



DISASTER MANAGEMENT PLAN

DEPARTMENT OF SOCIAL JUSTICE AND EMPOWERMENT

GOVERNMENT OF HIMACHAL PRADESH

**DIRECTORATE FOR THE EMPOWERMENT OF SCHEDULE CASTES, OTHER
BACKWARD CLASSES, MINORITIES AND ESPECIALLY ABLED**

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1. ABOUT THE DEPARTMENT

The main aim and objective of the Directorate for the Empowerment of Schedule Castes, Other Backward Classes, Minorities and person with disability is to provide social justice and to empower the most vulnerable section of society i.e. Scheduled Castes, Backward Classes, Minorities, person with disabilities and older persons. The main thrust of the programmes being run by the department is to improve the socio-economic conditions of these sections so as to bring them into the mainstream of the society.

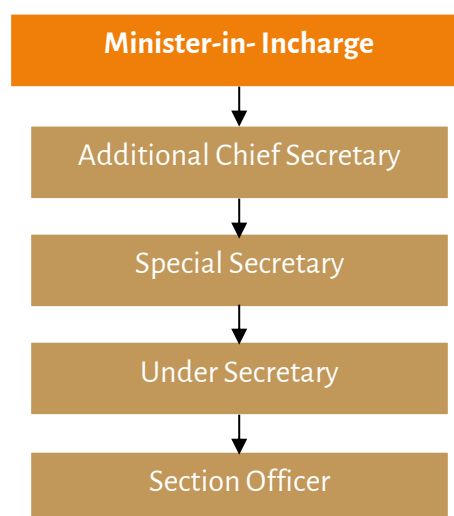
The Ministry of Social Justice & Empowerment is the nodal Ministry to oversee the interests of the Scheduled Castes. Though the primary responsibility for the promotion of interests of the Scheduled Castes rests with all the Central Ministries in the area of their operations and the State Governments, the Ministry complements their efforts by way of interventions in critical sectors through specifically tailored schemes. Efforts made by State Governments and Central Ministries for protecting and promoting the interests of Scheduled Castes are also monitored.

Disasters can be categorised as natural and Man-made, which are basically the products of poverty, overpopulation and environmental degradation. The geo-climatic conditions of Himachal Pradesh induce occurrences of natural calamities like earthquake, landslides, flood, fire, drought, hailstorm, avalanche and lightning are more frequent and intense, bringing misery to the lives of people. Being situated on the Himalayan range, the State has a very high vulnerability to Landslides, Earthquakes and Flash floods/cloudbursts. Many-a-time, the state also faces drought due to vagaries of monsoon. This apart, the whole state falls under the seismic vulnerability zone IV & V. Recurrent natural calamities, high altitude areas and tough terrain have been a major stumbling block in the path of the socio-economic development of the State.

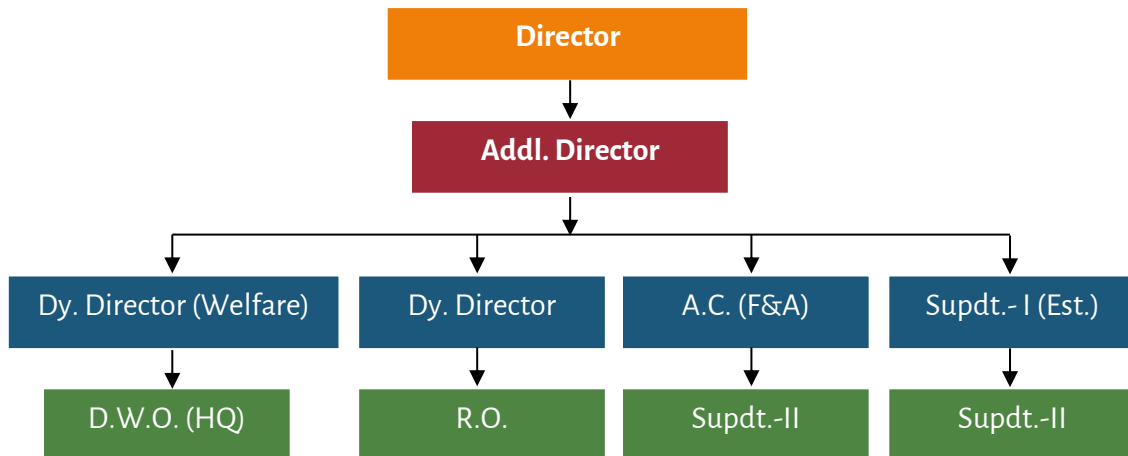
1.1 ORGANIZATIONAL STRUCTURE

The departmental set up is divided into three levels, namely, Secretariat, Directorate and District.

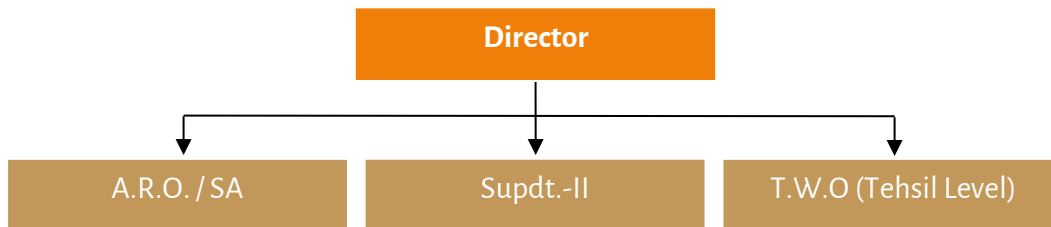
I. Organogram at Secretariat Level



II. Organogram at Directorate Level



III. Organogram at District Level



1.2 PURPOSE OF THE PLAN

Disaster management is a cyclic strategy consists of prevention, mitigation, preparedness, response and recovery to confront the adverse impacts of disasters. Integration of emergency plans at all levels is prerequisite for efficient disaster management. The main objective of the Disaster Management Plan (DMP) is to reduce the risk level through preparedness at various levels.

- DMP helps to bring together the information related to equipment, skilled manpower and critical supplies.
- It helps to know the standard operating procedures of the department at the time of disaster.
- To fix the role and responsibility of each and every officer for disaster preparedness.
- It helps the Department to assess its own capacity in terms of available resources and get ready to mitigate any unexpected disaster effectively and to prevent the loss of human lives and property through preparedness, prevention & mitigation of disasters.
- To assist the line departments, block administration, communities in developing compatible skills for disaster preparedness and management.
- To disseminate factual information in a timely, accurate and tactful manner while maintaining necessary confidentiality.
- To develop immediate and long-term support plans.
- To have response system in place to face any eventuality.

1.3 SCOPE OF THE PLAN

The Directorate for the Empowerment of Schedule Castes, Other Backward Classes, Minorities and person with disability endeavors to the welfare of Scheduled Castes, Scheduled Tribes and Other Backward Classes with a view to integrating them ultimately with the mainstream of the society by affecting social, educational, economic and cultural uplift. The scope of disaster management plan for the department is as follows:

- Identify the vulnerability of different parts of the State to different forms of disasters in context of the department;
- The measures to be adopted for prevention and mitigation of disasters;
- The manner in which the mitigation measures shall be integrated with the development plan and projects;
- The capacity-building and preparedness measures to be taken;
- The roles and responsibilities of different departments of the Government of the State in responding to any threatening disaster situation or disaster;

1.4 AUTHORITIES, CODES, POLICIES

Following are the specific acts and rules of the Department:

- The Protection of Civil Rights Act, 1955
- Protection of Civil Rights Rules, 1977
- Norms for Relief to the Victim of Atrocity
- The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Rules, 1995
- The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989
- The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 (Circulated By H.P. by H.P. GOVT. NO. WLF-A (3)-14/76 Dated 18-11-1977)
- The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
- Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996
- PWD Rules Form DPER –I
- PWD Rules Form DPER –II
- The Rights of Persons with Disabilities Act, 2016
- Maintenance of Parents and Dependents Act, 2001
- The National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999
- The National Trust Rules, 2000
- The Rehabilitation Council of India Act, 1992 No. 34 of 1992
- Himachal Pradesh Prevention of Beggary Act, 1979

For the functions related to Disaster management following guidelines are to be followed:

- Disaster Management Act, 2005
- National Disaster Management Plan, 2016
- Himachal Pradesh Disaster Management Plan, 2012
- National Action Plan on Climate Change

- National Guidelines issued by the NDMA
- Guidelines and provision for State Disaster Response Fund (SDRF)
- Guidelines for administration of the National Disaster Response Fund (NDRF)

1.5 INSTITUTIONAL ARRANGEMENTS FOR DISASTER MANAGEMENT

The State Government has adopted the Disaster Management Act 2005 as enacted by the Govt. of India for providing an effective mechanism for Disaster Management in the State of Himachal Pradesh.

1.5.1 STATE DISASTER MANAGEMENT AUTHORITY

As per clause b of sub-section (2) of Section 14 of the Disaster Management Act 2005, the Himachal Pradesh Disaster Management Authority under the chairperson of the Honourable Chief Minister was constituted on 1st June 2007 with the following persons as a member of the Himachal Pradesh Disaster Management Authority (HPSDMA):

Table 1: Members of State Disaster Management Authority

#	Member	Designation in HPSDMA
1	Hon'ble Chief Minister	Chairman
2	Hon'ble Revenue Minister	Co-Chairman
3	Chief Secretary	Member
4	Principal Secy. (Rev)	Member
5	Principal Secy. (Home)	Member
6	Principal Secy. (PWD)	Member
7	Principal Secy. (Health)	Member
8	Director General of Police	Member
9	Secretary/Additional Secretary (Revenue)	Member Secretary

1.5.2 STATE EXECUTIVE COMMITTEE (SEC)

As per sub-section (1) of section 20 of the Disaster Management Act 2005, the State Executive Committee under the chairmanship of Chief Secretary was constituted by the Government of Himachal Pradesh. SEC coordinates and monitors the implementation of the National Policy, the National Plan and the State Plan in addition to management of disasters in the state. It monitors the implementation of disaster management plans prepared by the departments of the Government of the State and District Authorities.

1.5.3 ADVISORY COMMITTEE OF SDMA

As per Sub Section (1) of section 17 of the Disaster Management Act 2005, the chairperson of Himachal Pradesh State Disaster Management Authority nominates members of the Advisory Committee to assist the Authority and to make recommendations of different aspects of Disaster Management.

1.5.4 DISTRICT DISASTER MANAGEMENT AUTHORITY

As per Section 25 of the DM Act 2005, District Disaster Management Authority has also been constituted in every district of Himachal Pradesh which is chaired by the Deputy Commissioner of the district.

1.6 PLAN MANAGEMENT (MONITORING, REVIEW AND REVISION)

DM Plan is a “Living document” and would require regular improvement and updating. The plan must be updated at least once a year. The Disaster Management plan prepared by the Department shall be circulated to all its district offices. The Plan shall be shared on the Departmental portal. The plan will be updated as and when required and modified plan shall be communicated to the key stakeholders.

For the annual review of the disaster management plan participation of different stakeholders will be ensured by inviting them to workshops. Based on their feedback, necessary changes will be incorporated into the plan.

Dissemination of Plan

The primary responsibility for dissemination of the plan will be with the Directorate of SC, OBC & Minority Affairs. Department of Social Justice & Empowerment would involve HPSDMA for capacity building at different levels of training and dissemination. The Disaster Management Plan will be disseminated at three levels: District authorities, Line departments, NGOs and other agencies and institutions within the State. The content of the plan would be explained through well designed and focussed awareness programmes. The awareness programmes would be prepared in the local language to ensure widespread dissemination up to the grass root level.

Disaster Management Plan will be uploaded to the department website of SC, OBC & Minority Affairs. A printed document will be supplied to all the stakeholders. Meetings and seminars will be held to disseminate the Disaster Management Plan. The SOPs prepared by the HPSDMA will be circulated to all key functionaries and will also be uploaded to the department website for the information of all concerned. Printed booklets of the Disaster plan of the department will be shared among all the stakeholders.

2. HAZARD, RISK AND VULNERABILITY ANALYSIS

2.1 RISK ASSESSMENT OF HIMACHAL PRADESH

The state of Himachal Pradesh is exposed to a range of natural, environmental and man-made hazards. Main hazards consist of earthquakes, landslides, flash floods, snowstorms, avalanches, GLOF, droughts, dam failures, fires, forest fire, lightning etc. Enormous economic losses caused due to natural disasters such as earthquakes, floods, landslide, avalanche, etc., erode the development gain and bring back economy a few years ago. Most of the fatalities and economic losses occur due to the poor construction practices, lack of earthquake-resistant features of the buildings and low awareness about disasters among people. In order to estimate and quantify risk, it is necessary to carry out the vulnerability assessment of the existing building stocks and lifeline infrastructure.

The physical vulnerabilities of Himachal Pradesh include the unsafe stocks of houses, schools, hospitals and other public buildings and infrastructure that may not withstand the shocks of powerful earthquakes. The economic vulnerabilities are mainly the productive assets like industries, hydropower stations, reservoirs, tourism facilities etc. located in hazard zones. Any disruption of these facilities due to disasters may badly affect the economy of the State. The socially vulnerable groups in the State, like most of the States, are the rural and urban poor, the vulnerable women, children, disabled, aged etc. who suffer an unequal burden of disasters. The delicate ecology and environment of the State further make it highly susceptible to the hazards of landslides, forest fires and flash floods. Most of these risks of disasters have accumulated over the years while new risks of disasters are created unwittingly with the process of development.

2.2 ASSESSMENT OF SECTORAL AND DEPARTMENTAL RISKS

The departmental infrastructure along with educational institutions and hostels run by the department are prone to both natural hazards (earthquakes, landslides, floods) to which the particular area is prone to and human-induced hazards like food-adulteration, outbreak of diseases like cholera, malaria, diarrhoea, flue etc. either due to negligence on the part of the functionaries entrusted with the responsibility of ensuring the food management at the school/hostels or as after effect of any disaster.

Since the Department of Social Justice and Empowerment have main aim & objective to provide social justice and to empower the most vulnerable section of society i.e. Scheduled Castes, Backward Classes and Minorities, a person with disabilities and older persons. The population of these vulnerable groups in the state is given in table 2. The main thrust of the programmes being run by the department is to improve the socio-economic conditions of these sections so as to bring them into the mainstream of the society. This applies in the case of any disaster situation too as these sections of society are most vulnerable and loss to this group is vast in a major disaster like Earthquake as their response time and reaction to this kind of situations may differ from others, therefore, their needs are always to be kept on priority by department while preparing this plan.

Table 3 indicates the hazard wise vulnerability to which the department is prone:

Table 2: Population of these vulnerable groups

Total Population of the State	68,64,602 (2011 census)
SC population	17,29,252 (25.2%)
ST Population	3,92,126 (5.7%)
OBC (As per survey 2011)	9,27,542 (15%)
Minorities	3,31,837 (4.8%)
Senior Citizens	6,17,850 (9%)
Disabled	1,55,316 (2.2%)
Pension Holders	3,63,921 (5.3%)

Table 3: Hazard Wise Vulnerability

Types of hazards	Magnitude of vulnerability	Areas
Natural Disasters		
Earthquake	Medium to high	Kangra, Hamirpur, Mandi, Chamba, Kullu, Kinnaur and Shimla
Landslide / Avalanche	Medium to high	Chamba, Kullu, Kinnaur, Shimla, Kangra, Mandi, Bilaspur, Sirmour and Lahaul & Spiti
Floods / flash flood / GLOF	Medium to high	Chamba, Kullu, Una, Kinnaur, Mandi, Shimla, Kangra, Hamirpur, Bilaspur, Solan and Sirmour
Fire	Low to medium	Departmental infrastructure and other buildings (schools, hostels etc run by the department)
Manmade Disasters		
Food Adulteration	Low to medium	Schools, hostels etc run by the department
Outbreak of Epidemic	Low to medium	Schools, hostels etc run by the department

2.3 CAPACITY ANALYSIS OF DEPARTMENT

The educational institutions of the department can be covered under the awareness generation programme on disaster preparedness in collaboration with School & Mass awareness. Further, field staff of the Department particularly the Teaching and Non-teaching staff of Education Institutions, District Welfare Officer (DWOs), Tehsil Welfare Officer (TWOs), and officers of Micro Projects etc. can deal with various types of disasters when they are confronted with it in the field while discharging their duties. But they are neither well-equipped nor trained to deal with such circumstances. Similarly, at the state level as well, the awareness and basic understanding of various hazards and what prevention and mitigation steps can be taken at different levels are not there among the officials.

Further, though the field staffs assume responsibility for the preparedness and post-disaster rescue & relief operations as part of the existing district and block level mechanism of Revenue Department, the

mechanism for triggering prevention and mitigation actions within the department levels is not well defined that sometimes create problems relating to timely and effective communication, coordination, timely action at the field level and so on.

With regard to preparedness to deal with the man-made disaster arising out of negligence, poor management etc., due guidelines are in place as part of Standard Operating Procedure, especially concerning the management of food at the school and hostel level and management of health issues among the students and boarders of the hostels run by the department. From time to time, detailed circulars/guidelines have been issued by the department in these regards specifying what actions to be taken at the different level both as precautionary measures and as an immediate response mechanism if any untoward incident takes place in any educational institutions run by the department. However, there is always scope for improvement and strengthening of the management and monitoring system to avoid any occurrence of man-made disasters.

District Welfare Officer is located at each district headquarter, as well as Tehsil Welfare Officers in each tehsil.

2.4 GAPS IN EXISTING CAPACITY

Officers and staff and elected representatives of the department should be well informed in the basic knowledge of disaster management and response. Human resources of the department need training on management and mitigation of different type of disasters including relief, rescue and rehabilitation. Department also needs to establish a monitoring mechanism at zone level to check the Disaster management plans. For this, a pool of resource persons is needed in each zone to help in preparation of safety plans. It will also be helpful in the auditing of these plans at grass root level to ensure the implementation of the concerns of risk reduction. Adequate financial powers need to be vested with the different level of the department to manage the crisis and setting up of adequate safety measures in the premises, such as Disaster Preparedness Kit, Fire Extinguishers etc.

3. RISK PREVENTION AND MITIGATION

3.1 RISK PREVENTION

Most of the fatalities and economic losses occur due to the poor construction practices, lack of earthquake-resistant features of the school buildings and low awareness about disasters among people. In order to estimate and quantify risk, it is necessary to carry out the vulnerability assessment of the existing school/college building stocks and other infrastructure.

Identification of the hazard, undertaking risk avoidance measures, a mechanism for alerting in time/ providing warnings, keeping emergency plans ready are some of the aspects of preparedness plan for prevention and mitigation of the disasters.

At present, there is no adequate awareness and capacity to plan for the preventive measures in order to deal with various prospective disaster situations at different levels of functionaries. Further, a clear chain of communication and command within the department is lacking at present to trigger immediate and well-coordinated efforts towards prevention and mitigation actions at the department level. Considering these gaps, the department proposes to take up following key activities with respect to the prevention, mitigation and preparedness plan.

- **Capacity building of key functionaries:** One-day bi-annual training / sensitization for developing a basic understanding of different hazards, their predictability, response time available, their impact and precaution and preventive measures to be taken.
- **Awareness generation among students of the educational institutions / hostels:** Department with the help of the respective DDMA can participate in annual mass awareness programs conducted at district level.
- **Making available the basic infrastructure:** Provision of equipment / aids for disaster prevention / mitigation at the establishments / institutions of the department and mapping of necessary resources for disaster prevention / rescue operations and identifying the gaps therein.
- **Yearly assessment of physical infrastructures and safety measures available:** All buildings of the department are evaluated under a safety and security plan to identify the potential risk of structural damage, fire threat due short-circuiting etc. The safety evaluation report will be examined at district/state level by the competent authorities for necessary action.
- **Integration of disaster preparedness activities in the on-going development plans and projects:** To ensure that the guidelines issued by the Revenue Department - DM Cell are integrated into the newly formulated as well as on-going development plans and projects of the Department.

3.2 RISK MITIGATION

Risk mitigation is reducing the risks of disasters that are already there due to exposure of vulnerabilities to the hazards. Mitigation projects reduce the level of exposures or the depth of vulnerabilities or both through a combination of various structural and non-structural measures. Mitigation projects are always costly and therefore these have to be planned with proper Cost Benefit Analysis (CBA) to ensure that the benefits of the projects outweigh the costs. On the basis of its developmental responsibility, the department can liaise with other line departments and agencies for a coordinated mitigation approach.

The primary objective of mitigation efforts would be:

- To identify, delineate and assess the existing and potential risks to the energy sector and to work towards reducing potential casualties and damage from disasters.
- To substantially increase public awareness of disaster risk to ensure a safer environment for communities to live and work.
- To reduce the loss to disasters.

3.3 MATRIX OF HAZARD SPECIFIC MITIGATION MEASURES

HAZARD	MITIGATION MEASURES	
	STRUCTURAL	NON-STRUCTURAL
Earthquake	<ul style="list-style-type: none"> • Revision and adoption of model building bye-laws for the construction of departmental assets and educational institutions and hostels. • Undertaking mandatory technical audits of structural designs of infrastructure under department by the competent authorities. 	<ul style="list-style-type: none"> • Seismic hazard risk mapping pertaining to departmental assets. • Developing appropriate risk transfer instruments by collaborating with insurance companies and financial institutions. • Launching public awareness campaigns on seismic safety risk reduction and by sensitizing all stakeholders to earthquake mitigation measures. • Carrying out the vulnerability assessment of earthquake-prone areas and creating an inventory of resources for effective response.
Floods, Flash Floods and GLOF	<ul style="list-style-type: none"> • The department should demarcate the flood-prone area and no construction related to the department should be done there. • Open space for emergency construction of sheds etc. shall be left to the extent possible 	<ul style="list-style-type: none"> • Flood mapping pertaining to departmental assets. • Mitigation plan should be in place to safeguard the departmental infrastructure / inhabitants from the flash flood.
Landslides / Avalanches	<ul style="list-style-type: none"> • Risk audit of the infrastructure • Selecting alignments for construction of structures which are less prone to landslides. 	<ul style="list-style-type: none"> • Landslide hazard risk mapping pertaining to departmental assets. • Developing an inventory of the existing built environment in areas around existing landslides and in high hazard zones as per the LHZ maps and along strategic roads.
Fire	<ul style="list-style-type: none"> • Open space for emergency exit in case of fire 	<ul style="list-style-type: none"> • Fire extinguishers be placed in schools and teachers identified and trained for using the same in case of fire in school or in the neighbourhood • Fire safety mock drill

3.4 STRATEGIES FOR RISK PREVENTION AND MITIGATION

Checklist of actions to be taken by the Department to deal with the disasters arising out of negligence, poor management etc.:

- Awareness and preparedness will be included in the school curriculum.
- Kitchen workers in the hostels will be provided training with regard to safety from LPG to prevent the LPG leakage gas hazard.
- Students will be provided training in SAR, emergency response, evacuation and awareness generation.
- Disaster management will be formed which will be regularly visiting the sources of water from where water is supplied to the school and will also make active coordination with the IPH Department to prevent the supply of contaminated water and to prevent the contaminated water hazard.
- The capacity of the Cluster Resource Centre level Disaster management team will be build time to time so that they regularly inspect the food served to the students under in the hostels so that food poisoning hazards could be averted.
- Proposal for providing CO₂ fire extinguishers in each elementary school will be submitted to the Government for approval so that first aid measure could be made available in each school to extinguish the LPG cylinder if such incident happens.
- First aid box will be provided in each school/hostel with the coordination of Health & Family welfare department.
- All such schools / hostels prone to landslide hazards will be provided retaining walls / breast walls.

The Departments that do not usually have adequate budgetary allocations on risk mitigation may have to develop strategies for risk prevention and mitigation for short, medium and long-term basis. The National and State policies, Guidelines and Plans on disaster management shall provide strong justifications and support for such investments. The Departments should make use of these instruments for justifying their proposals for risk prevention and mitigation projects. Otherwise, the Departments have always the opportunities for mainstreaming disaster risk reduction in the existing programmes, activities and projects.

In view of safety concerns, HPSDMA has suggested some school safety steps for making schools safer which are as under: -

- Basic disaster awareness and sensitization
- Conduct hazard hunt and secure hazards at school (structural and non-structural)
- Preparation of Emergency Preparedness Plans
- Conduct of Mock drills to test the plans and organised response
- Discuss emergency plan with parents
- Link school safety with community, SMC, PTAs etc.
- Discuss earthquake safety at home.

HPSDMA has made suggestions for mainstreaming actions for school safety (Guidelines for Departments under DM Act, 2005) which are as under:

- Establish clear and measurable objectives for school seismic safety that can be implemented and supported by the community with the timeline.
- Define the level of earthquake hazard and establish norms for school buildings in each zone.
- Set forth expectations or objectives that define the desired ability of school buildings to resist earthquakes - All school buildings designed, constructed or retrofitted to prevent collapse and prioritise school buildings with pre-defined post-earthquake roles should remain functional.
- Address all schools regardless of the ownership - private or public.
- Give initial priority to make new schools safe. A longer timeframe should be established to correct seismic weakness of existing school buildings - set standards for new schools and assess the existing school buildings.
- Establish programmes as long-term undertakings with a strong commitment to sustained effort rather than one-time action.
- Adopt a multi-hazard approach to school safety with earthquake mitigation strategies that complement and enhance disaster counter-measures for other hazards.
- Employ advisory committees as needed to assure that policy and technical decisions are consistent, and to provide long-term independent support and evaluation to the State for the seismic safety effort.

Besides this Sector, Specific Illustrations for DRR integration into development planning are given. Guidelines for the education department have been reproduced in the text box (NDMA Guidelines for departments under DM act, 2005 and adopted by HPSDMA, 2012).

4. MAINSTREAMING DISASTER RISK REDUCTION IN DEVELOPMENT

4.1 POLICY FRAMEWORK ON MAINSTREAMING

Disaster Management Act has stipulated that DM Plans of the Departments of State Government shall integrate strategies for prevention and mitigation of the risks of disasters with the development plans and programmes of the department. The State Policy on Disaster Management, following the National Policy, prescribed 'DRR Mainstreaming' in the following words:

"The DRR issues would be mainstreamed in development plans, programmes and policies at all level by all the departments, organisations and agencies. It would be ensured that all the development programmes and projects that originate from or funded by Government are designated with evident consideration for potential disaster risks to resist hazard impact. That all the development programmes and projects that originate from or are funded by Government do not inadvertently increase vulnerability to disaster in all sectors: social, physical, economic and environment. It would also be ensured that all the disaster relief and rehabilitation programmes and projects that originate or are funded by Government are designed to contribute to development aims and to reduce future disaster risk".

The Himachal Pradesh State DM Plan 2012 has one full chapter on 'Mainstreaming DM Concerns into Development Plans/Programmes/Projects'. The Plan has proposed strategies for integration and mainstreaming DRR into a few flagships national programmes in the sectors of rural and urban development, education, health and public works department. Some of these programmes have undergone changes in the recent years but the strategic entry points for mainstreaming DRR in development plans remain the same. Concerned Departments may, therefore, incorporate structural and non-structural measures for disaster risk reduction into the projects according to the contexts of local situations within the broad framework and guidelines of the programmes. For example, construction of school buildings under Sarva Siksha Abhiyaan may conform to the standards of seismic safety even if this involves higher costs. If the guidelines of the programme do not permit higher costs, the State Government may bear the additional costs involved from their own sources. Therefore, mainstreaming may involve innovative adaptation of national programmes according to local contexts for disaster reduction. Many State Governments have made such innovative adaptations which the Departments may like to consider on their merits.

With the abolition of Planning Commission and devolution of higher tax revenue to the States, many central sectors and centrally sponsored plan programmes are undergoing changes. The State Governments shall, therefore, have greater freedom to design state specific development programmes and projects. This will create new opportunities for disaster risk reduction. The Departments are therefore well advised to propose specific programmes of disaster risk reduction in their respective sectors, based on the assessment of risks in their sectors and the likely benefit of such programmes.

Every Department of the State Government implements state-level development programmes that provide good entry points for mainstreaming DRR in development. The Departments may, therefore, explore the possibilities of mainstreaming DRR in as many existing programmes and projects as possible. This will ensure that existing development projects are not creating any new risks of disasters; on the contrary, the projects are designed in such a manner that these would facilitate the process of risk reduction without any significant additional investments.

4.2 MAINSTREAMING DRR IN PROJECT CYCLE MANAGEMENT

The best way to ensure that DRR is mainstreamed into the development projects is to integrate this into the Project Cycle Management (PCM). PCM is the process of planning, organizing, coordinating, and controlling of a project effectively and efficiently throughout its phases, from planning through execution, completion and review to achieve the pre-defined objectives at the right time, cost and quality. There are six phases of PCM - programming, identification, appraisal, financing, implementation and evaluation. The first three phases are the initial planning phases of the project which provide key entry points for mainstreaming.

Among the various toolkits available for mainstreaming DRR in project cycle management the following may apply with relative ease in Himachal Pradesh.

4.2.1 MARGINAL INVESTMENT ANALYSIS

Existing investments can be so designed and calibrated that these do not exacerbate the latent risks or create new risks of disasters. Incorporation of elements of risk resilience in the concept, design, management and evaluation of existing and new programmes, activities and projects may necessitate additional investments. The tools of marginal investment analysis are used to determine the effectiveness of such additional investments for disaster risk reduction. For example, school, hospitals, roads, bridges and buildings, can be so designed that with marginal additional investments these structures may become resistant to the hazards of earthquake or landslides. The marginal higher costs in earthquake-resistant buildings are 2.5% for structural elements and 0.8% for non-structural elements, but the benefits are higher than the replacement costs of these structures if these collapse in earthquakes.

4.2.2 MULTI-PURPOSE DEVELOPMENT PROJECTS

The projects can be designed with dual or multi-purpose that can reduce the risks of disasters and at the same time provide direct economic benefits that would enhance both cost-benefit ratio and internal rate of return and justify the costs of investments. One of the most common examples of such multiple purpose development projects are large hydroelectric projects that generate electricity, provide irrigation and at the same time protect downstream locations from the risks of floods. Many innovative multi-purpose projects can be designed that can offset the costs of disaster risk reduction.

4.2.3 CHECK LISTS FOR DISASTER RISK REDUCTION

The Government of India issued a notification in 2009 which makes it mandatory for any new project costing more than Rs. 100 crores to have a *Check List for Natural Disaster Impact Assessment* before it is approved. These checklists provide complete information on the hazards, risks and vulnerabilities of the project. These include not only the probable effects of natural disasters on the project but also the possible impacts of the project in creating new risks of disasters. The costs involved in the prevention and mitigation of both types of impacts can be built into the project costs and accordingly the economics and viability of the project can be worked out. Similar checklists for DRR can be followed in large development projects of the Departments.

State and Central Schemes under the Department and scope of Mainstreaming of DRR in these schemes:

The Directorate of SC, OBC, and Minority Affairs runs various schemes both State and Centrally Sponsored. Under Social security cover for the Old, Disabled, Widows, Deserted Ladies, Single Women and Lepers, pensions/ allowances are being provided to 3,63,921 beneficiaries in the State as under:

- State Pension Schemes (Total Beneficiaries 2,50,831 Nos.)
- Central Pension Schemes, NSAP (Total Beneficiaries 1,13,090 Nos.)
- Central Pension Schemes (NSAP):
 - Indira Gandhi National Old Age Pension
 - National Family Benefit Scheme (NFBS)

These are purely pension schemes where the Mainstreaming cannot be done as the funds are handed over the beneficiaries.

- Housing Subsidy to SCs / STs / OBCs: Rs. 75,000/- for construction of new House & Rs. 25,000/- for repairs with the conditions that at least 25% is contributed by the beneficiaries in the shape of cash, kind or labour.

Under this scheme, although the amount of support per beneficiary is very less but mainstreaming can be done by promoting the disaster resilient construction of the new house and also in repairing. Department can prepare IEC material for promoting disaster resilient construction practices. Also training of masons who (paid labour or the beneficiary himself) is going to the construct with sensitization to the low-cost disaster resilient features that can be incorporated to make the house safe.

- Follow up Programme to SCs / STs / OBCs: Trained persons from recognized institute / artisans of the scheduled castes / scheduled tribes / other backward classes are provided tools and equipment costing up-to Rs.1300/- and for the purchase of sewing machine Rs.1800/- per beneficiary.
- Construction of Hostels for SCs & OBCs Boys / Girls: For the current financial year 2016-17 a provision of Rs. 286.00 Lacs has been made.

Department can ensure that this activity of construction of hostels can be ensured to be earthquake resistant and also keep in the consideration for special needs of the disabled students. Also, the design of these hostels should be as such that the evacuation is timely at the time of disasters. Proper measures for mitigating the risk of fire incident can be ensured in the premise especially the kitchen section.

5. DISASTER PREPAREDNESS

5.1 STRATEGIES FOR DISASTER PREPAREDNESS

For better supervision, monitoring and preventive measures capacity building programme will be launched for officials working at various levels as per their requirements. Capacity building programmes are categorized into two types. One will be for the managers of the department and the other for teachers. For Managers of the SOMA one-day advocacy programme will be organised and for teachers, three day training programme will be conducted. Teachers will be trained to make their school/hostels safe by preparing safety plans and practising mock drills. Managers of the department will facilitate the efforts of risk reduction. Training for the Capacity building will be conducted at two levels:

State Level Advocacy Programme: This programme will be for senior functionaries of the department. State Nodal Officer will organize one-day advocacy programme. Director (SC, OBC & MA) will Chair the advocacy programme.

Regional level Capacity Building Programme: A similar capacity building programme will be organized at the regional level to sensitize the field staff working at the cutting edge. In this programme, personnel who have attended the State level programme will facilitate at the regional level, the respective DDMA's of the districts can be involved for the better conduct of the disaster-specific programs. The District Welfare Officer, Tehsil Welfare Officers and other staff/teachers will be the participant.

5.2 MEASURES FOR DISASTER PREPAREDNESS

In case of any disaster, logistics play a vital role in the delivery of services. The provision of following items is prerequisite for safety measures in institutions.

- **Necessary Items:** Items in this head include Stretcher, ropes, torch, alternative communication system, Siren, Public addressable system and tents etc.
- **Fixing Non-Structural Elements:** It includes fixing of Almirah and other material that can harm during an earthquake.
- **IEC material:** Pamphlet, brochures or booklets that can be developed to distribute in the Catchment area of the institutions.
- **Competitive Activities:** Competitive activities on disaster management among students not only prepare students but their impact is larger. Teachers have to equip themselves with the latest knowledge to evaluate students. Students also discuss such issues with their parents. Hence, the competitive activities prepare students, teachers and the society.
- **Repair of the computer, printer, phone, fax etc.:** Most of schools/hostels have phones, computers, printers etc. These accessories may be used for warning and information during the period of emergencies. Such equipment need to remain functional.

Some of the key Pre Disaster Activities to be carried out by Department are:

- Formation of Disaster Management Cell and manning the same by senior personnel drawn from key Directorates.
- Incorporating costs for preventive and mitigation measures for earthquake, flood, fire and cyclonic storm-prone areas to construct disaster resistant school buildings.

- In association with Fire Dept. getting fire extinguishers installed in schools / hostels and teachers / staff identified and trained in operating them.
- Awareness Generation Programmes about Hazard, the kind of preparedness required and how to act at the time of disaster shall be organized in institutions on monthly basis.
- The Department shall get quality films made on hazard wise disaster preparedness and organize their viewing by children and their parents.
- The Department shall in association with Nehru Yuva Kendra organize locality based youth clubs and get them groomed in escort services, relief work and taking care of children, women, old and sick.
- Making adequate arrangements for getting hand pumps installed, storage facilities created, toilet and bathrooms built in those schools where communities do take shelter during the flood. Concerned departments shall either make the arrangements or make funds available for the same. HPSDMA / DDMA shall coordinate.
- Keep DWO and TWOs well trained and informed about the vulnerable groups of the society which are under direct beneficiaries of the department so that during the rescue and response their needs are well judged and met.
- Coordination with the DDMA / SDMA for updating of the plan and data about the beneficiaries at the relief camps after a disaster situation.

6. DISASTER RESPONSE AND RELIEF

6.1 RESPONSE PLAN

Trigger Mechanism for Response

At the Department level, a Control Room would be set up and it will be activated to function round the clock in event of any impending/ sudden disaster. This control room will act as a coordination point between District & Tehsil level nodal officers to source information from the field and pass on the necessary information to the relevant authorities at the State level for triggering response for prevention, mitigation, rescue and relief operation as the case may be. The Nodal Officer will furnish a daily report to the State Nodal Officer on the important messages or need assessment received from the field, action is taken thereon and any additional support required from the State, which further will be the responsibility of the State Nodal Officer to pass the information to State Emergency Operations Center.

Appointment of Nodal Officers

Joint Director of SC, OBC & Minority Affairs will be the nodal officer at the state level and will be supported by Deputy Director & Controller (Finance) and an Officer on Special Duty. Directorate of SOMA will serve as a support agency for regulating relief operations with the help of NSS, NCC, Scout and Guide, Rangers and Rovers during the disaster. The department will also assist the District administration for spreading the information of do's and don'ts to the people of the affected areas. The District Welfare Officer will be the nodal officer at the district level to perform emergency support functions.

Roles and responsibilities of the nodal officers: Roles and responsibilities of the nodal offices are as under:

- Act as the focal point for disaster management activities of the department. The department may ensure that he / she has the mandate to work immediately without waiting for directions from the higher authorities. This will save time.
- Provide his / her contact and alternate contact details to SDMA/DDMA and Revenue Department, State and District Emergency Operation Centre, all line departments and agencies.
- Accountable to any communication / actions related to disaster management of the department.
- Take lead to prepare the department disaster management plan, Emergency Support Function (ESF) plan and Standard Operating Procedure (SOP).
- Coordinate with DDMA / SDMA for relief and response
- Provide regular information on disaster or task assigned to him to SEOC / Revenue Department during and after disasters in consultation with the department head.
- Attend Disaster management meeting, training, workshops or any related programme on behalf of the department.
- Identify an alternate nodal officer and build his/her capacity.
- As per the need of the department, set up a control room and assign another official (s) for control room duty.
- Identification and staffs for deployment on-site operation centres (on-site control room during a disaster)
- In consultation with the department, make an arrangement of an alternative communication system for the department.

- Mobilise resources for disaster response activities as per the resource inventory put in the department DM Plan if it is needed by the department or other line departments.
- Organise regular awareness programmes in the department.
- Organise the periodic mock drills at least twice a year as per the suitability of the department and update the plans at all levels and ensure participation of the department in mock drills of other agencies and other departments.
- To have a liaison with other departments and functionaries working in the field of DM.

Relief measures will vary with the nature and degree of natural calamity. Information on the amount of damage done will help in deciding the extent of relief, reconstruction or rehabilitation. Educational institution has to make arrangement for food, water, medicine, clothes, tents, teaching aids, books, alternative lightening system etc. The detailed loss of life and property will be assessed immediately after the completion of rescue operations. The following measures may require being taken in the event of a calamity:

- Evacuation of the students and teachers to a safer place;
- Arrangement of shelter accommodation for the students who lost their families or due to damage to classrooms;
- Arrangement for medical facility;
- Provisions of Free ration school or college kitchen for a certain period of time;
- Arrangement of safe drinking water;
- Provision of beddings like blankets and clothing to the victims;
- Arrangements for teaching aids;
- Informing the relatives of the students or teachers who have been affected;
- Disposal of dead bodies and medical aid to the injured persons;
- Processing the cases of deaths or injuries for relief assistance;
- Provision of Sanitation and public health measures like Spraying of medicines, disinfectants should be undertaken
- Provision to cope with the hostile climatic conditions of the state.
- Special arrangements for girls or especially able children;
- Provision of funds for reconstruction or repair of institutional buildings;

The losses of life and property will be reported in the prescribed formats as per guidelines laid in the HP Disaster Management and Relief Manual 2012. As per Relief Manual, the report of the first/preliminary information in the form may be compiled and sent to Relief Commissioner. This should be followed up with a detailed report containing a description of the event, damage/loss details, causes, pictures etc. A standard reporting format for damage reporting during monsoon or any other occasion specifically desired by the Relief Commissioner is given. Generally, in case of large-scale and monsoon damages, the State submits a memorandum to the GOI for allocation of funds out of NDRF. For this purpose, the consolidated report of damages for the district should be sent in the form given. In case of a disaster like an earthquake a damage assessment reporting format is given should be more relevant.

In case of a severe disaster, the number of injuries or deaths will be processed for the necessary certification and relief as given in the HP Disaster Management and Relief Manual, 2012 and amendments by Revenue Department thereof.

The basic responsibility for undertaking rescue, relief and rehabilitation measures in the event of an event of a disaster has been given to the State Government. The Central Government supplements the efforts of the State governments by providing logistic and financial support in case of severe natural calamities. The Logistic support includes deployment of aircrafts and boats, specialist team of Armed Forces, Central Armed Police Force and personnel of National Disaster Response Force (NDRF), arrangements for relief materials and essential commodities including medical spores, restoration of critical infrastructure facilities including communication network and such other assistance as may be required by the affected States to meet the situation effectively.

For a few specific types of disasters, the concerned Ministries have the nodal responsibility for management of the disaster. The nodal minister, as identified for different disaster types, functions under the overall guidance of the State Disaster Management Authority.

With regard to repair and restoration of the physical infrastructure of the educational institutions run by the department, the funding requirement will be met out of the budgetary provisions towards repair and maintenance head of the department. In case of additional requirement/inadequacy, the additional fund would be sourced from CRF / SRC.

7. DISASTER RECOVERY AND RECONSTRUCTION

7.1 DISASTER RECOVERY

The process of recovery from small-scale disasters is usually simple. Recovery operations get completed almost simultaneously with the response, relief and rehabilitation. However, in medium and large disasters involving widespread damages to lives, livelihoods, houses and infrastructure, the process of recovery may take considerable time as the relief camps continue till houses are reconstructed. Often intermediary shelters have to be arranged before the permanent settlements are developed.

7.2 DAMAGE AND LOSS ASSESSMENT

Till date, the department has been assessing the direct loss to the infrastructure and reconstruction which has to evolve to an approach where the indirect losses can also be accessed and addressed at the time of recovery and financial planning.

7.3 DISASTER RECONSTRUCTION

Post-disaster construction provides an opportunity for 'Building Back Better' so that the reconstructed assets are able to withstand similar or worse disasters in future. It is difficult to anticipate such reconstructions as these would depend on the types and location of the disasters and the nature reconstructions to be made, which would be known only after the disasters.

7.4 ACTION PLAN FOR RECONSTRUCTION

Reconstruction is time and funds absorbing phase of disaster management. The construction department will be persuaded to include disaster resilient features in new constructions. Reconstruction programmes will be within the confines and the specification as laid down by the by the government known as National Building Codes. The work of the new construction will be completed in a long time. Schools/hostels are to run in shelter accommodation by the time new construction is complete. Essential services in shelters/camps will be established in the shortest possible time.

7.5 FINANCIAL MECHANISM

It is very difficult to estimate the budget requirement for relief and rehabilitation phase of disaster management. Funds required for this head will depend upon nature and intensity of natural calamity. However, the budgetary requirement can be reduced considerably by addressing structural and non-structural mitigation measures.

8. FINANCIAL ARRANGEMENTS

Section 40(2) of the Disaster Management Act stipulates that every department of the State Department while preparing the DM Plan, shall make provisions for financing the activities proposed therein. Normally the funds required for risk assessment and disaster preparedness must be provided in the budgets of every concerned department. Such funds are not very sizeable and Department of SC, OBC & Minority Affairs year for risk assessment and preparedness. Although the department has been directly incurring funds on construction of new and maintenance of old buildings where the mainstreaming of DRR is essential.

The marginal costs involved in mainstreaming disaster risk reduction in existing programmes, activities and projects of the departments are also not very sizable and the departments may not find it difficult to arrange such funds. The department plans will ensure in the existing schemes and future activities to make school/hostels buildings safer and disaster resilient.

As per the guidelines issued by the Ministry of Finance, Government of India vide Memo No.55(5)/PF-II/2011 dated 06/01/2014 for 10% flexi-funds within the Centrally Sponsored Schemes (CSS) to be utilized, inter-alia, for disaster mitigation, restoration and innovation activities in the event of natural disasters. The Department of Social Justice & Empowerment has been implementing various CSS where DRR mainstreaming has to be done excluding the direct pension schemes; this can help to some extent in reducing the risk/vulnerability due to natural disasters to which the state of Himachal Pradesh is highly prone to.

8.1 PROVISION OF FUNDS

There is a need for funds to strengthen the existing facilities both at State level as well as District level under the caption "Disaster preparedness" which is not available with the department. Hence, in the annual budget plan for the SOMA mitigation fund need to be created. Department of revenue has suggested keeping 10 percent of all development plan for non-plan budget disaster management issues.

I. Standard Operating Procedures (SOPs)

SOPs should be prepared for various personnel for effective response to emergencies and disasters.

Action before Disaster:

- Establish infrastructure at the district level in working order and all inventories updated.
- Ensure basic facilities for personnel who will work at the district level for disaster response.
- To coordinate the preparedness functions of all line departments.
- Establish disaster management funding mechanisms to ensure adequate resources for preparedness work, and quick availability of resources for relief and rehabilitation when required.
- Establish and activate help lines through police and district public relations office.
- Prepare a list of potential Food Storage Centers with clearly specifying their capacity and check upon their capacity for providing food to people with varying social behaviour.
- Prepare & update the inventory of resources every quarter.

Action during Disaster:

- To coordinate with State Government and State Disaster Management Authority.
- To coordinate the Relief Recovery operations in the wake of disasters.
- To ensure timely supply and distribution of food grains to affected people.
- To declare and notify Disaster Situation.
- Do not allow leave to the staff.
- Conduct Rapid Assessment and launch Quick Response.
- Prepare a list of relief items/ food items to be distributed.
- Distribute emergency relief material to the affected population.
- Prepare a transportation plan for the supply of relief items.
- Maintain contact with forecasting agencies and gather all possible information regarding the alert.

Action after Disaster

- Organise initial and subsequent technical assessments of disaster-affected areas and determine the extent of loss and damage and volume and nature of relief required.
- Coordinate the activities of NGOs in relief programmes.
- Update about Recovery and Rehabilitation to State Government and State Disaster Management Authority.

II. Safety Practices, Audit & Training

First Aid Box:

The department and educational institutions, hostels etc run by them will be equipped with first aid boxes containing the following items for initial treatment of hazards which may vary from small cuts, broken hands / legs, injuries to the head or spinal cord, diarrhoea, fever to snake bite. The first and foremost necessity at that time is first Aid which may include CPR (Cardio Pulmonary Resuscitation) or heart defibrillator. So all Grid S/S are equipped with first aid boxes containing essential medicines which may be administered before transferring the patient to the hospital.

Contents of First Aid Box:

1. Combiflam Tablet
2. Cetirizine 10 mg Tablet
3. Colimex Tablet
4. Dispirin Tablet
5. Domstal Tablet
6. Paracetamol 500 mg Tablet
7. Rantac 150 mg Tablet
8. Relispray
9. Band Aid 10 nos
10. Cotton Roll 20 gms
11. Gauze Roller 7.5 cms
12. Sterile Gloves no.7 ½
13. Betadine ointment 20gms
14. Dettol 100 ml
15. Sterilized Gauze Swabs 5x5 cms
16. Tape Micropore 1 inch

Safety & Fire drill:

Mock Safety exercise programme concentrates on:

- Mock First-aid exercise
- Mock Fire Extinguishing exercise

Safety Audit

The department should conduct safety audit from time to time to have a check and instil awareness about sticking to the safety norms and standards.

III. Format for Reporting Incidents

1	Name of the incident	
2	Details of the spot and type of disaster / hazards encountered with number of people affected or likely to be affected	
3	Action already was taken	
4	Action to be taken	
5	Difficulties, if any, in response	
6	Brief note on Incident Response Team's response	

Prepared by

Name:

Designation:

Date:

Place:

IV. Key contacts of department

S.N.	DESIGNATION	EPBX	CODE	OFFICE	RESIDENCE	MOBILE
1.	Hon'ble Minister (SJ&E)	609	0177	2621004	-	94182-30048
2.	Pr. Secretary (Social Justice & Empowerment)		0177	2621911	-	94180-26646
3.	Joint. Secy		0177	2627810	-	98164-24443
4.	Deputy Secy		0177	2621110		94180-07718
5.	S.O.(SJ&E)		0177	2880576		94180-80066
6.	Director(SC.OBC&MA)	27	0177	2622041	2650125	98160-05087
7.	Joint Director (Admn.)	24	0177	2620033	-	94180-26299
8.	Joint Director	45	0177	2623006	2621633	94184-92374
9.	A.C. (F&A) Accounts	39	0177	2629713		94186-68045

