

Minutes of the 5th Meeting of the State Disaster Management Authority held on 25th March 20123 at 6:00 P.M. in the Conference Room of the Hon'ble Chief Minister's Residence

The list of the Members present is given at Annexure I

The Hon'ble Chief Minister, Assam chaired the meeting.

Agenda Item No 1: Confirmation of the Minutes of the 4th Meeting of the State Disaster Management Authority held on 16th February 2011.

Resolution: The State Disaster Management Authority confirmed the minutes of the 4th meeting of the Authority.

Agenda Item No 2: Review of the action taken on the decisions of the 4th 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.

Actions on the decisions taken in the 4 th meeting of the SDMA	Suggestions of the SDMA
<p>Home Department:</p> <p>1. Creation of SDRF The Home Department informed SDMA that SDRF has already been raised and operationalized under the State Fire Service Organization</p> <p>2. Renaming of Fire Services Home Department informed that the State Cabinet has approved the renaming of the State Fire Service Organization as Fire & Emergency Services</p>	<p>1 & 2 : SDMA took note of the matter</p>
<p>Health Department:</p> <p>In the 4th meeting the Chairperson, SDMA had directed Health Department to ensure :</p> <p>1) Preparation of Hospital Mass Casualty Management Plans</p> <p>2) Preparation of inventory list of all retired</p>	<p>Hon'ble Chief Minister and Chairperson, SDMA directed Health Department to undertake these works immediately with due urgency as disasters may strike anytime and hospitals have to respond and cater to the affected population immediately to minimize the loss of lives.</p>

<p>doctors</p> <p>3) Mapping of the capacity of hospitals with regard to beds, doctors, equipments etc.</p> <p>Health Department informed SDMA that steps have been initiated in this regard.</p>	<p>He further advised the Health Department to take the support of the Army Base Hospital in the preparation of the Hospital Emergency Plans as they have the necessary expertise in the area.</p> <p>Health Department was directed to complete the works at the earliest and submit compliance report to ASDMA for appraisal of Hon'ble Chairperson.</p> <p>Action: Health Department</p>
<p>Education Department</p> <p>1. School Safety Plans & Conduct of Mock Drills</p> <p>Education Department informed SDMA that it is in the process of drafting a separate clause making Preparation of Plans and Mock drills mandatory for recognition in the Non-Government Educational Institution Act 2006 and in the "Venture Schools and Provincialisation Act"</p> <p>2. Safety audit of schools other districts</p> <p>Education Department informed SDMA that the department will soon organise a meeting to develop an action plan for the conduct of School safety Audit in all other districts of the State.</p> <p>3 Change of use of residential building to Schools</p> <p>GMDA informed SDMA that it has initiated steps to survey the schools housed in residential buildings and will take action against those who have changed the use of a residential building to school building without landuse change permission to ensure school safety.</p>	<p>1. SDMA took note of the matter and directed Education Department to complete the process at the earliest and submit compliance report.</p> <p>SDMA further directed Education Department to take necessary steps to ensure preparation of School Safety Plans and conduct of Mock Drills in each school of the State and submit regular reports to ASDMA for appraisal of Hon'ble Chairperson.</p> <p>Action: Education Department</p> <p>2. SDMA directed Education Department to undertake the Safety Audit of all schools in other districts of Assam in line with the safety audit conducted by Assam Engineering College for the schools of Guwahati city.</p> <p>Action: Education Department</p> <p>3. SDMA took note of the matter and directed GMDA to take up the matter on priority basis and submit action taken report to ASDMA for appraisal of Hon'ble Chairperson.</p> <p>Action: GMDA / Education Department</p>

<p>GDD/ GMC/GMDA</p> <p>1. Safety Audit of High Rise Building 2. Occupancy Certificate 3. Widening of Roads of Guwahati city</p> <p>ASDMA informed SDMA that as per direction of the State Executive Committee, a meeting was held with GDD & UDD on 30th January 2013 under the chairmanship of the Addl. Chief Secretary, Revenue & DM Department to discuss the pending issues.</p> <p>The following resolutions were taken in that meeting:</p> <p>1. GMDA will undertake Safety Audit of 324 G+4 and above Multi storied buildings in Guwahati city and the exercise will be completed within six months ie July 2013.</p> <p>2. GMC will follow up on the matter related to Occupancy Certificate for Residential and commercial Buildings and update ASDMA on the status.</p> <p>3. GDD will move the Planning and Development Department for the fund amounting to Rs. 54.00 crore for widening of the 35 already identified narrow roads.</p>	<p>1. SDMA took note of the matter and directed GMDA to complete the exercise of safety audit of the identified High Rise Buildings within the stipulated time.</p> <p>2. Regarding Occupancy certificate, GMC was directed to ensure the submission of the Status report to ASDMA for appraisal of Hon'ble Chairperson.</p> <p>Action: GMDA /GMC / ASDMA</p> <p>3. Hon'ble Chief Minister and Chairperson SDMA requested the Chief Secretary to give necessary direction to Planning and Development Department to provide Rs. 54.00 crore for widening of the 35 already identified narrow roads</p> <p>Action: P & D Department / ASDMA</p>
<p>Urban Development Department (UDD):</p> <p>1. Uniform Building Bye-laws UDD informed SDMA that it has already circulated the draft Uniform Building Bye-laws to all the concerned departments for their views.</p> <p>2. Formulation of appropriate rules/policy for widening of narrow roads PWD (Roads) has already framed an Act "The Assam Public Works (Regulation of Road Development and Road Transport) Act-2010"</p>	<p>1. SDMA directed the Urban Development Department to complete the process at the earliest and submit compliance report.</p> <p>Action: UDD</p> <p>2. Hon'ble Chief Minister and Chairperson, SDMA directed PWD Roads to ensure that provisions are made with respect to proper drains along the side of the road as well as</p>

(A)

<p>where land width requirement for construction of Roads and width between Building line and control line have been mentioned in Schedule I & II. Width of Rural & Urban roads has been specified in the schedule</p>	<p>to maintain the prescribed road height in urban areas and the same should be incorporated in the proposed Act.</p> <p>Action: PWD (Roads)</p>
<p>PWD (Building)</p> <p>Non-Destructive Test</p> <p>ASDMA informed that it has placed funds with PWD (B) Department for the conduct of ND test in all Deputy Commissioners Office of 27 districts this year.</p> <p>PWD apprised SDMA that they will start the work from 1st April 2013 and complete the task within two months.</p>	<p>SDMA took note of the matter and directed PWD Buildings to submit action taken report on the progress made to ASDMA.</p> <p>SDMA further directed the department to take steps for conducting ND Test in all other life line buildings and critical infrastructure in the districts.</p> <p>Action: PWD (B), ASDMA</p>
<p>Power Department</p> <p>In the 4th meeting SDMA had directed Power department to :</p> <ol style="list-style-type: none">1) Make a survey of their electrical poles and power stations with regard to their capacity to withstand a large scale earthquake or high velocity winds.2) To get in touch with Forest Department and initiate action with regard to the trees that causes electric poles and wires to fall, thereby disrupting power supply, during storms.3) To submit the Emergency plan with special emphasis on restoration of power in the event of a major calamity. <p>Power Department apprised SDMA that instructions have been given to the General Managers of the Divisions to take action for emergency restoration of power lines.</p>	<p>The Authority took note of the matter and re-iterated that ASEB should conduct a survey of their electrical poles and power stations with regard to their capacity to withstand a large scale earthquake or high velocity winds.</p> <p>It further directed Power Department to get in touch with Forest Department and initiate action with regard to the trees that causes electric poles and wires to fall, thereby disrupting power supply, during storms.</p> <p>Action: Power department / Forest Department</p>

(5)

<p>Labour and Employment</p> <p>ASDMA informed that Labour & Employment Department has been requested to develop a module on the basics of Earthquake Resistant Technology and the same is being followed up.</p>	<p>SDMA took note of the matter</p> <p>Action: Labour & Employment department & ASDMA</p>
<p>Incident Response System:</p> <p>ASDMA informed that an agency has been selected for conducting a Training Needs Assessment (TNA) and developing Training Module on IRS as a first step for institutionalizing the same.</p>	<p>SDMA took note of the matter</p> <p>Action: ASDMA</p>
<p>Earthquake preparedness: Departmental Contingency Plans</p> <p>ASDMA apprised that five plans have been received from</p> <ol style="list-style-type: none">i. PWD (Building Department)ii. Power (Electrical Department)iii. Assam Electricity Grid Corporation Ltdiv. Assam Power Distribution Co. Ltdv. ONGC Ltd	<p>SDMA directed ASDMA Secretariat to follow up with the concerned departments with respect to preparation of Departmental Contingency Plan</p> <p>Action: ASDMA</p>
<p>Sikkim Earthquake experiential learning</p> <p>ASDMA informed that a Team of 3 members led by its Chief Executive Officer visited Sikkim & the following lessons were learnt during the visit</p> <ul style="list-style-type: none">• Specialized Teams are needed for demolition of damaged buildings & Debris Clearance (PWD B)• Database of open places for helipad along with the geographical coordinates to facilitate effective rescue & relief operation (ASDMA)• Resource mapping and regular updating of the database (ASDMA)• SOP for Army coordination for prompt	<p>SDMA directed ASDMA Secretariat to take up the matters with concerned agencies / departments and follow up on the same.</p> <p>Action: ASDMA</p>

(6)

<p>response is required(ASDMA)</p> <ul style="list-style-type: none">• Need for back up communication system having state-wide coverage (Police Communication)• SDRF company needs to be stationed at strategic vulnerable locations (Fire Services)• EOCs / Control Rooms needs to be strengthened and well equipped (ASDMA)• Regular Mock Drills and awareness activities needs to be carried out involving the community (ASDMA/DDMA)• Capacity building of PRIs and community at large for active involvement in Disaster Preparedness, response and mitigation measures (P&RD)• Multipurpose help centre in the DC's office to facilitate speedy assistance to the affected people viz. application for Ex-gratia, etc (DDMA)• Strong Techno-Legal Regime (UDD/GDD)	
<p>River Research Institute, Bangladesh</p> <p>Water Resource Department informed that following the visit to Bangladesh, the department has conducted a conference viz. Assam Water Conference in Guwahati during which discussions were held with various national / International experts / agencies on water resource related issues of Assam.</p> <p>Further, the department informed that it has received a number of proposals from various national and International Agencies on flood and erosion mitigation measures and the department is studying the same.</p>	<p>SDMA took note of the matter</p> <p>Action: Water Resource Department</p>

(7)

Agenda Item No 3

Activity Report of ASDMA: Highlights

1. Integration of Emergency Help Line No

Resolution: SDMA took note of the matter and directed ASDMA to take measures for popularizing the same.

2. Flood Early Warning System

Resolution: SDMA took note of the matter and directed ASDMA to take up the matter with the Assam Water Centre for taking over the fully operational districts under FLEWS from NESAC, so that NESAC gets time for building up models for the remaining districts of Assam.

3. Guwahati Emergency Management Exercise

Resolution: SDMA took note of the matter and directed ASDMA to include educational institutions in future emergency management exercises.

4. Sensitization of Apartment Societies of Guwahati on Earthquake Preparedness

Resolution: SDMA took note of the matter and directed GDD to examine the possibility of incorporating provision for disaster management plan for apartment buildings in the building bye-laws

5. Secretariat Mock Drill

Resolution: SDMA took note of the matter and directed Personnel department and Secretariat Administration Department to train all State Govt Employees in disaster preparedness by the Directorate General of Civil Defence & Home Guards and request all employees for registering as volunteers in disaster events. These volunteers will be given tokens of appreciation by Civil Defence & Home Guards like badges, certificates, etc.

6. Collaboration with the Earth Institute, Columbia University

Resolution: SDMA took note of the matter.

7. GIS Mapping of Utilities & Infrastructure for Assam

Resolution: SDMA took note of the matter.

8. Workshop on Mainstreaming Media into Disaster Risk Reduction

Resolution: SDMA took note of the matter

9. Status Survey of Hospital & School Buildings in Guwahati City and Retrofitting Solutions

Resolution: SDMA took note of the matter and directed that:

- ASDMA will send the School report to Education Deptt, GMC, GMDA, Deputy Commissioner Kamrup Metro, Fire & Emergency Services, School Authorities etc for appraisal and necessary action
- Deputy Commissioner, Kamrup (M) will issue notices to the 33 schools that did not allow the survey team to conduct the assessment for necessary compliance within a stipulated time, failing which action would be initiated against them under the provisions of the Disaster Management Act.
- Deputy Commissioner, Kamrup (M) will serve notice to the five schools (one Govt Schools & four Public Schools) having overhead HT power lines and direct the school authorities to take necessary action for sealing off the area just underneath it, so that no unwanted accidents take place.
- GMDA/GMC will report to Hon'ble Chief Minister as to how permissions were granted to these schools having overhead HT lines and take steps for exemplary punishment to those involved in granting these permissions.
- GMDA/GMC will initiate appropriate action with regard to the 68 private schools (change of use) which are housed in rented and commercial premises.
- Education Department will take necessary corrective measures for the multi- hazard vulnerability with regard to government schools.
- Education Department will direct the Private schools to take corrective measures for for the multi- hazard vulnerability as per the findings of the report.
- ASDMA will send the Hospital Survey report to Health Department for taking necessary action on the same.
- Health Department will ensure that the Hospitals have in place a DM Plan, train their staff on DM issues and conduct regular simulation drills.
- Fire & Emergency Services will check the fire safety in all hospitals who have major vulnerability of Fire hazard and issue necessary notices for corrective measures within a stipulated time. They will keep the Health Department and ASDMA informed on the steps taken in this regard.
- Fire & Emergency Services will ensure that every hospital must have extra provision of water source for fire-fighting
- Health Department will take necessary steps for ensuring that the non - structural vulnerability indices as submitted in the report are corrected especially with regard to Oxygen Lines as the hospitals will have to be functional in the aftermath of a major calamity.
- Assam Engineering College will complete the structural assessment of the Hospitals for which drawings are available and submit status within a month to ASDMA.

(3)

Agenda Item No 4

The State Disaster Management Plan

Resolution: The State Disaster Management Authority approved the State Disaster Management Plan prepared through a consultative process by ASDMA with the help of TARU Leading Edge Pvt Ltd for publication and release.

Agenda Item No 5

MoU for collaboration with the Asian Institute of Technology (AIT) Bangkok

Resolution: SDMA approved the MoU for the proposed collaboration between Asian Institute of Technology (AIT), Bangkok & Assam State Disaster Management Authority. Copy of the MoU is placed at Annex A. ASDMA will ascertain whether the clearance of Ministry of External Affairs is required before signing the MOU.

Agenda Item No 6

Re-designation of the post of Jt. CEO, Project as Advisor project.

Resolution: SDMA approved the re-designation of the post of "Jt. CEO, Projects" to "Advisor, Projects" subject to the concurrence of Finance Department. ASDMA also approved the engagement of Shri A. K. Mitra, former Secretary, Department of Water Resources, Assam as Advisor (Projects) on the basis of last pay minus pension.

Agenda Item No 7

New Initiatives

1. Jorhat, Dibrugarh & Silchar Emergency Management Exercises.

Resolution: SDMA took note of the matter and advised ASDMA to conduct such Emergency Management Exercises in all other cities and towns of the State.

2. Developing GO-NGO Protocol for Emergency Management

Resolution: SDMA approved the proposal of ASDMA Secretariat to seek expert consultation and necessary support from the Centre for Development and Disaster Management Support (CDMASS), New Delhi headed by Mr. N. M. Prusty and Prof. N.V.C. Menon, former Member, NDMA for developing a GO-NGO Protocol for Emergency Management in Assam.

Resolution: SDMA took note of the critical analysis study conducted by ISR, Gandhinagar and approved in principle the conduct of the additional studies in order to make the seismic micro zonation report more useful.

5. Urban Floods in Guwahati City

Resolution: To ensure that the problem of Guwahati Floods is minimized, the following decisions were taken:

- Water resource Department will immediately initiate short term measures like cleaning & desilting of Bharalu , Mora Bhorolu and Bahini. Further, the department will also ensure availability of adequate pump sets and procure the same if necessary
- GMC will ensure timely cleaning of the secondary drains
- GMC/GMDA/DC Kamrup Metro will coordinate with Airport Authority/Army camp at Azara to ensure that there is no water logging at the Airport side this year.
- A Detailed Project Report on Guwahati Floods will be prepared in consultation with all stakeholders and knowledge institutes like IIT (G) and AEC as a long term measure.

6. Construction of Flood Shelters in Majuli with support from HUDCO under CSR initiative

Resolution: SDMA took note of the pilot initiative of ASDMA where it is proposed to construct flood shelters in Majuli with funds to be provided by HUDCO under its CSR initiative.

Agenda Item No 8

Action points that emerged out of the Secretariat Mock Drill

1. Construction of foot-bridges at strategic places of Guwahati

Resolution: SDMA directed Guwahati Development Department:

(11)

- i. To carry out a proper survey by the concerned departments viz. PWD Roads, GMC, GMDA & GDD to ascertain the Traffic Junctions, where construction of foot-bridges as per scientific design is to be taken up on priority basis.
- ii. To take immediate necessary steps to complete the foot-bridges, construction of which had been initiated on some of the roads, but left incomplete and totally neglected.

2. Training of Assam Sachivalaya Staff by Civil Defence & Home Guards

Resolution: SDMA directed SAD to take steps for registering the young office staff of the State Secretariat as Civil Defence Volunteers and initiate measures for their comprehensive training on Emergency Evacuation, Search & Rescue etc.

3. Setting up of a full-fledged Training Centre on Emergency Health Management and Mass Casualty handling in GMCH

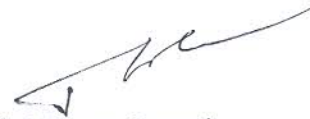
Resolution: SDMA directed Health department to prepare a DPR for Setting up of a full-fledged Training Centre on Emergency Health Management and Mass Casualty handling in GMCH and strengthening the capacity of the peripheral hospitals for mass casualty event.

Agenda Item No 9

Collaboration with Japan in Disaster Management

Resolution: Hon'ble Chief Minister and Chairperson SDMA directed that ASDMA should establish a relationship with the concerned disaster management agencies in Japan and develop a mechanism for adopting and replicating Japanese best practices in Disaster Management in Assam

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



(Shri Tarun Gogoi)

Chief Minister, Assam & Chairman,
State Disaster Management Authority

Memo No RGR/DM/6/08/Pt/

Dated 30th March 2013

Copy to: All concerned

(V.K.Pipersenia)

Addl Chief Secretary & CEO
Assam State Disaster Management Authority

MEMORANDUM OF UNDERSTANDING
Between
ASIAN INSTITUTE OF TECHNOLOGY, THAILAND
and
ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASSAM, INDIA

This Memorandum of Understanding (MoU) is drawn up and agreed upon to establish the cooperation between the Asian Institute of Technology (hereinafter referred to as **AIT**), located at Km. 42 Paholyothin Highway, Klong Neung, Klong Luang, Pathumthani, Thailand and the the Assam State Disaster Management Authority (hereinafter referred to as **ASDMA**) located at Dispur, Guwahati, Assam, India.

The **Asian Institute of Technology (AIT)** is an international institute of higher learning. It is Asia's pioneer institution established in 1959 to help meet the region's growing needs for advanced learning in engineering, science, technology and management, research and capacity building. AIT's mission is to develop highly qualified and committed professionals who will play a leading role in the sustainable development of the region and its integration into the global economy. AIT is based in Thailand and has affiliated centers in other parts of the world.

Assam State Disaster Management Authority (ASDMA) was established under the Disaster Management Act, 2005. ASDMA is the designated authority in Assam on disaster management, which deals with 1) Prevention of danger/threat of any disaster, 2) Disaster mitigation and risk reduction, 3) Capacity building, 4) Disaster preparedness, 5) Disaster response, including evacuation, rescue and relief, 6) Hazard assessment (magnitude etc.), and 7) rehabilitation and reconstruction.

ARTICLE I: PURPOSE

The purpose of this MoU is to enable cooperation between AIT and ASDMA for the mutual benefit of both parties and for purposes more particular set forth herein.

ARTICLE II: SCOPE

The activities under the scope of this MoU are:

2.1 Collaborations in:

- a) Developing a flood management system;
- b) Multi-hazard risk assessment, mitigation and management;
- c) Developing an Integrated Communication System for Emergency & Disaster Management;

2.2 Human resource development and capacity building in ASDMA;

2.3 Short-term program including multi-country study visit for ASDMA officials;

2.4 Joint organization of International Workshops, Conferences, Seminars and Symposia

2.5 Collaborative research program in fields of mutual interest;

2.6 Facilitating transfer of innovation and technology in the areas of mutual interest

(13)

ARTICLE III: DURATION, TERMINATION, AND AMENDMENT

- 3.2 This MoU will be effective from the date of signing by both parties up to a period of five (5) years, and may be subject to extensions by mutual consent of the parties in writing.
- 3.3 Either party may terminate this MoU by giving six (6) months advance notice in writing to the other party.
- 3.4 The provisions of this MoU may be amended at any time with the mutual consent of the Parties in writing.
- 3.5 The amendment, termination and expiration of this MoU will not affect the terms of activities ongoing at the time of notification of amendment, termination, and expiration unless otherwise agreed upon between the parties.

ARTICLE IV: SPECIAL PROVISIONS

- 4.1 Each party will consult with and take approval of the other party to use the latter's name, the names of the latter's officials/faculty members, and the logo for the activities under this MoU, and dissemination of results, on a case-by-case basis.
- 4.2 Modalities of each type of collaboration, associated activities and financial aspects shall be mutually agreed upon on a case-by-case basis in separate Memorandum of Agreements (MoA).
- 4.3 This MoU shall be governed and construed under the laws of the Kingdom of Thailand and the Republic of India as appropriate depending upon where the activity under this agreement takes place.
- 4.4 The two parties will consult with each other and attempt to resolve disputes or misunderstandings that arise in the administration of this MoU or any subsequent associated agreement informally.

ARTICLE V: CONTACT PERSONS

Name: Manzul Kumar Hazarika	Name:
Title: Associate Director, Geoinformatics Center	Title:
Asian Institute of Technology	Address
P.O.Box 4 Klong Luang	
Pathumthani 12120	
Thailand	
Tel: +66-2-524-6184/6195	Tel: +
Fax: +66-2-524-6147	Fax: +
Email: Manzul@ait.asia	Email:

This MoU is prepared in two identical copies. Each party holds one original copy duly signed by the President of AIT and the Principal Secretary, Revenue and Disaster Management Department, Government of Assam, India.

Signed for and on behalf of:

Asian Institute of Technology

Assam State Disaster Management Authority

Name: Professor Said Irandoust
President
Asian Institute of Technology

Name: V.K. Pipersenia
Principal Secretary
Revenue and Disaster Management Department

Date: _____

Date: _____