

PROCEEDINGS OF THE 10TH MEETING OF THE STATE EXECUTIVE COMMITTEE (SEC) CONSTITUTED UNDER THE DISASTER MANAGEMENT ACT, 2005 HELD ON 25TH MARCH 2020 UNDER THE CHAIRMANSHIP OF SH. ANIL KHACHI, THE CHIEF SECRETARY – CUM - SEC, HIMACHAL PRADESH.

List of participants:

1. Sh. R. D. Dhiman, Additional Chief Secretary (Health)
2. Sh. Manoj Kumar, Additional Chief Secretary (Home)
3. Sh. Sita Ram Mardi, Director General of Police
4. Sh. Jagdish Chander, Principal Secretary (Public Works)
5. Sh. Onkar Chand Sharma, Principal Secretary (Revenue)
6. Sh. D.C. Rana (The Director-cum-Special Secretary-Revenue-DM)
7. Sh. B.S. Negi, Additional SP, HPSDRF
8. Sh. Vivek Sharma, Senior Consultant (DM), DM Cell
9. Ms. Garima Sharma, CBD Coordinator, DM Cell

At the outset, the Principal Secretary (Rev-DM), Sh. Onkar Chand Sharma welcomed the Chief Secretary and other members of the SEC and briefed them about the provisions of the DM Act 2005, and powers and functions for the SEC. Thereafter agenda item were taken up for discussion.

AGENDA ITEM NO.10.1: ROLES & RESPONSIBILITIES (SECTION 22) AND POWER & FUNCTIONS OF THE SEC IN THREATENING DISASTER SITUATION (SECTION 24) & COVID-19 VIRUS OUTBREAK

2. The SEC was made aware of the functions of the State Executive Committee as per the provision of Section 22 and Section 24 of the Disaster Management Act 2005 which defines the powers and functions of State Executive Committee in the event of threatening disaster situation. It was also brought to the notice of the SEC that State Government has been empowered to take measure for disaster management under Section 38. In case of threatening disaster situation, the Act provides for the resources of different departments of the Government of the State to be made available to the State Executive Committee or the District Authorities, as the case may be, for the purposes of effective response, rescue and relief in any threatening disaster situation or disaster. It was also informed that the DM Act also lays down responsibilities on the Departments of State Government in threatening disaster situation under Section 39 Sub-Section (d) which describes the responsibilities of

departments of the State Government. As per this provisions, it shall be the responsibility of every department of the Government of a State to respond effectively and promptly to any threatening disaster situation or disaster in accordance with the State Plan, and in accordance with the guidelines or directions of the National Executive Committee and the State Executive Committee.

COVID-19 Outbreak:

3. The SEC was apprised about the status of the measures taken in the State regarding containment of the COVID-19 outbreak by the Disaster Management set-up. In addition to this, in order to deal with the challenge of disaster, directions of National Disaster Management Authority (NDMA) and National Executive Committee (NEC) dated 24.03.2020 were also shared with the SEC. NDMA & NEC has issued these directions/guidelines under the Disaster Management Act 2005 directing Ministries/Departments of Govt. of India, State/Union Territory Governments and State/Union Territory Authorities to take measures to deal with the COVID-19 threat. These orders shall remain in force in entire part of the country for a period of 21 days with effect from 25.3.2020.

4. Further, the Act provides for waving of procurement process in disaster situation by the NDMA, SDMA and DDMA's under Section 50 of the Act.

5. The SEC was also informed that SDMA has notified Emergency Support Functions (ESFs) in the year 2011 detailing roles and responsibilities of Departments/Organizations of the State Govt. for coordinated, effective and timely response in disasters/threatening disaster situations. It was suggested that in order to deal with the COVID-19 threat additional ESFs may be approved for coordinated and effective response.

SEC was also informed the SEC that DM Cell is also preparing a COVID-19 Management Strategy & Action Plan for Himachal Pradesh.

Decisions:

- a) The SEC approved to reiterate the Emergency Support Functions (ESF) notified in 2011 by HPSDMA defining roles and responsibilities of the different State agencies to all Departments/Organisations.

- b) In the event of current threatening pandemic situation, the SEC approved notification of the supplementary ESFs as per Annexure C of the Agenda to take effective measures to prevent the spread of COVID-19 in the State.
- c) The ESFs may be shared with all the stakeholders by Order of the Chairman.
- d) The Guidelines issued vide order No. 40-3/2020-DM-I (A) dated 24.03.2020 and subsequent addendums by the NDMA & National Executive Committee be circulated to all concerned in the State for effective implementations in letter and spirit.
- e) The SEC directed that the COVID-19 Management Strategy may be prepared at the earliest.
- f) The Department of IT may prepare Mobile Application for capturing data from field w.r.t COVID-19 at the earliest.
- g) The State Emergency Operation Center (SEOC) and District Emergency Operations Centre(s) (DEOCs) to be operationalized as information nerve center for coordination and compilation of information and reports for COVID-19.

The meeting ended with vote of thanks to and from the Chair.

Approved By

Anil Khachi
Chief Secretary, Himachal Pradesh
(Chairperson, SEC)

Endst. No. Rev(DMC)(F) 4-2/2000/SEC Dated March, 2020

Copy forwarded for information and necessary action to:-

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries to the Government of Himachal Pradesh.
2. All the Members of State Executive Committee.
3. All the Deputy Commissioners in Himachal Pradesh.
4. The Sr. Private Secretary to Chief Secretary, HP.
5. All DAs in DMCell, Department of Revenue.

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14 *27/3/20*
(D.C. Rana)

Director-cum-Special Secretary (Rev-DM) to the
Government of Himachal Pradesh


HP STATE DISASTER MANAGEMENT AUTHORITY

Emergency Support Functions (ESFs) Plan

In the aftermath of a major natural disaster wherein State Government's assistance is required for the districts, the command, control and coordination will be carried out under the ESFs Plan.

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 to assist the district (s) in its/their response action. The State EOC shall maintain a close link with the District EOCs and NEOC.

ESFs shall be responsible for the following:

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1. They will coordinate directly with their functional counterpart in districts to provide the state government assistance required. Request for assistance will be channeled from the district both through the Deputy Commissioner and designated departments/ agencies. Based on the identified requirements by the districts, appropriate assistance shall be provided by an ESF Department/ Agency to the district or at the Deputy Commissioner's request, directly to an affected area.
 2. The designated authorities for each of ESF shall constitute quick response teams and assign the specific task to each of the member.
 3. 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.

4. An inventory of all the resources with details shall be maintained by each of the designated authority for each of the ESF.
5. 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.
6. 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 requirement of temporary telecommunication in the affected areas.	Responsible for coordination of national actions to assure the provision of telecommunication support the state and district response elements; Coordinate the requirement of temporary telecommunication in the affected areas.	Make available police wireless network at the affected locations; Coordinate for the other networks available such as Ham Radios or HPSEB network etc.;; The units of armed

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						forces in the area would provide communication network on the request of the competent authority.
2	Public Health	Department of Health and Family Welfare	Department of Ayurveda	<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	Irrigation and Public Health	Make arrangement for proposal disposal of waste in their respective areas;	Ensure cleanliness and hygiene in their respective areas;	Repair the sewer leakages immediately;

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		Development		<p>Arrange adequate material and manpower to maintain cleanliness and hygiene.</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>Provide bleaching powder to the primary agencies to check maintain sanitation.</p>
4.	Power	HPSEB Ltd.	Himurja	<p>Provide and coordinate 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>Support to Local 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>Make arrangement for and to provide the alternative sources of lighting and heating to the affected populations and for the relief camps.</p>
5.	Transport	Department of Transport	HRTC, Civil Aviation, GAD	<p>Overall coordination of the requirement of transport;</p> <p>Make an inventory of vehicles available for various purposes;</p>	<p>Coordinate arrangement of vehicles for transportation of relief supplies from helipads/airports to the designated places;</p>	<p>Make available its fleet for the purpose of SAR, transportation of supplies, victims etc;</p> <p>Act as stocking place for</p>

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				Coordinate and implement emergency related response and recovery functions, search and rescue and damage assessment.	Coordinate arrangement of vehicles for transportation of SAR related activities.	fuel for emergency operations; Making available cranes to the Distt. Administration; GAD and Civil aviation will coordinate for helicopter services etc. required for transportation of injured, SAR team, relief and emergency supplies.
6.	Search and Rescue	Civil Defence, Home Guards, Fire and Emergency Services	NDRF, SDRF, Armed and Para military forces, Police, Red Cross, VOs, Volunteers and 108.	Establish, maintain and manage state search and rescue response system; Coordinate search and rescue logistics during field operations; Provide status reports of SAR updates throughout the affected areas.	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; Discharge all ambulatory patients for the first aid which has the least danger to health and others transported to safer areas.	108 and Red Cross to make available ambulances as per requirement; SDRF, VOs and Volunteers to assist the primary agency in SAR; NDRF, Armed and para military forces to provide assistance to civil authorities on demand; Police to arrange for the transportation and postmortem of the dead.
7.	Public Works	HP PWD	CPWD,	Emergency clearing of	Establish a priority list of roads	Making machinery and

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and Engineering		National Highways Authority of India, MES, BRO	<p>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>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>	manpower available to the PWD and to keep national highways and other facilities in functional state.	
8.	Information	Department of	Department	Operate a Disaster Welfare	Documentation of response/	Render necessary

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	and Communication	Revenue through EOC	State	of IT/NIC	<p>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 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>	<p>relief and recovery measures;</p> <p>Situation reports to be prepared and completed every 3-4 hours.</p>	<p>assistance in terms of resources, expertise to the primary agency in performing the assigned task.</p>
9.	Relief Supplies	Department of Revenue	of	Department of Food and Civil Supplies	<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</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>

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				<p>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>		
10.	Food & Supplies	Department of Food and Public Distribution	Department of Cooperation	<p>Requirement of food and clothing for affected population;</p> <p>Control the quality and quantity of food, clothing and basic medicines;</p> <p>Ensure the timely distribution of food and clothing to the people;</p>	<p>Make emergency food and clothing supplies available to population;</p> <p>Ensure the provision of specific nutrients and supplementary diet for the lactating, pregnant women and infants.</p>	<p>Ensuring the distribution of food supplies to the affected population through the PDS network etc.</p>

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				Ensure that all food that is distributed is fit for human consumption.		
11.	Drinking water	Department of I & PH	Department of Urban Development	<p>Procurement of clean drinking water;</p> <p>Transportation of water with minimum wastage;</p> <p>Special care for women with infants and pregnant women;</p> <p>Ensure that sewer pipes and drainage are kept separate from drinking water facilities.</p>	<p>Support to local Administration;</p> <p>Water purification installation with halogen tablets etc.</p>	To assist the primary agency wherever ULB is associated in the distribution of potable water.
12.	Shelter	Department of Revenue	HIMUDA, HP PWD, UD and Panchayati Raj	<p>Provide adequate and appropriate shelter to all population;</p> <p>Quick assessment and identifying the area for the establishment of the relief camps;</p> <p>Identification of public buildings as possible shelters;</p> <p>Identifying the population which can be provided with</p>	<p>Support to Local Administration;</p> <p>Locate adequate relief camps based on survey of damaged houses;</p> <p>Develop alternative arrangements for population living in structures that might be affected even after the disaster.</p>	<p>HIMUDA and HP PWD would assist the primary agency in establishing temporary shelters of larger dimensions;</p> <p>Department of Panchayati Raj through local Panchayats would assist the primary agency in establishing shelters of smaller dimensions.</p>

				<p>support in their own place and need not be shifted reallocated;</p> <p>Locate relief camps close to open traffic and transport links.</p>		
13.	Media	Department of Public Relations	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</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.

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				<p>needs of Donation;</p> <p>Respect the socio-cultural and emotional state of the disaster victims while collecting information for dissemination.</p>		
14.	Help lines	Department of Revenue	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>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</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>	<p>To assist the primary agency in performing its job effectively and provide its manpower and resources for the purpose.</p>

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				<p>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	Department of Panchayati Raj	<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	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</p>	To assist the primary agency by making available manpower.

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					shelters.	
17.	Removal of trees and fuel wood	Forest	Forest Corporation	<p>Removal of fallen trees;</p> <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>Arrange for timely removal of trees obstructing the movement of traffic;</p> <p>Arrange for timely removal of trees 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>	To support and supplement the efforts of the primary agency.

Additional Emergency Support Functions 2020 – COVID 19

ESF No.	ESF	Primary Agency	Secondary Agency	Activities for Response
1	Medical Preparedness (COVID-19)	Health & Family Welfare	Ayurveda Civil Supplies Corporation	<ul style="list-style-type: none"> • Development of worst-case scenario and action plan to deal with the situation • Creation and management of isolation of ward (Action Plan – Health Institution wise – manpower, PPE, equipment, food, clothing, reception/triage area and other logistics) • Identification of temporary hospitals • Identification of Isolation/Quarantine Facilities (Action Plan – Health Institution wise – manpower, PPE, equipment, food, clothing, supply chain and other logistics); designating I/c of these centers. • Maintenance of supply chain to health institutions in view of countrywide lockdown • Mobilization of additional equipment, material and supply and manpower to deal with the worst-case scenario for additional facilities created/to be created • Constitution of Surveillance & rapid response teams • Shifting of serious cases outside the State – logistics • Transportation of affected people – ambulances and other modes of transportation (PPE and disinfectant for staff etc.) • Dealing with the Dead • MIS system for logistics, treatment and tracing of affected/treated/possible contact people • Training and capacity building of Staff – Health, Police, Municipal, and other Department to deal with Biological Disasters (COVID-19 specifically) – handling, testing, etc. • Tie-up with Private Health Institutions • Tie-up with CPMF and Army for quarantine/isolation and treatment facilities • Tie-up for supplies
2	Maintenance of Essential Supplies	Food and Civil Supplies	Marketing Board, Agriculture, Horticulture, Milkfed, Civil	<ul style="list-style-type: none"> • Maintenance of essential supplies of food items, LPG, etc. • Maintaining supplies of milk, bread and likewise other essential commodities • Action against hoarding and overcharging

			Corporation, etc.	<ul style="list-style-type: none"> • Making available food supplies, vegetables, etc. at nearest points to the general public.
3	Law and order	Home (Police)	Home Guards, Civil Defence, & Fire Services	<ul style="list-style-type: none"> • Action against rumour mongers • Regulation in boarders, restricted places • Maintenance of law and order • Expansion of communication network • Assistance in enforcement of regulations and directions • Providing PPE for Police and Fire Personnel
4	Media management and IEC	I & PR	Health & Family Welfare	<ul style="list-style-type: none"> • Preparation of IEC on various aspects emergency and related areas • IEC activities till the last mile • Dealing with fake news & rumours • Sharing of essential information with the general public • Active role by AIR, DD and FM Channels • Regular media briefings on current situation and steps being taken to be done by Health Department
5	Coordination	Revenue – Disaster Management Cell		<ul style="list-style-type: none"> • Active role by SDMA, SEC and DDMA • Creation of Multi-Department Task Force • Use of SEOC and DEOCs • Deployment of Staff in EOCs • Nodal Officers at State and District Level to perform Key Tasks and maintaining supply chain • Promoting Volunteerism – Red Cross, DM volunteers, NGOs, religious organizations, etc. • Implementation of Emergency Support Functions (ESFs)
6	Disinfection and Sanitization of Public Places and Facilities	Urban Development	Rural Development HRTC Transport	<ul style="list-style-type: none"> • Disinfection of public places, buildings, transport and facilities, etc. • Disinfection of shops, restaurants, hotels, offices, and other places • Identification of supplies, manpower, vehicles and machinery • Provision of PPE for sanitation workers
7	Miscellaneous	All Departments		<ul style="list-style-type: none"> • Taking action to reduce queues and contacts • Promoting Social Distancing • Livelihood issues of vulnerable communities
8	Information Management System	Information Technology	NIC	<ul style="list-style-type: none"> • Preparation of MIS • Generation of critical reports and inputs for decision making