

PROCEEDINGS OF THE FIRST MEEING OF HP STATE DISASTER MANAGEMENT AUTHORITY (HP SDMA) HELD ON 7th DECEMBER, 2011 AT 11.00 AM AT HP SECRETARIAT, SHIMLA UNDER THE CHAIRMANSHIP OF PROF. PREM KUMAR DHUMAL, HON'BLE CHIEF MINISTER OF HIMACHAL PRADESH CUM CHAIRMAN HP SDMA.

The list of participants is as under:-

1. Sh. T G Negi, Principal Secretary (I & PH)
2. Sh. Deepak, Sanan, Principal Secretary (Revenue)
3. Sh. P C Dhiman, Principal Secretary (Home)
4. Sh. A Raza Rizvi, Principal Secretary (Health)
5. Sh. D S Manhas, Director General of Police
6. Sh. Gopal Chand, Additional Secretary (Revenue)
7. Sh. D C Rana, State Project Officer

At the outset, the Principal Secretary (Revenue) welcomed Hon'ble Chairman and other members of the HP SDMA (hereinafter referred to as the Authority) and with the permission of the Chair the State Project Officer gave a detailed presentation on all items on the agenda, the activities conducted so far and proposed activates in the State. After detailed discussion the following decisions were taken.

AGENDA ITEM NO. 1: REPORT OF ACTIVITIES DONE BY SDMA

2. The Authority was informed that as per Sub Section (2) of Section 70 of the DM Act, 2005 the report of activities done by SDMA is to be laid before the Legislature. The reports of activities conducted in State on DM has been prepared upto December, 2011.

3. **Decision.** The report of the activities done in the State was elaborated through presentation. After discussion the report was approved. The report be finalised. The report after printing be laid before the Legislature.

AGENDA ITEM NO. 2: PREPARATION OF STATE DISASTER MANAGEMENT POLICY

4. It was brought to the notice of the Authority that as per clause (a) of Sub Section 2 of the DM Act, 2005 lays the SDMA "...had been mandated to lay down the State Disaster Management Policy.....". National Policy on Disaster Management was issued in 2009. The HP State Disaster Management Policy and Disaster Management Framework has been prepared and is to be approved. It was further elaborated that

the draft policy was circulated to all the Administrative Secretaries and Departments. It was also sent to all the Deputy Commissioners. The draft policy was also placed on the HP SDMA Website for wider publicity and comments. A workshop was organized on 10.8.2011 to consult various stakeholders. Relevant feedback received has been incorporated in the fresh draft shared with all the members. The policy has also been cleared by the Department vide letter dated 3.12.2011.

5. **Decision.** A detailed presentation on the key features of the policy was given. After discussion the policy was approved by the SDMA and recommended for laying before the Cabinet.

AENDA ITEM NO. 3: CONSTITUTION OF ADVISORY COMMITTEE

6. The Authority was informed that HP SDMA is in its infancy. As per the Act, the functions assigned to the SDMA are of technical nature. It is necessary that various aspects of Disaster Management are examined by the sector experts and recommendations secured for further action. The recommendations given by the committee can be examined by the SDMA and considered for implementation. As per Section 17 of the DM Act, a State Authority may, as and when it considers necessary, constitute an advisory committee, consisting of experts in the field of disaster management and having practical experience of disaster management to make recommendations on different aspects of disaster management. In view of the necessity of the matter it is recommended that an advisory committee consisting of the following may be constituted:-

Sl. No.	Designation of the Officer	Would advise SDMA on the issue of
1.	Commandant General Civil Defence, Fire & Emergency Services, and Home Guards, HP	Strengthening of Civil Defence, Fire Services, improving the response capabilities of State, training the communities in search and rescue, first aid etc.
2.	Director Indian Meteorological Centre, Shimla	Meteorological (climate) related disasters and EWS.
3.	Director Central Ground Water Board, Shimla	Hydrological disasters and EWS.
4.	Scientific Officer, HP State C S & T (to be nominated by the Secretary for the Council	Landslide and hazard risk and vulnerability analysis and Mitigation Strategies.
5.	Scientist, Wadia Institute of Himalayan Geology Dehradun (to be nominated by the Director)	Earthquake and landslide hazard mitigation.
6.	Consultant UNDP on Techno-legal regime	Techno-legal regime
7.	Chief Fire Officer, HP.	Fire Safety

8.	Director HIPA	Training & Capacity Building
9.	Director I & PR, Himachal Pradesh	IEC on disaster Management
10.	Local Heads of Mountain Himalayan Forum and SEEDS India NGOs	Inter-agency and GO-NGO Coordination.

7. **Decision.** The SDMA considered the proposal and approved notification of the advisory committee.

AGENDA ITEM NO. 4: INTEGRATING AND MAINSTREAMING DRR INTO DEVELOPMENT PLANNING AND PROGRAMMES.

8. The SDMA was informed that integration of Disaster Risk Reduction into national and local development policies and plans is one of the key processes to promote a sustainable and resilient development paradigm. The process of mainstreaming DRR into development planning is invariably impeded due to a lack of appropriate tools and methodologies.

9. At the **National Level** NDMA is playing a key role in coordinating with various line ministries like Environment, Agriculture, Panchayati Raj, Human Resource Development, Urban Development, Rural Development to integrate DRR into some of the ongoing flagship programmes like JNNURM, IAY, SSA and NREGA.

10. In the 2nd meeting of the Programme Management Board, constituted under the DRR Programme, held on 10.2.2011 under the chairmanship of Secretary Border Management, MHA the states were advised about specific entry points. The proceedings of the meeting were circulated to all concerned departments to start implementing and integrating the same. Besides, more sectors can be identified where such integration can be done in the ongoing development programmes. Clause (d) of Sub Section 2 of Section 18 of the DM Act, 2005 mandates the SDMA to "...lay down guidelines to be followed by the departments of the Government of the State for the purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance therefor..."

11. Annexure III has been circulated to the concerned departments for further necessary action at their end. A State Level Advocacy Workshop on Planning and Mainstreaming of DRR into Development Process has been conducted under the GoI-UNDP DRR Programme (2009-12) and guidelines have been issued to Education, Health and Rural Development. The matter is placed for the perusal and notice of the SDMA.

12. The SDMA was further informed that the State Level Advocacy workshop was held in the HP Secretariat under the GoI-UNDP DRR Programme (2009-12) in which experts from UNDP, Delhi and Tripura were invited and Guidelines for Schools and Hospitals Safe from Disasters were circulated in the shape of proceedings. The

guidelines were also issued to the Rural Development Department for integration of DRR into MNREGS, IAY and other schemes.

13. **Decisions.**

- i) The SDMA took note of the guidelines already circulated and approved the same.
- ii) It was felt that policy re-thinking is required for the construction of schools in the State. It is also important that all new school buildings are constructed with earthquake/hazard resistant features. More stress should be on quality than on quantity. Hon'ble Chairman desired that efforts be made to design the new school buildings on the pattern of hill architecture to make them eco-friendly.
- iii) Special safety measures be taken while constructing Schools and Hospitals being the most critical infrastructure.
- iv) Hon'ble Chairman desired that all Government Buildings in the State be constructed with earthquake/hazard resistant features. It was decided that the Department of TCP would repeat instructions already issued in this regard to all concerned. Hon'ble Chief Minister also desired that all Departments would also ensure adherence of the hazard resistant features while undertaking construction of buildings.
- v) Efforts would also be made to popularise hazard resistant designs and safe construction practices in the State to ensure safety of our built-up environment.

AGENDA ITEM NO. 5. TRAINING AND CAPACITY BUILDING INITIATIVES IN HIMACHAL PRADESH

14. The Authority was informed of the training and capacity building initiatives being undertaken in the State through the following programme/agencies:-

On-Going Projects in the State

- i) Government of India-UNDP Disaster Risk Reduction (DRR) Programme (2009-12) in district Kangra, Mandi and Kinnaur and Shimla City.

ii) Grant-in Aid under the XIII th Finance Commission

The Authority was informed that State has been released Rs. 4.0 crore as GIA for capacity building for disaster response under the 13th Finance Commission. And the State will receive Rs. 20 crore (Rs. 4 crore per annum) over the next five years. The SEC has approved perspective and annual plan for this GIA. The funds would be utilised for conducting the hazard, risk and vulnerability analysis of the state; knowledge, aptitude and practices studies of various stakeholders; preparation of disaster management plans; public awareness, setting up and strengthening of emergency operations centres; and training and capacity

building of all the stakeholders. The Authority was further informed that under the GIA a detailed Hazard Risk and Vulnerability Assessment of State is in the process of being conducted for which the Agency has been shortlisted after following due process and the agreement is likely to be signed shortly. Also Knowledge, Aptitude and Practices (KAP) studies have been commissioned through the Department of Economic and Statistics to understand the existing level of knowledge, current practices and attitude of various stakeholders vis a vis disaster management. The outcome of the study would be utilised to design the awareness campaign and trainings for all the stakeholders. The State-of-Art Control Rooms (Emergency Operation Centres) at the State and all district headquarters with fail safe communication network have also been envisaged under these funds. Disaster Management Plans at various level would be prepared. Large scale community training and awareness programmes would be carried out in the State utilising these funds. Rs. 35 lakh has been released to the Department of Rural Development and Panchayati Raj for training and orientation of all Pradhans and Up-Pradhans of the State in DM. A Project on School Safety has been sanctioned in favour of SCERT Solan. There is also a proposal to equip 100 companies of Home Guards located in different parts of the State so that they can act as regional response centres for emergency response. A pilot study through NIT Hamirpur for district Hamirpur is also proposed to be conducted to analyse the current construction practices and suggest safe construction practices for the State.

iii) Training Programmes being conducted by HIPA

Projects in Pipe Line for the State.

- iv) National Earthquake Risk Mitigation Project to be implemented throughout the state.
- v) National School Safety Programme – A Demonstrative Project in 200 schools in Kangra and Kullu districts in association with the NDMA.
- vi) Capacity Building in Disaster Management for Government Officials and Representatives of Panchayati Raj and Urban Local Bodies at District Level through NDMA sponsored project.

15. **Discussion and Decisions.** The SDMA took note of the initiatives and activities. Principal Secretary (I & PH) was of the view that all departments have prepared their training schedules/programmes and a letter should be written to all departments to include Disaster Management as one of the topic in the training module. The Principal Secretary (Revenue) said that the training needs of various departments have been assessed by conducting a TNA workshop with the technical assistance of NIDM. Hon'ble Chairman desired that all training should be conducted properly and with zeal. Director General of Police felt that there is need to create a cadre of volunteers who can be trained and their data base created. He also felt that during emergencies/accidents lack of basic equipment like search light, stretchers,

emergency portable control rooms are felt. That while setting up EOCs the police control rooms should also be considered for strengthening as they can be used for coordination during emergencies. Disposal of carcass is one of the main issues during emergencies and plan of action for safe and quick disposal is also required. Principal Secretary (Home) was of the view that M/S EMRI running 108 services in the State can train 10-15 community volunteers from each Panchayat on medical first response (MFA). Their training can be partly funded from NRHM and partly from DM funds. He also stressed for the need of training and equipping one company each of the India Reserve Battalion in the state for disaster response. Principal Secretary (Revenue) said that the department has prepared "A Toolkit on Volunteerism for Disaster Preparedness and Response" and soon a web-based database of volunteers would be prepared. Hon'ble Chairman said that besides there is also need to prepare a database of trained paramedics. It is also important that quarterly mock drills are conducted in Schools and Hospitals. Mock drill should also be conducted in all such places/buildings which attract large number of gathering/visitors and in all important establishments of the Government with a view to sensitise people to protect themselves from disasters.

16. The Chairman said that capacity building programme should be included in all training programmes being conducted by different departments and training institutes with a view to spread awareness to every section of the society. He felt that communication plays vital role in emergent situations and the same should be strengthened with various alternatives so that prompt assistance was made available to the victims of disaster. He desired that public representatives and communities down to the Panchayat level should also be trained in mitigating disaster management in a phased manner. After detailed deliberations it was decided as under:-

- i) All departments would incorporate Disaster Management (DM) as one of the topics in their training curriculum. And training/orientation in DM would be provided as per the Training Needs Assessment of the departments concerned.
- ii) Training on DM issues would be integrated within the on-going training programmes of the respective Departments.
- iii) Respective Departments would equip and utilise their training institutes to impart training on DM.
- iv) The Department of Health would work out training programme of community volunteers on MFA. The department would further prepare a web-enabled database of trained medics and para-medics in the State and share it with SDMA and DDMA's.
- v) A Cadre of Volunteers would be trained in DM and their web-based directory would be prepared by the Revenue Department.
- vi) Mock drills would be conducted in all Educational Institutions and hospitals throughout the State every year. The two more days to be decided by the concerned institutions in a year at their own level. Adequate publicity be done to make these events as mass awareness campaign days. Mock drill would also be conducted in such

- buildings/places which house/attract large number of people such as Secretariat, Collectorates, Mini Secretariats, Temples etc.
- vii) In setting-up State of the Art EOCs in the State Police control rooms would be strengthened and upgraded so that they can perform better during emergencies and disasters. The issue of mobile control rooms would be considered while setting up EOCs in the State. SOPs for sharing information and intimating the stakeholders would be worked out.
 - viii) SOPs for disposal of carcass to be part of District Disaster Management Plans and DM Plans at the local level.
 - ix) 100 companies of the Home Guards would be provided Search and Rescue (SAR) equipment so that these companies act as regional response centres for emergency response in the State.
 - x) One unit/company each of the 6 India Reserve Battalions (IRBs) would also be prepared as State Disaster Response Force.

AGENDA ITEM NO. 6: PREPARATION OF STATE DISASTER MANAGEMENT PLAN (SDMP)

17. The SDMA was intimated that DM Act, 2005 prescribes for an SDMP for every state. Accordingly, a SDMP for HP is being prepared. A second draft of the SDMP has been prepared after incorporating the changes suggested by various departments of the Government. However, the draft further requires improvement. The NDMA has sanctioned an amount of Rs. 10.62 lakh for the preparation of the SDMP. Dr. R K Sood, retired Joint Member Secretary, HP State Council for Environment, Science and Technology was engaged as consultant to improve the plan. The HIPA has now been requested to get the plan completed through Dr. R K Sood as he has joined HIPA as Prof and Head DM. The SDMA took note of the matter.

AGENDA ITEM NO. 7. BUILDING UP TECHNO-LEGAL REGIME IN THE STATE

18. It was also brought to the notice of the Authority that the State of HP falls in Seismic Zone IV and V and is highly vulnerable to seismic hazard. There is need to notify and make the National Building codes framed Bureau of Indian Standards mandatory for all the constructions in the State. There is also need to amend the Town and Country Planning Act incorporating multi-hazard resistant construction provisions. There is also need to issue guidelines for safe constructions in areas which are not covered under the TCP Act. The building bye-laws of all the municipalities also need to be amended to incorporate hazard resistant features in them. The State Government has been receiving correspondence from the National Authorities time and again. Recently a reference has come from the NDMA.

19. The SEC has constituted and notified a Sub-Committee to look into these issues on 20th August and the Sub-Committee has been requested to come up with its recommendation to the next meeting of the SEC.

20. **Decision.** The SDMA took note of the issue. Chairman desired that in future all the government buildings should be constructed with earthquake resistant features included in the building plan and private sector would also be motivated to follow the same system to avert loss to life and property.

Additional Item taken up for Discussion

8. DESIGNING OF HP SDMA LOGO

21. The SDMA is a statutory body under the DM Act, 2005. On the approval of the State Executive Committee efforts were made to get the logo for SDMA designed. The draft SDMA logo was placed for the approval of the SDMA. The logo was approved with some suggestions which were taken note of.

9. REVISION OF HP EMERGENCY AND RELIEF MANUAL

22. It was brought before the SDMA that the HP Emergency and Relief Manual requires revision in view of the changed circumstances and shift in the approach to the management of disasters. The proposal for undertaking revision of HP State Emergency and Relief Manual after taking feedback from all concerned was approved.

10. AWARENESS GENERATION ACTIVITIES IN THE STATE

23. The Authority was informed that the department has designed and developed IEC Material on various hazards. The following material has been developed, designed and printed and is being distributed:-

- i) A booklet containing Dos and Don't on five major hazards – earthquake, fire, landslide, floods, and stampede (Hindi).
- ii) Fri-fold flyers on Landslide Preparedness and Safe Construction Tips (Hindi)
- iii) Hang Up Boards on Earthquake and Fire preparedness (Bi-lingual)
- iv) A Toolkit on Volunteerism in Disaster Preparedness and Response (English)
- v) A Quiz on Disaster Awareness (English)

24. The above material is being distributed to the target groups through districts and training programmes. IEC material on earthquake preparedness (Bi-lingual) and safe construction practices (English) has been re-printed for distribution.

25. A week long awareness generation programme was carried out throughout the State on the occasion of International Day of Disaster Reduction (13th October).

The SDMA Website has been designed and launched that day by the Hon'ble Chief Minister. Workshop on Hospital Safety has been conducted at IGMC with a view to sensitise the hospital authorities about emergency preparedness planning. International Day of Volunteerism was celebrated at Govt. College Sanjauli to motivate the students for volunteerism.

26. The efforts on IEC were appreciated and Hon'ble Chairman desired that the Hang-up Boards on Earthquake and Fire Safety should be placed in important locations of all the Government buildings upto Panchayat level. He also desired that all the IEC material be developed and designed in Hindi. He underlined the need to launch a mass campaign to educate people about the importance of earthquake resistant structures and the precautions to be taken to protect themselves against any of such incidents. He said that sensitizing citizens about the disaster management would be in the general interest of the society to awaken them to such disasters.

27. **Decision:** It was decided that necessary action be taken to implement directions of Hon'ble Chairman with regard to a targeted awareness campaign.

28. At the end the meeting ended with a vote of thanks to the Chair and the members.

Sd/-
Principal Secretary (Revenue) to the
Government of Himachal Pradesh.

Endorsement No. Rev (DMC)(F)11-29/2011 Shimla -2 Dated: 14th December, 2011.

Copy forwarded for information and necessary action to:

1. Principal PS cum Private Secretary to the Hon'ble Chief Minister of Himachal Pradesh cum Chairman HP SDMA.
2. The Chief Secretary to the Government of HP cum Chief Executive Officer HP SDMA.
3. All the Additional Chief Secretaries to the Government of Himachal Pradesh.
4. All the Principal Secretaries/Secretaries to the Government of Himachal Pradesh.
5. All the Members of the Himachal Pradesh State Disaster Management Authority.
6. All the Head of Department, Himachal Pradesh.
7. All the Deputy Commissioners, Himachal Pradesh.
8. Additional Secretary (Revenue) to the Government of Himachal Pradesh.
9. State Project Officer, Himachal Pradesh.

Additional Secretary (Revenue) to the
Government of Himachal Pradesh.