

DISTRICT DISASTER MANAGEMENT PLAN

PHEK : NAGALAND



INTRODUCTION

The Disaster Management Plan of Phek District has been compiled with an aim of creating a Guide Book for Disaster Management to be used during Disaster.

Though the plan has been prepared under the direction of the Deputy Commissioner, Phek, the actual implementation of the Disaster Management Plan requires the mass participation of the Community for which exhaustive training and awareness is to be generated.

To enable us to be prepared for any eventuality, the plan is received and updated regularly.

The District being in Zone – V of the seismic zone and very high damaged zone (Landslide), this plan becomes specifically relevant in order to avoid loss of lives and property.

I am hopeful that this plan will help us in handling any Disaster and thereby prevent human sufferings in the District.

Sd/-
Deputy Commissioner
Phek: Nagaland

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CHAPTER – I

DISTRICT DISASTER MANAGEMENT AND RESPONSE PLAN

1.1 Introduction:

Disaster occur with unending regularity causing immense loss of life, assets and livelihood. Natural disasters are the manifestation of nature trying to maintain equilibrium, manmade disasters are a fall out of modern developmental activities, level of human inefficiency and the man's intense desire of being the supreme and unchecked.

As a part of overall preparedness of the state, the Government of Nagaland has a State Disaster Management Action Plan to support and strengthen the efforts of the district administration. In this context, Phek district has evolved its own District Disaster Management Action Plan (DDMAP). It is expected that these multi-hazard response plans would increase the effectiveness of administrative intervention.

1.2 Objectives:

The plan identifies the roles and responsibilities of all the organizations by incorporating them:

- ✓ To improve preparedness at the district level, through risk and vulnerability analysis to disasters and to minimize the impact of disasters in terms of human, physical and material loss.
- ✓ To ascertain the status of existing resources and facilities available with the various agencies involved in the management of disasters in the district and make it an exercise in capability building of district administration. This enables the district to face a disaster in a more effective way and builds confidence across different segments of society. It will be a positive factor for long term development of the district.
- ✓ To develop a framework for proper documentation of future disasters in the district, to have an update on critical information essential to a plan, to critically analyze and appraise response and to recommend appropriate strategies.
- ✓ To evolve PDDMAP as an effective managerial tool within the overall policy framework of Government of Nagaland.

Response to disasters, in the absence of a defined plan, would be arbitrary leading to overemphasis of some actions and absence of other actions which could be critical. The objectives of any disaster management plan should be to localize a disaster and to the maximum extent possible contain it so as to minimize the impact of life, the environment and property. A formal plan managing disasters is therefore necessary. This would include:

- ✓ Pre-planning a proper sequence of response actions.
- ✓ Allocation of responsibilities to the participating agencies.
- ✓ Developing codes and standard operating procedures for various departments and relief agencies involved.
- ✓ Inventory of existing facilities and resources.
- ✓ Mechanism for effective management of resources.
- ✓ Co-ordination of all relief activities including those of GNOs to ensure a coordinated and effective response.
- ✓ Co-ordination with the response machinery for appropriate support.
- ✓ Monitoring and evaluation of actions taken during relief and rehabilitation.

1.3 Policy Statement

The underlying policy of the Phek District Disaster Management Action Plan (PDDMAP) is to protect life, environment and property while ensuring mitigation of the disaster to the maximum extent possible, relief to those affected and restoration of normalcy at the earliest.

This policy forms the basis of the DDMAP strategy. It aims at capability building and prompt utilization of resources in a disaster situation through a partnership of the GoN, NGOs, Private Initiatives and the community. In pursuance with this policy, DDMAP addresses itself to strengthening the pre-disaster and post-disaster responses of various actors and stakeholders including the “victims” of the disaster.

1.4 Multi-disaster Response Plan

The PDDMAP dresses the districts’ response to disaster situations such as earthquakes, landslides, cyclones, epidemics, off-site disasters and roads accidents and fires.

The present plan is a multi-hazard response plan for the disasters and outlines the institutional framework required for managing such situations. However, the plan assumes a disaster specific form in terms of the actions to be taken by the various agencies involved in the disaster. The front-end or local level of any disaster response organization will differ depending upon the type of disaster, but at the level of the back-end i.e, at the controlling level at the district it will almost remain same, for all types of disasters.

1.5 Non-governmental Organization (NGOs) and Voluntary Agencies

The capacity of non-governmental organization and voluntary agencies to reach out to community groups and their sensitivity to local traditions of the community, gives them an added advantage during disasters. Some of the agencies, both from within and outside the state, have technical expertise and capabilities which can be brought into managing difficult situations.

During the post-disaster phase, therefore, efforts should be made to enlist partnership of some of the NGOs with relevant expertise, to assist the district administration in the process of relief and rehabilitation.

1.6 Role of District Administration

the Deputy Commissioner assisted by the all the administrative officers incorporating with line departments, NGOs and multilateral agencies is responsible for developing plans and activities to mitigate (Preparedness & prevention) during disaster.

1.7 Preparation and Revision of the Plan

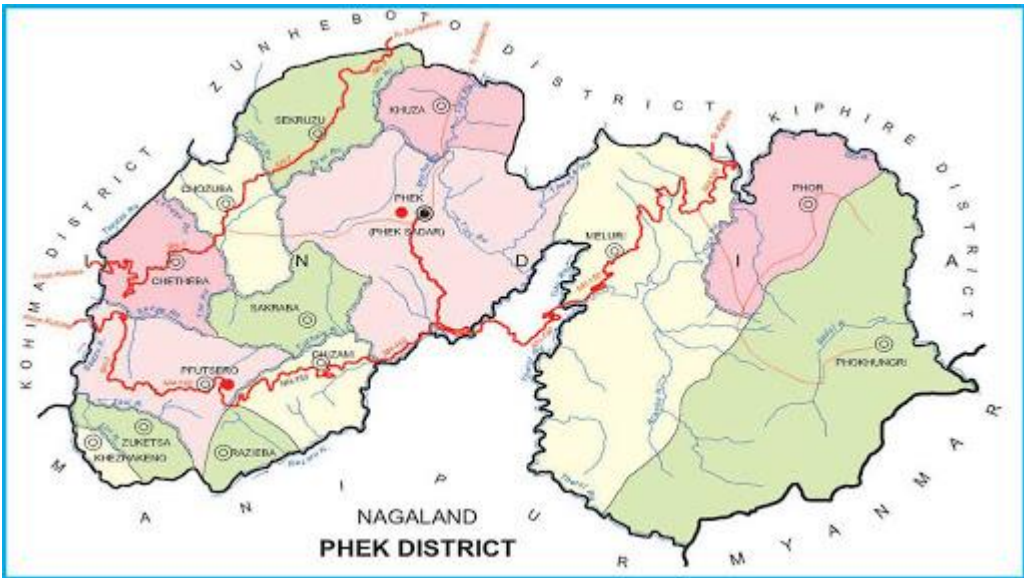
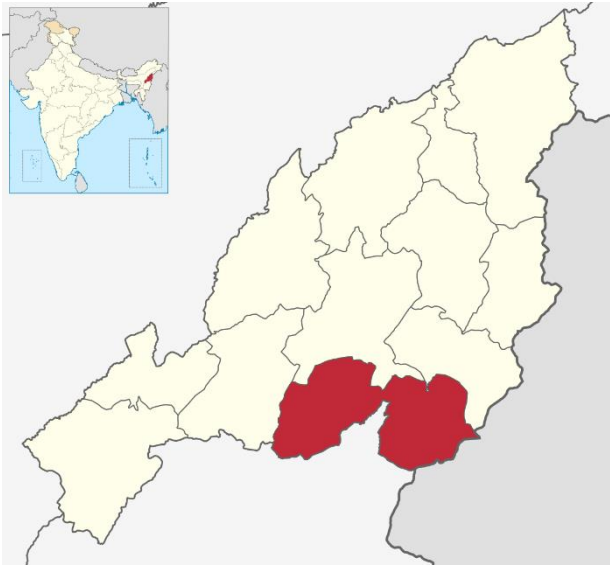
The Deputy Commissioner is responsible for the preparation and revision of the District Disaster Management Plan in collaboration with the line departments and other organizations in the district. The plan should be reviewed annually and updated:

- ✓ When significant changes in the nature of any hazards
- ✓ Lessons learnt following any major disaster or
- ✓ When there is any significant change to organization or responsibilities of primary members of the task forces defined in the plan.

CHAPTER- II

2.1 OVERVIEW OF THE DISTRICT

Phek District is located in the Southeastern part of Nagaland State. The district was established on 21st December 1973. It is bounded by Kohima in the West, Zunheboto and Kiphire in the North, Myanmar in the East and Manipur in the South. Phek Town the District HQ. is situated at the altitude of 1524.00 mts. above the sea level and it is 145 Kilometers away from the state capital, Kohima. The Chakhesang and Pochury tribes are the main inhabitants of the district. Phek District is sub-divided into 5(five) sub-division and 8(eight) blocks with 15 (fifteen) administrative circles.



2.2 PHEK DISTRICT AT A GLANCE

a. Geographical Area	: 20269 Sq. Km.
b. Population (Urban)	: Male - 13230 Female - 11375 } Urban Total - 24605
c. Population (Rural)	: Male - 70454 Female - 58235 } Rural Total - 138689
d. Total Population	: 163294 (as per 2011 census)
e. Population density	: 81 per Sq. Km.
f. Number of Sub-Divisions	: 5 (five) i.e. i. Phek ii. Pfutsero iii. Chozuba iv. Meluri v. Chizami
g. No. of Blocks	: 8 (eight) i.e. i. Phek ii. Pfutsero iii. Meluri iv. Kikruma v. Sekrezu vi. Chetheba vii. Chizami viii. Weziho
h. Number of Village	: 104
i. Literacy rate	: 79.13 %
j. Sex ratio	: 951 female per 1000 male
k. No. of Police Station	: 6 (six) i.e. i. Phek ii. Pfutsero iii. Chozuba iv. Meluri v. Khezhakeno vi. Chizami

2.3 SUB-DIVISION/ ADMINISTRATIVE CIRCLES OF THE DISTRICT

Sl. No.	Name of Sub-Division/ Administrative Circles	
1	Phek Headquarter	DC
2	Pfutsero	ADC
3	Chozuba	ADC
4	Meluri	ADC
5	Chizami	SDO(C)
6	Khuza	EAC
7	Razieba	EAC
8	Sakraba	EAC
9	Khezhakeno	EAC
10	Zuketsa	EAC
11	Chetheba	EAC
12	Sekrezu	EAC
13	Phor	EAC
14	Phokhungri	EAC
15	Lepthori	EAC

2.4 VILLAGES UNDER EACH ADMINISTRATIVE SUBDIVISION/CIRCLE

SL. NO.	GOVT. VILLAGES	RECOGNISED	ADMINISTRATIVE SUB-DIVISION/ CIRCLE
1	Phek Village		Phek HQ. (Phek Sadar)
2	Phek Basa Village		
3	Surhoba Village		
4	Ketsapo Village		
5	Satheri Village		
6	Sohomi Village		
7	Kotisu Village		
8	Kizari Village		
9	Tezatsu Village		
10	Lozaphuhu Village		
11	Losami Village		
12	Lanyezho Village		
13	Chosaba Village		
14	Khuza Village		Khuza EAC Circle
15	Metsale Village		
16	Chiepoketa Village		
17	Suthotsu Village		
18	Tehepu Village		
19	Khutsokhuno Village		Pfutsero ADC, Circle
20	Pfutseromi Village		
21	Kikruma Village		
22	Phusachodu Village		
23	Lekromi Village		
24	Kami Village		Zuketsa EAC Circle
25	Lasumi Village		
26	Leshemi Village		
27	Zapami Village		Khezhakeno EAC Circle
28	Khezhakeno Village		
29	Sakraba Village		Sakraba EAC Circle
30	Lower Khomi Village		
31	Upper Khomi Village		
32	Middle Khomi Village		
33	Pholami Old Village		
34	Pholami New Village		
35	Gidemi (Gozoto) Village		
36	Porba Village		

37	Chizami Village	Chizami SDO(C) Circle
38	Sumi Village	
39	Enhulumi Village (Yoseba)	
40	Mesulumi Village	
41	Thetsumi Village	
42	Tsupfume (Chobama) Circle	Razieba EAC Circle
43	Zelome Village	
44	Zhavame Village	
45	Chozuba Village	Chozuba ADC Circle
46	Yoruba Village	
47	Khesomi Village	
48	Thuvopisu Village	
49	Runguzumi Nawe Village	
50	Runguzumi Nasa Village	Chetheba EAC Circle
51	Chesezumi Village	
52	Chesezumi Nasa Village	
53	Khulazu Nasa Village	
54	Khulazu Nawe Village	
55	Phuyoba Village	
56	Thenyizu Village	
57	Rihuba Village	
58	Thipizu Village	Sekrezu EAC Circle
59	Dzulhami Village	
60	Thuretsesemi Village	
61	New Ruzhazho Village	
62	Suthozu Nasa Village	
63	Suthozu Nawe Village	
64	Phugwi Village	
65	Ruzhazho Village	Meluri ADC Circle
66	Meluri Village	
67	Khumiasu Village	
68	Akhegwo Village	
69	Kukhegwo Village	Lepthori EAC Circle
70	New Akhegwo Village	
71	Lepthori Village	
72	Akhen Village	
73	Matikhru Village	
74	Kanjang Village	
75	Reguri Village	
76	Mollen Village	

77	Phokhungri Village	Phokhungri EAC Circle
78	Avakhung Village	
79	Old Thewati Village	
80	New Thewati Village	
81	Washelo Village	
82	Letsam Village	
83	Zhipu Village	
84	Mokie Village	
85	Sutsu Village	
86	Laruri Village	
87	Phor Village	Phor EAC Circle
88	Wuzu Village	
89	New Phor Village	
90	Yesi Village	
91	Hutsu Village	
92	Kuzatu Village	
93	Shatuza Village	
94	Weziho Village	
95	Yesisohta Village	

CHAPTER III

RISK ASSESSMENT AND VULNERABILITY ANALYSIS

3.1 Proneness to various types of disaster in the district

1. **Earthquake:** the district of Phek is tectonically and seismically lies in zone-V, one of the most active region of India, and- the world. Two earthquakes among the dozen or so largest earthquake of the world have occurred near the region. Besides frequent occurrence of medium to large earthquakes are common phenomenons in the district.
2. **Landslide:** Due to weak geological formation of tertiary age and rugged topography, landslides are common in the district.
3. **Fire:** Tradition of rampant burning of jungles are prevalent in Phek district, which something gets out of control and lets to loss of life and property. Accidental fire also lets to burning of houses in the villages.
4. **Flash Floods:** During rainy season, flash flood usually near river bank in the district.
5. **Cyclonic Storm/Hailstone:** The whole of Phek district falls under very high damage zone- in Nagaland wind & cyclonic zones, so the whole district is vulnerable to strong wind throughout the year, which really kutchu houses in the district.

CHAPTER – IV

RESOURCE INVENTORY/CAPABILITY ANALYSIS

4.1 District Disaster Management Committee

Sl. No.	Name	Designation	Status
1	Murohu Chotso	Deputy Commissioner	Chairperson
2	Kuko Mero	A.D.C, Phek	Member Secy.
3	Rukewelo	S.P, Phek	Member
4	Abija Khing	E.E, P.W.D (R&B)	Member
5	Hewoto	D.A.O (Agri), Phek	Member
6	Hukato Yephthomi	District Commandant, Home Guard	Member

4.2 NO. OF POLICE STATION

1. Phek
2. Pfutsero
3. Chozuba
4. Meluri
5. Khezhakeno
6. Chizami

4.3 NO. OF BLOCKS

1. Phek
2. Pfutsero
3. Meluri
4. Kikruma
5. Sekrezu
6. Chetheba
7. Chizami
8. Weziho

CHAPTER-V

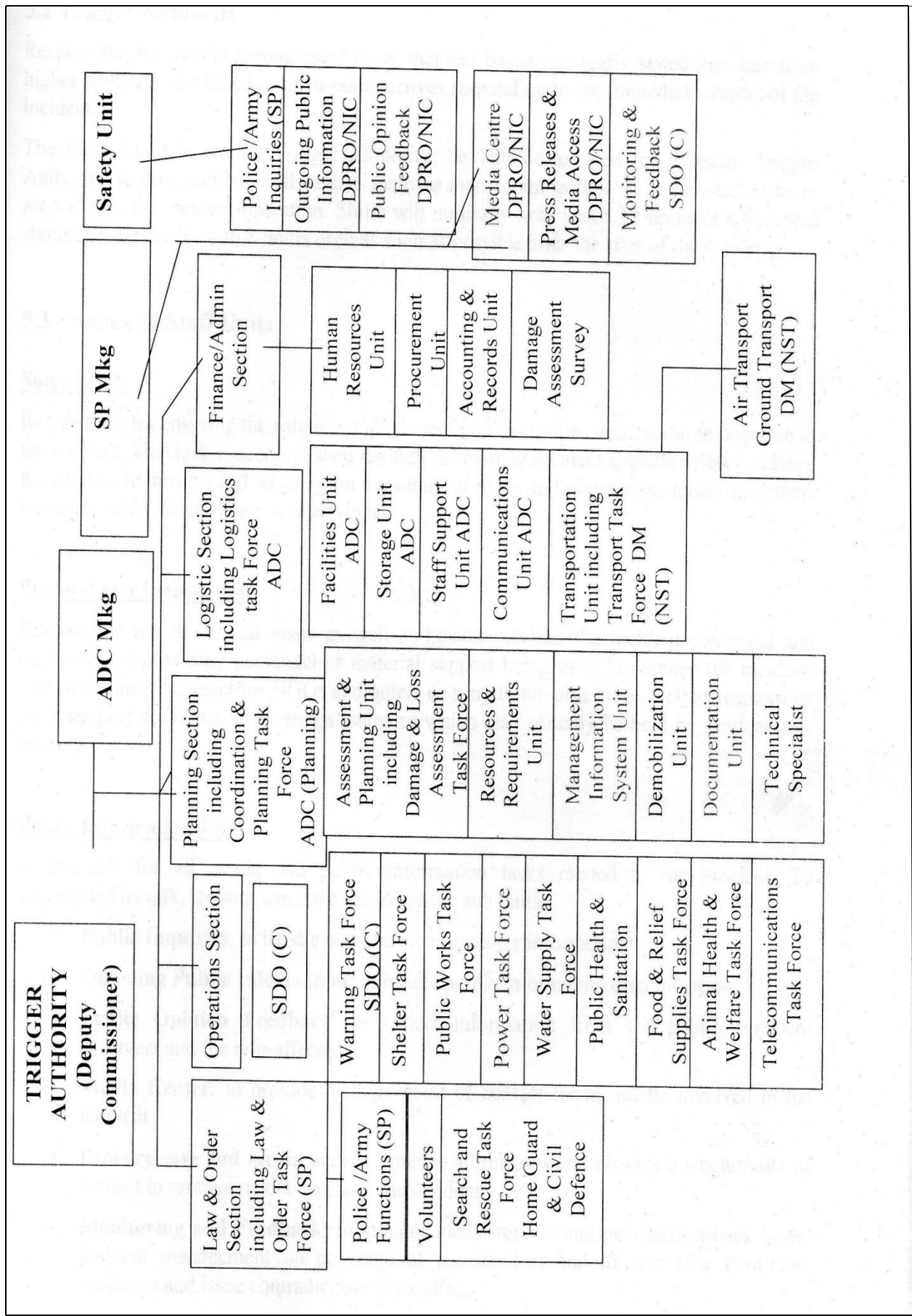
CONTINGENCY PLAN FOR EARLY WARNING, RELIEF AND RECOVERY

5.1 Disaster Response and Trigger Authority System/Flowchart

The response to disaster in the district will be organized according to the Flow Chart System (FCS) as adapted to conditions in Nagaland State. The rationale for the FCS is that its fundamental elements-unity of authority, clarity of objectives and efficient resource use are common for ensuring an effective response to any disaster.

In Phek district, the multi-hazard response plan focuses on sector specific action plan. The disaster response is led by the District Emergency Operation Center (EOC) under the command and control of the Deputy Commissioner and in-charge of District Project Officer of NSDMA for Execution.

The **Organizational Structure** of the Flow Chart system of Phek district is given in the next page.



5.2 Trigger Authority

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 Flow Chart is led by Trigger Authority; he will be assisted by Assistant Trigger Authority. In each incident will have as many as 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 start of the incident.

5.3 Command Staff Units

Safety 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 coming to the disasters as well as responsible for managing coordination meeting (some of which may actually be held by taskforces or sections).

Public Information Unit:

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

- ✓ **Public Inquiries:** to handle non media requests for information
- ✓ **Outgoing Public Information:** to handle public information dissemination
- ✓ **Public Opinion Feedback:** to collect information from the public (incident survivors and the non-affected)
- ✓ **Media Center:** to provide a single point of contact for all media involved in the incident.
- ✓ **Press release and media access:** produce all releases and provide a single point of contact to arrange media access to the incident.
- ✓ **Monitoring and Feedback:** to monitor media reports and provide feedback to the incident management on coverage of the incident and to also take corrective measures and issue contradictions if required.

5.4 Law and Order Section

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

Police functions: as determined by the normal mandate for and special duties assigned to the police service

Volunteers: supporting police and home guards in non-enforcement tasks, such as patrolling, monitoring and evacuations

5.5 Operation Section

Responsible for assuring specific operations according to objectives and plans to address the immediate impacts of the incident. Taskforces under the operation section will deal with specific functional tasks, such as search and rescue, the provision of water or shelter. The composition and size of these taskforces depends on the nature of the incident.

The District administration of Peren has identified 16 expected task forces for key response operation functions that are described below. Additional taskforces can be added under the operations section as needed by the circumstances of a disaster. Each Taskforce is led by one organization and supported by other organizations.

Emergency Operation Taskforce	Functions
1. Coordination and Planning	Coordinate early warning, Response & Recovery Operations
2. Administration and Protocol	Support Disaster Operations by efficiently completing the paper work and other Administrative tasks needed to ensure effective and timely relief assistance
3. Warning	Collection and dissemination of warnings of potential disasters
4. Law and Order	Assure the execution of all laws and maintenance of order in the area affected by the incident.
5. Search and Rescue (including Evacuation)	Provide human and material resources needed to support local evacuation, search and rescue efforts.
6. Public Works	Provide the personnel and resources needed to support local efforts to reestablish normally operating infrastructure.
7. Water	Assure the provision of sufficient potable water for human and animal consumption (priority), and water for agricultural uses as appropriate.
8. Food and Relief Supplies	Assure the provision of basic food and other relief needs in the affected communities.
9. Power	Provide the resources to reestablish normal power

	supplies and systems in affected communities.
10. Public Health and sanitation (including First aid and all medical care)	Provide personnel and resources to address pressing public health problems and re-establish normal health care systems.
11. Animal Health and Welfare	Provision of health and other care to animals affected by a disaster.
12. Shelter	Provide materials and supplies to ensure temporary shelter for disaster-affected populations
13. Logistics	Provide Air and Land transport for evacuation and for the storage and delivery of relief supplies in coordination with other task forces and competent authorities.
14. Survey (Damage Assessment)	Collect and analyze data on the impact of disaster, develop estimates of resource needs and relief plans, and compile reports on the disaster as required for District and State authorities and other parties as appropriate.
15. Telecommunications	Coordinate and assure operation of all communication systems (e.g.: Radio, TV, Telephones, Wireless) required to support early warning or post disaster operations.
16. Media (Public Information)	Provide liaison with and assistance to print and electronic media on early warning and post-disaster reporting concerning the disaster.

The specific response roles and responsibilities of the taskforces indicated above is that these roles and responsibilities will be executed and coordinated through the ICS system. For example, in floods, search & rescue would come under the Operations section, Transport would come under the Logistics Section and Public Information under the Public Information Unit.

5.6 Planning Section

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

1. Assessment and planning
2. Resources and Requirements
3. Management information system
4. Documentation
5. Demobilization and Technical specialists

5.7 Logistic Section

Responsible for all task and functions related to provision of material and other resources needed for operations and the physical and material support and operation of the incident management team. This section includes transportation taskforce established to support disaster operations. Logistics tasks are through the following units:

1. Storage and Supply
2. Facilities
3. Staff Support
4. Communications
5. Transportation (include ground, air)

5.8 Finance and Administration

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

1. Human resources;
2. Procurement;
3. Accounting and record

5.9 Activation of the Plan

The District Disaster Response structure is activated on warning or occurrence of a disaster. Task Forces are activated on a specific request of the Deputy Commissioner or according to pre-determined SOPs, as appropriate for the nature of the hazard or disaster. Activation can be:

- In anticipation of a District level disaster, or
- Occur in response to a specific event or problem in the district.

On activation, coordination of warning and response efforts will operate from the District Control Room and Information Centre (DCIC).

To activate a task force, the Deputy Commissioner or Designated Trigger Authority will issue an activation order. This order will indicate:

- The nature of needs to be addressed
- The type of assistance to be provided
- The time limit within which assistance is needed
- The District or other contacts for the provision of the assistance
- Other Task Forces with which coordination should take place, and
- Financial resources available for task force operations.

Special powers are conferred on Trigger Authorities during disasters. The Principle organization leading each task force is responsible for alerting the appropriate authority when use of these special powers is required to accomplish warning, relief or recovery objectives give to a task force.

5.10 Recovery Plans

Emergency phase after disaster:

- ✓ Relief – Immediately following the occurrence of a disaster, actions has to be mobilized to meet the urgent needs of the survivors with respect to food, water, clothing, shelter and medical care, rescue, damage and need assessment, etc.
- ✓ Rehabilitation – All necessary activities are to be continuously undertaken to support the victims to return to normal life. Rehabilitation is an interim measure to assist long term recovery.
- ✓ Reconstruction – It is a long term plan to enable the community to completely regain the losses and restore the ruins with quality improvement over the pre – disaster functioning.

CHAPTER – VI

MITIGATION & RESPONSE PLAN

6.1 Disaster Mitigation

It is a collective term used to encompass all activities undertaken in anticipation of the occurrence of a potentially disastrous event, including preparedness and term risk reduction measures.

It involves measures to reduce the effects of disaster causing phenomena. It includes scientific analysis or risk assessment, social, economic, legal and technical processes and Administrative and political process in application of this measure.

Mitigation is often not given the priority as it involves a lot of expenditure and time consuming, but during the time of disaster following the mitigation norms will surely serve the purpose and reduce the risk.

6.2 Mitigation for some Natural Hazards

1. **Landslides:** Construction of buildings should not be allowed in the landslide prone areas without proper precautionary and preventive measures (including treatments like soil strengthening and protection works). Route of a proposed road should avoid landslide areas where it is possible.
2. **Cyclones/Strong wind:**
3. **Fire:** In our area we frequently encounter with natural as well as man made disasters. All this are due to sheer ignorance and human negligence/carelessness and in many fire incidents, some well cultivated farms were burnt down in our district. Some remedial measures are proposed in the suggestion column.
4. **Earthquake:** Mokokchung lies in the most active seismic zone, which is zone-V as it is specified. Therefore, we should take all precautionary measures that are made available to us in constructing our houses, buildings, bridges and other structures to make it save against earthquake.
5. **Floods/Flash Floods**
6. **Training:** Proper training should be imparted in block level and village level in the rural areas. In the urban areas different wards and sectors.

Our district lies in a zone which comprises of very fragile hills, which has weak geological formations. Our soil is not uniform and stable. On top of it we receive heavy rainfall and it is lying in an active seismic zone, the problems related to our area are unique. We therefore, put forward the following suggestive measures:

1. Entire district should be properly surveyed and investigated to bring out a map reflecting the stability and strength of the soil (zoning).
2. Construction of residential buildings under the overhead electricity lines near by its poles/towers and water reservoirs should be strictly prohibited.
3. Massive deforestation in weak soil/unstable areas should be strictly prohibited.

4. Though we cannot stop Jhum/Terrace cultivation totally and immediately we can bring down the risk/destruction by taking certain precautionary and preventive measures. Example- Jhum should not be burnt in severe windy days, proper warning/information should be given to all nearby localities, burning of jhum close to human inhabitation should be avoided. Otherwise extreme preventive and precautionary measures should be put in place right in time.
5. While constructing buildings the civics bodies and concerned departments should strictly enforce the by laws and Indian Building Code Guidelines.
6. Basing on the prepared zone map a separate manual for designing and construction of hazard resistant houses should be formulated.
7. Refreshers and Orientation courses should be organized for the concerned personnel from different departments from time to time.

6.4 Response Before, During and After the Disaster

The object of the plan is to organize relief measures covering both the urban and rural areas of the state. In the event of a natural calamity, even communications between places maybe dislocated- causing problems to relief parties in reaching the scene of disaster. Emphasis has therefore, been laid on preparing the people of every locality under each village council of the rural areas and the works in the urban areas, so that they can by themselves organize relief and rescue services independently at least for a few days after an occurrences of a calamity and till arrival of the rescue and relief parties from outside, either from Block Headquarters or from Sub-Divisional and District Headquarter.

In the event of a major disaster, transmission of messages from one part to another will pose a serious problem as the normal methods of all communication such as telephone, telegraph and all other surface communications are likely to be disrupted. Keeping this probability in view, communication between Village level and Block Headquarters and Headquarters has been planned through any means of communication which will be available such as Runner/Wireless sets and even through AIR/Publicity, Sub-Divisional Headquarters and District Headquarters to state will be through the existing Police Wireless Network. For speedy actions at the Directorate of Civil Defense, the Directorate will be connected with State Headquarter of the NPROs/through V.H.F. sets/any means of the communication which maybe available in the spot.

The plan has to be drawn up to three stages, which will be common to plan at all levels namely before the Disaster, during the Disaster and after the Disaster.

1. Before the Disaster:

- (a) Enrollment of volunteers from the social welfare agencies- Scouts, Girl Guides, VDBs, Civil Defense and public.
- (b) Train the volunteers, Teachers and the Wardens.
- (c) Assess the magnitudes of the likely problems that might arise from different calamities in a particular area.

- (d) Earmark and demarcate the responsibilities of non-official agencies including Civil Defense and other Organization that could be deployed for rendering assistance to people affected by these calamities and ascertain the resources both manpower and equipment available with them.
- (e) Coordinating the relief activities agencies by:-
 - (i) Evolving a common programme of works and
 - (ii) Drawing up operational plan in consultation with the agencies.
- (f) Prepare a list of buildings, Schools, etc that could be used as temporary shelter for the victims.
- (g) Prepare a list of vehicles, Scooter, Bicycles, etc. that could be procured on hire requisition, etc. during disaster.
- (h) Select fields, open spaces where temporary shelters, field's hospitals, etc. could be established.

2. During and after Disaster:

- (a) Visit the place of occurrences.
- (b) Ascertain the nature and extent of damage.
- (c) Submit report of the situation to the next higher authority by W.T/signal/civil defense reporting forms, etc. by special messenger.
- (d) Ensure that services are arranged for and relief materials aids rushed according to the need.
- (e) Set up information centers, Temporary Shelters, Transit Camp, Base Hospital, Field Hospital, etc. according to the need.
- (f) Quick restoration of essential services like water supply, electricity, gas, telephone, etc.
- (g) Repair/ Replace damaged equipments.
- (h) Return equipment tents and other items procured on loans from other departments, etc.
- (i) Release the volunteers, vehicles and other means of transport procured on requisition, hire, loan, etc.

CHAPTER – VII

7.1 Emergency Operation Centre (EOC)/Control Room Operation

- **District Control Room (DCR)**

The District Control Room is located at the Deputy Commissioner's Residence. It is also the central point for information gathering, processing and decision making more specifically to combat the disaster. Most of the strategic decisions are taken in this control room with regard to the management of disaster based on the information gathered and processed. The Trigger Authority takes charge at the District Control Room and commands the emergency operations as per the Flow Chart organizational System.

All the task force leaders shall take position in the District Control Room along with Trigger Authority to enable one point co-ordination for decision-making process.

- **Task Force Operation Room (TFOR)**

Individual Task Force function shall activate & operate their respective control rooms in their office manned by a competent person who is proficient in communication and technically capable of coordinating with Circle Level Control Room and District Control Room and mobilize requisite resources to the disaster site.

- **Circle Level Control Room (CLCR)**

The Circle Level Control Room shall be located at the Office of the EAC/SDO(C). The Liaison Officers of the respective Circles shall take charge of the Control Room. The respective Liaison Officers shall coordinate between the task group members working at disaster sites and TFCR for mobilization of resources and dissemination of instructions received from TFCR/DCR.

- **Facilities at District Control Room**

The District Control Room shall be equipped with but not limited to the following items:

- **Facilities at Circle Level Control Rooms (CLCR)**

The following facilities are maintained inside TFCR:

Responsibility of up keep and maintenance of all the above items / facilities in the respective Control rooms is given as below.

DCR : Nodal Officer or any person nominated.

CLCR : Respective Circle Liaison Officer

The above responsible Depts./ personnel shall carryout periodic inspection of such facilities in their respective control rooms at the frequency set by them and maintain records on the same.

Emergency Communication Systems

Communication system is very crucial for effective control of any disaster. The communication philosophy adopted by Disaster Management team during the disaster is given as below:

In the event of collapse of any communication facility / Communication infra-structure as a cascading effect/consequence of disaster, Telecommunication Task Force Leader shall ensure immediate restoration of such facility or infrastructure to ensure uninterrupted communication for effective disaster management operations.

Synthesized Radio Communication

It is desirable that all the Control Rooms are equipped with Radio base stations and all the task force leaders and their teams are provided with hand held radio sets. The different user groups should be operating at different frequency channels allotted to them for ease in communication in respective groups. The table below illustrates a probable way for allotting frequency channels for individual Task Forces. All the sets should be programmed for different groups' frequencies to facilitate horizontal communication among the different task groups.

Telephones

Telephones are provided at all the Control Rooms.

Alternate Communication System

There could be a situation when all the communication facilities and systems may come to halt due to collapse of communication facilities/infrastructures. In the event of such a failure, till the facility/infrastructure is restored made functional, following alternate systems shall be used based on the seriousness of the situation:

Satellite Communication System

Satellite communication shall be activated once all the communication systems fail. This facility needs to be installed at all the control rooms. The Telecommunication Task Force Leader shall ensure that this facility is installed at the earliest on all locations.

Messengers

- Use of messengers as a last resort to carry the hand written messages to persons concerned in dealing with the disaster.
- A dedicated vehicle shall be made available by the Transport Task Force Leader upon request.

Right use of Communication facility

- The sense of urgency that every one experiences during disaster may lead to a chaotic situation if communication systems are not properly used.
- Communication shall be brief and simple.
- Telephones/ Hot Lines shall be used wherever possible to avoid congestion of Radio communication.
- All task force members shall communicate only through their allotted frequency channel to avoid congestion in the particular channel.

Personnel who use Radios should be acquainted with the operation of the equipment, various channels, code words, length of speech, etc.

7.2 Action Plan Of Various Teams

1. Action Plan of Search and Rescue Team.

- Superintendent of Police – Convener.
- Commandant 7 AR **Phek** - Member
- Commandant (Home Guards & Civil Defence) - Member

I. OBJECTIVES:

- To rescue the survivors trapped under the debris, from the damaged building of from a cyclonic storm surge, flood, earthquake and fire.
- To provide First Aid service to the trapped 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 people.

III. IDENTIFICATION OF KEY AGENCIES IN DISTRICT:

- 1) Emergency Health Management team –
- 2) Red Cross.

These two agencies to work in close coordination with search and rescue team. These teams will provide emergency first aid to the victims of the disaster immediately after being rescued.

- 3) Information & Dissemination Team -- This team should be able to inform the core team at district HQ and the teams in nearby villages/area so that the search and rescue teams can reach in time to minimize loss of life.
- 4) Shelter Management Team – To set up temporary relief/rehabilitation Camp at a safe distance from the affected area for the victims of the Disaster.
- 5) Water & Sanitation Team (PHED).
- 6) Relief & Distribution Team (D.C).
- 7) Psychological and Trauma Counseling Team (Civil Surgeon)
- 8) PWD
- 9) NST.
- 10) Security Force (AR, Army), NCC/Bharat Guides & Scouts
- 11) NGOs
- 12) Ex-Military, Army & Police personnel.

IV. ACTION PLAN:

A. Pre-Disaster Action Plan

- 1) To constitute one Team in each Village who will be trained in basic search & Rescue operation. The Village teams will be equipped with basic minimum equipments and first Aid-facility.
- 2) These Teams will be trained from time to time and mock-drills may be conducted to check efficiency and effectiveness of the search & Rescue Operators.
- 3) Head-Count of population in all Villages to be done. This will help ascertain the number of person(s) trapped in debris/building during actual search & Rescue Operations (E.g. Total number of missing persons=actual head-count done during/after the disaster).
- 4) Conducting Awareness Programme on “Do’s and Don’ts” of actions to be performed in case of Disaster to reduce loss of life.
- 5) Core Search & Rescue Team stationed at District HQs to train regularly and improve upon Search & Rescue methods.
- 6) Also Training in equipment will be conducted regularly.
- 7) Drawing of District map, Location of Villages, distance of Villages from district HQ and also mapping the approach route/roads to these Villages. This will help the team to reach the location of disaster/calamity via the shortest route and provide help in time.

B. DURING DISASTER

- 1) The first priority is to identify the most severely affected areas/building and to provide emergency rescue to the injured.
- 2) Secondly, the team will focus on slightly damaged building/affected areas so as to reduce the injury/casualty of human life.
- 3) Searches are to be conducted for trapped person (s) in debris after conducted a head-count in the area, if possible.
- 4) Searches for the injured/tapped to continue all persons of that area are accounted for and ascertained.
- 5) Head of population to ascertain how many are still trapped in debris.
- 6) Clearing off the debris so that the basic amenities could reach the affected area easily.
- 7) Classification of the rescued/injured people according to the level of injuries so that adequate medical aid could be provided to them.
- 8) Efforts to be made to ascertain the identity of the bodies of the deceased with the help of the local people and to hand over the bodies to the relatives.
- 9) To closely liaise with the relief/rehabilitation team managing the relief camps.
- 10) Helping in emergency evacuation of seriously injured people to medical camps.

C. POST DISASTER

- 1) Working in close coordinate with other District agencies/disaster management agencies for relief and rehabilitation of the affected people.
- 2) Assessment of the effectiveness of search and Rescue Teams operations and to focus on the areas where an improvement can be made.
- 3) Reassessment of training methods and equipment required in search and rescue operations.
- 4) Regrouping of the teams with increased public awareness.
- 5) To provide temporary support and protection to endanger collapsed building/structures. This is to be done to avoid any further threat to the life of the people.
- 6) Disseminate information to State Govt. for handing major requirement of Relief-Medical and shelter for the afflicted.

V.II ACTION PLAN FOR SHELTER MANAGEMENT TEAM

The Convenor will be overall incharge for temporary construction during emergency

The following sub-team will be as such:-

A. Registration Team : The team members will manned the registration during the disaster

1. Leader : District Economic and Statistic Officer
2. Member : District Employment Officer
3. Member : District Welfare Officer

B. Open Space Management Team: The team will look and arrange for open space in the district which is fit for construction of temporary shelter during the disaster

1. Leader : Sub-Divisional Officer (Civil), Phek
2. Member : District Sports Officer , Phek
3. Member : Asstt. Engineer CAWD , Phek
4. Member : SDPO , Phek

C. Materials Collector Team: They will assist in collecting the materials for construction of temporary shelter

1. Leader : Sub-Divisional Officer (Civil) Sadar , Phek
2. Member : District Sports Officer , Phek
3. Member : Asstt. Engineer CAWD , Phek
4. Member : BDO, Phek

D. Construction Team: The team will look after the construction of temporary shelter during disaster

1. Leader : E.E Housing , Phek
2. Member : EAC , Phek
3. Member : SDO(R&B) , Phek
4. Member : E.E (PHED) , Phek
5. More Members may be nominated by DC

1. The location for immediate shelter place shall be local ground at ... Phek Town, or any near by big open space
2. The shelter place shall be constructed by using the materials which are locally available like bamboo, wood, tarpaulin, mica etc.
3. For necessary arrangements, all the members are required to be alert during the time of emergency.

List of items/materials required for constructing emergency shelter.

1. Wood
2. Bamboo
3. Binding wire
4. Coconut rope
5. Tarpaulin
6. Mica
7. C.G.I sheet
8. Galvanized sheet
9. Bed
10. Bed
11. Bamboo rope
12. Clothes
13. Ladders
14. Spade
15. Dao
16. Spike
17. Stove
18. Emergency lamp

FORMAT FOR REGISTRATION OF CAMPERs IN TEMPORARY SHELTER

Sl No	Name	F/ Name	Village/ Town	Identificat ion mark	Sex	Age	Date of registration	Date of departure	Residence No.	Sign
1										
2										
3										

6. ACTION PLAN – CARCASS DISPOSAL COMMITTEE

Disposal of carcass is also an important role to be played during disaster. The committee will identify and collect the carcass for disposal. They will dig the ground to a certain extend and must apply disinfectant like phenyl, Bleaching, so that the bad smell does not come out and contaminate the air. They will identify the open place before hand for disposal of carcass.

- Nodal department : Veterinary department
 Convenor : District Vety & AH Officer
 Co- convenor : District Urban Development Officer
 Member : Medical Suptd
 The Committee will be assisted by PTC Staff

Suggestions:

1. The Committee will need one (1) mini-tata vehicle for transportation of carcass during disaster.
2. The committee will also need materials & medicine like Phenyl, DDT Sprayer, Bleaching powder, gloves, masks, Gum boots, Spade, jambol, Dao, Gaiti, Plougher, ropes, bamboo etc

7. ACTION PLAN – WATER & SANITATION

The period during and after disasters signifies a time of great risk in the transmission of infectious diseases due to disruption. Conditions are often unsanitary and conducive to disease outbreak. The associated risks to health are due to lack of safe drinking water, poor sanitation and hygiene practices. Early identification of appropriate, technically sound and sustainable water and sanitation (WATSAN) interventions is therefore critical, for a fast and effective response to disasters. Interventions that improve water supply; sanitation and hygiene practice will greatly reduce disease transmission, alleviate the suffering and save lives.

Water storage

Store a 72-hour supply of Water for each family member during an emergency. This means storing 1 gallon of water for each person per day for drinking, food preparation, and personal hygiene.

During the disaster:

The Convenor of Water & Sanitation Committee will co-ordinate with all the sub-committee under him and also will tie up with the other teams for smooth and efficient management. All necessary materials and equipments will be kept under his custody in the PHED store. The storekeeper will maintain a register regarding about issue and receipt of materials.

Format for detail distribution of water:

Sl. No.	Name of head of the family	House No.	Water requirement	Water allotted	Total family members
1					
2					

Maintenance of detail water requirement list/ Identification of water distribution point.

Leader : S.E (PHED)

Member : E.E. Irrigation & Flood Control

Member : EAC (TPT)

Member : Head DB

This group will identify and designate a location in each ward for water distribution point. This team will also identify spring wells and other alternate sources at each ward for emergency alternate water supply.

Arrangement of water tanker:

- Leader : SDO. PHED, Phek
- Member : J.E PHED , Phek
- Member : EAC. (TPT), Phek
- Member : Dobashi Grade I

This group will arrange water tankers to supply water to the affected during disaster. They will tie up with individual, deptts. & organization having tankers to be used during disaster.

Sanitation

For a number of reasons, such as a treated water supply and sanitary toilets, families may decide to stay in a campground rather than an emergency shelter. If, however, there is not a Treated water supply at the campground, Sanitation and human waste pose greater challenges. Drinking or using untreated water increases the risk of contracting diseases. To reduce the risk of contracting microscopic, protozoan parasites that cause health problems in humans and some animals, boil water before using it for drinking, or for washing hands and washing dishes and utensils. Use 1 to 2 drops of chlorine bleach per gallon of boiled water. If there are no sanitary toilets and disposal of human waste is permitted:

- Identify a toilet area at least 200 feet from any lake, stream, or spring; avoid gullies where rapid runoff is likely.
- Dig a small hole and deposit feces. Cover with soil and leaves to enable slow decomposition (do not cover with a rock).
- Use biodegradable toilet paper or burn used toilet paper.

Toilet construction team :

- Leader : Administrator PTC
- Member : SDO (Housing) , Phek
- Member : Dy. Supt of Police (Reserve) , Phek
- Member : J.E Urban Development , Phek
- Member : J.E. DRDA , Phek
- Member : J.E. Irrigation & Flood Control, Phek

Temporary pits & waste disposal construction team:

- Leader : Administrator PTC
- Member : Medical Suptd, Phek
- Member : SDPO , Phek

8. ACTION PLAN FOR RELIEF OPERATION & DISTRIBUTION TEAM:

TEAM LEADER: SDO (C), Sadar

I. Relief Collection Team

Leader : EAC (S), Phek

Member : PA to DC, Phek

Member : Inspector Supply, Phek

Member : Head Dobashi, Phek

Member : Sadar Head DB

Member : EAC, (Development), Phek

- This team will identify the place of storage in a safe location/ buildings
- This team should be able to identify the requirement on priority basis and received the consignment as per the need.
- They will reject/return any item which is not at all relevant to the demand of the affected people.
-

2. Needs Assessment Team:

Leader : Extra Asstt. Commissioner

Secretary : Asstt. Director of food & Civil Supply

Member :SDPO

Member :P.A to DC

The team will assess:

- * affected families during the disaster
- * Required items like
 - Food- Rice, Dal, Oil, sugar, milk, salt etc
 - Clothing- Blanket, Pillow, Bed covers, dress etc
 - Utensils – Plates, Cups, Medicines, lamp, torchlight etc
- * identify the resource point such as shop, FCI go down, hardware shops, ready-made garments shop etc.
- * Routine or daily checking/ or Visit to the relief camp to review additional needs or check anyone left out for relief.

Note: Above listed items will be assessed as per head and per family and finally relief items will be arranged in a form of package either per head or family.

9. RELIEF DISTRIBUTION TEAM:

Chairman: Deputy Commissioner , Phek

Member : Addl. Deputy Commissioner& Admn, PTC , Phek

Member Superintendent of Police , Phek

Member : Executive Engineer (PWD Housing)

Member : Executive Engineer (R&B)

Member : Member : Executive Engineer (Power)

Member : SDO (C)Sadar , Phek

A standard format will be maintained by the team for distribution of items required

SI No	Date	Particulars	Items of relief/ Cash	Value/ Amount	Team leader Signature	Recipient signature	Name of recipient	Colony	H. No.	Head of family

1. Measure to check duplication in relief distribution/ discrimination on caste, creed, colour/ sex etc should be taken care off by this team and ensure equal distribution to all affected people. 2.Maintenance of cash/material receipt coupons with counter files or in duplicate copies