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Minutes Of the 2nd Meeting of the State Disaster Management Authority held on 5th November 2009 at 11.00AM in the Conference Room of the Chief Minister's office.

The list of Members present is given at Annexure I

The Chief Minister, Assam, chaired the meeting.

Agenda Item No 1: Approval of the Minutes of the 1st meeting of the State Disaster Management Authority

Resolution : The State Disaster Management Authority approved the minutes of the 1st meeting of the Authority.

Agenda Item No 2: Review of the action taken on the decisions of the 1st meeting of the State Disaster Management Authority.

Resolution : The State Disaster Management Authority noted the Action Taken Report placed in the meeting. The Authority further directed to follow up on the following decisions of the previous meeting pending for compliance :-

Pending actions on the decisions taken in the 1 st meeting of the SDMA	Suggestions of the SDMA
The Assam State Disaster Management Policy & Rules had been sent to Legislative, Finance and Planning Department for their vetting before placing it before the cabinet for approval.	The matter is to be followed up with Finance & Planning Department and the Policy & Rules cleared immediately for placing it before the Cabinet for approval.
While Legislative Department has already vetted the Policy, the matter is being followed up with Finance Department and Planning Department	Action: Finance Department, Planning Department and Revenue & Disaster Management Department
The Authority approved that some personnel in each battalion of the Assam Police be trained in Search & Rescue and other aspects of disaster management for use in times of disasters. A Cabinet Memo seeking approval along these lines was moved to Finance Department with the approval of the Home Department.	The members of the SDMA were informed that this issue was discussed in a meeting taken by the Chief Secretary on 29 th October 2009 wherein it was decided that instead of training some personnel in each battalion, it would be advisable to raise a special full-fledged battalion to be called – the State Disaster Response Force under the Director of Fire Services. Director of Fire Services was requested to move a proposal for the same to Home Department immediately. Action: Directorate of Fire Services & Home Department.

<p>The SDMA had decided that a Training Action Plan with definite time line should be framed for training of all stakeholders in Disaster management.</p> <p>In this regard, in the first phase, Health & Family Welfare Department would train doctors and paramedical staff in disaster management.</p>	<p>Health Department was requested to submit their Training Action Plan at the earliest.</p> <p>It was also decided that in the districts the training would be conducted by the Health Department in collaboration with the District Disaster Management Authority by utilizing their trained doctors.</p> <p>Action: Health & Family Welfare Department</p>
<p>The SDMA had further decided that the components of training in disaster management such as Emergency Health Management would be incorporated in the syllabus of the in-service training of doctors, nurses and paramedical staff.</p> <p>Though, letter has been issued to DME & DHS with a copy to Commissioner & Secretary, Health for necessary follow-up action, steps taken by Health Department is not known.</p>	<p>Health Department was requested to submit the action taken report to Disaster Management Department.</p> <p>Action: Health & Family Welfare Department</p>
<p>The decision of the SDMA that a module on Earthquake Resistant Technology for Masons be offered as a part of the courses offered at ITIs was taken up with Director, Labour & Employment. However, follow up action is not known.</p>	<p>Directorate of Labour & Employment was requested to submit the action taken report to Disaster Management Department.</p> <p>Action: Directorate of Labour & Employment</p>

Agenda Item No 3: Issues regarding operationalising the Secretariat of the Assam State Disaster Management Authority

1. Creation of different categories of posts under ASDMA

Resolution : The Authority noted the position placed in the Agenda note.

2. Appointment of Chief executive Officer, ASDMA

Resolution : The Authority noted the position placed in the Agenda note.

3. Re-designation of the post of Joint CEO, Administration & Finance Wing

Resolution : The Authority approved the re-designation of the post of Joint CEO, Administration & Finance Wing as Deputy CEO, Administration & Finance Wing in the

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rank of Joint Secretary to the Government of Assam as already agreed by the Finance Department.

4. Posting of Deputy CEO, Finance & Administration and Finance Officer, ASDMA

Resolution : The Authority allowed Shri T. M. Sharma, Joint Secretary, Revenue & DM Department to function as Deputy CEO, Administration & Finance and Senior Financial Adviser, Revenue & DM Department as Finance Officer of ASDMA till regular officers are posted. The Authority further directed that Personnel Department and Finance Department should take immediate necessary action to post all the officers required for operationalising the functioning of the Secretariat of the Authority.

5. Posting of Project Officers under Assam State Disaster Management Authority

Resolution : The Authority decided that the matter concerning appointment / engagement of 14 Project Officers under ASDMA will be placed for approval of the Chairperson, State Disaster Management Authority once the issue of reservation is sorted out in consultation with the WPT&BC Department.

6. Grade IV posts under ASDMA

Resolution : The Authority approved meeting the cost towards payment of Home Guards to be engaged for the Secretariat from the salary head of ASDMA

7. Appointing Authorities for different categories of posts

Resolution : The Authority approved the Appointing Authorities as shown below for the different categories of posts under the State Disaster Management Authority.

Name of Post	Appointing Authority
Chief Executive Officer	Chairperson of the State Disaster Management Authority, after the services of the officer concerned is placed at the disposal of the Authority for his/her posting at the Authority by Revenue & DM Department.
Communications & Systems Advisor, Joint CEO, Disaster Management Wing, Joint CEO, Administration & Finance Wing, State Project Coordinator, Administrative Officer, Finance Officer.	Chairperson of the State Executive Committee, after the services of the officer concerned is placed at the disposal of the Authority for his/her posting at the Authority by Revenue & DM Department.
Joint CEO, Project Wing	Chairperson of the State Executive Committee
Systems Expert, GIS Expert, Technical Assistant (System), Project Officer-DM, Engineering Consultants, Project Manager, Project Officers for all 27 districts, UDA,LDA & Grade IV	Chief Executive Officer, ASDMA

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Agenda Item No 4: Approval of the guidelines for utilizing the budgeted fund

Resolution: The Authority approved the following action points for operationalising the functioning of the Secretariat :

1. Opening a Savings Bank Account in the name of Assam State Disaster Management Authority in State Bank, Secretariat Branch. CEO, ASDMA along with either the Deputy CEO, Administration and Finance or Finance Officer of the Authority will jointly operate this account.
2. Drawal of the budgeted fund of Rs 2.44 crore and keep it in the Savings Bank Account of the ASDMA.
3. All expenditure of this fund except expenditure under the head of salaries, office expenditure & travelling expenses to be made with due approval of the State Executive Committee headed by the Chief Secretary, Assam.
4. Authorising of CEO ASDMA to incur the expenditure relating to salaries, office expenditure and travel expenses out of this fund.
5. The Administrative and Financial Guidelines including delegation of powers for utilization of this fund to be approved by the State Executive Committee.
6. The fund to be subject to yearly audit by a Chartered Accountant and the AG, Assam.

Agenda Item No 5: Approval to the signing the Letter of Agreement for the new GoI-UNDP Disaster Risk Reduction Project.

Resolution : The Authority approved the signing of the Letter of Agreement for the new GoI-UNDP Disaster Risk Reduction Project.

Agenda Item No 6: Issues concerning various departments regarding DM aspects

1. Public Works Department

Commissioner & Secretary, PWD informed that they have completed Rapid Visual Screening for 10 buildings and that they have also retrofitted the DCs office (Kamrup Metro) and the Fire Service Station, Panbazar.

Resolution : The Authority noted the status presented by PWD and directed CEO, ASDMA to visit and verify the retrofitting works and give a feedback on the work done to Chairperson of the Authority.

The direction was also given to PWD to submit a full compliance report concerning Rapid Visual Screening and retrofitting works to the Disaster Management Department. The Authority further decided that PWD should adopt RVS for other districts and make a presentation concerning action taken in the next meeting of the State Disaster Management Authority.

2. Guwahati Development Department

(a) **Assessment of Safety Requirement of Schools**

GDD informed that GMC had inspected 21 schools (G+2) in Guwahati city, and five of them have major threats where immediate action is required.

Resolution : The Authority decided that pending action by the Education Department, GMC should take the initiative and issue "notices" to these schools for compliance within a set time period and exemplary action should be taken against defaulting schools with due publicity. The Authority further decided that similar steps should be taken in all other districts of Assam by local authorities and Education Department.

(b) **Inspection of high-rise buildings**

Regarding preparation of a list of unsafe buildings, GMC informed that a survey of buildings through RVS is under way. The prepared list will be placed before the SDMA for necessary action.

Resolution : The Authority noted the position and directed that the list of unsafe buildings be placed before the SDMA.

(c) **Widening of roads**

With regard to the widening of roads, GMC has identified 64 nos. of narrow roads and steps for widening these roads are being processed with the help of district administration.

Resolution : The Authority noted the position and directed that an Action Taken report be placed before the SDMA.

(d) **Assessment report of the building failure of Jagabandhu Apartment**

The Assessment Report on the building failure of Jagabandhu Apartment has also been received by GMC.

Resolution : The Authority directed GMC to ensure compliance of the advisory issued by the team of investigators and also directed that the documents requested for further investigation may be given immediately.

3. Urban Development Department

Urban Development Department was earlier requested to take steps for making the necessary amendments in the building bye-laws, the Town & Country Planning Act and

Zoning Regulation etc for ensuring that they are in conformity with the mitigation requirement.

Commissioner & Secretary, UDD informed that with regard to model building bye-laws, the development authorities and municipal bodies will have to adopt the same and therefore the model building bye-laws of the MHA will be circulated to all the development boards/municipal bodies for adoption.

Resolution : The Authority suggested UDD to organize a Conference of all 89 Municipal Boards and submit a detailed agenda in this regard.

4. Health Department

Resolution : The Authority directed Health Department to prepare a Plan for Mass Casualty Management. The direction was also given regarding all district hospitals to develop their plan for mass casualty management, which will be different from a normal contingency plan. It was also suggested organizing the Mock Drills based on these plans regularly for all hospitals.

5. Education Department

Resolution : The State Disaster Management Authority directed Education Department to include one page of dos and don'ts concerning disasters in the text books of SEBA & ASHEC.

The Department was also requested to inform Disaster Management Department on the action taken with regard to inclusion of Disaster Management in Curriculum of SEBA & AHSEC and the action on issue of a circular to all schools to come up with a School Safety Plan. The Authority further decided that dos and don'ts in case of disasters should be displayed in all offices of the State.

6. Home Department

Commissioner & Secretary Home Department informed the SDMA of the decision to set up a new force – The State Disaster Response Force under the Director of Fire Services as decided in an earlier meeting conducted under the chairmanship of the Chief Secretary, Assam.

Resolution : The Authority approved setting up of a dedicated full-fledged State Disaster Response Force (SDRF) battalion for the State under the Director of Fire services.. It was decided that the six operational companies of SDRF will be stationed as follows :-

Guwahati (2 coys), Dibrugarh, Silchar, Jorhat and Bongaigaon (1 coy each)

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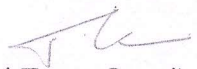
Home Department was requested to expedite the proposal for immediate action including approving the communication plan submitted by DG, Police.

Director of Fire Services mentioned that he has submitted a proposal for renaming Fire Service Organization as Fire and Emergency Services Organizations. The Authority requested Home Department to expedite approval to this proposal. Director of Fire services was also asked to submit proposals for equipping Fire Service Organizations to deal with all disasters.

7. Power Department

Resolution : The SDMA requested ASEB to prepare an Emergency Plan with special emphasis on restoration of power in the event of a major calamity.

The meeting concluded with a vote of thanks to the chair.



(Shri Tarun Gogoi)
Chief Minister, Assam & Chairman,
Assam State Disaster Management Authority

Memo No.. RGR/DM/6/03/Pt

Dated 10th November 2009

Copy to: All concerned



(V.K. Pipersenia)
Principal Secretary
Revenue & Disaster Management Department

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