of communities. By enhancing their skills and traditional coping mechanisms, the losses from disasters can be minimized. It is important to raise awareness in the community about the various hazards faced by people, and to encourage the community to assume a sense of responsibility to protect itself and to support public and institutional efforts geared towards disaster preparedness, management and mitigation. It is essential to help the community to take a lead in the disaster management process.

The planning and coordination of the disaster management process can be more effective if there is active involvement of the Government agencies as well as local NGOs. The district administration, in particular, plays a vital role as it acts as a critical link between communities and the state. With the adoption of the National Disaster Management Act, 2005 the Indian

Government has displayed its commitment towards inducing disaster risk reduction into its policies and planning. The policies and programmes intended to develop mechanisms for an integrated approach towards disaster management activities are implemented at the micro level through the District Disaster Management Authority (DDMA). The DDMA is the core body responsible for strengthening the capacities of grass root level officials, the community and other stakeholders.

It is important to impart training to the community and other stakeholders on prevention, mitigation and response processes. These trainings are imparted through district government authorities involving local NGOs in the process. For sustaining the efforts, there is also a need to institutionalize the process by empowering Village Councils (VCs) / Village Development Boards (VDBs) to take measures for prevention, mitigation and response to the disasters. These efforts are sustained through continuous monitoring and evaluation on part of the officials as well as the community.

### **What is a Community?**

A community, in the context of disaster management, can be defined as a group of people that may share one or more things in common, like living in the same environment, similar disaster risk exposure or being affected by the same disaster. An example of a community can be a group of people residing in the catchment area of a river which is affected by floods every year.

### **Why is Community Involvement required?**

The key aspect of community involvement is the sustainability of community level initiatives for disaster reduction. It is important that community is involved in the risk reduction process as they are the best judge for assessing the local constraints and opportunities. It is also important that the information generated is produced at the local level in the language and manner which can be easily understood by the community. Also, the people must be involved in decision making on policies and strategies. External agencies like Non-Government Organizations along with the Government may organize and implement community level programs before and after disasters. However, such efforts are discontinued once the external support ends. In order to sustain risk reduction activities, partnership, participation and empowerment of local communities is essential.

### **What is the role of Community in risk reduction?**

As mentioned, a community is the best informant of their surroundings, opportunities and constraints. These may include knowledge on disaster warning signs, locally safe and vulnerable areas, experience of past disasters as well as traditional wisdom which plays an important role during, after, and before disasters. Hence, the role of community is seen as vital in risk reduction process such as:

- A high level of disaster preparedness amongst community reduces disaster impacts
- An active community helps to save, evacuate and mobilize people to safe shelters or locations, before external aid arrives
- An active and organized community proves to be instrumental in organizing resources required for basic survival like food, clothing and shelter after a disaster

### **What is Community Based Disaster Management?**

The concept of putting the communities at the forefront gave rise to the idea of community based disaster management. CBDM is the process in which community at risk are actively engaged in the identification, analysis, treatment, monitoring and evaluation of disaster risks in order to reduce vulnerabilities and enhance their capacities. Community Based Disaster Management is a community driven, bottom -up approach. Adversely, the top bottom approach lead to greater dissatisfaction amongst the communities as the needs are identified as per the perception of the authorities. Under the CBDM approach, the local community not only becomes part of creating plans and decisions, but also becomes a major player in its implementation and further monitoring. Through CBDM, people's capacity to respond to emergencies is increased by providing them with more access and control over resources and basic social services.

In case of disasters, communities have more to lose because they are the ones who are directly hit by disasters. They are the first ones to become vulnerable to the effects of such hazardous events. At the same time, the communities stand to gain when they can reduce the impact of disaster themselves.

CBDM empowers the community to address the root causes of vulnerabilities by transforming social, economic and political structures.

### **Methodology for CBDM**

The process of CBDM must commence with proper identification and participation of different stakeholders. It is crucial to engage representatives of different stakeholder groups in all decision making processes. A good governance system provides a favorable environment for stakeholders' participation. Hence, the authorities should facilitate networking and coordination within the community.

The ultimate goal of CBDM is to build upon communities' capability to manage disasters themselves. It is not advisable to have preconceived notions of what the community considers as vulnerable conditions. Due recognition must be given to the fact that people know about their locality and history and the "outsiders" might ignore a lot of important information. The participatory approach provides opportunity for a local community to evaluate their own situation based on their experiences. Local communities should be made to engage themselves in all aspects of disaster management. People must be involved in all phases of CBDM process to encourage responsibility and accountability over the intervention.

Risk assessment should be conducted incorporating people's perception of local vulnerabilities and capacities. Strategies must be developed that would ensure that voices of those who are most vulnerable, like women, the disabled etc, are heard and given importance. Although the community should be given a greater role in decision making and implementation processes, CBDM must not ignore the importance of scientific and objective risk assessment and planning.

The CBDM process can be followed according to these steps:



For more details, please refer the following document - "COMMUNITY as first responder - Building CBDM Capacity at a District Level" that can be accessed at

<http://www.seedsindia.org/pdf/cbdlmanual%20low.pdf>



## **Annexure VI**

# **FORMAT FOR PRESS BRIEFING**

		Total	Affected	Remarks
1	Blocks/ towns			
2	Villages			
3	Population			
4	Severely affected areas			
5	Rescue measures			
	Army			
	Police/ Fire brigade			
	Other agencies			
	Exemplary events			
6	Relief measures	Qty/Beneficiaries	Villages covered	Days covered
	Free Kitchens			
	Rice			
	Chuda			
	Other dry food			
	Kerosene Oil			
	Polythene sheets			
	Tents			
	Cattle feed			
	Halogen tablets			
	Medicines			
7	Casualties			
8	Missing reports			
9	Bovine death			
10	Civil Society Organizations			
11	Damage to property	Number	Approx Value	
	I. Roads			
	II. Embankment breaches			
	III. Schools			
	IV. Other public buildings			
	V. House damage			
	VI. Electrical installations			
	VII. Others			
12	Prospects in next 24 hours			
13	Message for people			
14	Other details			

## **Annexure VII**

# **LIST OF RECOGNIZED AND UNRECOGNIZED VILLAGES IN PEREN DISTRICT**

<b>SNo</b>	<b>Name of Village</b>	<b>Name of Administrative Unit</b>	<b>Recognized / Unrecognized</b>
		<b>PEREN</b>	
1	OLD PEREN	-DO-	R
2	NEW PEREN	-DO-	R
3	PELETKIE	-DO-	R
4	NDUNGLWA	-DO-	R
5	NEW PUILWA	-DO-	R
6	OLD PUILWA	-DO-	R
7	MPAI	-DO-	R
8	KENDUNG	-DO-	R
9	PEREN KIPEUZANG	-DO-	UR
10	PEREN NAMDI	-DO-	UR
11	PEREN MODEL VILLAGE	-DO-	UR
12	MPAI NAMCI	-DO-	UR
		<b>NGWALWA</b>	
13	NGWALWA	-DO-	R
14	HENINGKUNGLWA	-DO-	R
15	BENREU	-DO-	R
16	GAILI	-DO-	R
17	PUNGLWA	-DO-	R
18	POILWA	-DO-	R
19	POILWA NAMCI	-DO-	R
20	HEUNAMBE	-DO-	R
21	GAILI NAMDI	-DO-	UR
22	HELAGEM	-DO-	UR
23	PUNGLWA 'B'	-DO-	UR
24	POILWA (N) REBWAK	-DO-	UR
		<b>AHTHIBUNG</b>	
25	INBUNG	-DO-	R
26	PHAIJOL	-DO-	R
27	NEW CHALKOT	-DO-	R
28	VONGKITEM	-DO-	R
29	PELHANG	-DO-	R
30	OLD CHALKOT	-DO-	R
31	SONGLHUH	-DO-	R
32	NEW BEISUMPUI	-DO-	R
33	BONGKOLONG	-DO-	R
34	OLD BEISUMPUI	-DO-	R
35	IKIESINGRAM	-DO-	R

36	NSENLWA	-DO-	R
37	BEISUMPUIKAM	-DO-	R
38	NEW NKIO	-DO-	R
39	NKIO B	-DO-	R
40	PHAIKHOLUM	-DO-	R
41	NEW NGAULONG	-DO-	R
42	SONGSANG	-DO-	R
43	NEW SOGET	-DO-	R
44	OLD SOGET	-DO-	R
45	LOWER SINJOL	-DO-	R
46	KHELMA	-DO-	R
47	SAILHEM	-DO-	R
48	SONGNGOU	-DO-	R
49	PHANJANG	-DO-	R
50	LILEN	-DO-	R
51	SAIJANG	-DO-	R
52	LIBEMPHAI	-DO-	R
53	PELHANG B	-DO-	UR
54	GHELHANG	-DO-	UR
55	PELHANG NEW	-DO-	UR
56	BENGLLEN	-DO-	UR
57	HOLCHA	-DO-	UR
58	NEW CHAMCHA	-DO-	UR
59	BEISUMPUILOA	-DO-	UR
60	BEISUMPUIRAM	-DO-	R
61	BEISUMLOA	-DO-	UR
		<b>JALUKIE</b>	
62	NEW JALUKIE	-DO-	R
63	JALUKIE 'B'	-DO-	R
64	OLD JALUKIE	-DO-	R
65	SAMZIURAM	-DO-	R
66	NKWAKREU	-DO-	R
67	MHAINAMTSI	-DO-	R
68	JALUKIE ZANGDI	-DO-	R
69	JALUKIEKAM	-DO-	R
70	MHAIKAM	-DO-	R
71	DUNGKI	-DO-	R
72	LAMHAI	-DO-	R
73	KEJANGLWA	-DO-	R
74	DEUKWARAM	-DO-	R

75	JALUKIELO	-DO-	R
76	JALUKIE SANGTAM	-DO-	R
77	JALUKIERAM	-DO-	R
78	PELETKIERAM	-DO-	R
79	LILEN B	-DO-	UR
80	JALUKIE RANGKAIDAI	-DO-	R
81	JALUKIE PUNCHI	-DO-	R
82	BEISUMPUIJANGDI	-DO-	UR
83	NEW KEJANGLWA	-DO-	UR
		<b>NSONG</b>	
84	NSONG	-DO-	R
85	BAMSIAKILWA	-DO-	R
86	NCHAN	-DO-	R
87	OLD NGAULONG	-DO-	R
88	NGAM	-DO-	R
89	LALONG	-DO-	R
90	NZAUNA	-DO-	R
91	NGAULONG LODI	-DO-	UR
92	NSONG NAMCHI	-DO-	UR
		<b>TENING</b>	
93	TENING	-DO-	R
94	TEPUN	-DO-	R
95	HEIRANGLWA	-DO-	R
96	NEW TESEN	-DO-	R
97	OLD TESEN	-DO-	R
98	MBAULWA	-DO-	R
99	UPPER SINJOL	-DO-	R
100	NKIALWA	-DO-	R
101	AZAILONG	-DO-	R
102	MBAUPUNGGWA	-DO-	R
103	NCHANGRAM	-DO-	R
104	NKIO OLD	-DO-	R
105	OLD NZAU	-DO-	R
106	NZAU NAMSAN	-DO-	R
107	NTU	-DO-	R
108	MBAUPUNGCHI	-DO-	R
109	CANANRAM	-DO-	UR
110	TENING NAMSAM	-DO-	UR

## **Annexure VIII**

# **LIST OF GOVERNMENT SCHOOLS IN PEREN DISTRICT**

### **Government Higher Secondary Schools (GHSS)**

1	GHSS PEREN
2	GHSS JALUKIE

### **Government High Schools (GHS)**

1	GHS TENING
2	GHS AHTHIBUNG
3	GHS BONGKOLONG
4	GHS NGWALWA
5	GHS HENINGKUNGLWA
6	GHS DUNGKI
7	GHS MBAULWA
8	GHS NSONG
9	GHS MHAIKAM
10	GHS LIEN
11	GHS AZAILONG
12	GHS JALUKIE 'B'
13	GHS POILWA
14	GHS NTU
15	GHS BENREU



### **Government Middle Schools (GMS)**

1	GMS AZAILONG
2	GMS BEISUMPUI NEW
3	GMS BENREU
4	GMS DC COLONY PEREN
5	GMS GAILI
6	GMS HENINGKUNGLWA C
7	GMS JALUKIE B
8	GMS KHELMA
9	GMS LALONG
10	GMS JALUKIE TOWN B
11	GMS LILEN
12	GMS MHAIKAM
13	GMS MHAINAMTSI
14	GMS MPAI
15	GMS NJAUNA
16	GMS NTU
17	GMS PIELLHANG
18	GMS POILWA
19	GMS PUNGLWA
20	GMS SAIJANG
21	GMS BEISUMPUKAM
22	GMS NCHANGRAM

23	GMS NEW CHALKOT
24	GMS NGAM
25	GMS OLD NGAULONG
26	GMS NKIALWA
27	GMS OLD SOGET
28	GMS NZAU VILLAGE
29	GMS NEW NKIO
30	GMS OLD TESEN
31	GMS PHANJANG
32	GMS VONGKITHEM
33	GMS TENING CHRISTIAN VILLAGE
34	GMS SAMZUIRAM SECTOR A
35	GMS JALUKIE ZANGDI
36	GMS IKIESINGRAM
37	GMS PEREN TOWN
38	GMS PEREN KIPEUJANG
39	GMS KEJANGLWA
40	GMS NEW PUILWA
41	GMS NDUNGLWA
42	GMS OLD JALUKIE LOWER
43	GMS JALUKIE TOWN SECTOR A
44	GMS JALUKIELO
45	GMS NKWAREU

## Government Primary Schools (GPS)

1	GPS PEREN VILLAGE
2	GPS NEW PEREN
3	GPS OLD PUILWA
4	GPS BANA COLONY
5	GPS KELETZAI
6	GPS OLD JALUKIE UPPER
7	GPS OLD MPAI
8	GPS NEW MPAI
9	GPS KENDUNG
10	GPS NEW TESEN
11	GPS MBAULWA
12	GPS AZAILONG
13	GPS HERANGLWA
14	GPS MBAUPUNGWA
15	GPS MHAI OLD
16	GPS PELETKIE
17	GPS PEDI
18	GPS BENREU
19	GPS NEW POILWA
20	GPS OLD POILWA
21	GPS PUNGLWA A
22	GPS PUNGLWA B
23	GPS GAILI
24	GPS NGWALWA FOREST GATE
25	GPS HENINGKUNGLWA A

26	GPS HENINGKUNGLWA B
27	GPS JALUKIE TOWN C
28	GPS DEUKWARAM
29	GPS KIYEVI
30	GPS SAMZUIRAM B
31	GPS SAMZUIRAM C
32	GPS NGWALWA
33	GPS NEW JALUKIE
34	GPS TEPON VILLAGE
35	GPS NEW NZAU
36	GPS TENING TOWN
37	GPS TENING OLD
38	GPS NTU
39	GPS NSONG TOWN
40	GPS DCHAN
41	GPS OLD NKIO
42	GPS NKIO B
43	GPS AHTHIBUNG
44	GPS INBUNG
45	GPS OLD CHALKOT
46	GPS PHAIJOL
47	GPS SONGLHU
48	GPS UPPER SINGJOL
49	GPS LOWER SINGJOL
50	GPS SAILHEM
51	GPS NEW NGAULONG

52	GPS NSENLO
53	GPS BAMSIKILWA
54	GPS BEISUIPUI OLD
55	GPS SONGGAU
56	GPS NEW SOGET
57	GPS MBAUPUNGCHI
58	GPS JALUKIERAM
59	GPS OLD JALUKIE
60	GPS NGWALWA TOWN
61	GPS PHAIKHOLUM
62	GPS BONGKOLONG
63	GPS DUNGKI
64	GPS JALUKIERAM
65	GPS NSONG VILLAGE
66	GPS PEREN NAMDI
67	GPS GAILI LOWER
68	GPS PIELLHANG
69	GPS JALUKIE SANGTAM
70	GPS HENAMBE VILLAGE
71	GPS BEISUIPIRAM VILLAGE

## **Annexure IX**

# **LIST OF POST OFFICES UNDER PEREN DISTRICT**

### **Post Offices in Peren District**

<b>SNo</b>	<b>Post Office Name</b>	<b>Pincode</b>
1	Peren B.O	797101
2	Jalukie S.O	797101
3	Tening S.O	797101
4	Ahthibung S.O	797101
5	Ngwalwa S.O	797101

**Ref:**

BO - Branch Office

SO - Sub Office

## **Annexure X**

# **LIST OF NGOs IN PEREN DISTRICT**



## NGOs in Peren District

Sl. No.	Name	Address
1	The Bridge	Peren
2	Zeliang Organic Farmers Association	Peren
3	Christian Servanthood Ministry	Peren
4	Peren District Football Association	Peren
5	Longdina Welfare Society	Peren
6	Sina Society	Peren
7	Full of Compassion Ministry Society	Peren
8	Pauna Resource Centre	Peren
9	Nsa's Society	Peren
10	Haibwang Welfare Society	Peren
11	Village Chairman Union	Peren
12	Hena Nkwa Society	Peren
13	Z. Zone Culture Society	Peren
14	Hangraima Kezuyi Society	Peren
15	Liangmai Organization	Peren
16	Socio Economic Development Society of Northeast India	Peren
17	Women Integrated Action for Development and Empowerment Network	Peren
18	Tingwangrezai Society	Peren
19	Barak Valley Development Welfare Society	Peren
20	Resource Centre for Rural Dependence	Peren
21	Health Centre Managing Society	Heningkunglwa
22	Health Centre Managing Society	Poilwa
23	Multi Service Integration Society	Poilwa
24	Poilwa Students union	Poilwa
25	Ndabe H.Hau Society	Heningkunglwa
26	Chuili Welfare Society	Poilwa
27	Keriekangma Society Morthern Zeme Area	Ngwalwa
28	Macum Self Help Group	Poilwa
29	Health Centre Managing Committee	Ahthibung
30	Kuki Students Organization	Ahthibung
31	North East Rural Development Agency	Ahthibung
32	Fourteen Combrades Society	Jalukie

33	Jalukie Students union	Jalukie
34	Legacy Explore	Jalukie
35	Sina Kenha Society	Jalukie
36	Kaphun Welfare and Multipurpose Society	Samzuiram
37	Jalukie Youth Society	Jalukie
38	Ichu Self Help Group	Samzuiram
39	Health Centre Managing Society	Dungki
40	Widen-NE	Jalukie
41	Christian Families Helping Hands	Jalukie
42	Integrated Rural Development Outreach	Jalukie
43	St.Xavier College Society	Jalukie
44	Lamhailui Mipui Mtei Kangbou	Lamhai
45	Living Foundation	New Jalukie
46	Socio Economic Education and Ecological Development Society	Jalukie
47	Jalukie Pumling Nko	Jalukie
48	Wiphungsu Women Welfare Society	Jalukie 'B'
49	Jonlong Socio Economic Development Organization	New Jalukie
50	Terrangpuna Cultural Society	Jalukie
51	Network of Peren District People living with HIV/AIDS/(NPDP)	Jalukie
52	Jalukie Town Women Welfare Society	Jalukie
53	Ramzo Multipurpose Co-Operative Society Ltd.	Jalukie
54	Health Centre Managing Society	Mbaulwa
55	Health Centre Managing Society	Azailong
56	Health Centre Managing Society	Tening
57	Tesen Organic Farmers Society	Tesen
58	Rural Advancement Society	Nchangram
59	Tribal Consumer Affairs and Protective Society	Tening
60	United Sporting Club	Tening
61	Tening Town Women Welfare Organization	Tening
62	Genesis Welfare Society	Tening
63	Resource Centre for Rural Development	Nsong
64	Disuangwiliu Memorial Charitable Society	Ntu
65	Nzauna Village Women Welfare Organization	Nzauna

## References

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- Dimapur District Disaster Management Plan
- Sindhudurg District Disaster Management Plan
- Karbi Anglong District Disaster Management Plan
- Dhalai District Disaster Management Plan
- Madhubani District Disaster Management Plan
- Model Framework for District Disaster Management Plan, NDMA
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