Contents

ABBREVIATION
PREFACE (To be prepared by Deputy Commissioner)
FORWARD (To be prepared by Addl. District Magistrate)

1. Introduction
   1.1. District Profile
   1.2. Ukhrul District at a glance
   1.3. Location & Geographical Units
   1.4. Demographic Profile
   1.5. Topography & Agro Climatic Conditions
   1.6. Land Use Pattern & Land Holdings
   1.7. Area & Administrative Divisions
   1.8. Socio-Economic Features
   1.9. Geology
   1.10. Need for Disaster Management Plan
   1.11. Aim & Objectives of the Plan

2. Hazard, Vulnerability, Capacity & risk Assessment
   2.1. Vulnerability to Earthquake
   2.2. Vulnerability to Floods
   2.3. Vulnerability to Thunderstorm/Hailstorm
   2.4. History of Past Disaster
   2.5. Seasonal Hazard Analysis
   2.6. Risk Assessment
   2.7. Capability Analysis

3. Institutional Arrangement for Disaster Management
   3.1. DM organisation at District level
   3.2. Roles & Responsibilities
       3.2.1. Reporting Chart
   3.3. Disaster Management Committee at District Level
   3.4. District Control Room and Linkage with other control room at state & district level
   3.5. Coordination Structure at District Level
   3.6. Activity wise flow of information
   3.7. Control Room at Sub Division, Tehsil and Block Level

4. Prevention & Mitigation Measures
   4.1. Structural Mitigation Measures
   4.2. Non-Structural Mitigation Measures
   4.3. Sector-Wise vulnerability measures in Ukhrul District

5. Preparedness Measures
   5.1. Identification of Stakeholders involve in Disaster Management
       5.1.1. Search & Rescue
       5.1.2. Early warning
       5.1.3. Evacuation
   5.1.4. Damage & Loss Assessment
   5.2. Training, Capacity Building & other Proactive Measures
   5.3. India Disaster Resource Network (IDRN)

6. Response Measures
   6.1. Short Term Plan
   6.2. Long Term Plan
   6.3. Role of District Administration/District Magistrate
6.4. Action Plan for ESF in the District
6.5. Action Plan for NGO, NSS and NYKs
   6.5.1. Organised activities of NGOs, NSS, NYKs at different Stages of Disaster Management
6.6. Disaster Response and District Incident Command System
6.7. Incident Command System

7. Recovery & Reconstruction Measures
   7.1. Strategies for restoring physical infrastructures and lifeline services
   7.2. Sector Wise Damage and Loss Assessment
       7.2.1. Power
       7.2.2. Health
       7.2.3. Social Sector
       7.2.4. Water
       7.2.5. Road & Transport
       7.2.6. Communication
       7.2.7. Food & Civil Supplies
       7.2.8. Housing
       7.2.9. Public Infrastructure
   7.3. Long Term Recovery programme
   7.4. Grievance Redressel System

8. Financial Arrangement for Implementation of DDMP
   8.1 Source of Funds at national and State level
   8.2. State Disaster Response Fund
   8.3. District Disaster Response Fund
   8.4. Centrally Sponsored Schemes

   9.1. Preparation & Updation of Plan
   9.2. Coordination with other agencies for implementation of DDMP

10. Operational Guidelines for Different Disasters
    10.1. Earthquake
    10.2. Floods
    10.3. Fire Hazards
    10.4. Landslides
    10.5. Lightning & Thunderstorms

ANNEXURES: (To be prepared by District Administration)
Annexure 1: Earthquake Zonation Map of Ukhrul District (Available)
Annexure 2: Rainfall Data for Ukhrul District
Annexure 3: Contact Details of the DEOC
Annexure 4: Department Wise Nodal Officer List
Annexure 5: Contact Details of the Block Control Room with nodal Officer
Annexure 6: List of Panchayats and Contact Details
Annexure 7: Resource Inventory
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAI</td>
<td>Airport Authority of India</td>
</tr>
<tr>
<td>ATIs</td>
<td>Administrative Training Institutes</td>
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<tr>
<td>BIS</td>
<td>Bureau of Indian Standard</td>
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<tr>
<td>BPL</td>
<td>Below Property Line</td>
</tr>
<tr>
<td>CBDM</td>
<td>Community Based Disaster Management</td>
</tr>
<tr>
<td>CBOs</td>
<td>Community Based Organisations</td>
</tr>
<tr>
<td>CDVO</td>
<td>Chief District Veterinary Officer</td>
</tr>
<tr>
<td>CSCs</td>
<td>Community Service Centres</td>
</tr>
<tr>
<td>DDMA</td>
<td>District Disaster Management Authority</td>
</tr>
<tr>
<td>DDMP</td>
<td>District Disaster Management Plan</td>
</tr>
<tr>
<td>DM</td>
<td>Disaster Management</td>
</tr>
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<td>DM ACT, 2005</td>
<td>Disaster Management Act, 2005</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Centre</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information System</td>
</tr>
<tr>
<td>GOI</td>
<td>Government of India</td>
</tr>
<tr>
<td>HPC</td>
<td>High Powered Committee</td>
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<td>HRD</td>
<td>Human Resource Development</td>
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<td>HR</td>
<td>Human Resources</td>
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<td>IT</td>
<td>Information Technology</td>
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<tr>
<td>MIS</td>
<td>Management Information System</td>
</tr>
<tr>
<td>NCC</td>
<td>National Cadet Corps</td>
</tr>
<tr>
<td>NCDM</td>
<td>National Committee on Disaster Management</td>
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<td>NDMA</td>
<td>National Disaster Management Authority</td>
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<td>NDMRCs</td>
<td>National Disaster Mitigation Resource Centers</td>
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<td>NDRF</td>
<td>National Disaster Response Force</td>
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<td>NSS</td>
<td>National Service Scheme</td>
</tr>
<tr>
<td>NYK</td>
<td>Nehru Yuva Kendra</td>
</tr>
<tr>
<td>NGOs</td>
<td>Non-Governmental Organisations</td>
</tr>
<tr>
<td>NBC</td>
<td>Nuclear, Biological and Chemical</td>
</tr>
<tr>
<td>PRIs</td>
<td>Panchayati Raj Institutions</td>
</tr>
<tr>
<td>SDMA</td>
<td>State Disaster Management Authority</td>
</tr>
<tr>
<td>SEC</td>
<td>State Executive Committee</td>
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</tbody>
</table>
SOPs  Standard Operating Procedures
PWD  Public Works Department
PHED  Public Health Engineering Department
IFCD  Irrigation & Flood Control
IRS  Incident Response system
IRT  Incident Response Team
QRT  Quick Response Team
MARG  Mutual Aid & Response Group
NYK  Nehru Yuva Kendra
SOC  Site Operation Centre
DCR  District Control Room
DEOC  District Emergency Operation centre
EO  Emergency Officer
DIO  District Information Officer
IEC  Information, Education & Communication

PREFACE (To be prepared by Deputy Commissioner)
FORWARD (To be prepared by Addl. District Magistrate)
1.1. District Profile

Ukhrul district is located at $24^\circ N - 25.41^\circ N$ Latitude and $94^\circ E - 94.47^\circ E$ Longitude. It has seven Sub-Divisions namely – Ukhrul, Phungyar, Kamjong, Chingai, Kasom Khullen, Jessami and Sahamphung and comprises of eight development blocks – Ukhrul, Phungyar, Kamjong, Chingai, Kasom Khullen, Jessami, Sahamphung and Lungchong Maiphei. Ukhrul District is bounded by Myanmar in the East, Chandel District in the South, Ukhrul and Senapati Districts in the West and Nagaland State in the North. The terrain of the district is hilly with a varying heights of 913 m to 3114 m (MSL). The district HQ. Ukhrul is linked with Imphal, the state capital by a NH 150 about 84 Km. By ordinary passenger bus it takes about 3 hours. The climate of the district is of temperate nature with a minimum and maximum degrees of 3 C to 33 C. The average annual rainfall is 1,763.7 mm (1991). The exact location of the district in the globe is $24N - 25.41 N$ and $94 E - 94.47 E$. The rainy season in the district is from May to beginning of October broadly but Winter is chilly. The highest peak is the Khayang peak-3114 m (MSL), though the more popularly know peak is the Shirui Kashung Peak - 2,835 m (MSL). Ukhrul, the District HQ, is 2,020 m (MSL). Most of the major rivers originate from the crevices and slopes of this Shirui Peak. The terrain of the district is rippled with small ranges and striped by few rivers. 1. Somrah - Angkoching range, striped by Sanalok and Namba Lok; Shangshak - Phungyar range adjacent to which is the Shokvao - Mapithel - Kasom range striped by Tuyungbi and Taret Lok in the middle and Thoubal river in the West and Kachai - Hoome - Tampak Ngashan (Mahadev) range, striped by the tributaries of Thoubal river in Eastern side and Iril River in the Western side.
1.2. UKHRUL DISTRICT AT A GLANCE

1. Location

2. (A) Altitude (above MSL), : 2020 mtr

3. (B) Average Annual Rainfall : 1763.7 mm.

4. (C) Longitude : 94° E - 94.47° E

(D) Latitude : 24° N - 25.41° N

5. District Headquarter : UKHRUL

6. Geographical Area : 4,544 Sq.Km

7. Forest Cover : 174.05 Sq.km

8. Population : 183,998


10. Female Population : 89,280

11. Sex Ratio : 943 per 1000 male

12. Rural Population : 156811


14. Number of Sub-Divisions : 7

15. Number of Blocks : 8


17. No of Parliamentary Constituency : 1

18. No of Assembly Constituency : 3

19. Literacy Rate : 81.35 %

20. Male Literacy : 85.25 %

21. Female Literacy : 76.95 %

22. Climate : Moderate, Sub-Tropical

23. Temperature : 3°C to 33°C


25. Major Rivers : Maklang, Tuyeng, Chammu and Chingai

26. Area under rice : 14,760.00 Hectares
27. Production of rice : 35.58 Tonnes
28. Yield rate of rice : 2411.25 Kgs/hectare
29. Area under maize : 2,006.00 Hectares
30. Production of maize : 4,630.00 Tonnes
31. Yield rate of maize : 2250.80 Kgs/hectare
32. District Veterinary Hospital : 0
33. Veterinary Dispensary : 14
34. No. of Police stations : 9
35. No. of Police Out Posts : 
36. No. of Fire Sub- Stations : 
37. No. of hospitals (i/c P.H.C.s) : 
38. No. of Dispensaries/P.H.S.Cs : 
39. No. of Doctors : 
40. No. of Beds available :

{Sources: Ukhrul District Profile from NIC, Census of India Handbook 2011, ISSCR }

1.3. Location and Geographical Units

Ukhrul District (currently including Kamjong District) is bounded by Myanmar in the East, Chandel District in the South, Imphal East and Senapati Districts in the West and Nagaland State in the North. The terrain of the district is hilly with a varying heights of 913 m to 3114 m (MSL). The district HQ. Ukhrul is linked with Imphal, the state capital by a NH 150 about 84 Km. By ordinary passenger bus it takes about 3 hours.

The climate of the district is of temperate nature with a minimum and maximum degrees of 30 C to 330 C. The average annual rainfall is 1,763.7 mm (1991).

The exact location of the district in the globe is 240 N - 25.410 N and 940 E - 94.470 E. The rainy season in the district is from May to beginning of October broadly but Winter is chilly. The highest peak is the Khayang peak-3114 m (MSL), though the more popularly know peak is the Shirui Kashung Peak - 2,835 m (MSL).
Ukhrul, the District HQ, is 2,020 m (MSL). Most of the major rivers originate from the crevices and slopes of this Shirui Peak. The terrain of the district is rippled with small ranges and striped by few rivers.

**Topography and Agro Climatic Characteristics**

The climate of the district is of temperate nature with minimum and maximum degrees of 3°C to 33°C. The average annual rainfall is 1,763.7 mm (1991). The district capital Ukhrul is located at 2,020 meters above sea level. The climate is tempered by the altitude. The annual temperature varies from 3 to 33 °C. The average annual precipitation is 1,763 millimetres.

The whole district is having the monsoon type of climate. As the district headquarter lies on the top of the high hills it is very cold throughout the year. It is always covered by the clouds. Regarding weather of the district Headquarter, the sudden changes of the position of cloud are openly seen within a few moments. but in other places outside the district Headquarter, it is hot in summer and very cold in winter. However, the whole district is having a moderate temperature. The hill range that lies in the district Headquarter Ukhrul Central sub-division has got very cold climate in winter while other parts of the vast hilly areas of the district have got moderate climate throughout the year. The coldest months of the district are December and January. During this period, the temperature at the Ukhrul district head-quarter uses to come down 30C and even 00C.

**Land Use pattern and Land holdings**

Information on Land use pattern in Ukhrul District.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of the block</th>
<th>Geographical Area</th>
<th>Cultivatable Area</th>
<th>Cultivated Area</th>
<th>Cultivable waste</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ukhrul</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Phungyar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Kamjong</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Out of 45,44,000 ha., 33,130 ha. of the under crop region. 52,726.59 ha. is covered by forest. 232,496.62 ha. is under shrubs/grass as pasture land, 1,257.22 ha. is covered by river 4,021.62 ha. is under settlement 9,51,889 ha. Jhum and the rest are under roads and water body.

<table>
<thead>
<tr>
<th>Pasture Land put to non agri. Use</th>
<th>Land under misc. plantation</th>
<th>Barren &amp; unculturable land (waste land)</th>
</tr>
</thead>
</table>

**Area and Administrative Divisions:**

The area of Ukhrul district is 4,544 Sq.Km. The district consists of 7 (seven) Sub-Divisions namely, Ukhrul, Phungyar, Kamjong, Chingai, Kasom Khullen, Jessami and Sahamphung which are co-terminus with the 8 (eight) Development Blocks. In addition to these administrative units the District has 4 (four) Sub-Deputy Collectors Offices.

The district of Ukhrul is divided into seven administrative Sub-Divisions namely (i) Ukhrul Sub-Division with head quarters at Ukhrul (ii) Phungyar Sub-Division with head quarters at Phungyar (iii) Kamjong sub division with head quarters at Kamjong (iv) Chingai Sub-Division with head quarters at Chingai.

The district Headquarter is located at Ukhrul.

**Socio-Economic Features**
Geology

Land:

Out of 45,44,000 ha., 33,130 ha. of the under crop region. 52,726.59 ha. is covered by forest. 232,496.62 ha. is under shrubs/grass as pasture land, 1,257.22 ha. is covered by river 4,021.62 ha. is under settlement 9,51,889 ha. Jhum and the rest are under roads and water body.

Climate

The whole district is having the monsoon type of climate. As the district headquarter lies on the top of the high hills it is very cold throughout the year. It is always covered by the clouds. Regarding weather of the district Headquarter, the sudden changes of the position of cloud are openly seen within a few moments. but in other places outside the district Headquarter, it is hot in summer and very cold in winter. However, the whole district is having a moderate temperature.

The hill range that lies in the district Headquarter Ukhrul Central sub-division has got very cold climate in winter while other parts of the vast hilly areas of the district have got moderate climate throughout the year. The coldest months of the district are December and January. During this period, the temperature at the Ukhrul district head-quarter uses to come down 3°C and even 0°C.

River Systems and Dams

Maklang and Tuyeng are the important rivers for Kasom Khullen and Kamjong Sub-division. The Thoubal river starts from the district and run through the Ukhrul North and Ukhrul central sub-divisions. It is the longest and biggest river in the district. Chammu and chingai rivers are running through Ukhrul North Sub-division. These rivers are not useful for transportation as the current of the rivers are very strong and wild during the rainy season and very thin during winter. They are useful for fishing and irrigation.
Transports and Communication Network

Roads are the life line of the people of the district of Ukhrul as there are practically no other means of transport and communication.

Two National Highways viz. NH-39 and NH-150 pass through the district. The major roads in the district are: (i) Imphal-Ukhrul-Jessami (NH-150)- 199km. (ii) Imphal -Kamjong (BRTF)- 127 km. (iii) Imphal - Phungyar -Tengnoupal (NH-39)- 104 Km. (iv)Imphal - Kasom Khullen (PWD) - 55 km. The inter-district road density in 2002 for Ukhrul was 24.47 km per 100 square km, which is much lower than the state average of 51.2 km per 100 square km. Altogether 32 percent villages in the district are connected by all weather roads. Pathetic road condition in the hill districts of the state has always been detrimental for their development. It also determines the interaction among the people.

In most of the villages inter village roads are not surfaced. Same is the condition of other district roads. Allied to the transport system is the communication system. The communication system comprises of postal services, telegraph services, telephone services, Internet services, etc.. Total number of telephone connection in the district in 1991-92 was 98, which had increased to 419 in 2001-02. Thus, the tele-density in the district, which was just 0.9 percent in 1991-92, increased to 3 percent in 2001- 02. As per the Economic Survey of Manipur 2007-08, the district Ukhrul had only one telephone exchange, 3 combined offices (post and telegraph) and 655 telephone (DEL) connections. It had a total of 35 public call offices with 2 local and 33 STD connections in 2005-06. The total number of post offices in the district in 2002-03 was 66 with 51 letter boxes (excluding those at post office) and 10 village postmen.

1.4. Need of the Disaster Management Plan

Ukhrul District is prone to multiple hazards such as floods, earthquake, draught, cyclones, landslide, thunderstorms etc. Nevertheless the peculiar traditional Housing structures especially in rural areas are more susceptible to fire accident even in rainy season. The District Disaster Management Plan (DDMP) is a revised form of the earlier District Contingency Plans. A pressing need was felt for vast improvement of the existing District Contingency Plans and strengthening of information hubs at different places to manage any eventualities. District Disaster Management Plans are also useful at pre-disaster stage, when warnings could be
issued, for example that floods are imminent. The plan again serves as guide to officials at the critical time and precious time is saved which might otherwise be lost in consultations with senior officers and getting formal approval from authorities. As it is neither economical nor practicable to protect every item and the entire population against calamitous situations, response plans are formulated for relief, rehabilitation and restoration by separate agencies. District Disaster Management plan is an operational module for the district administration, how to mitigate the different types of disaster effectively with the locally available resources and personnel and to provide the distressed people with immediate relief. It also ensures a checklist for all the stakeholders for an action oriented response structure and to study their preparedness level.

So the disaster management planning of this district may be referred to the inevitable plan, strong administration unit of linkup between the top & bottom of administrative unit and to the grass root level transmission link. It is no doubt that the formulation of disaster plan is for preparedness and commitment for its positive implementation at the hour of crisis.

1.5. Aims and Objective of the Plan

i. To mitigate impact of natural and manmade disasters through preparedness at District /Block /G.P and Village level;

ii. To provide effective support and resources to all concerned individuals, groups and departments in disasters;

iii. To assists the Line Departments, Block Administration, communities in developing compatible skills for disasters preparedness and management.

iv. To develop immediate support to the affected people during the disasters;

v. To create the awareness among the people about hazards and to increase their participation in preparedness, prevention, relief, rehabilitation.

*******
District is prone to severe Earthquake and other Natural Hazards like Floods, Cyclones, Hailstorm, Lightening, Fire and Manmade Disaster like Road Accident, Ethnic Violence etc.

2.1. Vulnerability to Earthquake

2.2. Vulnerability to Floods

2.3. Thunderstorm & Hailstorm

2.4. History of Disaster

<table>
<thead>
<tr>
<th>Type of Hazards</th>
<th>Year of Occurrence</th>
<th>In Unit/ percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyclone</td>
<td></td>
<td>Area affected</td>
</tr>
<tr>
<td>Flood</td>
<td></td>
<td>Population affected</td>
</tr>
<tr>
<td>Drought</td>
<td></td>
<td>Impact</td>
</tr>
<tr>
<td>Communal</td>
<td></td>
<td>Livelihood</td>
</tr>
<tr>
<td>disturbance</td>
<td></td>
<td>livestock</td>
</tr>
<tr>
<td>Fire</td>
<td></td>
<td>on life</td>
</tr>
<tr>
<td>Earthquake</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.5. Seasonal Hazard Analysis

<table>
<thead>
<tr>
<th>Type of Hazards</th>
<th>JAN-MAR</th>
<th>APR-JUNE</th>
<th>JULY-SEPT</th>
<th>OCT-DEC</th>
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<tbody>
<tr>
<td>FLOOD</td>
<td>H C A I</td>
<td>H C A I</td>
<td>H C A I</td>
<td>H C A I</td>
</tr>
<tr>
<td>CYCLONE</td>
<td></td>
<td>H C A I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DROUGHT</td>
<td></td>
<td></td>
<td>H C A I</td>
<td></td>
</tr>
<tr>
<td>EARTHQUAKE</td>
<td></td>
<td></td>
<td></td>
<td>H C A I</td>
</tr>
<tr>
<td>EPIDEMIC</td>
<td></td>
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</table>
### Inhabitants

<table>
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<tr>
<th>Sl. No</th>
<th>Type of house</th>
<th>No. of HHs</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Kutcha</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pucca</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Asbestos/tin roofed houses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Houses</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Disaster Probability

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Type of Disasters</th>
<th>Time of Occurrence</th>
<th>Potential Impact/Probable Damages</th>
<th>Vulnerable Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Flood</td>
<td>June - September</td>
<td>Crop, Human, Animal, Infrastructure loss</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cyclone</td>
<td>April-September</td>
<td>Crop, Human, Animal, Infrastructure loss</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Drought</td>
<td>April - June</td>
<td>Crop loss</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fire</td>
<td>February-May</td>
<td>Human, Animal, Infrastructure loss</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Earthquake</td>
<td>Jan - December</td>
<td>Crop, Human, Animal, Infrastructure loss</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Epidemics</td>
<td>March- September</td>
<td>Human &amp; Animal loss</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Lightening</td>
<td>April -October</td>
<td>Human, Animal, Infrastructure loss</td>
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</tbody>
</table>
### 2.6. Risk assessment

<table>
<thead>
<tr>
<th>TYPE OF HAZARD</th>
<th>POTENTIAL IMPACT</th>
<th>VULNERABILITY</th>
<th>VULNERABLE AREAS (BLOCK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Y C L O N E</td>
<td>Infrastructure, Communication network, Road network, Telephone connections, Irrigation System, Drinking Water Systems, Electrical Installations etc.</td>
<td>Crop, Agriculture/Horticulture crops</td>
<td>Entire District</td>
</tr>
<tr>
<td></td>
<td>House</td>
<td>Private dwelling Houses both kutchha and pucca houses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public property</td>
<td>Community Halls, Market sheds etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Livestock</td>
<td>Cows, buffalos, Goats, Sheep, poultry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social and economic</td>
<td>Livelihood</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Education</td>
<td>PHC, PHSC and Schools</td>
<td></td>
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<tr>
<td></td>
<td>Vulnerable People</td>
<td>Handicapped, Pregnant Women, Old aged, Children under the age of 5, Sick &amp; ailing etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF HAZARD</th>
<th>POTENTIAL IMPACT</th>
<th>VULNERABILITY</th>
<th>VULNERABLE AREAS (BLOCK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure</td>
<td>Communication network, Road network, Telephone connections, Irrigation System, Drinking Water Systems, Electrical Installations etc.</td>
<td>Crop, Agriculture/Horticulture crops</td>
<td></td>
</tr>
<tr>
<td>House</td>
<td>Private dwelling Houses both kutchha and pucca houses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Public Property
Community Halls, Market sheds etc.

Livestock
Cows, buffalos, Goats, Sheep, poultry

Social & Livelihood

Economic

Health & PHC, PHSC and Schools

Education

Vulnerable person
Handicapped, Pregnant Women, Old aged, Children under the age of 5, Sick & ailing etc.

VILLAGE FIRE
Loss of property
Loss of property & Life.

All over the District.

DROUGHT
Loss of crop, Crop Loss, Drinking water scarcity

Almost All over the District except urban areas.

2.7. Capability Analysis:-

1. Warning system:- signal of earthquake and cyclones must be detected timely and seismological observatories must be installed at convenient and safe place.

2. Transport:- It is required to evacuate affected/ injured persons.

3. Machines:- Cranes, excavators, tractors etc. are required for recovery of injured/ trapped persons and address and contract numbers of owners of the machines must be kept ready.

4. Polices and paramilitary forces:- they are required for recovery of injured persons. They must be trained and briefed properly.
5. **Hospital:** The required doctors, nurses and ambulance must be kept ready for first aids and treatment of injured persons’

6. **Curriculum in text books:** A curriculum of disaster management must be included in the syllabus of text books to make the students aware of disaster management.

7. **Role of media:** The district has police communication networks and AIR service must be utilized to forecast warning and other necessary instructions frequently to make the public aware of the calamity and pre-caution. However, announcement through AIR as news items only must be avoided and warning must be broadcasted frequently.

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

*******
Chapter -3. Institutional Arrangement for Disaster Management

At the state level, the State Disaster Management Authority was already constituted. Similarly, at the District Level, District Disaster Management Authority (DDMA) was constituted on 14th December, 2005 with the Deputy Commissioner as the chairman and 6 (Six) District Level Officers as members vide Government of Manipur, Secretariat : Relief and Disaster Management Department Orders No.12/2/99/III dated 14/12/2005.

Further, Block Disaster Management Authority, Gram Panchyat DM Authority, the Village DM Authority, Municipality DMA, Nagar Panchyat /Small Town Committee DMA, Ward/Village DMA Vide Government of Manipur, Secretariat : Relief and Disaster Management Department orders No. 12/2/99-RLF/II dated 29th Nov.2006.

3.1. D.M. organizational structure at the district level

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Member</th>
<th>Designation</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deputy Commissioner</td>
<td>Chairperson</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Superintendent of Police</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chief Medical Officer</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EE.PWD</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>EE,IFCD</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>District supply officer</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>ADC/SDO at District HQs</td>
<td>Chief Executive officer</td>
<td></td>
</tr>
</tbody>
</table>

Further, Block Disaster Management Authority, Gram Panchyat DM Authority, the Village DM Authority, Municipality DMA, Nagar Panchyat /Small Town Committee DMA, Ward/Village DMA Vide Government of Manipur, Secretariat : Relief and Disaster Management Department orders No. 12/2/99-RLF/II dated 29th Nov.2006.

3.1. D.M. organizational structure at the district level

<table>
<thead>
<tr>
<th>DISTRICT/UKHRUL DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activation of DEOC, DMC and QRT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUB-DIVISION/BLOCK LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activation of Control Rooms, information flow to the affected communities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRAM PANCHAYAT / MUNICIPALITY / VILLAGE /NAGAR PANCHAYAT / WARD LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activation of identified task force for rescue, relief, first aid etc. as per the plan, continuous information flow to sub-division level.</td>
</tr>
</tbody>
</table>
3.2. ROLES & RESPONSIBILITIES

Roles & Responsibilities of the Deputy Commissioner

Roles:
1. The Deputy Commissioner will co-ordinate all disaster management efforts of the district as the Chairman of Disaster Management Authority/Committee.
2. The Deputy Commissioner will coordinate the district level response with the concerned line departments assisting him and a core group of officers constituting the District Disaster Management Committee. The Disaster Management/Natural Calamity Committee will consist of the Superintendent of Police, Chief Medical Officer, Executive Engineer PWD, Executive Engineer IFCD, District Supply Officer, ADC/SDO at District HQ.
3. The Deputy Commissioner may co-opt any other officers or specialists to assist him/her in carrying out the activities of the Disaster Management/Natural Calamity Committee.

Responsibilities of Deputy Commissioner
1. Preparation of the District Disaster Management Plan with the assistance of ADM/SDO.
2. Setting up the District Control Room at District Police Head Quarters Encouraging the formation of Mutual Aid and Response Groups (MARGs) consisting of Sub-divisional Officer other local Authorities, Civil Defence volunteers, Home Guards, NGOs.
3. Under the District Disaster Management Committee at the district level and other agencies would be responsible for directing field agencies right from the stage of warning to relief and rehabilitation.
4. At the disaster site, specific tasks will be given to the designated officers to manage the disaster.
5. The Site Operations Centre (SOC), which will be supervised by the concerned Sub-Deputy Collector to assist the DC.
6. A Site Operation Manager (SDC/BDO) who would be deployed by the Collector will be the head of Site Operation Centre.
7. The Site Manager will coordinate the activities at various campsites and affected areas.

8. The Site Operations Centre will report to the District Control Room directly and from there the information will pass to the Collector.

9. The Deputy Commissioner will coordinate all the field responses. Field Responses include setting up Transit Camps, Relief Camps and Cattle Camps and will respond to the State Relief Commissioner and SDMA accordingly.

### 3.2.1. Reporting Chart:

![Diagram showing reporting chain]

### Roles & Responsibilities of ADM

1. Liaison with all the line depts. /officials of the dist. in conducting Disaster Management / Natural Calamity Committee meeting to be conducted twice in a year, tentatively in May and November.

2. Supervise the activity of Dist. Control Room and communicate the information to the Deputy Commissioner,

3. Co-ordinate the programme during preparedness, disaster and natural calamity, rescue operation, relief operation, resettlement and rehabilitation,

4. Monitor the programme during relief operation, rescue operation etc.

5. Evaluation of the operation process,

3.3. Disaster Management Committee at the District Level (Natural Calamity Committee)

The District Disaster Management and Natural Calamity Committee is the apex planning body at the district level and will play a major role in preparedness and mitigation.

A District Disaster Management/Natural Calamity Committee has to be formed in the district to assist the Collector in

1. Reviewing the threat of disasters
2. Vulnerability of the district to different disasters
3. Evacuation process to reduce risk and emergency response
4. Considering suggestions for improvement of the response document i.e. District Disaster Management Plan

Responsibility of the Committee

1. To educate the public on different flood and cyclone hazards and what Protective steps should be taken
2. To make arrangements for emergency action
3. To effect evacuation from the Coastal Villages when necessary
4. Rescue and Rehabilitation
5. Post Flood and Cyclone action and review

The District Disaster Management Committee will meet at least once in six months i.e. in the month of May and November before the Disaster season (Cyclone) of Manipur coast under the chairmanship of the Deputy Commissioner to update the plan. For this one month’s prior notice should be given to all concerned departments before convening the meeting. Collector should review the work of DDMC/NCC regularly.

The Deputy Commissioner should include in the agenda of the District Coordination Meeting, the subject of up-dating 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 take review of changes in other indicators pertaining to the district like creation of
additional infrastructure, development shelf of projects, changes in inventories, etc. and 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 from time to time.

Roles & Responsibilities of Emergency Officer (EO):

The Emergency officer/DSP(HQ) will be the in charge of the Dist. Control Room. His roles and responsibilities will be to monitor, Co-ordinate and implement the actions for disaster management. He should look after the safety and well keeping of the infrastructure available at Dist. Control Room. He should look at the facilities provided in D.C.R., which should always be in good working condition, and the Control Room should be manned round the clock with its contact numbers widely alerted/made known to everybody.

The responsibilities of the Emergency Officer is to:

1. Ensure that all warning and communication systems, instruments are in working condition.
2. Receive information on disaster on a routine basis from the district departments on the vulnerability of the various GPs and villages through proper channel (Tehsil and Block).
3. He will receive reports on preparedness from the relevant district lever departments and other departments, as per information details. These will be forwarded to the Emergency Operations Centre, Special Relief Commissioner and SDMA through Collector on fixed regular basis.
4. Update data bank and maintain an inventory of resources half yearly as per the table given below heading Inventory of resources, materials and equipment accessible to DCR.
5. Inform Dist. Collector, Special Relief Commissioner, Manipur and SDMA of any changes including updating of data bank and Annexure/Formats.
6. Monitor preparedness measures, training activities including simulation exercise undertaken by various departments.
7. Ensure proper dissemination of Dist. Disaster Management Plan at the district level, local level and disaster prone areas.

9. Prepare reports and documents on district level disaster events and submit the same to Dist. Collector, Special Relief Commissioner, Manipur and SDMA. The document should include:

1. Source and cause of the disaster
2. Description of the response efforts
3. Recommendations for preventive and mitigation measures
4. Plans for upgrading emergency preparedness and response plans.

Roles and Responsibilities of Police/ Armed Force:

1. The Superintendent of Police in the district will get in touch with the Deputy Commissioner for assistance in rescue, evacuation and emergency relief measures under intimation to the State Relief Commissioner. As disaster and natural calamities can occur at any point of time hence Army may be called upon to assist the civil authorities in rendering rescue and relief operation.

2. The Superintendent of Police must work in close co-ordination with the Deputy Commissioner on receipt of a warning or alert on an emergency situation.

3. The Superintendent of Police must designate three senior officers of the Deputy Commissioner for co-coordinating the activities of the police Department in the District Control Room/District Emergency Operation Centre.

4. The Senior officers deputed by the Superintendent of Police for the District Control Room will work in three shifts in the control Room.

5. During normal times, the police department under the Superintendent of Police must assess the preparedness level and report the same as per format to the District Control Room every six months.

6. They should have continued contact with the District Control Room over VHF other available mode of communication such as cell phones during the crisis.

7. The Police Department under the Superintendent of Police must maintain a list of disaster prone areas in the district, along with the details of nearest
police Stations and their contact phone numbers. In this regard, assistance from Revenue, line departments and village level officers may be sought for.

8. The police Department under the Superintendent of police must organize training programmes on handling of hazardous chemicals for Police Officers in collaboration with Deputy Director of industrial Safety and health to facilitate more effective handling of road accidents involving hazardous substances.

9. The Police Department under the Superintendent of Police must identify a police Station in the city, which can be used as a public information centre for disseminating information to the public.

1. Scope of Work Police/ Armed Force

   1. To regulate vehicular traffics

   2. Road cut off, repairing and Building of approach road.

   3. Rescue operation / evacuation

   4. Escort/convoy the relief material

   5. Referring the dropping zone (Breach sites, Cut off and marooned areas) do the air dropping

   6. Relief and Rehabilitation operation

Roles and Responsibilities of Home Guards/NSS/NCC & Voluntary Organisations:

1. They will circulate weather warnings among the people after getting such messages from the SEOC.

2. Inform local medical staff about out break of epidemic.

3. Assist the Officials of different Departments for clearance of fallen trees and debris etc. from the roads.

4. Inform the concerned department for damage of electric installations.

5. Help Veterinary staff for disposal of carcasses.

6. Act as guide to the rescue party/Army rescue party if deployed for rescue and relief operations.

7. Assist the Relief Officers in distribution of relief materials.
8. Regularly listen to weather bulletin from All India Radio and disseminate the same to the local people.

9. Assist the Sub-zone Officer in evacuating the people from low-lying areas.

3.4. District Control Room and Linkages with Other Control Room at State and District Levels

DISTRICT CONTROL ROOM/DISTRICT EMERGENCY OPERATION CENTRE:

The District Control Room aims for an effective and holistic District Disaster Management Plan with fail proof communication, accurate databases in order to make optimal utilization of Men, Material and Resources to prevent the loss to lives as well as minimize the loss of property ensuring fastest restoration of the situations.

PURPOSE OF DISTRICT CONTROL ROOM

The District Control Room is under control of the Deputy Commissioner, which will be operational round the clock and is the nerve centre for the following activities.

1. To monitor Co-ordinate and Implement the actions/activities for effective disaster responses as well as management of available resources.

2. In a disaster time the District Control Room will operate under the central authority of the Deputy Commissioner, exercising emergency power to issue directives to all departments to provide emergency response service.

3. DCR will co-ordinate with the State disaster response machinery like State Relief & Disaster Management Commissioner, of Manipur State Disaster Management Authority (SDMA) for appropriate support and smooth flow of information.

4. The Control Room will be manned round the clock for emergency responses.

5. The District Control Room will be placed in the Emergency Section of the District Collector.

The Control Room shall be in overall charge of the Collector. In the absence of Collector, ADM (Emergency), PD, DRDA, District Development Officer, Emergency Officer or any other Officer on duty at that point of time shall remain in charge of Control Room. The person in charge of the Control Room shall be personally
responsible for implementation of the Standard Operating Procedure (SOP). She or he shall be responsible to take all decisions as outlined below and signed on behalf of the Collector on all reports mentioned below.

**Preparatory Actions for DCR:**

Following preparatory steps will be taken up for keeping the Control Room functional during emergency:

1. Shift one more phone line to Control Room.
2. Keep the Radio with new batteries ready, Generators sets to be kept ready as standby.
3. Kerosene as well as petrol to be stocked for running the generators.
4. Charge the VHF sets and testing to be done.
5. Keep two four wheelers ready for emergency operations.
6. Alert all field officers like SDOs, SDCs, BDOs, MOs/ Telephone Operators/Agriculture/ICDS/Irrigation/PHD/PWD/ Nagar Panchayats & Imphal Municipality /Gram Panchayats/ MLAs / MPs/Station Director, AIR/DIPR who will inform the Media.
District Control Room and Linkage with other control rooms at State & District Levels

Staffing for District Control Room:

The Control Room will act as the nerve centre office for the district to tackle the emergency situations and the staffs will coordinate with the line departments for timely response in Disaster Preparedness and Management at the District level. For Normal time and Emergency situations an Emergency Officer and two Support staff will be placed in the District Control Room. Apart from these permanent staff other staff will be support at the time of need on a temporary basis.
3.5. CO-ORDINATION STRUCTURE AT DISTRICT LEVEL

3.6. ACTIVITY WISE FLOW OF INFORMATION

Scope of work for the District Control Room

Normal Time Activity

The normal time activities of the DCR under the guidance of the Deputy Commissioner are to:

1. Ensure that all warning and communication systems, instructions are in working condition.
2. Receive information on a routine and regular basis from the departments on the vulnerability of the various Gram panchayats and Villages to disaster. Woman, Children (Age group 0-15), Old Aged, Physically and Mentally challenged people are the most vulnerable groups in a disaster. Hence, specific and special arrangement for these people would be made.

3. Receive reports on preparedness from the relevant district level departments and other departments. Based on these reports, the DCR will forward the Preparedness Measures details on behalf of the Collector to the Revenue Control Room, Relief & Disaster Management Commissioner, Revenue Commissioner and SDMA.

4. Upgrade and update District level disaster mitigation action plan according to changing scenarios in the district.

5. Data bank updating and maintain an inventory of resources.

6. Update all information in the GIS/MIS.

7. Inform Emergency Operations Centre (EOC) under Relief Commissioner of any changes including updating of data bank and annexure if any.

8. Monitor preparedness measures including simulation exercises undertaken by various departments.

9. Ensure proper dissemination of DDMP at the district level, local level and disaster prone areas.

10. Identify appropriate NGOs/Civil society Organization, with their capacities who can be mobilised during the time of disaster and can be helpful in community level disaster preparedness.

11. Organise post-disaster evaluation and update DDMP accordingly.

12. Prepare reports and documents on district level disaster events and submit the same to EOC.
During Emergency

- Weather tracking and early warning dissemination
- To collect and transmit information regarding matter relating to natural calamity.
- Mapping of vulnerable areas
- Database on civil society organizations and their activities
- Database on volunteers
- Facilitate regular meetings of civil society organizations and issue updates
- Flow of information to central control room in Relief Commissioner's office and SDMA.
- District level extensive training of officials and NGOs in emergency response
- Men and material management in emergencies with proper inventorisation
Flood and whether warning system notices received from central flood forecasting control room stations, or any such weather warning notices received from Govt/ Board of Rev /IMD will immediately be transmitted to the control room of the Sub-Deputy collectors by the control room stationed at district headquarters for keeping the people of the areas alert.

The Sub-Deputy Collectors will transmit the weather warning and other warning to the Village level officers and other officers who will take steps to alert the people of their respective areas. Dist.Information Officer of this district will also alert people of their respective jurisdiction through PA System, if situation so warrants.

### WARNING DISSEMINATION PHASE:

<table>
<thead>
<tr>
<th>COLLECTOR:</th>
<th>Activity</th>
<th>Person Responsible</th>
<th>Resources required- to be sourced from</th>
<th>Time frame and remarks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weather warning</td>
<td>Regular monitoring of the activities of The District Control Room.</td>
<td>DCR, DIO</td>
<td>Communication equipment to be procured much before disaster season.</td>
<td>48 hours prior to any warning.</td>
</tr>
<tr>
<td>Rain forecast</td>
<td>Monitoring of rain recording at block HQ.</td>
<td>BDOs/Dist. Agri Officer/IFCD</td>
<td>Proper functioning of rain gauge.</td>
<td>Within 24 hours.</td>
</tr>
<tr>
<td></td>
<td>Monitoring of weather sites by staff</td>
<td>Person Responsible for District Control Room</td>
<td>Internet connectivity at District Control Room</td>
<td>On daily basis from the occurrence of event.</td>
</tr>
<tr>
<td>Water level in the Dam &amp; Release of water from Dam.</td>
<td>Standing orders to EE, Irrigation to provide details of water level</td>
<td>EE, IFCD Ukhrul. Close communication with the EE, Irrigation</td>
<td>On daily basis from the occurrence of the event.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Warning to district authorities in the downstream side of Dams</td>
<td>Inform officials positioned at the downstream through DIO &amp; IFCD Officials.</td>
<td>DIO, Volunteers &amp; Rain watcher of IFCD</td>
<td>12 hours before release of water from the dam.</td>
<td></td>
</tr>
<tr>
<td>CDMO:</td>
<td>Keep close contact with the Collector and the Emergency Officer.</td>
<td>Give latest report on any health hazard, Epidemic or death due to natural causes like heat wave, lightening etc.</td>
<td>Doctors and other Paramedical staff of the district.</td>
<td>Telephone, Fax, Computer, Internet. Immediately.</td>
</tr>
<tr>
<td>Ensure Information reached to the health workers at field level.</td>
<td>Keep a database of all the contact numbers/other means of communication,</td>
<td>Doctors and paramedical staff of the district.</td>
<td>Vehicles of health department and a few can also be outsourced from private. Operators. Immediately upon receipt of message.</td>
<td></td>
</tr>
<tr>
<td>Collect information on health status on a daily basis.</td>
<td>Activate and constantly monitor the disease surveillance system.</td>
<td>Members of the disease surveillance Team, Telephone, Fax, Computer, Internet, Cells</td>
<td>Daily.</td>
<td></td>
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<tr>
<td>---</td>
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<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Feed back to the Collector.</td>
<td>Give a daily feedback on the action taken and anticipated Problems.</td>
<td>Doctors, MOs, Media</td>
<td>Daily.</td>
<td></td>
</tr>
</tbody>
</table>

**S.P.:**

<table>
<thead>
<tr>
<th>To collect information on:</th>
<th>Activity</th>
<th>Person Responsible</th>
<th>Resources required to be sourced from</th>
<th>Time frame and remarks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert the Police force to be vigilant and take hold of the Law and order situations.</td>
<td>Messages to all P.S through VHF and Telephones</td>
<td>OICs, VHF Control, Telephone Operators</td>
<td>Proper functioning of the equipments.</td>
<td>Immediately upon receipt of warning</td>
</tr>
<tr>
<td>To arrest and take into custody the Rumors mongrels.</td>
<td>Similar instruction to all PS and outposts</td>
<td>Staff of the police department</td>
<td></td>
<td>Immediately upon receipt of warning</td>
</tr>
<tr>
<td>Deployment of force in the calamity Area</td>
<td>Delegate forces to the areas likely to Face any disaster.</td>
<td>Staff of the police department</td>
<td></td>
<td>-do-</td>
</tr>
<tr>
<td>Alert fire brigade for action.</td>
<td>Contact the Fire officer.</td>
<td>Staff of adjoining Fire Stations.</td>
<td>-do-</td>
<td></td>
</tr>
</tbody>
</table>
3.7. CONTROL ROOM AT SUB-DIVISION, TEHSIL AND BLOCK LEVEL

Similar to the District Control room, at lower level control room are also formed at Sub-division, Tahasil and Block levels which will be supervised by the Zone Officer during emergency periods. The procedures lay down for these control rooms are as follows:

1. Control Rooms are to be managed by a clerk/Revenue Supervisor Kanungo/Extension officer and a peon.

2. Immediately after getting warning about flood/cyclone, one Gazette Officer along with the above staff should be deployed in the control room.
3. The Head of office will ensure proper working of the control room telephones.
4. A register will be maintained in the control room to record the messages and warning received over telephones and action taken thereon.
5. The Sub-ordinate Control Rooms will keep constant touch with the District Control Room during and after occurrence of any calamity.
6. In case any message of devastating nature is received, this should immediately be passed on to Collector/Addl. Dist. Magistrate/concerned Sub-Collector and necessary action to be taken according to their instructions.

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

4.1. Structural Mitigation Measures

It is immensely important for the planning community to respond towards disaster management positively. The Plan should clearly come out with provisions prescribed in the amended legislations related to disaster management. Urban disaster management is intimately connected to the wholesome process of urban development and therefore needs a sincere incorporation in the development planning itself.

The industrial relocation/location, unauthorized-regularization issue, slumming, over densification and continuous influx of population are some of the open concerns and these besides being a planning challenge are a concern for disaster management.

The district shall take steps for structural mitigation for disaster management. The departments that are associated with development of residential
and commercial plots shall stick to the NOC norms. The Building Codes shall be strictly enforced in the district. Only seismically oriented engineers, contractors and masons shall be given certificates for multi storied constructions. Simultaneously retrofitting will also be promoted with expert advice.

The two possible structural measures for disaster protection are

- Retrofitting of the existing buildings and
- Construction with Earthquake Resistant technology.

Retrofitting

For an existing building, retrofitting or seismic strengthening is the only solution to make it disaster resistant. In the district, all lifeline buildings such as major hospitals, Schools, Colleges, District Administration offices and other vital installations shall be retrofitted. For retrofitting, a panel of experts shall be approached for assessing the structure and to suggest the type of retrofitting required.

Earthquake Resistant Construction

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

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

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

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

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

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

4.2. Non-Structural Mitigation Measures

The entire Meerut falls in earthquake Zone-IV, which indicates it is at high risk to earthquake. In addition to this fire is also a major concern for the district. The non structural mitigation is basically framed in such a way that the whole population of the district will be sensitized on disaster management and their capacity shall be developed to cope up with hazardous situations.

Preparedness Methodology

In the disaster management cycle, preparedness shall be the first step, instead of waiting for a disaster to occur and then manage it. This plan contains a series of measures for preparedness in schools, colleges, hospitals and communities. People of every part of the district will be guided to prepare themselves or to prepare their own coping mechanism. In this regard, the DDMC shall suggest the proper methodology for preparedness on regular basis and the district shall plan various activities.
Awareness generation program

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

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

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

Training and Capacity Building
A number of training programs shall be and are already being organized for specialized groups like, district DMTs, sub division and community level office bearers, school teachers and principals, architects, engineers, doctors, masons, etc. The professionals from all departments and sections shall be trained.

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

4.3. Sector wise Vulnerability Reduction Measures In Ukhrul District:
<table>
<thead>
<tr>
<th>Type of Sector</th>
<th>Sub sector</th>
<th>Mitigation measures</th>
<th>Responsible Dept.</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure</td>
<td>IEC activities</td>
<td>Distribution of leaflets, manuals, meetings, trainings</td>
<td>DIO PWD, RD, Block, District</td>
<td>Regular Interval</td>
</tr>
<tr>
<td>Development</td>
<td>Road</td>
<td>Construction and repairing</td>
<td>PWD, RD, Block, District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Embankment</td>
<td>Construction and repairing</td>
<td>IFCD, PWD, RD, Block, District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bridges</td>
<td>Construction and repairing</td>
<td>IFCD, PWD, RD, Block, District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safe Shelters</td>
<td>Construction</td>
<td>Block, RD, District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication</td>
<td>Installation of VHF, WLL</td>
<td>Police, BSNL, NIC</td>
<td>During Normal Time</td>
</tr>
<tr>
<td></td>
<td>Drinking water</td>
<td>Installation and repairing of tube wells and pipelines, supply of bleaching powder</td>
<td>PHED, Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power</td>
<td>Installation of electric lines and back up</td>
<td>Electricity, PWD</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technology</td>
<td>Demonstration of EQ resistant houses</td>
<td>PWD, Block, RD, District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>dissemination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health/Animal</td>
<td>IEC activities</td>
<td>Distribution of leaflets, manuals, meetings, trainings</td>
<td>Health, AH, RD, Block, DIO, District</td>
<td>During Normal Period</td>
</tr>
<tr>
<td>Husbandry</td>
<td>Vaccination</td>
<td>Vaccines to Children, Pregnant women, other needy persons, cattle</td>
<td>Health, AH</td>
<td>During Normal Period</td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td>First aid</td>
<td>Health</td>
<td>During Normal Period</td>
</tr>
<tr>
<td>Livelihood Sector</td>
<td>IEC activities</td>
<td>Agriculture</td>
<td>Fishery</td>
<td>Allied activities</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>-------------</td>
<td>---------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Distribution of leaflets, manuals, meetings, trainings</td>
<td>Promotion of water resistant variety paddy, multi cropping in hilly areas, cropping of small duration paddy and vegetables</td>
<td>Rising of pond embankments, Pisciculture</td>
<td></td>
<td>Promotion of high yield variety of oranges, betel leaves, pine apples</td>
</tr>
<tr>
<td>RD, Block, DIO, District</td>
<td>Agriculture, RD, Block, District</td>
<td>Block, District</td>
<td></td>
<td>Horticulture, Block, District</td>
</tr>
<tr>
<td>During Normal Period</td>
<td>During Normal Period</td>
<td>During Normal Period</td>
<td></td>
<td>During Normal Period</td>
</tr>
<tr>
<td>Livelihood</td>
<td>Encourage people</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RD, Block, DIO, District</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5.1. Identification of Stakeholder involve in Disaster Management

5.1.1. Search & Rescue
It is the duty of the DDMA to provide specialized life saving assistance to district and local authorities. In the event of a major disaster or emergency its operational activities include locating, extricating and providing on site medical treatment to victims trapped in collapsed structures. In the event of any disaster the Home Guards along with the support of the Police dept. form teams to locate injured and dead and try to rescue the ones in need. There are other bodies too that help these departments in this work, like the PWD, Health dept, Fire dept and also the people that voluntarily form teams to help the ones in need. Proper training for search and rescue process needs to be undertaken so as to minimize the time taken in rescuing someone. Also proper methodology and resources are needed to carry out a search & rescue mission. The tactics used in the search & rescue process vary accordingly with the type of disaster that we are dealing with. In case of an earthquake sniffer dogs and cutting tools with trained manpower is a binding requirement. The household register that is maintained by the warden should be maintained for every village as it proves to be of great help in case of a disaster like an earthquake. Because in case of the aforementioned disaster people get trapped in the debris of buildings and houses and it becomes difficult to estimate how many people are present in the debris. But if a household register is maintained then the task becomes quite easy and effective to find out almost correctly that how many people would be present in any building/house at any given time. Thus the resources can be justifiably distributed and more lives can be saved. This kind of process is highly recommended in this particular district which lies in high earthquake prone region.

Search & Rescue Team: (District Authority Has to Fill it)

( Please Note that the Search & Rescue team is formed as and when required and the members & equipments are taken according to the nature of the disaster and also on their availability)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Designation of Trained Search &amp; Rescue Team</th>
<th>Quantity</th>
</tr>
</thead>
</table>

5.1.2. Early warning

The early warning systems for different disasters should be in place so that the concerned administrative machinery and the communities can initiate appropriate actions to minimize loss of life and property. These should give an indication of the level of magnitude of the mobilization required by the responders. The goal of any warning system is to maximize the number of people who take appropriate and timely action for the safety of life and property. All warning systems start with the detection of the event and with their timely evacuation. Warning systems should encompass three equally important elements viz. detection and warning, dissemination of warning down to the community level and the subsequent quick response. The State acknowledges the crucial importance of quick dissemination of early warning of impending disasters and every possible measure will be taken to utilize the lead-time provided for preparedness measures. As soon as the warning of an impending calamity is received, the EOCs at the State, District and Block levels will be on a state of alert. The Incident Commander will take charge of the EOC and oversee the dissemination of warning to the community. The District Collector will inform the District Disaster Management Committees who will alert the lock and Village level DMCs and DMTs to disseminate the warning to the community. On the basis of assessment of the severity of the disaster, the State Relief Commissioner (Incident Commander) shall issue appropriate instructions on actions to be taken including evacuation to the District Collector, who will then supervise evacuation. In situations of emergency, the District Collector will use his own discretion on the preparedness measures for facing the impending disaster. At the village level,
members of the VDMCs and DMTs or village level will coordinate the evacuation procedures to the pre-designated relief centers, taking special care of the vulnerable groups of women, children, old people etc. according to the plans laid down earlier.

5.1.3. Evacuation:

Evacuation is a risk management strategy, which may be used as a means of mitigating the effects of an emergency or disaster on a community. It involves the movement of people to a safer location. However, to be effective, it must be correctly planned and executed. The process of evacuation is usually considered to include the return of the affected community. Shelter provides for the temporary respite to evacuees. It may be limited in facilities, but must provide protection from the elements as well as accommodate the basic personal needs, which arise at an individual level in an emergency. The plan must allocate responsibility for management of each of the elements of shelter. Considering the wide range of services, agencies and issues to be managed, it becomes essential for ‘shelter’ to be managed within a structure which facilitates the coordination of agencies and services and support of emergency workers. The following factors may need consideration:

1. Identification of appropriate shelter areas based on safety, availability of facilities, capacity and number of victims.
2. Approaches to the shelter location in light of disruption due to hazard impact and traffic blockades.
3. Temporary accommodation
4. Provision of essential facilities like drinking water, food, clothing, communication, medical, electrical and feeding arrangements, etc.
5. Security
6. Financial and immediate assistance
7. First-aid and counselling

Types of evacuation
For the purpose of planning, all evacuations may be considered to be one of two generic types:

(a) Immediate evacuation, which allows little or no warning and limited preparation time as in the case of earthquakes and air accident.

(b) Pre-warned evacuation resulting from an event that provides adequate warning and does not unduly limit preparation time as in the case of flood and cyclones.

**Principles of Evacuation Planning**

1. Establishment of a management structure for organization, implementation, coordination and monitoring of the plan.
2. Determination of legal or other authority to evacuate.
3. Clear definition of rules and responsibilities.
4. Development of appropriate and flexible plans.
5. Effective warning and information system.
7. Assurance of movement capability.
8. Building confidence measures and seeking cooperation of the affected community.
9. Availability of space for establishment of relief camps having requisite capacity and facilities.
10. Priority in evacuation to be accorded to special need groups like women, old and sick, handicapped and children.
11. For effective evacuation, organization and running of relief centers, cooperation and involvement of all agencies viz. Community, volunteers, NGOs, NCC / NSS, Home guards and civil defense, district and village bodies be ensured.
12. Security arrangement and protection of lives and property.
13. Preparation and updating of resource inventories.
14. Appropriate welfare measures throughout all stages
15. Test exercise of prepared plans and recording of lessons learnt
Stages of Evacuation

There are five stages of evacuation as under:
1. Decision of authorities to evacuate victims
2. Issue of warning and awareness
3. Ensuring smooth movement of victims to designated relief camps
4. Ensuring provision of all requisite facilities like security, safe-housing, feeding, drinking-water, sanitation, medical and allied facilities
5. Safe return of personnel on return of normalcy.

Decision to Evacuate

Vulnerability analysis may indicate that for certain hazards and under certain conditions, sheltering in place could well be the best protection. Available lead-time may influence the decision to evacuate the public before the impact of emergency (e.g. floods) and reducing the risk to lives and property. Decision would also be dependent on factors like ready availability of suitable accommodation, climatic condition, and severity of likely hazard and time of the day.

The Collector would be the authoritative body to issue directions for evacuation. The OIC of DEOC would convey directions to Desk Officers of concerned agencies, which are responsible to execute evacuation.

Basic consideration for Evacuation

The DCMG will define area to be evacuated as also the probable duration of evacuation on the basis of meteorological observations and intimations by the concerned forecasting agencies. It should also identify number of people for evacuation, destination of evacuees, lead-time available, welfare requirements of evacuees as also identify resources to meet the needs of victims, viz. manpower, transport, supplies equipments, communications and security of the evacuated area.

The evacuating agency should set priorities for evacuation in terms of areas likely to be affected and methodology to execute evacuation:
6. Delivery of warning
7. Transport arrangement
8. Control and timing of movement
9. Fulfill welfare needs including medical treatment
10. Registration of evacuees

All agencies involved in evacuation operation like Home guards, Police, PWD, PHED, etc. will coordinate in field. They will remain in touch with the Desk officials in the DEOC for issuing warning, information and advise the public.

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**Evacuation Warning**

An evacuation warning must be structured to provide timely and effective information. Factors, which may influence the quality and effectiveness of warning, include time, distance, visual evidence, threat characteristic and sense of urgency e.g. the more immediate the threat, the greater the resilience of people to accept and appropriately react to the warning. The warning should be clear and target specific. The warning statement issued to the community should be conveyed in a simple language. The statement should mention:

1. The issuing authority, date and time of issue
2. An accurate description of likely hazard and what is expected
3. Possible impact on population, area to be in undated or affected due to earthquake
4. Need to activate evacuation plan
5. Do’s and Don’ts to ensure appropriate response
6. Advise to the people about further warnings to be issued, if any

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**5.1.4. Damage & Loss Assessment**

Immediately after the disaster there is an urgent need of damage assessment in terms of loss of life, injury and loss of property. The objectives of damage
assessment are to mobilize resources for better rescue and relief, to have detailed information of damage extent and severity of disaster and to develop strategies for reconstruction and restoration facilities.

Damage is assessed with regard to building stock, standing crops, agricultural area, livestock lost, forest cover decimated, vital installations etc. In damage assessment of building stock, generally three types of flags are used; green, yellow and red. The green colour is given to the buildings that are safe and require 2-3 days to return to their original function. Yellow flags depict the considerable damage to the buildings and considered to be unsafe for living, as they require proper structural repairs and careful investigation. The red flag is assigned to buildings that are partially or completely collapsed. Immediately after a disaster event, damage assessment will be conducted in 2 phases viz. Rapid Damage Assessment and Detailed Damage Assessment.

5.2. Training, Capacity Building & Other Proactive Measures

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>1. Training to civil defence personal in Home Department, Civil Defense, District Home Guards</td>
<td>various aspect of disaster management</td>
</tr>
<tr>
<td></td>
<td>2. Training to home Guards personal in various aspect of disaster management including search and rescue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training to NCC, NSS &amp; NYK personal in DDMA various aspect of disaster management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training to educational and training institutional personal in various aspect of disaster management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training to civil society, CBOs and DDMA</td>
<td></td>
</tr>
</tbody>
</table>
corporate entities in various aspect of disaster management
Training to fire and emergency service DDMA, Fire Department personal in various aspect of disaster management
Training to police and traffic personal in DDMA, Home Department various aspect of disaster management
Training to media in various aspect of DDMA, IT disaster management
Training to govt. officials in various DDMA aspect of disaster management
Training to engineers, architects, DDMA structural engineers, builders and masons in various aspect of disaster management

**Awareness**

IEC Advertisement, hording, booklets, All Line Departments, leaflets, banners, shake-table, Education Departments, demonstration, folk dancing and music, DDMA, Other District jokes, street play, exhibition, TV Spot, Authorities radio spot, audio-visual and documentary, school campaign, - Planning and Design - Execution and Dissemination

**NGO and Other stake Holder coordination**

For arrangement of water supply, temporary sanitation facilities, search and Rescue activity, Relief distribution can be sought with help of special agencies, NGOs and CBOs.

**Seasonal preparedness**
Natural disasters make all of us acutely aware of our vulnerabilities to disaster. Fortunately, catastrophes of a large magnitude are rare, but disaster can strike in many ways. Large or small, natural or man-made, emergencies put collections in danger. Hazards can often be mitigated or avoided altogether by a comprehensive, emergency-preparedness plan. Such plans provide a means for recognizing and responding effectively to emergencies. The goal is to hopefully prevent damage or, at least, to limit the extent of the damage.

Identifying Risks

A prudent first step is to list geographic and climatic hazards and other risks that could jeopardize the building and collections. These might include geographical susceptibility to hurricanes, Hailstorm/thunderstorm, flash flooding, earthquakes, or forest fires, and even the possibility of unusual hazards such as volcanic eruptions. Consider man-made disasters such as power outages, sprinkler discharges, fuel or water supply failures, chemical spills, arson, bomb threats, or other such problems. Take note of the environmental risks that surround you. Chemical industries, shipping routes for hazardous materials, and adjacent construction projects all expose you to damage. Any event that is a real possibility should be covered under your Emergency Preparedness Plan. Although there may be a wide range of disaster scenarios, the most common are water, fire, physical or chemical damage, or some combination of these. The specific procedures of a disaster plan focus on the prevention and mitigation of these types of damage.

Decreasing Risks

Once your hazards are specified, the disaster planner should devise a program with concrete goals, identifiable resources, and a schedule of activities for eliminating as many risks as possible. An inventory will provide a basic list of resources both man and machines, and this database will enable to assess the level of preparedness for specific vulnerabilities.

Identifying Resources
An important step in writing your plan is to identify sources of assistance in a disaster. Research these services thoroughly—it is an essential part of the planning process. These can range from police, fire, and ambulance services to maintenance workers, insurance adjustors, and utility companies. If possible, invite local service providers to visit in order to become familiar with your site plan and collections in advance of an emergency.

5.3. **India Disaster Resource Network (IDRN)**

IDRN, a web based information system, is a platform for managing the inventory of equipments, skilled human resources and critical supplies for emergency response. The primary focus is to enable the decision makers to find answers on availability of equipments and human resources required to combat any emergency situation. This database will also enable them to assess the level of preparedness for specific vulnerabilities. Total 226 technical items listed in the resource inventory. It is a nationwide district level resource database. Each user of all districts of the state has been given unique username and password through which they can perform data entry, data updation on IDRN for resources available in their district. The IDRN network has functionality of generating multiple query options based on the specific equipment, skilled human resources and critical supplies with their location and contact details.
Response measures are those which are taken instantly prior to, and following, a disaster aimed at limiting injuries, loss of life and damage to property and the environment and rescuing those who are affected or likely to be affected by disaster. Response process begins as soon as it becomes apparent that a disastrous event is imminent and lasts until the disaster is declared to be over. Since response is conducted during periods of high stress in a highly time-constrained environment and with limited information and recourses (in majority of the cases), it is by far, the most complex of four functions of disaster management. Response includes not only those activities that directly address the immediate needs, such as search and rescue, first aid and shelters, but also includes systems developed to coordinate and support such efforts. For effective response, all the stakeholders need to have a clear perception/vision about hazards, its consequences and actions that need to be taken in the event of it. The Revenue Department of the State is the Nodal Department for controlling, monitoring and directing measures for organizing rescue, relief and rehabilitation. All other concerned line departments should extend full cooperation in all matters pertaining to the response management of the disaster whenever it occurs. The District EOC, ERCs and other control rooms at the District level should be activated with full strength.

Disasters cause sudden disruption to the normal life of a society and cause damages to property and lives to such an extent that normal social and economic mechanisms available to the society all get disturbed. People and officials are both caught unaware and in the circumstances lose their sense of initiative and direction. Consequently, relief work is hampered and unnecessarily delayed.

In such cases, the existence of a disaster preparedness plan can be extremely useful. The distraught officials then have at their hand, a complete set of instructions which they can follow and also issue directions to their subordinates and the affected people. This has the effect of not only speeding up the rescue and relief operations, but also boosting the morale of victims.

The response plan is of two kinds:
1-Short-term Plan and

2-Long-term Plan.

6.1. Short-term Plan

Short-term plans are action based and aimed at restoring normalcy in the shortest possible time. One of the foremost requirements of any plan would be to define the area where it would be applicable and the agencies that would be responsible for its implementation and coordination. Once the boundaries are defined, the following inputs would be required;

1. The amount of resource material required to be mobilized as relief may be based on the statistics of the intensity and spread of various disasters in the area in the past disaster records.

2. Certain areas are prone to disaster and each time relief is provided, a number of short-comings come to light; these become lessons to serve as inputs for future planning of relief and rescue exercises.

3. Short-term plans should be based on the declared vulnerability of the area to particular types of disasters. Forecasts on future disasters should be usefully interpreted in action plans on exercises which would be most required.

4. Short-term plans should incorporate suggestions and capabilities of all departments concerned of the district/state, non-government organizations and community based organizations. Therefore plans may be prepared by setting up committees at appropriate level to incorporate their inputs.

After Disaster:

Rescue Operations

After disaster immediately, the District Magistrate would act as the focal point for control and co-ordination of all activities. His/her responsibilities have been identified as follow:

1. Get in touch with the local Army/ Navy/ Air Force units for
assistance in rescue, evacuation and relief;

2. He/she will have the authority to requisition resources, materials and equipment from all the Departments/Organizations of the government and also from the private sector;

3. He/she will have the power to direct the industry to activate their onsite and offsite disaster management plans;

4. He/she will set up ‘Site Operations Centre’ (SOC) in the affected area with desk arrangements;

5. He/she will authorize the establishment of transit and/or relief camps, feeding centers and cattle camps;

6. He/she will send ‘Preliminary Information Report’ and ‘Action Taken Report’ to the State Relief Commissioner and Divisional Commissioner;

7. He/she will authorize immediate evacuation, whenever necessary.

Traditionally, the concerned SDM office and local police station, both are the main government agencies below the district level, which initiate trigger mechanism for emergency operations in the event of major accidents / disaster threats. In view of limited availability of resources for disaster management, below the district level, the DDMP has not proposed any administrative structure for co-ordinated operation during emergency. In the event of less serious disaster threat/accident, the SDM office or police station would continue to initiate trigger mechanism and provide an emergency response with the help of locally available resources. The DDMC on receipt of information, from any of the two agencies, would take appropriate decision to augment local resources and give appropriate instructions to the concerned response agencies.

**Relief Operations**

After the rescue phase is over, the district administration shall provide immediate relief assistance either in cash or in kind to the victims of the disaster. The
Office of District Magistrate is responsible for providing relief to the victims of either natural or human-made disasters like earthquake, fire, flood, riots, terrorist attack etc in the district.

**Rehabilitation**

In short term response rehabilitation is the final step. The incident command system shall be deactivated as the rehabilitation phase is over. Thereafter, the normal administration shall take up the remaining reconstruction works in the disaster affected areas. These activities shall be performed by the working group for relief and rehabilitation under the direction of the DDM.

### 6.2. Long-term Plan

The situation may not always warrant long-term plans, but such plans should have the ability to build a culture of disaster mitigation and be aimed at reducing vulnerability of the area. As such any long-term plan should incorporate policy directives on preparedness as well as post disaster reconstruction and rehabilitation phases (the later as a follow up of the short-term contingency plans).

1. The foremost requirement for the preparation of a long-term plan is establishing its need in an area. Need may be established on the basis of the vulnerability of the area and the resource trade off between the cost of its implementation and other competing needs for overall development. In this context the long-term disaster mitigation plan or rehabilitation plan as part of overall development plan becomes significant.

2. In case of rehabilitation plan, the level of damage that has taken place in the community decides whether long-term intervention is required or not. The strategies of the rehabilitation would depend considerably on the damage assessment report.

3. A detailed survey of the community, which studies its needs and expectations in detail and seeks out their traditions and customs which they would like to preserve, has to be carried out. This would serve as an input in deciding an intervention strategy that is acceptable to the community.
4. The long-term plan should seek an objective of achieving overall development and satisfying basic needs—shelter, economic and social of the community. Reducing disaster vulnerability should be a means to achieve the objective and not an end in itself.

5. Long-term plans are resource intensive; many of the interventions decided therein should be based on resources available. In many cases, where the need for rehabilitation through relocation is established the same may not be implemented due to non-availability of land.

6. Long-term plans may be implemented successfully only through partnerships with NGOs and community participation. The involvement of these bodies should be solicited at the outset itself while deciding the interventions required.

6.3. Role of District Administration/ District Magistrate

The District Magistrate will be the focal point at the district level for directing, supervising and monitoring relief measures for disasters and for the preparation of district level plans. The District Magistrate will exercise coordinating and supervisory powers over functionaries of all the departments at the district level. During actual operations for disaster mitigation or relief, the powers of all Collectors/ DCs are considerably enhanced, generally, by standing instructions or orders on the subject, or by specific Governments order, if so required. Sometimes, the administrative culture of the concerned state permits, although informally, the Collector/DC to exercise higher powers in emergency situations and the decisions are later ratified by the competent authority. The District Magistrate will maintain close liaison with the state, central government authorities in the district, namely army, air force and ministry of water resources etc, who supplement the effort of the district administration in the rescue and the relief operations. The District Magistrate will also coordinate all voluntary efforts by mobilizing the non-government organizations capable of working in such situations.
**Duties at the time of disaster**

1. Maintenance of law and order; prevention of trespassing, looting, keeping roads clear from sightseeing persons so that free movement of rescue vehicles is assured, etc.
2. Evacuation of people
3. Recovery of dead bodies and their disposal
4. Medical care for the injured
5. Supply of food and water and restoration of water supply lines
6. Temporary shelters like tents, metal sheds
7. Restoring lines of communications and information
8. Restoring transport routes
9. Quick assessment of damage and demarcation of damaged areas according to grade of damage
   1. Cordon off of severely damaged structures that are liable to collapse during aftershocks
   2. Temporary shoring of certain precariously standing buildings to avoid collapse and damage to other adjoining buildings

**Duties post-disaster**

1. Particular attention is paid to women views in the assessment stage.
2. Women’s actual responsibility in domestic (in terms of household subsistence, health, and child care) and production and economic activity beyond the subsistence level are taken into account in determining the consultation process.
3. Women representatives are included at all level of planning, decision-making, implementation, and evaluation.
4. The particular constraints faced by households maintained by women are taken explicitly into account in designing and implementing relief programs.
5. Special attention is provided to unaccompanied women, lone parents and widows.
6. Issue of legal, sexual and physical protection are properly identified and addressed.
### 6.4. Action Plan for ESF in the District

<table>
<thead>
<tr>
<th>Name of the Department</th>
<th>Response Activation</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Department</td>
<td>The Nodal Officer will activate the Quick Response Teams.</td>
<td></td>
</tr>
<tr>
<td>District Fire Service, Ukhrul</td>
<td>The Nodal Officer of District Fire Service, Ukhrul</td>
<td></td>
</tr>
</tbody>
</table>

1. The saving of life in conjunction with other emergency services
2. Co-ordination of the emergency services and other organizations
3. Traffic and crowd control
4. The investigation of the incident in conjunction with other investigating bodies where applicable.
5. The collation and dissemination of causality information
6. Identification of victims
7. The restoration of normalcy at the earliest opportunity

As per the information from IMTs, adequate officers will be sent to site.

As per the information from IMTs, adequate officers may be sent to site.
2. Locate the damaged and collapsed structures and rescue the population buried and trapped in rubble.

3. The injured people should be taken out of damaged buildings etc with utmost care.

4. Special care should be given to women and children groups as they are expected to be more affected and helpless incase of any emergency situation.

5. Coordinate with the transportation ESF if a large number of medical professionals need to be sent to the affected sites and/or a large number of victims need to be transported to health facilities.

Civil Defence

The Nodal Officer will reach the EOC and activate the Incident Command System for Law & order, Search and rescue and Medial response and Trauma Counseling.

The Quick Response Teams will be deployed at the onsite EOCs.

As per the information from IMTs, adequate officers may be sent to site.

2. Locate the damaged and collapsed structures and rescue the affected people, Special care to women and children groups as they are expected to be more affected and helpless incase of any emergency situation.
3. Helping in First aid to the affected people along with the Medical team

**Hill District** The Nodal Officer of HDC

1. HDC will bring debris of heavy RCC structures and put dummies beneath the debris. This will facilitate demonstration of search and rescue operations. Soon after search and rescue team leave the site, HDC will mobilize equipments for debris clearance.

2. HDC will assume main role in equipment support for debris and road clearance.

3. HDC will transport the equipments like JCB, concrete cutters required as per the need

4. The Supporting Agencies Nodal Officers will call for personnel to immediately start debris clearance operation to enable movement to the affected site.

5. All supporting agencies will inspect the road/rail network and structures within the disaster site and surrounding.

6. HDC will also ensure proper corpse disposal and post mortem by coordinating with ESF
on medical response

7. The QRTs will report the situation and the progress in response activities to the respective EOCs

8. Undertake construction of temporary roads to serve as access to temporary transit and relief camps and medical facilities for disaster victims

9. HDC should ensure the provision of medicine and other medical facilities required at the disaster site and the hospital heal centers catering to disaster victims

10. HDC will coordinate, direct and integrate state level response to provide equipment support, relief camps establishment, sanitation and health assistances

PWD

The Nodal Officer of PWD will activate the Quick Response Teams

The Quick Response Teams will be deployed at the onsite EOCs

As per the information from IMTs, adequate officers may be sent to site.

2. PWD will assume main role in equipment support for debris and
road clearance.

3. PWD will transport the equipments like JCB, concrete cutters required as per the need

4. The Supporting Agencies Nodal Officers will call for personnel to immediately start debris clearance operation to enable movement to the affected site.

5. All supporting agencies will inspect the road/rail network and structures within the disaster site and surrounding.

6. PWD will also ensure proper corpse disposal and post mortem by coordinating with ESF on medical response.

7. The QRTs will report the situation and the progress in response activities to the respective EOCs.

8. Undertake construction of temporary roads to serve as access to temporary transit and relief camps and medical facilities for disaster victims.

9. PWD should ensure the provision of medicine and other medical facilities required at the
disaster site and the hospital heal
centers catering to disaster victims.

10. PWD will coordinate, direct and
integrate state level response to
provide equipment support, relief
camps establishment, and sanitation
and health assistances.

11. Undertake repair of all paved
and unpaved road surfaces including
edge metal, patching and nay
failure of surface and keep
monitoring the condition.

PHED

The Nodal Officer of PHED
1. Quick assessment of water line
will activate the Quick damage and contamination
Response Teams
2. Supply of water tankers to
The Quick Response
disaster affected communities
Teams will be deployed at
the onsite EOCs
3. Deploy response teams to repair
and restore water supply lines.

As per the information from
IMTs, adequate officers
may be sent to site.

4. Quick assessment of water
contamination levels and taking
steps to restore clean drinking water.

IFCD

The Nodal Officer of
Irrigation and Flood Control
Department will activate the
Quick Response Teams

1. QRTs will coordinate with team
leader for water supply
2. QRTs will coordinate for providing
Temporary Shelters

The Quick Response
Teams will be deployed at
the onsite EOCs

3. QRTs will coordinate in
restoration of infrastructure
As per the information from IMTs, adequate officers may be sent to site.

**FCS**

The Nodal Officer will coordinate with ESFs related to transportation to ensure quality supply of relief materials.

- Coordinating with ESFs related to transportation to ensure quality supply of relief materials.
- Continuing free kitchens for the affected people.
- The Quick Response Teams will be deployed at the onsite EOCs.
- As per the information from IMTs, adequate officers may be sent to site.
- QRTs to report to site relief camps
- QRTs to manage the distribution of food items to affected victims.
- QRTs to report on progress of action taken to EOC

**Transport**

The Nodal Officer will activate the Quick Response Teams. The Quick Response Teams will be deployed at the onsite EOCs.

- As per the information from IMTs, adequate officers may be sent to site.
- QRTs will help in Evacuation
- QRTs will assist the nodal office in providing Temporary Shelters
- Team leader communicates situation to support agencies and requests for detailed information on the status of transportation infrastructure in the affected area.

**Health**

Nodal officer will call nodal.

1. To make ready all hospitals for managing large number of causalities and severely injured victims.
2. Sufficient stock of required...
medical professionals and medicines, vaccines, plasters, drugs assistants to reach the sites etc with sufficient medicines and required materials.

Ensure setting up of temporary information centers at hospitals with the help of ESF on help lines and warning dissemination.

3. Provide systemic approach to patient care.

4. Maintain patient tracking system to keep record of all patients treated.

5. Deploy mobile hospitals as required.

6. QRTs will report the situation and the progress on action taken by the team to the respective EOCs.

7. QRTs will ensure timely response to the needs of the affected victims.

8. To provide ambulance service.

9. To help in ready all hospitals for managing large number of causalities and severely injured victims.

10. To help in arranging sufficient stock of required medicines, vaccines, plasters, drugs etc.

11. Deploy mobile hospitals as required.

12. QRTs will report the situation and the progress on action taken by the team to the respective EOCs.
13. QRTs will ensure timely response to the needs of the affected victims

14. Helping in arranging additional beds and additional bloods and medicines for the casualties.

Telecom providers The Nodal Officer will reach

The Quick Response Teams will be deployed at the EOC and activate the emergency repair teams equipped with required tools, tents and food.

As per the information from IMTs, adequate officers may be sent to site.

BSNL is primarily responsible for restoration of communication facilities.

BSNL should ensure the smooth flow of information that can cater to the outreach in a time-sensitive manner at state level in response efforts.

6. Inform district as well as state authorities on action taken.

DIPR Setting up of a control room

1. Creation of public awareness to provide authentic information to the public through media campaigns.
regarding impending emergencies. 2. Dissemination of information to public and others concerned

Daily press briefings at fixed times at district level to provide official version.

3. Regular liaisoning with the media.

Media report & feedback to field officials on a daily basis from L1 onwards.

Keep the public informed about the latest emergency situation (area affected, lives lost, etc).

Keep the public informed about various post-disaster assistances and recovery programmes.

RD&PR

1. Develop prevention/mitigation and Support for timely and strategies for risk reduction at appropriate delivery of community level.

warning to the community.

2. Training of elected representatives

Clearance of blocked drains on various aspects of disaster and roads, including treemangement.

removal in the villages.

3. Public awareness on various aspects of disaster management.

Construct temporary roads to restore communication to the villages.

4. Organise mock drills.

5. Promote and support community-based disaster management plans.

PRIs to be a part of the
damage survey and relief distribution teams to ensure popular participation.  

6. Support strengthening response mechanisms at the G.P. level (e.g., better communication, local storage, relief centres and emergency shelter. 

Operationalise emergency search & rescue equipments, etc.). 

7. Clean drainage channels, trimming of branches before cyclone Sanitation, drinking water season. 

and medical aid arrangements.  

8. Ensure alternative routes/means of communication for movement of IEC activities for greater relief materials and personnel to awareness regarding themarooned areas or areas likely to be role of trees and forests for marooned. 

Increasing involvement of the community, NGOs and CBOs in plantation, protection and other forest protection, rejuvenation and restoration activities. 

Plan for reducing the incidence, and minimise the impact of forest fire.  

FISHERY  

Ensure warning 1. Registration of boats and dissemination to fishing fishermen.
communities living in vulnerable pockets.

Responsible for mobilising boats during emergencies and for payment of wages to boatmen hired during emergencies.

Support in mobilisation and additional deployment of boats during emergencies.

Assess the losses of fisheries and aquaculture assets and the needs of persons and communities affected by emergency.

2. Building community awareness on weather phenomena and warning system especially on Do's and Don'ts on receipt of weather related warnings.

3. Assist in providing life saving items like life jackets, hand radios, etc.

4. Certifying the usability of all boats and notifying their carrying capacities.

5. Capacity building of traditional fishermen and improvisation of traditional boats which can be used during emergencies.

6. Train up young fishermen in search & rescue operation and hire their services during emergency.

6.5. **Action plan for NGOs, NSS & NYK:**

Emerging trends in managing natural disasters have highlighted the role of non-governmental organizations (NGOs) as one of the most effective alternative means of achieving an efficient communications link between the disaster management agencies and the effected community. In typical disaster situation, they can be of help in preparedness, relief and rescue, rehabilitation and reconstruction and also in monitoring and feedback.
The role of NGOs is a potential key element in disaster management. The NGOs operating at grassroots level can provide a suitable alternative as they have an edge over governmental agencies for invoking community involvement. This is chiefly because, the NGO sector has strong linkages with the community base and can exhibit great flexibility in procedural matters vis-à-vis the government.

Based on the identified types of NGOs and their capabilities, organised action of NGOs can be very useful in following activities in different stages of disaster management.

6.5.1. Organized activities of NGOs/NSS/NYKS at different stages of Disaster Management:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Disaster</td>
<td>Awareness and information campaigns, Training of local volunteers, Advocacy and planning</td>
</tr>
<tr>
<td>During Disaster</td>
<td>Immediate rescue and first-aid, including psychological aid, supply of food, water, medicines and other immediate need materials ensuring sanitation and hygiene damage assessment</td>
</tr>
<tr>
<td>Post-Disaster</td>
<td>Technical and material aid in reconstruction assistance in seeking financial aid monitoring</td>
</tr>
</tbody>
</table>

6.6. Disaster Response and District Incident Command System

The response to disasters in the district will be organized according to the Incident command System as adapted to conditions in Manipur State. The argument for the ICS is that its fundamental elements – unity of command, clarity of objectives and efficient resource use are common to the effective response to any disaster. In Ukhrul district, the multi-hazard response plan focused on sector specific action plans unlike the department specific planning approach. The disaster response is led by the District Emergency Operation Center (DEOC) under the command and control of the District Collector/District Magistrate.
6.7. Incident Command System

The basic functional descriptions for key elements in the district Incident command System are described below. Not all these functions need to be filled (activated) in every disaster. But the ensemble of these functions represents all the key tasks which need to be accomplished in a well planned manner and executed in effective and cost efficient disaster response effort.

I. Incident Command:

Responsible for overall management of an incident based on clearly stated mandate from higher authority and based on focused objectives responding to the immediate impact of the incident.

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

II. Command Staff Units

Safety unit:

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

Protocol and Liaison unit:

Responsible for all official visits as well as liaison between the incident command and organizations providing personnel or material support being used to manage the incident. The first point of contact for NGOs and others coming to the
disaster as well as responsible for managing coordination meetings (some of which may actually be held by taskforces or sections).

**Public Information Unit:**

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

1. Public inquiries: to handle non media requests for information
2. Outgoing public information: to handle public information dissemination
3. Public opinion feedback: to collect information from the public (incident survivors and the non-affected)
4. Media center: to provide a single point of contact for all media involved in the incident.
5. Press release and media access: produce all releases and provide a single point of contact to arrange media access to the incident.
6. Monitoring and Feedback: to monitor media reports and provide feedback to the incident management on coverage of the incident and to also take corrective measures and issue contradictions if required.

**III. Law and Order Section**

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

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

**Home guard:** as determined by the normal mandate for and special duties assigned to the home guard
**Volunteers:** supporting police and home guards in non-enforcement tasks, such as patrolling, monitoring and evacuations

**IV. Operation Section**

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

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

**Emergency Operation Functions**

**Task Force**

**Coordination & Planning**

- Coordinate early warning, Response & Recovery

**Operations**

- Support Disaster Operations by efficiently completing the paperwork and other Administrative tasks needed to ensure effective and timely relief assistance

**Warning**

- Collection and dissemination of warnings of potential disasters

**Law & Order**

- Assure the execution of all laws and maintenance of order in the area affected by the incident.

**Search & Rescue**

- Provide human and material resources needed to support local evacuation, search and rescue efforts.

**Public Works**

- Provide the personnel and resources needed to support
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>Assure the provision of sufficient potable water for human and animal consumption (priority), and water for industrial and agricultural uses as appropriate.</td>
</tr>
<tr>
<td>Food &amp; Relief Supplies</td>
<td>Assure the provision of basic food and other relief needs in the affected communities.</td>
</tr>
<tr>
<td>Power</td>
<td>Provide the resources to reestablish normal power supplies and systems in affected communities.</td>
</tr>
<tr>
<td>Public Health &amp; Sanitation</td>
<td>Provide personnel and resources to address pressing public health problems and re-establish normal health care systems.</td>
</tr>
<tr>
<td>Animal Health &amp; Welfare</td>
<td>Provision of health and other care to animals affected by a disaster.</td>
</tr>
<tr>
<td>Shelter</td>
<td>Provide materials and supplies to ensure temporary shelter for disaster-affected populations.</td>
</tr>
<tr>
<td>Logistics</td>
<td>Provide Air, water and Land transport for evacuation and for the storage and delivery of relief supplies in coordination with other task forces and competent authorities.</td>
</tr>
<tr>
<td>Damage Assessment Survey</td>
<td>Collect and analyse data on the impact of disaster, develop estimates of resource needs and relief plans, and compile reports on the disaster as required for District and State authorities and other parties as appropriate.</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Coordinate and assure operation of all communication systems (e.g.; Radio, TV, Telephones, and Wireless) required to support early warning or post disaster</td>
</tr>
</tbody>
</table>
operations.
Media & Public Information
Provide liaison with and assistance to print and electronic media on early warning and post-disaster reporting concerning the disaster.

V. Planning Section

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

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

VI. Logistic section

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

1. Storage and supply
2. Facilities

3. Staff support

4. Communications

5. Transportation (include ground, air water):

VII. Finance and Administration

Responsible for managing all financial and administrative tasks related to incident field operations. These tasks may, but would not usually include disbursement of financial aid to those affected by an incident. The task of this section are accomplished through following units: 1. Human resources; 2. procurement; and 3. accounting and records

*******
Recovery is defined as decisions and actions taken after a disaster with a view to restoring or improving life and assets of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk. Recovery and reconstruction (R&R) or comprehensive rehabilitation is the last step in cycle of disaster management. In addition, this is the phase of new cycle where the opportunity to reconstruction and rehabilitation should be utilised for building a better and more safe and resilient society.

7.1. Strategies for restoring physical infrastructure and lifeline services

Build Back Better:

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

Participatory Planning:

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

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

1. **Essential Services** - Power, Water, Communication, Transport, Sanitation, Health

2. **Infrastructural** - Housing, Public Building and Roads

3. **Livelihood** - Employment, Agriculture, Cottage Industry, Shops and Establishments

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

**7.2. Sector Wise Damage and Loss assessment format**

Following tables are to be filled after an event of disaster:

**7.2.1. Power**

<table>
<thead>
<tr>
<th>Item/Services</th>
<th>No. of Unit</th>
<th>No. of Population</th>
<th>Recovery Measures</th>
<th>Implementing Agency</th>
<th>Tentative Duration</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feeder</td>
<td></td>
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<tr>
<td>Transformer</td>
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<tr>
<td>HT Lines</td>
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<tr>
<td>LT Lines</td>
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<td></td>
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<tr>
<td>Poles</td>
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<td></td>
</tr>
<tr>
<td>Conductors</td>
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</tr>
</tbody>
</table>

*To be planned after initial damage assessment by department.*
7.2.2. Health

PHC  CHC  Sub  Drug  Recovery  Implementing  Duration  Budget
Centre  Store  Measures  Agency

No. of Building
Damage
No. of Health Centre
inaccessible
Drugs and Medicine for Relief Camps
No. of Ambulance Equipment
for Storage

* To be planned after initial damage assessment by department.

7.2.3. Social Sector

People in need of immediate rehabilitation including psychosocial support (due to disaster)

Village  Men  Women  Children  Total  Recovery  Implementing  Duration  Budget
Measures  Agency

7.2.4. Water

Type  Village  No. of Population  Recovery  Implementing  Duration  Budget
Unit  affected  Measures  Agency
affected

Community
Pond
Water  Supply
Disrupted Pipeline Damage Stand Post Damaged Contamination Handpump

### 7.2.5. Road & Transport

<table>
<thead>
<tr>
<th>Road Location</th>
<th>Severity</th>
<th>KMs</th>
<th>Recovery Measures</th>
<th>Implementing Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter Village Road State Roads National Highway</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7.2.6. Communication

<table>
<thead>
<tr>
<th>Type</th>
<th>Office / Village</th>
<th>Recovery affected</th>
<th>Implementing Measures</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tower Damaged</td>
<td></td>
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</tr>
</tbody>
</table>

Landline Connectivity Mobile Connectivity Wireless Tower Radio Station

### 7.2.7. Food and Civil Supplies

<table>
<thead>
<tr>
<th>Type</th>
<th>No. of Type</th>
<th>of Qnty. Of Qnty.</th>
<th>Of Recovery Implementing</th>
<th>Duration</th>
<th>Budget</th>
</tr>
</thead>
</table>
### 7.2.8. Housing

<table>
<thead>
<tr>
<th>Partial damage</th>
<th>Fully Damage</th>
<th>Programme/Recovery</th>
<th>Implementing Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pucca</td>
<td>Kutcha</td>
<td>Pucca</td>
<td></td>
</tr>
</tbody>
</table>

### 7.2.9. Public Infrastructure

<table>
<thead>
<tr>
<th>Public Buildings</th>
<th>Partial damage</th>
<th>Schemes</th>
<th>Implementing Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panchayat</td>
<td>Pucca</td>
<td>Kutcha</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Educational Buildings</th>
<th>Anganwadi</th>
<th>Hospitals</th>
<th>Market Shed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>Police</td>
<td>Station</td>
<td>Community</td>
</tr>
<tr>
<td>Buildings</td>
<td></td>
<td></td>
<td>Halls</td>
</tr>
</tbody>
</table>
## Restoration of Livelihood
### Provisioning of Employment

<table>
<thead>
<tr>
<th>Occupational category</th>
<th>No. of workers</th>
<th>Implementing Agency</th>
<th>Tentative Duration (Months)</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skilled labourers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unskilled and Agricultural labourers</td>
<td></td>
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<tr>
<td>Small and marginal farmers</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Construction workers</td>
<td></td>
<td></td>
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<tr>
<td>Salt pan workers</td>
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<td></td>
</tr>
<tr>
<td>Fisher folk</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Weavers</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Other artisans</td>
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</tbody>
</table>

### Land Improvement

<table>
<thead>
<tr>
<th>Land erosion / siltation (Hectare)</th>
<th>HHs affected</th>
<th>Recovery Measures</th>
<th>Implementing Agency</th>
<th>Tentative Duration (Months)</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### Agricultural

<table>
<thead>
<tr>
<th>Crop failure (Hectare)</th>
<th>HHs affected</th>
<th>Recovery Measures</th>
<th>Implementing Agency</th>
<th>Tentative Duration (Months)</th>
<th>Budget</th>
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</thead>
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</tbody>
</table>

### Non farm livelihood

<table>
<thead>
<tr>
<th>Cottage Industry</th>
<th>Extent of damage/disruption</th>
<th>Tools and equipment (Specify no. and type)</th>
<th>Goods and material (Specify type and qty)</th>
<th>Recovery Measures</th>
<th>Implementing Agency</th>
<th>Tentative Duration (Months)</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handloom</td>
<td></td>
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<tr>
<td>Pottery</td>
<td></td>
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<tr>
<td>Food Processing</td>
<td></td>
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<tr>
<td>Diamond sorting etc</td>
<td></td>
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<tr>
<td>Printing/ Dying</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Others</td>
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7.3. **Long Term Recovery Programme**

Disaster recovery typically occurs in phases, with initial efforts dedicated to helping those affected meet immediate needs for housing, food and water. As homes and businesses are repaired, people return to work and communities continue with cleanup and rebuilding efforts. Many government agencies, voluntary organizations, and the private sector cooperate to provide assistance and support.

Some individuals, families and communities that are especially hard hit by a disaster may need more time and specialized assistance to recover, and a more formalized structure to support them. Specialized assistance may be needed to address unique needs that are not satisfied by routine disaster assistance programs. It may also be required for very complex restoration or rebuilding challenges. Community recovery addresses these ongoing needs by taking a holistic, long-term view of critical recovery needs, and coordinating the mobilization of resources at the, and community levels. Oftentimes, committees, task forces or other means of collaboration are formed with the goals of developing specific plans for Community recovery, identifying and addressing unmet or specialized needs of individuals and families, locating funding sources, and providing coordination of the many sources of help that may be available to assist. Some collaborations focus on the community level and rely on the expertise of community planning and economic development professionals. Other collaborations focus on individual and family recovery and are
coordinated by social service and volunteer groups. All such efforts hope to lay the groundwork for wise decisions about the appropriate use of resources and rebuilding efforts.

7.4. Grievances Redressal System

Grievance redressal is important aspect in the context of providing need based assistance to affected communities with transparency and accountability. It is also ensures the protection of their rights and entitlements for disaster response services.

<table>
<thead>
<tr>
<th>No.</th>
<th>Key person/ Establishment</th>
<th>Contact No.</th>
<th>Address</th>
</tr>
</thead>
</table>

4. To Be filled by the District authority.

*******
Chapter 8: Financial Arrangement for Implementation of DDMP

(Details to be filled by the District Authority)

8.1 Source of Funds at national and State level

8.2 State Disaster Response Fund

8.3 District Disaster Response Fund

8.4 Centrally Sponsored Schemes
9.1. Preparation and updation of DDMP

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

1. Plans will work only in the case when present organizational structure is responsible to its non-emergency duties i.e. if a job is done well everyday; it is best done by that organization during emergency.

2. Crisis should be met at the lowest and most immediate level of government. Plans call for local response supplemented if necessary, by the next higher jurisdiction.

3. Voluntary response and involvement of the private sector should be sought and emphasized. The emergency management partnership is important to all phases of natural and man-made disasters.

District Disaster Management Plan of the district shall be a public document. The DDMP is the sum and substance of all the Horizontal and Vertical disaster management plans in the district. Horizontal plans include plans prepared by line departments such as Police, Fire Service, MAHUD, I & FC deptt, civil Defence and other line departments and the Vertical plans include Sub divisional plans, Community plans, School plans, Hospital plans etc at the lower level and state disaster management plan and National disaster management plan at the higher level.

4. Preparation of the District Disaster Management Plan is the responsibility of the District Disaster Management Committee of the district. The first draft plan is to be discussed in the DDMA and later the Chairperson of the DDMA shall rectify it.
5. The same procedure is to be followed in the updation of the plan document. The District Disaster Management Plan is to be updated yearly by the District Disaster Management Authority. In order to update the document, all vertical and horizontal plans shall be collected and incorporated to the District Disaster Management Plan (DDMP).

6. After each updation of the District Disaster Management Plan (DDMP), a version number shall be given serially. Copy of the updated document shall be circulated to each stakeholder of disaster management in the district.

**Regular Updation of District Disaster Management Plan (DDMP)**

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

**Post Disaster Evaluation Mechanism**

Disasters are always unexpected. Each disaster causes huge loss of human lives and property. And every disaster repeats after a particular interval. Also lessons learnt from a particular disaster will help to plan for another potential hazard. The DDMA Chairman shall make special arrangements to collect data on a particular disaster irrespective of size and vulnerability. This post disaster evaluation mechanism shall be set up with qualified professions, experts and researchers and the collected data shall be thoroughly crosschecked and documented in the EOC for further reference. This document shall be made with proper attention keeping in view the relief and rehabilitation measures.
9.2. Co-ordination with other agencies for implementation of DDMP

The initial response to a disaster is usually provided by the emergency services supported by local authority, but many agencies can become involved. The emergency services have to maintain a state of readiness so that they can provide a rapid response and alert local authorities and other services as soon as possible. All organizations that need to respond quickly to a disaster should have arrangements which can be activated at short notice. These arrangements should be clearly established and promulgated.

Although involvement of different emergency services like Police, Fire Brigade and Hospital services is inevitable, some other Public Utility Services, such as local bodies, Railways, Air lines, etc., have to be involved also in most cases for dealing with the situation effectively. All such agencies are very different organizations, with different hierarchies and chains of command and responsibility, all taking different languages with different areas of expertise and priorities. If rescue and recovery work is to be effective, all these different agencies have to work together in a co-ordinated way. All these agencies, therefore, have to be aware of each other’s areas of responsibility and systems of working. Comprehensive discussion and agreement among these agencies in the planning stage and communication of the decisions down the chain of command to the lowest functionary of each agency and their training is, therefore, of utmost importance so that they know as to who is responsible for that and are aware of their roles and responsibility and can appreciate the need for Multi-Service Involvement in such a situation.
A. Earthquake:

“Earthquakes usually give no warning at all.”

i) Before the earthquake:

1. Now is the time to formulate a safety plan for you and your family. If you wait until the earth starts to shake, it may be too late. Consider the following safety measures:

2. Always keep the following in a designated place: bottled drinking water, non-perishable food, first-aid kit, torch-light and battery-operated radio with extra batteries. Teach family members how to turn off electricity, gas, etc.

3. Identify places in the house that can provide cover during an earthquake.

4. It may be easier to make long distance calls during an earthquake. Identify an out-of-town relative or friend as your family’s emergency contact. If the family members get separated after the earthquake and are not able to contact each other, they should contact the designated relative/friend. The address and phone number of the contact person/relative should be with all the family members.

5. Safeguard your house

6. Consider retrofitting your house with earthquake-safety measures \Reinforcing the foundation and frame could make your house quake resistant. You may consult a reputable contractor and follow building codes.

7. Kutchha buildings can also be retrofitted and strengthened.

During Earthquake:
1. Earthquakes give no warning at all. Sometimes, a loud rumbling sound might signal its arrival a few seconds ahead of time. Those few seconds could give you a chance to move to a safer location. Here are some tips for keeping safe during a quake.

2. Take cover. Go under a table or other sturdy furniture; kneel, sit, or stay close to the floor. Hold on to furniture legs for balance. Be prepared to move if your cover moves.

3. If no sturdy cover is nearby, kneel or sit close to the floor next to a structurally sound interior wall. Place your hands on the floor for balance.

4. Do not stand in doorways. Violent motion could cause doors to slam and cause serious injuries. You may also be hit by flying objects.

5. Move away from windows, mirrors, bookcases and other unsecured heavy objects.

6. If you are in bed, stay there and cover yourself with pillows and blankets.

7. Do not run outside if you are inside. Never use the lift.

8. If you are living in a kutcha house, the best thing to do is to move to an open area where there are no trees, electric or telephone wires.

**If outdoors:**

1. Move into the open, away from buildings, streetlights, and utility wires. Once in the open, stay there until the shaking stops.

2. If your home is badly damaged, you will have to leave. Collect water, food, medicine, other essential items and important documents before leaving.

3. Avoid places where there are loose electrical wires and do not touch metal objects that are in touch with the loose wires.
4. Do not re-enter damaged buildings and stay away from badly damaged structures.

If in a moving vehicle:
1. Move to a clear area away from buildings, trees, overpasses, or utility wires, stop, and stay in the vehicle. Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

After the Earthquake:
2. Here are a few things to keep in mind after an earthquake. The caution you display in the aftermath can be essential for your personal safety.
3. Wear shoes/chappals to protect your feet from debris.
4. After the first tremor, be prepared for aftershocks. Though less intense, aftershocks cause additional damages and may bring down weakened structures. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.
5. Check for fire hazards and use torchlight’s instead of candles or lanterns.
6. If the building you live in is in a good shape after the earthquake, stay inside and listen for radio advises. If you are not certain about the damage to your building, evacuate carefully. Do not touch downed power line.
7. Help injured or trapped persons. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. In such cases, call for help.
8. Remember to help your neighbours who may require special assistance - infants, the elderly, and people with disabilities.

9. Listen to a battery-operated radio for the latest emergency information.

10. Stay out of damaged buildings.

11. Return home only when authorities say it is safe. Clean up spilled medicines, bleaches or gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals. Open closet and cupboard doors cautiously.

12. If you smell gas or hear hissing noise, open windows and quickly leave the building. Turn off the switch on the top of the gas cylinder.

13. Look for electrical system damages - if you see sparks, broken wires, or if you smell burning of amber, turn off electricity at the main fuse box. If you have to step in water to get to the fuse box, call an electrician first for advice.

14. Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets. If water pipes are damaged, avoid using water from the tap.

15. Use the telephone only for emergency calls.

16. In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school), develop a plan for reuniting after the disaster. Ask an out of state / district relative or friend to serve as the “family contact”. Make sure everyone in the family knows the name address, and phone number(s) of the contact person (s).

10.2. Fire Hazard
A) High-Rise Fires:
1. Calmly leave the apartment, closing the door behind you. Remember the keys!
2. Pull the fire alarm near the closest exit, if available, or raise an alarm by warning others.
3. Leave the building by the stairs.
4. Never take the elevator during fire

If the exit is blocked by smoke or fire:
1. Leave the door closed but do not lock it.
2. To keep the smoke out, put a wet towel in the space at the bottom of the door.
3. Call the emergency fire service number and tell them your apartment number and let them know you are trapped by smoke and fire. It is important that you listen and do what they tell you.
4. Stay calm and wait for someone to rescue you.

If there is a fire alarm in your building which goes off:
1. Before you open the door, feel the door by using the back of our hand. If the door is hot or warm, do not open the door.
2. If the door is cool, open it just a little to check the hallway. If you see smoke in the hallway, do not leave.
3. If there is no smoke in the hallway, leave and close the door. Go directly to the stairs to leave. Never use the elevator.

If smoke is in your apartment:
1. Stay low to the floor under the smoke.
2. Call the Fire Emergency Number which should be pasted near your telephone along with police and other emergency services and let them know that you are trapped by smoke.

3. If you have a balcony and there is no fire below it, go out.

4. If there is fire below, go out to the window. DO NOT OPEN THE WINDOW but stay near the window.

5. If there is no fire below, go to the window and open it. Stay near the open window.

6. Hang a bed sheet, towel or blanket out of the window to let people know that you are there and need help.

7. Be calm and wait for someone to rescue you.

10.3. Landslides

**Do's**

1. Prepare tour to hilly region according to information given by weather department or news channel.

2. Move away from landslide path or downstream valleys quickly without wasting time.

3. Keep drains clean,

4. Inspect drains for - litter, leaves, plastic bags, rubble etc.

5. Keep the weep holes open.

6. Grow more trees that can hold the soil through roots,
7. Identify areas of rock fall and subsidence of buildings, cracks that indicate landslides and move to safer areas. Even muddy river waters indicate landslides upstream.

8. Notice such signals and contact the nearest Tehsil or District Head Quarters.

9. Ensure that toe of slope is not cut, remains protected, don't uproot trees unless re-vegetation is planned.

10. Listen for unusual sounds such as trees cracking or boulders knocking together.

11. Stay alert, awake and active (3A's) during the impact or probability of impact.

12. Locate and go to shelters,

13. Try to stay with your family and companions.

14. Check for injured and trapped persons.

15. Mark path of tracking so that you can't be lost in middle of the forest.

16. Know how to give signs or how to communicate during emergency time to flying helicopters and rescue team.

**Don'ts**

1. Try to avoid construction and staying in vulnerable areas.

2. Do not panic and loose energy by crying.

3. Do not touch or walk over loose material and electrical wiring or pole.

4. Do not built houses near steep slopes and near drainage path.

5. Do not drink contaminated water directly from rivers, springs, wells but rain water if collected directly without is fine.
6. Do not move an injured person without rendering first aid unless the casualty is in immediate danger.

10.4. Lightning and Thunderstorm:

Danger during thunderstorms

Lightning claims quite a few lives and injures many every year. Quite a large number of injuries from the electric shock received while using fixed telephones during thunderstorms.

Take these precautions during thunderstorms:

Take action now
1. Consult an electrician for advice on lightning conductors required for your house.

If caught outdoors

If you hear thunder 10 seconds after a lightning flash, it is only about three kilometres away. The shorter the time, the closer the lightning, so find shelter urgently:
1. Seek shelter in a hardtop (metal-bodied) vehicle or solid building but avoid small open structures or fabric tents.
2. Never take shelter under a small group of (or single) trees.
3. If far from any shelter, crouch (low, feet together), preferably in a hollow. Remove metal objects from head / body. Do not lie down flat but avoid being the highest object.
4. If your hair stands on end or you hear `buzzing' from nearby rocks, fences, etc, move immediately. At night, a blue glow may show if an object is about to be struck.
5. Do not fly kites during thunderstorms.
6. Do not handle fishing rods, umbrellas or metal rods, etc.
7. Stay away from metal poles, fences, clotheslines etc.
8. Do not ride bicycles or travel on open vehicles.
9. If driving, slow down or park away from trees, power lines, stay inside metal-bodied (hard top) vehicles or in a pucca building but do not touch any metal sections.
10. If in water, leave the water immediately.
11. If on a boat, go ashore to a shelter as soon as possible.
12. Be sure the mast and stays of the boat are adequately secured.

If you are indoors
1. Before the storm arrives, disconnect external aerial and power leads to radios and television sets. Disconnect computer modems and power leads.
2. Draw all curtains and keep clear of windows, electrical appliances, pipes and other metal fixtures (e.g. do not use the bath, shower, hand basin or other electric equipments)
3. Avoid the use of fixed telephones. In emergencies, make calls brief, (do not touch any metal, brick or concrete) and do not stand bare foot on concrete or tiled floors.

First Aid
1. Apply immediate heart massage and mouth-to-mouth resuscitation to lightning victims until medical help arrives. (You won’t receive a shock from the victim).

Lightning facts and myths
1. When struck, people do not glow or fry to a crisp but the heart and breathing are often affected.

2. Only about 30% of people struck actually die, and the incidence of long-term disability is low, particularly when appropriate first aid is applied promptly.

3. If your clothes are wet, you are less likely to be seriously injured if struck, as most of the charge will be conducted through the wet clothes rather than your body.