



DISTRICT DISASTER MANAGEMENT PLAN
OF
District Bilaspur, Himachal Pradesh

Prepared by
District Disaster Management Authority
Bilaspur

District Disaster Management Plan 2014, Bilaspur (H. P.)

Foreword

I am pleased to present the District Disaster Management Plan (DDMP) of Bilaspur District. With an aim of making serious efforts to mitigate and manage disasters, the government of India has made Disaster Management Act, 2005 which stipulates to put in place Disaster Management Plans aimed at reducing potential loss of life and property in disasters as well as ensuring strong preparedness, responses and recovery measures to manage any disaster situation.

Disasters disrupt progress and destroy the hard-earned fruits of painstaking developmental effort, often pushing nations, in quest for progress, back by several decades. In India disasters occur with unfailing regularity causing immense loss of life, assets and livelihood. Disasters either natural or manmade have been main hurdles in the development of civilization since ages and affect humanity on long term basis. Main hazards consist of earthquakes, landslides, flash floods, snow storms and avalanches, draughts, dam failures, fires – domestic and wild, accidents – road, rail, air, stampedes, boat capsizing, biological, industrial and hazardous chemicals etc. In Bilaspur district each of these disaster situations throws up a new set of challenges which the Government agencies have to deal with.

This plan has been prepared as per the guidance provided by the National Disaster Management Authority and mandates the roles and functions to be played by the District Disaster Management Authority. Disaster Management, by its very nature, requires a multidisciplinary approach and hence, a strong coordination mechanism forms the core of a successful management. The plan outlines the functions of Bilaspur District Disaster Management Authority and the support functions to be performed by the line departments as well as the SDMA. This plan shall be reviewed periodically by the DDMA to update all activities and information. Regular updation of this DDMP shall help to initiate real time management. Moreover, a training plan has been prepared to enhance capacities of all departments for effective management of disasters.

I hope that this plan will serve the purpose of creating a disaster free Bilaspur. The observations made by the state Disaster Management Authority have been incorporated.

(Dr. Ajay Sharma)

Deputy Commissioner, cum Chairman DDMA, Bilaspur

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ABBREVIATIONS

AADRR	:	Alliance for Adaptation and Disaster Risk Reduction
BIS	:	Bureau of Indian Standard
CARE	:	Child and Adolescent Resources and Education
CBO	:	Community Based Organization
COVA	:	Confederation of Voluntary Associations
CMO	:	Chief Medical Officer
CSO	:	Civil Society Organisation
DC	:	Deputy Commissioner
DDMA	:	District Disaster Management Authority
DDMC	:	District Disaster Management Committee
DDMP	:	District Disaster Management Plan
DHO	:	District Health Officer
DM	:	Disaster Management
DMT'S	:	Disaster Management Teams
DPRO	:	District Public Relation Officer
DRDA	:	District Rural Development Agency
DRO	:	District Revenue Officer
DRR	:	Disaster Risk Reduction
DYV	:	Disaster Youth Volunteer
IAG	:	Inter Agency Group
ITBP	:	Indo- Tibetan Border Police
NDMA	:	National Disaster Management Authority
NGO	:	Non-Government Organization
NHPC	:	National Hydroelectric Power Corporation
OXFAM	:	Oxford Committee for Famine Relief
PHC	:	Primary Health Centre
PRA	:	Participatory Rural Appraisal
PWD	:	Public Works Department, People with Disability
SASE	:	Snow and Avalanche Study Establishment

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SAR	:	Search and Rescue
SDM	:	Sub-Divisional Magistrate
SHG	:	Self- Help Group
SHO	:	Station House Officer
SOP	:	Standard Operating Procedure
ULB	:	Urban Local Bodies
UN	:	United Nations
UNDP	:	United Nations Development Programme
UNICEF	:	United Nations International Children's Education Fund
UN:ISDR	:	United Nations International Strategy for Disaster Reduction
VANI	:	Voluntary Action Network India
VHAI	:	Voluntary Health Association of India
WFP	:	World Food Programme
L0 Disaster	:	Disaster which can be managed at the District Level
L1 Disaster	:	Disaster which can be managed at the State Level
L2 Disaster	:	Disaster which is beyond the coping capacity of state and intervention of National Govt. is required.

Chapter - 1

District Bilaspur – An Introduction

The district Bilaspur lies between $31^{\circ}12' 30''$ and $31^{\circ} 35'45''$ North latitude and between $76^{\circ} 23'45''$ and $76^{\circ}55'40''$ East longitude in the outer hills/ shivaliks of Himalayas. It is bounded on the north by Mandi and Hamirpur districts, on the west by Hamirpur and Una districts and on its south lies Solan district. It is also bounded by the state of Punjab on its south west. It lies on both the banks of river Satluj which is the only major river passing through the district. Bilaspur was made a part C state of Indian union and remained as such till 1st July 1954 when it was merged into Himachal Pradesh to form its fifth district. It has an area of 1167sq km. having mean sea level of 610 mts. There are seven main ranges of hills in Bilaspur namely Naina Devi, Kot , Jhanjiar, Tiun, Bandla, Bhaderpur and Ratanpur. The river Satluj divides the district into two natural parts. There are four major seasonal tributaries of Satluj namely Seer Khad, Sarhyali khad, Ali khad and Ghambhar khad. The high gravity bhakhra dam is constructed over the river Satluj in this district and the largest manmade lake Govind sagar was created. The main Bilaspur town was established on the left bank of river Satluj after the old town submerged in Govind Sagar reservoir.



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Agriculture is the main stay of the most of the population. The important crops grown in the district are maize, wheat, paddy, ginger, Sugarcane, Barley and Tomato. The horticultural development majorly through green houses has significantly supplemented the low income of the people. The areas adjoining the Arki subdivision of Solan district are rich in lime stone reserves and resultantly Cement plants have come up in these areas. Transportation sector is also providing livelihood to many people.

The total population of the district as per census 2011 is 382056. The other important demographic features of the district are as below:

Total Population	382056
Male	192827
Female	189282
Sex Ratio	981 / 1000 (F / M)
Density of Population (Per Square KM)	327
Scheduled Caste Population	98989
Scheduled Tribe Population	10693
Male Literacy	92.39 %
Female Literacy	78.90 %
Total Literacy	85.67 %

The first prime minister of India laid the stone of Bhakhra dam and termed it as “Modern Temples of India”. This dam and resultant reservoir is situated in Bilaspur. Second hydro power project namely NTPC Koldam is constructed upstream of Bhakhra dam on river Satluj having installed capacity of 800MW. The ACC at Barmana is the major industry in Bilaspur. Also some part of J.P. cement plant at Bagga falls in district Bilaspur. There are two dedicated Industrial areas at Bilaspur and Gwalthai. A new Four lane road is under construction from Kiratpur to Manali, whose 84Km stretch falls in this district.

The district consists of two sub divisions Ghumarwin and Bilaspur. There are four tehsils namely Ghumarwin, Jahandutta, Bilaspur and Sri Naina Devi Ji and two sub tehsils at Bharari and Namhol. The district is divided into four community development blocks and 151 panchayats whose list is attached as annexure C. there are 3 municipal councils at Ghumarwin, Bilaspur, Sri Naina Devi Ji and nagar panchayat at Shah Talai.

Total area (in hectares)	1,11,776
Cultivated area	56,011
Uncultivated area	72,423
Irrigated area	
Forest area	14,013

The NH-21 is the life line of the district and it connects hinter districts of Mandi, Kullu and lahaul Spiti with the plains. NH-205 also passes through the district. In addition there is good connectivity of roads in the district. The

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The famous shrine of Sri Naina Devi Ji is situated on Naina Devi hill about 80kms from district head quarters. A temple of Sidh Baba Balak Nath is also situated at Shahtalai, which is also visited by large numbers of pilgrims.

1.1 OBJECTIVE AND GOAL OF THE PLAN

The main objective of the District Disaster Management Plan (DDMP) is to prevent loss of life and property through preparedness, prevention, mitigation and quick and coordinated response. The Disaster Management Plan provides for uniformity in approach and perception of the various issues at hand thus avoiding undue complications. The plan at the same time provides for the coordination mechanisms for different agencies right from the field level to the District Head Quarter and beyond. Thus, it ensures efficiency in terms of response and optimal utilization of resources. Moreover it keeps the administration in a state of readiness to face any eventuality. Our main aim is to reduce vulnerability and also to minimize the destruction caused by various Disaster, be it natural or manmade. This is not an easy task and in order to achieve this target and also keeping in view the population and the multiplicity of the hazards and Disaster, which can occur, we are of firm opinion that the government cannot resolve this issue and the people are not prepared to pay the price in terms of massive casualties and economic losses, the task, though difficult but is achievable. Disaster threatens sustainable economic development world-wide.

1.2 SCOPE OF THE PLAN

The DDMP attempts at preparing a multi-disaster action plan essentially concentrating on institutional setup and provides for hazard specific roles and responsibilities of primary and secondary agencies. The scope includes the identification of the operational structure and the coordination mechanisms, the roles and responsibilities of various agencies along with the standards of service expected from them, the information and monitoring tools and modes of communication, and the monitoring and evaluation components.

Disaster risk reduction should be part of every-day decision making. This framework assists in the efforts of administration and communities to become more resilient to, and cope better with the hazards that threaten their development gains. The DDMP recognizes a close link between development and disasters and comes out with practical ways as how disaster risk reduction efforts of administration and communities to become more resilient to, and cope better with the hazards that threaten their development gains. The DDMP recognizes a close link between development and disasters and comes out with practical ways as how disaster risk reduction (DRR) issues can be integrated into development planning, policies and programmes.

1.3 AUTHORITY AND REFERENCE

In the past twenty years, earthquakes, floods, tropical storms, droughts and other calamities have killed millions of people, inflicted injury, disease and caused homelessness and misery to around one billion others in the world. These have caused damage to infrastructure worth millions of rupees. Disaster destroys decades of human effort and investments, thereby, placing new demands on society for reconstruction and rehabilitation. Disaster management thus, requires multi-disciplinary and proactive approach. The community, civil society organizations, media and the proverbial man on the street, everyone has to play a role in case such exigency occurs.

On 23rd December, 2005, the Government of India took a defining step by enacting the Disaster Management Act, 2005, which envisaged creation of the National Disaster Management Authority (NDMA) headed by the Prime

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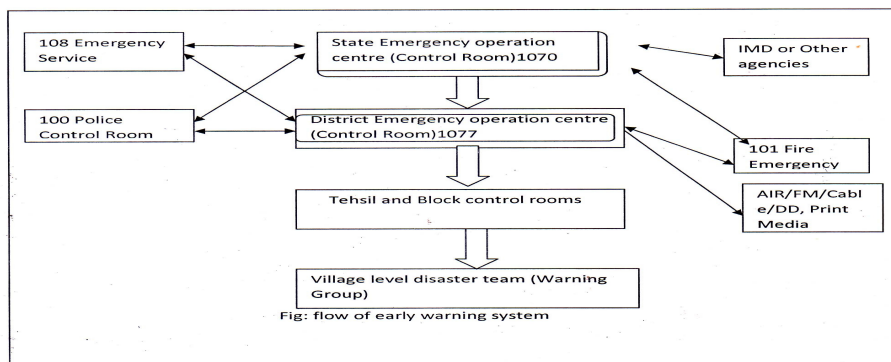
Minister, State Disaster Management Authorities (SDMA) headed by the Chief Ministers, and District Disaster Management Authorities (DDMA) headed by the District Magistrates or Deputy Commissioners as the case may be, to spearhead and adopt a holistic and integrated approach to disaster management (DM). There will be a paradigm shift, from the erstwhile relief-centric response to a proactive prevention, mitigation and preparedness-driven approach for conserving development gains and to minimize loss of life, livelihood and property.

1.4 PLAN DEVELOPMENT

The DDMA under the Chairmanship of deputy commissioner has been notified by the government in the year 2007. The district level planning team having DEOC coordinator and Head of departments like Police, PWD, HPSEBL, IPH, Forest, Health, food and civil supplies, civil defence, Panchayati Raj, telecom, Public relations, Education, agriculture and horticulture as members has been constituted under the chairmanship of Deputy Commissioner. Two subdivision level planning committees under the control of SDMs has also been framed.

1.5 DISTRICT EMERGENCY OPERATION AND WARNING DISSEMINATION

The emergency control room has been established and is made operational on 24X7 basis during monsoon season, winter season and in the event of occurrence of any disaster. The deployment of staff is made in this centre and resource inventory is provided along with the SOP for dissemination of information to various nodal officers and stake holders. The information received from IMD, CWC, other government agencies and state government is immediately sent to DPRO, Sub Divisional committee and nodal officers of departments and they will further disseminate the information through their field agency



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1.6 PLAN IMPLEMENTATION AND MAINTENANCE

The copy of DDMP will be provided to all the departments after its approval from SDMA for dissemination of knowledge, skills and abilities needed to perform the tasks identified in the plan. Separate trainings are required to be conducted for government personnel, volunteers and other stake holders at different levels.

The communities at local level are required to be sensitized about the possible hazards, ways to mitigate, requirement of state of preparedness and mechanism of response during disasters through various mock exercises.

The plan is required to be reviewed on an annual basis and after every major incident, change in operational resources, major exercises or change in district's demographics and hazard profile .



Chapter - 2

Hazard, Vulnerability, Capacity & Risk Assessment

The Bilaspur is the second smallest district of Himachal Pradesh having an area of 1167 sq km. It also has the lowest population in the state after Lahaul & Spiti and Kinnaur. However the district is fourth in population density after Hamirpur, Una and Solan. A total of 98,989 persons belonging to Scheduled castes and 10,693 of Scheduled tribes are present in the district as per census 2011. River Sutlej is joined by many seasonal tributaries and nallas in district Bilaspur. The winter season ranges from October to March or mid April, having temperature around freezing point; Fog is encountered along the bank of Sutlej. Summer season ranges from April to September and temperature can go upto 44 degree sometimes.

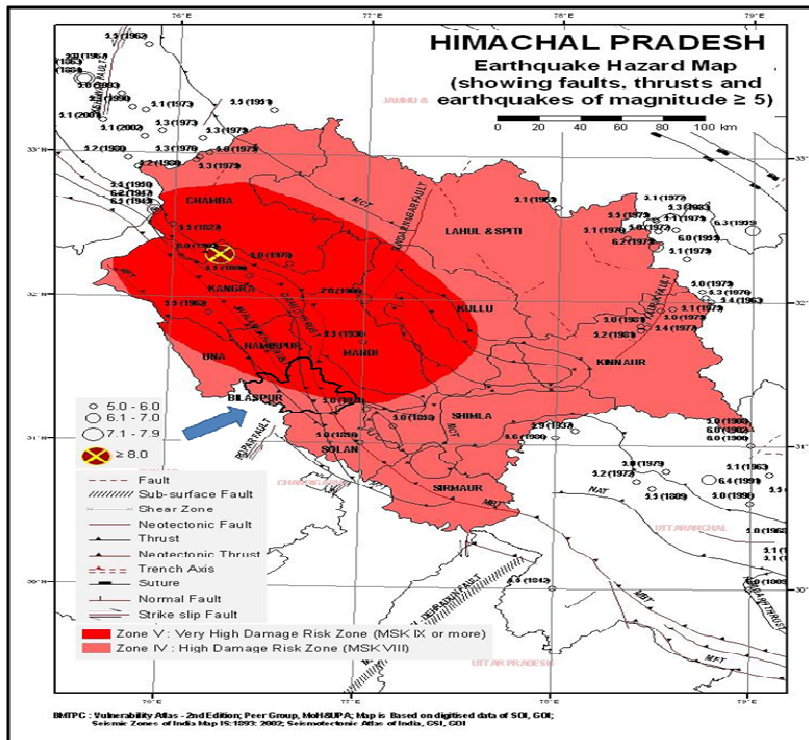
The disasters, which generally occur in this district, are as under:

Hazard Type	Level of Vulnerability
Earthquakes	Medium
Floods	Low
Drought	Medium
Landslides	Medium
Forest Fires	Medium
Industry	Medium
Const. Type & Density	Medium
Overall Vulnerability	Medium

Hazard Vulnerability of Bilaspur District

I. Earthquakes

Earthquakes, quite devastating and sudden in nature, are one of the most common type of disasters that hit the state



of Himachal Pradesh. Lying in the sensitive Himalayan belt, at the juncture of two active tectonic plates, the region is prone to severe seismic activity. The district of Bilaspur falls in the highest seismic zone i.e. Zone V and Zone IV and is prone to disastrous earthquakes. The movement of large blocks along the thrust planes resulting in the release of stored energy is the basic cause of earthquakes in this region. The area of sub-tehsil Bhabhri falls in zone V of earthquake proneness whereas all other parts of the district fall in zone IV.

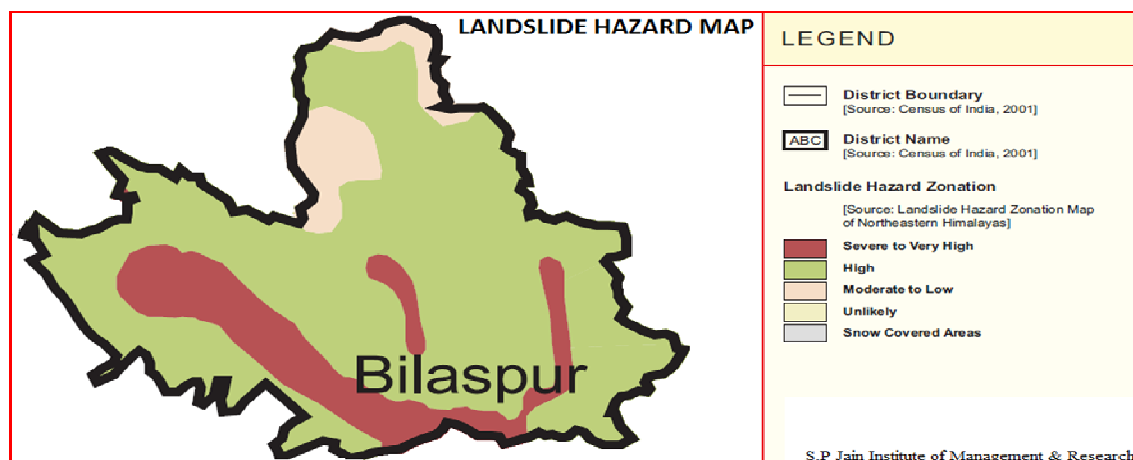
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The high population density of the district increases the risk of loss due to earthquake hazard. The construction of houses is a combination of pucca and kutchha houses made of unburnt bricks and mud. The lack of knowledge and unscientific method of construction further increases the vulnerability of the district towards loss due to any eventuality of earthquake. An occurrence of earthquake of magnitude 7.0 and above may result in triggering landslides, floods, forest and domestic fires etc.

II Landslides

Landslides are simply defined as the mass movement of rock, debris or earth down a slope and have come to include a broad range of motions whereby falling, sliding and flowing under the influence of gravity dislodges earth material.

The regions around the Govind Sagar Lake are identified as the landslide prone areas of Bilaspur. As per BMTPC, Landslide Hazard Zonation Atlas of India, a total of 216 sq.km of Bilaspur district fall under severe to very high risk of landslides and 842 sq.km falls under high risk category. At times, prolonged rainfall causes landslides that create heavy blockage of the flow of river for quite some time. The formation of river blocks can cause havoc to the settlements downstream on its bursting.



(Source: Vulnerability Atlas for State of HP)

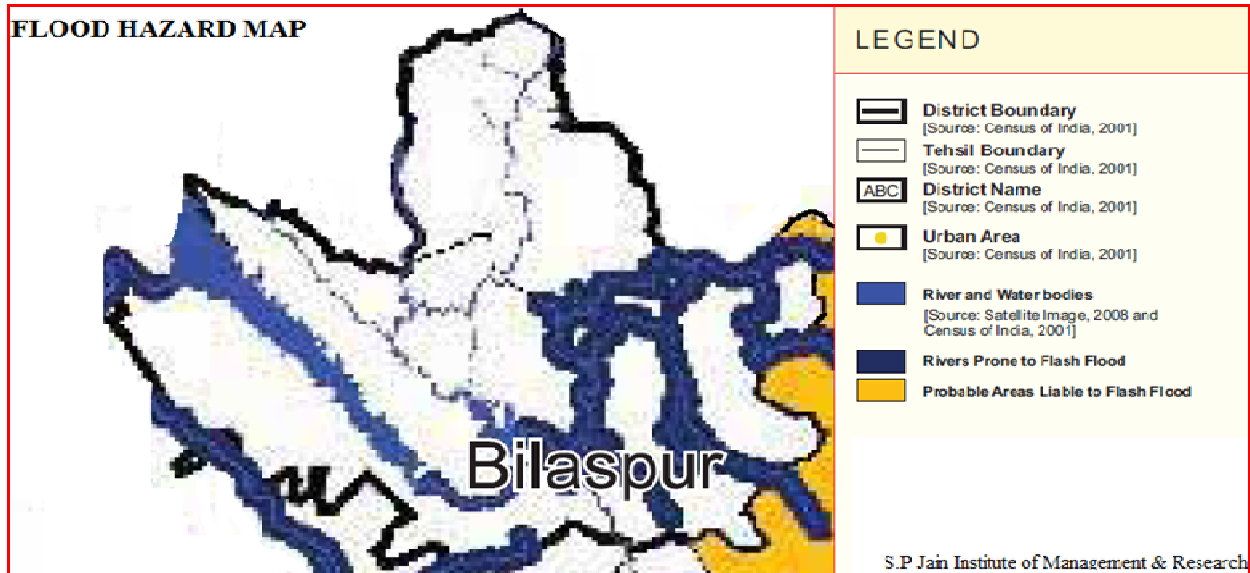
III Floods

The presence of many hydro power projects on the upstream of river Sutlej may pose the threat of flood due to any damage to the dams as a result of earthquake.

III.A). Flash Floods

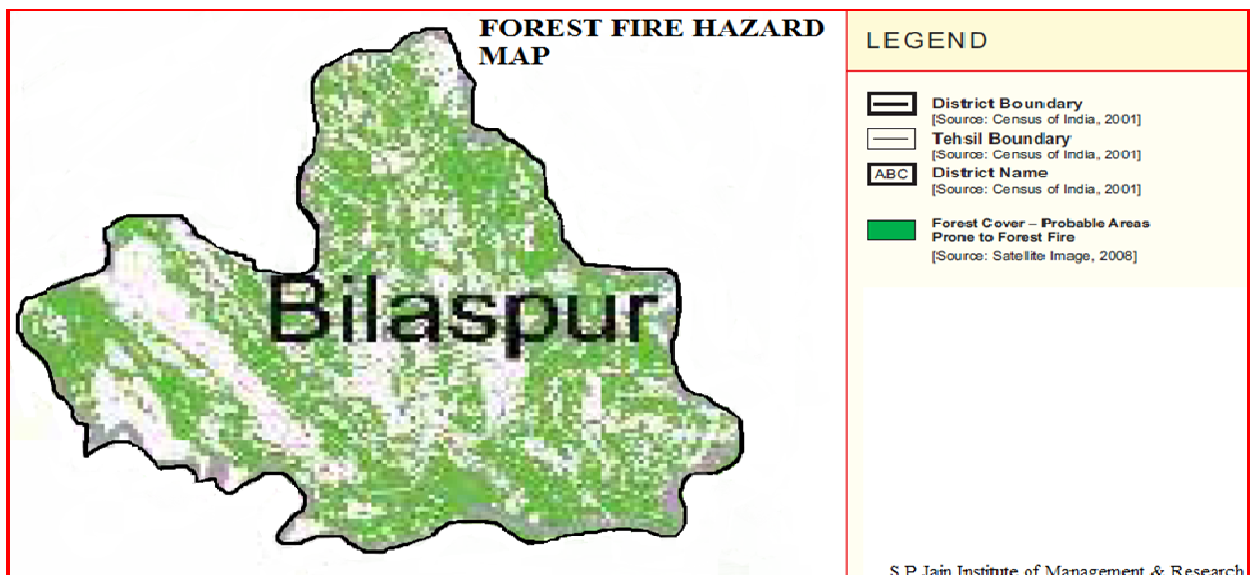
Accelerated runoff due to dam failure, heavy downpour in a particular area may result in flash floods and may cause harm to human and livestock life, property, agricultural land and other infrastructure.

Flash floods are short lived extreme events, which usually occur under slowly moving or stationary thunderstorms, lasting less than 24 hours. Along with this, the bursting of natural or man-made dams and cloudburst are other main causes of flash floods. As a result of the high velocity of the current which can wash away all obstacles in its way, this phenomenon has resulted in enormous loss of life and property in various parts of the region. Heavy rains and floods cause damages to cultivated land of the farmers and wash away the bridges, human-beings and cattle heads. Although Bilaspur falls under the low vulnerability category for Flash floods and cloud bursts, there is sig-



IV. Forest Fires

The most common hazard in forests is a forest fire. Forest fires are as old as the forests themselves. They pose a threat not only to the forest wealth but also to the entire regime to fauna and flora seriously disturbing the biodiversity and the ecology and environment of a region. During summer, when there is no rain for months, the forests become littered with dry senescent leaves and twinges, which could burst into flames ignited by the slightest spark. Due to the climatic conditions of the state, the houses are constructed with local material and the villages are inhabited in cluster, resulting in huge losses in the event of fire mishaps. Approximately 90 percent of the forest fires are human-induced, intentional or unintentional due to the negligence and poor knowledge of the people. Collection of forest produce, shifting cultivation, throwing smouldering *bidis*, cooking food in the forest etc. are the basic anthropogenic causes that ignite forest fires. The losses are caused to structures and also to the personal belongings, rendering the people shelter less.



V. Soil Erosion

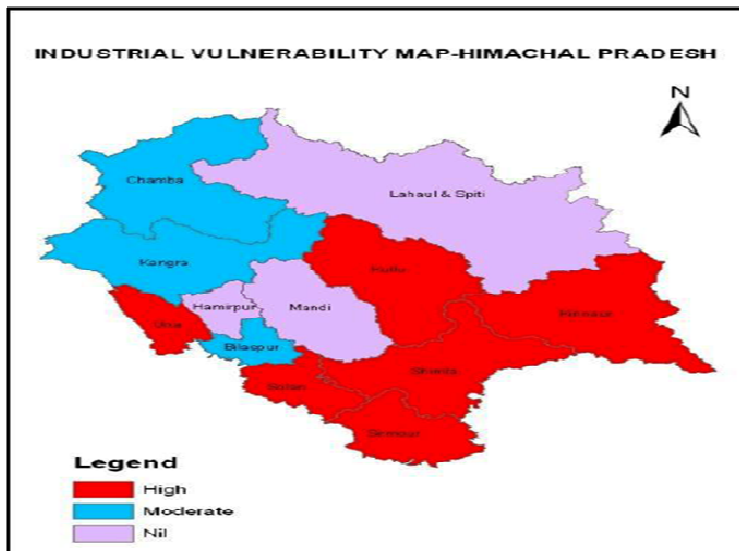
This is a slow phenomenon, causing extensive loss to soil fertility and damage to the land basin. Though the process of soil erosion is natural and has been continuing on the surface of the earth since its origin, recently, due to various human induced activities, its rate has accelerated to dangerous proportions. The area being drained by a large network of river systems, soil erosion by water has become a serious problem. Besides causing great loss to soil fertility, the huge quantity of eroded material carried by water channels also causes floods in downstream regions. Along with other developmental activities, deforestation, road construction, forest fires etc. are the basic reasons for the high rate of soil erosion in the state.

VI. Drought

Drought is a long period with no rain or with much less rainfall than normal for a given area. Drought originates from deficiency of rain for a long time. It is also called as slow disaster or creeping disaster. In context of Himachal, causes of drought are natural and human induced. Several types of weather changes have also altered the normal rainfall pattern in an area and cause drought. And in last few years, it has been observed that human activities like soil erosion, deforestation, excessive use of ground water, pollution etc. have also caused drought. Frequent droughts in summers are falling in zone (IV) of seismic belt in which Bilaspur also falls. These disasters have caused immense loss of property, natural wealth, and human lives.

VII. Industrial Hazard

Past and recent disasters, both natural and man-made have produced innumerable casualties and unimaginable harm to life and property. The district of Bilaspur also faces the danger of hazards occurring due to an Emergency caused to its industries either due to natural calamity or technological or other reasons. This poses a threat of injury or loss of life or damage to property and disruption both inside and outside factory premises.



With the presence of the Cement Industry in Bilaspur, the major hazard that could happen due to industry is Fire by various sources such as accidental, explosions, electrical etc. Bilaspur comes under moderate vulnerability

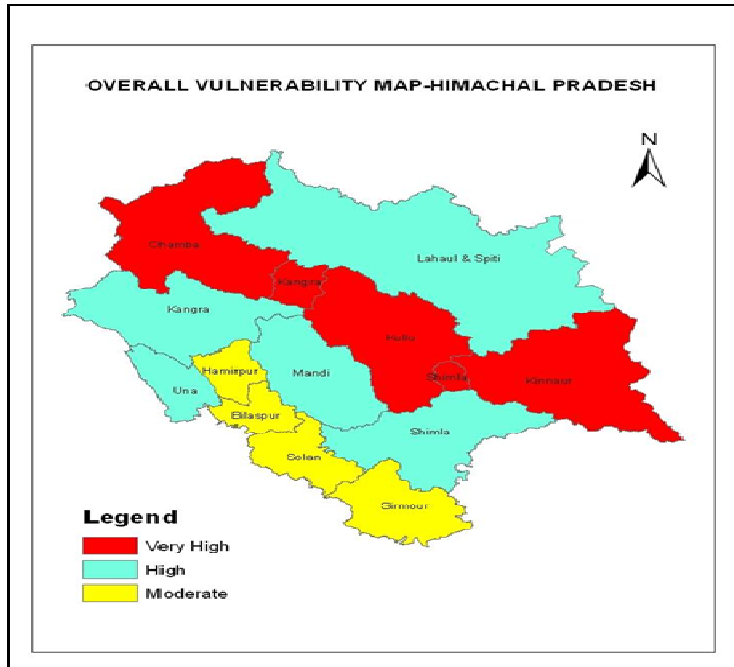
for Industrial hazards in Himachal Pradesh.

Source: Training Needs Assessment of Stakeholders in Disaster Management in the State of HP

Overall Vulnerability of the District

On the basis of above analysis the overall vulnerability of the district is moderate. The figure below which the HP State Council for Environment, Science and Technology has compiled for the State shows Bilaspur to be moderately vulnerable district for hazard susceptibility.

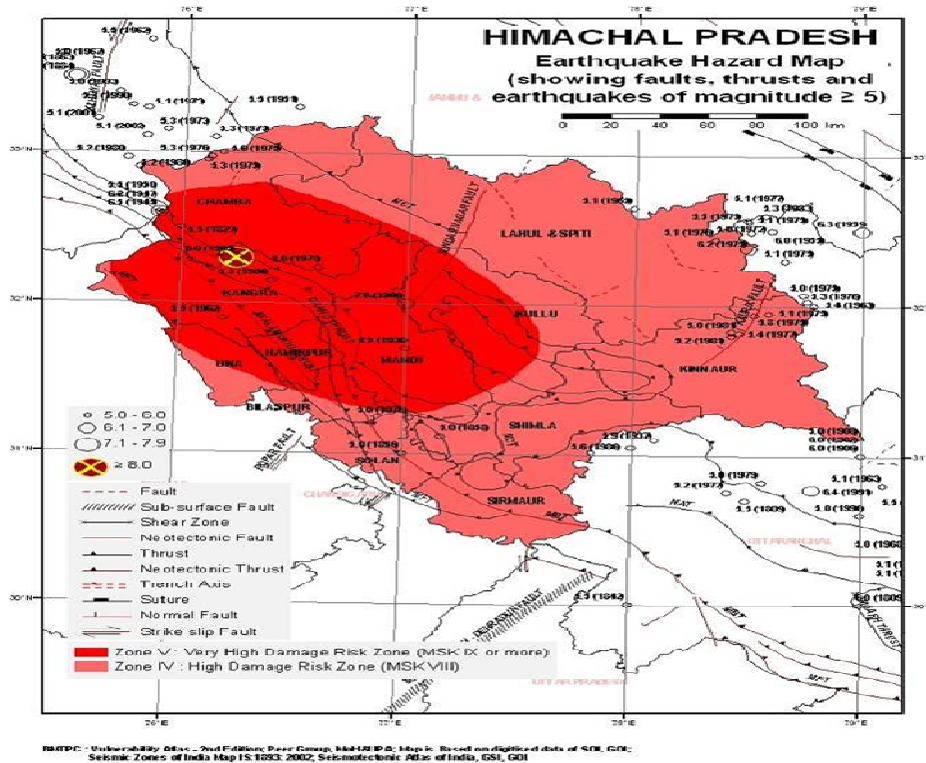
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History of Disasters & Hazard Profile of District Bilaspur

Seismic Hazard Profile of Bilaspur

History of Significant Earthquakes in Bilaspur (Mw 3.0 and above)



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Districts of Himachal Pradesh with Seismic Intensities

Sr. No.	Name of District	Seismic Zones	Intensity MSK IX or more % Area	MSK VIII % area
1	Kangra	V/IV	98.6	1.4
2	Mandi	V/IV	97.4	2.6
3	Hamirpur	V/IV	90.9	9.1
4	Chamba	V/IV	63.2	36.8
5	Kullu	V/IV	53.1	46.9
6	Una	V/IV	37.0	63.0
7	Bilaspur	V/IV	25.3	74.7
8	Solan	V/IV	2.4	97.6
9	Lahaul & Spiti	V/IV	1.1	98.9
10	Bilaspur	V/IV	---	100
11	Shimla	V/IV	---	100
12	Sirmour	V/IV	----	100

From the above facts it is clear that Bilaspur experiences earthquakes at regular intervals and is highly likely to be hit by earthquake.

Landslide Hazard of the District

The geographical nature of Bilaspur is very steep. The slopes are unstable. Table below gives description of important landslides in the State and it contains landslide of Bilaspur too. As per the table below 216 square kilometres area of the district is severely prone to landslides and 842 square kilometres area is prone to highly prone to landslides.

Sr. No.	Landslide Area	History of Damage
1	Bilaspur-Swargaht National Highway	Every year, in rainy seasons causing road block and damage to road.

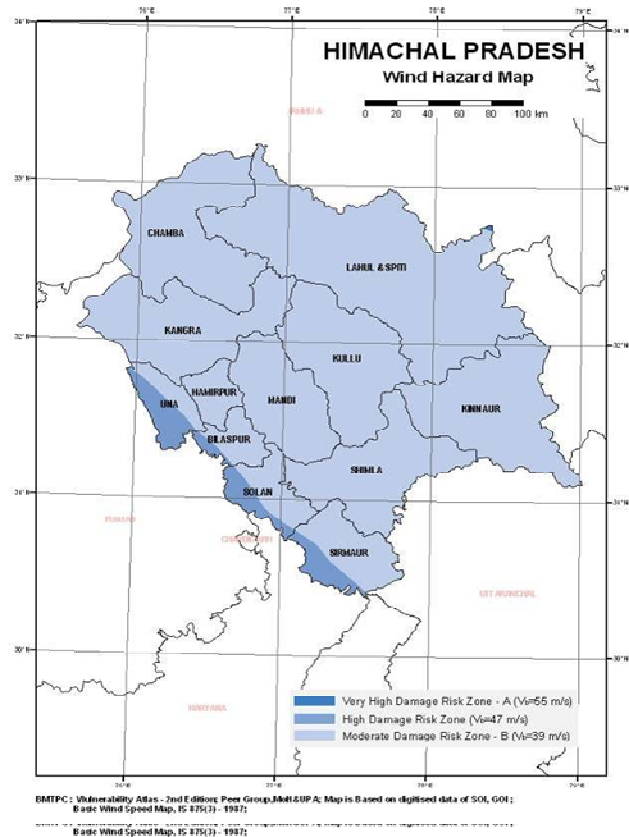
The important landslides in Bilaspur

Landslide Prone Areas of Himachal Pradesh (Sq. Kms)					
District	Sever to very High	High	Moderate to Low	Unlikely	Total Area
Bilaspur	216	842	83	1	1142
Chamba	2120	3829	351	70	6370
Hamirpur	0	851	204	45	1100
Kangra	123	3698	1233	557	5611
Kinnaur	868	4956	498	0	6322
Kullu	1820	3512	63	3	5401
Lahaul & Spiti	127	11637	1825	2	13591
Mandi	968	1978	826	98	3870
Shimla	893	3345	767	14	5019
Sirmour	95	1805	614	228	2742
Solan	536	1118	157	79	1910
Una	2	678	517	311	1508
Total	7788	38249	7140	1408	54586
Percentage	14.27	70.07	13.08	2.58	

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III. Wind Storm Hazard

As per the above map, area lying on the Punjab boundary of Bilaspur district falls under very high damage risk zone for wind hazard and can experience wind speed upto 55m/s.



Wind hazard Map of Himachal Pradesh

VI Road Accidents

The highly mountainous terrain of district also results in many road accidents. With the increasing number of vehicles the cases of road accidents are also increasing. The history of road accidents is given in the following table:-

Table: Road Accidents in District Bilaspur

Year	Number of accidents oc-cured	Number of deaths	No. of person in-jured	No. of vehicle in-volved
2005	216	54	244	291
2006	253	67	510	297
2007	242	76	364	301
2008	207	36	398	269
2009	247	74	471	352
2010	240	59	376	334
2011	274	77	454	379
2012	235	69	413	315
2013	211	49	351	309
May 2014	105	36	153	147



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In view of the hazard and vulnerability profile of the district the capacity analysis of the district to deal with various disasters is very important.

Human Resources/Skills:

At the time of calamity, for effective operation of different institutional arrangement & relief operations, the necessity of Human resources are highly essential without which nothing can be pulled off. The district has compiled information regarding the following Human resources both at the Government level and with the civil society organization for maximum utilization of their services. The personnels from various departments will work in close coordination with each other and the local community as well as volunteers will assist the designated teams. The list of different officers of the district and their contact details are attached as Annexure "A". The list of resource persons for search and rescue is enumerated at Annexure "H" and that of volunteers of NCC/NSS/ Scouts and Guides at Annexure "E".

Communication & Media:

Communication Structure

Coordinator communication will ensure that communication network of DDMP elaborated below is kept functional at all times and if damaged made operational at all cost. At least 10 foot messengers and 15 riders on two wheelers should be available for worst case services.

Line Communication:

There will be a Landline, wireless in local loop telegraph and mobile communication network for DDMP. Mobile telephone and wireless in local loop telephone will be private telephones to be utilized for DDMP during rehearsals and during disaster.

Radio Communication:

The present radio network will utilize the existing police wireless network till separate network for DDMP is established. Police authority will keep frequencies reserved for 3 nets for DDMA control room and keep reserve of radios.

Satellite:

Internet Communication, WAN, LAN, GPS, and IRIDIUM satellite phones(2).

Media plays a substantial role in building a communication network both horizontally and vertically. It stands as a mode of interaction with the different sections of society such as actors of relief administration, NGOs etc. and feeds the right information at the right time to the right people. For the purpose of monitoring, predicting and warning, the disaster wise technology, instruments, monitoring stations, if available, are to be listed out.

Print Media: All the national as well as state level Newspapers are in circulation in the district.

Radio Station: There is one radio station namely AIR, Shimla which can be very handy at the time of occurrence of any disaster. But there is no radio station in Bilaspur District which is an area for improvement.

TV Transmission Centers: These are operational from Shimla itself (DD Kendra).

Cable Operators: There are three cable operators in Bilaspur District, i.e. Neelkanth Star Multiple Network, Bridge View Broad Band Network, and Chandel Cable Network.

AVAILABILITY OF INFRASTRUCTURE

The emergency during any disaster can be handled effectively if there is a informed inventory of all the equipments and resources. The list of equipments available in the district is attached as Annexure "H".



Chapter - 3

Institutional Arrangements for Disaster Management

The vulnerability of the district to various hazards is medium. In view of the hazard and vulnerability profile of the district the capacity analysis of the district to deal with various disasters is very important. The institutional mechanism at national and state level has been created as per criteria laid down in Disaster Management Act, 2005.

INSTITUTIONAL MECHANISIM

The following is the District Disaster Management Structure in place in the district.

District Disaster Management Authority (DDMA)

As per the provision in Section 30 of Disaster Management Act, 2005, DDMA Bilaspur has been notified by the government of Himachal Pradesh vide notification No. Rev. D(F) 4-2/2000-V dated 01.06.2007 for District level Planning, coordination and implementing body for Disaster Management and to take all measures for the purpose of disaster management in the district. DDMA consists of

- Deputy Commissioner (Chairman ex-officio),
- Superintendent of Police (Member)
- Chief Medical Officer (Member),
- Superintending Engineer, PWD (Member),
- Superintending Engineer, I & PH (Member),
- Superintending Engineer, MPP & Power (Member),
- Chairperson of the Zila Parishad (Member)

District Disaster Management Committee (DDMC)

This district level Committee will function under DDMA and assist it in implementing various tasks of DDMA. It will ensure effective and concerted response by Government people participation at district level. The main objectives of this team are to:-

- Provide a forum for communication, information exchange and developing consensus.
- Co-ordinate, eliminate duplication and reduce gaps in services.
- Mobilize and provide timely assistance and material support to disaster affected community.

The team will consist of:-

1. Chair person (DC),
2. Coordinator Search & Rescue (SP) ,
3. Coordinator, Medical aid vet., Ayurvedic (CMO),
4. Coordinator Infrastructure & Reconstruction., Bilaspur (SE –PWD)
5. Coordinator, Logistics, Water, Food & Supply, Timber fire wood, (SE-IPH),
6. Coordinator, Public Relation, Media, Awareness
7. Coordinator, Evacuation, Camp, Administration & Liaison with outside agencies (ADM)

District Disaster Management Teams : Five separate and specific teams has been constituted in the district to undertake separate assignments during disaster period. These are

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A) Search and Rescue Teams

1) Fire Station, Bilaspur– Multi Hazard.	2) Police Rescue Team ,Bilaspur— Multi Hazard.	3) Police Road accident response team ,Bilaspur--- Road Rescue.
4) Police Dog Squad team, Bilaspur – Search Team.	5) Disposal of dead and carcass- Bilaspur Municipal Council	6) Mountain and snow rescue.
	7) Flood & Water Rescue.	

B) Medical Teams

1) Mobile First aid Team	2) Mobile Hospital.
3) Surgical Team.	4) Mobile Specialist Epidemic Team.
5) Medical Rehabilitation	6) Mobile veterinary team.

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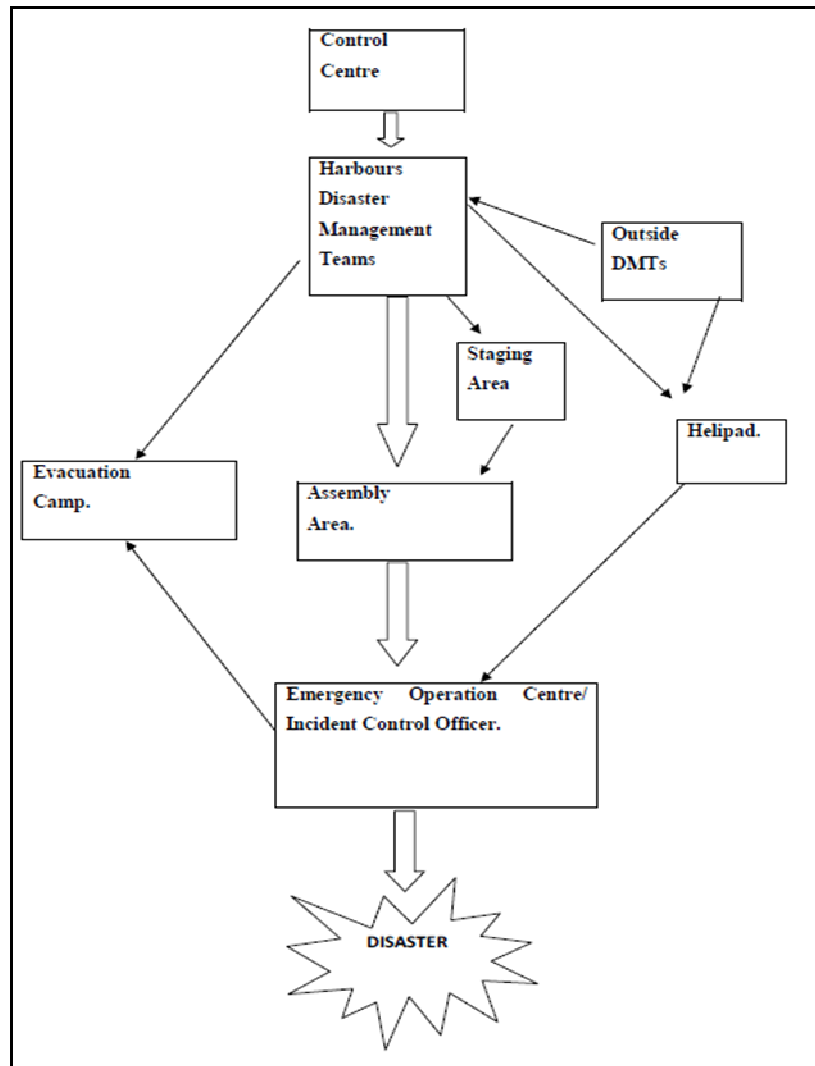
C) Infrastructure Team

1) Road Repair Team	2) Bridge repair Team	3) Debris clearing Team
4) Building repair Team	5) Water pumping repair Team	6) Water pipe line repair Team
7) Sewerage repair Team	8) Electric Generator Team	9) Electric Supply line repair Team
	10) Demolition explosive Team	11) Rail road repair Team

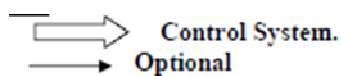
1) Casualty transport Team	2) Equipments and stores transport Team.	3) Food & Supplies Team.
4) Water supplies Team.	5) Fuel and fire wood supply Team.	6) Timber supply Team.
7) Vehicle repair and recovery Team.	8) Temporary relief camp Team.	9) Free kitchen Team.

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D. Communication Teams



Disaster Control System



INDEX

- Control Centre: - It will activate and control the incident.
- Harbor: - Area where DMTs will be stationed before they move for operation. Here they will be briefed and debriefed after the incident.
- Staging Area: - Area where DMTs are to stop, regroup because of obstruction or operational requirement before reaching assembly area.
- Assembly area: - An area near the vicinity of incident where they will assemble for operation briefing by local official and where they will establish liaise for carrying out their duties.
- EOC/Incident Control Officer: - He will be responsible for Co-ordination of operation at the incident, if damages are large, additional staff will be provided to operate emergency operation centre.

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- Helipad (optional):- If required helipad will be activated to provide for specific requirement of DMTs evacuation and relief. The list of approved helipads in various parts of the district is enlisted at Annexure “K”.
- Evacuation camp (Optional):- If it is required to evacuate people from an area, Evacuation camps will be established till people can safely return to their homes.

District / Sub Divisional Control Centre and their Operation

The control room is the nodal centre in terms of Disaster Management which performs the function of collecting and transmitting information to the appropriate places and people. Giving warning in time to the people, receiving and providing information, monitoring the preparedness and the relief work are to be entrusted to the control room. All the information of the district should be available in the control room. We should take precautions with all facilities to make it functional even when there is a failure of power.

1. General

In order that the Chairman DDMA and its members may control and co-ordinate rescue & relief operations (action) required as a result of a major disaster, and come to quick decisions for the proper deployment of DMTs concerned there will be an emergency control room at district headquarters where –

- a They can meet and decide on the action to be taken and where they can be found for consultation with others.
- b They have a speedy access to all essential information affecting the situation.
- c There are measures of communicating orders and information to all concerned.
- d An alternate is available if main Headquarters is disrupted. This headquarters will be known as Control Centre of the District.

2. Essentials of Control Centre

- a 24 hours a day as long as the situation may necessitate receiving and dealing with reports of damage or other message.
- b A picture of the situation in the area must be maintained as a ‘Map record’ which can give alerts of DMTs and their availabilities.
- c Provision must be made to make any information about incidents which might affect the operations of any service (i.e. road blocks) available to all concerned by notification as a routine.
- d District control group shall take decisions regarding deployment of local/ outside resources such that they are best employed and also on the order of priority. An agreed decision should be arrived at by the group in case of differences of opinion exist and reference should be made to the Chairman DDMA whose decision will be final.
- e Arrangement must be made for the preparation and dispatch of reports (situation reports) required by the higher authorities.

3. Staff and equipments

The following equipments are required for control Centers

- a Time piece, normal office furniture, stationery, cup-board and canteen/rest room furniture.
- b Very large scale map of the town mounted on material through which pins may be easily inserted.
- c Maps showing the layout of different Essential Services for the representative of each service.
- d Telephones.
- e Printed message forms and other registers.

4. Communication

1. Satellite phone ---- One.
2. Satellite Unit ---- NIL – Internet link voice and data.
3. Line connection --- 2 Lines for IN & Out messages.
4. Radio Communication --- VHF set to link with Police wireless control room (separate frequency for disaster management)

5. Duties of staff

1. District Magistrate / Sub Divisional Magistrate: - District Magistrate/Chairperson of District Disaster Management Authority exercises general control of divisional management planning and operation in the district. He is responsible for the mutual support between various Sub-Divisional Control Centers within or from neighboring areas. He keeps the higher authorities informed of the situation in the district.
2. Members DDMA/Crises Management group: - They exercise general control supervision and co-ordination over the services under them. They consult each other but do not interfere in the activities of the others. They or their representatives are always available in the control room.
3. Representatives of essential services: - The representatives of essential services not covered above are:
 - a. Food and Civil Supplies.
 - b. Fire Services.

They are available at the control centre.

PLANS OF ACTION

PREPAREDNESS PLAN FOR CAPACITY BUILDING

Community Education and Preparedness Programme

Community is the first and last to face the disaster. Equipping them, educating and preparing them for the recurring disasters are of vital importance. The most vulnerable areas are to be identified and periodic awareness programme are to be provided at the Ward level, Panchayat level, Educational Institutions, Social Organizations etc. It is essential to examine the various methods in which the community can be effectively involved in planning for disaster management. A community which is aware and well equipped to handle disasters will face them boldly. Community awareness programmes are conducted regularly in various parts of the district. During 2013-14, two such workshops were conducted at Ghumarwin and Jhandutta block and awareness was spread among the community. The stakeholders from PRI", SHG", NGO's, ULBs, NCC,NSS and Scouts and Guides volunteers and local officers were sensitized about various measures of preparedness and relief and rescue operations. During 2013-14, the department of Civil defense has also conducted mock drills in educational, religious and office premises for spreading awareness among grass root level stakeholders.

Measures available for Promotion of Life/Crop/Property Insurance

Insurance is a safety against loss of life or crop or property. The people should be educated and made aware of the various schemes available for insurance against loss of life, crop and property and the benefits that can be gained out of the insurance. The steps taken by the District Administration for the interface between the Insurance Agencies and the people in the vulnerable areas and adjoining areas are very important. Crop Insurance Schemes are to be made more prevalent and popular in order to provide better results and benefits for the people. The steps taken by the District Administration for safety of life, crop and property to be detailed and awareness campaigns are to be launched.

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Photo Showing Glimpses of Disaster Management Workshop & Mock Drill Conducted in the District.

Chapter – 4 Prevention and Mitigation Measures

The adverse effects of disasters can be minimized if mitigation policies, plans, and projects are undertaken. Keeping in view the hazard and vulnerability profile of the district the following mitigation actions would be taken to mitigate the impacts of various hazards.

I. Earthquake Mitigation

- a. Revision and adoption of model building bye-laws for construction both in urban and rural area.
- b. Wide dissemination of earthquake-resistant building codes, the National Building Code 2005, and other safety codes.
- c. Training of trainers in professional and technical institutions.
- d. Training professionals like engineers, architects, and masons in earthquake resistant construction.
- e. Launching demonstration projects to disseminate earthquake-resistant techniques.
- f. Launching public awareness campaigns on seismic safety and risk reduction and sensitising all stakeholders to earthquake mitigation.
- g. Establishing appropriate mechanisms for compliance review of all construction designs submitted to ULBs.
- h. Undertaking mandatory technical audits of structural designs of major projects by the respective competent authorities.
- i. Developing an inventory of the existing built environment.
- j. Assessing the seismic risk and vulnerability of the existing built environment by carrying out structural safety audits of all critical lifeline structures.
- k. Developing seismic strengthening and retrofitting standards and guidelines for existing critical lifeline structures.
- l. Undertaking seismic strengthening and retrofitting of critical lifeline structures, initially as pilot projects and then extending the exercise to the other structures (as detailed in a phased manner).
- m. Preparation of DM plans by schools, hospitals, main buildings visited by large number of public etc., and carrying out mock drills for enhancing preparedness.
- n. Streamlining the mobilisation of communities, civil society partners, the corporate sector and other stakeholders.
- o. Preparing community and village level DM plans, with specific reference to management of earthquakes.
- p. Carrying out the vulnerability assessment of earthquake-prone areas and creating an inventory of resources for effective response.
- q. Introducing earthquake safety education in schools, colleges and universities and conducting mock drills in these institutions.
- r. Strengthening earthquake safety research and development in professional technical institutions.
- s. Preparing documentation on lessons from previous earthquakes and their wide dissemination.
- t. Developing an appropriate mechanism for licensing and certification of professionals in earthquake-resistant construction techniques by collaborating with professional bodies.
- u. Preparing an action plan for the upgradation of the capabilities of the IMD and BIS with clear roadmaps and milestones.
- v. Developing appropriate risk transfer instruments by collaborating with insurance companies and financial institutions.
- w. Operationalising the local companies of Home Guards and IRBs/Police for disaster response.
- x. Enforcement and monitoring of compliance of earthquake-resistant building codes, town planning bye-laws and other safety regulations.

II. Land Slide Mitigation

The main features to be included in the plan are:

- a. Revision of town planning bye-laws and adoption of model land use bye-laws in hilly areas.
- b. Wide dissemination of model land use practices in hilly areas.
- c. Training of trainers in professional and technical institutions.
- d. Training of professionals like engineers and geologists for landslide mapping, investigation techniques,

- analysis, and observational practices.
- e. Launching public awareness campaigns on landslide hazard and risk reduction, and sensitising all stakeholders on landslide hazard mitigation.
 - f. Establishing appropriate mechanisms for compliance reviews of all land use bye-laws in hilly areas.
 - g. Preparing an inventory of existing landslides, active or inactive, in the area.
 - h. Developing an inventory of the existing built environment in areas around existing landslides and in high hazard zones as per the LHZ maps.
 - i. Assessing the status of risk and vulnerability of the existing built environment.
 - j. Preparation of DM plans by educational and health institutes/organisations, government offices, etc., and carrying out mock drills for enhancing preparedness in vulnerable areas.
 - k. Strengthening the EOC and communication network.
 - l. Streamlining the mobilisation of communities, government agencies, the corporate sector, and other stakeholders.
 - m. Preparing community and village level DM plans, with specific reference to the management of landslides.

III. Management of Drought

The salient features of mitigation plan will be:

- a. A Drought Management Cell (DMC) will be established in the Local Agriculture Department.
- b. Drought management plans for the entire season will be prepared by the Agriculture Department well in advance in the month of May, based on the long season forecast issued by IMD in April and also the previous season's rain fall.
- c. Drought management plans will be prepared block wise.
- d. As the season progresses from June onwards, the DMC will review the plans prepared earlier at the onset of the monsoon and revise the strategy if required.
- e. Weekly monitoring of the season and crop condition from June onwards till the end of the season and make necessary midseason corrections as and when required.
- f. The DMC will make use of the frontier techniques like remote sensing and GIS while providing the inputs to the DDMA.
- g. A sound database will be created and updated regularly on weather, crop conditions, input supply, credit, insurance and market information, fodder supply etc. in order to assist the DDMA for Drought declaration and Management.
- h. Awareness will be brought among the farmers on drought regulations and enforcement.

IV. Early Warning System for Flash Floods

Forecasting and early warning helps in mitigating the effects of disasters. The loss of life and property can be considerably reduced with accurate and timely warning. Climate-meteorological disaster such as flash floods, landslide etc. be predicted with certain degree of accuracy.

- a. A network of rain/snow gauges has been strengthened in the district.
- b. Tie-up with IMD, CWC has been strengthened so that EWS can be effectively communicated to the vulnerable community.
- c. Community networking would be done to communicate the EWS to the vulnerable sections.
- d. Modern media would be utilized to communicate the EWS.
- e. Tie-up for sharing of information would be done with the power projects.
- f. ICT tools need to be used for data receptions, forecasting and timely dissemination.

V. Mitigation Strategy for Fires

- a. Vulnerable habitations would be identified and mitigation actions would be taken to avoid/reduce incidents of domestic fires.
- b. Community education would be initiated to reduce and mitigate fire incidents.
Fire and emergency services would be strengthened in the district.
Fire insurance would be promoted to transfer the risk.
Community would be involved in tackling forest fires and their participation would be ensured.

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- c. Fire and emergency services would be strengthened in the district.
- d. Fire insurance would be promoted to transfer the risk.
- e. Community would be involved in tackling forest fires and their participation would be ensured.

VI. Public Awareness

- a. Focused and targeted public awareness programmes would be launched on various aspects of Disaster Management.
- b. Hazard specific do's and don'ts would be communicated to the local population in the simplest language.
- c. Traditional modes of promoting knowledge and awareness would be adopted such as use of folk songs, *nukad nataks*, etc.
- d. Community would be targeted through local fairs and festivals.

VII. Institutional Strengthening

Disasters can be effectively handled and their adverse effects minimized only when the institutional strengthening is done. The departments which have role in emergencies such as fire, police, home guards, health, PWD, I & PH, revenue etc. would be strengthened and equipped so that their capacity to deal with disasters is increased. Specific actions would include:

- a. The DDMA has been made functional and active.
- b. DEOC would be set-up at district headquarter.
- c. Network of fire services would be increased and they would be equipped to deal with other emergencies too.
- d. Home Guards companies would be equipped to deal with and respond to emergencies.
- e. SAR equipment would also be given to police and fire stations.
- f. Local units of police force would be trained in specialized SAR operations.

VIII. Setting up and strengthening of the Emergency Operations Centres

In line with the national emergency communication plan and national disaster management information and communication system, district emergency operation centres (DEOC) would be set-up at the district level. Provision of mobile emergency operation vehicles may be made. DEOC would have fail-safe communication network with multiple levels of built-in redundancy having communication to ensure voice, data and video transfer. Development of Ham Radios network in the district would be encouraged so that it can be utilized during emergency. For last mile connectivity and control of the operations at the disaster hit areas, availability of portable platforms will be catered for. Use of community radios, FM Channels, bulk SMS system and voice messaging system would be made for the last mile connectivity.

Partnerships for Mitigation and Preparedness

IX. Community Based Disaster Preparedness

Communities are not only the first to be affected in disasters but also the first responders. Community participation ensures local ownership, addresses local needs, and promotes volunteerism and mutual help to prevent and minimize damage. The community participation for DM would be promoted on the motto of "self-help", "help thy neighbour" and "help thy community". The needs of the elderly, women, children and differently able persons require special attention. Women and youth will be encouraged to participate in decision making committees and action groups for management of disasters. Networking of youth and women based organization would be done and they will be trained in the various aspects of response such as first aid, search and rescue, management of community shelters, psycho-social counseling, distribution of relief and accessing support from government/agencies etc. Community plans will be dovetailed into the Panchayat, Block and District plans.

X. Mobilising Stakeholders' Participation

The DDMA will coordinate with Home Guards, NCC, NYKS, NSS, youth clubs, women based organizations, faith based organizations and local Non-Governmental Organizations (NGOs), CSOs etc. for DM. They will be trained in various aspects of DM more particularly in SAR and MFA. They will also be encouraged to empower the community and generate awareness through their respective institutional mechanisms. Efforts to promote voluntary involvement will be actively encouraged.

XI. Media Partnership

The media plays a critical role in information and knowledge dissemination in all phases of DM. The versatile potential of both electronic and print media needs to be fully utilized. Effective partnership with the media will be worked out in the field of community awareness, early warning and dissemination, and education regarding various disasters. The use of vernacular media would be harnessed for community education, awareness and preparedness at the local level. The DPRO in consultation with the DDMA would take appropriate steps in this direction.

CHAPTER – 6

Capacity Building and Training Measures

There is a need to create a network of knowledge institutions in the field of DM, to share their experiences and knowledge. The DDMA would forge ties with knowledge institutions such as NITs, IITs, CBRI, SASE, ICIMOD, GSI, CWC, IMD, Wadia Institute of Himalayan Geology Dehradun, etc., and UN Agencies and other national and international agencies dealing with emergency response will be done to utilised their experience and knowledge for DM in the district.

In acknowledgment of the need for a knowledge sharing platform on DM, and to facilitate interaction and dialogue with related areas of expertise, the DDMA website within the district website would be created. It will connect all Government Departments, statutory agencies, research organisations/institutions and humanitarian organisations to share collectively and individually their knowledge and technical expertise. ICT would be utilised to disseminate knowledge to the stakeholder so that they can benefit from it.

Documentation of Best Practices

The indigenous technical knowledge would be documented and promoted. And in the immediate aftermath of any disaster or incident, field studies will be carried out, with the help of experts wherever needed, as an institutional measure. These studies will concentrate on identifying gaps in the existing prevention and mitigation measures and also evaluate the status of preparedness and response. Similarly, the lessons of past disasters will also be compiled and documented. The recovery and reconstruction process will also be analysed for further refining the DM processes and training needs.

Chapter – 7 Response and Relief measures

There is need of a response structure to activate the Disaster Management Plan (DDMP) once a disaster strikes. In Bilaspur District the Deputy Commissioner shall be the focal point acting as a Responsible Officer for directing, supervision, and monitoring the DDMP. The Deputy Commissioner shall function with the assistance of the District Emergency Operation Centre (DEOC) to be activated to its full capacity at time of disaster and shall be the nodal center for disaster management. All information regarding disaster situations shall at once be communicated to the District Emergency Operation Centre (DEOC). The DEOC would work as per the EOC manual.

Role of Emergency Operation Centre (EOC) on occurrence of disaster

The EOC will function to its fullest capacity on the occurrence of disaster. The district EOC will be fully activated during Level 0 and Level 1 disasters. The activation would come into effect either on occurrence of disaster or on receipt of warning. On the receipt of warning or alert from any such agency which is competent to issue such a warning, or on the basis of reports from SDO (Civil) or any other agencies on the occurrence of a disaster, all community preparedness measures including counter-disaster measures will be put into operation. The Deputy Commissioner will assume the role of the Chief of Operations for Disaster Management.

The occurrence of Level 1 and Level 2 disaster will be communicated to the following by means of telephone and subsequently fax:-

- i. Governor;
- ii. Chief Minister;
- iii. Revenue Minister;
- iv. MPs and MLAs from affected areas;
- v. Chief Secretary
- vi. State Disaster Management Authority
- vii. Relief Commissioner
- viii. NEOC
- ix. Joint Secretary, NDM, Ministry of Home Affairs, GOI.

The disaster/emergency would be communicated to the SP, CMO, SDM, Commandant Home Guard, Fire Officer immediately on phone. A written report about the disaster/event would be sent to the Deputy Commissioner by the local agency/ authority where disaster took place.

The occurrence of disaster shall be immediately communicated to the members of District Disaster Management Authority at district and sub-division level and other stakeholders such as NGOs, trained SAR volunteers through SMS gateway for which specific provision of group mobile directory would be made. The directory would be grouped according to the disaster specific response groups. All the messages received in and sent out of the EOC will be entered into the message register.

The occurrence of disaster would essentially mean the following activities have to be undertaken:

- Expand the Emergency Operations Centre to include Branch arrangements with responsibilities for specific tasks depending on the nature of disaster and extent of its impact.
- Establish an on-going VSAT, wireless communication and hotline contact with the Divisional Commissioner, and Collector/s of the affected district/s.

[The EOC in its expanded form will continue to operate as long as the need for emergency relief and operations continue and the long-terms plans for rehabilitation are finalized].

Besides the above the DEOC would also do the following functions:-

- a. Assimilation and dissemination of information.
- b. Liaise between Disaster site and State Head Quarter.
- c. Monitoring, coordinate and implement the DDMP.
- d. Coordinate actions and response of different departments and agencies.
- e. Coordinate relief and rehabilitations operations
- f. Hold press briefings.

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The DEOC would function through Emergency Support Functions (ESFs). The ESF Plan for the district has been prepared and placed at Annexure – K. The response for search and rescue, medical, arrangements for logistics, communication, food, water, temporary shelter etc. would be as per the ESF plan prepared for the district. The primary agency responsible for a particular ESF would act a coordinator and seek necessary assistance from the secondary agency. If the assistance of the secondary agencies involves the requisitioning from the Deputy Commissioners office, the primary agency would place a request to this effect with the DEOC.

Response Structure

The response structure would be based on Incident Response System (IRS) as per the Guidelines issued by the NDMA. The IRS system would work through various service divisions. The IRS system would contract and expand depending upon the nature and magnitude of emergency/disaster. The IRS structure would work at District, Sub-Division, Tehsil, Block level. IRS Structure for District level is given in Figure 25. Deputy Commissioner (Responsible Officer) works through Incident Commanders and Incident Response Teams. Responsible Officer (Deputy Commissioner

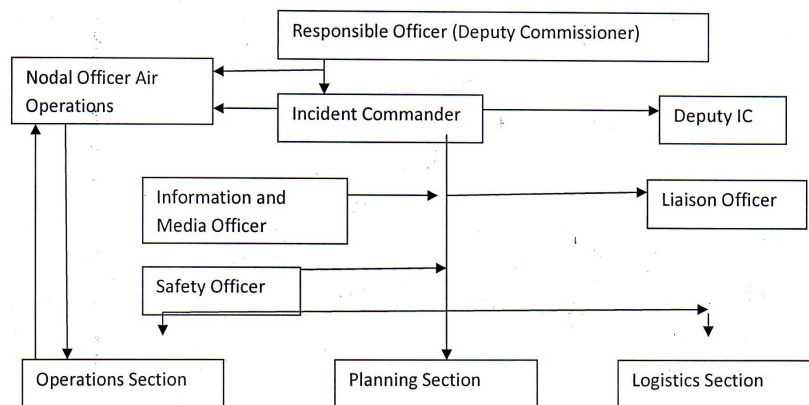


Figure 25: Structure of IRS at District Level

The Incident Commander would be assisted by various service divisions of the District Disaster Management Authority and Sub-Divisional Authorities. These sections would work to the requirement of the emergency. Incident Commander would be assisted by the Incident Response Teams (IRTs) consisting of functionaries from various department depending upon ESF Plan and roles of various departments. The DDMA would notify incharge for all positions as per the IRS system for the district, Sub-division and block level. A sample IRT framework is given in figure 26. The DDMA would also form IRTs for all divisions and notify them. All the functionaries of IRT and IRS would be trained to understand the IRS system.

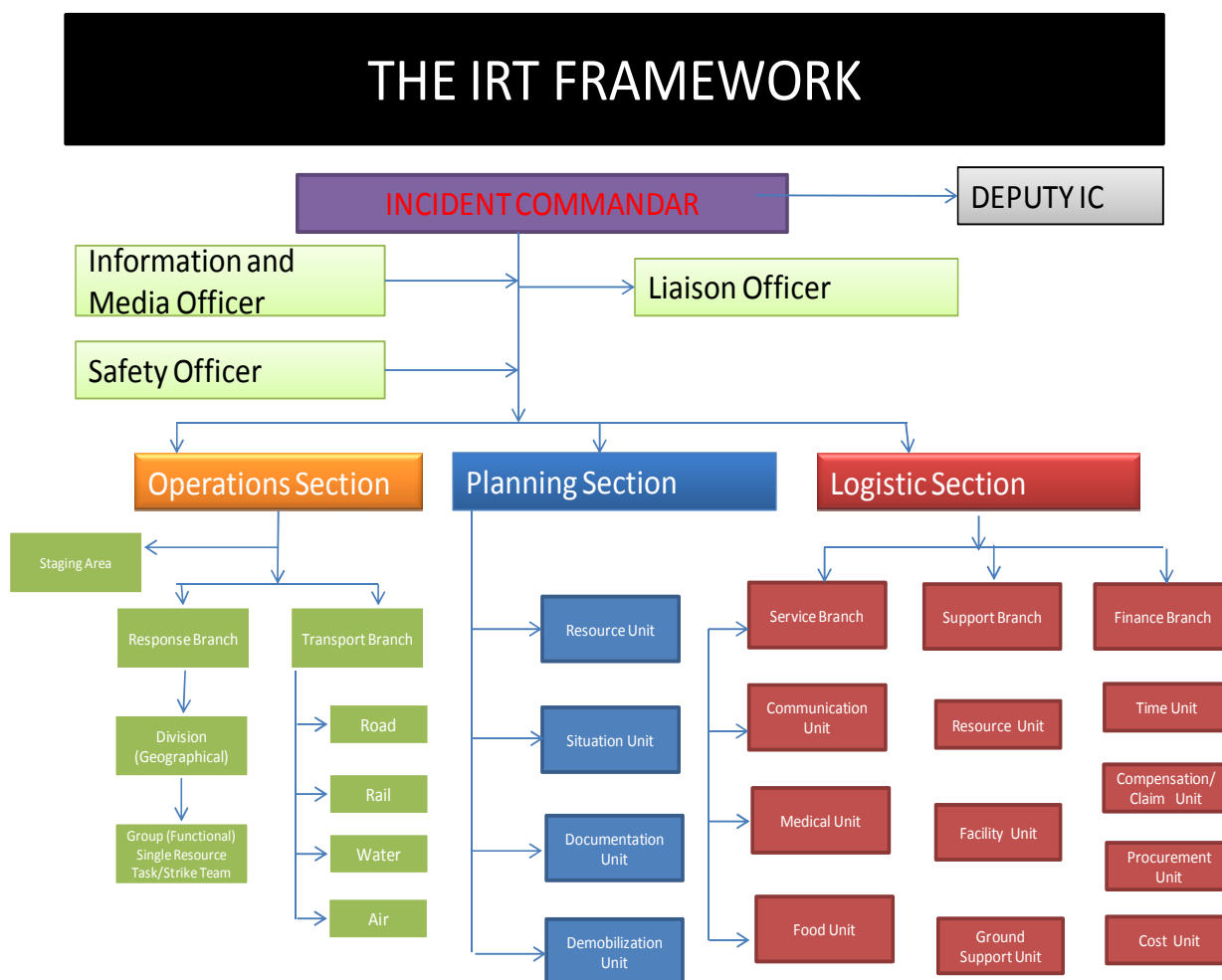


Figure: 26 IRT Framework

Incident Response Structure (IRS) Leadership

The response structure would run parallel from district to village/panchayat level on the basis of ESF plan for various departments and agencies. The IRS would be headed at the district level by the Deputy Commissioner, Sub-division level by the Sub-Divisional Officer (Civil), Tehsil (where Tehsil and Sub-Division is not co-terminus) by the Tehsildar, at the MC level by the Chairman of the ULB and at the Panchayat level by the Panchayat Pradhan. The officers/officials of various departments would be provide the ESF at the appropriate level.

Emergency Warning and Dissemination

The EOC would utilize the ICT tools and various other modes available for early transmission of early warning to the vulnerable groups and also activate the responders.

The bulk group messaging services would also be utilized to alert the vulnerable groups and activate the SAR parties and all the responders. A model of early warning dissemination is given in fig 27 above. The timely flow of early warning system from the source to the targeted stakeholder is very important. The dissemination of early warning should be institutionalized so that it reaches the stakeholders in minimum possible time by recognized means of communication

Emergency Warning and Dissemination

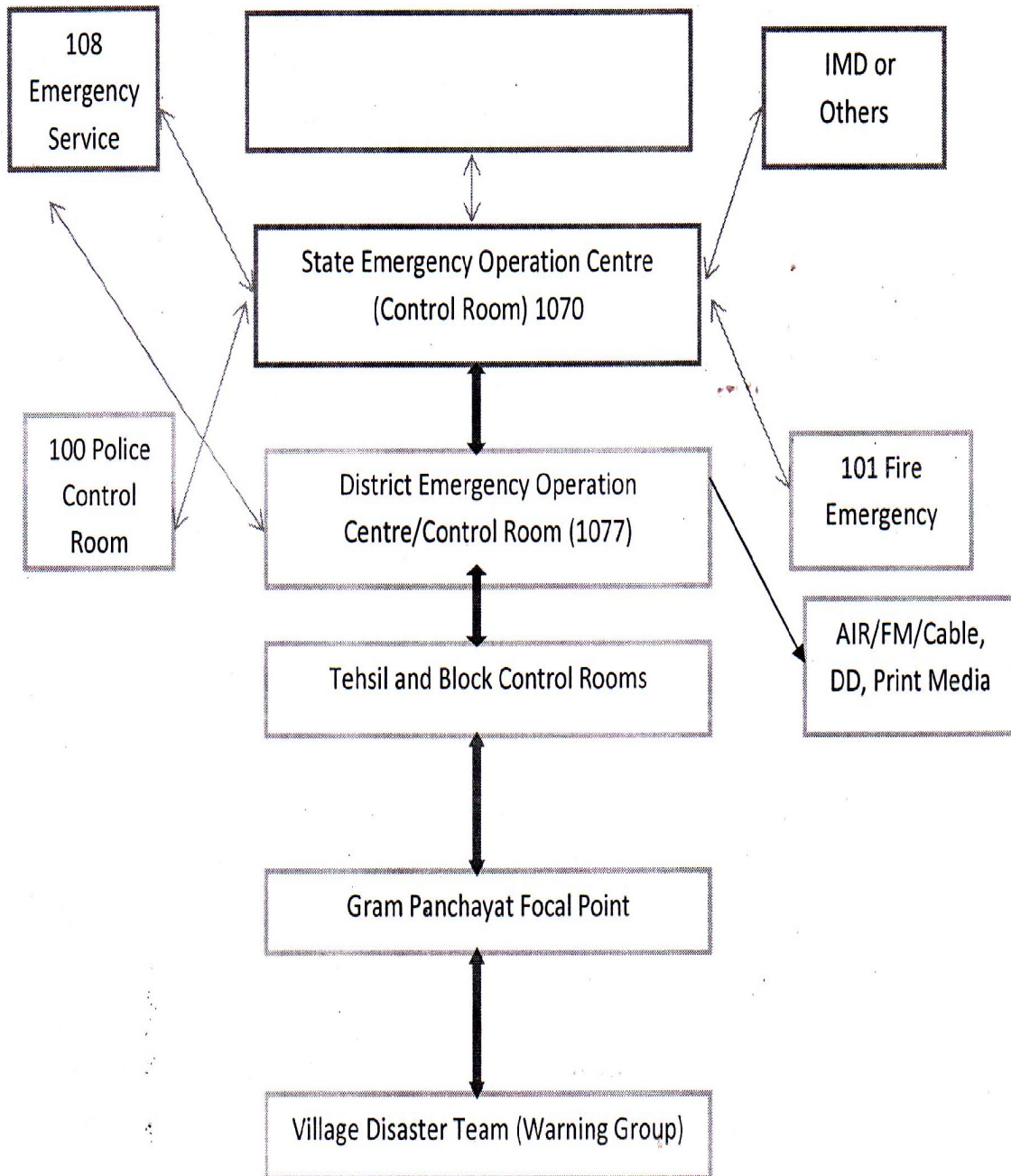


Figure : Flow of Early Warning System

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Rapid Damage Assessment and Reporting

The response to disaster would be more effective if the damage assessment is immediate and timely. The field staff and agencies of various departments would communicate the damage/loss to the DEOC at the earliest. Initially first information report would be sent which would be followed by the detailed damage assessment reports. The formats for damage assessment are given in the annexures.

Response vis a vis Various Disasters

Drought

Response Action of Administration

- ⇒ The DC will call tenders through advertisement in at least one English and one vernacular newspaper by end of April for supply of potable drinking water throughout the district in advance so that at the time of drought, the formalities are completed.
- ⇒ The DC will identify the suppliers and fixation of rates for transportation of drinking water through tankers/tractors Sub-division wise by the first week of April in case of poor rainfall during the preceding winter and otherwise by end of May.
- ⇒ The DC will identify nearest market in adjoining district/ state from where fodder (Straw) is easily available and direct SDMs to advise people to procure fodder from such place and fix the rates thereof plus freight rates to the different places.
- ⇒ The DC will submit report to the Government regarding crop loss due to drought.
- ⇒ The DC will submit report to Government with regard to situation of drinking water supply.
- ⇒ The DC in consultation with Animal Husbandry dept. shall assess requirement of fodder on the occurrence of drought and submit report to the Government.
- ⇒ The DC shall constitute joint emergency Sub-Division level and Tehsil level teams consisting of Executive Magistrate, Doctor, SDO (I&PH) for monitoring outbreak of water borne diseases.
- ⇒ The DC shall issue direction regarding cleaning of Traditional water Bodies prior to onset of summer and succeeding rainy season.
- ⇒ The DC will review availability of stock in all fair price shops in view of crop failure.
- ⇒ The DC will issue prohibitory orders with regard to sale of over ripe/rotten fruits and vegetables.
- ⇒ The DC will ensure stocking of medicines for water borne diseases in all health institutions.
- ⇒ The DC will ensure availability of Chlorine tablets and bleaching powder at the village/ Panchayats level.

Response Action of SDM

- ⇒ SDM shall submit weekly report regarding drinking water availability in respective jurisdiction from first week of May to the DC.
- ⇒ SDM shall prepare route chart for distribution of drinking water in consultation with the Executive Engineer I&PH department.
- ⇒ SDM shall identify source of drinking water in consultation with the I&PH dept. from where they will take their supply.
- ⇒ SDM will monitor smooth supply of water through tankers.
- ⇒ SDM will constitute a team comprising of panchayat Pradhan, Patwari and Veterinary Doctors at local level for verification of fodder procured.

Response Action by I&PH

- ⇒ The XEN's of the district will submit weekly reports of status of water supply in departmental schemes from the first week of May to the Superintendent Engineer.
- ⇒ The SE will compile status of water in the district and submit same to the DC on weekly basis.
- ⇒ The XEN's will submit demand of supply of water through tankers to the SDM.
- ⇒ The XEN's will identify source for filling of water tanker.

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- ⇒ The XEN's will ensure chlorination of such water supply.
- ⇒ The XEN's will ensure purification of natural water sources and all departmental schemes.
- ⇒ The XEN's will deploy personal (e.g. Water guard) with each tanker to ensure proper and equitable distribution of water.
- ⇒ The XEN's will maintain a register of movement and supply by each tanker which shall be verified by officer authorized by him.
- ⇒ The XEN's will try to install more hand pumps in areas which chronically face water scarcity during summer.

Response Action by Agriculture Department.

- ⇒ The Agriculture Officer will monitor the situation for impact of drought on crop growth and consequent yield.
- ⇒ The Agri. Officer will submit weekly report starting from last week of May and first week of January regard to status of Kharif and Rabi crops.
- ⇒ The Agri. Officer will prepare contingency plan for any crop failure due to drought and submit same to the Government and DC.
- ⇒ The Agri. Officer in view of drought will organize extensive field camps to advise farmers on alternative crop and strategies.

Response Action by Horticulture Department.

- ⇒ The Deputy Director Horticulture will monitor the situation for impact of drought on tree growth and consequent fruit yield.
- ⇒ The Deputy Director will submit weekly report starting from last week of May and first week of January with regard to status of fruit bearing trees.
- ⇒ The Deputy Director will prepare contingency plan for any crop failure due to drought and submit same to the Government and DC.
- ⇒ The Deputy Director in view of drought will organize extensive crop and strategies.

Response Action by Health Department.

- ⇒ The CMO will ensure all medical institutions are stocked with adequate medicines, especially for water borne diseases.
- ⇒ The CMO will constitute emergency medical teams at all PHC level to attend to outbreak of any epidemic (e.g. Water borne disease.).
- ⇒ The CMO will convene a meeting under the DC of all concerned departments including Revenue, Rural Deptt. I&PH, Ayurveda with regard to prevention of water borne diseases.
- ⇒ The CMO will ensure issuance of notification banning sale of over ripe/rotten and uncovered fruits/vegetables/flood by the District Magistrate.

II. Road Accident

Response Action by SDM

- ⇒ The SDM will immediately inform the DC of occurrence of accident and establish a control room at Sub-Divisional headquarter.
- ⇒ The SDM will immediately direct SHO concern to rush Police personnel to spot.
- ⇒ The SDM will immediately direct the Tehsildars/Naib-Tehsildar(Relief Officer) to rush to the spot.
- ⇒ The SDM will immediately put the Health Dept. on the alert by informing CMO/BMO concerned.
- ⇒ The SDM will arrange for search & rescue on the spot taking assistance of Police, Home Guard, Fire Brigade, PRIs, NGOs and local population.
- ⇒ The SDM will evacuate people directly involved in the accident and also general public if it is deemed necessary.
- ⇒ The SDM will direct the health dept. to depute ambulance and paramedical and medical staff to the spot immediately for on the spot treatment and first aid.
- ⇒ The SDM will arrange for dead van if so required.

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- ⇒ The SDM will coordinate between the Police, Health dept. Victims and their kith and kin for search and rescue, law and order, traffic management post shall coordinate with the health dept. For conduct of immediate post mortem and early handing over of dead bodies to kith and kin.
- ⇒ The SDM will ensure submission of a brief and comprehensive detailed report of the accident within 12 Hrs to the DC. The report shall contain the following information.
 - * Location and details of vehicle involved in the accident.
 - * Prima facie cause of accident.
 - * Detail of passengers with identification if any.
 - * Detail of relief provided in form of medicines and cash.
- ⇒ The SDM will keep the DC informed on action being taken on the spot from time to time.

Response Action for Health Department

- ⇒ The CMO on receiving information regarding the accident will immediately put on casualty/ emergency ward of District Hospital for referred cases.
- ⇒ The CMO will inform the BMO concerned and the SMO of the concerned sub-divisional hospital for similar action.
- ⇒ The CMO will arrange for immediate movement of ambulance with medical and paramedical staff to the site of accident.
- ⇒ The CMO will ensure portable stretchers are available site for evacuation on the injured and the dead.
- ⇒ The CMO will depute doctors from surrounding PHC/CHC to the CHC where the injured have been evacuated if staff strength is not enough at that health institution.
- ⇒ The CMO will maintain a detail of victims admitted to various health institutions including those referred to specialized health institutions outside the district. The CMO submit in writing to the DC such detail including status if health within 12 Hrs. in consultation with the SDM.

Response Action of SHO

- ⇒ The SHO will immediately inform the SDM, SP and DC regarding the incident with details of site.
- ⇒ The SHO will immediately depute a team of police personal to the site.
- ⇒ Depending upon the magnitude, the SHO shall rush to the site and personally coordinate search and rescue, evacuation, traffic regulation, law and order.
- ⇒ The SHO will communicate factual information to the SP on reaching the spot on the following.
 - ◇ Exact location
 - ◇ Prima facie cause of accident
 - ◇ Vehicles involved, transport company
 - ◇ No. of injured
 - ◇ No. of fatalities
 - ◇ Status of driver and conductor
 - ◇ Status of injured
- ⇒ The SHO will arrange for search & rescue and ensure smooth movement of traffic in consultation with the SDM.
- ⇒ The SHO will divert the traffic if required in consultation with the SDM.
- ⇒ The SHO will arrange for a guard to protect the property of the victims at the site.
- ⇒ The SHO will take necessary legal action as law and also initiate an inquiry into the causes of the accident.
- ⇒ The SHO will arrange for early post mortems and quick release of bodies to the kith and kin.
- ⇒ The SHO will submit a brief and comprehensive report regarding the accident in consultation with the SDM to the SP with in 12 Hrs of the accident.

Response Action of PWD

- ⇒ The XEN concerned will provide equipment and manpower to the SDM at the accident site on request.
- ⇒ Equipment such as crane, JCB, Bulldozer, Gas cutter etc will be provided by the XEN as per request of the SDM.

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- ⇒ The XEN/SDO/JE will supervise such operations at site depending upon the magnitude of the accident as assessed by the SDM.
- ⇒ The XEN will ensure manpower is provided at site on the request of the SDM.

Response Action of Home Guards

- ⇒ The Commandant will ensure movement of fire brigade immediately to the site when called for by the SDM.
- ⇒ The Commandant will provide manpower for assistance in search and rescue, removal of dead, traffic management, first aid etc.

III. Landslide

Response Action for PWD

- ⇒ SDO/JE will immediately inform XEN, SDM, Police Station/ Police Post concerned of occurrence of landslide.
- ⇒ SDO/JE of B&R/NH will immediately rush to the spot on receipt of report of landslide along with Moving Vehicle-JCB/Bulldozer and manpower with manual equipment.
- ⇒ SDO/JE will assess on spot magnitude of slide and intimate XEN concerned who shall immediately inform DC / SDM. The assessment shall be of estimate time of clearance, need for diversion of traffic if any, requirement of additional equipment and manpower.
- ⇒ XEN will intimate DC/SP regarding need for diversion of traffic.
- ⇒ XEN will intimate DC in case of need for additional requirement of equipment, manpower from adjoining division or district for coordination.

Response Action for Police.

- ⇒ SHO will immediately inform SDM, PWD, SP, DC regarding occurrence of landslide.
- ⇒ SHO will immediately rush personnel to the spot for traffic control and management.
- ⇒ Depending upon the magnitude of the landslide the SHO will personally move to the spot and supervise the situation.
- ⇒ SHO will submit his independent assessment of the situation to the SP.
- ⇒ In case of assessment of need to divert traffic, SHO shall in discussion with the SDM intimate SP/DC.
- ⇒ SP will intimate DC regarding need for diversion of traffic for coordination.
- ⇒ The Police personal will ensure maintenance of law and order at spot.
- ⇒ On opening of road, the Police personnel will remain on the spot till all traffic has cleared.
- ⇒ On clearance of road and traffic SHO will report back to the SP.

Response Action of Administration

- ⇒ SDM will immediately inform DC of occurrence of landslide.
- ⇒ SDM will immediately inform PWD of occurrence of landslide and direct movement of equipment and manpower to spot.
- ⇒ SDM will immediately inform Police Station of occurrence of landslide and direct SHO to rush personnel to spot.
- ⇒ SDM will direct Tehsildar/Naib-Tehsildar concerned to move to spot as per magnitude of the landslide.
- ⇒ SDM will activate revenue staff for assessment and report from the spot.
- ⇒ SDM will coordinate with Police and Home Guard if any Search and Rescue effort is to be launched under intimation to DC
- ⇒ SDM will assess need for diversion of traffic in consultation with PWD and Police order for same in consultation with the DC.
- ⇒ In case of unavailability of alternate route for diversion and long duration of clearing operation, SDM will coordinate with PRIs/NGOs/Local population to make available water and refreshment for the travelers/tourists.

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ACTION PLAN NO. 1:-

In Bilaspur Dist., mainly disaster of flood due to Parchu Lake and heavy rains is causing alarming situation apart from draught, forest fire and land slide. Villages situated around across the Satluj basin and Gobind Sagar water reservoir main Khuds are mainly affected every year causing loss of human life, loss of livestock, loss of houses as well as cultivatable and pasture lands, rendering people and animals houseless, injured, dead and creating food, fodder and water scarcity. Landslide deprive Human as well as livestock of timely medical and veterinary facility because roads connectivity is lost, water resources are either washed, damaged and contaminated causing heavy water pollution due death of humans and livestock. Every time dead carcasses of both humans and animals are seen floating in Gobind Sagar Lake. Whereas many lift irrigation and water supply scheme are operational from this reservoir, similarly villages situated on the basin of this reservoir are consuming water for all purposes, thus causing fear of disease outbreaks if proper disposal of carcasses is not done. For this major work force (Technical as well as Laborers) are immediate requirements along with motor boat facility, JCB machines, selt and phenyl, face mask, aprons, gum boots, disp., glove and ropes in bulk quantity. So that carcasses could be removed from reservoir and properly disposed of through burial method and scope of any disease outbreak are minimized.

ACTION PLAN NO. 2

Rescue and Animal Health Operations: - In the affected area animals are to be rescued and collected in relief camps, the immediate priority would be controlling and combating diseases apart from first aid to the injured. The animal health component disaster mitigation includes -

- ⇒ Promotion of herd health care such as nutrition, pregnant animals care, care of new born and young animals etc.
- ⇒ Prevention of disease risk through vaccination, pest / vector control and sanitation etc.
- ⇒ Specific therapy by way of early diagnose and treatment.
- ⇒ Rehabilitation helps animals to recover from trauma and fear.
- ⇒ Disposal of dead animals as given before.

ACTION PLAN NO 3

Resource planning:-

Assessment of available men power i.e. VOs, Para Vets and class IV to be deployed.

Store of equipments includes medicines, surgical and medical appliances, diagnostic and life saving.

Logistical needs: - Fuel, lighting equipments, tents, sheds, grass bedding, tractor trolleys, material used for sanitation, storage of fodder, feed and water.

Ambulance and outreach facility i.e. Veterinary medical facility as mobile ambulatory units.

CHAPTER – 8

Reconstruction, Rehabilitation and Recovery Measures

Relief, rehabilitation, reconstruction and recovery are important phases of post disaster response. Relief is no longer perceived only as gratuitous assistance or provision of emergency relief supplies on time. It is on the contrary, viewed as an overarching system of facilitation of assistance to the victims of disaster for their rehabilitation in States and ensuring social safety and security of the affected persons. The relief needs to be prompt, adequate and of approved standards.

The recovery phase starts after the immediate threat to human life has subsided. During reconstruction it is recommended to consider the location or construction material of the property. The approach to the reconstruction process has to be comprehensive so as to convert adversity into opportunity. Incorporating disaster resilient features to 'build back better' will be the guiding principle. This phase requires the most patient and painstaking effort by all concerned. The administration, the stakeholders and the communities need to stay focused on the needs of this phase, as, with the passage of time, the sense of urgency gets diluted. The appropriate choice of technology and project impact assessment needs to be carried out to establish that the projects contemplated do not create any side effects on the physical, socio-cultural or economic environment of the communities in the affected areas or in their neighbourhood. The involvement of community in decision making is important. Systems for providing psychosocial support and trauma counselling would be developed for implementation during the reconstruction and recovery phase

Reconstruction plans and designing of houses need to be participatory process involving the affected community, NGO, corporate sector and the Government. Having a clear cut policy on entitlement, criteria for GIA and land ownership, relocation, exchange of land will facilitate speedy reconstruction. After the planning process is over, while the owner driven construction is preferred option, participation of NGO, corporate sector and technical experts will be encouraged to ensure safe and better reconstruction. Reconstruction programme will be within the confines and the qualitative specifications laid down by the Government. In order to have acceptability for the safe and quality standards it will be better if the safe construction norms, designs and guidelines are finalised during normalcy so that community is well aware of them. Services of CBO, CSOs, and faith based organisation may be taken for this purpose to gain acceptance.

Reconstruction of Social Infrastructure

Essential services, social infrastructure and intermediate shelters/camps will be established in the shortest possible time. For permanent reconstruction, ideally, the work including the construction of houses must be completed within two to three years. State Government and Departments of State Government should create dedicated project teams to speed up the reconstruction process. Involvement of PRIs and ULBs for reconstruction at local level will be encouraged.

Socio-Economic Rehabilitation

Disasters destroy development and livelihood sources. In the post disaster situation there is great need to generate temporary livelihood options for the affected community. The relief and reconstruction programmes would be used to generate livelihood options for the needy. Ongoing or new programmes may be launched which may help the affected community to earn their livelihood. It would be ensured that such programmes result in the creation of assets, infrastructure, and amenities community and equally important is that such assets are hazard resistant, durable, and sustainable. Disasters may also end up in destroying the existing village or housing sites and re-settlement in the existing locations may no longer be possible. Possible sites for re-location of habitation would be identified.

Linking Recovery with Safe Development/Reconstruction – 'Building back Better'

It will be ensured that the post disaster development/reconstruction does not end up in re-building the existing vulnerability. The reconstruction phase would be utilised to incorporate the building codes, safe construction practices, and zoning regulations. Contingency plans for reconstruction in highly disaster prone areas would be drawn out during the period of normalcy, which may include architectural and structural designs in consultation with the various stakeholders. Emphasis will be laid on plugging the gaps in the social and economic infrastructure and infirmities in the backward and forward linkages. Efforts will be made to support and enhance the viability of livelihood systems, education, health care facilities, care of the elderly, women and children, etc. Other aspects warranting attention will be roads, housing, drinking water sources, provision for sanitary facilities, availability of credit, supply of agricultural inputs, upgradation of technologies in the on-farm and off-farm activities, storage, processing, marketing, etc.

CHAPTER – 9

Financial Resources and Implementation of DDMP

With change of paradigm shift in DM from the relief-centric to proactive approach of prevention, mitigation, capacity building, preparedness, response, evacuation, rescue, relief, rehabilitation and reconstruction, effort would be made to mainstream and integrate disaster risk reduction and emergency response in development process, plans and programmes of the Government at all levels. This would be done by involving all the stakeholders – Government organisations, research and academic institutions, private sector, industries, civil society organisation and community. DDMA will ensure mainstreaming of disaster risk reduction in the developmental agenda of all existing and new developmental programmes and projects which shall incorporate disaster resilient specifications in design and construction. Due weightage will be given to these factors while allocating resources. Project, which help in reducing the existing vulnerability of the area would be given preference over projects which are likely to enhance it.

Disaster Response and Mitigation Funds

District Disaster Response Funds and District Disaster Mitigation funds would be created at the District Level as mandated in the Act (Section 48). The disaster response funds at the district level would be applied by the DDMA towards meeting expenses for emergency response, relief, rehabilitation in accordance with the guidelines and norms laid down by the Government of India and the State Government. The mitigation funds shall be applied by the DDMA for the purpose of mitigation as per the HP DM Rules, 2011.

Responsibilities of the State Departments and Agencies

All State Government Departments, Boards, Corporations, PRIs and ULBS will prepare their DM plans including the financial projections to support these plans. The necessary financial allocations will be made as part of their annual budgetary allocations, and ongoing programmes. They will also identify mitigation projects and project them for funding in consultation with the SDMA/DDMA to the appropriate funding agency. The guidelines issued by the NDMA vis a vis various disasters may be consulted while preparing mitigation projects.

Techno-Financial Regime

Considering that the assistance provided by the Government for rescue, relief, rehabilitation and reconstruction needs cannot compensate for massive losses on account of disasters, new financial tools such as catastrophe risk financing, risk insurance, catastrophe bonds, micro-finance and insurance etc., will be promoted with innovative fiscal incentives to cover such losses of individuals, communities and the corporate sector. In this regard, the Environmental Relief Fund under the Public Liability Insurance Act, 1991, enacted for providing relief to chemical accident victims is worth mentioning. Some financial practices such as disaster risk insurance, micro-finance and micro-insurance, warranty on newly constructed houses and structures and linking safe construction with home loans will be considered for adoption.

CHAPTER - 10

Procedure and Methodology for Monitoring, Evaluation, Updation and Maintenance of DDMP

The following monitoring and evaluation procedure would be followed to make the plan functional and a living document:-

- a. The DDMA will regularly review the implementation of the plan.
- b. In order to improve the plan the DDMA would check the efficacy of the plan after any major disaster/emergency in the district and see what did work and what did not work and make amendments to the plan accordingly.
- c. As per Sub Section (4) of Section 31 of the Disaster Management Act, 2005 the plan would be reviewed and updated annually and the year in which the plan has been reviewed would be clearly mentioned in shape of header in each page of the plan.
- d. Resource inventory of the district has been fed into the IDRN would be regularly updated and appended to the plan.
- e. Names and contact details of the officers/officials who are the nodal officers or the incharge of resources to be updated on regular basis.
- f. A soft copy of the plan would always be kept in the DDMA website for reference by all concerned.
- g. A Copy of the plan would be sent to all the stakeholder departments, agencies and organisations so that they know their role and responsibilities and they are also prepare their own plans.
- h. Regular Mock Drills should be conducted to test the efficacy of the plan and check the level of preparedness of various departments and other stakeholders.
- i. Regular training and orientation of the officers/officials responsible to implement the plan should be done so that it becomes a useful document to the district administration.
- j. Regular interaction and meetings with the CPMFs and Army or any other central government agency would be done by the DDMA so that there is no problem of coordination during disasters. The representatives of these organisations should be invited as expert for the DDMA meeting. A copy of the DDMP should also be shared with them.
- k. The DEOC would assist the DDMA in keeping the plan in updated form and collecting, collating and processing the information.
- l. The DDMP would be comprehensively reviewed every year latest by May and incorporating feedback from the departments and field officers

a.

Chapter - 11

Coordination Mechanism for Implementation of DDMP

Institutional and Legal Framework

The DM Act 2005 recognises that sometimes the development patterns that do not recognise disaster risk and vulnerability in the specific geographic areas may induce disasters. The proactive approach in the DM Act 2005 to address disaster risk and vulnerability through pre-disaster preparedness and mitigation activities also envisions accountability and multi stakeholder participation, including coordination of the activities of the NGOs at various levels. Sections 30 (2) (xix) of the Act mandates the DDMA for collaboration with stakeholder agencies including NGOs for the purpose of improving the effectiveness of DM. Similarly the Act mandates NGOs to act in an equitable and non-discriminatory manner for the purpose of assisting or protecting the disaster affected communities or for providing relief to the affected communities or while dealing with any effects of threatening disaster situations and has fixed the responsibility to monitor this on DDMA's vide section 34 (l). The above provisions ensure that the concerned DM interventions being addressed are supported and facilitated by the civil society organizations working at the grass roots and also takes care of the ground realities.

Section 30 (2) (xix) of the Act stipulates that the DDMA shall “advise, assist and coordinate the activities of the Departments of the Government at the district level, statutory bodies and other governmental and non-governmental organisations in the district engaged in the disaster management” and Section 24 (l) lays down that the DDMA shall “ensure that the non-governmental organisations carry out their activities in an equitable and non-discriminatory manner”. The Act also directs the State Government under Section 38 (2) (a) to coordinate “actions of different departments of the Government of the State, the State Authority, District Authorities, local authority and other non-governmental organisations”.

Sections 35 and 38 specifically emphasise the coordination of actions with NGOs. The National Policy on Disaster Management (NPDM) also states the national vision for community mobilisation and participation in DM and aims to provide momentum and sustenance through the collective efforts of all government agencies and NGOs. There is emphasis on community based disaster management, including last mile integration of the policy, plans and execution and early warning dissemination. Promoting a productive partnership with NGOs is a prominent thrust area in the NPDM.

There is a large scope for improving the engagement of NGOs in DM and on efficiently utilising their unique advantages and core competencies by strengthening humanitarian coalitions, alliances and NGO networks. There is also need to strengthen public awareness, capacity building and knowledge management through CBOs and NGOs. Institutional mechanisms for the advocacy and engagement of NGOs with government agencies on DM concerns require to be strengthened. Replication and scaling up of community level good practices has to be promoted.

Advantages of Involving NGOs

1. NGOs can play a very important role in mobilising communities and in linking PRIs/ULBs with corporate sector entities for initiating DRR related activities.
2. The strong linkages which NGOs have with grassroots communities can be effectively harnessed for creating greater public awareness on disaster risk and vulnerability, initiating appropriate strategies for strengthening the capacity of stakeholder groups to improve disaster preparedness, mitigation and improving the emergency response capacities of the stakeholders.
3. In addressing the emerging concerns of climate change adaptation and mitigation, NGOs can play a very significant role in working with local communities and introducing innovative approaches based on the good practices followed in other countries.
4. NGOs can bring in the financial resources from bi-lateral and multilateral donors for implementing pragmatic and innovative approaches to deal with disaster risk and vulnerability, by effectively integrating and converg-

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by effectively integrating and converging the various government programmes, schemes and projects to create the required synergy in transforming the lives of at-risk communities.

Actions to be taken by the DDMA

1. Developing a database of NGOs, CBOs and Faith Based Organisations at all levels working in the field of disaster management and emergency response and other others focusing on geographic outreach and thematic capacities of the organisations.
2. Developing the capacity of identified NGOs, CBOs and organisations in disaster management and emergency response.
3. Constitution of Inter-Agency Group (IAG) for the district with an objective to:-
 - Promote and institutionalise unified response strategy in humanitarian crisis.
 - Mainstreaming the emergency preparedness as in integrated development strategy.
 - Systematise the emergency response mechanism.
 - Bringing in the culture of “working together” in emergencies and normalcy.
 - Engagement in activities that will build the capacities of stakeholders and local communities to cope with calamities.
4. Development of Criteria for membership of IAG: Any of the following criteria is proposed to become a member of the District IAG:-
 - District Level agencies working in emergency response and preparedness for minimum of five years.
 - International and national funding agencies supporting emergency preparedness and community led risk reduction initiatives for a minimum period of three years.
 - Academic and /or research institutions actively involved on disaster related knowledge management and practices.

Membership claim may be scrutinised by a committee of the District IAG for authentication of the prospective member organisation.

Coordination of Actions of Other Actors

Disasters affect all aspect of human life and all aspects of development. Therefore, Disaster Management is a multi-agency function. It involves actions by all departments, organisation and agencies. In short, it involves all departments of the State Government, Central Government, Armed Forces, civil society and commercial organisation (NGOS, CBOs, Faith Based Organisation, Traders Organisations, Corporate Sector), international organisations working in the field of disaster response, UN Agencies etc. It is therefore, important that roles and responsibilities of each stakeholder is laid down during normal time and coordination mechanism worked out so that the same works during emergencies. It is must that regular meetings with all the stakeholders is held at least once in six months or a year. And all stakeholders are also associated in the mock drills to test their preparedness and clarity of roles and responsibility.

Chapter – 12

Standard Operating Procedures and Check List

OPERATING PROCEDURE GUIDELINES

FOR

FOREST DEPARTMENT

Planning Assumptions

- There is no substitute for maintaining standards of services and regular maintenance during normal times. This affects the response of the department to any disaster situation.
- The department is required adopt appropriate measures to ensure that community participates substantially.
- For effective preparedness, the department must have a disaster response plan or disaster response procedures clearly defined in order to avoid confusion, improve efficiency in cost and time.
- Orientation and training for disaster response plan and procedures accompanied by simulated exercise will keep the department prepared for such eventualities. Special skills required during emergency operations need to be imparted to the officials and the staff. Select personnel can be deputed for training as “NODAL OFFICER – FOREST” at district level.

Action Plan Objective in a Disaster Situation

Forest protection

Activities on Receipt of Warning or Activation of District DMP (DDMP)

- Within the affected district all available personnel will be made available to the District Disaster Manager. If more personnel are required, then out of station officer or those on leave may be recalled.
- All personnel required for Disaster Management should work under the overall supervision and guidance of District Disaster Manager.
- Establish communications with District control room and your departmental offices within the division.
- Appoint one officer as “NODAL OFFICER – Forest” at district level.
- Review and update precautionary measures and procedures and review with staff the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.
- Fill departmental vehicles with fuel and park them in a protected area.
- Check available stocks of equipments and materials which are likely to be most needed after disaster.
- Provide information to all concerned, about disasters, likely damages, and information about ways to protect the same.
- All valuable equipments and instruments should be packed in protective covering and stored in room the most damage-proof.
- Establish work schedules to ensure that the adequate staff are available.
reforestation.

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Relief and Rehabilitation

- Assess the extent of damage to forests, nurseries and storage facilities and the requirements to salvage or reforestation.
- Establish contact with remote sensing department to assess damage.
- Afforestation measures should be coordinated with DRDA to ensure employment assurance to disaster hit people, and with Soil Conservation Department to ensure stabilization of slopes and district control room.
- Ensure that the appropriate conditions through cleaning operations are maintained to avoid water-logging and salinity in low lying areas.
- A pests and disease monitoring system should be developed to ensure that a full picture of risks is maintained.
- Plan for emergency accommodations for forest staff from outside the area.
- Information formats and monitoring checklists should be used for programme monitoring and development and for reporting to DCR. This is in addition to existing reporting system in the department.
- Establishment of a public information center with a means of communication, to assist in providing an organized source of information. The department is responsible for keeping the community informed of its potential and limitations in disaster situations.
- The NGOs and other relief organizations should be aware of the resources of the department.

OPERATING PROCEDURE GUIDELINES FOR POLICE DEPARTMENT

Planning Assumptions

Orientation and training for disaster response plan and procedures accompanied by simulated exercises will keep the department prepared for such eventualities. Special skills required during emergency operations need to be imparted to the officials and the staff. Select personnel can be deputed for training as “NODAL OFFICER – Police” at the district level.

NORMAL TIME ACTIVITY

- Assess preparedness level and report the same as per the format to District Control Room every six months.
- Maintain a list of disaster prone areas in the district.
- Organise training on hazardous chemicals for police officers to facilitate handling of road accidents involving hazardous materials.
- Designate an area, within police station to be used as public information center.

Action Plan Objective in a Disaster Situation

- To Maintain Law and order

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Activities On Receipt of Warning or Activation of DDMAP

- Within the district, all available personnel will be made available to the District Disaster Manager (DDM). If more personnel are required, then out of station officers or those on leave may be recalled.
- All personnel required for disaster management should work under the overall supervision and guidance of District Disaster Manager.
- Establish radio communications (and assist in precautionary evacuation activities) with State Emergency Operations Center, District control room and Departmental offices.
- Appoint one officer as “Officer-in-Charge – Police” at the district level.
- The DDM shall provide “Officer-in-Charge - Police” or the field staff as the need be, with all needed authorizations with respect to
 - Recruiting casual labourers.
 - Procuring locally needed emergency tools and equipment and needed materials.
 - Expending funds for emergency needs.
- The “Officer-in-Charge - Police” will ensure that all field staff and other officers submit the necessary reports and statement of expenditure in a format as required by DDMA.
- Provide guards as needed for supply depots such as cooperative food stores and distribution centers.
- Identify anti-social elements and take necessary precautionary measures for confidence building.

Evacuation

- All evacuations will be ordered only by the DC, SP, Fire Brigade.
- For appropriate security and law and order, evacuation should be undertaken with assistance from community leaders.
- All evacuations should be reported to DC or Superintendent of Police immediately.

Relief and Rehabilitation

- Immediately after the disaster, dispatch officers to systematically identify and assist people and communities in life threatening situations.
- Help identify the seriously injured people, and assist the community in organizing emergency transport of seriously injured to medical treatment centers.
- Ensure that the police stations are functioning immediately after the disaster at all required locations, as may be requested by the district control room, and that staff are available for the variety of needs that will be presented.
- Assist and encourage the community in road-clearing operations.
- Identify roads to be made one-way, to be blocked, alternate routes, overall traffic management and patrolling on all highways, and other access roads to disaster site.
- Provide Security in transit and relief camps, affected villages, hospitals and medical centers and identify

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and identify areas to be cordoned off.

- Transport carrying transit passengers (that is, passengers traveling through buses and passing through the district), should be diverted away from the disaster area.
- Provide security arrangements for visiting VVIPs and VIPs.
- Assist district authorities to take necessary action against hoarders, black marketers and those found manipulating relief material.
- In conjunction with other government offices, activate a public information center to:
 - Respond to personal inquiries about the safety of relatives in the affected areas
 - Compile statistics about affected communities, deaths, complaints and needs
 - Respond to the many specific needs that will be presented
 - Serve as a rumor control center
 - Reassure the public
- Make officers available to inquire into and record deaths, as there is not likely to be no time or personnel available, to carry out standard postmortem procedures.
- Monitor the needs and welfare of people sheltered in relief camps.
- Coordinate with military service personnel in the area.

OPERATING PROCEDURE GUIDELINES FOR HEALTH DEPARTMENT

- There is no substitute for maintaining standards of services and regular maintenance during normal times. This affects the response of the department to any disaster situation.
- For effective preparedness, the department must have disaster response procedures clearly defined in order to avoid confusion, improve efficiency in cost and time.
- Orientation and training for disaster response plan and procedures, accompanied by simulated exercises, will keep the department prepared for such eventualities. Special skills required during disaster situations need to be imparted to the officials and the staff.
- Select personnel can be deputed for training as “NODAL OFFICER”.

ACTION PLAN OBJECTIVE IN A DISASTER SITUATION

- Providing efficient and quick treatment.
- Preventing outbreak of epidemics.

ACTIVITIES ON RECEIPT OF WARNING OR ACTIVATION OF DDMAP

- Within the affected district all available personnel will be made available to the District Disaster Manager. If more personnel are required, then out of station officers or those on leave may be recalled.
- All personnel required for disaster management should work under the overall supervision and guidance of District Disaster Manager.
- Ensure that personnel working within the district come under the direction and control of the DDM.
- Appoint one person as “NODAL OFFICER”.

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- Review and update precautionary measures and procedures, and review with staff, the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.
- Stock emergency medical equipment which may be required after a disaster.
- Determine type of injuries/illnesses expected and drugs and other medical items required, and accordingly ensure that extra supplies of medical items be obtained quickly.
- Provide information to all hospital staff about the disasters, likely damages and effects, and information about ways to protect life, equipment and property.
- Discharge all ambulatory patients whose release does not pose a health risk to them. If possible, they should be transported to their home areas.
- Non-ambulatory patients should be relocated to the safest areas within the hospital. The safest rooms are likely to be:
 - On Ground Floor
 - Rooms in the center of the building away from windows.
 - Rooms with concrete ceilings.
- Equipment supplies such as candles, matches, lanterns and extra clothing should be provide for the comfort of the patients.
- Surgical packs should be assembled and sterilized. A large enough number should be sterilized to last four to five days. The sterilized surgical packs must be stored in protective cabinets to ensure that they do not get wet. Covering the stock with polythene is recommended as an added safety measure.
- All valuable instruments, such as surgical tools, ophthalmoscopes, portable sterilizers, CGS, dental equipments, etc., should be packed in protective coverings and store rooms considered to be the most damage-proof.
- Protect all immovable equipment, such as x-ray machines, by covering them with tarpaulins or polythene.
 - All electrical equipments should be unplugged when disaster warning is received.
 - Check the emergency electrical generator to ensure that it is operational and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan.
 - All fracture equipment should be readied.If surgery is to be performed following the disaster, arrange for emergency supplies of anesthetic gases.
 - Check stocks of equipments and drugs which are likely to be most needed after the disaster. These can be categorized generally as:
 - Drug used in treatment of cuts and fractures, such as tetanus toxoid, analgesics and antibiotics.
 - Drugs used for the treatment of diarrhea, water-borne diseases and flu (including oral rehydrating supplies).
 - Drugs required to treat burns and fight infections.
 - Drugs needed for detoxication including breathing equipments.
- Assess the level of medical supplies in stock, including :
 - Fissure materials

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- Surgical dressings
- Splints
- Plaster rolls
- Disposable needles and syringes
- Local antiseptics.
- Prepare an area of the hospital for receiving large number of casualties.
- Develop emergency admission procedures (With adequate record keeping).
- Orient field staff with DDMAP, standards of services, procedures including tagging.
- Hospital administrators should
 - Establish work schedules to ensure that adequate staff are available for in-patient needs.
 - Organise in-house emergency medical teams to ensure that adequate staff are available at all times to handle emergency casualties.
 - Set up teams of doctors, nurses and dressers for visiting disaster sites.

RELIEF AND REHABILITATION

- Transport should be arranged for the transfer of seriously injured patients from villages and peripheral hospitals to general hospitals. If roads are blocked, a method should be established to request helicopter transport.
- Establish health facility and treatment centres at disaster sites.
- The provision of medical services should be coordinated by the CMO with district control room.
- Procedures should be clarified between
 - Peripheral hospitals
 - Private hospitals
 - Blood banks
 - General hospitals and
 - Health services established at transit camps, relief camps and affected villages.
 - Maintain checkpoints and surveillance at Transport depots and all entry and exit points from the affected area, especially during the threat or existence of an epidemic.
 - An injury and disease monitoring system should be developed to ensure that a full picture of health risks is maintained.
 - Monitoring should be carried out for epidemics, water and food quality and disposal of waste in transit and relief camps, feedings centers and affected villages.
 - Plan for emergency accommodations for auxiliary staff from outside the area.
 - Information formats and monitoring checklists should be used for programme monitoring and develop-

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ment and for reporting to Emergency Operations Center. This is in addition to existing reporting system in the department.

- Seek security arrangements from district police authorities to keep curious persons from entering hospital area and to protect staff from hostile actions.
- Establishment of a public information center with a means of communication to assist in providing an organized source of information. The hospital is responsible for keeping the community informed of its potential and limitations in disaster situations
- The Local Police, rescue groups, and ambulance teams should be aware of the resources of each hospital.

STANDARDS OF SERVICE

Tagging

Tagging is the process of prioritizing transfer of injured, based on first hand assessment of the medical officer on the disaster site. It is based on the medical criterion of chance of survival. Decision is made regarding cases which can wait for treatment, these which should be taken to more appropriate medical units, and these which have no chances of surviving. The grouping is based on the benefit that the casualties can expect to derive from medical care, not on the seriousness of the injuries. Whenever possible, the identification of patients should be accomplished concurrently with triage. This is done by attaching a tag to each patient, usually color-coded to indicate a given degree of injury and the priority for evacuation. Red Tag signifies that the patient has a first priority for evacuation. Red-tagged patients need immediate care. Green Tag identifies those patients who receive second priority for evacuation. Such patients need care, but the injuries are not life-threatening. Yellow Tag is used on patients who are given third priority for evacuation. Black tags are placed on the dead, i.e. casualties without a pulse or respiration who have remained in that condition for over 20 minutes, or whose injuries render resuscitation procedures impossible.

Evacuation Procedure under the following conditions

Casualties not trapped or buried. Evacuate in the following order:

- Red-tag casualties.
- Green-Tag casualties.
- Yellow-Tag casualties.

Casualties not trapped or buried. Evacuate in the following order:

- Red-tag casualties.
- Green-Tag casualties.
- Yellow-Tag casualties.
- Black-tag casualties not trapped or buried.
- Trapped black-tag casualties.

Vector Control Standards

Vector control programmes should be planned so as to cope with two distinct situations:

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- The initial phase immediately following the disaster, when control work should concentrate on the destruction, by a physical or chemical process, of vermin on persons, their clothing, bedding and other belongings and on domestic animals. An emergency sanitation team should be available from the beginning for carrying out these disinfestations.
- The period after the disaster subsided, control work should be directed towards proper food, sanitation, safe disposals of wastes, including drainage, and general personal cleanliness.

Materials and equipment

In the absence of clear indication from field, a minimum kit comprising of the following materials and equipments should be carried by the advance party to the disaster site

• Equipment for pediatric intravenous use	36
• Tensiometers for children and adults	12
• Assorted ferrules Boxes	2
• Tracheal cannulae	36
• Set of laryngoscopes for infants, children And adults	1 each
• Endotracheal tubes, No. 7 Murphy	36
• Endotracheal tubes, No. 8	36
• Nasogastric probes	36
• Oxygen masks, for adults and children	2
• Large scissors for cutting bandages	3
• Plastic linings	60
• Phonendoscopes	15

Sterilization Unit Supplies

• Tracheotomy set	6
• Thorachotomy set	6
• Venous dissection set	6
• Set for small sutures	12
• Bottles for drainage of thorax	10
• Hand scissors No. 4	6
• Syringes (disposables) x 2cc	60
• Syringes (disposables) x 10cc	90
• Syringes (disposables) x 50cc	60

Ambulance Fleet

The ambulances will carry the following equipment:

1. Oxygen, Oxygen Mask, and manometer.

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2. Stretchers and blankets
3. Emergency first aid kit
4. Suction equipment
5. Supplies for immobilizing fractures
6. Venoclysis equipment
7. Drugs for emergency use
8. Minimal equipment for resuscitation maneuvers

Each ambulance should be staffed by at least a physician, a nurse, a stretcher-bearer and a driver. The medical and paramedical personnel should be experienced in procedures for the management of patients in intensive care units.

Equipments and Supplies required for Vermin control for a population of 10,000

1.	Power sprayers	2
2.	Hand-pressured sprayers, capacity 20-30 litres	50
3.	Dusters (hand-operated, plunger type)	50
4.	Dusters (power-operated)	2
5.	Space sprayer	1
6.	Adequate supply of accessories and spare parts for the above equipment	

OPERATING PROCEDURE GUIDELINES FOR IRRIGATION AND PUBLIC HEALTH DEPARTMENT

Planning Assumptions

- There is no substitute for maintaining standards of services and regular maintenance during normal times. This affects the response of the department to any disaster situation.
- Operating procedures for mobilizing community participation during various stages of disaster management. The department is required to adopt appropriate measures to ensure that community participates substantially.
- For effective preparedness, the department must have a disaster response plan or disaster response procedures clearly defined in order to avoid confusion, improve efficiency in cost and time.
- Orientation and training for disaster response plan and procedures accompanied by simulated exercise will keep the department prepared for such eventualities. Special skills required during emergency operations need to be imparted to the officials and the staff. Select personnel can be deputed for training as “NODAL OFFICER – Water supply” and “Officer-in-Charge – Water supply” at state and district level respectively.
- To the extent possible, preventive measures as recommended in the preparedness and mitigation document of DDMP should be undertaken to improve departmental capacity to respond to a disaster.

Normal Time Activity

- Assess preparedness level and report the same as per the format to the District Control Room every six months.
- Identify flood prone rivers and areas and activate flood monitoring mechanisms.
- Mark water level gauges on rivers, dams, and reservoirs.

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- Establish disaster management tool kits at sub-divisional levels consisting of ropes, pulley blocks, jungle knives, shovels, cement in bags, concrete pans, gunny bags, cane baskets.

Action Plan Objective in a Disaster Situation

- Restoration of water supply to the affected area
- Monitor flood situation
- Monitor and protect irrigation infrastructure
- Restore damaged infrastructure

Activities on Receipt of Warning or Activation of DDMP

- Within the affected district/sub-division all available personnel will be made available to the District Disaster Manager. If more personnel are required, then out of station officer or those on leave may be recalled.
- All personnel required for Disaster Management should work under the overall supervision and guidance of District Disaster Manager.
- Establish communications with Emergency operations Centre at State HQ, District Control Room and your departmental and field offices within the division.
- Appoint one officer as “Officer-in-Charge – Water Supply and Irrigation” at district level.
- Review and update precautionary measures and procedures and review with staff the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.
- Fill departmental vehicles with fuel and park them in protected area.
- Make sure that the hospital storage tank is full and hospital is conserving water.
- Inform people to store an emergency supply of drinking water.
- Organize on the receipt of disaster warning continuous monitoring of
 - ◇ Wells
 - ◇ Intake structures
 - ◇ Pumping stations
 - ◇ Pumping mains
 - ◇ The treatment plant
 - ◇ Bunds of Dams
- The inlet and outlet to tanks should be inspected to ensure that waterways are unobstructed by trees and vegetation.
- Any repairs/under construction activity should be well secured with sandbags, rockfalls, etc.

Relief and Rehabilitation

- Carry out emergency repair of all damages to water supply system.
- Assist health authorities to identify appropriate source of potable water.
- Identify unacceptable water sources and take necessary precautions to ensure that no water is accessed from such sources, either by sealing such arrangements or by posting department guards.
- Arrange for alternate water supply and storage in all transit camps, feeding centers, relief camps, cattle

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camps, and also the affected areas, till normal water supply is restored.

- Ensure that potable water supply is restored as per the standards and procedures laid down in “Standards of Potable Water”.
- Continue round the clock inspection and repair of bunds of dams, irrigation channels, control gates and overflow channels.
- Continue round the clock inspection and repair of pumps, generators, motor equipment and station building.
- Plan for emergency accommodations from staff from outside the area.
- Report all activities to the head office.

Control Room

- Provide for sending additional support along with food, bedding, tents
- Send vehicles and any additional tools and equipments needed.
- Standby diesel pumps or generators should be installed in damage proof buildings.
- A standby water supply should be available in the event of damage.
- Establish procedures for emergency distribution of water if existing supply is disrupted.
- Make provisions to acquire tankers and establish other temporary means of distributing water on an emergency basis.
- Make provisions to acquire containers and storage tanks required for storing water on an emergency basis.
- Prepare plan for water distribution to all transit and relief camps, affected villages and cattle camps and ensure proper execution of these plans.
- A minimum level of stock should be maintained for emergencies, and should include extra lengths of pipe, connections, joints, hydrants and bleaching powder. Adequate tools should be on hand to carry out emergency repair.
- Make sure auxiliary generators and standby engines are in good working order.
- Acquire a buffer stock of fuel for the motors and store in a protected place.
- Establish emergency work gangs for immediate post-disaster repair.

Standards of Services

Water Supply

Piped Water

- After any repair on the distribution system, the repaired main should be flushed and disinfected with a chlorine solution of 50 mg/litre for contact period of 24 hours, after which the main is emptied and flushed again with potable water.
- If the demand for water is urgent, or the repaired main cannot be isolated, the concentration of the disinfecting solution may be increased to 100mg/litre and the contact period reduced to 1 hour.
- At the end of disinfection operations, but before the main is put back into service, samples should be taken for bacteriological analysis and determination of chlorine residue.
- When a water treatment plant, pumping station, or distribution system is so badly damaged that operation cannot be restored for some time, other methods described in the following paragraphs must be used.

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Private System (open well or tube)

- Water from these sources, with adequate chlorination as necessary, can be connected to a distribution system or hauled to points of consumption.

Springs and wells (non-private)

- Ground water originating from deep aquifers (such as is obtained from deep wells and certain springs) will be free from contamination if certain simple protective measures are taken.
- When springs are used as a source of water supply for disaster area, careful attention must be paid to geological formations. Limestone and certain rocks are liable to have holes and cracks, especially after earthquake that may lead to the contamination of ground water.
- A sanitary survey of the area surrounding a well site or spring is of utmost importance. This survey, which should be carried out by a qualified professional environmental health worker, should provide information on source of contamination, geological structures (with particular reference to overlying soil and rock formations) quality and quantity of ground water, direction of flow etc.
- The well selected as a source of water, should be at least 30m away from any potential source of contamination, and should be located higher than all such sources. The upper portion of the well must be protected by an external impervious casing, extending at least 3m below and 30cm above ground level. The casing should be surrounded by a concrete platform at least 1m wide, that slope to allow drainage away from the well; it should connect to the drain that will carry the spilled water away. The opening for drop pipes should be sealed to prevent outside water from entering the well. The rim of manholes should project at least 8cm above the surrounding surface, and the manhole cover must overlap this rim.
- Immediately after construction or repair, the well should be disinfected. First the casing and lining should be washed, and scrubbed with strong chlorine solution containing, 100mg of available chlorine per litre. A strong solution is then added to produce concentration of 50-100 mg/litre in the water stored in the well. After adequate agitation, the well water is left to stand for at least hours, and then pumped out. The well is then allowed to refill. When the residual chlorine of the water drops below 1 mg/litre the water may be used.
- Most of water is stated above applies also to the location and protection of springs. The following points may be added:
 - The collection installation should be so built as to prevent the entrance of light.
 - The overflow should be so located as to prevent the entrance of surface water at times of heavy rainfall.
 - The manhole cover and gates should be locked.
 - Before using the water, the collection chamber should be disinfected with a chlorine solution.
 - An area within a radius of 50m around the spring should be fenced off to prevent ground surface contamination.

Surface water

- Surface water should be used as source of water supply only as a last resort.

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- Measures should be taken to protect the watershed from pollution by animals and people. As it is usually difficult to enforce control regulations, the point of intake for water supply should be located above any tributary carrying grossly contaminated water. The pump intake should be screened and placed so that it will not take in mud from the stream bed or floating debris. The device can be something extremely simple, such as perforated drum fixed in the middle of the stream.

Treatment

- Water should be tested for the presence of *Escherichia coli* and unsafe concentrations of nitrate as soon as possible. Detection of *E. coli* indicates contamination by human waste and therefore requires immediate protective and corrective measures.
- Monitoring of water quality should be restored or initiated immediately. During the disaster, daily determination of the chlorine residual in public water supply is sufficient.

Disinfection

- Chlorine and chlorine-librating compounds are the most common disinfectants. Chlorine compounds for water disinfection are usually available in three forms:
 - Chlorinated lime or bleaching powder, which has 20% by weight of available chlorine when fresh. Its strength should always be checked before use.
 - Calcium hypochlorite, a more stable compound sold under various proprietary names. This compound contains 70% by weight of available chlorine. If properly stored in tight container and in dark cool place, it preserves its chlorine contents for considerable period.
 - Sodium hypochlorite, usually sold as solution of approximately 5% strength under a variety of proprietary names. Its use in water disinfection is limited to small quantities and special circumstances.

Methods of chlorination

Gas chlorinator

- These machines draw chlorine gas from a cylinder containing liquid chlorine, mix it in water and inject into supply pipe. Mobile gas chlorinators are made for field use.

Hypochlorinators

These are less heavy than gas chlorinator and more adaptable to emergency disinfection. Generally, they use a solution of calcium hypochlorite or chlorinated lime in water and discharge it into a water pipe or reservoir. They can be driven by electric motors or petrol engines and their output can be adjusted.

- Hypochlorinators are small and easy to install. They consist usually of a diaphragm pump and standard accessories, including one or more rubber-lined, solution tanks and a chlorine residual testing set. The usual strength of solution is 0.1% and it seldom rises above 0.5%

The Batch Method

In the absence of the chlorinators, water is disinfected by batch method. This method is more likely to be used in emergencies. It involves applying a predetermined volume of chlorine solution of known strength to a fixed volume of water by means of some gravity arrangements. The strength of the batch solution should not be more than 0.65% of chlorine by weight as this is about the limit of solubility of chlorine at ordinary temperatures. For example 10g of ordinary bleaching powder (25% strength) dissolved in 5 litres of water gives a stock solution of 500mg/litre. For disinfection of drinking water, one volume of

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the stock solution added to 100 volumes of water gives a concentration of 5mg/litre. If after 30 minutes contact the chlorine residual is more than 0.5mg/litre this dosages could be reduced.

- After the necessary contact period, excess chlorine can be removed to improve the taste by such chemicals as sulphur dioxide, activated carbon, or sodium thiosulphate. The first two are suitable for permanent installations, whereas sodium thiosulphate is more suitable for use in emergency chlorination. One tablet containing 0.5g of anhydrous sodium thiosulphate will remove 1mg/litre of chlorine from 500 litres of water.

Continuous Chlorination

- This method, in which porous containers of calcium hypochlorite or bleaching powder are immersed in water, is used mainly for wells and springs but is also applicable to other types of water supply. A free residual chlorine level of 0.7 mg/litre should be maintained in water, treated for emergency distribution. A slight taste and odor of chlorine after half an hour gives an indication that chlorination is adequate. In flooded areas where the water distribution system is still operating, higher chlorine residual should be maintained. Occasionally, an unpleasant taste develops from the reaction of chlorine with phenolic or other organic compounds. This taste should be accepted, as it is an indication of safe disinfection.

Filtration-Disinfection

In this method water is mixed with diatomaceous earth, then passed through the filter unit in which filtering partitions (septa) are installed. Mobile purification units using this process have been produced with capacities up to 50,000 litres per hour. They consist essentially of :

- A centrifugal pump driven by a rope-started gasoline engine.
- A filter (diatomic)
- A hypochlorinator
- A slurry feeder and an air compressor.
- A precoat and recirculation tank.
- A chlorine solution tank.
- Hose adapters
- Valves (pump suction, inlet, drain, outlet, flow control air release, etc) and
- A tool box. Instructions in the manuals supplied with such units must be followed.

Physical Protection

In disaster situation, physical protection of water supplies for use, is a major consideration. In addition to such barriers as walls and fences, guards may be necessary to prevent mobs from overrunning and damaging treatment units, pumping stations, tankers, distribution stations, and temporary collection facilities. Intake structures, wells and springs should also be protected against misuse. The character and extent of such protection will depend on the local situation.

Ice Supply

- Required ice should be supplied from a commercial manufacturing plant where it is made from safe water and where sanitary regulations are observed.

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- It should be distributed in trucks designed for the purpose, equipped with tools for the safe handling of ice.
- After drinking water is secured within stricken areas, making water available for domestic use (such as leaning and washing) should be considered.

Coagulation-Disinfection

Removal of the organic matter greatly lessens the amount of chlorine needed for disinfection. There are many factors that govern the coagulation process. These include:

- Hydrogen-ion concentration. The optimum pH value for coagulation is the value that the best floc formation and setting. The pH value of water changes when coagulants are used and has to be adjusted to its optimum value by addition of alkali or acids.
- Mixing. Coagulants must be thoroughly mixed with the water to give satisfactory results. This may be accomplished by (a) pump action, whereby the coagulant solution is added to the suction pipe of the pump and pump does the mixing; (b) the drip bottle method i.e. hanging a drip-bottle over the discharge pipe or hose of raw water that feeds the tank and letting the coagulant solution drip on to the water jet; or (c) dissolution, i.e. allowing the discharge of raw water to splash on to a basket containing solid coagulant.
- Coagulant dosage. The amount of the coagulant and chemicals required to adjust the pH value of water may be calculated when the pH and the type of alkalinity are known. However the optimum dosage for given water may be determined approximately using the jar test.

Coagulation-Filtration-Disinfection

In this method filtration is added to the procedures described above. If temporary reservoir can be arranged, it is preferable to let the water settle before filtering it. In mobile purification units, however the water is filtered through a pressure filter without setting. They usually have a capacity of 4000-7000 litres per hour, and consist essentially of:

- A centrifugal pump directly coupled to a gasoline engine.
- A filter (pressure, rapid and filter)
- A hypochlorinator
- A chemical solution tank (One for alum and one for soda ash)
- A chlorine solution tank.
- Hose adapters
- Valves (pump suction, inlet, drain, outlet, flow control air release, etc) and
- A tool box. Instructions in the manuals supplied with such units must be followed.

OPERATING PROCEDURE GUIDELINES FOR ANIMAL HUSBANDRY DEPARTMENT

Planning Assumptions

- There is no substitute for maintaining standards of services and regular maintenance during normal times. This affects the response of the department to any disaster situation.
- Operating procedures for mobilizing community participation during various stages of disaster management have been given in section on "Areas of Community Participation". The department is required to study these and adopt appropriate measures to ensure that community participates substantially.

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- For effective preparedness, the department must have a disaster response plan or disaster response procedures clearly defined in order to avoid confusion, improve efficiency in cost and time.
- Orientation and training for disaster response plan and procedures accompanied by simulated exercise will keep the department prepared for such eventualities. Special skills required during emergency operations need to be imparted to the officials and the staff. Select personnel can be deputed for training as “NODAL OFFICER – Veterinary Services” at district level respectively.
- To the extent possible, preventive measures as recommended in the preparedness and mitigation document of DDMP should be undertaken to improve departmental capacity to respond to a disaster.
- Hospital staff be aware of damage – proof hospital rooms/buildings.
- A standby generator be made available for every hospital
- At least one kerosene – powered refrigeration unit be made available for storage of drugs.
- Orientation and training for disaster response plan and procedures, accompanied by simulated exercise will keep the department prepared for such eventualities. Special skills required during disaster situation need to be imparted to the officials and the staff.
- To the extent possible, preventive measures as recommended in the preparedness and mitigation document of DDMP should be communicated to the community to prevent extensive loss of livestock.

Action Plan Objective in a Disaster Situation

Treatment of injured cattle.

Protection and care of abandoned/lost cattle.

Activities on Receipt of Warning or Activation of DDMP

- Within the affected district all available personnel will be made available to the District Disaster Manager. If more personnel are required, then out of station officer or those on leave may be recalled.
- All personnel required for Disaster Management should work under the overall supervision and guidance of District Disaster Manager.
- Establish communications with
 - District control room
 - Veterinary aid centres and hospitals (including private practitioners) within the district.
- The Deputy Director, Veterinary Dept. will act as “Nodal Officer – Veterinary Services”.
- Review and update precautionary measures and procedures and review with staff the precautions that have been taken to protect equipments and the post-disaster procedures to be followed.
- Fill departmental vehicles with fuel and park them in protected area.
- Stock emergency medical equipments, which may required after disaster.
- Determine what injuries/illnesses may be expected, and what drugs and other medical items will be required, in addition to the requirements of setting up cattle camps, and accordingly ensure that extra supplies of medi-

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ical items and materials be obtained quickly.

- Provide information to all staff of veterinary hospitals and centers about the disasters, likely damages and effects, and information about ways to protect life, equipment and property.
- Surgical packs should be assembled and sterilized.
- Arrange for emergency supply of anesthetic drugs.
- Prepare an area of the hospital for receiving large number of injured livestock.
- Establish work schedules to ensure adequate staff are available round the clock.
- Set up teams for visiting disaster site.

Relief and Rehabilitation

- Organise transfer of injured livestock from village to veterinary aid centres wherever possible
- The provision of medical services should be coordinated by Nodal Officer-Veterinary Services with District Control Room, and cattle camps.
- Establish cattle camps and additional veterinary aid centres at disaster sites and designate an Officer-in-Charge for the camp.
- Estimate the requirement of water, fodder and animal feed, for cattle camps and organise the same.
- Ensure the adequate sanitary conditions though cleaning operations are maintained in order to avoid outbreak of any epidemic.
- An injury and disease monitoring system should be developed, to ensure that a full picture of risks is maintained.
- Plan for emergency accommodations for veterinary staff from outside the area.
- Information formats and monitoring checklists as given in Annexure should be used for programme monitoring and development and for reporting to Emergency Operations Centre. This is in addition to existing reporting system in the department.
- Establishment of public information centre with a means of communication, to assist in providing an organized source of information. The hospital is responsible for keeping the community informed of its potential and limitations, in disaster situations.
- The local police and rescue group should be aware of the resources of each veterinary aid centre and hospital.
- Provide information to all staff of veterinary hospital and centres about the disaster likely damages and effects, and information about ways to protect life, equipment and property.
- Surgical packs should be assembled and sterilized.
- Enough stock of surgical packs should be sterilized to last for four to five days.
- The sterilized packs must be stored in protective cabinets to ensure that they do not get wet. Covering the stock with polythene is recommended as an added safety measure.
- All valuable equipments and instruments should be packed in protective coverings and stored in room the most damage-proof.

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- Check the emergency electrical generators, to ensure that it is operational, and that a buffer stock of fuel exists. If an emergency generator is not available at the hospital, arrange for one on loan.
- Arrange for emergency supplies anesthetic drugs.
- Check stocks of equipment and drugs, which are likely to be most needed after disaster.
- Fill hospital storage tanks and encourage water savings. If no storage tank exists, water for drinking should be drawn in clean container and protected.
- Prepare an area of hospital for receiving large number of injured livestock.
- Develop emergency admission procedure (with adequate record keeping).
- Cattle camps and hospital administrator should
- Establish work schedules to ensure that adequate staff are available
- Set up teams of veterinary doctors, and assistants for visiting disaster sites.

Standards for Cattle Camps

- The minimum number of cattle in the cattle camp should be about 100 and the maximum 500.
- The cattle camp should be located at suitable sites, bearing in mind, the adequate supply of water and shade are most essential for well being of the cattle.
- Cattle sheds constructed should not exceed 20 sq. feet per animal. Suitable arrangements for water trough and manger(s) should be made.
- The feeding centres for cattle should be located in such a manner that
- There is adequate supply of drinking water
- There is sufficient shade for cattle to rest during the afternoon
- They are located as near the rail head as possible
- They are conveniently located, not beyond a radius of 8 Km from the affected villages.
- The cattle will require 6 Kg per cattle head per day of fodder, and 1 to 1½ Kg per cattle head per day, of the concentrate like Bago molasses.
- Each cattle camp will have a minimum of one camp manager, two labourers and two sweepers.

OPERATING PROCEDURE GUIDELINES FOR HPPWD DEPARTMENT

Planning Assumptions

- There is no substitute for maintaining standards of services and regular maintenance during normal times. This affects the response of the department to any disaster situation.
- The department is required to adopt appropriate measures to ensure that the community participates substantially.
- For effective preparedness, the department must have a disaster response plan or disaster response procedures clearly defined in order to avoid confusion, improve efficiency in cost and time.
- Orientation and training for disaster response plan and procedures accompanied by simulated exercise will keep the department prepared for such eventualities. Special skills required during emergency operations

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Action Plan Objective in a Disaster Situation

- Restoration of roads to their normal condition.
- Repair/reconstruction of public utilities and buildings.

Activities on Receipt of Warning or Activation of DDMP

- Within the affected district all available personnel will be made available to the District Disaster Manager. If more personnel are required, then out of station officer or those on leave may be recalled.
- All personnel required for Disaster Management should work under the overall supervision and guidance of District Disaster Manager.
- Establish communications with District control room and your departmental offices within the division.
- All district level officials of the department would be asked to report to the Deputy Commissioner/DDM.
- Appoint one officer as “Nodal Officer - PWD” at district level.
- The “Nodal Officer - PWD” will be responsible for mobilizing staff and volunteers to clear the roads in his section, should a disaster strike.
- The “NODAL OFFICER – PWD” should be familiar with pre-disaster precautions and post disaster procedures for road clearing and for defining safe evacuation routes where necessary.
- All officers³ should be notified and should meet the staff to review emergency procedures.
- Review and update precautionary measures and procedures and review with staff the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.
- Vehicles should be inspected, fuel tanks filled and batteries and electrical wiring covered as necessary.
- Extra transport vehicles should be dispatched from HQ and stationed at safe and strategic spots along routes likely to be effected.
- Heavy vehicles should be moved to areas likely to be damaged and secured in a safe place.
- Inspection of all roads, bridges, government buildings and structures must be done and structures which are endangered by the impending disaster identified.
- Emergency tool kits must be made available and should include
 - ◇ Crosscut saws
 - ◇ Axes
 - ◇ Power chain saw
 - ◇ Sharpening Files
 - ◇ Chains and tightening wrenches
 - ◇ Pulley block with chain and rope
- The designation of routes strategic to evacuation and relief should be identified and marked in close coordination with the DCR.
- Establish a priority listing of roads which will be opened first, the most important being roads to hospitals and main trunk routes.
- Give priority attention to urgent repair works in disaster affected areas.

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Identify locations for setting up transit and relief camps, feeding centers and quantities of construction materials required and inform the DCR accordingly.

Relief and Rehabilitation

- All works teams should be issued two-way communication link.
- Provide a work team carrying emergency tool kits, depending on the nature of the disaster, essential equipments such as
 - Towing vehicles
 - Earth moving equipments
 - Cranes etc.
- Each unit should mobilize a farm tractor with chain, cables and a buffer stock of fuel.
- Adequate road signs should be installed to guide and assists the drivers.
- Begin clearing roads. Assemble casual labor to work with experienced staff and divide into work gangs.
- Mobilise community assistance for road clearing by contacting community organizations.
- Undertake clearing of ditches, grass cutting, burning, removal of debris and the cutting of dangerous trees along the roadside in the affected area through maintenance engineer's staff.
- Undertake repair of all paved and unpaved road surfaces including edge metalling, potholes patching and any failure of surface, foundations in the affected areas by maintenance engineer's staff and keep monitoring their conditions.
- Undertake construction of temporary roads to serve as access to temporary transit and relief camps and medical facilities for disaster victims.
- As per the decision of the district control room, undertake construction of relief camps, feeding centres, medical facilities, cattle camps.
- An up-to-date report of all damages and repairs should be kept in the district office report book and communicate the same to the district control room.
- If possible, review of the extent of damage (by helicopter) should be arranged for the field Officer-in-Charge, in order to dispatch most efficiently road clearing crews, and determine the equipments needed.

STANDARDS FOR RELIEF CAMPS

Tent Camps

- The layout of the site should meet the following specifications.
 1. 3-4 hectares of land/1000 peoples
 2. Roads of 10 meters width
 3. Minimum distance between edge of roads and tents of 2 mtrs.
 4. Minimum distance between tents of 8 mtrs.
 5. Minimum floor area/tent of 3 square meters per person.

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- Water distribution in camp sites consists of
 1. Minimum capacity of tanks of 200 litres
 2. Minimum capacity per capita of 15 liters/day
 3. Maximum distance of tanks from farthest tent of 100 meters.
- Solid waste disposal containers in tent camps should be
 1. Waterproof
 2. Insect-proof and
 3. Rodent-proof
 4. The waste should be covered tightly with a plastic or metallic lid
 5. The final disposal should be by incineration or by burial.
 6. The capacities of solid waste units should be, 1 litre/4-8 tents; or 50-100 litres/25-50 persons.

Excreta and liquid waste should be disposed in bore-holed or deep trench latrines in tent camps. Specifications for these are:

1. 30-50 meters from tents.
2. 1 seat provided/10 persons
3. Modified soakage pits should be used for waste water by replacing layers of earth and small pebbles with layers of straw, grass or small twigs. These needs to be removed on a daily basis and burned.

Buildings

Buildings used for accommodating disaster victims should provide the following:

1. Minimum floor area of 3.5 sq. meters/person
2. Minimum air space of 10 sq. meters/person
3. Minimum air space circulation of 30 cubic meters/person/hour and
4. There should be separate washing blocks for men and women.
5. Washing facilities to be provided are:
 - 1 hand basin/10 persons
 - 1 wash bench of 4-5 meters/100 persons and 1 shower head/50 persons in temperate climates
6. Toilet accommodation in buildings housing displaced persons, should meet these requirements:
 - 1 seat/25 women
 - 1 seat plus 1 urinal/35 men
 - Maximum distance from building of 50 meters.
7. Refuse containers are to be plastic or metallic and should have closed lids. To be provided are:
 - 1 container of 50-100 liters capacity/25-50 persons.

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OPERATING PROCEDURE GUIDELINES FOR HPSEB Ltd.

Planning Assumptions

- There is no substitute for maintaining standards of services and regular maintenance during normal times. This affects the response of the department to any disaster situation.
- The department is required to adopt appropriate measures to ensure that community participates substantially.
- For effective preparedness, the department must have a disaster response plan or disaster response procedures clearly defined in order to avoid confusion, improve efficiency in cost and time.
- Orientation and training for disaster response plan and procedures accompanied by simulated exercise will keep the department prepared for such eventualities. Special skills required during emergency operations need to be imparted to the officials and the staff. Select personnel can be deputed for training as “NODAL OFFICER – Power Supply” at district level.
- To the extent possible, preventive measures as recommended in the preparedness and mitigation document of DDMP, should be undertaken to improve departmental capacity to respond to a disaster.

Normal Time Activities

- Assess preparedness level and report the same as per format to District Control Room every six months.
- Establish at each sub-station a disaster management tool kit comprising cable cutters, pulley blocks, jungle knives, axes, crowbars, ropes, hacksaws and spanners. Tents for work crews should also be storage.

Action Plan Objective in a Disaster Situation

- Restore the power supply and ensure uninterrupted power to all vital installation, facilities and site.

Activities on Receipt of Warning or Activation of DDMP

- Within the affected district all available personnel will be made available to the District Disaster Manager. If more personnel are required, then out of station officer or those on leave may be recalled.
- All personnel required for Disaster Management should work under the overall supervision and guidance of District Disaster Manager.
- Establish communications with District control room and your departmental offices within the division.
- All district level officials of the department would be asked to report to the Deputy Commissioner/DDM.
- Appoint one officer as “NODAL OFFICER – Power Supply” at district level.
- Review and update precautionary measures and procedures and review with staff the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.
- Assist the state authorities to make arrangements for standby generators in the following public service offices from the time of receipt of alert warning
 - Hospitals

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- Water Supply Stations
- Collectorate
- Police stations
- Telecommunications buildings
- Fill departmental vehicles with fuel and park them in a protected area.
- Check emergency tool kits, assembling any additional equipment needed.
- Immediately undertake inspection from the time of receipt of alert warning of
 - High tension lines
 - Towers
 - Substations
 - Transformers
 - Insulators
 - Poles and
 - Other equipments
- Review the total extent of the damage to power supply installations by reconnaissance flight, if possible.

On the recommendations of the Deputy Commissioner/District Control Room/ “Nodal Officer– Power Supply” of the department in the district

- ◇ Instruct district staff to disconnect the main electricity supply for the affected area.
- ◇ Dispatch emergency repair gangs equipped with food, bedding, tents, and tools.

Relief and Rehabilitation

- Hire casual labourers on an emergency basis for clearing of damaged poles and salvage of conductors and insulators.
- Begin repair/reconstruction
- Assist hospital in establishing emergency supply by assembling generators and other emergency equipments, if necessary.
- Establish temporary electricity supplies for other key public facilities, public water systems, etc.
- Establish temporary electricity supplies for transit camps, feeding centres, relief camps, district control room and on access roads to the same.
- Establish temporary electricity supplies for relief material godowns.
- Compile an itemized assessment of damage, from reports made by various electrical receiving centres and sub-centres.
- Report all activities to the head office.

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- Plan for emergency accommodations for staff from outside the area.

On the recommendation of the Nodal Officer – Power Supply/Deputy Commissioner/District Control Room, at state level, HPSEB shall

- Send cables, poles, transformers and other needed equipment
- Send vehicles and any additional tools needed.
- Provide additional support as required.

OPERATING PROCEDURE GUIDELINES FOR AGRICULTURE DEPARTMENT

Planning Assumptions

- There is no substitute for maintaining standards of services and regular maintenance during normal times. This affects the response of the department to any disaster situation.
- The department is required to adopt appropriate measures to ensure that community participates substantially.
- For effective preparedness, the department must have a disaster response plan or disaster response procedures clearly defined in order to avoid confusion, improve efficiency in cost and time.
- Orientation and training for disaster response plan and procedures accompanied by simulated exercise will keep the department prepared for such eventualities. Special skills required during emergency operations need to be imparted to the officials and the staff. Select personnel can be deputed for training as “NODAL OFFICER – Agriculture” at district level.
- To the extent possible, preventive measures as recommended in the preparedness and mitigation document of DDMP should be communicated to the community to prevent extensive loss of crops and plantations.

Action Plan Objective in a Disaster Situation

- Restore the agricultural operations (including soil conditions)
- Crop protection
- Restore agriculture produce market.

Activities on Receipt of Warning or Activation of DDMP

- Within the affected district all available personnel will be made available to the District Disaster Manager. If more personnel are required, then out of station officer or those on leave may be recalled.
- All personnel required for Disaster Management should work under the overall supervision and guidance of District Disaster Manager.
- Establish communications with District control room and your departmental offices within the division.
- Appoint one officer as “NODAL OFFICER – Agriculture” at district level.

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- Review and update precautionary measures and procedures and review with staff the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.
- Fill departmental vehicles with fuel and park them in a protected area.
- Check available stocks of equipments and materials which are likely to be most needed after disaster.
- Stock agricultural equipments which may be required after disaster
- Determine what damage, pests of diseases may be expected, and what drugs and other insecticides items will be required, in addition to requirement of setting up extension terms for crop protection, and accordingly ensure that extra supplies and materials, be obtained quickly.
- Provide information to all concerned, about disasters, likely damages to crops and plantations, and information about ways to protect the same.
- All valuable equipments and instruments should be packed in protective covering and stored in room the most damage-proof.
- All electrical equipments should be unplugged when disaster warning is received.
- Extension officers should be assisted to
- Establish work schedules to ensure that the adequate staff are available
- Set up the teams of extension personnel and assistants for disaster sites.

Relief and Rehabilitation

- Assess the extent of damage to soil, crop, plantation, micro-irrigation systems and storage facilities and the requirements for replantation or salvaging
- Make extensive use of soil and water testing laboratories
- Provision of agricultural services should be coordinated with irrigation department, DRDA, District Control Room
- Estimate the requirement of
 1. Seeds
 2. Fertilizers
 3. Pesticides and labour
- Organise transport, storage and distribution of the above with adequate record keeping procedures
- Ensure that the adequate conditions through cleaning operations are maintained to avoid water-logging and salinity in the low lying areas.
- A pests and disease monitoring system should be developed to ensure that a full picture of risks is maintained.
- Plan for emergency accommodations for agriculture staff from outside the area.
- Information formats and monitoring checklists as given in section on “Information and Monitoring Tools”

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- should be used for programme monitoring and development and for reporting to DCR. This is in addition to existing reporting system in the department.
- Establishment of a public information center with a means of communication, to assist in providing an organized source of information. The department is responsible for keeping the community informed of its potential and limitations in disaster situations.
- The NGOs and other relief organizations should be aware of the resources of the department.
- Assist farmers to re-establish their contacts with agriculture produce market and ensure that appropriate prices to offer to them.

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Annexure A

IMPORTANT TELEPHONE NUMBERS (DISTRICT ADMINISTRATION)

Name of Officer	Designation	Office	Residence	Mobile Nos.	Address.
District Bilaspur Code 01978					
Administration.					
Dr. Ajay Sharma	Deputy Commissioner	224155	224150	9418068206	D.C. Office Bilaspur
Pradeep Thakur	Addl. Distt. Magistrate	224763	222209	94181-10919	-do-
Smt. Prabha Rajeev	AC to DC	224688	224699	94185-55998	- do-
Dr. M.L. Mehta	SDM Sadar	224798	224799	98160- 43236	-do-
Shashi Pal Sharma	District Revenue Officer	224745	223361	94184-50880	-do-
Dr. Surender Thakur	Tehsildar Sadar	2222489		94181-07999	Tehsil Sadar Bilaspur
Agriculture					
Ramesh Chand	Deputy Director	222454		98164-32705	Changer Sector Bilaspur
All India Radio	Assistant Executive Engineer	0177- 2653038			
Animal Husbandry					
Dr .P.C.Thakur	Deputy Director	222594		94184-55891	Changer Sector Bilaspur
Ayurveda					
Dr Rajinder Pal Thakur	District Ayurvedic Officer	222486		94180-55878	Zonal Hospital Bilaspur
Co operation					
R.L Khajuria	A R C S	224616		94183-97953	Changer Sector Bilaspur
DRDA					
Ravinder chandel	Project Officer DRDA	222350		94180-49598	DRDA, Bilaspur
Education					
Smt Sarojani Sharma	Deputy Director Elementary Education	222585		98168-08446	DC Office Complex,
P.S Dhatwalia	Deputy Director Higher Education	222589		84180-44156	DC Office Complex,
Excise & taxation					
Vinod Kumar	Assistant Excise & Taxation Officer	222309	222253	88945-92752	Changer Sector, Bilaspur

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Fisheries					
Gurcharan Singh	Director	224068		94184-53030	Dir, of Fisheries, Bilaspur
Susheel Janartha	Assistant Director Fisheries	222568		94181-18999	Dir of Fisheries, Bilaspur
Food & Supplies					
Pratap Singh Chauhan	District Food & Supplies Controller	222349		98161-66300	DC Office Complex,
Forest					
Anil Thakur	Conservator of Forest	223396	223784	94184-57800	Changer Sector, Bilaspur
H.K Sarvata	Divisional Forest Officer	224809	224843	94184-51008	Bilaspur
Government Degree College Bilaspur					
Ashok Awasthi	Princlpal	222417	222917	94181-62493	PG College, Bilaspur
Government School					
K.L.Sharma	Princlpal GSSS(B)	224855	223773	94181-79747	GSSS(B) Roura Sector Bilaspur
Smt. Mahima Lakhanpal	Princlpal GSSS(G)	222411	223568		GSSS(G) Roura Sector Bilaspur
Health & Family Welfare					
Dr. M.L kaushal	Chief Medical Officer	222586	222404	98161-67375	Zonal Hospital Bilaspur
Home Guard & Civil Defence					
Hari Sukh Sahuta	Commandant	224654	224602	94180-05633	Roura Sector Bilaspur
Horticulture					
Shashi Sharma	Deputy Director Horticulture	222363		94183-40919	Changer Sector Bilaspur
HPPWD					
R.K Verma	Superintendent Engineer	223466	223848	94180-93116	PWD, Changer Sector
Kartar Singh	Executive Engineer Div-1	222550	222422	94180-44469	Do
C.L Gupta	Executive Engineer Div-2	222551		94180-95116	Do
HPSEBL					
B.K Sharma	Superintendent Engineer	223350	223751	94184-58172	HPSEB Changer Sector Bilaspur
O.P Chandel	Executive Engineer	222553		94180-00812	Do
ITI Industrial Training Institute					
Kuldeep Chadda	Principal ITI	224774		94180-40724	ITI Bilaspur

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Industry					
G.S.Chauhan	General Manager DIC	224248	222471	94181-32670	DC Office Complex
Irrigation & Public Health					
Er. R.K. Barmani	Superintendent Engineer	221575	222575	94180-12415	Changer Sector Bilaspur
	Executive Engineer Bilaspur	222579	222592	94180-40480	Do
S.S Dhiman	Assistant Engineer Kandrou	243070		94181-38295	Kandrou
S.R Chaudhary	Assistant Engineer Bilaspur	222367		94180-92168	Changer Sector Bilaspur
Jawahar Navodya School					
	Principal JNB	280342			JNB Kotipura Bilaspur
Labour & Employment					
Rajinder Chauhan	Distt Employment Officer	221516		94181-00343	Changer Sector Bilaspur
Municipal Council					
Vinod Kumar	Executive Officer MC Bilaspur	222461	222400	94180-49611	Diara Sector, Bilaspur
National Informatics Center					
Rakesh Kumar	Distt Informatics Officer PSA	222433		89883-07724	DC Office Bilaspur H.P
Nehru Yuva Kendra					
Dr. Lal Singh	Coordinator NYK	222391		9418025662	Jabli
Panchayati Raj					
Satish Agarwal	Distt Panchyat Officer	223871		94180-84980	Changer Sector Bilaspur
Police Department					
Ashok Kumar	Superintndent of Police	224500	224180	94180-94189	SP Office Changer Sector
Bhupinder Singh Kanwar	Addl SP	224300	222370	94180-10870	Do
Partap Singh Thakur	DSP (HQ)	224400	222281	94181-58090	Do
Sohan Lal	S H O Sadar	222588			Police Station sadar
Prisons					
B.P. Sharma	Superintendent Zail	222316		94181-82528	
Telecom Deptt					
Public Relation					

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Purshotam lal	D.P.R.O	223583		94186-14949	DC Office Bilaspur
Social Justice and Empowerment					
Rakesh Bhrdwaj	Distt Program officer	221514		94180-30300	Bilaspur
Sanjeev Sharma	Distt Welfare Officer	22204		94189-03811	DC Office Bilaspur
UCO Bank					
	Lead bank officer	222487	222293		Lead Distt Manger Bilaspur
Youth Services & Sports					
Anita Sharma	Distt Language Office	223966		94181-25597	DC Office Complex Bilaspur
Shyam Lal	Distt Youth services & Sports Officer	222611		94184-57700	Roura Sactor Bilaspur
Sub Division Ghumarwin					
Rajeev Kumar	S DM Ghumarwin	255227	255231	94180-58845	SDM Ghumarwin
Anjani Jaswal	DSP Ghumarwin	255565		94180-54009	DSP Ghumarwin
Om Prakash	Tehsildar	255224		94180-08932	Tehsildar Ghumarwin
P.C. Verma	Executive Engineer	255281		94180-96116	Xen HPPWD Ghumarwin
A.K. Khanotia	Executive Engineer	255266		94181-59986	Xen HPSEB Ghumarwin
O.P.Bhatungru	Executive Engineer	255287		94181-28591	Xen IPH Ghumarwin
Gian Chand Thakur	Naib Tehsildar	274101		94182-44033	NT Bharari
Dr. T.S. Chandel	BMO	255238		94180-46926	BMO Ghumarwin
Sita Ram	SHO	255216		98160-53905	SHO Ghumarwin
Raj Kumar	SHO	273026		98170-39119	SHO Bharari
Vinod kumar	Executive officer	255416		94180-49611	EO MC Ghumarwin
Jhandutta					
Daman Chund	Tehsildar	272022		98166-23497	Tehsil office Jhandutta
Dr. G.S.Upadhaya	BMO	272024		94184-57850	BMO Jhandutta
ASI Kewal Singh	Police Control Room			94184-55700	PP Jhandutta
Shri Naina Devi Ji					
Jaspal	Tehsildar	284035		94591-60004	Tehsil Office Swarghat
Govind Sager Water Transport Society					

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Ram Krishan	Finance Sec.			98165-11816	
Trak Oprater Union BDTS					
Lekh Ram Verma	President			98160-29671	
Raj pal Sharma	Gen secretary			94184-78067	
Taxi Operator Union BLP					
Ramesh Kumar	President			98173-21999	
Crain Service					
Dikshit Dabra	Dabra Crain Service			98167-93576	
ACC Cement Factory Barmana					
Rakesh Sinha	Plant head	244041		98051-72222	
Rajender Thakur	Dy GM HR			98056-16100	
JP Cement Factory Bagha					
Vinod Sharma	Executive President	01796-223200		94180-24624	
NTPC Koldam					
A.K Nanda	GM	245061		94180-06879	
	HR	286306			

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Annexure - B

IMPORTANT CONTACT DETAILS FOR DISASTER RESPONSE

DISASTER MANAGEMENT DIVISION, MINISTRY OF HOME AFFAIRS

(for reporting of grave disaster and for requisitioning of Army, Air force and NDRF)

Name of Officer/Designation	Tel(Office)	Tel (Residence)	Mobile No.	Email id
R. K. Singh HOME SECRETARY	23092989 23093031 23093003 (Fax)	24103058		hshso@nic.in
A.E. Ahmad SECRETARY (Border Management)	23092440 23092717 (Fax)	24602518		secybm@nic.in
Ravindra Kumar Srivastava Joint Secretary (Disaster Management)	24638206 24610906 (Fax)	26874825		jsdm@nic.in
Dev Kumar Director (Disaster Management-I)	24642853	26266708	9871087616	
J P Mishra Director (NDM –II)	24642381			
Sanjay Aggarwal Director (NDM – III)	24642381			
Control Room (Disaster Management)	23093563 23093564 23093566	23093750(Fax)		
Toll Free No. (MHA, C/R)	011-1070			

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NATIONAL DISASTER MANAGEMENT AUTHORITY

(for reporting of grave emergencies and request for specialized response)

Name of Officer/Designation	Tel(Office)	Tel(Residence)	Mobile No.	Email id
M. Shashidhar Reddy, MLA, Vice Chairman	011-26701701 011-26701704 011-26701706(Fax)			vc@ndma.gov.in
Dr. Sutanu Behuria Secretary	011-26701710			secretary@ndma.gov.in
Shri Amit Jha, JS (Admn)	011-26701718	011- 26109395	09717873412	amitjha@ndma.gov.in
Shri P K Tripathi, Advisor & JS(Mitigation)	011-26701816		09868889697	pktripathi@ndma.gov.in
Sujata Saunik, JS (PP)	011-26701817			jsadm@ndma.gov.in
Control Room	011-26701723 to 728	011- 26701729 - 30		

Contact Details Of NDRF Officers

(for Specialized response during disasters)

NDRF Head Quarter

Name	Designation	Address	Tele.	Fax.	Mobile	E-mail.
Shri Rajiv ,IPS	DG	Directorate General , National Disaster	011- 26712851 011- 26161442	011-26105912.	09818916161	<u>dg-ndrf@nic.in</u>

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		Response Force (NDRF) Sector-1 R K Puram, New Delhi -66				
Shri Mukul Goel	IG	Directorate General , National Disaster Response Force (NDRF) Sector-1 R K Puram, New Delhi -66	011- 26160252 011- 26113014	011-26105912.	09871115726	-
Shri Rakesh Ranjan	Dy Commandan t (Proc)	Directorate General , National Disaster Response Force (NDRF) Sector-1 R K Puram, New Delhi -66	011- 26107921	011-26105912.	08860136649	rakeshbsf@gmail .com
Shri Om Parkash	Inspector Control Room	Directorate General , National Disaster Response Force (NDRF) Sector-1 R K	011- 26107953	011-26105912.	08010072169	

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Puram,
New Delhi -66

NDRF BNS

Name	Designation	Address	Tele.	Fax.	Mobile	E-mail.
Sh. R.K.Verma	Commandant	7th Bn NDRF, Bibiwala Road, Bhatinda(Punjab)	0164- 2246030	0164- 2246570	09417802032	comdt.27thbn@itbp.gov.in , 7thbnndrfbathinda@gmail.com
Sh.Jaipal Yadav	Commandant	8th Bn NDRF, Greater Noida,Distt.G.B.Nagar, UP	0120- 2351101, 0120- 2351087	0120- 2351105	09968610011	eighthndrf@yahoo.com , jpyadav1960@yahoo.com

Note: The NDRF Bhatinda is responsible for Himachal for normal disasters and UP based battalion for CBNR emergencies.

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GEOLOGICAL SURVEY OF INDIA

(For landslide related issues)

Name of Officer/Designation and Location of Deployment	Tel(Office)	Tel(Residence)	Mobile No.	Email id
N.L. Sharma , Director Geological Survey of India Plot No 3 Dakshin Marg Sector 33B Chandigarh – 160020	0172- 2622529 0172- 2621945 (Fax)	0172-2661002		gsichd@sancharnet.in

INDIAN METEOROLOGICAL DEPARTMENT (SHIMLA)

(for weather related early warning and data)

Name of Officer/Designation and Location of Deployment	Tel(Office)	Tel(Residence)	Mobile No.	Email id
Manmohan Singh , Director	0177- 2626211	0177-2626490	9816127668	mm_sandhu@yahoo.co.in
R.K. Lakhanpal , Asstt Meteorologist	0177- 2624976	0177-2652408	9418277093	
Ranvir Singh	0177- 2624976		9418061077	ranvir_10@yahoo.com
Harminder Dutta , Caretaker (VOR)	0177- 2624976		9418119123	harminder.dutta@imd.gov.in

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CENTRAL WATER COMMISSION (SHIMLA)

(For floods/flash floods and early warning thereof)

Name of Officer/Designation and Location of Deployment	Tel(Office)	Tel(Residence)	Mobile No.	Email id
Director (M&A) CWC, Block 10, First Floor Commercial Complex, Kasumpti Shimla 171009	0177-2624036 0177-2624224 (Fax)	0177-2625307		
Ex, Engineer, Snow Hydrology Divn CWC, Block 9, First Floor Commercial Complex, Kasumpti Shimla 171009	0177- 26230260 0177-2623026 (Fax)	0177-2628247		

ARMY HQR (EXCHANGE NOS-23010131/23018197)

(For requisition of army during disasters)

Name of Officer/Designation and Location of Deployment	Tel(Office)	Tel(Residence)	Mobile No.	Email id
DGMO	23011506 E-33170 Fax 23011506	23011506 E-33172		
ADGMO (A)	23011611 E-33174 Fax 23011617	24615208 E-35251		
ADGMO (B)	23014891 E-33176 Fax 23011617	26142269 E-39124		
Dir MO – 6	23018034 E-33220 Fax 23011617		9818106439	
GSO-I MO - 6	23019739 E-33221 Fax 23011617		E-39823 9810431696	
DirOL – 2	23335218 23018530 E-35221	23339055		

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ARMY TRAINING COMMAND, SHIMLA

(For Army assistance)

Name	Designation	Contact No.	Address
Army Exchange		0177 2804590 to 2804592	Shimla - 3

AIR HQR (EXCHANGE NO-23010231)

(For requisition of Air force in disasters)

Name of Officer/Designation and Location of Deployment	Tel(Office)	Tel(Residence)	Mobile No.	Email id
ACAS (Ops)	23014424 23010231/7528 Fax 23017627	24672974	9871213393	
PD Ops (Off) (T&H)	23110231/7559 23016354 Fax 23016354	24642195	9871097909	
Dir Ops (T)	23010231/7545 2305857	23098030		
Dir Ops (H)	23010231/7551 Fax 23016354	25674906		
JD Ops (LS)	23010231/7546 Fax 23016354		9818220586	
JD Ops (H)	13010231/7552 Fax 23792973		9868468583	

CIVIL MILITARY LIASON FOR DISASTER RELIEF OPERATION (AIR)

CONTACT DETAILS OF AIR FORCE STATION SARSAWA, SAHARANPUR, UTTAR PRADESH

(For Requisition and Deployment of Helicopters in Disasters)

Name	Designation	Contact No.	Address
Mr. Bhanu Johri	Group Captain and	Tel No. 01331 244919-207	AF Stn, Sarsawa

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	Station Incharge	Fax No. 01331 - 244822	Saharanpur (UP), PIN - 247232
Mr. Vineet Sharma	Wing Commander, Chief Operations Officer	As Above Cell No. + 91 7599342240	As Above

CENTRAL CRISIS GROUP

(National Level)

(For industrial and chemical disasters)

Name of Officer/Designation and Location of Deployment	Tel(Office)	Tel(Residence)	Mobile No.	Email id
Sh. Vijai Sharma, Secretary, Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi-110003.	011-24361896 011-24360721 011-24360721 (Fax)	011- 26883988		Vijay.sharma@nic.in
Sh. Rajiv Gauba, Joint Secretary, Ministry of Environment & Forests,Paryavaran Bhavan,CGO Complex, Lodi Road, New Delhi-110003.	011-24360634 011-24363577 (Fax)	0177- 26192110	098713746 60	

All India Radio

(For broadcasting services)

Name	Designation	Contact No.	Address
Mr. T K Tawal	Station Director	0177 2801899 (Office); Residence - 2831281 Fax 0177 2801899; email – airshimla@yahoo.com	Ambedkar Chowk, Shimla - 4
Mr. Devinder Mahindru	Programme Executive	0177 2563038 – O; 0177 2831748	As Above

HQ, CE (P) DEEPAK,

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(For Boarder Roads)

Name	Designation	Contact No.	Address
Mr. IR Mathur	Chief Engineer	0177 2830986 (Office); Residence – 2831850	Minto Court, Shimla - 4
Col. SS Pathania	-	0177 2633602 – O; 0177 2831748	As Above

INDO-TIBETAN BORDER POLICE, TARADEVI, SHIMLA - 10

(For Requisition and Deployment in Disasters)

Name	Designation	Contact No.	Address
Sh. A S Chawla	DIG	0177 2830601 (O); 2830602 (Resi) Email – dighpitbp@sancharnet.in	Taradevi, Shimla - 10
	Staff Officer ADM to DIG	0177 2831010 (O), 2830604	As Above

BHARAT SANCHAR NIGAM LIMITED, HP CIRCLE SHIMLA - 10

(For communication related issues)

Name	Designation	Contact No.	Address
Mr. Rakesh Kapoor	Chief General Manager	0177 2620220 (O); 2625325 (Fax)	SDA Complex, Kasumpti
Mr. A V Chaturvedi	General Manager, Mobiles	0177 2673999 (O), 2673923 (Fax)	As Above
Mr. Prem Singh	General Manager, Telecom	0177 2800666 (O); 2800777 (Fax)	

INDIAN OIL CORPORATION

(For POL and LPG)

Name	Designation	Contact No.	Address
Mr. Piyush Mittal	Divisional Manager Sales	0177 2625768 (O); 2621706 2623158 (Fax)	Block No. 21, SDA Complex, Shimla.

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Mr. Mukesh Kumar	Manager, LPG	0177 2623133 (O), 2671350 (R)	As Above
Mr. Rajan Berry	Deputy Manager Sales	0177 2625363 (O)	As Above

CENTRAL PUBLIC WORKS DEPARTMENT

(For road clearance, machinery and manpower)

Name	Designation	Contact No.	Address
Mr. Gurba Singh	SE	0177 2657531 (O); 2804696 (R), Cell - 9418004466 2652476 (Fax); email – sescshimla@yaoo.com	CPWD, Kennedy Cottage, Shimla - 4
Mr. J K Goel	XEN Planning	0177 2658131 (O), Cell - 09318050506	As Above
Mr. M P Singh	XEN	0177 2652830 (O), 2652412 (R)	As Above

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ANNEXURE – C

LIST OF GRAM PANCHAYATS

DEVELOPMENT BLOCK SADAR

<u>BALH BHALWANA</u>	<u>DHAUN KOTHI</u>	<u>MAKARI MARKAND</u>	
<u>BAMTA</u>	<u>DOBHA</u>	<u>MEITHI</u>	<u>SAI KHARSI</u>
<u>BANDLA</u>	<u>GHYAL</u>	<u>NAMHOL</u>	<u>SIHRA</u>
<u>BARMANA</u>	<u>HARNODA</u>	<u>NAUNI</u>	<u>SIKROHA</u>
<u>BERI RAJYADIYA</u>	<u>JUKHALA</u>	<u>NICHLI BHATER</u>	<u>SOLDHA</u>
<u>BINOLA</u>	<u>KACHOLI</u>	<u>PANJAIL KHURD</u>	<u>SUI SURHAD</u>
<u>CHANDPUR</u>	<u>KALLAR</u>	<u>PANJGAI</u>	<u>SYAHULA</u>
<u>CHHADOL</u>	<u>KANDROR</u>	<u>RAGHUNATH PURA</u>	
<u>CHHAKOH</u>	<u>KOTHIPURA</u>	<u>RAJPURA</u>	
<u>DEOLI</u>	<u>KOTLA</u>	<u>RANIKOTLA</u>	
<u>DEOTH</u>	<u>KUDDI</u>		
<u>DHAR TATOH</u>			

DEVELOPMENT BLOCK GHUMARWIN

<u>BAROTA</u>	<u>GHANDALWIN</u>	<u>KUTHERA</u>	<u>PANTEHRA</u>
<u>BHALSWAI</u>	<u>GHUMARWIN</u>	<u>LADDA</u>	<u>PATER</u>
<u>BHAPRAL</u>	<u>HAMBOT</u>	<u>LEHRI SAREL</u>	<u>PATTA</u>
<u>BHARARI</u>	<u>HARLOG</u>	<u>LUHARWIN</u>	<u>ROHIN</u>
<u>BUM</u>	<u>HATWAR</u>	<u>MALYAWAR</u>	<u>SALOAN UPARLI</u>
<u>DABHLA</u>	<u>HAWAN</u>	<u>MARHANA</u>	<u>SARIYUNKHAS</u>
<u>DADHOL</u>	<u>KOT</u>	<u>MEHRI KATHLA</u>	<u>SEU</u>
<u>DANGAR</u>	<u>KOTHI</u>	<u>MOR SINGI</u>	<u>TADOUN</u>
<u>GAHAR</u>	<u>KSARU</u>	<u>NANAWA</u>	<u>TALWARA</u>
<u>GATWAR</u>	<u>KUHMAJHWAR</u>	<u>PADYALAG</u>	<u>TALYANA</u>

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DEVELOPMENT BLOCK JHANDUTTA

<u>AMARPUR</u>	<u>BERI MIYAN</u>	<u>GHANDEER</u>	<u>KULJYAR</u>
<u>AUHAR</u>	<u>BHADOLIKALAN</u>	<u>GHRAN</u>	<u>MALANGAN</u>
<u>BADGAON</u>	<u>CHHAT</u>	<u>HIRAPUR</u>	<u>MALRAON</u>
<u>BADOL</u>	<u>DAHAD</u>	<u>JANGLA</u>	<u>NAGHIYAR</u>
<u>BAKROA</u>	<u>DAMLI</u>	<u>JEJWIN</u>	<u>NAKHLEHRA</u>
<u>BALGHAD</u>	<u>DARI BHARI</u>	<u>JHABOLA</u>	<u>PAPLAH</u>
<u>BALHSINA</u>	<u>DHANI</u>	<u>JHANDUTTA</u>	<u>PAPLOA</u>
<u>BALOH</u>	<u>DUDIYAN</u>	<u>KALOL</u>	<u>ROHAL</u>
<u>BARGAON GALU</u>	<u>DUSLEHRA</u>	<u>KAPAHRA</u>	<u>SALWAR</u>
<u>BARTHIN</u>	<u>FATOH</u>	<u>KARLOTI</u>	<u>SAMOH</u>
<u>BEHNA BRAHMNA</u>	<u>GALIAN</u>	<u>KOSARIYAN</u>	<u>SANIHRA</u>
<u>BEHNAJATTA</u>	<u>GEHARWIN</u>	<u>KOTLU BRAHMNA</u>	<u>SUNHANI</u>

DEVELOPMENT BLOCK SHRI NAINA DEVI JI

<u>BASSI</u>	<u>KOTKHAS</u>	<u>SWAHAN</u>
<u>BEHAL</u>	<u>KUTEHLA</u>	<u>SALOA</u>
<u>BHAKHRA</u>	<u>LEHRI</u>	<u>TALI</u>
<u>DHAROT</u>		<u>TANBOL</u>
<u>DABHAT</u>	<u>MAKRI</u>	<u>TARSUH</u>
<u>GHAVANDAL</u>	<u>MAJARI</u>	<u>TARWAR</u>
<u>KHARKARI</u>	<u>MANDYALI</u>	<u>TOBA SAGWANA</u>
<u>KODAWALAN</u>	<u>NAKRANA</u>	
	<u>REE</u>	
	<u>ROUDJAMAN</u>	

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ANNEXURE D

List of Helipads in Bilaspur

Sr. No.	Name of the Station/Helipad	Latitude	Longitude	REF	Altitude(above mean sea level)
1.	Barmana	31.24.87	76.49.51		mtrs
2.	Bilaspur	31.20	76.45	A.302/24	670 mtrs
3.	Shah Talai	31.27	76.31	A.301/39	609 mtrs
4.	Ghumarwin	31.27	76.43		706 mtrs
5.	Hatwar	31.35	76.42		800 mtrs
6.	Gehrwin	31.22	76.39		760 mtrs
7.	Jhandutta	31.22	76.39		743 mtrs
8.	Buhar (Kotdhar)	31.19	76.38		1049 mtrs
9.	Swarghat	31.13.30	76.42.30		
10.	BBMB Football Ground Nangal	31.23	76.22		
11.	NFL Ground Naya Nangal	31.23	76.22		
12.	Luhnu	31.20	76.45		670 mtrs
13.	GSSS Jukhala	31.16	76.51		725 mtrs
14.	Namhol	31.15.40	76.51.55		

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Annexure E

List of NCC/NSS/Scout & Guide and other Identified Volunteers in the district

Sr. No.	Name	Organisation	Institution	Contact No.
1.	Sweta Sharma	NSS Volunteer	Govt Degree College Ghumarwin	88940-94106
2.	Bindu Thakur	NSS Volunteer	Govt Degree College Ghumarwin	98822-93014
3.	Dinesh Kumar	NSS Volunteer	Govt Degree College Ghumarwin	98822-33598
4.	Rakesh Kumar	NSS Volunteer	Govt Degree College Ghumarwin	98822-33698
5.	Rajat Chandel	NSS Volunteer	Govt Degree College Ghumarwin	98822-33598
6.	Kavita	NSS Volunteer	Govt Degree College Ghumarwin	94182-89164
7.	Sunny kapil	NCC Cadet	Govt Degree College Ghumarwin	98178-95178
8.	Ajay Kumar	NCC Cadet	Govt Degree College Ghumarwin	94590-09370
9.	Narender Kumar	NCC Cadet	Govt Degree College Ghumarwin	96256-24063
10.	Pankaj Kumar	NCC Cadet	Govt Degree College Ghumarwin	96259-78282
11.	Basu Dev	NCC Cadet	Govt Degree College Ghumarwin	91296-23553
12.	Akshay Kumar	NCC Cadet	GSSS(B) Ghumarwin	96257-13021
13.	Anku	NCC Cadet	GSSS (B)Ghumarwin	98823-7724
14.	Pankaj Dheer	NCC Cadet	GSSS (B)Ghumarwin	98177-01745
15.	Bhim Sen	NCC Cadet	GSSS (B)Ghumarwin	98164-31889
16.	Surya Shama	NCC Cadet	GSSS (B)Ghumarwin	98160-39799
17.	Subash Chand	NCC Cadet	GSSS (B)Ghumarwin	98171-55737
18.	Sanjay Kumar	NCC Cadet	SVGC Ghumarwin	94598-15819
19.	Jyoti	NCC Cadet	GSSS (G)Ghumarwin	98050-12468
20.	Poonam Sharma	NCC Cadet	GSSS(G) Ghumarwin	94180-27998
21.	Monika Devi	NCC Cadet	GSSS(G) Ghumarwin	97362-00410
22.	Shivani Rana	NCC Cadet	GSSS(G) Ghumarwin	98170-36459
23.	Pallavi Sharma	NCC Cadet	GSSS(G) Ghumarwin	98822-06967
24.	Jyoti Thakur	NCC Cadet	GSSS(G) Ghumarwin	98172-84001
25.	Anjali Kumari	Scout & Guide	GSSS(G) Ghumarwin	96254-36019
26.	Isha Kumari	Scout & Guide	GSSS(G) Ghumarwin	98174-70198
27.	Pooja Kumari	Scout & Guide	GSSS(G) Ghumarwin	96252-62855
28.	Sonakshi Bhardwaj	Scout & Guide	GSSS(G) Ghumarwin	98160-58712

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29.	Kajal Chandel	Scout & Guide	GSSS(G) Ghumarwin	01978-255399
30.	Anchal Sharma	Scout & Guide	GSSS(G) Ghumarwin	94598-15316
31.	Ritu Sharma	NSS Volunteer	Govt College Jhandutta	97362-27427
32.	Kiran Lata	NSS Volunteer	Govt College Jhandutta	98057-03559
33.	Rachna Kumari	NSS Volunteer	Govt College Jhandutta	88949-31333
34.	Diksha Kumari	NSS Volunteer	Govt College Jhandutta	98175-04557
35.	Poonam Kumari	NSS Volunteer	Govt College Jhandutta	98171-42455
36.	Ramila Devi	NSS Volunteer	Govt College Jhandutta	93180-26719
37.	Sachin Kumar	NCC Cadet	GSSS Jhandutta	98178-23522
38.	Arvind Kumar	NCC Cadet	GSSS Jhandutta	98174-35727
39.	Anoop Chandel	NCC Cadet	GSSS Jhandutta	98175-67857
40.	Ashwani Kumar	NCC Cadet	GSSS Jhandutta	98178-23522
41.	Manish Kumar	NCC Cadet	GSSS Jhandutta	98165-20265
42.	Parminder Singh	NCC Cadet	GSSS Jhandutta	98051-19122
43.	Ritika Chandel	Scout & Guide	GSSS Jhandutta	98170-77124
44.	Muskaan	Scout & Guide	GSSS Jhandutta	94187-69987
45.	Shivani Thakur	Scout & Guide	GSSS Jhandutta	96254-53770
46.	Meenakshi Chandel	Scout & Guide	GSSS Jhandutta	94182-06501
47.	Priyanka	Scout & Guide	GSSS Jhandutta	94187-69987
48.	Anita Kumari	Scout & Guide	GSSS Jhandutta	98256-86554
49.	Divya Jyoti	Scout & Guide	GSSS Jhandutta	96252-29379
50.	Archana Kumari	Scout & Guide	GSSS Jhandutta	98052-39128
51.	Mehak Verma	Scout & Guide	GSSS Jhandutta	89882-37305
52.	Anuradha	Scout & Guide	GSSS Jhandutta	96258-02199
53.	Meenakshi Thakur	Scout & Guide	GSSS Jhandutta	96252-35622
54.	Shivani Chandel	Scout & Guide	GSSS Jhandutta	98170-09437
55.	Shankutla Devi	President Red ribbon Club, Soi, Ghumarwin		94186-07504
56.	Nisha Devi	SHG , GP Iuharwin, Ghumarwin		94182-05908
57.	Vikram Kumar	NYK Bilaspur		98172-69810
58.	Vijay Singh	President, NYK Bilaspur		98171-83096
59.	Sunil Kumar	Secretary, NYK Bilaspur		98173-09915
60.	Sunil Kumar	Member, NYK Bilaspur		88942-63354

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Annexure G

List of nodal officers

Sr. No.	Department	Name	Designation	Mobile No.
1.	Collectorate Bilaspur	1.Pradeep Thakur 2. Shashi Pal Sharma	ADM DRO	94181-10919 94184-50880
2.	Police Deptt	B.S. kanwar	ASP Bilaspur	94180-10870
3.	HPPWD Bilaspur	Er. Kartar Singh	Xen, Division No .1	94181-24857
4.	I&PH Bilaspur	Sh	Xen I&PH BLP	
5.	HPSEBL Bilaspur	Sh. O.P Chandel	Xen HPSEBL BLP	94180-00812
6.	Sub division Sadar	Dr. M.L. Mehta	SDM Sadar	98160-43236
7.	Sub division Ghumarwin	Rajeev kumar	SDM Ghumarwin	94180-58845
8.	Health Deptt	Dr. M.L. kaushal	CMO BLP	98161-67375
9.	Agriculture Deptt	Dr. Ramesh chand	Dy. Dir. Agriculture	98161-32705
10.	Horticulture Deptt	Sh. Shashi Sharma	Dy. Dir. Horticulture	94185-65722
11.	Fisheries Deptt	Sh. Gurcharan Singh	Director Fisheries	94184-53030
12.	Food & Civil supplies	Sh. Partap Singh Chauhan	DFSC Bilaspur	94188-97636
13.	Home Grads	A.R Sharma AAO 5 th Bn. Home Guards Bilaspur.	Dy. Commander	89880-76174
14.	Water sports Complex	Sh. Rakesh Kumar	In charge WSC Bilaspur.	98052-42288
15.	HRTC	Dr. Santosh kumar DDM HRTC Bilaspur	RM HRTC	94180-00540
16.	BSNL	Pritam chand Dhiman		94180-58600
17.	NH	Sh. Brij lal verma	SDO NH Jukhala	94181-06984
18.	NHAI	Dr. Nishant Shri	Project Director	98150-09101

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		Vastava Bilaspur	ITNL	IL&FS	
19.	Forests	H.K. Sarvata		DFO BLP.	94184-51008
20.	Education	P.S Dhatwalia		Dy. Director Higher Education	94180-44156
21.	Industries	G.S.Chauhan		GM DIC Blp	94181-32670

Annexure H

Resource Inventory

Police Department:- The deployment of Police personnel their telephone numbers is as under:

Sr. No.	Name of Police Station	Name of GO/SDPO	SHO name	Insp.	SI	ASI	HC	Cs/HHC	L/C	HHG	Remarks
1.	Sadar	Sh. Pratap Singh Thakur,SDPO 01978224400, 9418158090	Insp. Shyam Sunder 01978222588 9418263861	1	4	6	9	21	2	37	80
2.	PAR Jhandutta	Sh. Pratap Singh Thakur,SDPO 01978224400, 9418158090	ASI Kewal Singh 9418455700	0	0	1	2	7	0	2	12
3.	PP City	Sh. Pratap Singh Thakur,SDPO 01978224400, 9418158090	ASI Padam Dev 9418077061	0	0	1	2	7	1	12	23
4.	SIU	Sh. Bhupinder Singh, Addl SP 01978224300 9418010870	SI Karam Singh 9418079051	0	1	2	2	7	0	0	12
5.	WACSU	Sh. Pratap Singh Thakur,SDPO 01978224400,	HC Nirmla Devi 9418010401	0	0	0	2	1	5	0	8

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		9418158090									
6.	Traffic	Sh. Pratap Singh Thakur,SDPO 01978224400, 9418158090	ASI Nand Lal 9418467667	0	0	1	2	25	0	10	38
7.	QRT	Sh. Pratap Singh Thakur,SDPO 01978224400, 9418158090	ASI Hoshiar Singh 9418024407	0	0	1	2	11	0	0	14
8.	PL Bilaspur	Sh. Pratap Singh Thakur,SDPO 01978224400, 9418158090	ASI Kashmir Singh 9882127275	0	1	2	1	6	3	0	93
9.	Swarghat	Sh. Vinod Kumar, DySP 01978288030	SI lakhvir Singh 9418446762	0	1	2	3	18	1	11	36
10.	SDPO Office Shri Naina Devi Ji	Sh. Vinod Kumar, DySP 01978288030 9418352909	-	0	0	0	1	3	0	0	4
11.	Lower Excise Barrier	Sh. Vinod Kumar, DySP 01978288030 9418352909	-	0	0	0	0	0	0	3	3
12.	Kot-Kehloor	Sh. Vinod Kumar, DySP 01978288030 9418352909	Inspr. Gurdeep Singh 01978288031 9805081694	1	2	3	3	16	0	17	42
13.	PP Shri Naina Devi Ji	Sh. Vinod Kumar, DySP 01978288030 9418352909	ASI Sewa Singh 01978288092	0	0	1	1	5	0	5	12
14.	PP Gwalthai	Sh. Vinod Kumar, DySP 01978288030 9418352909	ASI Paramjit Singh 01978207012 9418370334	0	0	1	1	5	0	3	10
15.	BSG Bhakra	Sh. Vinod Kumar, DySP 01978288030 9418352909	Inspr. Sohan Lal 9816185702	1	1	2	0	7	0	0	11
16.	Barmana	Sh. Bhupinder Singh, Addl SP 01978224300 9418010870	SI Ashok Kumar 01978244040	0	1	5	6	16	2	21	51
17.	PP Namhol	Sh. Bhupinder Singh,Addl SP 01978224300 9418010870	SI Mukesh Kumar 01978240032 9736592121	0	1	0	2	6	1	9	19

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18.	PS Ghumarwin	Sh. Anjani Jaswal, DySP 01978255565 94118054009	Inspr. Sita Ram 01978255216 9816053905	1	2	3	7	23	2	24	62
19.	PS Bharari	Sh. Anjani Jaswal, DySP 01978255565 94118054009	SI Raj Kumar 01978273026 9817039119	0	1	3	5	17	5	14	45
20.	PS Talai	Sh. Anjani Jaswal, DySP 01978255565 94118054009	SI Hem Raj 01978264038 9418330605	0	1	3	4	16	3	17	44
21.	SP Office	"W"/SP	Inspr. Mohan Lal 01978224500 9805734234	2	2	5	11	24	4	0	48
22.	Grand Total	-	-	6	18	42	76	311	29	185	667

Equipments available with various departments:-

Sr. No	Name of the Department	Official manpower available		Manpower that could be made available within a short notice of hour	Equipments/machinery available (with locations) i.e. JCB, Dozers, Cranes, Buses/Vehicles, fire Tenders, Medical equipments required during Emergency Wireless sets			
		Regular Cadre	WC converted into regular		Description of Vehicle	Location	Liasioning officer	Contact No.
1	I&PH Dept. (I&PH Division Bilaspur)	52 Nos.	576 Nos.	85 Nos.	Bolero (HP 69-0345)	Bilaspur	Executive Engineer, I&PH Divn. Bilaspur	01978-222579
					Bolero (HP 24B-0360)	Bilaspur	Assistant Engineer,	01978-222367
					Bolero Camper	Kandroun	Assistant Engineer,	01978-243070
					Bolero Camper	Swarghat	Assistant Engineer,	01978-284028
					Truck No. (HP 24A-1674)	Bilaspur	Assistant Engineer,	01978-222367
					Truck No. (HP 34A-2674)	Kandroun	Assistant Engineer,	01978-243070
2	I&PH Dept. (I&PH Division Ghumarwin)	26 Nos.	558 Nos.	80 Nos.	Gipsy HP 23-1946	Ghumarwin	Executive Engineer, I&PH Div. Ghumarwin	01978-255287
					Gipsy HP03-1504	Jhandutta, Kalol	Assistant Engineer	01978-272035 01978-262027
					Bolero	Ghumarwin	Assistant Engineer,	01978-272035

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					Camper HP 24-8248			
					Truck HP 23A- 1269	Ghumarwin	Assistant Engineer,	01978-255518
					Truck HP 24A- 1669	Jhandutta	Assistant Engineer,	01978-272035

Emergency Stock available

Sr. No.	Name of the Department	Stock (material/medicines/food items) available all the time in different godowns.	Temporary shelter during the occurrence of disaster such as Schools, Colleges, rest houses, temples, Panchyat ghars	Remarks
1	I&PH Dept. (I&PH Division Bilaspur)	Pipes of all diameter and mono sub pumps etc. if required shall be made available at Divisional stores at Bilaspur & Ghumarwin divisional stores respectively	Committee Hall, G. College Blp., Shiva Eng. Coll. Chandpur GSSS Blp., Water sports comp. Blp., GSSS Charrol, Zagathkhana Swarghat Skt.College Sh. Naina Devi Ji, GSSS Bassi Kandrouer, Harlog Berri Ghagus Jukhala Bandla Namhol Soldha	
2	I&PH Dept. (I&PH Division Ghumarwin)		GSSS Ghumarwin , G. College Ghumarwin, GSSS Hatwar, Kuthera, Bharari, PWD Rest House Bharari, GSSS Danger, Dhadol, Badaghat, Chhat, Berthin, Kalaol, Talai, Jhandutta, Marotan, Geherwin Auhar,	

Himachal Pradesh Public Works Department.

S No	Name of the Department	Official manpower available				Manpower that could be made available within a short notice of hour	Equipments/machinery available (with locations) i.e. JCB, Dozers, Cranes, Buses/ Vehicles, fire Tenders, Medical equipments required during Emergency Wireless sets			
		Work Inspector	Mate	Beldar	Total		Description of Vehicle	Location	Liasioning officer	Contact No.
1	HPPWD BILASPUR DIVISION I	27	15	290	332	332	Tipper HP-14-7850	BLP-I	AE BERI	01978-222550
							Tipper HP-24-3251	BLP-I	AE II	
							Tipper HP-69A-1546	BLP-I	AE II	
							Dozer-G-12700	BLP-I	AE BERI	
							Air Compressor 4385	BLP-I	AE BERI	
							Air Compressor 900024	BLP-I	AE II	
							JCB-3DX No. HP24A-7018	BLP-I	AE BERI	
							JCB-3DX No. HP-24A-7018	BLP-I	AE II	
							Mini Truck HP-247407	BLP-I	AE BERI	
							Truck HP-24A-1390	BLP-I	AE BERI	
							Mini Truck HP-24-A 1226	BLP-I	AE HORTI	
							Tractor HP 24A-1391	BLP-II	AE II	
	HPPWD BILASPUR DIVISION II	32	40	470	542	542	Truck HP-07-A 2057	BLP-II		
							Truck HP-24-4821	BLP-II		
							Tipper HP-69A-1546	BLP-II		

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							Tipper HP-24-2991	BLP-II		
							Tipper HP-24-7712	BLP-II		
							Tipper HP-24-7078	BLP-II		
							Front & Loader 710/13464	BLP-II		
							JCB-HP-24-9811	BLP-II		
							JCB-HP-24-9811	BLP-II		
							JCB No.HP24A-7317	BLP-II		
							Dozer 12743	BLP-II		
							Tractor HP 07A-2094	BLP-II		
							Air Compressor 0860	BLP-II		
							Air Compressor 0864	BLP-II		
							Air Compressor 0899	BLP-II		

Annexure - I

FLOW CHART FOR DISPOSAL OF DEAD BODIES AT DISTRICT LEVEL

1. Activate the Disaster Management Plan
2. Nodal Officer in the incident Response System will activate all other stakeholders associated with Disposal of the Dead.
3. Establish an information Centre at the site of Disaster/District HQ.
4. Inform all other Stake-holders, both in government and Non-Governmental sector, including the elected, Panchayati Raj functionaries and the community.
5. Activate search and Rescue teams of Fire & Emergency Services, Police, SDRF, Civil Defence, NDRF and NGOs for the retrieval of the injured and the dead.
6. The injured will get the priority for First Aid and evacuation to hospital.
7. Prepare a record of details of the bodies retrieved in the Dead Body Inventory Record Register, allocated individual Identification Number, photographed, and then Dead Body Identification Form initiated.
8. Associate relatives and community members for the identification of the bodies.
9. Hand over the identified bodies to the relatives or the community, and if necessary after cross-matching Dead Body Identification Form with that of the Missing Person Form, for the last rites as per local, cultural and religious denomination.
10. Unidentified or unclaimed dead bodies/body parts shall be transported to the mortuaries for proper preservation and storage at the designated sites.
11. Consult relatives, legal and forensic experts for positive identification.
12. Final disposal of unidentified bodies/body parts shall be done by District authorities after applying all the possible means of identification as per the legal provisions.

13. The bodies of foreign nationals shall be properly preserved either by embalming or chemical methods and then placed in body bags or in coffins with proper labeling. Handing over and transportation of such bodies shall take place through the Ministry of Extern Affairs, in consultation with the Consular offices of the concerned countries and other actors such as International Committee of the Red Cross, if necessary and possible.

GUIDELINES FOR DISPOSAL OF ANIMAL CARCASSES

1. Guidelines for Burial

- a) Burial shall be performed in the most remote area possible.
- b) Burial areas shall be located a minimum of 300 feet down gradient from wells, springs and other water sources.
- c) Burial shall not be made within 300 feet of streams or ponds, or in soils identified in the country soil survey as being frequently flooded.
- d) The bottom of the pit or trench should be minimum 4 to 6 feet above the water table.
- e) Pits or trenches shall approximately be 4 to 6 feet deep. They should have stable slopes not steeper than 1 foot vertical to 1 foot horizontal.
- f) Animal Carcasses shall be uniformly placed in the pit or trench so that they do not exceed a maximum thickness of 2 feet. The cover over and surrounding shall be a minimum of 3 feet. The cover shall be shaped so as to drain the runoff away from the pit or trench.
- g) The bottom of trenches left open shall be sloped to drain and shall have an outlet. All surface runoff shall be diverted from entering the trench.
- h) Burial areas shall be inspected regularly and any subsidence or cavities filled.

2. Guidelines for Composting

- a. Select site that is well drained, at least 300 feet from water sources, sinkholes, seasonal seeps or other landscape features that indicate hydrological sensitivity in the area.
- b. Lay 24-inch bed of bulky, absorbent organic material containing sizeable pieces 4 to 6 inches long. Wood chips or hay straw work well. Ensure the base is large enough to allow for 2-foot clearance around the carcass.

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- c. Lay animal in the centre of the bed. Lance the rumen to avoid bloating and possible explosion. Explosive release of gases can result in odour problems and it will blow the cover material off the composting carcass.
- d. When disposing large amounts of blood or body fluid, make sure there is plenty of material to absorb the liquid. Make a depression so blood can be absorbed and then cover, if a blood spill occurs, scrape it up and put back in pile.
- e. Cover carcass with dry, high-carbon material, old silage, sawdust or dry stall bedding (some semi-solid manure will expedite the process). Make sure all residuals are well covered to keep odours down, generate heat or keep vermin or other unwanted animals out of the window.
- f. Let it sit for 4 to 6 months, then check to see if carcass is fully degraded.
- g. Reuse the composted material for carcass compost pile, or remove large bones and land apply.
- h. Site cleanliness is the most important aspect of composting; it deters scavengers, and helps control odours and keeps good neighborly relations.

Note: Animals that show signs of a neurological disease, animals that die under quarantine and those with anthrax should not be composted.

Reference: USDA Natural Resource Conservation Service, Arkansas Livestock and Poultry Commission, University of Arkansas.

FLOW CHART FOR DISPOSAL OF ANIMAL CARCASSES AT DISTRICT LEVEL

1. Activate the DM Plan.
2. Nodal Officer in the Incident Response System will activate all other stakeholders associated with the disposal of Animal Carcasses.
3. Establish an Information Centre at the site of Disaster/District HQ.
4. Inform all other Stake-holders, both in government and Non-Governmental sector, including the elected, Panchayati Raj functionaries and the community.
5. Activate Animal Carcass Retrieval teams for the recovery and retrieval of the injured livestock and the animal carcasses.

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6. Injured livestock will get the priority for First Aid and evacuation to hospital.
7. Prepare a record of details of the animal carcasses retrieved.
8. Associate owners of the livestock, or their relatives and community members for the identification of the animal carcasses.
9. Hand over the identified animal carcasses to the owners for disposal at the selected site.
10. All unidentified animal carcasses will be photographed preferably before transportation for disposal.
11. Unidentified or unclaimed animal carcasses shall be transported to the designated site for disposal by District authorities as per the Disaster Plan.

Emergency Support Functions (ESFs) Plan at District Level

In the aftermath of a natural disaster wherein District Administration’s overall coordination is needed the command, control and coordination will be carried out under the ESFs Plan. District EOC shall activate the ESFs and the concerned Department/Agency of each ESFs shall identify requirements in consultation with their counterparts in affected districts, mobilize and deploy resources to the affected areas of the district. The District EOC shall maintain a close link with the State EOC.

ESFs shall be responsible for the following:

1. The designated authorities for each of ESF shall constitute quick response teams and assign the specific task to each of the member.
2. The designated authorities for each of the ESF shall identify and earmark the resources i.e. Manpower and materials to be mobilized during the crisis.
3. An inventory of all the resources with details shall be maintained by each of the designated authority for each of the ESF.
4. The designated authority for each of the ESF will also enter into pre-contracts for supply of resources, both goods and services to meet the emergency requirements.
5. The designated authority for each of the ESF will be delegated with adequate administrative, legal and financial powers for undertaking the tasks assigned to them.

Primary and Secondary Agencies

The designated primary agency, acting as the State agency shall be assisted by one or more support agencies (secondary agencies) and shall be responsible for managing the activities of the ESF and assisting the district in the rescue and relief activities and ensuring that the mission is accomplished. The primary and secondary agencies have the authority to execute response operations to directly support the needs of the affected districts.

Agency for Each Emergency Support Functions and Roles to be performed

ESF No.	ESF	Primary Agency	Secondary Agency	Responsibilities of Primary Agency	Activities for Response	Role of Secondary Agency
1.	Communication	BSNL	Police Units of Armed Forces in the area	Coordination of national actions to assure the provision of telecommunication support the state and district; Coordinate the	Responsible for coordination of national actions to assure the provision of telecommunication support the state and district response elements;	Make available police wireless network at the affected locations; Coordinate for the other networks available such as Ham Radios or HP, EB network etc.;

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				requirement of temporary telecommunication in the affected areas.	Coordinate the requirement of temporary telecommunication in the affected areas.	The units of armed forces in the area would provide communication network on the request of the competent authority.
2	Public Health	Department of Health and Family Welfare (CMO/M S ZH)	Department of Ayurveda (DAMO)	<p>To coordinate, direct and integrate State level response;</p> <p>Direct activation of medical personnel, supplies and equipment;</p> <p>Coordinate the evacuation of patients;</p> <p>Provide human services under the Dept of health;</p> <p>To prepare and keep ready Mobile Hospitals and stock;</p> <p>To network with private health service providers;</p> <p>To provide for mass decontamination;</p> <p>Check stocks of equipment and drugs.</p>	<p>Provide systematic approach to patient care;</p> <p>Perform medical evaluation and treatment as needed;</p> <p>Maintain patient tracking system to keep record of all patients treated;</p> <p>Mobilization of the private health services providers for emergency response.</p> <p>In the event of CNBR disaster to provide for mass decontamination of the affected population;</p> <p>Maintain record of dead and arrange for their post mortem.</p>	<p>To perform the same functions as assigned to the primary agency;</p> <p>Provide manpower to the primary agency wherever available and needed;</p> <p>Make available its resources to the primary agency wherever needed and available.</p>
3.	Sanitation/ Sewerage Disposal	Urban Development and Rural Development	Irrigation and Public Health	<p>Make arrangement for proposal disposal of waste in their respective areas;</p> <p>Arrange adequate material and manpower to maintain cleanliness and hygiene.</p>	<p>Ensure cleanliness and hygiene in their respective areas;</p> <p>To arrange for the disposal of unclaimed bodies and keeping record thereof;</p> <p>Hygiene promotion with the availability of mobile toilets;</p> <p>To dispose off the carcass.</p>	<p>Repair the sewer leakages immediately</p> <p>Provide bleaching powder to the primary agencies to check maintain sanitation.</p>
4.	Power	HPSEB	Himurja	Provide and coordinate	Support to Local	Make arrangement for

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		Ltd. (SE/XEN)		<p>State support until the local authorities are prepared to handle all power related problems;</p> <p>Identify requirements of external equipment required such as DG sets etc;</p> <p>Assess damage for national assistance.</p>	<p>Administration;</p> <p>Review the total extent of damage to the power supply installations by a reconnaissance survey;</p> <p>To provide alternative means of power supply for emergency purposes;</p> <p>Dispatch emergency repair teams equipped with tools, tents and food;</p> <p>Hire casual labour for the clearing of damaged poles etc.</p>	<p>and to provide alternative sources of lighting and heating to the affected populations and for the relief camps.</p>
5.	Transport	Department of Transport (RTO)	HRTC, Civil Aviation. (RM, HRTC, DTDO)	<p>Overall coordination of the requirement of transport;</p> <p>Make an inventory of vehicles available for various purposes;</p> <p>Coordinate and implement emergency related response and recovery functions, search and rescue and damage assessment.</p>	<p>Coordinate arrangement of vehicles for transportation of relief supplies from helipads/airports to the designated places;</p> <p>Coordinate arrangement of vehicles for transportation of SAR related activities.</p>	<p>Make available its fleet for the purpose of SAR, transportation of supplies, victims etc;</p> <p>Act as stocking place for fuel for emergency operations;</p> <p>Making available cranes to the District Administration;</p> <p>To coordinate for helicopter services etc. required for transportation of injured, SAR team, relief and emergency supplies.</p>
6.	Search and Rescue	Civil Defence, Home Guards, Fire and Emergency Services (Commandant HG)	SDRF, Armed and Para military forces, Police, Red Cross, VOs, Volunteers and 108.	<p>Establish, maintain and manage state search and rescue response system;</p> <p>Coordinate search and rescue logistics during field operations;</p> <p>Provide status reports of SAR updates throughout the affected areas.</p>	<p>GIS is used to make an estimate of the damage area and the deployment of the SAR team in the area according to the priority;</p> <p>Discharge all ambulatory patients for the first aid which has the least danger to health and others transported to</p>	<p>108 and Red Cross to make available ambulances as per requirement;</p> <p>SDRF, VOs and Volunteers to assist the primary agency in SAR</p> <p>Armed and para military forces to provide assistance to civil</p>

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					safer areas.	authorities on demand; Police to arrange for the transportation and postmortem of the dead.
7.	Public Works and Engineering	HP PWD (SE/XEN)	CPWD, National Highways Authority of India, MES, BRO	<p>Emergency clearing of debris to enable reconnaissance;</p> <p>Clearing of roads;</p> <p>Assemble casual labour;</p> <p>Provide a work team carrying emergency tool kits, depending on the nature of disaster, essential equipment such as</p> <ul style="list-style-type: none"> • Towing vehicles • Earth moving equipments • Cranes etc. <p>Construct temporary roads;</p> <p>Keep national and other main highways clear from disaster effects such as debris etc.;</p> <p>Networking with private services providers for supply of earth moving equipments etc.</p>	<p>Establish a priority list of roads which will be opened first;</p> <p>Constructing major temporary shelters;</p> <p>Connecting locations of transit/relief camps;</p> <p>Adequate road signs should be installed to guide and assist the relief work;</p> <p>Clearing the roads connecting helipads and airports;</p> <p>Restoring the helipads and making them functional;</p> <p>Rope in the services of private service providers and secondary services if the department is unable to bear the load of work.</p>	<p>Making machinery and manpower available to the PWD and to keep national highways and other facilities in functional state.</p>
8.	Information and Communication	District Collector (AC/ADM)	Department of IT/NIC (DIO, NIC)	<p>Operate a Disaster Welfare Information (DWI) System to collect, receive, and report and status of victims and assist family reunification;</p> <p>Apply GIS to speed other facilities of relief and</p>	<p>Documentation of response/ relief and recovery measures;</p> <p>Situation reports to be prepared and completed every 3-4 hours.</p>	<p>Render necessary assistance in terms of resources, expertise to the primary agency in performing the assigned task.</p>

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				<p>search and rescue;</p> <p>Enable local authorities to establish contact with the state authorities;</p> <p>Coordinate planning procedures between district, the state and the centre;</p> <p>Provide ready formats for all reporting procedures as a standby.</p>		
9.	Relief Supplies	Collector ate (AC/ADM)	Department of Food and Civil Supplies (DFSC, AM CSC)	<p>To collect, process and disseminate information about an actual or potential disaster situation to facilitate the overall activities of all responders in providing assistance to an affected area in consultation;</p> <p>Coordinate activities involved with the emergency provisions;</p> <p>Temporary shelters;</p> <p>Emergency mass feeding;</p> <p>To coordinate bulk distribution of emergency supplies;</p> <p>To provide logistical and resource support to local entities;</p> <p>In some instances, services also may be provided to disaster workers;</p> <p>To coordinate damage assessment and post disaster needs assessment.</p>	<p>Support to Local Administration;</p> <p>Allocate and specify type of requirements depending on need;</p> <p>Organize donation (material) for easy distribution before entering disaster site.</p>	<p>To assist the primary agency in arranging and supplying relief supplies;</p> <p>To assist the primary agency in running the relief camps.</p>
10.	Food &	Departm	Department	Requirement of food and	Make emergency food	Ensuring the distribution

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	Supplies	ent of Food and Public Distribution (DFSC)	of Cooperation (ARCS)	clothing for affected population; Control the quality and quantity of food, clothing and basic medicines; Ensure the timely distribution of food and clothing to the people; Ensure that all food that is distributed is fit for human consumption.	and clothing supplies available to population; Ensure the provision of specific nutrients and supplementary diet for the lactating, pregnant women and infants.	of food supplies to the affected population through the PDS network etc.
11.	Drinking water	Department of I & PH (SE/XEN)	Department of Urban Development (Secretary SADA)	Procurement of clean drinking water; Transportation of water with minimum wastage; Special care for women with infants and pregnant women; Ensure that sewer pipes and drainage are kept separate from drinking water facilities.	Support to local Administration; Water purification installation with halogen tablets etc.	To assist the primary agency wherever ULI is associated in the distribution of potable water.
12.	Shelter	Collector (AC/ADM)	HIMUDA, HP PWD, UD and Panchayati Raj	Provide adequate and appropriate shelter to all population; Quick assessment and identifying the area for the establishment of the relief camps; Identification of public buildings as possible shelters; Identifying the population which can be provided with support in their own place and need not be shifted/reallocated; Locate relief camps close to open traffic and transport links.	Support to Local Administration; Locate adequate relief camps based on survey of damaged houses; Develop alternative arrangements for population living in structures that might be affected even after the disaster.	HIMUDA and HP PWD would assist the primary agency in establishing temporary shelters of larger dimensions; Department of Panchayati Raj through local Panchayats would assist the primary agency in establishing shelters of smaller dimensions.

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13.	Media	Department of Public Relations (DPRO)	Local DD and AIR	<p>To Provide and collect reliable information on the status of the disaster and disaster victims for effective coordination of relief work at state level;</p> <p>Not to intrude on the privacy of individuals and families while collecting information;</p> <p>Coordinate with DOCs at the airport and railways for required information for international and national relief workers;</p> <p>Acquire accurate scientific information from the ministry of Science and Technology;</p> <p>Coordinate with all TV and radio networks to send news flashes for specific needs of Donation;</p> <p>Respect the socio-cultural and emotional state of the disaster victims while collecting information for dissemination.</p>	<p>Use and place geographical Information to guide people towards relief operation;</p> <p>Use appropriate means of disseminating information to victims of affected area;</p> <p>Curb the spread of rumours;</p> <p>Disseminate instructions to all stakeholders.</p>	To assist the primary agency in discharge of its role.
14.	Help lines	Collectorate (AC/ADM)	Department of Public Relations	<p>To receive distress calls from the affected people and coordinate with the control room;</p> <p>To facilitate the optimization of donations received in kind;</p> <p>Co-ordinate, collect, process, report and display essential elements of information and to facilitate support for planning efforts in response operations;</p>	<p>One of the most critical needs will be having a simplified way of identifying and tracking victims and providing assistance;</p> <p>Identify locations for setting up transit and relief camps, feeding centres and setting up of the Help lines at the nodal points in the state and providing the people the information about the numbers.</p>	To assist the primary agency in performing its job effectively and provide its manpower and resources for the purpose.

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				<p>Co-ordinate pre-planned and event-specific aerial reconnaissance operations to assess the overall disaster situation;</p> <p>Pre-positioning assessment teams headed by the State coordinating officer and deployment of other advance elements;</p> <p>Emergency clearing of debris to enable reconnaissance of the damaged areas and passage of emergency personnel and equipment for life saving property protection and health and safety.</p>		
15.	Animal Care	Department of Animal Husbandry (AD AH)	Department of Panchayati Raj (DPO)	<p>Treatment of animals;</p> <p>Provision of vaccination;</p> <p>Disposal of dead animals.</p>	<p>To arrange for timely care and treatment of animals in distress;</p> <p>Removal of dead animals to avoid outbreak of epidemics.</p>	To assist the primary agency in performing its role.
16.	Law and Order	Police (SP)	Home Guards (Commandant Home Guards)	<p>Having sound communication and security plan in place to coordinate law and order issues;</p> <p>Training to security personnel in handling disaster situations and issues related to them.</p>	<p>To maintain law and order;</p> <p>To take measure against looting and rioting;</p> <p>To ensure the safety and security of relief workers and material;</p> <p>To take specific measure for the protection of weaker and vulnerable sections of the society;</p> <p>To provide safety and security at relief camps and temporary shelters.</p>	To assist the primary agency by making available manpower.
17.	Removal of trees	Forest	Forest Corporation	Removal of fallen trees;	Arrange for timely removal of trees	To support and supplement the efforts

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	and fuel wood	(DFO)	(AM FC)	<p>To provide fuel wood for the relief camps and public;</p> <p>Have adequate storage of fuel wood and make arrangement for distribution thereof;</p> <p>To provide fuel wood for cremation.</p>	<p>obstructing the movement of traffic;</p> <p>Arrange for timely removal of tress which have become dangerous;</p> <p>Make arrangement for fuel wood for the relief camps and for general public;</p> <p>Provide fuel wood for mass cremation etc.</p>	of the primary agency
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Annexure - M

First Information Report

Name of the District:-

Date of Report:-

1. Nature of Calamity:-
2. Date and Time of Occurrence:-
3. Number and Names of the areas affected:-
4. Population Affected:-
5. Number of Persons
 - a) Died
 - b) Missing
 - c) Injured
6. Animals:-
 - a) Affected
 - b) Lost
7. Crops Affected:-
8. Number of houses damaged:-
9. Damage to Public Property:-

Annexure - N

Rapid Assessment Format for Disaster Management Team

[Aim to determine immediate response of the locality]

Type of Disaster _____; Date _____; Time _____;

Team Member _____

1. Name of the location	
2. Administrative Unit and Division	
3. Geographical location	
4. Local Authorities interview(with name, address, designation)	
5. Estimated total population	
6. Worst affected areas/population <ul style="list-style-type: none">- No of Blocks- G.P- Village	
7. Areas currently inaccessible	
8. Type of areas affected	
9. Distance from the District Head Quarters(Km)	
Accessibility of the areas	
10. Effect on population	Number
(a) Primary affected population <ul style="list-style-type: none">- Children below 1 year- Children between 1 and 5 years old	

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<ul style="list-style-type: none"> - Women - Pregnant and lactating women - Elderly (above 60) - Disabled <p>(b) Death/Reports of starvation</p> <p>(c) Orphans</p> <p>(c) Injured</p> <p>(d) Missing</p> <p>(e) Homeless</p> <ul style="list-style-type: none"> - Number of people - Number of families <p>(f) Displaced/Migrated</p> <p>(g) Evacuated</p> <p>(h) Destitute</p> <p>(i) Need of counseling for traumatized population</p>	Yes/No
<p>11. Building</p> <ul style="list-style-type: none"> (a) Building collapsed/wasted away (b) Building partially collapsed/wasted away (c) Buildings with minor damages (buildings that can be retrofitted) (d) Number of schools affected <ul style="list-style-type: none"> - Gravity of the damages (e) Number of hospitals and Health Centers affected <ul style="list-style-type: none"> - Gravity of the damages (f) Number of Government buildings affected <ul style="list-style-type: none"> - Gravity of the damages (g) Any other building affected <ul style="list-style-type: none"> - Gravity of the damages 	Number Scale 1 to 5 where 1 is no damages and 5 is completely destroyed
<p>12. Infrastructure</p> <ul style="list-style-type: none"> (a) Road Damaged/destroyed <ul style="list-style-type: none"> - Scale of the damage - Location - Km (b) Railways damaged <ul style="list-style-type: none"> - Location - Km - Is the railway still working (c) Bridges damaged/collapsed <ul style="list-style-type: none"> - Locality - Villages isolated 	Scale 1 to 5 where 1 is normal and 5 is completely destroyed/washed away Yes/No Yes/No Yes/No and scale of the damages Scale 1 to 5 where 1 is no damages and 5 is completely destroyed

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<p>(d) Damages to the Communication Network (e) Damages to the Electricity Network (f) Damages to the Telecommunication Network</p>	
<p>13. Health Facilities</p> <p>(a) Infrastructure damaged</p> <ul style="list-style-type: none"> - Hospitals - Health Centers - Vaccination Centers <p>(b) Availability of Doctors</p> <ul style="list-style-type: none"> - In the area - In the district <p>(c) Availability of Paramedical staff</p> <ul style="list-style-type: none"> - In the area - In the district <p>(d) Local Staff affected</p> <ul style="list-style-type: none"> - Doctors - Paramedical Staff <p>(e) Conditions of equipments Specify which equipments</p> <p>(f) Availability of medicines/drugs</p> <ul style="list-style-type: none"> - Typology <p>(g) Availability of Vaccinations</p> <ul style="list-style-type: none"> - Typology <p>(h) Any immunization campaign was undertaken before the disaster</p> <p>(i) Possibility of diseases outbreak</p> <p>(j) Other health problems</p>	<p>Number Scale 1 to 5 where 1 is no damages and 5 is completely destroyed</p> <p>Number</p> <p>Number</p> <p>Number</p> <p>Scale 1 to 5 where 1 is no damages and 5 is completely destroyed</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>List</p>
<p>14. Water Sanitation</p> <p>(a) Availability of safe drinking water</p> <p>(b) Availability of sanitation facilities</p> <p>(c) Availability of Disinfectant</p> <ul style="list-style-type: none"> - Typology <p>(d) Damages to the Water/Sewage systems</p> <p>(e) Damages to the water supply system</p> <p>(f) Availability of portable water system</p> <p>(g) Agencies participating in WATSAN</p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Scale 1 to 5 where 1 is no damages and 5 is completely destroyed</p> <p>Yes/No</p> <p>List</p>
<p>15. Crops/Agriculture Damage</p> <p>(a) Crop Damaged</p> <ul style="list-style-type: none"> - Typology 	

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<ul style="list-style-type: none"> - % Of Hectare damaged - In Upland/medium/low - Paddy or Non paddy - Irrigated or non-irrigated 	
(b) Normal and actual rainfall assessment	Mm
(c) Livestock loss	Number
(d) Availability of Health services for livestock	Yes/No
(e) Cattle feed/folder availability	Number
(f) Damage to agriculture infrastructure	Tonnes
16. Food/Nutrition	
(a) Availability of food/stocks	Yes/No
(1) Family	Kg
(2) Relief	Tonnes
(3) PDS	Tonnes
(4) Community Kitchen	Kg
(b) Expected duration of the food stock	Days
(c) Most affected groups	To be ticked
- Infant	
- Children	
- Pregnant and lactating mothers	
- Elderly	
(d) Where are the different groups located?	Days
(e) Levels of malnutrition?	To be ticked
(f) Type of food required	
(g) Total quantity/ration levels required	
(h) How is the food supply and nutrition situation likely to evolve in coming weeks/months?	
1. 15.Secondary Threats	List
(a) Potentially hazardous sites	
(b) Existence of epidemics	
(c) Scarcity of Food	
(d) Scarcity of Water	
(e) Scarcity of Shelter	
(f) Scarcity of Clothes	
(g) Any other problem	
16. Response	

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- **Observation:**
- **Source of information:**
- **Site Visit:**
- **Interaction with affected population:**
- **Assessment Carried By:**

Guidelines for Requisitioning of Armed Forces in Aid of Civil Administration

Procedure for Provision of Aid

1. The Armed Forces are conscious of not only their constitutional responsibility in-aid to civil authority, but also, more importantly, the aspirations and the hopes of the people. Although such assistance is part of their secondary role, once the Army steps in, personnel in uniform wholeheartedly immerse themselves in the tasks in accordance with the Army's credo - **SERVICE BEFORE SELF.**

2. Assistance during a disaster situation is to be provided by the Defence Services with the approval and on orders of the central government. In case, the request for aid is of an emergency nature, where government sanctions for assistance is not practicable, local military authorities when approached for assistance should provide the same. This will be reported immediately to respective Services Headquarters (Operations Directorate) and normal channels taken recourse to, as early as possible.

Requisition Procedure

3. Any state unable to cope with a major disaster situation on its own and having deployed all its resources will request Government of India for additional assistance. Ministry of Defence will direct respective service headquarters to take executive action on approved requests. The chief secretary of state may initiate a direct request for emergency assistance, for example, helicopter for aerial reconnaissance, or formation of local headquarter (Command/Area Headquarters) or naval base or air force station.

Coordination

4. The responsibility for coordination of disaster relief operations at various levels is as follows:
- a) Inter-service Coordination at Central Level: Cabinet secretariat (Military Wing). A case for co-opting a Tri Service RRF to cater for emergency situations within India and in the region is under consideration of COSC. This JCC would be responsible for coordination and directing all rescue/relief operations to ensure synergy of efforts of all three services in management of disasters.
 - b) Service Headquarters
 - (i) Military Operations Directorate (MI-6) at Army Headquarters
 - (ii) Director of Naval operations at Naval headquarters
 - (iii) Directorate of Operations (Transport and Maritime) at Air Headquarters

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- c) Command and Lower Formation Headquarters: Senior General Staff Officers (Operations)
- d) State Level: Service liaison officer deputed to form a part of Joint Control Centre.
- e) Local Level: Nominated Commander of troops and senior civil administrator in-charge of relief.

5. The Armed Forces may be called upon to provide the following types of assistance:

- a) Infrastructure for command and control for providing relief. This would entail provision of communications and technical manpower.
- b) Search rescue and relief operations at disaster sites.
- c) Provision of medical care at the incident site and evacuation of casualties.
- d) Logistics support for transportation of relief materials
- e) Setting up and running of relief camps
- f) Construction and repair of roads and bridges to enable relief teams/ material to reach affected areas.
- g) Repair, maintenance and running of essential services especially in the initial stages of disaster relief.
- h) Assist in evacuation of people to safer places before and after the disaster
- i) Coordinate provisioning of escorts for men, material and security of installations,
- j) Stage management and handling of International relief, if requested by the civil administration.

Disaster Relief Operation

6. Important aspects of policy for providing disaster relief are as under:

- a) Disaster relief tasks can be undertaken by local commanders. However, HQ Sub Area is to be informed at the first opportunity and then flow of information to be maintained till completion of the task.
- b) Effective and efficient disaster relief by the army while at task.
- c) Disaster relief tasks will be controlled and coordinated through Commanders of Static Headquarters while field units Commanders may move to disaster site for gaining firsthand knowledge and ensuring effective assistance.
- d) Once situation is under control of the civil administration, army aid should be promptly de-requisitioned.
- e) Adequate communication, both line and radio, will be ensured from Field Force to Command Headquarters.

Procedure to Requisition Army, and Air Force

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7. It will be ensured by the local administration that all local resources including Home Guards, Police and others are fully utilised before assistance is sought from outside. The District Collector will assess the situation and project his requirements to the State Government. District Control Room will ensure that updated information is regularly communicated to the State Control Room, Defence Service establishments and other concerned agencies.
8. District Collector will apprise the State Government of additional requirements through State Control Room and Relief Commissioner of the State.
9. Additional assistance required for relief operations will be released to the District Collector from the state resources. If it is felt that the situation is beyond the control of state administration, the Relief commissioner will approach the Chief Secretary to get the aid from the Defence Services. Based on the final assessment, the Chief Secretary will project the requirement as under while approaching the Ministry of Defence, Government of India simultaneously for clearance of the aid:

Aid from Army: Head quarters Sub Area Commander, and Headquarters of Western Command Chandimandir.

Aid from Air Force: Sector Commander Sarsawa, Saharanpur (Contact Person: Wg. Cdr. Vineet Sharma – 07599342240; Fax No. 01331 – 244822), and Western Air Command Headquarters, Delhi.

Army authorities to be contacted for disaster relief are as under:

10. Co-Ordination between Civil and Army: For deployment of the Army along with civil agencies on disaster relief, co-ordination should be carried out by the district civil authorities and not by the departmental heads of the line departments like Police, Health & Family Welfare, PWD and PHED etc.
11. Overall Responsibility When Navy and Air Force are also being Employed: When Navy and Air Force are also involved in disaster relief along with the Army, the Army will remain overall responsible for the tasks unless specified otherwise.

13. Principles of Employment of Armed Forces

- a) **Judicious Use of Armed Forces:** Assistance by Armed Forces should be requisitioned only when it becomes absolutely necessary and when the situation cannot be handled by the civil administration from within its resources. However, this does not imply that the response must be graduated. If the scale of disaster so dictates, all available resources must be requisitioned simultaneously.
- b) **Immediate Response:** When natural and other calamities occur, the speed for rendering aid is of paramount importance. It is clear that, under such circumstances, prior sanction for assistance may not always be forthcoming. In such cases, when

- approached for assistance, the Army should provide the same without delay. No separate Government approval for aid rendered in connection with assistance during natural disasters and other calamities is necessary.
- c) **Command of Troops:** Army units while operating under these circumstances continue to be under command of their own commanders, and assistance rendered is based on task basis.
 - d) **No Menial Tasks:** While assigning tasks to troops, it must be rendered that they are not employed for menial tasks e.g. troops must not be utilised for disposal of dead bodies.
 - e) **Requisition of Aid on Task Basis:** While requisitioning the Army, the assistance should not be asked for in terms of number of columns, engineers and medical teams. Instead, the- civil administration should spell out tasks, and leave it to army authorities to decide on the force level, equipment and methodologies to tackle the situation.
 - f) **Regular Liaison and Co-ordination:** In order to ensure that optimum benefit is derived out of Armed Forces employment, regular liaison and coordination needs to be done at all levels and contingency plans made and disseminated to the lowest level of civil administration and the Army.
 - g) **Advance Planning and Training:** Army formations located in areas prone to disaster must have detailed plans worked out to cater for all possible contingencies. Troops should be well briefed and kept ready to meet any contingency. Use of the Vulnerability Atlas where available must be made.
 - h) **Integration of all Available Resources:** All available resources, equipment, accommodation and medical resources with civil administration, civil firms and NGOs need to be taken into account while evolving disaster relief plans. All the resources should be integrated to achieve optimum results. Assistance from outside agencies can be superimposed on the available resources.
 - i) **Early De-requisitioning:** Soon after the situation in a disaster-affected area has been brought under control of the civil administration, Armed Forces should be de-requisitioned.

REQUISITION FOR ARMY AID BY CIVIL AUTHORITIES

(NATURAL CALAMITIES)

Reference No. : Calamities

1. From :

2. To :

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3. For Information -

4. Date and time origination of demand -

5. Situation as at area _____ an

Heavy flood in area _____ due rising of rigor _____ civilians marooned. Own evacuation resources insufficient meet requirement. In view continuous heavy, rains in upper regions, more areas may be affected marooning another _____ civilians of _____ region.

6. **Type of extent of aid required for**

- (i) Equipment and personal, to evacuate marooned civil.
- (ii) Medical assistance for approximately _____ civilians.
- (iii) Tentage for _____ families if available.

7. **Likely duration and period of aid required**

for _____ days with effect from _____
(present situation permitting)

8. **Officer in charge Army aid to contact.**

9. **Name of civil Liaison Officer detailed.**

Mr. _____ (Telephone No.) _____

10. **Arrangement made by civil authorities to guide Army aid to place of operations.**

Mr. _____ will meet Army aid part at _____ on receipt of information from Army authorities)

11. **Special Instructions.**

- (i) School building at _____ being made available to house personnel and also for medical arrangements.

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- (ii) Sufficient stocks of required medicines in the present contingency being made available to treat effected civilians population.
- (iii) Road Bridge at _____ is unserviceable.

12. Please acknowledge.

Signature

Office Seal

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DE-REQUISITION OF ARMY AID (NATUAL CALAMITIES)

1. **Reference No.** _____ **Date:** _____
2. **From** _____ - _____
3. **To** _____ - _____
4. **Information** - _____
5. Army aid requisitioned vide our reference No. _____ of _____ is hereby de-requisitioned with effect from _____ hrs on _____.
6. Please acknowledge.

Signature

Office Seal

Appointment