



*District Disaster  
Management Plan  
2025-26  
Leparada District, Basar*

## CHAPTER – I

### INTRODUCTION

#### VISION OF THE PLAN

The District Disaster Management Plan (DDMP) of Leparada District is an operational module for the district administration to mitigate different types of disaster effectively with the locally available resources and personnel. The Leparada district has always been prone to natural calamities like floods, flash flood, landslide, fire accident, cyclone etc which causes major setbacks to lives, livelihoods and property. The District Disaster Management Authority (DDMA) felt the urgency of the need to stay prepared to face these adverse situations well in advance. The devastation caused by natural calamities has posed a challenge before the district administration to rethink and redefine the preparedness and mitigation strategies to analyze each and every decision-making process to gear up the rescue and restoration during such situations as well as build up the capacity to face further calamities in future. The DDMA has realized the necessity to compile a plan to prevent/minimize the loss and also to facilitate faster recovery during an emergency of this kind.

The vision of the plan will be- fool proof communication, authentic and accurate database, documented and rehearsed to be activated in the shortest possible time with minimum simple orders and procedures ensuring active participation by the administration, communities and volunteers at all levels, making optimal utilization of human and material resources with no gaps or no overlaps to prevent/minimize loss to lives and property and to ensure fastest restoration from the ailing situation.

#### OBJECTIVES:

The objectives behind the preparation of the District Disaster Management Plan is

- ❑ To mitigate impact of natural and man-made disasters through preparedness at District, Block, Gram Panchayat and Village level.
- ❑ To provide effective support and resources to all the concerned individuals, groups and departments in disaster.
- ❑ To assist the line departments, block administration, communities in developing compatible skills for disaster preparedness and management.
- ❑ To disseminate factual information in a timely, accurate and tactful manner while maintaining necessary confidentiality.
- ❑ To develop immediate and long-term support plans for vulnerable people during disasters.
- ❑ To create awareness among the people about hazard occurrence and increase their participation in preparedness, prevention, development, relief, rehabilitation and reconstruction process.
- ❑ To have response system in place to face any eventuality.
- ❑ To affect or elicit the least possible disruption to the normal life process when dealing with individuals in disaster.
- ❑ To ensure active participation by the government administration, communities, NGOs, CBOs and volunteers at all levels making optimal utilization of human and material resources at the time of disaster.

#### AUTHORITY FOR DDMP (AS PER DM ACT 2005):

As per Section 25 of the Disaster Management Act, 2005 the District Disaster Management Authority (DDMA) has been constituted and under this Act **Section-31 Sub-Section (1) & (2)** envisages that there should be District Disaster Management Plan (DDMP) for every district under the supreme control of district authority. The District Plan shall be prepared by the District Authority, after consultation with the local authorities and having regard to the National Plan and the State Plan, to be approved by the State Authority.

**Under Sub-Section (3) The District Plan shall include:**

- (a) The areas in the district vulnerable to different forms of Disasters.
- (b) The measures to be taken for prevention and mitigation of disaster by the Departments of the Government at the district level and local authorities in the district.
- (c) The capacity-building and preparedness measures required to be taken by the Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster.
- (d) The response plans and procedures, in the event of a disaster, providing for:
  - (i) Allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district.
  - (ii) Prompt response to disaster and relief thereof.
  - (iii) Procurement of essential resources.
  - (iv) Establishment of communication links and
  - (v) Dissemination of information to the public.
- (e) Such other matters as may be required by the State Authority.

The District Plan shall be reviewed and updated annually. The copies of the District Plan shall be made available to the Departments of the Government in the district. The District Authority shall send a copy of the District Plan to the State Authority which shall forward it to the State Government. The District Authority shall review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

**Perspective:**

A formal plan for managing disaster would include:

- Pre planning a proper sequence of response actions.
- Allocation of responsibilities to the participant agencies.
- Developing codes and standards operating procedures for various departments and relief agencies involved.
- Inventory of existing facilities and resources.
- Mechanism for effective management of resources.
- Coordination of all relief activities including those of NGOs to ensure a coordinated and effective response.
- Coordinating with the state response machinery for appropriate support.
- Testing the plan including mock drills.
- Defining levels of acceptable risk.
- Monitoring and evaluation of actions taken during relief and rehabilitation.

**Locations, Area and Administrative Division & Socio-Economic Profile of the district**

**(Details about the district profile is in Annexure)**

**Location:**

Leparada is located in the central part of Arunachal Pradesh. Its mainland extended between 94°20'0" E to 94°55'0" E Latitudes and 27 °47'0"N to 28° 4'0"N Longitudes. The district is surrounded by West Siang District in the North, Lower Siang District in the East, Upper Subansiri District in the West and Lower Siang District in the South.

S/No.	PARTICULARS	DETAILS
1	Geographical Area	1664Sq Kms (Leparada)
2	Net shown area	7183Hact.
	Gross cropped area	6893Hact.
		<b>(As per Deptt. Report)</b>
4	Population	24436
	Male	12647
	Female	11789
		<b>(As per 2011 census)</b>
5	No. Of Subdivisions	Nil
6	No. Of Administrative Circles	02Circle HQ – Dari & Sago EAC HQ - Tirbin
7	No. Of Community Blocks	03 (Basar Block, Tirbin Block & Dari Block)
8	No of Zilla Parishad Members	06
	Anchal Samity Member	N/A
	Gram Panchayat	49
9	No. of Villages	71 (As per 2011 census)
10	Major Rivers	Kidi&Hie (BasarCircle), Sii&Rimi (Tirbin Circle), Ego (Dari)
11	Transport and Communication Facilities	Bus, Tata Sumo (Passenger Carrier) BSNL, Airtel, Vodaphone, Reliance JIO

### **Physiographic:**

The topography of the district is mountainous. Northern part of it falls within higher mountain zone consisting of peaks and valleys. The district is divided into two regions on the basis of its physiographic viz: Kidi river valley basin and Hie river valley basin.

### **Climate:**

The Climate of the district is largely influenced by the nature of terrain. The district experiences moderate climate in summer with heavy rainfall and cold in the winter.

### **Socio-Economic Features:**

The district is inhabited mainly by Galo tribes. Agriculture and Horticulture is the main source of livelihood and income in the district. But many people also run small businesses. The people practice subsistence Agriculture i.e. Jhum (shifting) cultivation in steep slopes and wet rice cultivation in low-lying areas. Horticulture is also practiced in most part of the district. The horticulture product of district are orange, pine apple, apple, guava, papaya, lemon, litchi, peach, large cardamom, pears etc. Domestic animals are also reared for consumption.

### **Transport and Communication Network:**

Transport and communication is the basic infrastructure for any developmental activity. The district is well connected by surface roads.

Leparada district is connected with 90km to reach Lower Siang Dist Headquarter, 50 km road with West Siang Dist Headquarter and 114 km road with Upper Subansiri Dist Headquarter. The total road length operated within the district is 332.53Kms.

## CHAPTER – II

### **HAZARD, VULNERABILITY, CAPACITY AND RISK ASSESSMENT**

#### **DIFFERENT TYPES OF HAZARDS THAT OCCURRED IN LEPARADA DISTRICT**

##### **Heavy Rain fall:**

Heavy rain would mean three days or more of uninterrupted rainfall, the total amounting to at least 3 times that month's average rainfall in the block area. In absence of supporting materials, rain amount from 64.5mm to 124.4mm per day continuously for three days or more and or 124.5mm and above for more than one day, may be treated as heavy rainfall. Every year due to heavy rainfall the people of the district are facing acute problem like loss of agriculture land & crop, horticulture crop, damages to MIP & MIC, damages to infrastructure etc.

##### **Flood:**

Flood is of seasonal occurrence and the district being crisscrossed by many rivers and rivulets (Big and Small), the rivers along with their distributaries and tributaries can hardly hold the large volume of water that flows through them during the rainy season which causes heavy and widespread inundation i.e. Flood. Flash Flood being the most catastrophic event that the district is facing every year and causing severe damage to road communication, electricity, water supply, Agriculture and Horticulture sector. Many villages in the district remain cut off from the rest of the state in the month of June to September. The secondary but destructive effects of the flood are destruction of crops, Agriculture & Horticulture field, soil erosion and landslide.

##### **Earthquakes:**

Earthquakes are caused by natural tectonic activities. Earthquakes strike suddenly without warning, thus they are unpredictable. Since, the district falls under the highest Seismic Zone-V, it is very vulnerable to earthquake, which might cause damages to lives or infrastructure and the possibility can never be ruled out as it can happen any time. Therefore, preventive measures for ensuring safety of buildings, structures, communication facilities, water supply lines, electricity and buffer stocking of essential commodities (Food & Life Saving Drugs) are of utmost priority.

##### **Tornado:**

It means thunderstorm. Tornados are local storms of short duration formed of winds rotating at very high speed. These storms are visible as a revolving whirlpool with a tail coming down to earth. As the storm moves along the ground this outer ring of rotating winds becomes dark with dust and debris. The average speed of Tornado is about 150kms per hour and maximum 400kms per hour. It causes large-scale damages

and casualties leaving practically nothing in its path. Gale wind and Whirlwind are like tornado by nature, but very small in impact and kind.

### Hailstorm:

Although hailstorms rarely involve loss of lives, their economic impact can be severe. The damage appears to be a function of the intensity and duration of storms and the size of the hailstones, which these produces. The damage itself is often produced not only by the impact of falling hailstones, but also by the high winds and torrential rains that is part of the hailstorm.

### Fire Accident:

Fire accident happen due to several causes like: Housing Pattern, Loose circuit of electricity, Thunder, Lightening etc. Due to peculiar housing patterns maximum fire accident cases takes place. These houses are built generally with thatched roofs made out of timber & bamboo. They spring up in clusters. Fire accident becomes frequent both in summer and winter;it destroys houses, properties and causes serious distress to the affected people. Fire accident cases have been reported from every villages of the district, which need to be contemplated in more serious way.

### Landslide:

Landslide becomes the common phenomena during summer due to heavy rainfall. The entire district is prone to landslide due to topographical factor. The surface communication is being disrupted that leads to shortage of essential commodities. Further, soil erosion over river bank of all the rivers under Leparada district, loss of Agriculture & Horticulture crop, damages to electricity, water supply and telecommunication are the worse during summer. Every year both Govt. and private properties are being damaged in large extent. With the start of highway construction work, the landslide has been of frequent occurrence in recent times.

### DROUGHT:

Sometimes want of rain at the proper time either defers commencement of agricultural operations or affects growth of crops. Occurrence of drought is not so frequent in Leparada district. Nevertheless, Past occurrences show that the district is prone to draught.

### 4.6 MATRIX OF PAST DISASTERS IN THE DISTRICT SINCE LAST FIVE YEAR:

Sl. NO.	Type of Disaster	Year	Magnitude	Blocks & number of villages affected	Life and cattle loss	Damage to Property	Economical losses
1	Flash Flood	17 <sup>th</sup> Sept' 2020	L1	03 Blocks	2 lives lost	Crop Loss, Houses,	Infrastructure damages amounting to Rs. 10 crore
2	Landslide	Every year	L1 & L2	All 03 blocks & villages		Road communication, electricity, water supply, crop loss, MIPs	





<b>Tirbin</b>	General Ground, Govt. Hr. School Tirbin, Sec. School Tai, Tourist Lodge.
<b>Dari</b>	General Ground, Govt. Hr. Sec. School, Multi-Purpose Cultural Hall.

Apart from these, the school buildings in different places can be used as temporary shelter.

### **Storage of Food:**

Storage of food in accessible pockets is as vital as building shelters. All the Block headquarters can be used as storage points when need arises. The ADC and the storage agents in- charge of the respective sub-division is the contact person for the sub-division headquarters. Adequate quantity of rice has to be kept with each storage agent at each sub-division, CO headquarters for distribution to the victims as immediate relief. These locations are used as storage locations for medicines, blankets as well. It has been decided to keep adequate stock of rice in these following places for distribution of emergency relief.

### **Capability Analysis of the Institutions/office in District:**

All the departments at the district HQ are connected with telephone/ Mobile connections. The Control Room is being setup in the DDMO Office. The District Disaster Management Officer (DDMO) and Additional Deputy Commissioner (ADC) will monitor the natural calamities in the district as their responsibilities and their areas of operation have been defined by the District Disaster Management Authority as well as Directorate of Disaster Management, Itanagar. All the line departments have been directed to keep themselves ready as per the guidelines mentioned in this plan format. All the ADC and COs have been asked for preparing contingency plan specifying hazard plans and task/action groups involving local volunteers, PRIs, Gaon Burahs.

### **Communication and Media:**

Wireless stations, Community Information Centre, VHF, UHF station & National Informatics Centre having internet connectivity are the quickest means of communication of any messages related to flood, fire, landslides, earthquakes etc. Regular wireless sets are available in all police stations. The DIPRO and DIO shall monitor the media for authentic report and publication.

Sl.No.	Name of the Block	Place of installation
1	Basar	1. Wireless Station at police station and S.P Office 2. BSNL Office Basar
2	Tirbin	Police Station, Block Office/EAC office
3	Dari	Block office/CO office

## **CHAPTER - III**

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

The District Disaster Management Authority has come into force in place of DDMC vide Govt. Notification NO.SEOC/DRR&DM-01/2011-12 of dated 11<sup>th</sup> July' 2011. The primary role of the authority is to have proper coordination among all the line departments. The Deputy Commissioner is the Chairperson of the DDMA and the district level response is coordinated under his / her guidance. The DDMA exists to assist the DC in:

- Reviewing the threats of disaster.
- Analyzing the vulnerability of the district to such disasters.
- Evaluating the preparedness and
- Considering suggestions for the improvement of the District Disaster Management Plan.

### **RESPONSIBILITIES OF THE AUTHORITY**

#### **Timeline for Meeting and Membership**

The District Disaster Management Authority (DDMA) must meet at least once in a year i.e. in the month of April to May, before the onset of monsoon season for updating the District Plan. For this one month's prior notice should be given to all concerned departments before convening the meeting. The DDMA would consist of following functionaries:

#### **DISTRICT DISASTER MANAGEMENT AUTHORITY**

Sl.No.	Name	Contact No.	Position
1.	Deputy Commissioner	9013286469	Chairperson ex-officio
2.	Chairperson ZPM		Co-chairperson
3.	ADC	9436895142	Chief Executive Officer
4.	Superintendent of police	7629976667	Member
5.	DMO	9346056283	Member
6.	EE, Power	7005027423	Member
7.	EE,PWD	9436220111	Member
8.	DDMO	9436251233	Convener

Under Section-28 sub-section (i) of DM Act 2005 the chairperson of the district authority can constitute an advisory committee and other committees as and when it considers necessary for efficient discharge of its functions. The advisory committee shall consist of following members:

#### **ADVISORY COMMITTEE TO DDMA**

Sl.No.	Name	Phone (O)	Phone (R)	Position
1	All HoDs of the district	Attached at annexure		Advisory member

The Deputy Commissioner should include in the agenda of the District Coordination Meeting, the subject of updating of the district disaster management plan by incorporating the changes in names of officers, of telephone numbers and addresses of the officers concerned. The Deputy Commissioner should also review changes in other indicators pertaining to the district like creation of additional infrastructure, development projects, changes in inventories, ethane incorporate these changes while updating the Plan. The members should substantiate/assist the Committee with all the updated information about their concerned areas of operation time to time.

## **DISTRICT CONTROL ROOM:**

### **District Control Room (DCR)**

This section is prepared to help the members of District Control Room to understand the structure and functioning of District Control Room. Following the important Three C's i.e. Command, Control and Communication for effective response in an emergency, we will be able to minimize the hardships of the community and improve the quality of the process of recovery. This control room will be able to provide timely, supported and well thought of interventions to the grass root staff as well as volunteers as it will be the hub of three C's.

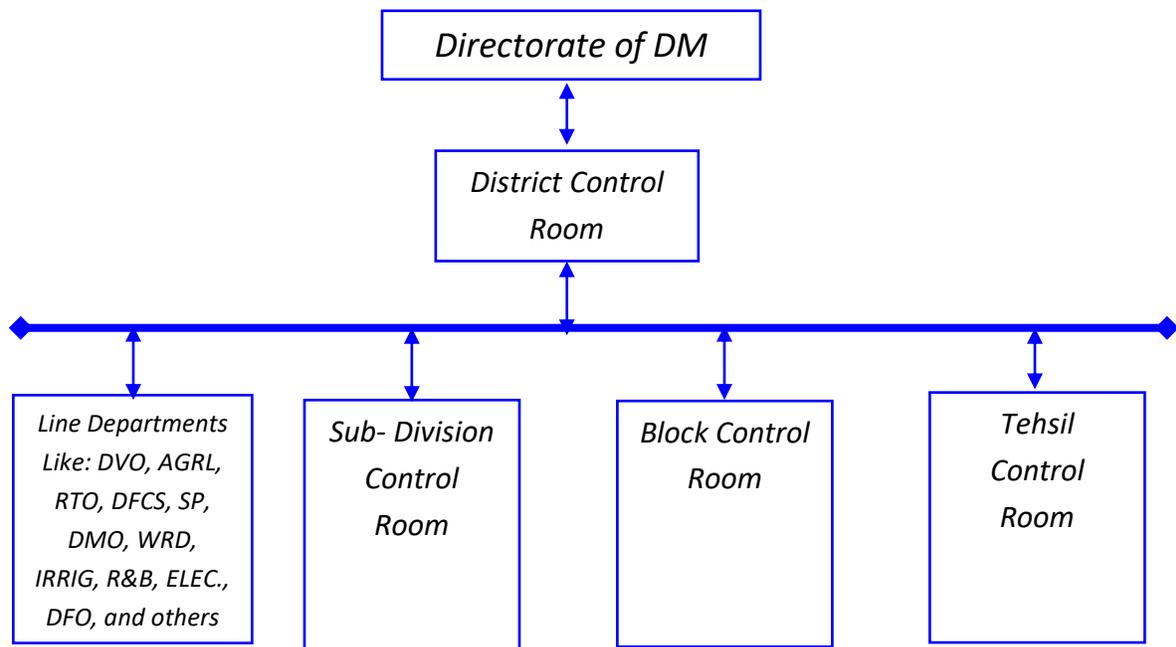
### **Purpose of the DCR**

The District Control Room under the control of Deputy Commissioner will operate round the clock and will be the nerve center to

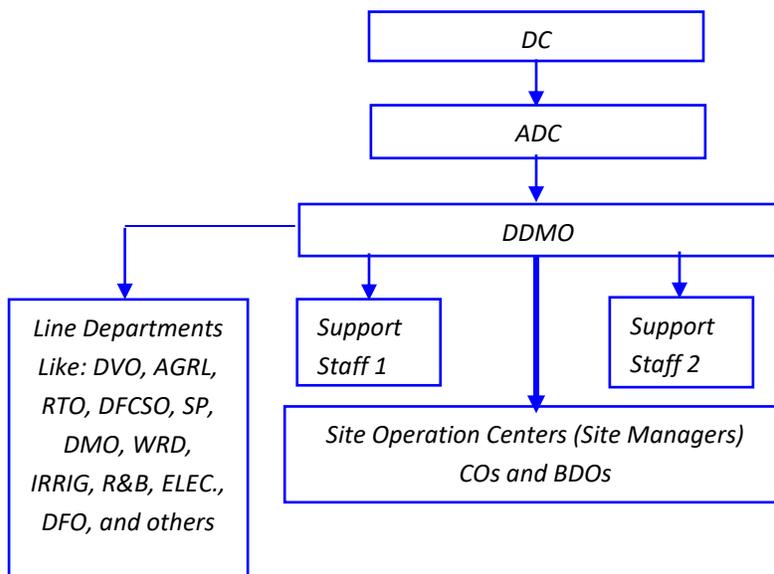
- ❖ Monitor
- ❖ Co-ordinate
- ❖ Implement the actions/activities for Disaster Management.

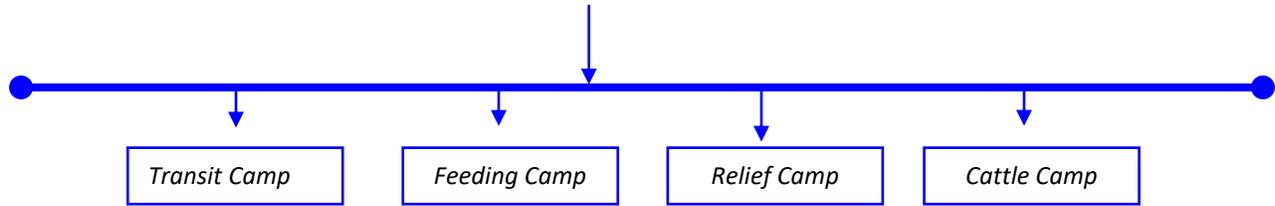
In the time of disaster, the District Control Room will operate under the central authority of the DC exercising emergency power to issue directives to all departments to provide emergency response service. He / She will also co-ordinate with the State Steering Committee for appropriate support and smooth flow of information. The Control Room should be manned round the clock. The District Control Room will be placed in the Emergency Section of the DC.

### Information Flow Chart of the DCR



### Co-ordination Structure at District Level Control Room





### Scope of Work of the District Control Room:

Time Frame	Activities
Normal Time	<ul style="list-style-type: none"> <li>• Ensure that all warning and communication systems, instructions are in working condition</li> <li>• Receive information on a routine and regular basis from the departments on the vulnerability of the various Gram Panchayat and Villages to disaster</li> <li>• Upgrade and update DCP according to changing scenarios in the district, update data bank and maintain an inventory of resources.</li> <li>• Update all information.</li> <li>• Monitor preparedness measures including simulation exercises undertaken by various departments.</li> <li>• Ensure proper dissemination of DCP at the district level, local level and disaster prone areas.</li> <li>• Identify appropriate NGOs/Private Sector Organizations, which can be assigned the task of community level preparedness.</li> <li>• Organize post-disaster evaluation and update DCP accordingly</li> <li>• Prepare reports and documents on district level disaster events and submit the same to Directorate RR&amp;DM and SDMC. <ul style="list-style-type: none"> <li>▪ Weather tracking and early warning dissemination</li> <li>▪ To collect and transmit information regarding matter relating to natural calamity.</li> <li>▪ Mapping of vulnerable areas</li> <li>▪ Database on civil society organizations and their activities</li> <li>▪ Database on volunteers</li> <li>▪ Facilitate regular meetings of civil society organizations and issue updates</li> <li>▪ Flow of information to central control room in Relief Commissioner's office and OSDMA</li> <li>▪ District level training of officials and NGOs in emergency response</li> <li>▪ Men and material management in emergencies with proper inventorization</li> </ul> </li> </ul>

### Diagram of Responsibilities of the DCR Staff:





	ch		No. If any				receipt	be done	

### Arrangements in District Control Room:

The DCR is equipped with

- Action Plans
- Vulnerability maps
- List of key contact persons during emergencies
- Database on resources of the district

During disaster provision will be made in the Collectorate for

- First aid and other basic medical relief for the staff
- A rest room with adequate facilities and
- A kitchen and lunch room

## CHAPTER – IV

### PREVENTION, MITIGATION AND RESPONSE STRATEGIES

#### Prevention measures:

Prevention is always better than cure. All the measures required to be taken before flood (anticipatory stage), during the floods (concurrent stage) and after floods (post disaster stage) are incorporated into the integrated contingency plan which clearly specify details of the mechanism of coordination, monitoring and supervision of both prevention, rescue and relief operation. Analysis of vulnerability and classification of areas with reference to degrees of risks faced by the flood prone areas are tasks which should precede the preparation of the Contingency Plan which has to be tailored to meet the nature and magnitude of flood risk.

In the case of floods, the management during the various phases falls within the purview of many Departments. These Departments are required to prepare a contingency plan spelling out clearly the arrangements for drafting additional personnel, their deployment and the chain of command, stock-piling of supplies and monitoring. Restoration of roads and salvaging of structures affected by floods have to be attended to by the works Department, UD Department & DVO have to organize clearance of debris, disposal of corpses and carcasses. The PHE department should work out its plan to provide for prompt provision and repair of drinking water tube wells and supply of protected water to the people in the flood affected areas and also in the areas where temporary shelters are set up to accommodate people evacuated, rescued from flood affected areas as well as in marooned areas.

People in the flood-affected areas have to be immunized from water borne and other diseases. The water sources have to be disinfected. The person responsible for undertaking these works should be earmarked in advance and plans for constitution of mobile teams and establishment of field hospitals finalized.

The health of cattle in the flood-affected areas is equally important. Provision of fodder, treatment of cattle and prophylactic measures are the important items that should be figured in the Contingent Plan of the Animal Husbandry Department.

The immediate responsibility of Agriculture Department is to maintain necessary stocks of seeds and other imputes and analyze the crop damage.

The services of Police, Home Guards, National Cadet Corps and members of National Service scheme etc., are mobilized for rescue and relief operation. In the case of major disaster help of Army, Navy and Air Force is available for rescue and relief operation and air dropping of essential commodities. They have to be trained properly to stay ever ready for immediate response to such events

Training is also necessary for the community and local leaders so that they can respond to the disaster situation in an appropriate manner.

Following factors must be put together to minimize loss of lives, livelihood and property in disaster:

1. Event Prediction.
2. Warning.
3. Risk Avoidance Action.
4. Emergency Plan (District Disaster Management Plan).
5. Activation of the Plan.

### **Planning Assumptions based on Past Experiences:**

#### **Deputy Commissioner:**

- Proper functioning of Control Rooms (District, Block) to be monitored
- Closure of breaches and embankments to be ensured
- Areas will be cut off from the main route
- Senior Level Officers should be deployed before the areas get cut off
- Installation of wireless systems and telephones to be ensured for communication
- Storage of food (infant food, dry food) in vulnerable pockets to be monitored
- Arrangements for keeping drainage clear to be made
- Army assistance to be kept ready
- Relief measures to be organized

#### **SP:**

- There will be communication problem
- There will be law and order situation in the affected areas
- Army and Civil Defense assistance will be required
- Routes might be blocked with carcasses
- There will be a traffic jam on the roads

#### **DMO:**

- Outbreak of epidemic or medical emergency as secondary disaster
- Contamination of water and food, requirement of adequate drugs and medical accessories
- Unclean disaster affected site
- Disruption of communication and transport facilities
- Disruption of labs and hospital, urgent need for mental health crisis council for disaster victims
- Disruption of sanitation facilities
- Loss of power and missing people in shelters may increase disease and injury

#### **PHED:**

- Most of the water available will be unfit for drinking
- Existing storage bodies of water may be damaged and unusable
- There will be an alternative need (poly packs) of water to assist victims in rescue operation
- People to be informed of emergency supply of water

- Tankers and containers to be acquired for distribution of water
- Sources of possible water sources and unacceptable water sources to be identified
- Water to be distributed to camps and hospitals

### Installation of Disaster Warning System:

Apart from District Control Room operated by the DC office, a proposal should be placed with the Government of Arunachal Pradesh for installation of Early Warning System to track the weather report from all the sub-divisions and administrative centers. The following stations have been identified with its place of installation by end of next current financial year as follows:

Sl.No.	Name of the Block	Place of installation
1	Basar	DC Office
2	Tirbin	BDO Office or EAC Office
3	Dari	BDO Office or CO Office
4	Sago	CO Office

### Response Measures:

#### For Flood/Landslide /Draught

- ❖ **Guarding the Weak-points:** There are some weak points, which require constant watch at the time. The Engineers of PWD, RWD and WRD Department have been advised to take arrangement for deployment of their staff with required materials such sand bags, bamboo mats, balas etc. to protect the weak points. The Supdt. of Police Leparada has been requested to issue suitable instructions to the Thana Officers for deployment of constables, Home Guards, Gram etc. at the weak points by checking cutting of embankments and roads by the miscreants. The ADC should inspect important weak point, PRI members will also offer their inputs about the adequacy of precautionary measures taken.
- ❖ **Keeping the drainage clean:** The Executive Engineer, Water Resource Division, Department of Urban Development has been instructed for clearance of drainage channels for free flow of flood water before onset of monsoon. Public should also take the initiatives.
- ❖ **Storage of POL:** During flood, road communication to District HQ remains cut off for days together. The Civil Supplies Officer will ensure keeping adequate stock of POL in petrol pumps during flood.
- ❖ **Health Measures:** For taking health measures in the event of flood/cyclone/drought and any crisis (even related to man - made). District Medical Officer as well as other District Level Officers is kept in charge for effective supervision. Medicines, A-C Vaccine, Disinfectants etc. will be kept in different zones and centers.
- ❖ **Veterinary Measures:** The District Veterinary Officer will remain in overall charge of the district and he will ensure proper coordination and measures are taken to contain any outbreaks. He will also arrange medicines and fodder in advance for distribution in flood-affected areas, if situation so warrants. He will arrange transportation of the stock to block headquarters.

The Other field officials of veterinary Department will make the distribution of cattle feed. They should be instructed to keep a portion of medicines from their annual quota exclusively for treatment of animal during flood. The V.O. is also requested to keep the stock of some medicines and vaccines for immediate utilization in flood prone areas of their sub-division. All field staffs have been strictly instructed by D.V.O Leparada to help Circle Officers/B.D.Os in the proper distribution of rice, food and fodder among the affected cattle owner, treatment and preventive vaccination on priority basis in marooned areas in consultation with concerned B.D.Os and will also supervise the work.

### Responsibility Matrix of Disasters:

### Responsible Matrix for Earthquake:

Hazard Specific “Responsibility Matrix” for emergency response functions for sudden disasters where Early Warning is **not available**:

Time	Task	Department/ Agency	Activity
1	2	3	4
D + 30 Min			
D+ 15 Min			
D+ Hr	DISASTER		
D+ 2 Hr	Emergency Meeting	DDMA & Sub-Committee members	Chalk out the strategies
D+ 3 Hr	Monitoring at the affected area	DDMA and search & rescue Team	Strategies for rescue operation
D+ 6 Hr	Search & rescue operation by the district team	Search & rescue team	Rescue operation
D+ 12 Hr	Inform the Govt. & neighboring districts for help	-do-	-do-
D+ 24 Hr	Seeking help from NDRF, Itanagar/ Dehmaji	-do-	-do-

### Responsible Matrix for Flood:

Hazard Specific “Responsibility Matrix” for emergency response functions for sudden disasters where Early Warning is **available**:

Time	Task	Department/ Agency	Activity
1	2	3	4
D-72 Hr	Control room management	Disaster Management Cell, Leparada	Control room should be functional round the clock
D-48 Hr	Warning Dissemination	-do-	Warning should be disseminated at all vulnerable areas
D-24 Hr	Information	DDMA & All Sub-Divisions as well as Admin. Outposts	Collection of information from all vulnerable areas
D-0 Hr	DISASTER		
D+ 2 Hr	Receiving of information from any source	Disaster Management Cell	Chalk out the strategies for response
D+ 3 Hr	-do-	-do-	-do-
D+ 6 Hr	Emergency Meeting	DDMA/ Sub-Committee members	Meeting of DDMA/ crises management team should be convened
D+ 12 Hr	Evacuation/ restoration of damaged as well as trapped victims	All concerned teams as assigned in the plan	Rescue, relief & reconstruction of the damaged assets and affected areas/victims
D+ 24 Hr	Sought help from neighboring districts for help	DDMA/ Sub-Division Offices	-do-

Hazard Specific “Responsibility Matrix” for emergency response functions for sudden disasters where Early Warning is **not available**:

<b>Time</b>	<b>Task</b>	<b>Department/ Agency</b>	<b>Activity</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
D + 15 Min			
D+ 30 Min			
D+ Hr	DISASTER		
D+ 2 Hr	Receiving of information from any source	Disaster Management Cell	Chalk out the strategies for response
D+ 3 Hr	-do-	-do-	-do-
D+ 6 Hr	Emergency Meeting	DDMA/ Sub-Committee members	Meeting of DDMA/ crises management team should be convened
D+ 12 Hr	Evacuation/ restoration of damaged as well as trapped victims	All concerned teams as assigned in the plan	Rescue, relief & reconstruction of the damaged assets and affected areas/victims
D+ 24 Hr	Sought help from neighboring districts for help	DDMA/ Sub-Division Offices	-do-

### Responsible Matrix for Landslide:

Hazard Specific “Responsibility Matrix” for emergency response functions for sudden disasters where Early Warning is **not available**:

<b>Time</b>	<b>Task</b>	<b>Department/ Agency</b>	<b>Activity</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
D + 15 Min			
D+ 30 Min			
D+ Hr	DISASTER		
D+ 2 Hr	Receiving of information from any source	Disaster Management Cell	Chalk out the strategies for response
D+ 3 Hr	-do-	-do-	-do-
D+ 6 Hr	Emergency Meeting	DDMA/ Sub-Committee members	Meeting of DDMA/ crises management team should be convened
D+ 12 Hr	Evacuation/ restoration of damaged as well as trapped victims	All concerned teams as assigned in the plan	Rescue, relief & reconstruction of the damaged assets and affected areas/victims
D+ 24 Hr	Sought help from neighboring districts for help	DDMA/ Sub-Division Offices	-do-

### Responsible Matrix for Fire Accident:

Hazard Specific “Responsibility Matrix” for emergency response functions for sudden disasters where Early Warning **is not available**:

Time	Task	Department/ Agency	Activity
1	2	3	4
D-72 Hr			
D-48 Hr			
D-24 Hr			
D-0 Hr	DISASTER		
D+ Hr	Immediate response for rescue operation	The Fire station, Basar and all other teams as assigned in the plan	Rescue operation and traffic control at affected site
D+ 2 Hr	-do-	-do-	-do-
D+ 3 Hr	-do-	-do-	-do-
D+ 6 Hr	Inform the Govt. through the quickest means of communication	Disaster Management Cell	Sending information to the Govt.
D+ 12 Hr	Assessment of property loss and loss of lives	District standing board	Detail assessment of property loss/ loss of lives
D+ 24 Hr	Relief assistance	DDMA/ DDMO	Providing of relief assistance

### Rescue and Relief

**Rescue/Evacuation of marooned population:** Rescue of people who are marooned in isolated patches poses a serious challenge during emergency situation. Rescue work is undertaken by the local Officers, Police force, local villagers and volunteers. At the time of major flood situation, the help of armed forces is also availed thereof.

### Distribution of Emergency Relief

When people are in acute distress due to severe natural calamities like high flood or strong cyclone, it becomes impossible for the people to procure food and essential items. Their belongings are washed away and houses damaged. It becomes necessary to provide the affected people with cooked food, clothing's, shelter and other basic necessities. This kind of relief is categorized as Emergent Relief.

Emergent relief is sanctioned irrespective of the consideration of status, caste or religion and at such a juncture the haves and have-nots are leveled down to the same position.

Emergent relief may include distribution of rice, chuda, mudhi, salt, kerosene, matchboxes and other bare necessities of life including cooked food and clothing. It may include provision of improvised shelter with timber-bamboo, tarpaulins, straw, polythene etc.

Sanction for emergent relief activities from NDRF & SDRF takes place as per rules laid down by the NDMA & SDMA. Distribution of emergent relief for more than 3 days may require an approval order of Deputy Commissioner in the matter.

### Post Flood measures

It is necessary to take following post flood measures immediately after flood subsides:

- ❖ Distribution of house building grant after assessment of damage.
- ❖ Assessment of damage to public properties to be undertaken by different field officers.
- ❖ It has to be examined if a special feeding programme is required to be undertaken or not.
- ❖ Immediate restorations of roads are to be taken up by different departments so as to normalize the day to day business of the people.
- ❖ It is required to be examined if labor intensive works are required to be undertaken to provide labor in the affected pockets.

- ❖ The chief district veterinary officer will take immediate steps for disposal of carcasses to avoid epidemic in affected areas.
- ❖ The Executive Engineer PHE will take immediate steps for disinfection of drinking water sources.
- ❖ Supply of pure drinking water to the people of flood-affected areas is of great importance. Executive Engineer WRD has been instructed for repair of all defunct tube wells in rural flood prone area/installation of temporary tube wells at shelter points/camps supply of drinking water in marooned villages, shelter camps by tankers/disinfection of drinking water in rural areas.

## Post-Disaster Evaluation and Measures

### Assessment of Damage by other Departments:

Private properties and properties of Govt. under different Departments are also damaged by Natural Calamity. A board of members chaired by the Additional Deputy Commissioner who is the chief executive officer of DDMA shall undertake assessment of damage to private properties and public properties. In case of other Departments, their own field officer's shall determine the assessment of damages to Govt. properties and other infrastructure.

### Assessment of Crop Damage:

As per guidelines prescribed by the Department of Disaster Management, the Deputy Director Agriculture along with his officers & field staffs have to undertake immediate survey of the damages as outlined below:

- a) Area covered under different groups and area damaged.
- b) Damaged area has to be certified by DDA.
- c) Approximate loss of crops mainly paddy, wheat and other major crops in quintals and value in rupees.
- d) Cropping pattern both for alternate crops Rabi/ Khariff.
- e) Requirement of seeds, seedlings, fertilizers, pesticides etc. to be assessed.
- f) It is to be examined if seeds/seedlings can be supplied to the affected cultivators at subsidized rates.
- g) Availability of seeds, seeding etc. and procurement punch sets.
- h) Funds needed funds available and additional requirement should be determined.

## Restoration

### Restoration Programme:

The restoration programme may involve two stages of work. In the first stage, some repairs are immediately necessary to prevent further deterioration; restoration of communication, power supply, hospital facilities, water and sanitary arrangements are some of the programme which may come under this category. The concerned Department of Govt. may lay down priorities in the restoration programme having regard to the necessary and availability of funds.

### Restoration Work

After disaster, the concerned Departments should take up restoration work on war footing to bring back normalcy in the affected areas. The concerned Departments will act as follows:

1	Forest Deptt., PWD & RWD Deptt.	They will take steps for clearance of fallen trees and Departmental buildings from the roads for free movement of vehicles etc. Immediate repair of roads and bridges also to be taken up.
2	Telecommunication Deptt.	Immediate restoration of Telephone and telegraph lines.
3	Exe.Engr. WRD	Immediate closure of breaches in embankments.
4	Dist. Vety. Officer	Removal and disposal of carcasses, vaccination, cattle treatment, supply of fodder etc.
5	DMO & Exe. Engr. PHED	Disinfection of water sources & treatment etc.
6	Agriculture Deptt.	Treatment of saline inundation fields. Supply of seeds in area where crop has been damaged.
7	Exe. Engr. Power	Immediate restoration of power lines.

### House Building Grant

On receipt of the preliminary damage report from the standing district board of members headed by the Additional Deputy Commissioner (HQ), the Deputy Commissioner/ Board of DEC shall take steps for allotment of funds for payment of house building grant to the eligible persons. The scale of house building grants to be sanctioned as per the existing NDRF & SDRF guidelines.

The ADC and his board of members shall ensure a careful assessment of the completely washed away, completely collapsed and 'PARTIALLY COLLAPSED' houses and ensure preparation of such lists in respect of every village. The Deputy Commissioner and his council of other District members shall approve this list.

Apart from these, an Incident Response Plan (IRS) has been incorporated in accordance with the guideline/ format being laid down by NDMA, GoI, New Delhi. The Incident Action Plan has been reviewed with specific hazard of the District.

### Incident Action Plan (IAP)

#### Responsible Officer (RO):

IRS constitutes an important part of the Disaster Response at the District level which will help the disaster response in the district. It will also help to reduce chaos and confusion during response. Everyone will know what has to be done and who is in command. The important thing is to get the team members trained in their respective roles. A time bound strategy with fixed responsibilities is essential to achieve this objective. As per the guidelines framed by the NDMA, the RO of the district has to identify the suitable officers at different levels for the various positions in the IRS organizational structure and formation of IRTs at District, Sub-Division and Circle Level by issuing of Standard Orders at respective levels.

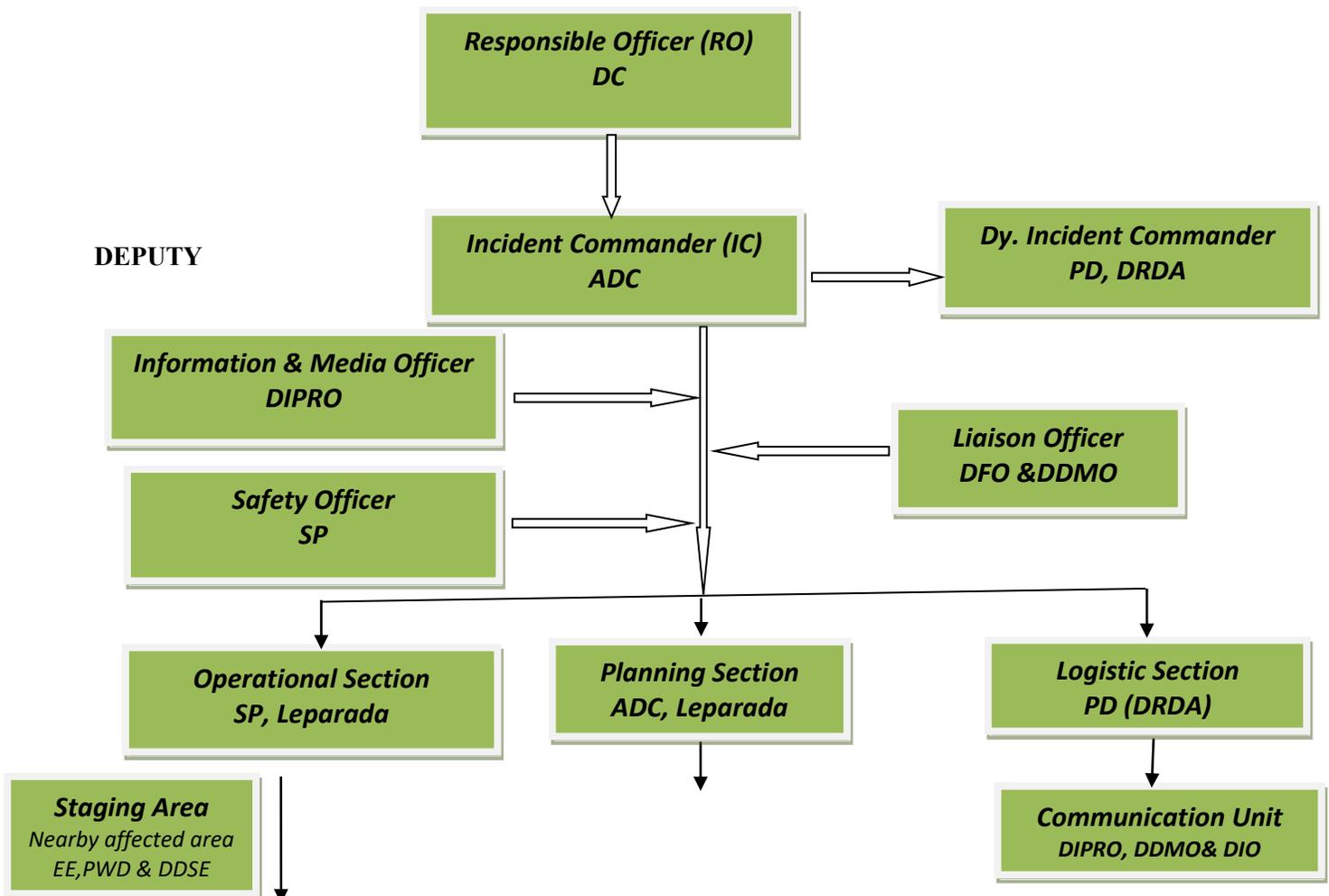
The Deputy Commissioner being the head of the district administrative set up and chairperson of the DDMA are designated as the RO of the district. The DC may delegate some of his functions to the ADC for the day to day supervision and management of the incident and he will function as an Incident Commander (IC) of the district. They will however remain fully briefed by Emergency Operation Center (EOC) and Incident Commander (IC) and be aware of all developments and progress of response activities at all times.

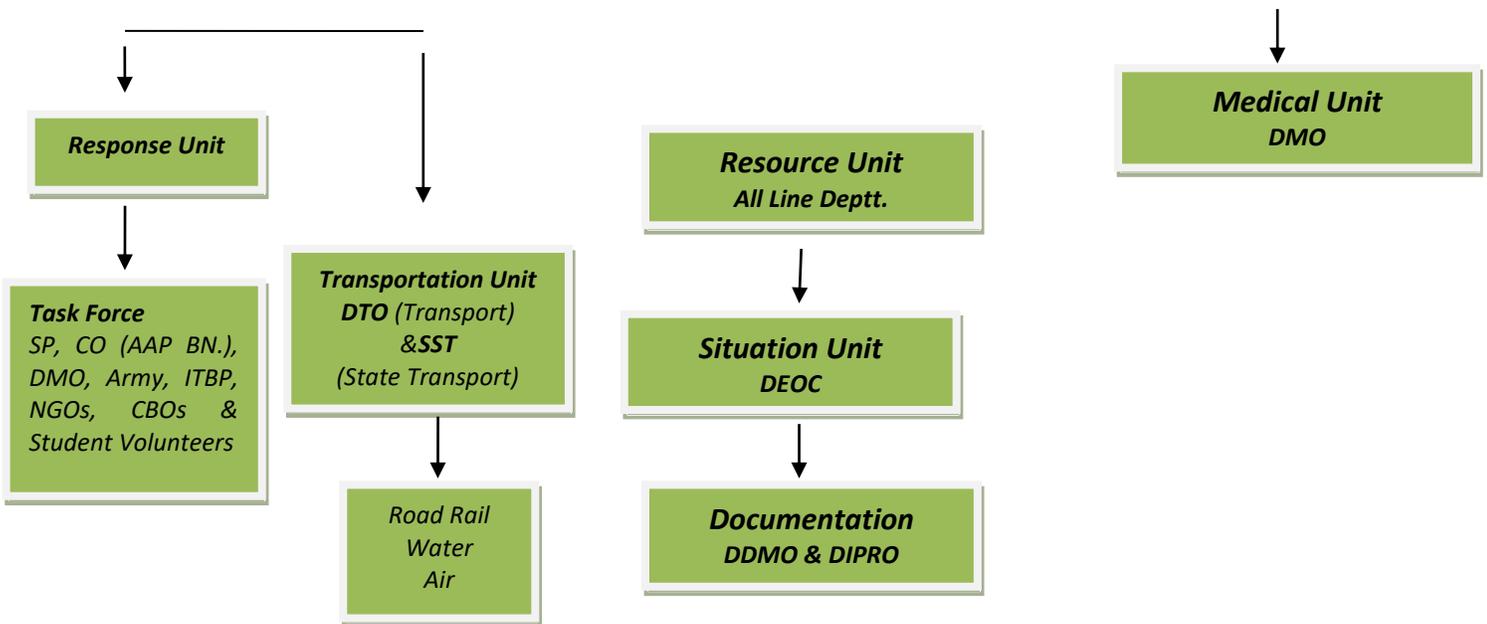
For quick discharge of its duties and functions during emergencies, the DC will consider setting up of an Area Commander (AC). In this context, all ADCs will act as AC of their respective areas, if the situation is considered beyond the control of AC, then all the administrative out post officers will act as an AC for their respective jurisdictions.

### Co-ordination of Response at District Level:

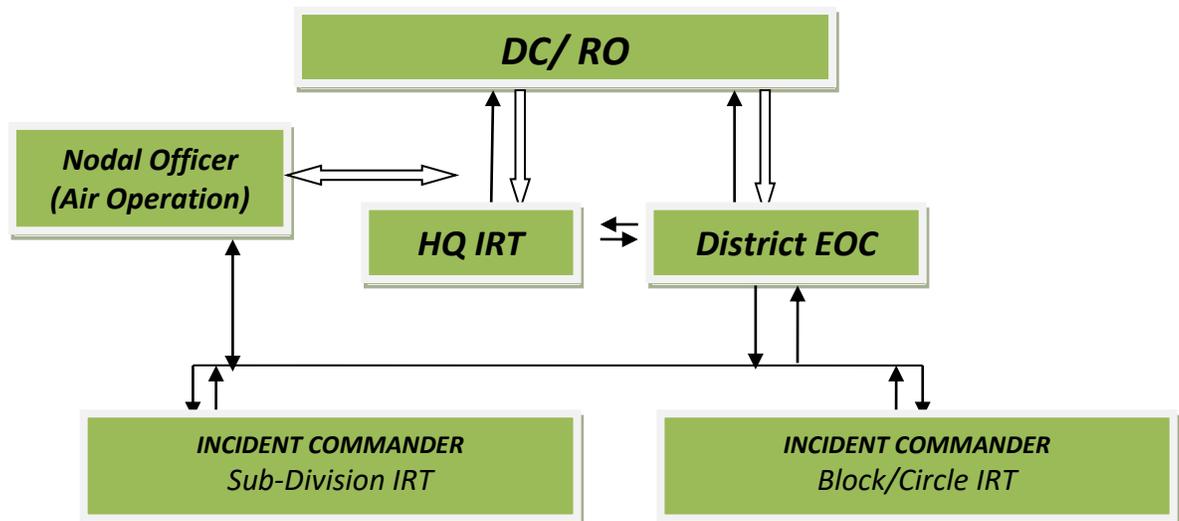
- i. The head of different departments in the district will have separate roles to play depending on the nature and kind of disaster. The roles and responsibilities of the members of the DDMA will be decided in advance in consultation with the concerned members. The roles of other line departments also have to be clearly delineated in various disaster situations in the District DM Plan which will be duly approved by the state Govt. so that there will be no ambiguity about their functions during response.
- ii. The DC/ RO will issue a Standing Order for formation of IRT at District headquarters/ Sub-Division/ Circle levels. He / She will ensure that appropriate and experienced officers are selected for IRTs.
- iii. The selection of the Officer Section Chief (OSC) will however depend on the nature of the disaster. In case of flood and earthquakes, reaching the affected area, rescuing the affected people and providing relief to them is the main task of the responders. People have to leave home in a hurry and they are not able to take their valuables / belongings with them. These abandoned houses become vulnerable.
- iv. The relief materials while being transported also become prone to loot. In such cases, Police and Armed Forces are the best suited to handle and lead the operations. In case of fire at District level, it will be the District Fire Officer who will be appropriate officer to handle the situation. In case of health-related disaster, it would be the District Chief Medical Officer and so on. In case of Sub-Division, Block & Circle, the respective heads of officer will function as the IC in their respective IRTs. During the pre-disaster period, the Ro will ensure capacity building of all IRT members in their respective roles and responsibilities may brief in length.

### Incident Response Team (IRT):





### Incident Support Function:



### Roles & Responsibilities of RO:

- i. Ensure that IRTs are formed at District, Sub-Division, Block/ Circle levels and IRS is integrated in the District DM Plan as per Section 31 of the DM Act, 2005.
- ii. Ensure web based/ on line Decision Support System (DSS) is in place in EOC and connected with Sub-Division and Block/ Circle level IRTs for support.
- iii. Ensure that all toll free numbers existing for Police, Fire and Medical support etc. are linked to the EOC for response, command and control.

- iv. Obtain funds from State Govt. as recommended by the 13<sup>th</sup> FC 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. Appoint & Delegate authorities to the IC.
- vi. Activate IRTs at District headquarter, Sub-Division, Block/Circle levels as and when required.
- vii. Decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other.
- viii. Ensure that Incident action plan (IAP) is prepared by the IC and implemented.
- ix. Remain fully briefed on the IAP and its implementation.
- x. Coordinate all response activities.
- xi. Give direction for the release and use of resources available with any departments of the Govt., Local Authorities, private sector etc in the district.
- xii. Ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required.
- xiii. Ensure that when Armed Forces arrive in support for disaster response, their logistic requirements like camping grounds, portable water, electricity and requirement of vehicles etc are sorted out.
- xiv. Appoint a Nodal Officer (NO) at the District level to organize Air Operations in coordination with the State and Central Govt. Nodal Officer. Also ensure that all ICs of IRTs of the District are aware of it.
- xv. Ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner.
- xvi. Deploy the District Headquarter IRTs at the incident site, in case of need.
- xvii. Ensure effective directory of personnel and a safe operating environment.
- xviii. In-case the situation deteriorates; the RO may assume the role of the IC and may seek support from the State level RO.
- xix. Mobilize experts and consultants in the relevant fields to advise and assist as he / she may deem necessary.
- xx. Procure exclusive or preferential use of amenities from any authority or person.
- xxi. Conduct post response review on performance of IRTs and take appropriate steps to improve performance, and
- xxii. Take other necessary actions as the situation demands.

### **Roles & Responsibilities of IC:**

- i. Obtain information on:
  - a) Situation status like number of people and the area affected etc.
  - b) Availability and procurement of resources.
  - c) Requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp etc.
  - 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 IRS incident briefing form 001 annexed in Annexure-I and request for additional resources if required.
- vi. Extend support for implementation of Area Commander (AC) and Unified Command (UC) if considered by the RO.
- vii. Establish appropriate IRS organization with Sections, Branches, Divisions and Units based on the span of control and scale of the incident.
- viii. Establish ICP at a suitable place. There will be one ICP even if the incident is multi jurisdictional. Even a mobile van with complete communication equipment and appropriate personnel may be used as ICP. In case of total destruction of buildings, tents or temporary shelters may be used as ICP. 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 meeting 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, CBOs and 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. Recommend demobilization of the IRT, when appropriate.
- xxiv. Review public complaints and recommend suitable grievance redresses measures to the RO.

- xxv. Ensure that the NGOs and other social organizations deployed in the affected sites are working properly and in an equitable manner.
- xxvi. Ensure preparation of After Action Report (AAR) prior to the demobilization of the IRT on completion of the incident response.
- xxvii. Perform any other duties that may be required for the management of the incident.
- xxviii. Ensure that the record of various activities performed (IRS Form-004 annexed in Annexure-IV) by members of Branches, Divisions, Units are collected and maintained in the Unit Log (IRS Form-003) in Annexure-III, and
- xxix. Perform such other duties as assigned by RO.

### **Roles & Responsibilities of Area Commander (AC):**

Area commander is activated when span of control becomes very large either because of geographical reasons or because of large number of incidents occurring at different places at the same time. Area Command may also be activated when a number of administrative jurisdictions are affected. It provides closer supervision, support to the ITRs and resolution of conflicts locally. The roles and responsibilities of AC are:

- i. Ensure that incident management objectives are met and do not conflict with each other.
- ii. Allocate critical resources according to identified priorities.
- iii. Ensure resolution of all conflicts in his jurisdiction.
- iv. Ensure effective communications
- v. Identify critical resources needs and liaise with the Emergency Operating Centre (EOC) for their supply.
- vi. Provide for accountability of personnel and ensure a safe operating environment and
- vii. Perform any other tasks as assigned by the RO.

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

The IMO is the point of contact to assist the IC for media briefing. He / she also initially documents ongoing activities of response. The roles and responsibilities of IMO are:

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

### **Roles & Responsibilities of Liaison Officer (LO):**

The LO is the focal point of contact for various line departments, representative of NGOs, PRIs, CBOs etc participating in the response. The LO is the point of contact to assist the first responders, cooperating agencies and line departments. The roles and responsibilities of LO are:

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

### **Roles & Responsibilities of Safety Officer (SO):**

The SO's function is to develop and recommend measures for ensuring safety of personnel and to assess and anticipate hazardous and unsafe situations. The SO is authorized to stop or prevent unsafe acts. He also gives general advice on safety of affected communities. The roles and responsibilities of SO are:

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

## CHAPTER – V

### **CAPACITY BUILDING, TRAINING, INFORMATION, EDUCATION & COMMUNICATION**

#### **Plan Dissemination and Evaluation:**

The responsibility of plan dissemination is vested with the DDMA.

In order to make the DDMP effective it must be disseminated at two levels:

- a. To the district authorities, government departments, NGOs and other agencies and institutions within the district and
- b. To general public

#### **Dissemination of Other IEC Materials:**

The DDMO, DIPRO and other official at the district level will carry on the dissemination of IEC materials and NGOs at the block and village level during normal times. The activities of these would include:

- Walling Painting.
- Posters, Pamphlets and Brochure preparation and distribution.
- Street plays.

- Volunteers training.
- Task force training etc.

### **Training and Drills:**

The training programmes are organized for different levels of functionaries from district level officials, identified NGOs, Private Sector Organizations in order to equip them to extend training facilities to functionaries at blocks and village level as well as organize simulation exercises within the community.

The objective of full scale drill includes evaluation of the following:

- Practicality of the plan (structure and organization)
- Adequacy of communication and interactions among the agencies and the public
- Effectiveness of Emergency equipment
- Adequacy of first aid and rescue procedures
- Adequacy of emergency personnel response and training
- Public relation skills
- Evacuation and count procedures
- Timely updating of Plans
- Coordination with the CBOs / NGO

### **Community Based Disaster Preparedness and Mock Drills:**

#### **Role of the Community:**

- Fast response to disaster
- Participate in preparedness programme
- Sharing of disaster preparedness cost
- Playing as pressure / advocacy group
- Stockpiling and Coordination
- Supporting communication System

The Community Based Disaster Preparedness should be done as per the following stages:

- ⇒ Formation of Block Level Disaster Committee
- ⇒ Training of line department and volunteers
- ⇒ Formation of GP level Committee
- ⇒ Developing Community Contingency Plans in the Villages
- ⇒ Training of Task Forces
- ⇒ Periodic mock drills
- ⇒ Coordination of GP and Block
- ⇒ Updating information

#### **Mock drills:**

Mock drills are important in normal times as well as during the emergency. The mock drill and preparedness for disaster are considered as a part of police duty. Every six months, there should be a mock drill in all of the police stations of the district to make them alert / fit to cope with any situation. Similarly, all police stations should have internal security scheme, based on which they should have mock drills and update it for safety measures as per requirement.

Besides a contingency drill should be enacted during the earthquake, landslide, flood, drought season so that everyone knows what he/she should do and where he/she should go. It is advisable to have a mock drill at night during the rain, by cutting of the electricity in the village/ block/ district (as per the time chosen for the mock drill at each level). This exercise will help learn possible problem that would be faced with in event of an actual disaster. The lessons learned from these mock drills could be utilized in preparing the contingency plan in a much-prepared manner.

### **CAPACITY BUILDING AND TRAINING MEASURES**

Community capacity building and inventory of trained human resources:

S/NO.	Trained Village Volunteers	Circle	Total Nos
1	Village volunteers	Basar	18
2		Dari	51
3		Tirbin	50
4		Sago	10

## CHAPTER – VI

### **PREPAREDNESS MEASURES**

#### **Administrative Preparedness for different Disasters:**

The following steps have been taken as a part of administrative preparedness to combat any eventualities during and immediately after the disaster:

1. Control Rooms are functioning round the clock in DCs office.
2. Senior Level Officers from different departments will be assigned charges for overseeing the flood, fire, drought situations along with the BDOs of respective blocks.
3. Telephone Numbers have been made available to the deptt. of Water resource, PWD and police station for intimation regarding the adverse weather. The contact number of the departments is annexed at the annexure.
4. BSNL, SDO Telegraphs / Telephones have been requested to keep the lines in order at the time of calamity.
5. Daily report of rainfall is being obtained from the BDO's and Water resource deptt.
6. The Executive Engineer of WRD has been intimated to report Gauge reading of the rivers during flood.
7. The EE Urban Development has been requested to clean drainage system.
8. The Executive Engineer, PHED has been directed to repair / replace the pipe which was damaged during the monsoon.

9. The Superintendent of Police has been intimated to monitor the installation of Police Wireless Stations and make arrangements for army assistance.
10. DF&CSO is directed by the District Magistrate or Deputy Commissioner to store adequate food stuff at interior, vulnerable, strategic and key areas for immediate relief.
11. NGOs have been identified block wise and task force been formed in collaboration with the district administration to carry out relief operation, rescue and evacuation, etc.
12. DMO has been directed to arrange Medical Relief Camps and doctors have been deployed for the purpose. The CDMO has been directed to keep the mobile medical team ready for the purpose.
13. Indent of different vaccines has been taken to protect animals against contagious diseases, medicines supplied to the field functionaries for routine treatment as part of veterinary measures.
14. PWD Officer and Highway divisions will look into the repairs of roads, bridges, concrete steel work and make other necessary arrangements as per requirement.
15. NGOs / CBOs have been organized by the respective BDOs as relief parties

### **Disaster Specific Capability Analysis with the Human Resources and Skills:**

All the line departments such as Health, Veterinary, Irrigation, Police, Revenue, Electrical, PWD, WRD, etc are instructed to stay prepared with the equipments and manpower before the specified disaster seasons. They will give a list of their resources and requirements to the Disaster Management cell well in advance so that proper preparatory measures will be at place. The NCC, NSS and Paramilitary Forces will have to prepare a list of task force for the rescue, evacuation and relief operation. They will be provided with a relief kit each and a training manual. Training should be conducted at the District, Block, and village levels to ensure that the awareness for disaster mitigation is built up among the communities. Mock drill should be conducted in anticipation of disasters to enhance the skills of the task force. Lists of skilled and unskilled human resources are annexed in the annexure. The different task force has been asked for quick response during any kind of disaster.

### **STANDARD OPERATING PROCEDURES (SOPs) FOR PREPAREDNESS:**

- I. Protocol for VIP visits:  
The CO, Sadar/ Protocol and DIPRO have been asked for arrangement of VIP visits.
- II. Procurements of (Tents, blankets, tarpaulins & equipment etc)
- III. The DDMO and DFCSO have been asked for procurement of necessary items as well as all logistics with the help of DDMA.
- IV. Networking & Sharing:  
The DIO and DDMO have asked for uploading of information on resources on India Disaster Resource Network (IDRN)/ State Disaster Resource Network (SDRN) as well as District/ State website.
- V. Media Management:  
The DIPRO, DIO and DDMO have been asked for management of Media in consultation with DDMA and district control room.

### **PREPAREDNESS ON BIOLOGICAL RELATED DISASTER:**

The District Medical Officer, Leparada will be the nodal officer of this team. He will make a separate contingency plan on this subject by involving all MOs, Doctors and field staffs of concerned sub-divisions/ circles.

### **PREPAREDNESS ON LIVESTOCK:**

The District Veterinary Officer, (DVO) Leparada will be the nodal officer of this team. He will make separate contingency plan on this subject by involving all his VOs & other field staffs of sub-divisional levels as well as villages of the concerned locality. He will also ensure to make off-shift plan from post to pre-disaster.

Disasters that could lead to an emergency situation in the animal husbandry sector may arise primarily due to the following four categories of risks:

- i) Natural disasters: Flood, drought, cyclone, tsunami, earthquake, etc.
- ii) Infectious diseases: Zoometric and non-zoometric.
- iii) Fodder poisoning.
- iv) Miscellaneous: War (conventional war, BW or BT).

#### **A) Natural Disasters:**

Arunachal Pradesh is a multi-hazard state which is vulnerable to many types of natural disasters and its vulnerability varies from district to district and a large part of the state is exposed to these natural hazards which often turn into disasters, causing a significant disruption of the social and economic life of communities arising from the loss of life and property, including livestock.

Following hazards/ factors may lead to heavy loss of livestock:

- A) Earthquake
- B) Heavy snowfall
- C) Flood & Drought
- D) Fodder Poisoning
- E) Trans-boundary Animal Diseases (Both Non-zoonotic and Zoonotic diseases)
- F) Miscellaneous Causes (War & Riots)

### **CHECK LIST FOR PREPAREDNESS ON LIVESTOCK:**

1. Leading Disaster that could affect in the animal husbandry.
2. Animal Infectious diseases that could lead to Epidemics.
3. Matrix of past disaster that affect in the district.
4. Development of multi-hazard risk & vulnerability details of the district.
5. Development of demographic details of areas with dense/ scarce population of livestock.
6. Availability of medical logistics at various locations under Leparada District.
7. Sub-Division & Circle wise fodder roles & responsibilities of all Veterinary Officers and field staffs during such eventualities.
8. Details such as contact nos. of all nodal officers at District, Sub-Division & Circle etc.
9. List of TADs epidemics which have been experience by the district.
10. Prevention, Mitigation & Preparedness work initiated by the department.
11. Capacity analysis of the department with support of all line departments and requirement of resources to cope up with such incidents.

### **PROVISIONS FOR DISASTER RISK REDUCTION FOR PERSON WITH DISABILITIES:**

These teams will be constituted by the Health, Social Welfare department including NGOs of the district. The Dy. Director, ICDS, Leparada will be the nodal officer of this team and he/ she will prepare a separate contingency plan on this subject by involvement of CDPOs, and field staffs of all sub-divisions and making linkages with all other lien departments.

### **CHECKLIST FOR DISASTER RISK REDUCTION MEASURES FOR PERSON WITH DISABILITIES:**

1. Demographic details of disabilities under Leparada District as Circle/ Village wise.
2. Data of disabled population of 2011 Census.
3. Leading disaster that could affect (Viz; Fire Accident, Landslide, Earthquake, Flood etc).
4. Availability of logistic support at various locations under Leparada (Viz; Deptt. Officers/ Officials, AWW, Any other Assets etc. should show as Circle/ Village wise).
5. Sub-Division & Circle wise fodder roles & responsibilities of all ICDS Officers, field staffs & AWW.
6. Details such as contact nos. of all nodal officers at District, Sub-Division and Circle wise etc.
7. Prevention, Mitigation & Preparedness measures initiated by the department.
8. Capacity analysis of the department with support of all line departments and requirement of resources to cope up during any eventuality.

### **STAKE HOLDERS & THEIR RESPONSIBILITIES DISTRICT LEVEL TASK FORCES:**

- |   |   |   |
|---|---|---|
| 1. Technical Team                         | : | EE (PWD/RWD/PHED/HPD/WRD/ELECT.),<br>UPO, PD-DRDA & All worksdepartments.             |
| 2. Relief Camp and Shelter Committee      | : | PD-DRDA, DDMO, BDO, DDSE, and CDPO.   |
| 3. Health and Hygiene Committee           | : | DMO, DVO & DD-ICDS.   |
| 4. Search and Rescue Team                 | : | SP, Army, BRO, ITBP, DMO & NCC.   |
| 5. Essential Commodities Supply Committee | : | DF&CSO, ARCS, Bazaar secretary  |
| 6. Volunteers Committee                   | : | NCC, Scouts, Guides, DDSE, Principal GMC College,<br>Principal HSS, Bazaar Committee. |
| 7. VVIP Visit Management Committee        | : | CO, Sadar, DPO, Suptd (T&E), Labour& Employment<br>Officer.                           |

### **ALL LINE DEPARTMENTS AT DISTRICT**

1. All Heads of the Departments and their team should prepare their own contingency plans to manage the emergency situation. They should ensure that the services provided by their respective departments should continue to be provided to the society during emergency. Hence, they should have their plans well developed to provide their services during the emergencies as well.
2. They should submit their contingency plans to District Disaster Management cell before onset of every rainy season positively.
3. All the Heads of departments are required to provide all necessary help in the form of men, equipment and time to the administration to manage the emergency situations.
4. All the Heads of departments are required to appoint one nodal officer who will liaise with the District Disaster Management cell. They should submit the names of the nodal officer to the District Disaster Management cell before onset of every rainy season positively.
5. All the Heads of Officers are required to ensure their availability at respective headquarters during the monsoon period. In case the head is proceeding on tour/leave kindly ensure that the juniors are

well informed so that all available resources are with your department can be used without any hindrances during emergencies.

6. The HODs may direct their officers in all the subdivision to provide all necessary help to Additional Deputy Commissioners.
7. In case of emergency, everybody is required to extend all possible help to the disaster management cell. Whenever they are called to extend the service they should be prompt in delivering such services as it is legally binding on each and every department to comply with the District Disaster Management Authority.
8. In fact all the HODs are advisory board members of District Disaster Management Authority.

### **DISTRICT FOOD & CIVIL SUPPLY OFFICER**

**(Supported by a committee of ADC (Hq.), ARCS, Suptt. Of Tax & Exercise and Bazaar Committee)**

1. He shall take personal care in ensuring that the essential commodities like rice, salt, kerosene should be stored in adequate quantity before the onset of every monsoon season. He should ensure availability of all these essential commodities during emergencies.
2. He shall personally ensure that the POL (Petrol, Diesel, Kerosene, Mobile etc) and LPG are stocked in sufficient quantity before the monsoon season. During emergencies he should closely monitor the stock on daily basis. He should keep strict control on the POL and LPG dealers to ensure that at any case black marketing or artificial scarcity is not developed. Strict instructions should be given to the dealers that they should ensure maximum stocking before the monsoon and whenever the stock reduces below the base line they will immediately inform the DF&CSO. In fact it is desirable that they should report the daily stock report without fail to DF&CSO.
3. DF&CSO shall conduct regular checking in the bazaar. It is to be strictly ensured that at any case black marketing or artificial scarcity is not developed. He is empowered to seize the stock of all essential commodities in the open market if situation warrants.
4. He will liaise with the Air Force and Pawanhans for casualty evacuation or for emergency sorties of any kind. He should ensure that coordinate numbers of all vulnerable locations are ready with him and also record on availability of any suitable landing ground at various locations.
5. He will liaise with District Transport Officer to ensure that sufficient vehicles are made available to transport the essential commodities to remotest of the areas. He should also ensure availability of labor for carrying essential commodities.
6. He should ensure availability of transit go-downs at various locations including helipads.
7. He will liaise with ARCS to ensure that all FPS in cooperative are working with fullest efficiency.
8. He should also liaison with other heads such as DMO etc for carrying essential medicines or other such equipments

### **DISTRICT MEDICAL OFFICER (DMO)**

**(Supported by a committee of DVO & DD-ICDS )**

1. He has most crucial and important assignment before, during and after the disasters.
2. He should keep all his health units such as District Hospital, CHC, PHC, Sub centers along with Doctors and Paramedical staff ready to deal with any kind of emergencies.
3. He should ensure availability of Doctors and paramedical staff. The leaves/tour etc of all doctors needs to be planned meticulously so that at any given point sufficient doctors should be made available within short notice.
4. He shall open on site medical units in case of emergencies. He shall also establish mobile units which will visit the villages and all relief camps.
5. He shall prepare an Army of health volunteers who will support the Medical department for various works such as casualty evacuation, first aid etc
6. He shall liaise with ITBP and Army for their support in extending Medical facilities to the needy.
7. DMO and his team should take all preventive and precautionary measures to control the outbreak of any epidemic and also take necessary steps to control epidemic if any.

8. DMO should take stock of all necessary equipments and drugs which are likely to be most needed after the disaster. He should ensure early stocking of the same before the monsoon.
9. He should take necessary steps to arrange awareness camps in villages and towns to create awareness about preventive measures.
10. He should keep all the ambulances ready and in running condition. He should liaise with District Transport Officer for any additional vehicles. Sufficient stock of POL items may be ensured before the monsoon.
11. The principle of **QUICK RESPONSE** should be embedded in the system and within 20 minutes of the call, the emergency medical teams should be ready to move.

### **EXECUTIVE ENGINEER (PHED)**

#### **(Supported by the Technical Committee)**

1. Water supply is the most important and essential service, which needs to be maintained at any given cost. The normal water supply is heavily affected during rainy season, hence the department needs to be extremely vigilant and should have alternate delivery mechanism in place much before the monsoon.
2. Availability of safe drinking water is most important hence, PHE Department should have their contingency plan ready much before the monsoon period. They should submit their contingency plan to District Disaster Management cell by onset of every monsoon season without fail.
3. The PHE department should prepare a plan for alternate water supply system such as tankers etc.
4. They should prepare plan to ensure that the drinking water is not contaminated and is safe for drinking. Unsafe drinking water is main cause of spread of epidemics.
5. PHE department should conduct village to village level awareness camps on importance of safe drinking water.
6. They should coordinate with the Health department and administration to prevent outbreak of any epidemic because of unsafe drinking water.
7. For any kind of technical help, they may approach the Technical Committee of which they are also a member.

### **EXECUTIVE ENGINEER (POWER & DHPD)**

#### **(Supported by the Technical Committee)**

1. Electricity supply plays an important role in day to day life. Especially during disaster, the efficiency of fighting with disaster depends upon availability of electricity.
2. In Arunachal Pradesh most of the micro-hydels and transmission lines are prone to the damage because of floods and hence the department should be ready to deal with such situations.
3. Take preventive measures to safe guard power installation including the transmission lines during the disasters.
4. Take necessary action along with EE Hydropower to protect or restore the Hydel power plants.
5. Arrangement of electric supply at the rehabilitation camps, search and rescue sites, hospitals, water supply, telephone exchange, police station, control rooms and other vital installations on top priority.
6. Prepare a contingency plan for alternate arrangement for providing electricity and submit the same before onset of every monsoon season. They should also have a war footing restoration plan in case some damages occur.
7. Keep sufficient stock of HSD and other POL items for generators.
8. To take help of the technical committee of which EE POWER is also a member.

### **DIVISIONAL FOREST OFFICER (DFO)**

1. DFO is required to play an important role by virtue of being head of one of the most prominent departments.
2. He shall provide all necessary manpower such as RFO, Forest guards etc to the district disaster management cell whenever called for.
3. He shall provide services of forest guards etc for the search and rescue operations as well as for guarding important establishments. He shall give the list of forest guards available to the district disaster management cell and to SP office, Leparada on priority.
4. DFO has got a significant role as far as early warning is concerned. Since most of the forest guards are stationed deep in the jungles they can see the behavior of the river and give early warnings.
5. DFO shall prepare a team of forest guards who will survey the river courses to check whether any unnatural dam has been formed or not because of landslides. This activity is very important hence, sincere guards are to be chosen for this activity.
6. Further DFO should take up the task of massive plantation of TREE & BAMBOO at the confluence of all river side at various locations under the district in consultation with Panchayat leaders and GB. It will prevent the rivers from eroding their banks.

### **EDUCATION DEPARTMENT**

#### **(Committee of DDSE, Principal GMC & Tomy Polytechnic College, Principal HSS, , Headmasters)**

1. Since students are most vulnerable to disasters and epidemics, the role of education department is extremely crucial.
2. DDSE/Principals should get in touch with District Disaster Management cell and DMO to prevent from disaster and epidemic and their needs will be addressed on priority basis.
3. The education department can provide an Army of volunteers in the form of NCC/NSS/Scouts or other students and teachers. Kindly keep these units ready and train them on the basic principles of disaster management.
4. The students are most vibrant messengers in the society. Hence, their services can be effectively utilized for awareness generation on various issues such as health, hygiene, disaster and epidemic prevention etc.
5. The teachers are also important members of the society. In fact, at many locations they are the only government officials available in the villages. The relation between the villagers and teachers is of mutual respect and hence their services can be very effectively used during the emergencies.
6. DDSE is required to sensitize all the teachers about their role in disaster prevention and emergency management. In fact, they can provide early warning and keep on updating about condition of the villagers.
7. Their role in protecting the students from the disaster and epidemic is immense and hence, they should be properly trained to deal with these situations. Therefore, training cum sensitization programme may be carried out in each of the schools once in every academic session with the help of department of disaster management.
8. Hence role of DDSE/Principal/Head Masters/ NCC, NSS, Scouts and Guide in-charges is very significant in emergency management.

### **DISTRICT TRANSPORT OFFICER (DTO)**

#### **(Supported by EAC/CO TPT & DF&CSO)**

1. Prepare a database on all Governmental/Semi governmental/Private vehicles available in the district with the particulars such as owners/ type of vehicle/suitability etc.
2. The above-mentioned database is required to be provided to control room also.
3. The District Transport Officer is fully empowered to requisition any kind of vehicle-government or private, if any eventualities strike. He will requisition the vehicles rotationally and on equitable basis. He shall also requisition services of all private garages.

4. In fact, during emergencies he will ensure that sufficient vehicles are requisitioned well in advance. He will then get the vehicles inspected by the Foremen.
5. He will also ensure availability of sufficient drivers also and keep a database of all government and private drivers.
6. He will coordinate with other officers regarding their needs for vehicles such as DMO, Search and rescue teams etc.
7. In case of scarcity he will ensure sufficient stock of POL items. At least 1000ltrs of Petrol and Diesel need to be stored for emergency purpose.

## **EE URBAN DEVELOPMENT**

**(Supported by the Technical Committee)**

1. He shall ensure that the drainages of the town are cleaned well before the onset of monsoon. He will ensure that at no locations the drainages are choked and flooded.
2. During emergencies he is required to monitor the town area and keep vigil on flood prone areas. He will also divide the township in various segments and make one volunteer in charge of each section.
3. The waste disposal mechanism requires being more elaborate during floods as failure to dispose the waste may create problems related to Public Health.
4. UPO should remember that cleaned drainage will reduce the chances of flooding in the township. He should also remember that the quick waste disposal is extremely important.

## **DIPRO**

1. Giving warning to the people in advance through all available resources such as AIR, Door darshan, Circulars, Brochures, Pamphlets and more frequently using the loudspeaker mounted vehicles.
2. Information of all kinds of needs are to be disseminated at the earliest possible.
3. Setting up of an information counter in DC office.
4. He shall brief the press and other media in regular frequency.

## **DISTRICT LABOUR AND EMPLOYMENT OFFICER (DLEO)**

1. Prepare a database on all available labours with all government departments as well as with the private business/individuals etc.
2. Requisition the services of the labours both with government or private as and when necessary.
3. Provide list of available labors with the Control room.

## **DD (ICDS)/CDPO**

1. They will look after the needs of the children and women during the disaster in collaboration with Medical Department and Administration.
2. They will make the services of Anganwadi workers available during emergencies.

## **PD (DRDA)**

**(Supported by DDSE, DDMO, BDO, CDPO)**

1. He will be the in charge of all relief camps in the township.

2. He shall create some volunteers who will look after the respective relief camps.
3. He shall ensure availability of all basic things in the relief camps such as food, bedding, medicines etc.
4. He will liaise with other departments for necessary help such as DMO, Supply etc.
5. He will be ready with all basic equipments to raise temporary sheds within shortest notice.
6. He will keep record of all the victims in the relief camp and ensure that no law and order problem arise in the camps.
7. He shall give report on relief camps to DC, SP and DIPRO on regular interval.
8. All the powers will be delegated to DRDA to manage the relief camps.
9. It is expected that all the relief camps are completely managed by PD (DRDA).He will coordinate all concerned to ensure that relief camps run with fullest efficiency.

### **Maintenance and Restoration of Roads and Bridges:**

1. EE PWD/RWD and NHIDCL are responsible for the maintenance and restoration of the roads and bridges including **foot suspension bridges** and **porter tracks**.
2. Road communication is the lifeline to manage any type of disaster may it be **flood, fire accident or outbreak of epidemic** etc. hence the all the department related to the construction of roads and bridges should formulate a **disaster management contingency plan** of the specific department and submit to the office of the Deputy Commissioner.
3. The **Technical Committee** will also assist these departments. These departments will submit a report regarding road communication on daily basis during monsoon season.

### **DEPTT OF AGRICULTURE AND HORTICULTURE AT THE TIME OF NATURAL CALAMITY:**

1. Every year thousands of acres of agricultural/horticultural lands were damaged due to **flood, flash flood, landslide, drought** etc. Hence it is the responsibility of the **DDA** and **DHO** to undertake extension measures relating to the latest result of research available from different sources or already released varieties including **floodtolerant varieties** and **other traditional cropping pattern/practices** for agriculture in the generally flood affected areas.
2. Advise the farmers regarding the dates after which sowing/transplanting should be undertaken and also advise on the suitable cropping patterns keeping in consideration the **soil fertility and climatic condition of the local region**. The DDA/DHO will visit the areas generally affected by natural calamity along with LM staffs and his field staffs to make an **assessment of the acreage** under crops and number of cultivators likely to be affected well in advance say before the onset of monsoon season.
3. Assess the requirement of and assist the Deputy Commissioner in arranging seeds, seedlings, manures, pesticides, **agricultural loans** (in cash and kind) and **crop insurances** etc.
4. The department should arrange distribution of agricultural inputs under various **centrally sponsored, NEC and State schemes**, in consultation with the Deputy Commissioner. Render technical guidance to the needy cultivators for salvage and protection of surviving crops and rising of such varieties of crops as may be suitable during the season or next crop season.
5. The Department should liaise with the **WRD** for removal of debris deposited in the agricultural fields due to flood, landslide etc. and also for flood protection works of agricultural/horticultural lands.
6. DDA and DHO will verify the crop loss reports due to natural calamity and forward the genuine cases of crop damage report as per Performa with photographs to the Chairman DEC for relief assistants.

### **STANDARD OPERATING PROCEEDURE (SOP) FOR FIRE ACCIDENT**

Like other districts in the state of Arunachal Pradesh, Leparada is also a vulnerable to fire accidents because of its traditional style of construction of dwelling houses. It has been observed that, fire do occasionally occur in the thatched houses both in Summer & Winter and it acquires a form of disaster. It has also been observed that, in many parts of the colony under Basar Township, the houses are made up of OBT

thatched roofing which is more vulnerable to fire hazard and it has been experienced that most of the accident occurred due to thatched houses.

Therefore, to meet up the fire accident that may acquire the form of a disaster, an SOP has been prepared in order to cope and respond immediately as and when such situation arises and will operate with immediate effect.

### **PREPAREDNESS:**

It has been observed that, almost in all corner of Basar township peoples have randomly constructed the OBT thatched houses whether it is in Govt. allotted land or in quarters. Hence, a strict order to all the private occupants as well as Govt. quarter occupants must issue for immediate response as under:

- i) All the extra constructed thatched houses in the premises of Govt. quarter by the occupant must be removed immediately in wake of any fire accident.
- ii) All the allotted of Govt. land must be made to ensure to construct their private house with minimum quality of CGI sheet roofing with mud plastering if they are not in a position to construct SPT or RCC buildings.
- iii) It has also been observed that, most of the business shops in the market have been constructed in a haphazard manner and none of the business store have kept a fire fighting equipments. Hence, the shop keepers must be instructed to purchase fire-fighting equipment as per requirement in their shop in order to use it during emergency.

### **WARNING:**

In most of the disaster it has been observed that, loss of life and property could significantly be reduced because of early warning systems and preparedness measures taken well in advance. Warning system includes Fire Alarms, Sirens and any other traditional modes of communication like beating of Drums, Shouting etc.

The Fire Brigade, Basar will be the responsible agency to issue warning. They have to ensure to keep ready all fire-fighting equipment and the Fire Tender 24X7 in wake of any fire accident.

### **EVACUATION:**

This is the most important part of this SOP to fight against fire in order to stop the fire accident from turning into a complete disaster. It is observed that, during such situation the people become helpless and the fire situation may worsen, if fire-fighting strategy has not been considered with a proper planning process.

Hence, a permanent standing task force team has been framed for immediate response in the spot as and when such situation arises. All the agencies who are responsible will ensure to respond immediately.

### **TASK FORCE:**

The Task Force has been formed as under:

S/NO.	Agency Responsible	Roles & Responsibility	Contact No. Of team leader	Remarks
1	<b>OC, Fire Station, Basar</b>	He will make ensure to keep ready all the resources available with them and also	1. Mobile No.- 7085674277	

		make to ensure their resources are in functional		
2	<b>Superintendent of Police, Basar</b>	Suptt. Of Police, will provide 10(Ten) personnel from his department under the supervision of DSP,Basar Further he will direct all his personnel's to keep in readiness all the time	1.Mobile No.-7629976667	
3	<b>Deputy Commissioner, Leparada</b>	DC, Leparada will direct ADC & DDMO in this team. ADC, Leparada will be the overall in charge for operation of this SOP and DDMO will be the supervisory member who will supervise all the team members during such warrant situation. Both the officers will ensure that all the resources available with the team are kept in readiness and timely monitor all the resources during normalcy.	1.Mobile No.- 9013286469	
4	<b>OC,Police Station, Basar</b>	As we observed that during such situation Traffic Problem is creating more problems to the operational teams as well as the fire tender. Hence, OC, Police Station, Basar along with his team members will manage the traffic movement (both human & vehicle) along the affected site. He is also directed to make a separate traffic plan of entire township area with respect to this fire hazard in order to tackle such eventualities in near future	1. Mobile No.-7085127755	
5	<b>District Medical Officer, Basar</b>	The District Medical Officer will detail his medical first response team along with medical ambulance in the affected site	1.Mobile No.-9436056283	
7	<b>Local Youths of affected site</b>	Locals are the first responder during such eventuality and it is the duty of local youths to cooperate with district response team in terms of property saving or traffic management	1. Mobile No.-9774621891	

Beside these teams help from Army & ITBP may also be sought as they have always rendered all possible help in the past along with the resources available with them.

Finally, this team will make a list of fire-fighting equipment which may be required during such eventuality and will submit the same to DDMA for further approval from Govt.

### **FOLLOW UP ACTION:**

As the communication is the main means for preparedness and early warning dissemination is the key to minimize the losses, a control room must operate for proper communication and authentic report.

As OC, fire station, Basar is the key source for receiving of such information from any corner of the town. Hence, it is the duty of his team to communicate the message to all other teams through the quickest means of communication available to the control room of Suptt. of Police, Basar and DC's control room who will coordinate for quick passing of such message to all other teams.

After receiving of such message from the warning team or by any other means all the task force will immediately rush to the spot for rescue operation. This SOP will come into force with immediate effect. No separate order will be issued with respect to this subject, as it is the collective responsible of all team members where they should respond immediately as and when such incident occur.

### **STANDARD OPERATING PROCEEDURE (SOP) FOR FLOOD RELIEF:**

#### **Background:**

Although as of today there has been no heavy flooding experienced but it has been anticipated that during summer heavy floods might occur. By considering the last 10 years flood situation at the confluence of river Hie and Kidino any heavy damage has been caused but due to regular erosion over the confluence of river and due to regular extraction of sand, stone and gravels from the confluence of the river it becomes a threat to the inhabitants as the district head quarter Basar had experience heavy floods during the year 2019.

Therefore, to meet up the flood incident that may acquire the form of disaster an SOP has been prepared in order to cope and respond immediately as and when such situation arises and will operate with immediate effect.

In order to monitor the flood situation in the district the WRD department shall be responsible for monitoring and reporting at District Emergency Operating Centre (DEOC)/ District Disaster Management Cell with the onset of Monsoon, on daily basis.

### **TASK FORCE:**

The Task Force for flood management has been formed as under:

SL.NO.	Agency Responsible	Roles & Responsibility	Name & Contact No. Of team leader	Remarks
1	<b>Deputy Commissioner, Leparada</b>	DC, Leparada will direct ADC&DDMO in this team. ADC, Leparada will be the overall in charge for operation of this SOP and DDMO will be the supervisory member who will supervise all the team members during such warrant situation. Both the officers will ensure that all the resources available with the team are kept in readiness and timely monitor all the resources during normalcy. They shall also mobilise training and mock exercise of the team members during normalcy	<b>Ms.Himani Meena</b> 9013286469(DC) <b>Sh. EjumAngu, ADC</b> 9436895142  <b>SmtiThutan Pema DDMO</b> 9436251233	
2	<b>Superintendent of Police, Basar</b>	Suptt. Of Police, Basar will provide 10 (ten) personnel from his department under the supervision of DSP, Basar.. Further he will direct all his personnel to keep in readiness all the time.	<b>Dr. ThuptanJambey, SP</b> 7629976667  <b>Sh.DenimBoje,</b> <b>DSP8837354525</b>	
4	<b>EE,WRD, Basar</b>	The EE, WRD will detail his team for liaison to the district first response team and other military/para-military forces existed in the district. In case of team arrived from outside the district i.e. NDRF and any other source then the district liaison officer shall take over the charges	<b>Er. KanomPertin, EE</b> 9612537473	
4	<b>OC,Police Station, Basar</b>	As OC, PS and his patrolling team is the prime source who can receive information about the incident. Hence, OC, Police Station, Basar along with his team members shall play as key role for information dissemination during such warrant situation.	<b>Mr. T.Pazing,</b> <b>7085127755</b> (OC,PS)	
6	<b>District Medical Officer, Basar</b>	The District Medical Officer will detail his medical first response team along with medical ambulance in the affected site	<b>Dr. KarmarDirchi</b> 9436056283 (DMO)  Dr. N. Nyodu, Nodal Officer 8731950350	
7	<b>Local Youths of affected site</b>	Locals are the first responder during such eventuality and it is the duty of local youths to cooperate with district response team	7774621891	

Beside these teams help from Army & ITBP may also be sought as they have always rendered all possible help in the past along with the resources available with them.

The Commandant 49<sup>th</sup> BN ITBP will be the nodal agency as they have available resources related to flood rescue.

It has been observed during last monsoon that providing of safe shelter becomes a challenging task for the district team after evacuation, as there is no such existing safe shelter earmarked but some of the Govt. institutions have been identified as shelters for the victims. They are as under:

Name of the Block	Location of the Safe Shelter
Basar	General Ground, Multi-purpose cultural hall, H.S School, Gori Ground, Town Club.
Tirbin	General Ground, Govt. Hr. School Tirbin, Tourist Lodge
Dari	General Ground, Multi-purpose hall.

During rescue operation if the situation goes beyond the control of district first response team then the district Incident Response Team (IRT) will work together and take help from NDRF stationed at Dhemaji (Assam). The district Incident Response Team (IRT) is as under:

#### **DISTANCE FROM DISTRICT HQ. TO ALL VULNERABLE PLACES FOR EVACUATION:**

S/NO.	NAME OF AREA	DISTANCE (Km)	MODE OF CUMMUNICATION
1	Tirbin	38	Road
2	Dari	26	Road
3	sago	23	Road

#### **FOLLOW UP ACTION:**

As the communication is the main means for preparedness and early warning dissemination is the key to minimize the losses, a control room must operate for proper communication and authentic report.

As OC, PS, Basar is the key source for receiving of such information from any corner of the risk area. Hence, it is the duty of this team to communicate the message to all other teams through the quickest means of communication side by side to the control room of Suptt. of Police, Basar and DC's control room who will coordinate for quick passing of such message to all other teams.

After receiving of such message from the warning team or by any other means, all the task force will immediately rush to the spot for rescue operation. This SOP will come into force with immediate effect. No separate order will be issued with respect to this subject, as it is the collective responsible of all team members where they should respond immediately as and when such incident occur.

The vulnerability of Leparada District to various hazards is HIGH. Therefore, to reduce the risk associated with these hazards it imperative that all the govt. departments, agencies and people at the district level work in a planned and integrated manner to reduce/mitigate the affect of such disaster. The panned and integrated approach is only possible when we have clear cut roles to play during different cycles of Disaster management Cycle. Therefore, the SOP of all departments at the district level shall be as follow:-

### **DEPARTMENT OF DM**

Department of Disaster Management will be nodal department for interacting with the SDMA through DDMA and compiling all data for the disaster through DEOC and declaring the disaster level as to whether it is the district level disaster or the sub divisional level.

### **PREPAREDNESS FUNCTION**

Establish the infrastructure of DEOC and maintain it in a state of readiness through the DM branch. Train personnel for the management of the DEOC. Ensure the basic facilities for the personnel who will work at the DEOC. To coordinate the preparedness function of all line departments establish communication link with all the stakeholders at all levels for the purpose of receiving and sending the warning and information exchange through DEOC.

### **MITIGATION**

Ensure that the funds allocated under District Disaster Mitigation Fund are being utilized properly for the said purpose. Ensure that the structural and non-structural measures are being taken by all the line departments. Establish the warning system between the DEOC and the high-risk zones. Monitor implementation of the construction norms for all types of construction and building Ensure that the departmental plans at the district levels are prepared by all the departments.

### **ALERT AND WARNING STAGE**

- ⇒ Maintain contact with the warning agencies and gather all possible information regarding the alert.
- ⇒ Ensure activation of the DEOC.
- ⇒ All the ESFs to be activated and advised to be remain in the state of readiness.
- ⇒ All assessment reports to be prepared and sent to the SDMA.

### **RESPONSE**

- ⇒ To activate the DEOC during the emergency situation.
- ⇒ To ensure the presence of all the departments in the DEOC.
- ⇒ To declare the disaster as District Level keeping in view the damage assessment report received from the Rapid Damage Assessment Team.
- ⇒ To distribute the relief to the affected families and rehabilitation in the shelter homes.
- ⇒ Coordinate with the Army& Para-Military and any other force deployed for search and rescue.
- ⇒ Convene meeting with NGO for coordinating the relief search and rescue operations.

### **RECOVERY AND REHABILITATION**

- ⇒ Ensure preparation of the recovery and rehabilitation plan as per the Guidelines issued by the SDMA.
- ⇒ Keep the SDMA informed of the situation through DEOC.
- ⇒ To disburse the District Disaster mitigation Fund to different agencies for regenerating the infrastructure resilient to disaster.

### **POLICE DEPARTMENT (SP):**

#### **PRIMARY TASK:**

- ⇒ To maintain Law and order in the affected area.
- ⇒ To help and coordinate the search and rescue operation with Civil defense and other agencies.
- ⇒ To ensure protection of the property and valuables of the affected families.

### **PREPAREDNESS FUNCTIONS**

- ⇒ To prepare the district plan for responding to any type of disaster.
- ⇒ To constitute the Search and Rescue Teams and train these teams effectively in collaboration with the DDMA.
- ⇒ To prepare the inventory of human resources and other equipments available within the district with police, Civil Defense and Home guards and to position it geographically in such a way that less transportation time be taken to get these resources available for Search and rescue operations.

### **MITIGATION FUNCTION**

- ⇒ Make mitigation plan at the district level with respect to positioning of the resources.

### **ALERTS AND WARNINGS**

- ⇒ To issue alert to the resources to prepared for movement to the affected areas for search and rescue.
- ⇒ To check that the police communication network be in operative form during disaster.

### **RESPONSE**

- ⇒ To attend the emergency meeting at the DEOC.
- ⇒ Send the search and rescue teams as per the Incident Action Plan.
- ⇒ Maintain law and Order in the affected areas.
- ⇒ To ensure the safety of the people and property of the affected areas.
- ⇒ To manage and restore traffic movement in the area.

### **RECOVERY AND REHABILITATION**

- ⇒ To assist the local administration in removing the dead bodies and the debris in the affected area.
- ⇒ Participation in the reconstruction and rehabilitation operation if situation so warrants.

### **DEPARTMENT OF TRANSPORT**

#### **PRIMARY TASK**

- ⇒ Arrange and organize the transport for the movement of the emergency support functions teams to the affected teams.
- ⇒ Organize and facilitate the supply of the essential commodities and evacuation of the affected people to the safer places.
- ⇒ Organize transportation for the supply of relief material to the affected areas.

#### **PREPAREDNESS**

- ⇒ Designate one officer as nodal officer for management of the disaster in the district.
- ⇒ Prepare the Disaster Management Plan of the department at the District level.
- ⇒ To identify and designate the buses which can be used in response to the specific disasters.
- ⇒ Issue standing instructions to the private bus and truck operators and assign the responsibilities to them in case of disaster situation.

#### **MITIGATION**

- ⇒ To prepare the departmental plan at district level and ensure its implementation.
- ⇒ To conduct mock drills during non-disaster time so that at the time of disaster plan does not fail.

#### **ALERT AND WARNING**

- ⇒ To depute the officer to DEOC at the time of warning.
- ⇒ Ensure the transportation teams along with the resources is ready to respond.

#### **RESPONSE**

- ⇒ Disaster Transportation teams are deputed to transport the ESF teams to the disaster affected areas.
- ⇒ To depute the relief transportation teams to the affected areas.
- ⇒ To depute the evacuation transport teams.

## **RECOVERY AND REHABILITATION**

- ⇒ To assist in the transportation of the reconstruction materials.

## **PUBLIC WORKS DEPARTMENT**

### **PRIMARY TASK**

- ⇒ To ensure the roads are construct and maintained in such a way to have less vulnerability to disaster.
- ⇒ To ensure that the construction codes as evolved by the BMTPC be complied with in all construction activities.
- ⇒ To identify the critical and lifeline building and their retrofitting so as to be made earthquake resistant / compliant.

### **PREPAREDNESS**

- ⇒ To dovetail the mitigation measures in all construction activities so as to make the infrastructure less vulnerable to the disasters.
- ⇒ To prepare the departmental disaster management Plan at the district level and conduct mock drills accordingly.
- ⇒ To make the resources inventory of the person and equipments of the PWD department and position it in such a way that time is optimized to reach the affected areas.
- ⇒ To procure the resources which are needed for the better management of the disaster evacuation of the people from the damage buildings.
- ⇒ To use the budget provided to the department for mitigation purposes.

### **MITIGATION**

- ⇒ To implement the mitigation strategy criterion in the developmental plans of department at the district level to make the future construction earthquake and other disaster resistant.
- ⇒ To identify the equipments required for mitigation of the impact of the disaster and its acquisition in a systematic way.

### **ALERTS AND WARNINGS**

- ⇒ Issue warning and alert to the resources of the PWD to be ready to respond.
- ⇒ Position the resources in such a way to optimize the transportation time to the affected area.
- ⇒ To send the nodal officer to attend the meeting of DEOC for preparation of IAP.

### **RESPONSE**

- ⇒ To send the Infrastructure restoration teams to the affected areas so as to make the other teams reach the affected areas without any loss of time.
- ⇒ To send the resources to assist the search and rescue teams I order to expedite the evacuation of the affected peoples.
- ⇒ To restore the roads to the motor able conditions.

## **RECOVERY AND REHABILITATION**

- ⇒ Carry out the detail technical assessment of the affected areas and prepare the recovery plan and implement it.
- ⇒ To construct the temporary shelters in the affected areas.
- ⇒ Repair the buildings and reconstruction of the buildings.

## **WATER RESOURCE AND PUBLIC HEALTH DEPARTMENT**

### **PRIMARY TASK**

- ⇒ To act as nodal agency for floods warnings.
- ⇒ To ensure the water supply in the affected areas.

- ⇒ To take necessary action for mitigation of the vulnerability to water supply schemes so that at the time of disaster the drinking water supply is not be disturbed.
- ⇒ To prepare the Disaster Management plan of the Department at the district level.

### **PREPAREDNESS**

- ⇒ To designate one officer for DEOC.
- ⇒ To manage the effective management of the flood forecasting and dissemination of the early warning system.
- ⇒ To identify the flood prone areas in the district and take mitigation measures ,
- ⇒ To constitute the dedicated team in every subdivision for the management of proper water supply in case of the disaster.

### **MITIGATION**

- ⇒ Make district mitigation plan and dovetail all the measures.

### **ALERTS AND WARNINGS**

- ⇒ Alert DEOC and the district teams of the IPH.
- ⇒ Watch the behavior of the flood pattern and be in touch with the DEOC.

### **PREPAREDNESS**

- ⇒ To ensure the water supply through the dedicated teams.
- ⇒ To start the repair and restoration works immediately.

### **RECOVERY AND REHABILITATION**

- ⇒ Carry out the EIA of the disaster.
- ⇒ Repair and restore the drinking water supply and sewerage system.

### **DEPARTMENT OF AGRICULTURE**

#### **PRIMARY TASK**

- ⇒ To act as nodal departments for hailstorms and drought.
- ⇒ To undertake the rapid damage assessment of the crops.
- ⇒ To assist the farmers in restoration of the loss.

#### **PREPAREDNESS**

- ⇒ To prepare the district disaster management Plan.
- ⇒ To study the areas which are prone to the drought and hailstorm.
- ⇒ To identify the equipments and the other resources to deal with the situations.

#### **ALERTS AND WARNINGS**

- ⇒ Check and procure the materials which are required after the disaster.
- ⇒ Provide information to the farmers regarding dos and don'ts.

#### **RESPONSE**

- ⇒ Depute one responsible officer for DEOC.
- ⇒ Estimate the requirements of the seeds and material required to mitigate the loss.

#### **RECOVERY AND RESTORATION**

- ⇒ Quantify the losses of the crops and the measures to be taken to recoup the same.
- ⇒ Assist the farmers to sow the less time period crop to recover the loss.
- ⇒ Execute the schemes to eliminate the drought effects.

### **DEPARTMENT OF ANIMAL HUSBANDRY**

#### **PRIMARY TASKS**

- ⇒ To prepare the plan for the safety of the live stocks in the districts.
- ⇒ Prepare protocol for the disposal of the bodies and carcasses of the animals.

### **PREPAREDNESS**

- ⇒ Identify the areas which are likely to be affected with the disasters.
- ⇒ Prepare the inventories of the resources available and to be acquired for the disaster management.
- ⇒ Capacity building of the hospitals and train the veterinary health team in every dispensary.
- ⇒ Identify the places for camping of the animal along with the method /procedure for disposal of the dead animals.

### **WARNING AND ALERTS**

- ⇒ To alert all the veterinary health teams in the dispensary along with the resources.
- ⇒ To arrange the equipment in such a way to reach the sites at the shortest possible time.
- ⇒

### **RESPONSE**

- ⇒ Depute one liaison officer in the DEOC.
- ⇒ Take action as per the IAP.
- ⇒ Ensure the proper medicines and check up of the animals along with the proper disposal of the dead animals.

### **AFTER DISASTER**

- ⇒ Proper assessment of the losses.
- ⇒ Make available the good quality animals to the farmers.

### **FOREST DEPARTMENT**

#### **PRIMARY TASK**

- ⇒ Plantation of fodder trees.
- ⇒ Prevention of forest fires.
- ⇒ Provide the wood and bamboos for reconstruction purpose.

#### **PREPAREDNESS**

- ⇒ Prepare the disaster management plan.
- ⇒ Forest fires prone areas are to be identified and the measures taken for its mitigation and prevention.
- ⇒ Organize community awareness programmes for forest fire prevention.

#### **DISASTER PERIOD**

- ⇒ Depute one officer for DEOC.
- ⇒ Rush the forest fire teams to the affected areas.

#### **POST DISASTER**

- ⇒ Assessment of the disaster.
- ⇒ Ensure plantation of the fodder and other trees in the affected areas.

### **DEPARTMENT OF HEALTH AND FAMILY WELFARE**

#### **PRIMARY TASK**

- ⇒ To provide overall medical and health services in the district
- ⇒ To provide the trauma services.
- ⇒ To maintain all the hospitals in the district with respect to the availability of Medicines and human resources.

#### **DURING PREPAREDNESS**

- ⇒ To prepare the departmental Health disaster management Plan.

- ⇒ To designate the nodal officer to attend the DEOC.
- ⇒ To identify the areas which are prone to epidemics may be the water borne diseases or the air borne etc.
- ⇒ Ensure the mock drills of the plan so prepared above.
- ⇒ To train the human resources involved in providing the medical aid in the trauma centers and the hospitals as well as on the spot.
- ⇒ To identify the likely diseases associated with each type of disaster and ensure the procurement of resources to deal with such scenario.
- ⇒ To take necessary resources for prevention of any epidemic spread.
- ⇒ To constitute the medical health teams which will rush to the site of disaster to provide first aid medical support and other teams which will manage the trauma centers and hospitals and to conduct such mock drills to train them properly.

### **NON-DISASTER TIME –MITIGATION**

- ⇒ In accordance with the DDMA conduct the structural and non-structural survey of the life line buildings i.e. hospitals which will serve trauma centre in case of disaster and take all measures to mitigate the effect of such disasters on these buildings.
- ⇒ Ensure that budget be allocated in the annual budget of the department for such measures and the work is completed without wasting much time.

### **ALERT AND WARNINGS**

- ⇒ As per the warning received from the DEOC, to activate the all teams in the district for the movement to the site of disaster.
- ⇒ To activate the resources that can be used during disaster.

### **DURING DISASTER –RESPONSE**

- ⇒ Immediately attend the DEOC for Incident Action Plan.
- ⇒ Mobilize medical teams along with resources to the site of disaster.
- ⇒ Provide immediate first aid medical treatment on the spot and refer the affected persons to the trauma centers and coordination thereof.
- ⇒ Ensure adequate supply of blood in the hospitals by activating the Volunteers blood donor's services as per the lists maintained in the hospitals.
- ⇒ Ensure generator-based power supply in the trauma centers.

### **AFTER DISASTER**

- ⇒ To ensure the prevention of epidemic.
- ⇒ To ensure the establishment of the check posts at the entry and exit points of the area to prevent the spread of the epidemic.
- ⇒ Establish the public health helpline to answer the queries of the public.

### **DEPARTMENT OF FOOD, CIVIL SUPPLIES**

#### **PRIMARY TASK**

- ⇒ To arrange the uninterrupted supply of the food and other essential items in the district.
- ⇒ To make the inventories of such supplier who will make such supply in case of disaster.
- ⇒ To ensure that no hoardings and profiteering of the commodities take place in the district during such disaster.

#### **PRE-DISASTER -PREPAREDNESS**

- ⇒ To prepare the district Disaster management plan of the department and updating it quarterly.
- ⇒ To train the staff regarding putting up of the stalls for distribution of essential items in the disaster affected areas.
- ⇒ To prepare and train the teams which will manage such camp office for distribution of the food grains, LPG, Kerosene oil etc for the daily consumption of the affected public.
- ⇒ To train the Food preparation teams in the community messes.

- ⇒ To coordinate with NGO in preparation of food in the community messes
- ⇒ To assess the quantity of food grains and other essential items required for sustaining life in the disaster affected area along with its procurements.

### **NON-DISASTER PERIOD –MITIGATION PLAN**

- ⇒ Prepare and implement the mitigation plan of the department in the district.

### **DURING DISASTER – RESPONSE**

- ⇒ To assess the quantity of food grains along with the other essential items required for sustaining life in the area and supply thereof.
- ⇒ To assess the need of running the community messes and coordination thereof with the local community and NGO.
- ⇒ To ensure the supply of LPG and other resources which are required for mobilization of the resources to the affected areas be sufficient and maintained properly.

### **AFTER DISASTER**

- ⇒ To establish the new PDS points as per the changed scenario.
- ⇒ To issue the duplicate ration cards to the affected families.

## **STANDARD OPERATING PROCEDURES (SOP) FOR DIFFERENT DISTRICT DISASTER MANAGEMENT TEAMS**

### **DISTRICT ADVISORY COMMITTEE TO DDMA**

This is Crisis management group established at the district level comprising of such officers from all the nodal departments who are head of the offices /departments and are capable of taking decision on behalf of the departments at the district level.

### **PRIMARY TASKS**

- ⇒ To prepare the Disaster Management plans of every department in consultation with District Disaster management plan of the district.
- ⇒ To constitute the different disaster management teams at the department level and their proper capacity building.
- ⇒ To incorporate all the mitigation measures in the departmental developmental plans and allocation of annual budget for such measures and implementation of such developmental projects on the priority basis.
- ⇒ To participate and conduct the mock drills for the disaster management practices and awareness programmes for the community.
- ⇒ To give suggestion on the disaster management techniques and issues which are to be taken in the meeting of DDMA.

### **DURING NON DISASTER PERIOD-PREPAREDNESS**

- ⇒ To train all the teams of the district.
- ⇒ To update the resources available within the district.
- ⇒ To get the mitigation plans of the different departments prepared and its implementation.

### **DURING PRE-DISASTER PERIOD - ALERTS AND WARNING**

- ⇒ To meet in the DEOC for preparing for the disaster.
- ⇒ To alert all the departmental teams to be ready for such eventualities.
- ⇒ To prima facie evaluate the situation and allocate the resources accordingly.
- ⇒ To disseminate the warning to the level of general public and issue advisory accordingly.

### **DURING DISASTER PERIOD – RESPONSE**

- ⇒ To participate in the DEOC meeting and preparation of the Incident Action Plan.
- ⇒ To send the different operation teams as per the situation to the affected areas and their monitoring as per the Incident Command System.

- ⇒ To mobilize the resources as per the need of the hour to the affected areas.

### **DURING POST DISASTER PERIOD-RECOVERY- RESPONSE**

- ⇒ To participate in the recovery and reconstruction of the affected areas as per the plan.
- ⇒ To participate in the process of psycho-social recovery of the community.

### **DISTRICT DISASTER INFORMATION MANAGEMENT TEAMS**

These teams are constituted under the ADC, Public Relation & Information Officer and other line departments, DDMO and Chairman Zilla Parishad, Panchayat and the local bodies members at the village level / block level / Sub division which will be operating in coordination to each other and disseminating information to the DEOC where the district Information teams headed by the ADC & DDMO and members from the Public Information department will process these information and take further orders from the Incident Commander/ Deputy Incident commander as the case may be.

### **PRIMARY TASKS**

- ⇒ To establish the communication among the teams at different levels.
- ⇒ To participate and conduct the mock drills for the disaster management practices and awareness programmes for the community.

### **DURING NON-DISASTER PERIOD - PREPAREDNESS**

- ⇒ To train all the teams at different levels of the district.
- ⇒ To update the resources available within the district.
- ⇒ To get the mitigation plans of the different departments prepared and its implementation.

### **DURING PRE-DISASTER PERIOD - ALERTS AND WARNING**

- ⇒ To immediately meet at the different levels and set up the communication among different level team.
- ⇒ To alert all the departmental teams to be ready for such eventualities.
- ⇒ To prima facie evaluate the situation and allocate the resources accordingly.
- ⇒ To disseminate the warning to the level of general public and issue advisory accordingly.

### **DURING POST DISASTER PERIOD-RECOVERY- RESPONSE**

- ⇒ To send the information of losses and the other resources required to the DEOC and advice the public accordingly.
- ⇒ To mobilize the resources as per the need of the hour to the affected areas.

### **POST DISASTER PERIOD – RECOVERY-REHABILITATION**

- ⇒ To participate in the recovery and reconstruction of the affected areas as per the plan and dissemination of the information on daily basis to the DEOC/DDMA.
- ⇒ To participate in the process of psycho-social recovery of the community.

### **SEARCH AND RESCUE TEAMS**

These teams will consist of the APP & AAP police, home guards, civil defense and volunteers from NSS, NYK, Local villagers etc. These teams will be deployed at the village level of the disaster-prone areas and will primarily be entrusted the work of search & rescue operation with evacuation, shifting of the affected persons to the First Aid centre and shelter homes.

During pre-disaster period these teams shall be trained properly and mock drills will be conducted to respond them hassle free during disaster period.

Apart from these the Army, ITBP will coordinate during any eventuality.

### **EMERGENCY HEALTH TEAMS**

These teams shall be constituted by the DMO at the civil Hospital levels and shall be assigned the areas of operation. During pre-disaster phase these teams will be trained properly and will strengthen further by deploying further teams from the district level in the disaster-prone Areas.

The other Health teams shall be deployed at each hospital in the district to attend the affected and shifted persons from the disaster-prone areas for treatment.

The other teams shall be deployed for doing post mortem as required for the legal purposes.

The other teams shall be deployed during recovery and reconstruction period for psycho-social reconstruction of the society/community.

These teams during disaster period will take up their responsibilities as assigned to them either on site or in the hospitals and thereafter during recovery and reconstruction period.

### **ANIMAL HEALTH AND CARE TEAMS**

District Veterinary Officer (DVO) will constitute the village wise such teams which will during the pre-disaster phase will liaise with the local community. During disaster period these teams will visit every village and treat the affected animals.

### **TRANSPORTATION MANAGEMENT TEAMS**

These teams will be constituted by the Transport Department for effective movements of the IRT members to the affected areas as well as the transportation of the other relief related material.

During pre-disaster period these teams will be properly trained so that at the time of the disaster this team can perform their duty without any panic.

### **PSYCHO- SOCIAL RECONSTRUCTION OF COMMUNITY TEAMS**

These teams will be constituted by the Health, Social Welfare department including NGO for the psycho treatment of the society so that they can overpower the trauma of the disaster. These teams will come into action once the SAR is over and reconstruction and rehabilitation programmer is started.

## **CHAPTER – VII**

### **FINANCIAL RESOURCES FOR IMPLEMENTATION OF DDMP**

#### **➤ State Budget/ Plan funds:**

The budget and other financial allocations made at district level in preparing, updating and executing the disaster management plan by the Govt. is under Capacity Building Fund allotted to the district.

#### **➤ State Response Fund:**

The State Disaster Response Fund (SDRF) allotted to the district by the Govt. for immediate response to the victims. The detail relevant Govt. Orders (GO) issued from time will find a reference here with important ones attached in Annexure.

- **District Planning Fund:** Not available.
- **District Response Fund:** The fund allotted under SDRF has been treated as district response fund in the district.
- **Disaster Risk Insurance:** All kind of insurances being made against natural calamity (includes both Public & Private properties).
- **Other financial options for restoration of infrastructure/ livelihoods:** Humanitarian relief assistance and donations made by the Public/ Private sectors.

## CHAPTER – VIII

### PROCEDURE AND METHODOLOGY FOR MONITORING, EVALUATION, UPDATION AND MAINTENACNE OF DDMP

#### ➤ **APPROVAL MECHANISM OF THE PLAN:**

The DDMO will update the draft copy of DDMP and placed before the DDMA meeting for final approval. Assumptions and modification will be done at DDMA meeting in which a drafting committee is required for any further modification and addition. The drafting committee will consist of following members:

- a. The DIPRO, Basar
- b. PA to DC.
- c. UDC/ LDC, DM branch.

The uploading of updated plans at DDMA/ SDMA website will be done by DIO and DDMO with supervision of chairperson DDMA. Conducting of mock drills at district and sub-division levels at least once in a year is important for the district as per approved Mock Drill Calendar as annexed. It will also help the efficacy of the plans prepared; the feedback from such simulation exercise will definitely groove the entire plan process and understand the gaps of capacity build of the plan prepared.

#### ➤ **RESPONSIBLE PARTIES FOR MOCK DRILLS:**

##### → **At District Level:**

DDMA, Advisory board to DDMA, All Line Departments, Police force from fire station, Army, ITBP, NGOs & CBOs. The Mock exercise will do only after collective responsibility of all nodal departments in the district level. DDMO will act as a convener for this mock drill.

##### → **At Sub-Division Level:**

DDMO, SDMC, Police force from fire station, NGOs & CBOs will collectively participate for the drill.

#### **Coordination Mechanism for implementation of DDMP:**

The inter-department coordination and inter-block, circle and village as well as the NGOs, CBOs & SHGs will collectively responsible to coordinate with horizontal and vertical linkages for implementation of DDMP.

### ANNEXURES:

#### OPERATIONAL GUIDELINES OF WHAT TO DO DURING DISASTERS

##### Operational Guidelines of What to do in the event of a Cyclone:

<b>Do's</b>	<b>Don'ts</b>
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<ol style="list-style-type: none"> <li>1. Listen to the Radio/ TV / Public Addressing System for advance information and advice.</li> <li>2. Allow considerable margin for safety.</li> <li>3. A cyclone may change direction, speed or intensity within a few hours, so stay tuned to the radio / TV for updated information.</li> <li>4. Tape up large windows to prevent from shattering.</li> <li>5. Move to the nearest shelter or vacate the area if this is ordered by the appropriate government agency.</li> <li>6. Stay indoors and take shelter in the strongest part of the house / society.</li> <li>7. Open windows on the sheltered side of the house if the roof begins to lift.</li> <li>8. Find shelter if you are caught out in the open.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not go outside.</li> <li>2. Be away of fallen power lines, damage bridges And structures.</li> <li>3. Do Not go for side sightseeing.</li> </ol>
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### Operational Guidelines of What to do in the event of a Flood

Do's	Don'ts
<ol style="list-style-type: none"> <li>1. Listen to the Radio/ TV/ Public Addressing System for advance information and advice.</li> <li>2. Disconnect all electrical appliances and move all valuable personal and household goods and clothing out of reach of floodwater, if you are warned or if you suspect that floodwaters may reach the house.</li> <li>3. Move vehicles, Farm animals and Movable goods to the highest ground nearby.</li> <li>4. Turn off electricity, gas if you have to leave the house.</li> <li>5. Lock all outside doors and windows if you have to leave the house.</li> <li>6. If you have to evacuate, do not return until advice.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not enter floodwaters on foot if you can avoid it.</li> <li>2. Never wander around a flooded area.</li> <li>3. Do not allow children's to play in, or near, floodwaters.</li> <li>4. Do not drive into water or unknown death and current.</li> <li>5. Do not eat food or drink water, which is affected by floodwater.</li> </ol>

### Operational Guidelines of What to do in the event of a Heat Wave:

<b>Do's</b>	<b>Don'ts</b>
<ol style="list-style-type: none"> <li>1. Listen to the Radio/ TV/ Public Addressing System for advance information and advice.</li> <li>2. Finish the work at the morning or leave it to the evening.</li> <li>3. Drink Sufficient Water &amp; take Food</li> <li>4. Keep your head away from the direct heat. Use Clothes, Cap, Umbrella or Glasses</li> <li>5. Keep Stock water with you</li> <li>6. Wear light dresses.</li> </ol>	<ol style="list-style-type: none"> <li>1. Avoid standing under direct sun.</li> <li>2. Avoid Long Drives.</li> </ol>

#### Operational Guidelines of What to do in the event of a Drought Situation:

<b>Do's</b>	<b>Don'ts</b>
<ol style="list-style-type: none"> <li>1. Save Water &amp; Stock Water</li> <li>2. Arrange for alternate cropping</li> <li>3. Contact Nearest Agriculture Office</li> </ol>	<ol style="list-style-type: none"> <li>1. Stop disutility of Water</li> </ol>

#### Operational Guidelines of What to do in the event of a Tornado:

<b>Do's</b>	<b>Don'ts</b>
<ol style="list-style-type: none"> <li>1. Listen to the Radio/ TV/ Public Addressing System for advance information and advice.</li> <li>2. Turn off Electricity</li> <li>3. Keep away from Old, Tall or ditched buildings, electricity wires, slopes and walls, which are liable to collapsed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not run and do not wander round the streets.</li> <li>2. Keep away from buildings, walls, slopes, electricity wires and cables &amp; stay in the vehicle.</li> </ol>

#### Operational Guidelines of What to do in the event of an Earthquake:

<b>Do's</b>	<b>Don'ts</b>
<ol style="list-style-type: none"> <li>1. Listen to the Radio/ TV/ Public Addressing System for advance information and advice.</li> <li>2. Teach all members of your family how to turn off the electricity, water and gas supply.</li> <li>3. Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not run and do not wander round the streets.</li> <li>2. Keep away from buildings, walls, slopes, electricity wires and cables &amp; stay in the vehicle.</li> <li>3. Do not rush to the doors or exits, ever use the lifts keep well away from windows, mirrors, chimneys and furniture.</li> </ol>

4. Keep away from Old, Tall or ditched buildings, electricity wires, slopes and walls, which are liable to collapsed.	4. Do not rush to the doors or exists, never use the lift.
5. Stop the vehicle away from building, walls, slopes, electricity wires and cables.	5. Avoid places where there is a use electric wire and do not touch any metal object in contact with them.
6. Live your badly damaged house.	6. Do not re-enter badly damaged buildings and do not go near damage structures.
7. Collect water containers, food items and ordinary and facial medicines.	

#### District profile:

- Showing temperature, rainfall and weather patterns:
  - Annual Rainfall-2467mm
  - Temperature: - Winter: 8.4\*
  - Summer: 30\*
  - Weather: Moderate
- Showing forests, agriculture, land use patterns:

S/No.	Type of land use	Area
1	Total Geographical area (in Sq.Km)	1664sq km
2	Net shown area	7183 Ha.
3	Current fallow	1095 Ha.
4	Other uncultivated land excluding fallow land	21550 Ha.
5	Permanent pasture and other grazing land	2566 Ha.
6	Land under miscellaneous tree crops	6737 Ha.
7	Waste land	1095Ha.
8	Area under not agriculture use	1836 Ha.
9	Forest land	58549 Ha
10	Barren and uncultivable land	2500 Ha.

• **CIRCLE WISE POPULATION AS PER 2011 CENSUS AND LETERACY RATE:**

Sl.No	Name of circle/Block	Total Village	Total Population	Male	Female	Literacy rate	
						Male	Female
1.	<b>BASAR-SAGO</b>		<b>12224</b>	<b>6237</b>	<b>5987</b>	NA	NA
	<b>Urban</b>		4284	2279	2005		
	<b>Rural</b>	29	7940	3958	3982		
2	<b>TIRBIN</b>	30	5662	2949	2723		
3	<b>DARI</b>	12	2266	1182	1084		
			<b>20152</b>	<b>10368</b>	<b>9794</b>		

• **DISTANCE OF CIRCLE HEADQUARTER OF LEPARADA DISTRICT FROM THE DISTRICT HEADQUARTER:**

S/No.	Name of circle Headquarter/Block	Distance from district headquarter			Total Distance	Mode of Communication
		Motor able Road (in Km)	Porter Tracks Distance	stage		
1	3	4	5	6	7	8
1	Tirbin	38	-	-	38	Vehicle
2	Dari	26	-	-	26	Vehicle
3	Sago	23	-	-	23	Vehicle

4. List of vulnerable circles and villages with risk ranking (hazard wise):

S/NO.	Name of hazard	Vulnerable sub-division/ circles	Vulnerable villages
1	Fire Accident	Entire District	All villages
2	Landslide	Entire District	All villages
3	Flash Flood	Entire District	All villages
4	River Flood	Entire District	All villages
5	Earth Quake	Entire District	All villages

5. List of NGOs, CBOs, SHGs and their areas of specialty and capabilities:

S/NO.	Name of NGO/ CBO/ SHG	Specialty	Name & Address
1	GuminRegoKilaju (GRK)		
2	Nyobom-Ego yamin-Chirne-Kadi Ane group		
3	Women Welfare Society (Basar Unit)		

**List of HOD's and Phone numbers of Leparada District.**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
1.	Ms. Himani Meena	Deputy Commisioner	dclrd25@gmail.com
2.	Sri EjumAngu	Addl. Deputy Commisioner	9362373012
3.	Dr. MN Taloh	SDO, Basar	8258911568
4.	Shri. Kenli Riba	AC,Tirbin Incharge	7627900465
5.	Mrs Asunam Perme	C.O Basar	8256935399
6.	Dr.Thuptem Jambey	Superintendent of Police(SP)	7629976667 <a href="mailto:Spleparada@gmail.com">Spleparada@gmail.com</a> Sp-leparada-arn@gov.in
7.	Shri Denim Boje	Dy. SP	8837354525
8.	Shri Bharat Lingu	DLRSO Basar	600064481
9.	Smt. T Pema	DDMO, Leparada	9436251233
10.	Shri Marto Dirchi	DPO	6909735545
11.	Shri Jumli Karga	DFDO Basar, AMDO Incharge	8415810451
12.	Shri Dikchu Raji	DISTRICT TOURISM OFFICER	8794186909
13.	Shri Tomi Doke	DDSE	9366856031
14.	Dr. Karmar Dirchi	DMO	9436056283
15.	Er. John Langkam	S.E (PWD)	9436043731
16.	Er. Ipe Basar	EE (PWD)	9863046783
17.	Er. N. Sora	EE (Highway)	8729997466
18.	Er. Nabam Kai	EE Urban	8132807714
19.	Er. Kanom Pertin	EE (WRD)	8787770493
20.	Er. Bommi Nyorak	EE (PHED)	7628095144
21.	Er. Karbom Basar	EE (RWD)	7629043120

22.	Er. Boku Basar	EE (POWER)	7005027423
23.	Dr. Doni Jini	i/c Jt. Director (ICAR)	8794919959
24.	Shri. Henbom Dirchi	DHO	8119025995
25.	Shri.Sengo Dini	DAO(Agri)	8837200803
26.	Sri Dammo Riba	DAHVO	9436250355
27.	Sri. Toyi Raksap	DDI (Industry)	8258030852
28.	Smt. Pakpi Karlo Nguso	Deputy Director (RD) & additional i/c BDO	9436009901 8729826338
29.	Shri John Kadu	T.O (Treasury)	8787764618
30.	Toyir Riba	Inspector, Legal Metrology	7085800718
31.	Shri Mikba Boje	Tax & Excise Superintendent	8415074109
32.	Smt. Oyang Moyong Bam	Ranger (RFO)	6909895976/ 9436251470
33.	Shri Marke Karlo	DFCSO, Basar	9612525209
34.	Shri Jarbom Taipodia	District Mission Manager	8414804570
35.	Sri Mikjum Doke i/c Basar	CDPO, Tirbin	6909664651/9402775463
36.	Dr. Jommi Loyi	Principal, GMC Basar	7628051505