



# DISTRICT DISASTER MANAGEMENT PLAN

## BISWANATH



**FOR THE YEAR 2023-24**

Prepared By:

DISTRICT DISASTER MANAGEMENT AUTHORITY  
BISWANATH



## **FOREWARD**

The District Disaster Management Plan (DDMP) outlining the measure to be taken in the event of any natural or man-made disaster during the year 2023-24 has been prepared on the past experiences. The DDMP includes the facts and figures that have been collected from various sources with a view to meet the challenges during any Natural Disaster. The plan has been prepared with the viewpoint that Disaster Management Plan in a continuous process and it needs regular updation. The plan deals with Risk Assessment and Vulnerability Analysis, identification of Disaster Prone Areas, Response Structures, Inventory of Resources, Standard operating procedures, Directory of Institutions and key individuals, etc. The plan is prepared to help the District Administration focus quickly on the essentials and crucial aspects of both preparedness and response

It is hoped that the District level Officials who are in-charge of different departments will carefully go through the DDMP and remain alert to emergent situations that may arise in the course of the year. The DDMP seeks to serve as a useful handbook of operational guidelines for the Officers of the District Administration. It is expected that all stakeholders will thoroughly acquaint themselves with these guidelines. A word of caution may be mentioned, however, plans are useful and work only if they are updated and practiced through intensive mock exercises and simulations.

I take this opportunity to thank all concern who has contributed in every way in preparation of the DDMP.\_

  
District Commissioner  
Biswanath

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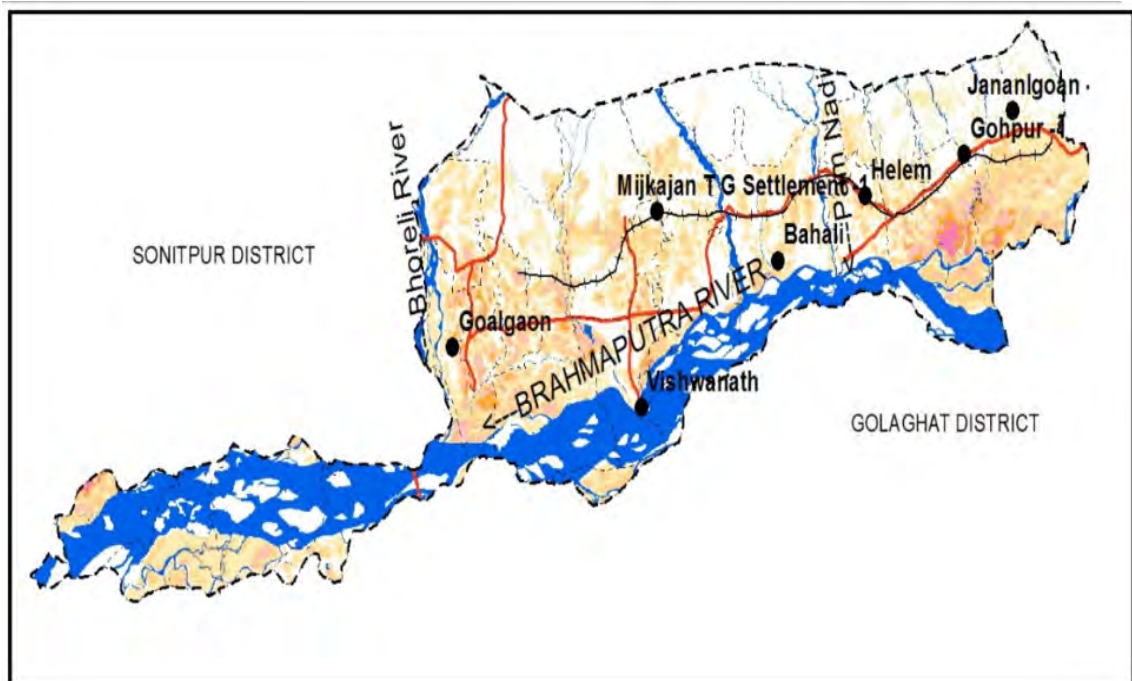
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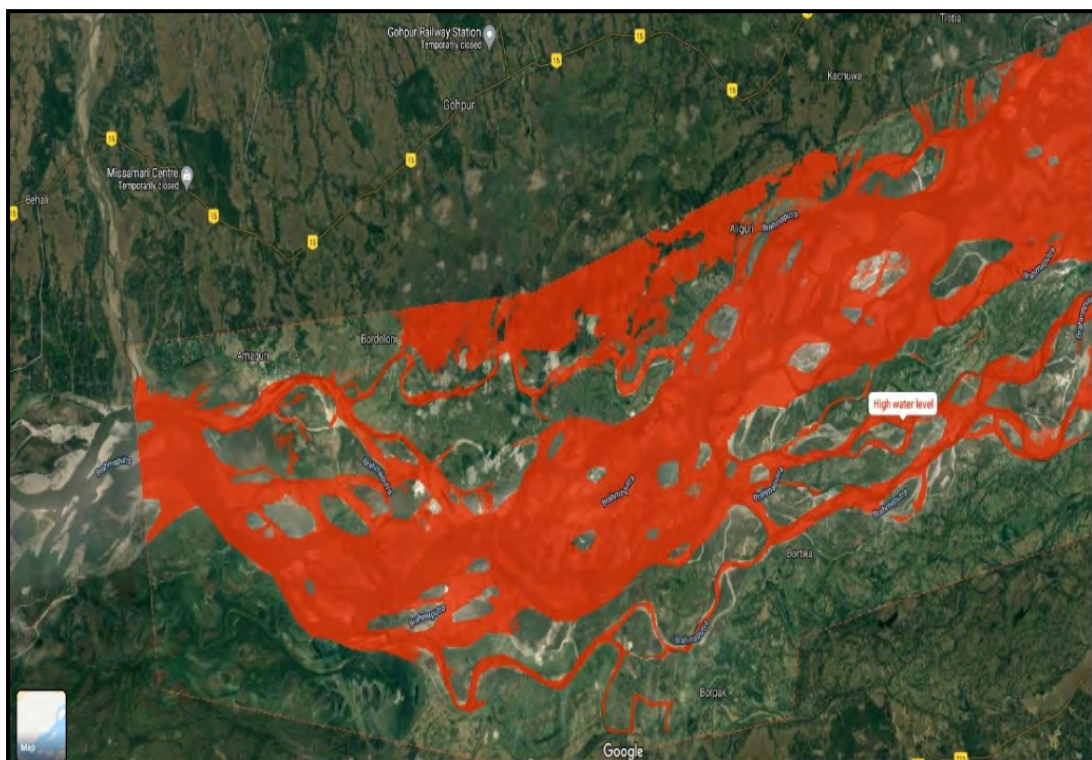
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Map Flood Prone Areas under Biswanath District (**Flood Hazad Atlas 2016**)



Sever Flood affected areas 2020 (Google Map)

# **CHAPTER-I**

## **INTRODUCTION**

The word disaster derived from Italian word “disastro” means ill-starred event and from dis- (expressing negation) + astro ‘star’ (from Latin astrum). *Disaster* is a sudden, calamitous event bringing great damage, loss, and destruction and devastation to life and property.

The United Nations defines a disaster as a serious disruption of the functioning of a community or a society. Disasters involve widespread human, material, economic or environmental impacts, which exceed the ability of the affected community or society to cope using its own resources.

The Center for Research on the Epidemiology of Disasters (CRED) in Brussels, Belgium defines disaster as “a situation or event which overwhelms local capacity, necessitating a request to a national or international level for external assistance.”

### **TYPE OF DISASTER:**

There are Two main types of disaster:

- **Natural disasters:** including floods, hurricanes, earthquakes and volcano eruptions that have immediate impacts on human health and secondary impacts causing further death and suffering from (for example) floods, landslides, fires, tsunamis.
- **Environmental emergencies:** including technological or industrial accidents, usually involving the production, use or transportation of hazardous material, and occur where these materials are produced, used or transported, and forest fires caused by humans.

### **DISASTER MANAGEMENT: CONCEPT**

It can be defined as the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies, in particular preparedness, response and recovery in order to lessen the impact of disasters.

The Red Cross and Red Crescent societies define disaster management as the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies, in particular preparedness, response and recovery in order to lessen the impact of disasters

Natural Disaster is a part of our earth so we can neither avoid it nor it is possible to prevent natural disaster altogether. But its effects can be reduced through systematic approach by Disaster Management initiatives. It can be an effective tool for saving vulnerable human lives and mitigation of human misery.

## Vulnerability

Vulnerability is defined as the extent to which a community, structure, service or geographic area is likely to be damaged or disrupted by the impact of particular hazard on account of their nature, construction and proximity to hazardous terrain or a disaster prone area.

## Hazard

An event which causes a situation which can be dangerous to people or property if occur in the populated area. For example: Cyclone, Earthquake, Flood, Drought etc.

## BASIC CONCEPTS OF EMERGENCY MANAGEMENT:

The basic concept suggests that the same management strategies can be applied to all emergencies. Emergencies do not just appear one day, rather they exist throughout times and have life cycle of occurrence, and hence the management strategy should match the phases of an emergency in order to mitigate, prepare, respond, and recovery from its effect. There are four phases in emergency management: **Mitigation, Preparedness, Response, and Recovery**. These four phases are visualized as having a circular relationship to each other (Fig.1 Emergency Management Circle). The activities in one phase may overlap those in the previous one.

Disaster management cycle includes the following stages/ phases:

1. Response phase
2. Recovery/ Rehabilitation phase
3. Risk Reduction/ Mitigation phase
4. Preparedness Phase

**Response Phase:** This is the period which is immediately followed by the occurrence of the disaster. In this situation, all individuals respond to the disaster, but in their own ways.

**Recovery Phase:** This is the phase when victims actually realize the impact of disaster. It is the phase when all medical help has arrived and people have settled from the adversities of the event.





**Risk Reduction Phase:** During this phase, measures are taken so that in case of next disaster the extent of impact is lessened. This process of making the impact less severe is called "Mitigation".

**Preparedness Phase:** This phase basically involves development of awareness among the population on general aspects of disaster. This includes education on warning signs of disasters, methods of safe and successful evacuation and first aid measures.

### **FORMULATION AND PREPARATION OF THE PLAN:**

The District Disaster Management Authority (DDMA), which is the advisory body, prepares the plan with support from all relevant line departments, members of PRI, Community Based Organizations etc. This Plan includes the facts and figures that have been collected from various official and informal sources with a view to meeting the challenges during flood.

The plan has been prepared with the following viewpoints.

1. Contingency Plan is a continuous process.
2. All are not equal in a crisis situation, giving emphasis on special vulnerable groups like economically weaker, sick and ailing, pregnant and lactating mother, old aged etc.
3. During relief measures social auditing ensures transparency.
4. Involvement of women and PRIs is a must in the entire process.
5. Mitigation Plan reflecting need based approaches from the grassroots level.
6. Well defined Preparedness and Response Plan for the entire district.

### **OBJECTIVES OF THE PLAN:**

1. Distribution of duties amongst Govt. Officials.
2. Ascertain the availability of resources, manpower, logistics available locally.
3. To co-ordinate the relief activities by drawing up operational plan with all concerned deptt.s/ agencies / NGOs to evolve a common plan for response.
4. To prepare list of buildings, Community Centers, Halls, Schools to be opened as temporary relief centers.
5. Identify the list of susceptible places likely to be cut off or submerged during floods.
6. Identify high land / raised platforms for human and cattle shelter.
7. Ensure flow of communication network, proper weather forecasting warning level of the rivers, both upstream and downstream and accurate warning mechanism.
8. To ensure sufficient stock of essential commodities/ food stock and other essential items with proper storage facilities for immediate dispersal.
9. Identify all vulnerable roads/ bridges/embankments prone to damage/ washed away/ submerged etc. to take immediate measures for restoration of road links.

## **CHAPTER II**

### **OVERVIEW OF THE DISTRICT**

#### **2.1. INTRODUCTION:**

##### **LAND AND PEOPLE**

Biswanath district is spread over an area of 5324 sq. kms. on north bank of Brahmaputra river.

##### **BOUNDARIES**

**North:** The state of Arunachal Pradesh.

**South:** Brahmaputra River

**East:** Lakhimpur District

**West:** Sonitpur District

The District lies between 26° 30'N and 27° 01'N latitude and between 92° 16'E and 93° 43'E longitude.

##### **HISTORY**

Attained District status as Darrang District : 1835

Bifurcated to Darrang district & Sonitpur District : 1983

Bifurcated to Sonitpur District & Biswanath District Biswanath District : 2016

##### **PHYSIOGRAPHY**

Located between mighty Brahmaputra River and Himalayan foothills of Arunachal Pradesh, the district is largely plain.

Sub-Divisions	-	2 (Biswanath Sadar & Gohpur)
Circle	-	4 (Naduar, Biswanath, Halem & Gohpur)
Block	-	7 (Sakomatha, Biswanath, Sootea, Baghmara, Behali, Choiduar and Pub-Choiduar).
GP	-	76 Nos
Total villages	-	855 Nos
Biswanath	-	343 Nos
Halem	-	190 Nos
Gohpur	-	219 Nos
Naduar	-	103 Nos
Police Station	-	Sootea PS, B.Chariali PS(Sadar), Gingia PS, Behali PS, Halem PS, Gohpur PS
Population	-	700900 as on 2011 Census / Expected : 841079.
Sex Ratio	-	Male 956 and Female 929
Total Area	-	2003.24 Sq Km
Border Area:		East: Lakhimpur Dist. (Border Hawajan)
		West: Sonitpur Dist. (Border River Dikorai)
		North: Arunachal Pradesh
		South : Kaziranga & Brahmaputra
Major River	-	Brahmaputra, Borgang, Buroi, Ghiladhari, Brahmajaan, Sessa, Chatrang.



**SUB-DIVISIONS ARE**

<b>Name of Sub-Division</b>	<b>Head Quarter</b>	<b>Telephone Number</b>
Biswanath	BiswanathChariali	03715- 222090
Gohpur	Gohpur	03715- 243372 SDO(Civil)

**REVENUE CIRCLES ARE**

<b>Name of Sub-division</b>	<b>Name of Circle</b>	<b>Head Quarter</b>	<b>Telephone Number</b>
Biswanath	Biswanath	BiswanathChariali	03715-230855
Gohpur	Helem	Helem	03715-253100
	Gohpur	Gohpur	03715-243563

**MOUZAS (REVENUE CIRCLE WISE) ARE:**

<b>Name of Revenue Circle</b>	<b>Name of Mouza</b>
Naduar	Nagsankar
	Sootea
BiswanathChariali	Baghmara
	Biswanath
	Sakomatha
	Behali
Gohpur	Gohpur
Halem	Kalongpur
	Brahmajan
	Halem

**ROAD NET WORK**

- (1) NH-37 passes through the district from Dikarai River to Hawajan covering total distance of 200Km.
- (2) NH-52 A from Barigaon to Itanagar connected the Arunachal Pradesh via Holengi (Rajgarh) 09 Km.
- (3) Kusumtola to Itakhola Road.
- (4) Nagsankar to Itakhola Road.
- (5) Sootea to Itakhola Road.
- (6) Itakhola to Seijosha Road.
- (7) Sootea to KoraiwaniRzoad.
- (8) BiswanathChariali to BiswanathGhat Road.
- (9) BiswanathChariali to Balichang Road.
- (10) Pavoi to Gingia Road.
- (11) Monabari to Kathani Bari Ghat Road.
- (12) Borgang to Hatibhandha Road.
- (13) Behali to Baralimari Road.
- (14) Behali to Bihmari Road.
- (15) Halem to Kuwaripathar Road.
- (16) Halem to Gomiri Road.
- (17) Gahigaon to Baliyan (AP) Road.
- (18) Gahigaon to Gamirighat Road.
- (19) Baragabari to KalyaniMandir Road.
- (20) Gohpur to Lakhimpur Road.
- (21) Kalabari to Lohitmukh Road.

## **THE DYKE /EMBANKMENT SYSTEM**

The dyke /embankment system under this Sub-Division is as follows:

1. B/Dyke from Biswanath to Panpur = 24.60Km
2. L/Bank of river Jiabharali from Chamdhara to Panpur = 14.60Km
3. Ghiladhari R/Bank embankment from Barpam to Nathgaon = 12.80Km

## **RAILWAY COMMUNICATION**

- (1) Sootea Rly. Station.
- (2) BiswanathChariali Rly. Station.
- (3) Monabari Rly Station.
- (4) NizBzorgaon Rly. Station.
- (5) Bedeti Rly. Station.
- (6) Helem Rly. Station.
- (7) Brahmajan Rly. Station.
- (8) Gohpur Rly. Station.
- (9) Dubia Rly. Station.

## **COMMAND AND CONTROL:**

The Deputy Commissioner, Biswanath is the Chairman of District Disaster Management Authority. He will be assisted by Additional Deputy Commissioner (Disaster Management) in the event of natural disasters like flood relief and in all other matters relating to such events and their execution in the district. The District Project Officer (DM) and Disaster Mangement Branch will assist the ADC in monitoring the relief and rescue operation during flood.

District Emergency Operation Centre (DEOC) has been set up in DC Office, Biswanath with contact no 03715-222086 with a Toll Free Number 1077 and Mobile Number +916002668873. ADC Disaster Management is the nodal officer of it. Staff of the control room maintains a register for recording the information received from any quarter and informs the same to ADC (DM.).

## **AIRWAYS COMMUNCATION**

- (1) Dony Polo Airport, Hlongi, Itanagar

## **CHAPTER III**

### **HAZARD, RISK, VULNERABILITY AND CAPACITY ANALYSIS**

This chapter largely deals with the Disasters that Biswanath district experienced. Based on this, the vulnerability assessment of people and their income sources, infrastructure, crops, livestock resources, drinking water supply, daily necessities, communication and transportation system, public distribution, medical facilities and other elements has been done so that such elements can be safely shifted to, or to be taken care of before any unexpected disaster or during the disasters.

This is the most important part of the plan. Vulnerability assessment deals with the socio-economic vulnerability, housing vulnerability and environmental vulnerability.

#### **3.1 Natural Hazard/Disaster in Biswanath District**

**3.1.1. Flood:** Biswanath District is located between the mighty river Brahmaputra and the Himalayan foothills of Arunachal Pradesh. This district has a high amount of rainfall primarily because of the clouds of the monsoon. This leads to very high rainfall in the whole district. Such a heavy rainfall causes largely flash floods, and occasionally erosion etc.

- **Vulnerable Points Of Biswanath District In Terms Of Flood**

Based on the previous history, Biswanath district has an unexpected rainfall and flash flood. This district receives high amount of rainfall during the rainy season. As a result most of the rivers get excess water and experience floods.

The major river flows through the district are Brahmaputra, Borgong, Chatrang, Sessa, Ghiladhari, Burhigang, Borgang, Burhoi, Solengi, Kharoi, Behali, Balijan, Morno and that also cause annual floods and river bank erosion.

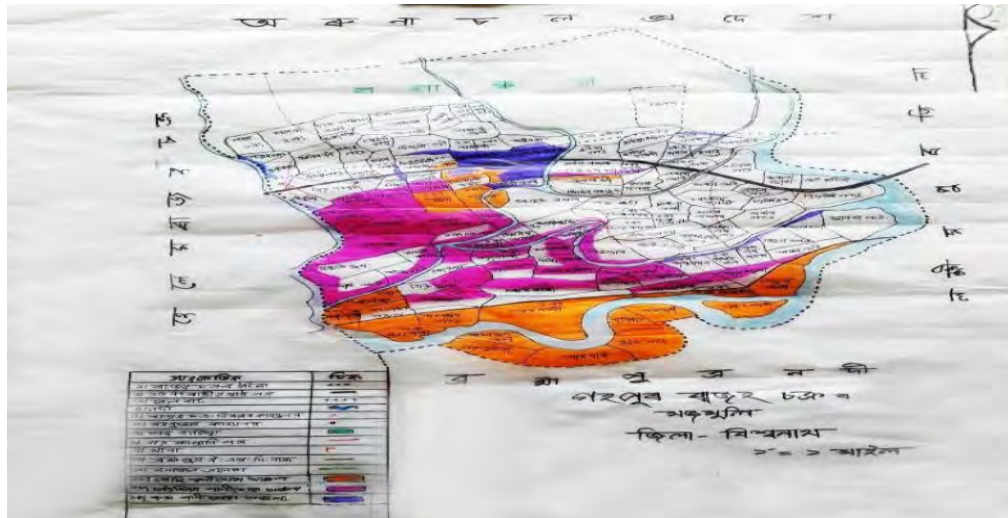
Thus, Biswanath district is vulnerable to various hazards as mentioned above. The data of the disasters and the vulnerable population and the other elements have been discussed in this chapter.

- **List of Flash Flood Prone Villages of Biswanath District**

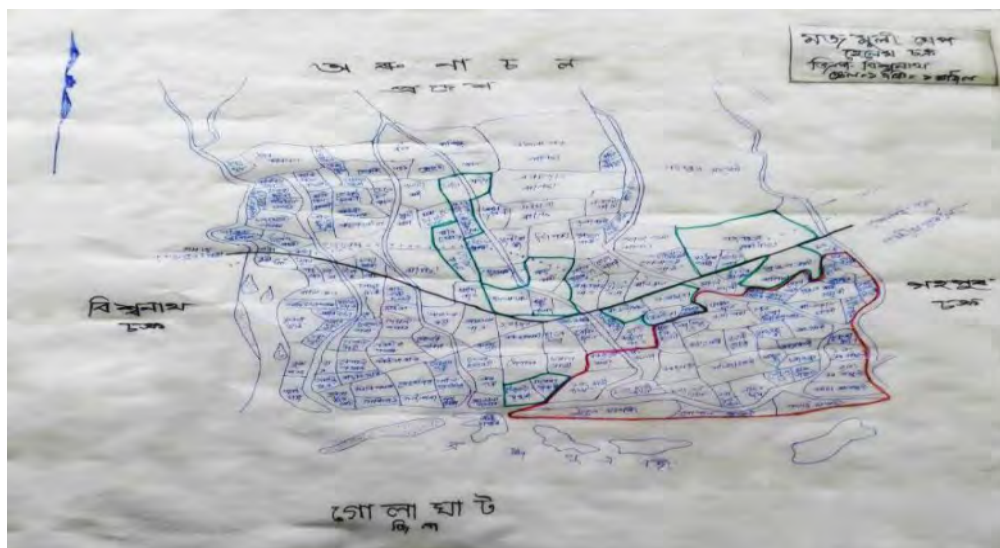
Kukurjan, Konibori, Sutar Doloni, Singorjan, Supohibari, Dubiagaon, Dubiapochar, Sengmorajaroni, Dubiakarbi Forest, 1 Aunibari, Sonalibori, Bordup, Kokilapathar, Kokilaguri, Kumarkata, No. 1 Kumarkata, No. 2 Kumarkata, Jogaradoloni, Mikirborachuk, No. 1 Sakura, No. 2 Sakura, Borghuli, Borpholong, Gohpur Pathar, Badal Pathar, Kalitagaon, Gagalgao, No. 1 Dola Doloni, No. 2 Dola Doloni, Kolmouguri (Kaibarto), Kolomouguri Mising, Barogharia, Bishnupur, Basishtapur, Nagharia, Rajabari, Rangajan Mising, Ouguri (East & West), Chengmoraguri, Kukurachowa, Deurichuk, Pahukata, Balitika, Gereki, Magurmora, Bangalibasti, Hatipoti, Sapekhati, Chatrang Guri Pathar, Madhya Chatrang, Galcheha Miripathar, Balijan Miripathar, Nalinibari, Kekurijan,

Tinikhaniya

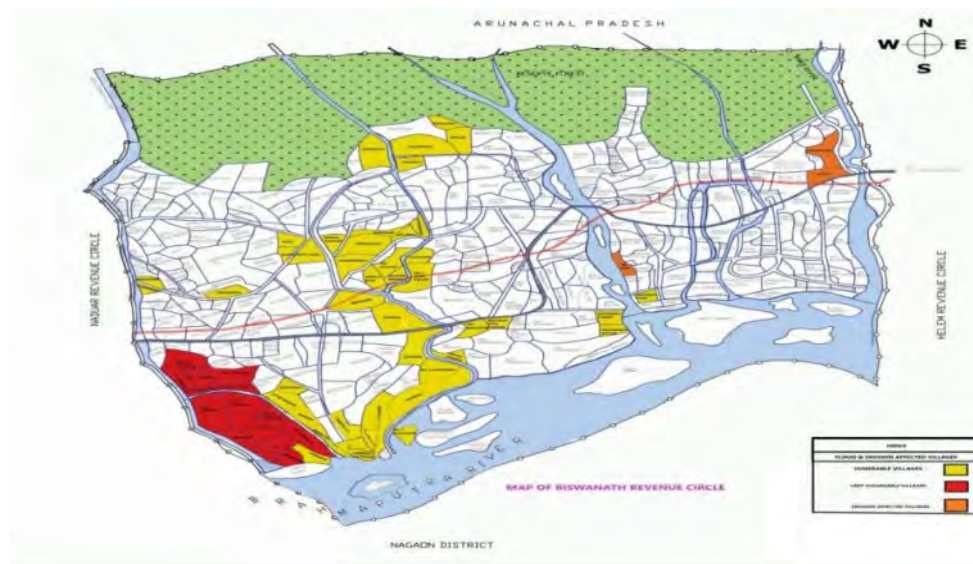
- FLOOD HAZARD MAP OF GOHPUR REVENUE CIRCLE:



- FLOOD HAZARD MAP OF HALEM REVENUE CIRCLE:



- FLOOD HAZARD MAP OF HALEM REVENUE CIRCLE:



• DISASTER PROBABILITY & VULNERABILITY ANALYSIS:

Sl. No	Type of Disaster	Time of Occurrence	Potential Impact	Vulnerable Areas
1	Flood	May to Oct.	Loss of human life, livestock,	Entire district (Mostly affected are Gohpur & Helem Revenue Circle)
2	Earthquake	Any time	Loss of human life, livestock, infrastructure, houses, disruption of communication network etc	Entire district
3	Storm	March to Sep.	Loss of human life, livestock, infrastructure, houses, disruption of communication network etc	Entire district (Mostly affected arear GOHPUR& HELEM Revenue Circle)
4	Drought	May to Oct.	Damages to crops, drinking water shortage	Entire district
5	Fire	Any time	Loss of life, houses, infrastructure, properties	Entire district
6	River Bank Erosion	May to Dec.	Loss of human life, livestock, infrastructure, houses, disruption of communication network etc	Biswanath, Panpur, Depota, Belsiri, Gabhoru, Singitolijan, Chamdhora, Kholihamari
7	Road Accident	Any time	Loss of life and property	Entire District

• INFORMATION ON FLOOD, LANDSLIDE, STORM ETC VULENRABILITY

Name of the Revenue Circle	Total		Children		Elderly		Disabled		Persons with severe Diseases		Pregnant Women	Lactating Mothers
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Halem revenue Circle	32843	30370	15571	14446	17231	15426	26	24	15	12	249	213
Biswanath revenue Circle	10836	10956	3215	2970	2307	2296	60	47	28	23	390	553
Naduar Revenue Circle	22849	21074	1815	1786	22607	20489	177	145	1	1	676	849

Details of Vulnerable Infrastructure												
Name of the Revenue Circle	No. of Vulnerable Villages	No of Vulnerable Infrastructure										
		Schools	Embankments	PHC/CHC	Hospital	PWSS	CWPP	CMSC	Irrigation Channels	Roads	Bridges/Culverts	Others
Gohpur	83	26	3	8	1	2	Nil	Nil	Nil	14	4	Large Animal- 21157 Nos Small Animal- 9986 Nos Sericulture Land- 2 Hac HT Pole- 22 Nos Looms & Access.- 220 Nos AWC- 187
Halem	38	25	6	3		5	Nil	Nil	6	13	3	Large Animal- 19529 Small Animal- 7260 Looms & Access.- 240 Nos AWC- 59
Biswanath	57	5	1	Nil	1	3	Nil	Nil	2	3	8	Large Animal- 21543 Small Animal- 8432 Transformer- 14 Nos Looms & Access.- 50 Nos AWC- 38
Naduar	25	5	1	Nil	Nil	Nil	Nil	Nil	Nil	1	3	AWC- 102

3.1.2. **Earthquake:** The whole Biswanath district falls under the seismic zone V and so vulnerable in terms of Earthquake, as well as the whole district is on alluvial soil stratum and on the foothills of Himalayan range.

3.1.3. **Storm:** There are frequent occurrence of storm and heavy rain in Biswanath district especially in Biswanath Sub-division and Naduar Revenue Circle . There are incidents of recurrent storm in the subdivision.

3.1.4. **Erosion:** Erosion is a major problem in Biswanath District. It will be mention-worthy that the effect of erosion in BiswanathGhat, a Heritage spot, is of great importance as it may aggravate the effect of any major flood or earthquake in future causing heavy loss of human life and property along with wildlife.

### **3.2 Man Made Hazard/Disaster Scenario and Possibilities in Biswanath District**

3.2.1 Communal Clash: Recent incident in Assam as well as in other parts of the country indicates polarization of communities on communal lines. Recent incidents of communal violence in Orissa, Karnataka and other places have strengthened communal atmosphere in the country.

Intelligence inputs indicate that ULFA has been attacking Hindi speaking people since last 2/3 years just at the time of influx of workers to the brick klin. Further, information has been received from different organizations/ agencies from time to time about plan/ movement and activities to cause sabotage and violence in communally sensitive areas.

**Besides, the above, emergency situation may arise in the district for the following reasons:-**

1. The Biswanath district is situated at the Assam-Arunachal Pradesh Border. There have been incidents of encroachment from Arunachal Pradesh side on the land of Assam which led to tense law and order situation also. Moreover, the extremist like ULFA, NDFB have presence in the bordering areas of Assam-Arunachal Pradesh.
2. NDFB and ULFA are active in this district. As per recent intelligence inputs, RF areas in Northern belt in Biswanath district under Sootea&BiswanathChariali PS are used by the NDFB/ULFA extremists for hide outs and transit. Though continuous CI operations are conducted and area domination is being maintained, the threat from both NDFB & ULFA extremists to the public as well as force personnel cannot be ruled out.
3. Accident related disasters road/ rail and other transportation accident water ways, boat capturing /major building collapsed/ serial bomb blasts/ festival related disaster.
4. Govt. of Arunachal Pradesh may attempt to encroach & establish Polling station within the Biswanath district claiming the area belong to the state of Arunachal Pradesh or by disputing the status of voters.



5. All Assam Tea Tribes Association may indulge in aggressive agitation over the issues of wages, electricity, supply of ration and drinking water, payment of GPF etc. in the Tea Gardens of Assam Tea Corporation. They may obstruct the political leaders in entering the Tea Gardens and holding meetings etc.
6. AJYCP/AASU and others youth and students organizations may raise issues of (a) Detection and deportation of foreigners, (b) To declare floods as a National Problem, (c) Issue of Inner line permit, (d) Local Employment, (e) Seismic survey on the river Brahmaputra, (f) Corruption issue and take agitational programme.
7. Six organizations, asking for tribal status may launch agitation for declarations of ST status to their respective communities.
8. Some local issues like construction of roads, bridges, water supply and other welfare schemes may also lead to agitation at local level.
9. Group clashes between the political parties and intra party rivalries cannot be ruled out.

**3.2.2 Bomb Blast:** It is apprehended that militant organizations may try to cause disruptions by blasting IEDs/Car bomb/Motor cycle or Cycle Bomb or may engage their suicide squad. In view of failure of talks between Govt. of India and ULFA and subsequent resumption of army operation against ULFA/ NDFB in the State, ULFA may try to take revenge and do anything to cause harm or create panic in the general public. Some cadres may cause bomb blast and attack people in strategic points to exhibit their striking power. Besides these, the extremists have procured long range weapons like mortar; sniper rifles RPG etc. which increase the vulnerability as well.

**3.2.3 Chemical And Biological Disaster:** In an era characterized by globalization and advances in the field of science & technology, terrorists have also acquired global reach and greater destructive capabilities, including chemical and biological weapons. The agents used for making chemical and biological weapons are cheap and easy to produce/ procure. Many of the materials and chemicals used in Chemical weapons are widely available for legitimate commercial purpose. These agents are difficult to detect and need not be pure to cause damage. These characteristics make usage of chemical and biological weapons attractive for terrorist and a dangerous portent for security of the general public.

**3.2.3 Industrial And Chemical Accidents:** Biswanath is primarily an agricultural district with industrial areas accounting less than 1% of the total area of the district. There is a Power transmission plant of Powergrid is situated in the Baghmari area near HN-15. There are no major incidents in these establishments in the past except one terrorist attack on.

There are many small tea gardens and industries located near human habitats in the district which may cause a threat of contamination of paddy field as well as ground water causing damage to both human and livestock.

## YEARLY HAZARD ANALYSIS:

Type of Jan Hazard		Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Flood					↔							
Bank Erosion				↔								
Earthquake		↔										↔
Storms												
Drought			↔									
Fire Incident					↔							
		↔										↔

## **CHAPTER-IV**

### **INSTITUTIONAL MECHANISM**

The disaster management will be more effective and sustainable if it is institutionalized. For this purpose Government of India has already passed Disaster Management Act on 23 December, 2005, where it is clearly outlined that a Disaster Management Authority to be formed at the district level. It will be the apex body at the district level. Disaster management would involve many layers of participating organisation. The three focal levels would be State, District and the site of the disaster. The State level agencies would be involved in policy/decisions making, resource and budget allocation and monitoring through the State Emergency Operations Centre.

Similarly, at district level a District Disaster Management Authority is already formed and activated to mitigate any unexpected situation in the district. There are nine members included in this authority.

The Institutional Framework for disaster management developed at the District, Revenue Circle and Village level is as follows:-

At each level, apart from disaster management committee, each level has a disaster management plan along with the various task forces like search and rescue, first aid, early warning, shelter management, etc.

Biswanath district has its own district disaster management authority chaired by the Deputy Commissioner. Besides, the district disaster management committee is also working under Deputy Commissioner where all line departments are its member. The District Quick Response Team consists of 23 members belonging to various departments is also set up in the district.

At Circle level, every Circle in the district has a Circle disaster management committee headed by Circle Officer. As said above all line departments at Revenue Circle level are its members. Also a search and rescue team as well as first aid team have been set up at every Circle.

At village level, every Panchayats has a village disaster management plan as well as village disaster management committee.

#### **4.1. District Disaster Management Authority (DDMA)**

The District Disaster Management Authority (DDMA) is an apex planning body and plays a major role in preparedness and mitigation. The district level response is co-ordinated under the guidance of the Deputy Commissioner, who acts as a District Disaster Manager.

The District Disaster Management Authority (DDMA) for Biswanath District has been formed to deal with any exigency like natural calamity or man-made structural disturbances.

The members of the Executive committee:

Sl. No	Member	Designation
1	District Commissioner, Biswanath	Chairman of DDMA
2	Chairman, Biswanath Zila Parishad	Co Chairman of DDMA
3	Addl Deputy Commissioner (DM)	CEO of DDMA
4	Superintendent of Police, Biswanath	Member of DDMA
5	Joint Director of Health Service, Sonitpur	Member of DDMA
6	EE, P.W.D. Building (represented by AEE)	Member of DDMA
7	Ex. Eng. Water Resource Div. Sonitpur, Tezpur	Member of DDMA
8	Sub-Divisional Medical & Health Officer (HQ)	Member of DDMA
9	Deputy Director of Food & Civil Supply	Member of DDMA

Besides the above SDO (C)Gohpur; SDPOGohpur; All Circle Officers & Block Development Officers of Biswanath District; G.M.,B.S.N.L. ; Ex. Eng. Biswanath Rural Road Div.; Ex. Eng. Gohpur State Road Div.; ; Ex. Eng. Biswanath NH Div,AGM, A.S.E.B.; Ex. Eng. P.H.E. ; Ex. Eng. Irrigation; Sub-Divisional Animal Husbandry & Veterinary Officer; BEEO All, District Social Welfare Officer, Sonitpur, District Agriculture Officer; District Transport Officer; Ex. Eng. Town and Country Planning, Deputy Controller ,Civil Defence, Sonitpur, Sub-officer, Fire Service; Chairman, Biswanath Chariali Municipal Board and Gohpur Town Committee, D.P.O. Disaster Management; SDIPRO; NGO will be additional members to the meeting of the District Disaster Management Authority.

The members of the District Disaster Management Authority will be responsible to prepare a comprehensive District Disaster Management Plan in coordination with all other departments and direct all concerned to chalk out programmes for sensitization and awareness from time to time. DDMA also review preparedness of all the departments to deal with any disaster on a regular basis. Additionally Mock Drill shall be conducted in various locations at various levels involving various agencies and general public as per annual Calendar prepared by DPO (D.M.), Biswanath. Addl. Deputy Commissioner (D.M.) and DPO (D.M.) Biswanath shall Co-ordinate the entire exercise and ensure readiness of systems and processes related to Disaster Management.

## **4.2 District Disaster Response & Information Centre (Control Room)**

The District Disaster Response & Information Centre (Control Room), under the control of the Deputy Commissioner, will be the nerve centre. It has been set up

- ♦ To monitor
- ♦ Co-ordinate
- ♦ Implement the actions for disaster management

It works throughout the year and orders the various departments to work as per the directions during the disaster.

## **4.3 Communication Mechanism**

On the basis of reports from the possible disaster site, or on the warning from the agencies competent to issue such a warning, or on the receipt of warning or alert from Emergency Operations Centre, the Deputy Commissioner will exercise the powers and responsibilities of the District Disaster Manager.

The information dissemination at times of emergency for Biswanath District has been laid down as under:

- (1) The Deputy Commissioner will be the nodal officer for this. He will apprise Addl. Deputy Commissioner, Project Officer (DM) and persons concerned, Circle Officers, Water Resource Dept., PWD (Roads) Dept., Medical & Health Dept. through SMS and phone.
- (2) Deputy Commissioner will give direction to BSNL of Biswanath District to immediate arrangement for alternative phone connectivity in the control room of Deputy Commissioner's Office. Nazarat Officer to take steps accordingly. DPO will also train control room duty personnel properly.
- (3) For any early warning reports received from North-East Space application Centre (NESAC), Umiam, Meghalaya, the same should be intimated to Executive Engineer, Water Resource, PWD State Roads / Rural Roads and Supdt. of Police, Addl. SP, SDO Civil Gohpur and all Circle Officers.
- (4) Circle officers will have village vulnerability map with them so that they can pass message to respective Gaon Buras / LR Staff and PRI members without fail. Superintendent of Police will accordingly inform Officers- in- Charge of Police Stations and In-Charge of Out Posts. Circle Officers will also keep contact with the representative members of vulnerable villages.
- (5) All concerned Departmental Heads, Circle Officers and their Officers, Gaon Buras should keep their mobiles on switch on mode round the clock.
- (6) The Water Resource dept. as well as the PWD (State and Rural Roads) should take steps to maintain a strong liaison between their officials and their manpower at the field level and keep the

District Administration well informed on any emergency situations that may arise.

(7) Deputy Commissioner will utilize services of SDIPRO for issuing press release for informing the public on various issues related to Disaster, making people aware about warnings (only in case of emergency). The contact nos. of SDIPRO and DPO (DM) should be circulated to all concerned persons so that they can get the required information in need of the hour.

The warning or occurrence of disaster will be communicated to

- ◆ Chief Secretary, Relief Commissioner, Emergency Operation Centre
- ◆ Office of Divisional Commissioner
- ◆ All district level officials, Municipal Councils
- ◆ Non-officials viz; MPs, MLAs, ZP President, Local units of the Defence Services.

#### **4.4 Role of Deputy Commissioner as District Disaster Manager:.**

- ◆ The Deputy Commissioner will activate the District Control Room as the District Disaster Manager
- ◆ The DCR will be expanded to include desk arrangements with the responsibilities for specific tasks.
- ◆ All district level staff from various departments will be under the direction and control of the District Disaster Manager. These would also include the district level staff of Zilla Parishad, Municipal Authorities, PWD, PHED / Urban Water & Sewerage Board, Water Resource Dept. Irrigation, District Industrial Centre, IWT, Telecommunications
- ◆ Leave of all the officers and the staff working with the above organizations, as requisitioned by the District Disaster Manager, would automatically stand cancelled and the organizations would direct their staff to report on duty immediately.
- ◆ The Addl. Deputy Commissioner (Disaster Management) is the controlling authority in respect of relief and rehabilitation measures.
- ◆ The District Disaster Manager may in case of large-scale disasters get in touch with the local Defence units for assistance for rescue, evacuation and emergency relief measures.
- ◆ The District Disaster Manager will have the authority to requisite resources, materials and equipment from the private sector.
- ◆ The District Disaster Manager will have the power to direct the industry to activate their on- site or off-site disaster management plan.
- ◆ The District Disaster Manager will set-up Site Operation Centre/s in the affected area with the desk arrangements.
- ◆ The District Disaster Manager will authorize establishment of transit and /or relief camps, feeding centres and cattle camps.
- ◆ An on-going wireless communication and contact from the DCR to the Site Operation Centres,

Transit Camps, Feeding Centres, Relief Camps and Cattle Camps will be activated.

- ◆ The District Disaster Manager will send the Preliminary Information Report and Action Taken Report, as per the available information, to the Chief Secretary/Relief Commissioner/Emergency Operation Centre and the Divisional Commissioner.
- ◆ The District Disaster Manager will authorise immediate evacuation whenever necessary.
- ◆ In the event of possibilities of the disasters in the adjoining districts, including those beyond the state borders, the District Disaster Manager will issue the alert warning to them.
- ◆ In the absence of the Deputy Commissioner, Additional Deputy Commissioner in charge of the district will officiate and exercise all the powers and responsibilities of the District Disaster Manager listed above.

#### **4.5 Site Operation System During Disaster**

Following the Incident Command System, the site operations would be taken into action. Depending on the nature of disaster and the type of damage, it may be necessary to set up a number of relief camps and/or cattle camps.

- ◆ In such a situation, the DDMA may decide to set-up a Site Operations Centre (SOCs) to reduce the pressure on District Control Room for field coordination.
- ◆ Depending upon the disaster locations and the number of campsites, the DDMA may decide to set-up more than one Site Operations Centre.
- ◆ The Site Operations Centre and the camps would be wound up after the relief and rehabilitation work is called off or after the relief camps and cattle camps are dismantled, whichever is later.

The Site Operations Centre will be managed by Site Manager of the rank of Sub Divisional Office/ Addl. Deputy Commissioner.



## **CHAPTER V**

### **PREPAREDNESS AND MITIGATION**

In disaster management cycle, preparedness and mitigation are the two important stages before the occurrence of disaster. It has a great importance in reduction of loss of life and property if proper preparedness and mitigation strategies are followed.

#### **5.1. Preparedness**

This protective process embraces measures which enable governments, communities and individuals to respond rapidly to disaster situations to cope with them effectively. Preparedness includes the formulation of viable emergency plans, the development of warning systems, the maintenance of inventories and the training of personnel. It may also embrace search and rescue measures as well as evacuation plans for areas that may be at risk from a recurring disaster.

Preparedness therefore encompasses those measures taken before a disaster event which are aimed at minimizing the loss of life, disruption of critical services, and damage when the disaster occurs. All preparedness planning needs to be supported by appropriate legislation with clear allocation of responsibilities and budgetary provisions.

#### **5.2. Mitigation**

Mitigation embraces all measures taken to reduce both the effect of the hazard itself and the vulnerable conditions to it in order to reduce the scale of a future disaster. Therefore mitigation activities can be focused on the hazard itself or the elements exposed to the threat. Examples of mitigation measures which are hazard specific include modifying the occurrence of the hazard, avoiding the hazard by shifting people away from the hazard and by strengthening structures to reduce damage when a hazard occurs. In addition to these physical measures, mitigation aims at reducing the physical, economic and social vulnerability to threats and the underlying causes for this vulnerability.

A proper preparedness and mitigation measure instantly helps to respond a disaster in time. So disaster wise preparedness and mitigation is highly required. These are normal time activities. A prepared community is the best community to minimize the loss and damage caused by the disasters. Mitigation focuses on various ways and means of reducing the impacts of disasters on the communities through damage prevention. It is hazard specific including both structural and non-structural issues. It is also very strategic rather than the description of various methods of resistant construction technologies.

#### **5.3. Preparedness Measures**

Preparedness and mitigation measures towards various disasters certainly helps to reduce the risk as well as loss and damage of the life and properties caused by different disasters. Let's discuss them in general as well as eventwise:-

#### **5.4. General Preparedness Measures**

**5.4.1. Establishment of the Control Rooms:** The district administration should ensure the operation of control rooms. The control rooms are presently run by major line departments at revenue, police, Hospital, etc. at Circle and district level should be functional.

**5.4.2. Plan Updating:** Disaster Management Plan needs updating at every interval. It includes the skilled manpower, their addresses and contact numbers, necessary equipment, medicinal stock, daily necessities, list of vulnerable villages etc. All these things have to be updated after a certain interval of time.

**5.4.3. Communication System:** Training is given for search and rescue teams, first aid team, and disaster management teams at village, Circle, and district level. These teams will provide timely help during any type of disaster. Provision of wireless sets at all Sub-division and circle offices for effective communication of storm/heavy rainfall/flood warning. Fire Brigades at all the Municipal Offices. Widespread community awareness programmes in flood prone villages so that villages are sensitized about the flood hazard and there are no problems when there is need for evacuation.

**5.4.4. Training for Disaster Management Team Members:** Each of the DMTs comprise groups of women and men volunteers and are assigned with a special task. The Search and Rescue Teams, First Aid Teams formed at the three levels should be provided training from time to time so that their timely help can be used during disaster.

**5.4.5. Organization of Mock Drills:** Mock drill is an integral part of the Community based disaster management plan, as it is a preparedness drill to keep the community alert. Mock drills are organized in all the villages of the district to activate the DMTs and modification of the DM plan. Mock drill is organized once in six months as per the seasonality calendar of natural disaster events that is likely to occur.

#### **5.4.6. Community Awareness on Various Disasters**

1. Construction of Earthquake Resistant Structures
2. Retrofitting the weak structures
3. House insurance
4. Construction of embankments for flood control
5. Rehabilitation of people in safe lands
6. Development of plans for shifting people from vulnerable area to safer area.

## **5.5 Mitigation measures (Disasterwise)**

### **A. Floods and Storm**

Flooding frequency is quite frequent in many circle of the district. Strict enforcement of flood zone regulations need to done to prevent constructions of any type within 200 m of the riverbanks.

Engineering solutions like building of flood embankments, small dams, deepening of the channels may be considered for specific localities.

Community awareness should be built up so that people respond effectively to the flood. Persons living in the low lying parts of floodplains, river areas are vulnerable to flood hazards. Notable risk in flood plain settlements are buildings made of earth or with soluble mortar, buildings with shallow foundations or non-resistant to water force and inundation. Infrastructural elements at particular risk are utilities such as sewer systems, power and water supplies, machinery and electronics belonging to industry and communications, livestock, vehicles, agricultural field etc. Inhabitant of flood prone areas usually have a number of traditional methods at their disposal for coping with floods. Some aspects of flood planning and response are:-

- Issuing warnings at the local levels
- Participating in flood fighting by organizing work parties to repair Embankments or clear debris from drainage areas, pile sandbags Stockpile needed materials
- Facilitating agricultural recovery
- Planning emergency supplies of flood and clean drinking water
- To conduct trainings on search and rescue for Search and Rescue
- Teams formed at District, circle and Village level from time to time.

There is need for trained full time fire brigade personnel in each area who will help in search and rescue. The Public health department needs to be equipped with more water quality monitoring centres for effective surveillance of water quality during flood events.

Provision of wireless communication equipment to all circle offices so that information about approaching disaster can be relayed immediately.

### **Main Mitigation Strategies**

1. Mapping of the flood prone areas is a primary step involved in reducing the risk of the region. Historical records give the indication of the flood inundation areas and the period of occurrence and

the extent of the coverage. Warning can be issued looking into the earlier marked heights of the water levels in case of potential threat.

2. The onset of storm is extensive and often destructive. A hazard map will illustrate the areas vulnerable to the storm in any given year.

3. Land use control will reduce the danger of life and property when waters inundate the floodplains. In areas where people already have built their settlements, measures should be taken to relocate to better sites so as to reduce vulnerability. No major development should be permitted in the areas which are subjected to high flooding. Important facilities should be built in safe areas.

4. Construction of engineered structures in the flood plains and strengthening of structures to withstand flood forces and seepage. The buildings should be constructed on an elevated area. If necessary build on stilts or platform. They should be wind and water resistant. Protect river embankments. Communication lines should be installed underground. Provide strong halls for community shelter in vulnerable locations.

5. Flood Control aims to reduce flood damage; measures such as reforestation, protection of vegetation, clearing of debris, conservation of ponds and lakes, etc.

6. Structural measures include storage reservoirs, flood embankments, drainage channels, anti-erosion works, etc. and non-structural measures include flood forecasting, flood proofing, disaster preparedness, etc.

## **B. Road Accidents**

1. Setting up of a Highway Safety Patrol, which will be a specialized division of the police to tackle road accidents.

2. Provision of full time trained fire brigade personnel in at least all the circles.

3. Provision of adequate signboards, speed breakers and guard stones near the accident prone spots.

4. Some hospitals should be upgraded with X-ray machines, blood bank and surgical facilities.

5. If necessary, bypass should be constructed wherever the highway passes through densely populated localities.

6. The risk at the accident-prone spots must be minimized by adequate construction/resurfacing/widening etc.

## **C. Epidemics**

Public Health department needs to be provided with more water quality monitoring centres for effective surveillance of water quality principally during the monsoon months and during flood events.

- Bleaching powder should be adequately available with all the Gram Panchayats.

- Rural hospitals should be upgraded to include blood bank and surgical facilities.
- Contingency plan for response should be prepared after identifying the epidemics that are likely to occur in the region.
- Maps of all the health facilities in the region with an inventory of drugs and vaccines, laboratory set ups, list of number of doctors and supporting staff etc. need to be kept ready and updated at regular intervals.
- First aid training will help to cope better during the emergency response period for epidemics.
- Personnel protection through vaccination is an effective mitigation strategy and will protect the persons at risk. Improving the sanitary conditions, drive to check and fumigate breeding places of any vector, disinfecting the water source, etc.

#### **D. Fires**

- Provision of trained manpower to the fire brigades.
- Provision of fire engines and trained manpower to all the Circles.
- All fire tenders should be equipped with wireless sets.
- The procedural delay for fire engines to move outside the municipal limits should be removed.
- The coordinating authority for this may be vested with a senior officer in the municipal administration.

## **CHAPTER VI**

### **RESPONSE PLAN**

The onset of an emergency creates the need for time sensitive actions to save life and property, reduce hardships and suffering, and restore essential life support and community systems, to mitigate further damage or loss and provide the foundation for subsequent recovery. Effective response planning requires realistic identification of likely response functions, assignment of specific tasks to individual response agencies, identification of equipment, supplies and personnel required by the response agencies for performing the assigned tasks. A response plan essentially outlines the strategy and resources needed for search and rescue, evacuation, etc.

Considering all this points, this response plan has been developed. For the first time Incident Command System (ICS) has also been introduced in response plan along with the resource inventory. In fact, during disaster the ICS management tool will be more effective to handle the situation in proper way within limited time.

#### **6.1 Response Structure during WarningStage**

At district level, before the occurrence of disaster and immediately after the disaster, the district administration will alert the district control room so that proper information will be provided to the concerned authorities.

#### **6.2 Incident Command System (ICS)**

The Incident Command System (ICS) is a management system and an on-scene, all- risk, flexible modular system adaptable for natural as well as man-made disasters. The ICS has a number of attributes or system features. Because of these features, ICS has the flexibility and adaptability to be applied to a wide variety of incidents and events both large and small. The primary ICS management functions include:

- Command
- Operations
- Logistics
- Planning
- Finance /Administration

The ICS seeks to strengthen the existing disaster response management system by ensuring that the designated controlling/responsible authorities at different levels are backed by trained Incident Command Teams (ICTs) whose members have been trained in the different facets of disaster response management.

### **6.3. The five command functions in the Incident Command System are as follows:**

- 1. Incident Commander:** The Incident Commander is responsible for all incident activity. Although other functions may be left unfilled, there will always be an Incident Commander.
- 2. Operations Section:** Develops tactical organization and directs all the resources to carry out the Incident Action Plan
- 3. Planning Section:** It is responsible for the collection, evaluation, and display of incident information, maintaining status of resources, and preparing the Incident Action Plan and incident related documentation.
- 4. Logistics Section:** Provides resources and all other services needed to support the organization.
- 5. Finance / AdministrationSection:** Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

### **6.4. Role and Responsibilities of ICS Commander-**

The Incident commander's responsibility is the overall management of the incident. The Incident Commander may have a deputy who may be from the same agency, or from an assisting agency. Following are the responsibility of the IncidentCommander---

- Assess the situation and obtain a briefing from the prior Incident Commander.
- Determine Incident Objectives &Strategy.
- Establish the immediate priorities.
- Establish the Immediate Command Post.
- Establish the appropriate organization.
- Assure planning meeting are scheduled as required.
- Approved and authorized the implementation of a Incident Action Plan.
- Ensure that adequate Safety measures are in place.
- Co-ordinate activity for all Command & General Staff.
- Co-ordinate with key People &Officials.
- Approved request for additional resources or for the release of resources.
- Key agency administrator informed the incident Status.
- Approved the use of student volunteer& auxiliary personal.
- Order the demobilization of the incident

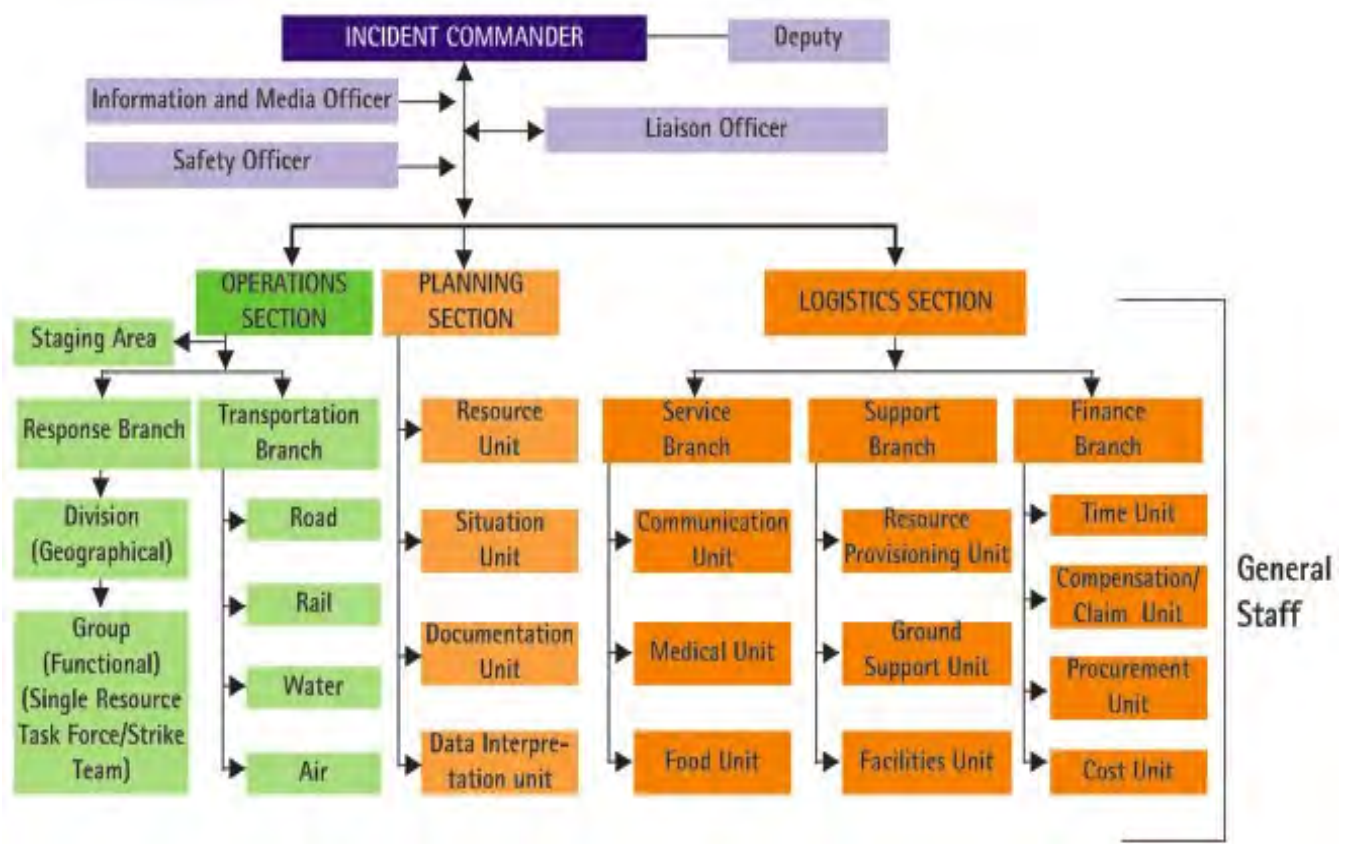
### **6.5. District Level Incident Response**

At the district level, there will be one District Headquarters Team with the primary function of assisting the Deputy Commissioner in handling tasks like general co-ordination, distribution of relief materials, media management and the overall logistics. Suitable officers from the district administration will be carefully selected and professionally trained for the different ICS positions in



order to constitute the District Level Incident Command Teams. (DICTs). The teams will focus on the operational aspects of response management, duly supported by other functions in ICS, e.g. Planning, Logistics, Finance/Administration, etc. The officers drawn for this assignment will be carefully selected by the Deputy Commissioner depending upon their fitness, ability and aptitude for any of the DICT positions and they will be professionally trained to fulfil their assigned roles. Arrangements will also be made for ensuring their mobilization in a time-bound manner for their deployment to the trouble spot. Due consideration for the appropriate level of seniority will be given while constituting the teams. The team personnel may be selected from the General Administration/ Revenue Department which traditionally handles disaster response, the option to pick up willing and capable personnel from any other department for taking up specific positions in the DICT will be left open. For some positions, a suitable number of additional personnel will be trained as reserve for taking care of contingencies like transfers, promotions, etc.

For the position of the Incident commander, a suitable officer of the rank of Additional Deputy Commissioner will be preferred if Deputy Commissioner feel so. The District Level Incident Command Teams will function under the overall control of Deputy Commissioner. The State governments can also deploy the DICTs to other districts depending upon the magnitude of the disaster.



#### 6.6. District Search and Rescue Team:-

**Search and Rescue Team:-**Contact Person. S.P. Biswanath. Ph.No.03715-230094

Sl.No	Designation	Department/Agency
1	Superintendent of Police, Biswanath	Police
2	Station Sub-Officer, Fire Station, Biswanath	Fire
3	Station Sub-Officer, Gohpur	Fire
4	Executive Engineer PWD (Rural Roads), Biswanath	PWD (RR)
5	Executive Engineer PWD (State Roads), Gohpur	PWD (SR)
6	Executive Engineer PWD (BLDG), Tezpur	PWD (BLDG)
7	AEE, PWD (BLDG), Biswanath Sub-Division	PWD (BLDG)

#### 6.7. Medical Team

**First Aid Team:** Contact Person: Sub-Divisional Medical & Health Officer(HQ), Biswanath, Ph.No.9435383153

Sl.No	Designation	Department/Agency
1	Sub-Divisional Medical & Health Officer, Biswanath	Health
2	Sub-Divisional Medical & Health Officer, Gohpur	Health
3	Sub-Divisional Medical & Health Officer, Behali	Health
4	Sub-divisional Social Welfare Officer, Biswanath	Social Welfare
5	Sub-divisional Veterinary Officer, Biswanath	Veterinary

#### 6.8. Involvement of Defence and Paramilitary Forces

At district level whatever help would be required during disaster that will be immediately informed to the various departments by Deputy Commissioner and possible support from NGOs and other line agencies in the district would be tapped up. If the Deputy Commissioner thinks that it cannot cope with the disaster then he can ask help from the defence and paramilitary force.

#### 6.9. NDRF in Disaster Management

Ministry of Home Affairs, Government of India National Disaster Response Force, has raised the National Disaster Response Force (NDRF). The two broad mandate of NDRF is to undertake search and rescue operations during disaster and conduct training and capacity building programme during peace time. During

disaster, the NDRF may be called for search and rescue operation while services of NDRF can also be utilized for conducting capacity building and training programmes for different response groups.

#### **6.10. Temporary Shelter Management**

In many emergencies, local authorities would set up public shelters in schools, municipal buildings and places of worship. While they often provide water, food, medicine and basic sanitary facilities.

##### **Living in Designated Emergency Shelters**

- ◆ Stay in the shelter until the local authorities say it's safe to leave
- ◆ Restrict smoking and ensure that smoking materials are disposed off safely.
- ◆ Cooperate with local authorities and others staying in the shelter.
- ◆ Listen to radio broadcasts
- ◆ Watch out for fires
- ◆ Assist local authorities and volunteers in the management of water, cooked food and other relief supplies including medical care, if required.
- ◆ Make arrangement for pets and cattle before going to a public shelter.
- ◆ Organize recreation for children.
- ◆ Assist local authorities with the assistance of community members to maintain law and order.
- ◆ Immunize the population against epidemics.

**Shelter Management Team:-**Contact Person: ADC (Rev.) Biswanath Ph.No. 03715-222086

<b>Sl.No</b>	<b>Designation</b>	<b>Department/Agency</b>
1	ADC ( Disaster Management), Biswanath	Revenue & DM
2	Addl. S.P. Biswanath	Police Administration
3	Circle Officer, All under Biswanath District	Revenue & DM
4	BDO, All under Biswanath District	P&RD
5	District Transport Officer, Biswanath	Transport
6	Inspector of Schools, Tezpur	Education
7	District Elementary Education Officer, Tezpur	Education
8	Executive Engineer, PWD (BLDG)	PWD (BLDG)
9	AGM, APDCL, Biswanath	Electricity
10	Asst. General Manager, DICC, Biswanath	Industries

### 6.11. Relief Management

Relief management should be done carefully so that all the victims will be benefited from the limited resources and manpower. In this regard the following activities must be assigned to related desks while serving the people in disaster hit areas. Though it is clearly mentioned in the ICS, still the specific functions of the various desks are given below:

- ◆ Shelters for affected people with sanitation facilities
- ◆ Temporary structure for storage
- ◆ Kitchens
- ◆ Medical facilities
- ◆ Temporary repairs to damage infrastructure.

#### Relief Management Team:-Contact Person –ADC (DM)

Sl.No	Designation	Department/Agency
1	ADC, Disaster Management, Biswanath	Administration.
2	Superintendent of Police, Biswanath	Police Administration.
3	Branch Officer ,Disaster Management.	Administration.
4	Asst. Director, Food & Civil Supply	Supply
5	Circle Officer ( Biswanath, Halem, Gohpur, Naduar)	Revenue.
6	Volunteers	NGO., AAPDA MITRA etc.

### 6.12. Rapid Damage Assessment and Reporting

Rapid Damage Assessment Team should be set up immediately after the disaster. It should include Z.P. members, agricultural officer to assess the crop damage, executive engineer of PWD to assess the damaged houses, S.P to maintain the law and order situation, NGOs and volunteer organizations, etc. This team may immediately assess the damage undergone due to disaster and report it to the concerned department to get the immediate relief material from the government and also the foreign aid. Damage assessment procedures are required to avoid litigations and delays in gratuitous relief and compensation, including insurance.

#### Damage Assessment Team : Contact Person ADC (DM).

Sl.No	Designation	Department/Agency
1	CEO, Biswanath Zilla Parishad	P&RD
2	ADC, Disaster Management, Biswanath	Administration.
3	Circle Officer (Biswanath, Halem, Gohpur, Naduar)	Revenue

### **6.13. Communication**

Sending all Out-Messages on behalf of Camp Officer of the Relief Camp. Data collection, record keeping, assistance in locating missing persons, information center, organization of information for Site Operations Center and on specific demands, maintaining In-Message and Out-Message register. In addition, the following facilities are available in the communication room:

- ◆ Telephones
- ◆ Fax
- ◆ Intercom units
- ◆ VSAT connection
- ◆ PC with modem and printer
- ◆ Mobiles
- ◆ Photocopying machine
- ◆ Wireless

The media should handle such sensitive situation carefully as it may affect the victims mentally. It should issue the truest information as far as possible. Rumours should not be spread. The correct numerical data should be published so that the public is not misguided.

### **6.14. Law and Order**

The Police Department shifts the people to the safer places. It helps the Revenue Department to carry out relief work without any hindrance during disaster period and safeguard the properties of the victim. It will arrange law and order against theft in the disaster-affected area and co-ordinate with the search and rescue operation through NCC/Civil Defence/ NYK/NGO. It will also arrange for security at the relief camps/relief material storages. It is also responsible to maintain law and order at the time of distribution of relief material. It assists the authorities for evacuation of people to the safe places. It makes due arrangements for post mortem of dead persons, and legal procedure for speedy disposal. It specially protects the children and the women at the shelter places.

**Patrolling Team:-**Contact person S.P. , Biswanath Ph No.-03715-230094

<b>Sl. No</b>	<b>Designation</b>	<b>Department/Agency</b>
1	Superintendent of Police, Biswanath.	Police Administration
2	The Chairman, Biswanath Chariali Municipality Board.	Municipal Administration.
3	The Chairman, Gohpur TC	Municipal Administration.

4	Circle Officer (Biswanath, Halem, Gohpur, Naduar)	Revenue
5	Volunteers	VDP, NGOetc

### **6.13 Public Grievances /Missing Persons Search**

A committee at the district level has to be constituted under the chairmanship of the Deputy Commissioner to address the grievances of the public regarding missing persons. The search and rescue team should search for the missing persons living or dead.

### **6.16. Animal Care**

The animal husbandry departments with necessary equipment in case of cattle death are there in the affected areas for the disposal of carcass with a view to restoration of public life and result oriented work. Make arrangements to treat the injured cattle. To vaccinate the animals against various diseases. Arrangement for pets and cattle should be made separately. District Animal Husbandry & Veterinary Officer will be the Nodal person and he may form a committee to meet the exigency.

### **6.17. Management of Deceased**

The Carcasses Disposal team is responsible for the clearing of carcasses after the disaster. The team should put in all efforts to check spread of diseases by disposing off the carcasses at the earliest and in the right manner. The health department will immediately start the procedure for post mortem of the dead persons as per the rules. Disposal of dead bodies is to be carried to prevent the outbreak of epidemics. Arrangement should be made to issue death certificates of the deceased to the relatives.

**Carcass Disposal Team:-** Contact Person S.P. Biswanath Ph No.-03715-230094

<b>Sl.No</b>	<b>Designation</b>	<b>Department/Agency</b>
1	Superintendent of Police, Biswanath.	Police Administration
2	The Chairman, Urban Local Body	Municipal Administration.
3	The Chairman, Gohpur TC	Municipal Administration.

### **6.18. NGOs & Voluntary Organizations**

NGOs and other voluntary organizations are the first to respond before any outside assistance can reach the disaster site. In certain disaster prone areas, a group of young volunteers are being formed and trained to undertake essential tasks which would reduce loss of life and property.

NGOs and Voluntary organizations would contribute in the following areas:

- ◆ Ensuring communication links both within the community and with the administration.
- ◆ Controlling rumors and panic behavior and undertaking confidence building activities.
- ◆ Organizing local work teams for immediate rescue, and relief e.g. cooked food, first aid, and assistance in law and order.
- ◆ Assisting the handicapped that need special help.
- ◆ Guarding major installations and evacuated properties till the administration takes over.

### **Pandemic (COVID-19) Response**

On 31st December 2019, the World Health Organization (WHO) China Country Office was informed of cases of pneumonia of unknown etiology (unknown cause) detected in Wuhan City, Hubei Province of China. On 7th January 2020, Chinese authorities identified a new strain of Coronavirus as the causative agent for the disease. The virus has been renamed by WHO as SARS-CoV-2 and the disease caused by it as COVID-19. The disease since its first detection has affected all the provinces of China and 40 other countries (including Hong Kong, Macau and Taiwan).

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

The first case of the COVID-19 pandemic in the Indian state of Assam was reported on 31 March 2020. As of 13 October 2020, the Government of Assam has confirmed a total of 89,468 positive cases of COVID-19 including 67,641 recoveries, three migrations and 234 deaths in the state. The state's as well as northeast's largest city, Guwahati, has been worst affected by coronavirus.

### **Action Plan For Cluster Containment**

Institutional mechanisms and Inter-Sectoral Co-ordination

- At the district level DC will activate the plan as the Nodal Officer of DDMA.



- The Protocols will be prepared by daily co-ordinate meetings among all the stakeholders i.e. Deputy Commissioner, CEO(Zilla Parishad), ADC Health, Addl. CM&HO(FW), DSO, SDM&HO(HQ) to implement the rules and Acts:
  - (i) Disaster Management Act (2005)
  - (ii) Epidemic Act (1897)
  - (iii) Cr. PC
  - (iv) Assam COVID-19 Containment Regulations, 2020
- District Administration shall be responsible for coordinating with various departments like Food and Civil Supply, Water and sanitation, Police and Transport departments and other relevant department to ensure that all the basic humanitarian measures are in place.

The containment measures will shut down everything barring essential services.

Services	Personal responsible for operations during lockdown
Essential services (Water, telephone, internet, banking, gas, fuel and electricity etc.)	Deputy Commissioner
Food and Groceries	Department of Food and Civil supplies
Medicines	Joint Director Health/Addl.CM&HO(FW)
Sanitation of the containment area and cleaning	Deputy Commissioner / PHE department /Gram Panchayat.
Law and Order	Superintendent of Police
Transportation and shifting	DDMA and transport department
Waste Management	Pollution Control Board

### **Deployment of Rapid Response Teams (RRT)**

Under the supervision of the IDSP-District Surveillance Officer a Rapid Response Teams (RRT) was formed comprising of the followings:

- Clinician
- Microbiologist/Pathologist
- Epidemiologist
- Veterinary Officer
- Food safety officer
- A list with the contact details of the core team and backups is compiled; it is up to date and easily accessible
- A brief and concise document describing all roles and responsibilities is prepared and centrally accessible

- All the team members are informed of, and trained in, their roles and responsibilities; a contact list and documentation are centrally accessible
- A place where the RRT can regularly meet shall be identified and necessary arrangements done.
- In case of unavailability of core members during emergency, reserve specialists for each of the roles has to nominated
- All the RRT members shall be supplied with necessary PPE kits
- The RRT will do listing of cases, contacts and their mapping. This will help in deciding the perimeter for action. The decision of the geographic limit and extent of perimeter control will be that of the State Government. However, likely scenarios and possible characteristics of the containment and buffer zone are given in Table-1.

Table 1: Scenarios for determining containment and buffer zones

S. No.	Scenario	Containment zone characteristics
1	A small cluster is closed environment such as residential schools, military barracks, hostels or a hospital	Containment zone will be determined by the mapping of the persons in such institution including cases and contacts. A buffer zone of additional 5 Km radius*will be identified.
2	Single cluster in a residential colony	Administrative boundary of the residential colony and a buffer zone of additional 5 Km radius.*
3	Multiple clusters in the communities (residential colony, schools, offices, hospitals etc.) with in an administrative jurisdiction	Administrative boundary of the urban district and a buffer zone of neighboring urban districts.
4	Multiple clusters spatially separated in different parts administrative districts of a city	Administrative boundary of city/ town and congruent population in the periurban areas as the buzzer zone.**
5	Cluster in the rural setting	3 Km radius of containment zone and additional 7 Kms radius of buffer zone.

\*The perimeter of the containment zone will be determined by the continuous real time risk assessment.

\*\* The decision to follow a containment protocol will be based on the risk assessment and feasibility of perimeter control.

## RAPID RESPONSE TEAMS (RRT) FOR COVID-19 FOR BISWANATH DISTRICT

Position	Name	Designation	Place of Posting	Phone No
Leader	Dr. Eliza Deka	DSO	Biswanath HQ	9435183153
Hospital I/C	Dr. Jonali Gogoi	Superintendent	B.Chariali SDCH	9435183151
Clinician	Dr. Dibyajyoti Doley	Medicine Specialist	B.Chariali SDCH	7896205585
Lab Officer/ Microbiologist/ Pathologist	Dr. Gunjan Pathak	Pathologist	B.Chariali SDCH	9864114748
Pediatrician	Dr. Naren Kutum	Sr. Medical Officer	B.Chariali SDCH	8638863325
Epidemiologist	DR. Subhalaxmi Borah	District Epidemiologist, IDSP.	DSU, Sonitpur	7002807683
Food Safety Officer	Md. S Zamal	Food Safety Officer	Tezpur	
Veterinary Officer	Dr. Diganta Sarma	Veterinary Officer	Sub-Div veterinary Office, B.Chariali	9435182805

### Surveillance in containment zone

- Mapping of the containment and buffer zones

The containment and buffer zones are mapped to identify the health facilities (both government and private) and health workforce available (primary healthcare workers, Anganwadi workers and doctors in PHCs/CHCs/District hospitals).

- Active Surveillance

The residential areas will be divided into sectors for the ASHAs/ Anganwadi workers/ANMs each covering 50 households (30 households in difficult areas). Additional workforce would be mobilized from neighboring districts (except buffer zone) to cover all the households in the containment zone. This workforce will have supervisory officers (PHC/CHC doctors) in the ratio of 1:4.

The field workers will be performing active house to house surveillance daily in the containment zone from 8:00 AM to 2:00 PM. They will line list the family members and those having symptoms. The field worker will provide a mask to the suspect case and to the

care giver identified by the family. The patient will be isolated at home till such time he/she is examined by the supervisory officer. They will also follow up contacts identified by the RRTs within the sector allocated to them.

All ILI/SARI cases reported in the last 14 days by the IDSP in the containment zone will be tracked and reviewed to identify any missed case of COVID-19 in the community.

Any case falling within the case definition will be conveyed to the supervisory officer who in turn will visit the house of the concerned, confirm that diagnosis as per case definition and will make arrangements to shift the suspect case to the designated treatment facility. The supervisory officer will collect data from the health workers under him/ her, collate and provide the daily and cumulative data to the control room by 4.00 P.M. daily.

MPW, AS, ASHA contacted with religious leader to collect the information of contact cases and create awareness in nearby household of suspect cases. All nearby household was advised not to become panic and maintain social distancing and not to believe in baseless news and ask the religious leader including VHSNC members to give awareness advices over phone to the community.

- Contact Tracing

The contacts of the laboratory confirmed case/ suspect case of COVID-19 will be line-listed and tracked and kept under surveillance at home for 28 days (by the designated field worker). The Supervisory officer in whose jurisdiction, the laboratory confirmed case/ suspect case falls shall inform the Control Room about all the contacts and their residential addresses. The control room will in turn inform the supervisory officers of concerned sectors for surveillance of the contacts. If the residential address of the contact is beyond the allotted sector, the district IDSP will inform the concerned Supervisory officer/concerned District IDSP/State IDSP.

- Surveillance in Buffer zone

The surveillance activities to be followed in the buffer zone are as follows:

- i. Review of ILI/SARI cases reported in the last 14 days by the District Health Officials to identify any missed case of COVID-19 in the community.
- ii. Enhanced passive surveillance for ILI and SARI cases in the buffer zone through the existing Integrated Disease Surveillance Programme.

iii. In case of any identified case of ILI/SARI, sample should be collected and sent to the designated laboratories for testing COVID-19.

All health facilities in the buffer zone will be listed as a part of mapping exercise. All such facilities both in Government and private sector (including clinics) shall report clinically suspect cases of COVID-19 on real time basis (including 'Nil' reports) to the control room at the district level. Measures such as personal hygiene, hand hygiene, social distancing to be enhanced through enhanced IEC activities in the buffer zone.

- Perimeter Control

The perimeter control will ensure that there is no unchecked outward movement of population from the containment zone except for maintaining essential services (including medical emergencies) and government business continuity. It will also limit unchecked influx of population into the containment zone. The authorities at these entry points will be required to inform the incoming travelers about precautions to be taken and will also provide such travelers with an information pamphlet and mask.

All vehicular movement, movement of public transport and personnel movement will be restricted. All roads including rural roads connecting the containment zone will be guarded by police.

The District administration will post signs and create awareness informing public about the perimeter control. Health workers posted at the exit point will perform screening (e.g. interview travelers, measure temperature, record the place and duration of intended visit and keep complete record of intended place of stay).

Details of all persons moving out of perimeter zone for essential/ emergency services will be recorded and they will be followed up through IDSP. All vehicles moving out of the perimeter control will be decontaminated with **sodium hypochlorite (1%) solution**.

## **Guidelines for testing, quarantine, hospital admission for COVID— 19 based on current risk assessment**

- Contact tracing: The contacts of positive cases shall be line listed and tracked within 12 hrs. of the case being confirmed/suspected.
  - a. Primary Contact/direct contacts to the positive case is defined as
    - i. Person providing direct care without proper personal protective equipment (PPE) for COVID 19 patients
    - ii. Staying in the same close environment of a COVID 19 patient (including work place, class rooms, household and gatherings)
    - iii. Travelling together with close proximity (1m) with a COVID 19 patient in any kind of conveyance within a 14 day period after the onset of symptoms in the case under consideration
  - b. All other contacts shall be treated as secondary contacts
  - c. Every person in the above category shall be identified and enlisted as contacts for tracing along with their names, address and contact details.
  - d. All the contacts shall be kept under home isolation immediately and kept under surveillance at home for 28 days. They shall be visited daily to verify if they and ask him/her if had developed symptoms.
  - e. The details of contacts traced, their quarantine status, sample and testing status shall be updated DSO and district control room.

Clinical decision making algorithm for persons from countries/areas with reported transmission of COVID 19, primary contacts, secondary contacts:

1. A person within 14 days of return from a country/area with reported local
2. Primary contacts
3. Secondary contact

## **LABORATORY SUPPORT**

Designated laboratories

At present the samples collected in the district are being sent to Jorhat Medical College for testing on a regular basis.

All test results should be available within 12 hours of sampling. The contact number of such courier agencies shall be a part of the micro-plan.

The designated laboratory will provide daily update (daily and cumulative) to District, State and Central Control Rooms on:

- i. No. of samples received
- ii. No. of samples tested
- iii. No. of samples under testing
- iv. No. of positive sample

## **HOSPITAL CARE**

All suspect cases detected in the containment areas (till a diagnosis is made), will be hospitalized and kept in isolation in a designated facility till such time they are tested negative. Persons testing positive for COVID-19 will remain to be hospitalized till such time 2 of their samples are tested negative as per MoHFW's discharge policy. About 15% of the patients are likely to develop pneumonia, 5 % of whom requires ventilator management.

Hence dedicated Intensive care beds need to be identified earmarked. Some among them may progress to multi organ failure and hence critical care facility/ dialysis facility/ and Salvage therapy [Extra Corporeal Membrane Oxygenator (ECMO)] facility for managing the respiratory/renal complications/ multi-organ failure shall be required. If such facilities are not available in the containment zone, nearest tertiary care facility in Government / private sector needs to be identified, that becomes a part of the micro-plan.

### **Isolation, quarantine & Hospital facilities available in the district:**

<b>Sl No</b>	<b>COVID Quarantine Facility Centre</b>	<b>Total No's of Bed Available</b>
1	Agriculture University Guest House, Biswanath	10
2	Hotel Royal Palace,Biswanath Chariali	11
3	Biswanath Chariali Govt. ITI, Balipukhuri	150
4	Pabhoi HS MSDP Hostel, Pabhoi	109
5	Soil Conservation IB Biswanath	7
6	Hotel Kaziranga	24
7	Hotel Brahmaputra	17
8	Janata HS MSDP Hostel, Behali	110
9	SIRD Guest House, Biswanath Chariali	25
10	Baidew Hotel	15
11	Himalaya Lodge	17
12	Hotel Jonardon	6
13	Hotel Pradyut, B.chariali	26

14	Bapuji High School, Balipukhuri	86
15	Bapuji HS Girls Hostel, Balipukhuri (MSDP)	101
16	Nagsankar High School	88
17	Stella Marry School, Missamari	79
18	Bargang HS School	94
19	Biswanath College	217
20	Sootea College	85
21	Gingia Mahavir HS School	95
22	Behali Degree & Junior College	213
23	Lokapriyo HS School	111
24	Sootea HS School	155
25	Chaiduar College	230
26	Prasanti Lodge, Gohpur	23
27	St. Joseph School, Gohpur	100
28	Kolabari College	115
29	Gyan Vikash Academy, Sootea	54
30	Pandit Din Dayal Upadhyaya Adarsh Mahavidyalaya Hostel, Behali	30
31	Kasturibha Gandhi Residential School, Behali	65
<b>Total</b>		<b>2468</b>

**B. Isolation facilities to be identified and mapped at the district level:**

Sl. No	Name of Hospital with address	Contact Person & Mobile No	Capacity
1	Biswanath SDCH	Dr. Jonali Gogoi, Mob No-8638715237	30 bedded
2	Gohpur SDCH	Dr. Abanibhushan Roy, Mobile No-6001661883	2 bedded
3	Balichang Model Hospital	Dr. Jiban Jyoti Teli, Mob No. 8812880841	5 bedded
4	Kalabari Model Hospital	Dr. Rishabh Hazarika, Mob No-9435183346	10 bedded
5	Borgang Model Hospital	Dr. Mina Bora, Mob No-7637847313	20 bedded
6	Behali PHC	Dr. J.C Bey-9435082178	4 Bedded
7	Catholic Hospital, Bargang	Dr. Manji Kataki-9707608233	6 Bedded
9	Sanjivani Nursing Home, B.Chariali	Dr. Bikash Sarkar-9954829607	3 Bedded
10	J.K hospital,B.Chariali	Dr. Banamali Bhuyan-9435182839	5 Bedded
11	K.P Memorial Hospital, B.Chariali	Dr. Amal Saikia-9435182571	2 Bedded
12	Borah Nursing Home, B.Chariali	Dr. Saroj Borah-9435382808	4 Bedded



### Tea Garden Hospital Details for Covid-19, Biswanath District

Name of TE	Contact No	Mobile NO	No of Bed	No of Isolation bed for Covid-19
Dering TE	Samsung Nag, Health asst.	9365004970	20	4
Dhulie TE	Dr. Arjun Bhattacharjee	8617527825	32	5
Pavoi TE	Dr. Apurba Kalita	9854319280	35	4
Barpukhuri TE	Dr. Mukunda Borah	9401141366	14	2
Baghmari TE	Dr. Safiur Rahman	9101266142	25	2
Mijikajan TE	Dr Raju Borah	9435853630	40	10
Majuligarh TE	Dr. Basanta Kr. Goswami	9954498588	40	2
Pertabghur TE	Dr. Dilip Sarmah	9435083445	45	10
Mahalaxmi TE	Ramanand Deep	9345776403	6	2
Shakomato TE	Dr. Anup Pratap Mukharjee	9064255572	30	4
Nilpur TE	Krishna Kheruwar, Pharmacist	6000832805	10	3
Dufflaghur TE	Dr. A. Das	9101475424	50	6
Boroi TE			50	4
Brahmajan TE	Dr. Harish Kalita	9864421788	25	4
Nirmala TE	Dr. Simanta Baruah	6900923896	10	0
Helem TE	Dr. Phangchu	8471830627	52	8
Bholaguri TE	Dr. Shailendra Lohar	7002253192	0	0
Nayaghagra TE	Dr. Tamasha Baruah	9435082179	10	4
Gohpur Division Hospital(Nayaghagra TE)	Dr. Tamasha Baruah	9435082179	12	2
New purub bari TE			0	0
Gingia TE Hospital	Sanju Paul, Pharmacist	9365864242,	44	4
Borgang TE, Rangagorh Div. Tea Hospital	Dr. C.K Borah, MO	9954279594	44	13
Borgang TE, Borbheel Div. Tea Hospital	Dr. C.K Borah, MO	9954279594	22	6
Monabari TE Hospital	Dr. S. Borah, MO	9435138537	73	10
Behali TE, Bedeti TE Div. Hospital	Amlan Pujari, Pharmacist	9854555506	40	10
Dekoroi TE	Dr. Bikram Das	8638921390	45	12

### Surge capacity

Based on the risk assessment, if the situation so warrants (data suggested an exponential rise in the number of cases), the surge capacity of the identified hospitals will be enhanced, private hospitals will be roped in and sites for temporary hospitals identified and it's logistic requirements shall be worked out.

#### Pre-hospital care (ambulance facility)

Ambulances need to be in place for transportation of suspect/confirmed cases. Such ambulances shall be manned by personnel adequately trained in infection prevention control, use of PPE and protocol that needs to be followed for disinfection of ambulances (by 1% sodium hypochlorite solution using knapsack sprayers).

#### Quarantine and isolation:

Quarantine and Isolation are important mainstay of cluster containment. These measures help by breaking the chain of transmission in the community.

#### Quarantine :

All house holds and contacts of a confirmed and/or suspected cases shall be immediately home quarantined.

- a. All those are in home quarantine shall be followed up till the time of test results of suspect case comes negative. If the test result comes positive all such persons become “ true contacts” who shall have to be Home quarantined for 14 days and follow up has to be done for 28 days.

#### Isolation :

Suspect cases detected on active surveillance need to be isolated in a room in the house temporarily till the time he/she is examined by the supervisory medical officer or shifted by the designated ambulance to the designated facility.

#### Preventive public health measures:

There will be social mobilization among the population for adoption of community-wide practice of frequent washing of hands and respiratory etiquettes in the contained area. The community will also be encouraged to self monitor their health and report to the visiting ASHA/Anganwadi worker or to nearest health facility.

#### Social distancing measures :

For the cluster containment, social distancing measures are key interventions to rapidly curtail the community transmission of COVID-19 by limiting interaction between infected persons and susceptible hosts. The following measures would be taken:

#### Closure of schools, colleges and work places :

Intensive risk communication campaign will be followed to encourage all persons to stay indoors for an initial period of 28 days, to be extended based on the risk assessment. Based on the risk assessment and indication of successful containment operations, an approach of staggered work

and market hours may be put into practice.

Cancellation of mass gatherings:

All mass gathering events and meetings in public or private places, in the containment and buffer zones shall be cancelled / banned till such time, the area is declared to be free of COVID-19 or the outbreak has increased to such scales to warrant mitigation measures instead of containment.

Advisory to avoid public places:

The public in the containment and buffer zones will be advised to avoid public places and only if necessary for attending to essential services. The administration will ensure supply of enough masks to the households in the containment areas if necessary.

Cancellation of public transport (bus/rail)

There will be prohibition for persons entering the containment zone and on persons exiting the containment zone. To facilitate this, if there are major bus transit hubs or railway stations in the containment zone, the same would be made dysfunctional temporarily. Additionally, irrespective of fact that there is a rail/road transit hub, the perimeter control will take care of prohibiting people exiting the containment zone including those using private vehicles and taxis.

As a significant inconvenience is caused to the public by adopting these measures in the containment zone, District administration would proactively engage the community and work with them to make them understand the benefits of such measures.

## MATERIAL LOGISTICS

Personal Protective Equipment:

The type of personal protective equipment for different categories of:

S. No.	Name of the item	Category of personnel
1	PPE Kit, N 95, Mask, Gloves, Goggles, cap and shoe cover )	<ul style="list-style-type: none"><li>• Doctors and nurses attending to patients in isolation, ICU/ critical care facilities of hospitals in the containment zone.</li><li>• Para-medical staff in the back cabin of ambulance.</li><li>• Auxillary/ support staff involved in disinfection vehicles/ ambulances and surface cleaning of hospital floors and other Surfaces</li></ul>
2	N-95 Mask and gloves	<ul style="list-style-type: none"><li>• Supervisory doctors verifying a suspect case</li><li>• Persons collecting samples.</li><li>• Doctors/nurses attending patients in primary health care facilities</li></ul>
3	Triple Layer Surgical mask	<p>To be used by Field workers doing surveillance work</p> <ul style="list-style-type: none"><li>• Staff providing essential services.</li><li>• Suspect cases and care giver / by stander of the suspect case</li><li>• Security staff.</li><li>• Ambulance drivers</li><li>• Residents permitted to go out for essential services.</li></ul>

## Transportation

A large number of vehicles will be required for mobilizing the surveillance and supervisory teams. The vehicles will be pooled from Government departments. The shortfall, if any, will be met by hiring of vehicles.

## Bio-medical waste management

A large quantity of bio-medical waste is expected to be generated from containment zone. Arrangement would also be required for such bio-medical waste (discarded PPEs etc.), preferably by utilizing the bio-medical waste management services at the designated hospital.

## RISK COMMUNICATION

### **Risk communication material:**

Risk communication materials comprising of

- (i) posters and pamphlets;
- (ii) audio only material;
- (iii) AV films prepared by State government, NHM and district administration will be used for targeted roll out in the containment areas.

### Communication channels:

#### Interpersonal communication

During house to house surveillance, ASHAs/ other community health workers will interact with the community

- (i) for reporting symptomatic cases
- (ii) contact tracing
- (iii) Information on preventive public health measures.

#### Mass communication

Awareness will be created among the community through miking, distribution of pamphlets, mass SMS and social media. Also use of radio and television (using local channels) will ensure penetration of health messages in the target community.

#### Dedicated helpline

The DEOC will be designated as dedicated helpline and its number will be widely circulated for providing general population with information on risks of COVID-19 transmission, the preventive measures required and the need for prompt reporting to health facilities, availability of essential services and administrative orders on perimeter control.

Help line numbers : 03715222086 (DDMA,Biswanath)  
6001958106 (O/O The SDM&HO(HQ),Biswanath)

## **INFORMATION MANAGEMENT**

Control room at District Headquarters

A control room has set up at District headquarters at DC Office and one O/O The SDM&HO(HQ) Biswanath.

The district will provide aggregate data on daily basis on the following (for the day and cumulative):

- i. Total number of suspect cases
- ii. Total number of confirmed cases
- iii. Total number of critical cases on ventilator
- iv. Total number of deaths
- v. Total number of contacts under surveillance

## **CAPACITY BUILDING**

Training content

*Trainings will be designed to suit requirement of each and every section of healthcare worker involved in the containment operations. These trainings for different target groups shall cover:*

1. Field surveillance, contact tracing, data management and reporting
2. Surveillance at designated exit points from the containment zone
3. Sampling, packaging and shipment of specimen
4. Hospital infection prevention and control including use of appropriate PPEs and biomedical waste management.
5. Clinical care of suspect and confirmed cases including ventilator management, critical care management
6. Risk communication to general community

Target trainee population

Various sections of healthcare workforce (including specialist doctors, medical officers, nurses, ANMs, Block Extension Educators, MHWs, ASHAs) and workforce from non-health sector (security personnel, Anganwadi Workers, support staff etc.). Trainings will be tailored to requirements of each of these sections.

The training will be conducted by the RRT a day prior to containment operations are initiated.

## **FINANCING OF CONTAINMENT OPERATIONS**

The fund requirement would be estimated taking into account the inputs in the micro-plan and funds will be made available to the district collector from NHM flexi-fund.

### **Scaling down of operations**

The operations will be scaled down if no secondary laboratory confirmed COVID-19 case is reported from the containment and buffer zones for at-least 4 weeks after the last confirmed test has been isolated and all his contacts have been followed up for 28 days. The containment operation shall be deemed to be over 28 days from the discharge of last confirmed case (following negative tests as per discharge policy) from the designated health facility i.e. when the follow up of hospital contacts will be complete.

The closing of the surveillance for the clusters could be independent of one another provided there is no geographic continuity between clusters. However the surveillance will continue for ILI/SARI.

However, if the containment plan is not able to contain the outbreak and large numbers of cases start appearing, then a decision will need to be taken by State/District administration to abandon the containment plan and start on mitigation activities.

## **CHAPTER – VII**

### **RECOVERY AND CONSTRUCTION PLAN**

Rehabilitation and reconstruction comes under recovery phase immediately after relief and rescue operation of the disaster. This post disaster phase continues until the life of the affected people comes to normal. This phase mainly covers damage assessment, disposal of debris, disbursement of assistance for houses, formulation of assistance packages, monitoring and review, cases of non-starters, rejected cases, non-occupancy of houses, relocation, town planning and development plans, awareness and capacity building, housing insurance, and social rehabilitation etc.

#### **7.1 Post Disaster Reconstruction and Rehabilitation**

Post disaster reconstruction and rehabilitation should pay attention to the following activities for speedy recovery in disaster hit areas. The contribution of both government as well as affected people is significant to deal with all the issues properly.

- Damage assessment
- Disposal of debris
- Disbursement of assistance for houses
- Formulation of assistance packages
- Monitoring and review
- Cases of non-starters, rejected cases, non-occupancy of houses
- Relocation
- Town planning and development plans
- Reconstruction as Housing Replacement Policy
- Awareness and capacity building
- Housing insurance
- Grievance redresses

**7.2 Administrative Relief:** The district is the primary level with requisite resources to respond to any natural calamity, through the issue of essential commodities, group assistance to the affected people, damage assessment and administering appropriate rehabilitation and restoration measures.

The district level relief committee (mentioned in chapter-vi) consisting of official and non-official members including the local legislators and the members of parliament review the relief measures.

When a disaster is apprehended, the entire machinery of the district, including the officers of

technical and other departments, swings into action and maintains almost continuous contact with each village in the disaster threatened area.

**7.3 Reconstruction of Houses Damaged /Destroyed:** Houses should be reconstructed in the disaster hit areas according to the following instructions:

- ◆ Owner Driven Reconstruction
- ◆ All the houses should be insured.
- ◆ Financial, technical and material assistance provided by the government.
- ◆ The designs for seismic reconstruction of houses provided by the government.

**7.4 Military Assistance:** If the district administration feels that the situation is beyond its control then immediate military assistance could be sought for carrying out the relief and rescue operations.

**7.5 Medical Care:** Specialized Medical Care may be required to help the affected population. Preventive medicine may have to be taken to prevent outbreak of diseases.

**7.6 Epidemics:** In the relief camps set up for the affected population, there is a likelihood of epidemics from a number of sources. The strategy should be to subdue such sources and immunize the population against them. The public health centres, health departments can practice vaccination drives, public awareness to drink boiled water, use chlorine tablets to purify the water sources.

**7.7 Corpse Disposal:** Disposal of dead bodies is to be carried out as a part of the operation to prevent outbreak of epidemics. Minimum official requirements should be maintained as it is a very sensitive issue. The following points may be considered by the concerned authorities at the time of corpse disposal:-

1. Mass photographs of corpses,
2. Consent of the relatives or hand over to them
3. Make a committee of concerned localities.

**7.8 Salvage:** A major effort is needed to salvage destroyed structure and property. Essential services like communications, roads, bridges, electricity would have to be repaired and restored for normalization of activities.

**7.9 Outside Assistance:** During disaster situations, considerable relief flows in from outside, thus there is an immediate need to co-ordinate the relief flows so that the maximum coverage is achieved and there is no duplication of work in the same area.

**7.10 Special Relief:** Along with compensation packages, essential items may have to be distributed to the affected population to provide for temporary sustenance.

**7.11 Information:** Information flow and review is essential part of the relief exercises.



Constant monitoring is required to assess the extent of damage, which forms the basis of further relief to the affected areas.

### **7.12 Social Rehabilitation**

Social rehabilitation in case of

- Disabled persons
- Children
- Paraplegics
- Old Persons
- Women
- Infrastructure
- Power
- Water supply
- Public buildings
- Roads and Bridges
- Irrigation.

<b>Recovery component lead role</b>	<b>Department</b>
Social Recovery	Social Welfare Department
Economic Recovery	Planning & Development Department
Infrastructure Recovery	Public Works Department
Environment Recovery Natural environment Natural and cultural heritage properties	Environment and Forest Department Department of Cultural Affairs

## **CHAPTER – VIII**

### **ROLES AND RESPONSIBILITIES OF DEPARTMENTS / NODAL AGENCIES**

<b>PRIMARY RESPONSIBILITY</b>	<b>DEPARTMENT</b>
DM Operations and Plans, Warnings	<b>Revenue &amp; DM Department</b>
Medical Care and Health Services	<b>Health &amp; Family Welfare Department</b>
Law & Order, Safety & Security	<b>Home Department</b>
Emergency Response, Search & Rescue	<b>Home Department</b>
Buildings & Lifeline Infrastructure / Communication Infrastructure ( <i>Roads &amp; Bridges</i> )	<b>Public Works Department</b>
Drinking Water Supply & Sanitation	<b>Public Health Engineering Department</b>
Transport Systems	<b>Transport Department</b>
Emergency supply of food & basic needs	<b>Food &amp; Civil Supplies Department</b>
Broadcasting & relay of public information	<b>Information &amp; Public Relations Department</b>
Welfare Services	<b>Social Welfare Department</b>
Drought management	<b>Agriculture Department</b>
Flood protection and river erosion management & Drainage development works	<b>Water Resources Department</b>
Power supply	<b>Power (Electricity) Department</b>
DM Education & School/Institution Safety	<b>Education Department</b>
Vulnerability reduction in rural areas	<b>Panchayat &amp; Rural Development Department</b>
Vulnerability reduction in rural areas	<b>Revenue Department</b>
Vulnerability reduction in urban areas & built environment	<b>Urban Development Department</b>
Livestock management, animal care services	<b>Animal Husbandry &amp; Veterinary Department</b>
Protection of natural resources and environment	<b>Environment and Forests Department</b>
Soil erosion and soil conservation	<b>Soil Conservation Department</b>
Earthquake & Landslide	<b>Department of Geology &amp; Mines</b>
Fire	<b>Department of Fire &amp; Emergency Services</b>

## Roles of the District, Sub-Division and Circle level functionaries and Officials: Deputy Commissioner (DC) and Chairperson, DDMA

Phase	Responsibility
Pre-disaster	<ul style="list-style-type: none"> <li>• Ensure identification of relief camps with provisions for Child Friendly Spaces (CFS) adhering to the comprehensive and multi-hazard safety standards</li> <li>• Establish clear understanding and functional coordination channel between relevant line departments, SDO (Civil), Revenue Circle Officer for effective camp management as per roles defined in the SoP</li> <li>• Guide, monitor and ensure that the designated camps are safe from all the hazards, accessible to possible affected communities and the service providers, have basic minimum capacity and facilities to accommodate people.</li> <li>• Ensure that each camp's seat (intake) capacity is defined and notified. In the current context, due consideration should be given toward ensuring social distancing norms</li> <li>• Identify suitable safe spaces and ensure procurement of related materials for setting up of temporary camps as per defined standards<sup>1</sup></li> <li>• Establish a system of taking feedback from camp inmates and mechanism to address grievance in camp management</li> <li>• Guide and ensure that camp officers, in charges and other responsible functionaries from various line departments are identified, notified and capacitated to run/manage camps</li> <li>• Constitute and lead a District level Relief Camp Monitoring Team and Zonal Relief Camp Monitoring Team comprising of members from the line departments to ensure the proper relief camp management as per the SOP.</li> <li>• Ensure that documentation and reporting of relief camps are done properly</li> <li>• Issue directives to concerned functionaries to follow the specific guidelines laid down in the Assam DM Manual, 2015 regarding Relief Camp Management</li> <li>• Issue directives to responsible departments to ensure facilities/services at the designated camps: <ul style="list-style-type: none"> <li>• Lighting arrangement in residential portion of camps, toilets and approach road (<u>PWD-Elec.</u>)</li> <li>• Potable water for drinking and other household purposes (<u>PHED</u>)</li> <li>• Separate, accessible (within 50 meters) and hygienic toilets (<u>PHED</u>)</li> <li>• Separate bathing units for male and female (<u>PHED</u>)</li> <li>• Separate food arrangements for children, pregnant and lactating women, ill and elderly (<u>Health and Social Welfare</u>)</li> <li>• Culturally and age appropriate clothing (if situation warrants) for inmates (<u>Revenue and DM</u>)</li> <li>• Sanitary provisions for women and girls (<u>Health and Family Welfare and ASRLM</u>)</li> <li>• Health including regular RCH services, health and hygiene education and psycho-social care arrangements in camps (<u>Health and Family Welfare, Social Welfare particularly DCPUs</u>)</li> <li>• Security and protection arrangement including monitoring of situation in regards to women and children (<u>Police, VDPs, DCPUs</u>)</li> <li>• Waste management facilities in the relief camps (<u>PHED, GP and ULBs</u>)</li> <li>• Relevant Social and Behavior Change Communication (SBCC) materials in local languages (<u>Health and Family Welfare, Social Welfare, Education</u>)</li> <li>• Educational and recreational activities in camps (<u>Education Deptt., Social Welfare Deptt.</u>)</li> </ul> </li> <li>• Ensure timely procurement of Gratuitous Relief (GR) items (e.g. pre-monsoon for flooding) which will be required for operationalizing relief camps</li> <li>• Plan and pre-position procured items in strategic locations with a well thought out transportation plan (Mapping all the designated camps against specific storage facilities for GR)</li> <li>• Disinfectant drive at all notified Relief Camps/Camps/shelters in advance.</li> </ul>

<sup>1</sup> Covered area available per person should have an average of 3.5 to 4.5 square meter. Due to COVID-19 outbreak, the minimum

space has been revised to 7 sq. m. as per new guideline (at Annexure-I).

<p style="text-align: center;"><b>During Disaster</b></p>	<ul style="list-style-type: none"> <li>• Most of the conventional relief camps have been housed in educational institution, deserted office buildings, which are devoid of hygiene and sanitation facilities (toilet and bathrooms are stained or spitted wall). These kinds of camps are not adequate enough to hold inmates in view of the COVID- 19 situation. For revamp of the same fund and time are required. Hence localized alternative <b>Makeshift arrangements</b> are to be made in advance.</li> <li>• In view of the COVID-19 situation, managing of relief camps with social distancing is a challenge. People should be encouraged not to leave home just because their front-yard/ boundary are submerged. They would be provided relief materials as per norms.</li> <li>• Vulnerability mapping upto household level should be done immediately so that the administration can identify which household are least or worst affected. The worst one will populate the camps first enabling the priority wise identification of the camp inmates.</li> <li>• Review setting up of camps and provisions/functions of responsible departments</li> <li>• Constitute and activate the Relief Camp Monitoring Team to monitor the camps following relief camp assessment scorecard</li> <li>• Monitor and guide operationalization of camps, provisioning of essential services in camps and duty rosters of responsible functionaries at different levels</li> <li>• Conduct review meetings with the District Relief Camp Monitoring Team and Zonal Relief Camp Monitoring Team (every alternate days till the camps are operational)</li> <li>• Ensure that all stakeholders and actions notified are being adhered to</li> <li>• Ensure that vulnerable groups particularly children and women are given particular attention in the areas of health, food and nutrition, Water, Sanitation and Hygiene, safety and security, psycho-social care</li> <li>• Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of (as included in the <b>Annexure-II</b>)</li> <li>• Activate Grievance Redressal mechanism for collecting and addressing feedback/complains from camp inmates</li> <li>• Issue instructions/directives to concerned departments to address grievances</li> <li>• Ensure functional mechanisms for ensuring accountability in camp management</li> <li>• Utilize services of ‘Pratirodhi Bondhu’ volunteers and ‘e-help’ facilities of CSC, SPV</li> <li>• Review and declare closure of the camps considering the on-ground situation</li> </ul>
<p style="text-align: center;"><b>Post Disaster</b></p>	<ul style="list-style-type: none"> <li>• Conduct/ Delegate the Relief Camp Monitoring Team to conduct post operation visits to oversee the condition of the camps</li> <li>• Instruct concerned departments to ensure cleanliness, repairing and re-instigation of the relief camps so that they can start their original functions</li> <li>• Review overall performance and gaps in operationalizing relief camps</li> <li>• Review the effectiveness of the SoP at the district level and propose changes/modifications</li> <li>• Map stakeholders who can be added or removed in the relief camp management framework</li> <li>• Instruct concerned stakeholders for developing of lessons learnt document on camp management to guide better management of camps in future</li> </ul>

## Additional Deputy Commissioner-cum-Chief Executive Officer, DDMA

Phase	Responsibility
Pre-disaster	<ul style="list-style-type: none"> <li>• Assist Deputy Commissioner-cum-Chairperson DDMA in initiating and completing the process of identification of relief camps with provision of child friendly spaces and breast-feeding corners</li> <li>• Prepare and finalize Revenue Circle wise list of identified relief camps with notified seat (intake) capacity. In the current context due consideration should be given toward ensuring social distancing norms.</li> <li>• Support Deputy Commissioner-cum-Chairperson DDMA in mapping and establishing coordination with multiple stakeholders related to relief camp management process</li> <li>• Coordinate and facilitate administrative processes related procurement and pre-positioning of items related to relief camps including GR, materials related to Child Friendly Spaces etc.</li> <li>• Ensure that relevant stakeholders are oriented on the relief camp management process and SOP.</li> <li>• Guide and supervise all activities related to documentation and reporting including print and circulation of standard templates for camp registration, family tickets, CFS registers, GR related templates etc.</li> <li>• Support Deputy Commissioner-cum-Chairperson DDMA in conducting pre-flood preparedness meetings on relief camp management</li> <li>• Facilitate information exchange between all responsible stakeholders regarding camp locations, targeted population and their location against each camp, coordination actions against specific standards</li> <li>• Support Deputy Commissioner-cum-Chairperson DDMA in issuance of advisories, orders and instructions related to relief camp management and in any other action thereof</li> </ul>
During Disaster	<ul style="list-style-type: none"> <li>• Ensure coordinated action among departments and stakeholders in evacuating the affected people to designated relief camps as per plan. Ensure that vulnerable groups (such as children, women, elderly, persons with disability, chronically ill) are to be given priority in the entire process and are supported according to their needs</li> <li>• Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of.</li> <li>• Expedite approval process for all matters related to relief camp management</li> <li>• Coordinate with SDO (Civil) and Revenue Circle Officers on a regular basis and facilitate inter- coordination</li> <li>• Visit selected relief camps to take stock of the services provided and the situation of camp inmates as well as adherence to the guidelines.</li> <li>• Ensure that all relief/GR items are provided in the camps in coordinated and timely manner</li> <li>• Provide timely guidance and support to Revenue Circle Officers on all matters related to implementation of relief camp management guidelines</li> <li>• Take stock of the ground situation with related departments and coordinate timely actions as per defined standards.</li> <li>• Address grievances/ complains of camp inmates through feedback mechanism</li> <li>• Mobilize and deploy 'Pratirodhi Bondhu volunteers' in providing services to the camp inmates in consultation with Revenue Circle Officer. Also coordinate with District Manager of CSC,SPV for providing services available under 'e-help' initiative.</li> <li>• Disinfectant drive at all notified Relief Camps/Camps/shelters in advance.</li> <li>• Any other action as per need as the CEO of DDMA or in support of actions for Chairperson DDMA</li> </ul>

<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Facilitate post operation visits to oversee the condition of the camps by the Relief Camp Monitoring Team</li> <li>• Coordinate with concerned departments to ensure cleanliness, repairing etc. of the relief camps so that they can start their original functions</li> <li>• Collect information and feedback from stakeholders for reviewing the effectiveness of the SoP at the district level and propose required changes/modifications if any</li> <li>• Facilitate and coordinate the process of documentation of lessons learnt on camp management to guide better management of camps in future</li> <li>• Facilitate timely completion of all administrative processes related to submission of Utilization Certificate on expenditures made in relief camp management</li> </ul>
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## Superintendent of Police

<b>Phase</b>	<b>Responsibility</b>
<b>Pre- Disaster</b>	<ul style="list-style-type: none"> <li>• Coordinate and collect list of identified relief camps from the Office of the CEO, DDMA</li> <li>• Ensure that each Police Station has a plan in place for security proofing the identified camps during floods as they come into effect particularly focusing on preventing crime against women and children</li> <li>• Conduct orientation of VDPs etc. on overall disaster management with specific session on relief camp management</li> <li>• Identify and assign camp wise nodal person for coordination in matters related to safety and security in the camp, including development of deployment rosters/patrolling plans</li> <li>• Coordinate with relevant departments and understand plans related to evacuation of affected people and animals, transportation of GR items, mobility of duty bearers for security proofing these actions</li> <li>• Identify and make contingency plans for providing security in relief camps which are located in sensitive areas (prone to security threats)</li> <li>• Identify camps with potential for housing large number of people and arrange for special team consisting of Police and VDP to support in relief distribution</li> <li>• Participate and provide inputs to Deputy Commissioner and CEO DDMA in meetings related to flood preparedness including in relief camp management.</li> <li>• Instruct OCs to participate in Revenue Circle level meetings</li> </ul>
<b>During Disaster</b>	<ul style="list-style-type: none"> <li>• Instruct Officer in-Charges of respective police stations to ensure roster wise deployment/patrolling for all relief camps in order to ensure vigilance on anti-social elements around the camps in coordination with respective Revenue Circle Officers.</li> <li>• Support district administration in evacuation of affected community.</li> <li>• Ensure presence of VDP with clear instructions related to maintenance of safety and security in all designated camps. Home guards may be detailed for patrolling &amp; night watch</li> <li>• Ensure that Women Police personnel are stationed within the camps/visit each designated camp to record and address any complaints made by women and take steps to prevent abuse/abduction of women, girls and children.</li> <li>• Ensure that for safety and security of the women and children vigilance committees are formed consisting of women in each camp.</li> <li>• Ensure safe transit to GR supplies to designated relief camps in coordination with respective Supply Inspector</li> <li>• Ensure presence of police force during relief distribution in camps operated in security sensitive areas</li> <li>• Conduct random visit to selected camps as a part of relief camp monitoring team and assure inmates about security of their property (which they have left behind while evacuating to camps) by interacting with them</li> <li>• Issue specific instructions for patrolling and ensuring security in makeshift camps, if any</li> </ul>

<b>During Disaster</b>	<ul style="list-style-type: none"> <li>• Participate in post operation review meetings at district level and instruct OCs to participate in Revenue Circle level/Camp level meetings (if any)</li> <li>• Provide feedback to Deputy Commissioner or CEO, DDMA on improvement of camp management related aspects from the perspective of safety and security in future</li> </ul>
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#### CEO, Zila Parishad

Phase	Responsibility
<b>Pre- Disaster</b>	<ul style="list-style-type: none"> <li>• Issue instructions and guidelines to ensure GPDP planning in a way that it addresses preparedness needs such as construction of raised toilets, raised hand-pumps, approach roads, culverts, filling up of grounds which can help in camp management</li> <li>• Issue specific instructions and guide respective BDOs to ensure completion of the ongoing schemes specially related to roads, culverts, bunds, raised platforms, drinking water, boats (if any) etc. specific to pre-identified relief camps before the onset of flood season</li> <li>• Conduct Awareness meeting with PRI in collaboration with DDMA.</li> <li>• Participate in all meetings related to flood preparedness including relief camp management at district level and instruct functionaries to participate in such meeting at Sub-Division, Revenue Circle and Village level (as appropriate) and ensure support to agreed actions</li> <li>• Ensure clear instructions to officials in the department at all levels regarding support to be provided in flood management including relief camp management and provide manpower support</li> <li>• Mobilize and allow resource utilization for strengthening basic facilities in identified relief camps including provision of basic amenities shelters/raised platforms constructed by the department</li> <li>• Take steps for dissemination of information up to village level including support in evacuation and search and rescue using the existing network of P&amp;RD department under various schemes</li> <li>• Explore resources and means for repairing and restoration of camp infrastructure damaged due to being used as relief camps in previous year/s</li> <li>• Build capacity of functionaries at all levels to enhance preparedness/resilience to overall disaster management including exclusive capacity building on relief camp management</li> <li>• Prioritize proposals/schemes related to strengthening infrastructure/amenities targeting relief camps</li> </ul>
<b>During Disaster</b>	<ul style="list-style-type: none"> <li>• Monitor deployment of functionaries related to P&amp;RD in flood response including relief camp management as per the district plan of DDMA.</li> <li>• Conduct visit to selected Relief Camps to oversee operations as a part of the Relief Camp Monitoring Team</li> <li>• Participate in review meetings of DDMA and Issue timely instructions to the BDOs/PRI towards meeting immediate support need at camp level which are feasible within the ambit of the department</li> <li>• Support Deputy Commissioner/CEO, DDMA any other matters related to camp management</li> </ul>



<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Participate in post operation review meetings at District level</li> <li>• Conduct post operation visits to oversee the condition of the shelters/raised platforms/department infrastructure used in flood response</li> <li>• Allocate resources/Prioritize proposals under appropriate scheme related to repair and maintenance of any such infrastructure which was damaged because of being used as relief camp/shelter</li> <li>• Instruct BDO/PRI/Officials to support cleanliness of the relief camps so that they can start their original functions</li> <li>• Issue guidance/instructions to BDOs for Identifying infrastructure gaps and guide functionaries on addressing the gaps through proper utilization of schemes implemented through the BDO e.g., MGNREGS</li> <li>• Through structured screening, ensure GPDP plans address preparedness needs for future in the context of camp management</li> <li>• Mobilize PRI to include the renovation/ repairing scheme in the Gaon Sabha/ GPDP</li> </ul>
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#### **Sub-Divisional Officer (Civil)**

<b>Phase</b>	<b>Responsibility</b>
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Pre-Disaster	<ul style="list-style-type: none"> <li>• Ensure Sub-Division level preparedness related to relief camp management and prepare the Sub- Division level Relief Camp Management Plan as per guidelines</li> <li>• Constitute Sub-Division level Relief Camp Monitoring Team &amp; Zonal level Relief Camp Monitoring Team</li> <li>• Coordinate with DDMA in identification of relief camps with provisions for child friendly spaces (as per Annexure-II) looking at safety in the respective Sub-Divisions</li> <li>• Issue specific guidance/instruction at all concerned for ensuring that the designated camps are safe from all hazards, accessible to possible affected communities and the service providers, have basic minimum capacity and facilities to accommodate people.</li> <li>• Ensure that each identified camp's seat (intake) capacity is defined and notified under the Sub- division and shared with DDMA for further approval</li> <li>• Assess financial and resource requirement including procurement and management costs related to camp management in the Sub- Division in consultation with RCOs and submit timely requirement to the DDMA</li> <li>• Selection of vendors at sub-division level to maintaining necessary formalities provide appropriate services at camp level including provision of food, cloth, electricity etc. as and when needed as per the provisions enshrined under Assam Disaster Management Manual, 2015</li> <li>• Organize bi-monthly preparedness meeting with Revenue Circle Officers, Block Development Officers and line Departments under the Sub-Division before the onset of flood season</li> <li>• Coordinate with relevant departments at Sub-Division level involving Circle Officers and BDOs to ensure facilities/services including but not limited to the following in each of the designated camps: <ul style="list-style-type: none"> <li>• Lighting arrangement in residential area, toilets and approach road including arrangement of generators as needed (<u>PWD-E</u>)</li> <li>• Potable water for drinking and other household purposes (at least 20 liters/person/day) (<u>PHED</u>)</li> <li>• Separate, accessible (within 50 meters) and hygienic toilets (<u>PHED</u>)</li> <li>• Separate bathing units for male and female (<u>PHED</u>)</li> <li>• Separate food arrangements for children, pregnant and lactating women, ill and elderly (<u>Health and Social Welfare</u>)</li> <li>• Culturally and age appropriate clothing (if situation warrants) for inmates (<u>Revenue and DM</u>)</li> <li>• Sanitary protection for women and girls (<u>Health and Family Welfare</u>)</li> <li>• Health including regular RCH services, health and hygiene education and psycho-social care arrangements in camps (<u>Health and Family Welfare, Social Welfare particularly DCPUs</u>)</li> <li>• Security and protection arrangement including monitoring of situation of women and children in Relief Camps (<u>Police, VDPs, DCPUs</u>)</li> <li>• Waste management facilities in camps (<u>PHED, ULBs &amp; GPs</u>).</li> <li>• Relevant SBCC materials in local languages (<u>Health and Family Welfare, Social Welfare, Education</u>)</li> <li>• Educational and recreational activities in camps (<u>Education Department</u>)</li> </ul> </li> <li>• In coordination with DDMA and through Circle Officers/BDO, plan and pre-position procured items in strategic locations with a well thought out transportation plan (Mapping all the designated camps against specific storage facilities for GR)</li> <li>• Review status of identification, authorization and orientation of camp in-charge and Assistant Camp Officers on the Inclusive Relief Camp Management in a periodic manner with Revenue Circle Officers and BDOs</li> <li>• Disinfectant drive at all notified Relief Camps/Camps/shelters in advance.</li> <li>• Review local preparedness for camp operation (camp level) before monsoon and on receipt of warning</li> </ul>
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<p style="text-align: center;"><b>During Disaster</b></p>	<ul style="list-style-type: none"> <li>• In view of the COVID-19 situation, managing of relief camps with social distancing is a challenge. People should be encouraged not to leave home just because their frontier is submerged or household is safe within the campus; they would be provided relief materials as per norms.</li> <li>• The vulnerability mapping up to household level should be done immediately so that we can identify which household are least and worst affected. The worst one will populate the camps first enabling the priority wise identification of the camp inmates.</li> <li>• Guide and support Sub-division and Zonal level Relief Camp Management team in setting up of camps and provisions/functions of responsible departments</li> <li>• Monitor operationalization of camps, provisioning of essential services in camps as per pre-defined duty rosters of responsible functionaries at Circle and Camp level</li> <li>• Facilitate immediate decisions to fulfil requirements as per emergent situation in the Sub-Division</li> <li>• Issue appropriate instructions/directives in coordination with DDMA</li> <li>• Ensure that all stakeholders and actions notified are being adhered to</li> <li>• Ensure that vulnerable groups particularly children &amp; women are given particular attention in the areas of health, food &amp; nutrition, Water, Sanitation &amp; Hygiene, safety &amp; security, psycho-social care</li> <li>• Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of (Annexure –II)</li> <li>• Activate Grievance Redressal mechanism for collecting and addressing feedback/complaints from camp inmates</li> <li>• Issue real time instructions to concerned functionaries at Sub-Division level to address grievances</li> <li>• Suggest DDMA on closure of the camps considering the on-ground situation in consultation with Revenue Circle Officers and BDOs</li> </ul>
<p style="text-align: center;"><b>Post Disaster</b></p>	<ul style="list-style-type: none"> <li>• Conduct post operation review meetings with Revenue Circle Officers and BDOs</li> <li>• Conduct post operation visits to oversee the condition of the camps with relevant officials</li> <li>• Ensure cleanliness, repairing and re-institution of the relief camps so that they can start their original functions</li> <li>• Facilitate proper documentation and administrative processes for appropriate settlement.</li> </ul>

## Executive Engineer – Public Health Engineering Department (PHED)

Phase	Responsibility
Pre- Disaster	<ul style="list-style-type: none"> <li>• Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance</li> <li>• Map Water, Sanitation and Hygiene situation of the designated against their stated capacity of intake during emergencies</li> <li>• Designate Camp wise focal points from the PHED department for planning, pre-positioning and delivering WASH services during disasters/emergencies and share their contact details with DEOC</li> <li>• Procure and pre-position (at strategic locations for rapid deployment) materials to construct temporary toilets in the designated camps e.g., Squatting Plates, Tarpaulin, bamboo etc.</li> <li>• Map water supply needs and make arrangements including mobile water treatment vehicles, hand pumps and other sources to meet the water needs in camps</li> <li>• <b>Ensure that existing water sources in the designated camps are tested for quality and necessary measures to decontaminate/purify water are in place well in advance</b></li> <li>• Conduct orientation of staff and ground level designated work-force on Emergency Preparedness for response and their role in relief camps</li> <li>• Develop/adapt social and behavior change communication materials to be used in camps for safe WASH practices and keep them ready for delivery in camps</li> <li>• Ensure that each identified relief camp is given a pre-WASH compliance certificate</li> <li>• Make plans and ensure availability of human resource and materials for arranging basic amenities (water, sanitation and hygiene related) in make shift camp locations, raised platforms etc.</li> <li>• Disinfectant drive at all notified Relief Camps/Camps/shelters in advance</li> </ul>
During Disaster	<ul style="list-style-type: none"> <li>• Be responsible for the overall Water, Sanitation and Hygiene (WASH) facilities and services in the relief camps.</li> <li>• Demonstrate Hand wash and other hygiene practices in the Relief camps.</li> <li>• Implement aggressive awareness drive including installation of additional hand washing facilities in camps (in the context of outbreak of infectious diseases)</li> <li>• Supervise the designated Sectional Officer (Junior Engineer) and other staffs to ensure</li> <li>• availability of water (<i>20 litres/person/day and/or 1 hand pump for 200 persons</i>)</li> <li>• safety of water sources (distance of hand pumps at least 20 feet from toilet)</li> <li>• Adequate latrines are available and temporary latrines are set up as per need (<i>Maximum 50 Meters from the designated residential spaces</i>)</li> <li>• latrine pits are de-sludge on time</li> <li>• separate bathing spaces for male and female</li> <li>• privacy in the toilets and bathing spaces</li> <li>• proper drainage of waste water</li> <li>• monitor safe disposal of solid waste in the available garbage bins or designated locations</li> <li>• Implement supplementary measures as specified in the flood relief camp management guidelines in the context of COVID-19 attached (in Annexure-I).</li> <li>• As part of the Relief Camp Monitoring Team, EE will specifically monitor the quality of the WASH facilities and materials in the relief camps, provide on-site guidance/instruction if there's any scope for improvement and provide SMART recommendations to DDMA/ SDO (Civil) for any WASH related requirement in the relief camps.</li> <li>• Ensure that all the interventions taken up in camps are reported in the master register maintained by the camp in-charge.</li> <li>• Take up the activities in coordination with District administration on their written instructions.</li> </ul>

<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Ensure de-commissioning of temporary WASH infrastructure in camps (as per need)</li> <li>• Ensure that fixed water sources in and around camp along with other affected areas are de-contaminated</li> <li>• Conduct a debriefing for the designated officials on what went well and what needs to improve in future</li> </ul>
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**Joint Director, Health Services – Department of Health and Family Welfare**

<b>Pre- Disaster</b>	<ul style="list-style-type: none"> <li>• Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance</li> <li>• Designate Camp wise focal points from the Health and Family Welfare department (including but not limited to Sub-Divisional Medical and Health Officer, PHC/CHC/State Dispensary/Sub-Centre staff, NHM and IDSP staff) for planning, pre-positioning and delivering health services during disasters/emergencies and share their contact details with DEOC</li> <li>• Develop roster of medical and para-medical staff against designated camps, issue directives to the roster members to: <ul style="list-style-type: none"> <li>• Screen camp inmates for diseases within 24 hours of their entry into camps</li> <li>• Conduct rapid health assessment in all camps on regular basis (not less than once a week)</li> <li>• Identify more quarantine center, isolation center</li> <li>• Identify Makeshift Hospital arrangement</li> <li>• Maintain list of equipment, drugs, etc. for moving to camps</li> <li>• Line listing of Pregnant women and children 0-1 year of age</li> <li>• Awareness on Dos and Don'ts during the village Health Sanitation Nutrition meeting</li> <li>• Ensure provisions for emergency transportation including ambulances for all camps ( an ambulance to be stationed in case of camps having a capacity of 500 and more)</li> <li>• Ensure that all camps are mapped against their nearest health centre and emergency medicine (e.g., anti-venom stock) are available in these health centers</li> </ul> </li> <li>• Map flood vulnerable villages and camps which are endemic to certain vector/water borne diseases and undertake preventive steps to contain disease outbreak</li> <li>• Conduct orientation of Medical and Para-Medical staff on preparedness for response</li> <li>• Ensure that health supplies (including vaccines and medicines) are pre-positioned, contingency plans are ready and transportation arrangements are made to deliver services in camps/safe places where affected people are taking shelter</li> <li>• Develop/adapt disease protocols and communication materials in local language and ensure their availability in designated camps</li> <li>• Identify and designate therapeutic counsellors for deployment on roster basis in the camps and build their capacity to tackle emergency situations</li> <li>• Ensure that frontline workers (ASHA/ANM/MPWs/CHOs) are oriented to provide scenario based health education to camp inmates</li> <li>• Ensure that female gynecologist and obstetricians, pediatricians and other specialized doctors are kept on roster and are oriented/supported to visit the designated camps and provide necessary services</li> <li>• Ensure planning for mosquito and rodent control in the designated camps and ensure timely procurement of necessary items (this is done in general, need to be extended to the camps during emergencies)</li> <li>• Act upon learning points from previous year</li> <li>• Identify additional quarantine shelters/Isolation facilities to house people under quarantine (symptomatic/asymptomatic)</li> <li>• Ensure availability of adequate PPE for frontline workforce in vulnerable locations/camps</li> <li>• Develop plans and mobilize resources for establishing and operating temporary hospitals as per requirement</li> </ul>
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During Disasters	<ul style="list-style-type: none"> <li>• Be responsible for the overall health interventions and services in the relief camps.</li> <li>• Coordinate with ADC &amp; CEO, DDMA/ SDO (Civil) to implement health services in designated camps and other safe shelters</li> <li>• Supervise, guide and monitor the functioning of designated medical and para medical staff in conducting initial screening, weekly rapid health assessment, regular health check-ups and routine immunization in designated camps/safe shelters and child friendly spaces</li> <li>• Ensure availability, transportation and use of basic medical supplies (as per norms) in designated camps</li> <li>• Monitor any disruption in health service delivery and conduct special drives in camps related to vaccination, immunization, special screening etc.</li> <li>• Ensure visit by specialized medical professionals (female obstetricians, pediatricians and other specialized doctors) in camps</li> <li>• As part of the Relief Camp Monitoring Team, JDHS will specifically monitor the quality of the health facilities and services in the relief camps, provide on-site guidance/instruction if there's any scope for improvement and provide SMART recommendations to ADC for any health-related requirements in the relief camps</li> <li>• Ensure that all the interventions taken up in camps are reported in the master register maintained by the camp in-charge</li> <li>• Reporting to head quarter on a regular basis with clear, specific limits.</li> <li>• Arrange fogging to prevent mosquito and other flying insects and related diseases in the relief camps. Eliminate breeding places of mosquito and rodent inside the camp premises.</li> <li>• Conduct special awareness drive, screening and other safety actions related to COVID and other infectious diseases (refer to <b>Annexure-I</b>) to contain spread of any disease in the camps.</li> <li>• Implement all health safety protocols in relief camps</li> <li>• Reflecting on any special need, shortfall of manpower/ drugs etc.</li> <li>• Explore the collaboration with the Doctors of non-governmental organization/ private practitioners etc.</li> </ul>
Post Disaster	<ul style="list-style-type: none"> <li>• Ensure that each of the designated camps have been covered with vector/rodent control (after their closure) to prevent any further outbreak while they get back to their normal function (mostly camps are schools)</li> <li>• Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safe shelters</li> <li>• Conduct a debriefing for the designated officials on what went well and what needs to improve in future</li> </ul>

## District Social Welfare Officer – Department of Social Welfare

Phase	Responsibility
Pre- Disaster	<ul style="list-style-type: none"> <li>Mapping <b>the Child Friendly Space (CFS) in designated relief camps</b> (as in Annexure-II).</li> <li>Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance</li> <li>Designate Camp wise focal points from the Social Welfare department (including but not limited to DCPO, CDPO. Program Coordinators (NNM) and Anganwadi Supervisors, Workers, and Helpers for planning, pre-positioning and delivering essential services (nutrition, child protection, care of vulnerable groups including elderly, disabled and women) during disasters/emergencies and share their contact details with DEOC.</li> <li>Develop roster of Anganwadi workers and helpers as per designated relief camps and ensure their services for the followings:</li> <li>Setting up safe spaces for women and children.</li> <li>Ensure counselling of pregnant women, lactating mothers on Infant and young child feeding during emergencies (during and post flood and other such emergencies)</li> <li>Explore possibility of continuing services provided to children 0-6 years through ICDS centres while they are in the camps</li> <li>Ensure counselling and other activities with Adolescent girls and women (as appropriate) for safer menstrual hygiene management during their stay in the camp</li> <li>Assisting ANM and other health team members in related services</li> <li>Conduct orientation of Social Welfare Functionaries at all levels on preparedness for response</li> <li>Assign Counsellors working under the department for periodic visit and necessary psycho-social support to camp inmates particularly children and women and build their capacities for the same</li> <li>Ensure that frontline workers (Supervisors/AWWs/Helpers) are oriented to provide scenario based health education to camp inmates</li> <li>Explore possibility of procuring culturally appropriate sanitary protection for women and girls in relief camps</li> <li>Explore feasibility of pre-positioning nutrition supplies (mapped against Anganwadi centres) to be used during emergencies in designated camps.</li> </ul>
During Disasters	<ul style="list-style-type: none"> <li>Be responsible for the overall child protection and nutrition services in the relief camps.</li> <li>Coordinate with ADC &amp; CEO, DDMA to implement child protection and nutrition services in designated camps and other safe shelters</li> <li>Supervise, guide and monitor the functioning of designated social welfare staff in conducting their assigned jobs</li> <li>Monitor any disruption in service delivery of anganwadi centres and ensure functioning of child friendly spaces in the designated relief camps where child related services can be delivered</li> <li>Ensure visit by trained counselors (working in the department) in camps on period basis to provide psycho-social support services</li> <li>Ensure that mal-nourished children get special attention and services in the camps and referral (if needed)</li> <li>As part of the Relief Camp Monitoring Team, DSWO will specifically monitor the quality of the child protection and nutrition services in the relief camps, provide on-site guidance/instruction if there's any scope for improvement and provide SMART recommendations to ADC for any related requirements in the relief camps</li> <li>Ensure that all the interventions taken up in camps are reported in the master register maintained by the camp in-charge</li> </ul>

<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safe shelters</li> <li>• Conduct a debriefing for the designated officials on what went well and what needs to improve in future</li> <li>• Conduct lessons learnt meeting with deployed officials and revise the SoP accordingly for the district concerned</li> </ul>
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**District Elementary Education Officer and Inspector of Schools – Department of Elementary Education**

<b>Phase</b>	<b>Responsibility</b>
<b>Pre- Disaster</b>	<ul style="list-style-type: none"> <li>• Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance</li> <li>• Designate Camp wise focal points from the Education department (including but not limited to DPOs, BEEOs, CRCCs, Teaching and Non-Teaching staff for planning, pre-positioning and delivering Education in Emergency related services (and share their contact details with DEOC.</li> <li>• Develop roster of Teaching and Non-Teaching Staff as per designated relief camps and ensure their services for the followings:</li> <li>• Setting up safe spaces for women and children (Child Friendly Spaces).</li> <li>• Age-group wise educational and recreational activities with children in the camp</li> <li>• Support in camp management including data and records management</li> <li>• Map educational needs of children (supplementary education) staying in camps as well as those whose education is impacted because of school being used as relief camps</li> <li>• Coordinate with functionaries of Social Welfare, Health and other relevant departments operational a camp level</li> <li>• Conduct orientation of Functionaries of Education Department at all levels (not limited to teachers) on preparedness for response</li> <li>• Explore feasibility of pre-positioning ‘Education in Emergency’ supplies such as emergency education kit (Including stationaries, recreation kits, story book collection and additional supply of text book) for children in camps.</li> <li>• Explore feasibility of establishing temporary educational infrastructure (such as tents, temporary schools with locally available materials) for schools which are regularly used as relief camps and suffer loss of instructional days.</li> <li>• Ensure mechanism for rapid re-start of schools used as camps</li> </ul>
<b>During Disasters</b>	<ul style="list-style-type: none"> <li>• Be responsible for the overall education services in the relief camps.</li> <li>• Coordinate with ADC &amp; CEO, DDMA to implement education services in designated camps and other safe shelters</li> <li>• Supervise, guide and monitor the functioning of designated education department staff in conducting their assigned jobs</li> <li>• Monitor any disruption in service delivery of schools and ensure functioning of child friendly spaces in the designated relief camps</li> <li>• As part of the Relief Camp Monitoring Team, IS/DEEO will specifically monitor the quality of the education and recreation services in the relief camps, provide on-site guidance/instruction if there’s any scope for improvement and provide SMART recommendations to ADC for any education- related requirements in the relief camps</li> <li>• Ensure that all the interventions taken up in camps are reported in the master register maintained by the camp in-charge</li> </ul>



<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safe shelters</li> <li>• Conduct a debriefing for the designated officials on what went well and what needs to improve in future</li> <li>• Conduct lessons learnt meeting with deployed officials and revise the SoP accordingly for the district concerned</li> </ul>
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## District Project Officer – District Disaster Management Authority (DDMA)

Phase	Responsibility
Pre-disaster	<ul style="list-style-type: none"> <li>• He will act as a nodal officer to establish a network with NGOs in the district and liaise on regular basis and ensure their participation in DDMA.</li> <li>• Ensure timely reporting at all levels</li> <li>• Coordinate with FOs and other department officials</li> <li>• Facilitate the selection and designation of relief camps including child friendly spaces in emergencies</li> <li>• Map stakeholders for relief camp management in the respective district</li> <li>• Support the DC/ADC (CEO-DDMA) in issuing letters and directives to concerned departments/stakeholders</li> <li>• Make/update e-directory of camps with coordinates, seat capacity capacity, status of basic amenities/facilities and name with contact details of designated officials</li> <li>• Design and develop/adapt modules/plans for capacity building of responsible stakeholders on relief camp management in consultation with ASDMA (HQ)</li> <li>• Visit designated camp sites (pre-disaster) and make consultative plans on camp lay out for effective planning with stakeholders</li> <li>• Develop and share in advance various protocols including reporting template, camp-inmates' ID card/tickets, registers at camp level for registering services provided by departments and others in camp etc.</li> <li>• Develop own understanding and orient Field Officers on relief camp assessment scorecard</li> <li>• Support DC/ADC in ensuring all preparedness actions are done related to relief camp operationalization and management</li> </ul>
During Disaster	<ul style="list-style-type: none"> <li>• Support DC/ADC in operationalizing camps</li> <li>• Support DC/ADC in issuing real time orders/notifications</li> <li>• Coordinate with respective departments/stakeholders and ensure timely and well-coordinated response</li> <li>• Map additional stakeholders pouring in with resources during response phase</li> <li>• Assist the concerned ADC to coordinate the field visits as part of the Relief Camp Monitoring Team.</li> <li>• Activate Relief Camp Assessment by designated 'Assessors' for a comprehensive picture</li> <li>• Develop and share SitReps to ASDMA with complete information on camps and services provided in camps (As per agreed template)</li> <li>• Assess camp wise needs and support deployment of resources (real time) as per need/gaps</li> <li>• Assess and advise the DC/ADC on the closure of the camps</li> </ul>
Post Disaster	<ul style="list-style-type: none"> <li>• Monitor the camp closure process particularly cleaning and re-instigation of the camp site to its original position (particularly schools)</li> <li>• Compile (with support of ASDMA) camp wise scores and findings of the monitoring visit and debrief the stakeholders on future considerations</li> <li>• Develop action plan for improving relief camp management for next phase/year based on the current experience</li> <li>• Support DC/ADC in revision of the SoP, including/excluding relevant/irrelevant stakeholders and making it more useable/practicable</li> </ul>

## District Veterinary Officer

Phase	Responsibility
Pre-flood	<ul style="list-style-type: none"> <li>Identify high lands where green fodder is available like tea gardens, PGR/VGR etc. and arrange for collection of green fodder from Tea garden management authority</li> <li>Lead the process of identification of cattle shelter for floods in coordination with Chairperson/CEO, DDMA and instruct officials to lead the same at Sub-Division, Revenue Circle and Village level in coordination with SDO (Civil), Revenue Circle Officer and Block Development Officer</li> <li>Prepare preparedness plan for cattle rescue and transfer to safe shelters.</li> </ul>
	<ul style="list-style-type: none"> <li>Coordinate with DDMA to identify relief camps which also have capacity/provision to shelter cattle</li> <li>Procure and pre-position cattle feed/vaccines etc. at strategic locations to cater to needs of all identified cattle shelters</li> <li>Coordinate with DDMA/SDO (Civil)/RCO and plan for transportation and distribution of cattle feed in identified camps/shelters</li> <li>Identify and strategize manpower and material for safe disposal animal carcasses away from human shelters/relief camps in coordination with DDMA/ SDO (Civil)</li> <li>Build capacity of department's workforce in effective management cattle shelters/camps including safe disposal animal carcasses</li> <li>Participate in all preparedness meetings at district level and instruct officials to participate in the same at Sub-Division, Revenue Circle and village level (as feasible)</li> </ul>
During Disaster	<ul style="list-style-type: none"> <li>Rescue of animals during flood and other disaster situation and bring them to relief camps</li> <li>Ensure proper reporting of daily flood report/situation report (in prescribed format to RCO/DDMA) and documentation</li> <li>To ensure prevention of epidemic diseases with livestock health and vaccination programme (pre-flood, during and post flood scenario)</li> <li>Ensure provision of temporary shelters for animals in previously recognized higher platforms</li> <li>Distribution of feed and fodder to the farmers affected by the flood or other disasters</li> <li>Collect green fodder from Tea Estate and other sources.</li> <li>Distribution of veterinary medicines and feed supplements at the relief camps, where cattle farmers are taking shelter</li> <li>Organizing animal health camp in affected area (during and post flood relief camps) – to organize animal health camps schools, GP offices or other raised areas which have been used as Relief Camps</li> <li>Sensitization of affected areas with bleaching powder. Ensure disinfection of affected cattle sheds by IRT and other local bodies with strict supervision of departmental officials</li> <li>Ensure safe carcass disposal from the flood/disaster affected areas during and after disaster with the help of civil administration</li> <li>Ensure compensations of livestock loss of farmers with the help of civil administration</li> <li>Coordination with local Govt. and Non Govt. bodies for further action during disaster situation</li> </ul>
Post Disaster	<ul style="list-style-type: none"> <li>Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safe shelters</li> <li>Conduct a debriefing for the designated officials on what went well and what needs to improve in future</li> <li>Conduct lessons learnt meeting with deployed officials and revise the SoP accordingly for the district concerned</li> </ul>

## Deputy Director, Food and Civil Supplies

Phase	Responsibility
Pre- Disaster	<ul style="list-style-type: none"> <li>• Coordinate with DDMA/SDO (Civil)/Revenue Circle Officer and collect the details regarding identified relief camps with detailed coordinates</li> <li>• Coordinate DDMA/SDO (Civil)/Revenue Circle Officer and collect detailed GR requirement and make procurement/supply plans accordingly, make transportation arrangements in advance</li> <li>• Instruct Supply Inspectors to develop Revenue Circle level transit plan for transportation of GR to designated relief camps and share the plan with RCO</li> <li>• Maintain sufficient stock (including buffer stock) of rice and other GR items at all levels particularly during the flood season (March-October), liasoning with FCI and open market stocks</li> <li>• Pre-position GR stock at strategic locations for covering vulnerable hard to reach areas which may get cut off during floods</li> <li>• Maintain sufficient stock of PoL at all levels including maintaining buffer stock for flood season</li> <li>• Participate in all preparedness meetings at district level and instruct officials to participate in such meetings at Sub-Division and Revenue Circle level</li> <li>• Conduct meeting with supply officials to review their plans and exchange locations and capacity of camps</li> <li>• Be ready to support DDMA in any other related matter with regard to GR and supplies in the context of relief camp management</li> </ul>
During Disaster	<ul style="list-style-type: none"> <li>• Ensure timely mobilization and transportation of GR to all designated places and relief camps</li> <li>• Effectively manage human resource to reduce time laps and increase efficiency in supplies</li> <li>• Update Chairperson/CEO, DDMA/SDO (Civil) and Revenue Circle Officer on action taken and issues and challenges</li> <li>• Execute transit plan for GR in a smart and strategic manner to ensure holistic coverage in relatively less time.</li> <li>• Ensure timely requisition and refilling of stock of essential supplies</li> <li>• Support RCO in distribution of GR as per norms in relief camps</li> <li>• Regularly review response with Supply Officials</li> </ul>
Post Disaster	<ul style="list-style-type: none"> <li>• Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safe shelters</li> <li>• Conduct a debriefing for the designated officials on what went well and what needs to improve in future</li> <li>• Conduct lessons learnt meeting with deployed officials and revise the SoP accordingly for the district concerned</li> <li>• Improve departmental infrastructure and skills of the manpower based on learning for better delivery of services in future emergencies</li> </ul>

## Revenue Circle Officer

Phase	Responsibility
Pre Disaster	<ul style="list-style-type: none"> <li>• Be responsible for identification of relief camps with provisions for child friendly spaces in the respective Revenue Circle/Community Development Block in due consultation with concerned departments and submit it to DC/ SDO (Civil) and DDMA for approval</li> <li>• Ensure that designated camps are safe from all hazards, accessible to possible affected communities and the service providers, have basic minimum capacity and facilities to accommodate people.</li> <li>• Ensure that each identified camp's seat capacity is defined and notified as per social distancing norms (current COVID Context and future infectious disease outbreak context) under the Revenue Circle/CD Block and shared with SDO (Civil) and DDMA</li> </ul>
Pre Disaster	<ul style="list-style-type: none"> <li>• Assess financial and resource requirement related to operation and management of camps in the Revenue Circle/CD Block and appraise DC/SDO (Civil) in time before the onset of flood season</li> <li>• Participate in bi-monthly preparedness meeting with SDO (Civil) at Sub-Division level before the onset of flood season and also participate in pre-flood meetings of DDMA with relevant plans and details</li> <li>• Organize Relief Camp Management Training among the notified staff and officers, NGOs/CBOs etc.</li> <li>• Coordinate with relevant departments at Revenue Circle level to ensure facilities/services in each of the designated camps: <ul style="list-style-type: none"> <li>○ Lighting arrangement in residential area, toilets and approach road including arrangement of generators as needed (<u>PWD-E</u>)</li> <li>○ Potable water for drinking and other household purposes (at least 20 liters/person/day) (<u>PHED</u>)</li> <li>○ Separate, accessible (within 50 meters) and hygienic toilets (<u>PHED</u>)</li> <li>○ Separate bathing units for male and female (<u>PHED</u>)</li> <li>○ Separate food arrangements for children, pregnant and lactating women, ill and elderly (<u>Health and Social Welfare</u>)</li> <li>○ Culturally and age appropriate clothing (if situation warrants) for inmates (<u>Revenue and DM</u>)</li> <li>○ Sanitary protection for women and girls (<u>Health and Family Welfare and ASRLM</u>)</li> </ul> </li> <li>• Health including regular RCH services, health and hygiene education and psycho-social care arrangements in camps (<u>Health and Family Welfare, Social Welfare particularly DCPUs</u>)</li> <li>• Security and protection arrangement including monitoring of situation of women and children as well as separate species such as breast-feeding spaces in camps (<u>Police, VDPs, DCPUs</u>)</li> <li>• Waste management facilities in camps (<u>PHED, GP and ULBs</u>)</li> <li>• Relevant SBCC materials in local languages (<u>Health and Family Welfare, Social Welfare, Education</u>)</li> <li>• Educational and recreational activities in camps (<u>Education Department</u>)</li> <li>• Share templates and formats with camp in-charges for data management including registration of people taking shelter in camps</li> <li>• In coordination with DDMA/SDO (Civil), plan and pre-position procured items in strategic locations with a well thought out transportation plan (Mapping all the designated camps against specific storage facilities for GR) in the Revenue Circle</li> <li>• Identification authorize and orient camp in-charge and Assistant Camp Officers on Inclusive Relief Camp Management in a periodic manner in consultation with SDO (Civil) and DDMA. This will include issuance of ID Card to Camp In-charges</li> </ul>

<p style="text-align: center;"><b>Pre Disaster</b></p>	<ul style="list-style-type: none"> <li>• Review local preparedness for camp operation (camp level) before monsoon and on receipt of warning, develop minutes of the review and submit detailed report to SDO (Civil) and DDMA</li> <li>• Identify NGOs/CBOs present/having projects in the Revenue Circle and make a plan for effective utilization of their support in camp management process including sharing details of camps identified, population targeted and type of services to be provided. This shall include finalization of list of NGOs, delegation of responsibilities including in evacuation, camp management, relief distribution etc.</li> <li>• Formation of Evacuation and Rescue teams at Circle and Village level with participation of stakeholders from various government department, NGOs and communities. The citizens should know when and how to reach their designated relief camps as per plan.</li> <li>• Ensure provision for motor transport (boat/Vehicle) to evacuate people to designated relief camps.</li> <li>• Make a plan in advance to discourage shelter in embankments by arranging alternate camp sites as feasible</li> <li>• Arrange for distribution of relief in the camps in a systematic manner.</li> <li>• Constitute in advance camp management committees for each designated camp including members from Revenue, P&amp;RD, Health, PHED and Social Welfare</li> <li>• Regularly assess and evaluate the open market stock and GPSS (Cooperative Society) of rice through Supply Inspector and stock of PoL in Petrol Pumps</li> <li>• Submit a standard compliance cum camp wise preparedness report to DC/ SDO (Civil) well in advance of the flood season</li> </ul>
<p style="text-align: center;"><b>During Disaster</b></p>	<ul style="list-style-type: none"> <li>• Be responsible for evacuation of people to designated relief camps (as pre-identified plan) in the event of receipt of warning for possible flood with activation of Circle and Village level evacuation teams</li> <li>• Be responsible for coordinating setting up of camps and provisions/functions of responsible departments under the jurisdiction of Revenue Circle</li> <li>• Operationalize camps, provisioning of essential services in camps as per pre-defined duty rosters of responsible functionaries at Revenue Circle and Camp level</li> <li>• Ensure proper registration and data management in camps as per pre-defined templates</li> <li>• Ensure that camp inmate families are provided with tickets during entry/registration. The ticket should have their identity, and details of services/supplies received during their stay in the camp and should be updated as and when they are provided with any supply/service</li> <li>• Ensure that all stakeholders and actions notified are being adhered to. Issue realtime instructions in accordance with the provision of the camp management guideline and report to DC/SDO (Civil) for any deviation and non-compliance related issue by stakeholders</li> <li>• Take appropriate action and ensure that vulnerable groups particularly children and women are given particular attention in the areas of health, food and nutrition, Water, Sanitation and Hygiene,</li> <li>• safety and security, psycho-social care</li> <li>• Ensure distribution of GR as per norms in the camps</li> <li>• Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of</li> <li>• Ensure that GR Display Board is being provisioned in each designated camps which is updated on daily basis</li> <li>• Activate Grievance Redressal mechanism for collecting and addressing feedback/complaints from camp inmates. Appraise the DC/SDO (Civil) on concerns and feedback received.</li> <li>• Recommend DC/SDO (Civil) on closure of the camps considering the on-ground situation in</li> </ul>

<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Conduct post operation review meetings with Camp in Charges and relevant departments and participate in such meetings at Sub-Divisional level and District level</li> <li>• Conduct post operation visits to oversee the condition of the camps with relevant officials</li> <li>• Ensure cleanliness (disinfection and whitewash), repairing and re-institution of the relief camps so that they can start their original functions -</li> <li>• Facilitate proper documentation and administrative processes for appropriate settlement</li> </ul>
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## Block Development Officer

Phase	Responsibility
Pre Disaster	<ul style="list-style-type: none"> <li>• Work in close coordination with DDMA and Revenue Circle Officer in the process of identification of camps.</li> <li>• Map existing infrastructure created/promoted by the Block Development Office which can be used for flood relief camps for human or for animals and share the list with Revenue Circle Officer (RCO)</li> <li>• Ensure basic minimum facilities including drinking water and sanitation, hand washing facilities in such infrastructures which are mapped for setting up relief camps</li> <li>• Conduct orientation/trainings of PRIs/SHGs and beneficiaries/participate in trainings conducted by DDMA/SDO (Civil)/RCO on matters related to disaster management including relief camp management.</li> <li>• Participate in preparedness meetings at DDMA/Sub-Division level before the onset of flood season as and when called for</li> <li>• Develop and regularly update a list of manpower (staff and volunteers) of the department who can be engaged in disaster response including relief camp management and to ensure training/ orientation.</li> <li>• Support DDMA/ SDO (Civil)/ Revenue Circle Officer in coordination with relevant departments/stakeholders to ensure facilities/services as per guidelines</li> <li>• Issue timely notifications to Gaon Panchayats for support in flood response including relief camp management</li> <li>• Agree on pre-identified responsibilities between the Revenue and Gaon Panchayat officials in camp management process</li> <li>• Support Revenue Circle Officer to plan and pre-position procured items in strategic locations with a well thought out transportation plan (Mapping all the designated camps against specific storage facilities for GR) in the Revenue Circle</li> <li>• Identify NGOs/CBOs/ SHGs etc. who can support in camp management process, develop their deployment roster in coordination with Revenue Circle Officer &amp; orient them on their role e.g. in the context of organizing GR distribution, support in operating child friendly spaces etc.</li> <li>• Before floods, complete the ongoing schemes specially related to roads, culverts, raised platforms, drinking water etc. specific to pre-identified relief camps including repairing of Panchayat owned boats before the onset of flood season</li> <li>• Facilitate GPDP planning in a way that it address preparedness needs such as construction of raised toilets, raised hand-pumps, approach roads, culverts, filling up of grounds which can help in camp management</li> </ul>
During Disaster	<ul style="list-style-type: none"> <li>• Support RCO in setting up of camps and provisions/functions of responsible departments under the jurisdiction of Revenue Circle/CD Block</li> <li>• Monitor deployment of functionaries related to P&amp;RD in flood response including relief camp management</li> <li>• Jointly with RCO, ensure stakeholders and actions notified are being adhered to. Issue realtime instructions in accordance with the provision of the camp management guideline and report to DC/ SDO (Civil) for any deviation and non-compliance related to issue by stakeholders</li> <li>• Ensure mobilization of frontline workforce including NGOs/ CBOs/SHGs who have been pre- identified and oriented to support relief camp management process</li> <li>• Participate in reviews conducted by DDMA/SDO (Civil)/RCO</li> <li>• Support Revenue Circle Officer in any other matters related to camp management</li> </ul>



<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Participate in post operation review meetings with Camp in Charges and relevant departments and participate in such meetings at Sub-Divisional level and District level</li> <li>• Conduct post operation visits to oversee the condition of the camps with relevant officials</li> <li>• Jointly with RCO, ensure cleanliness, repairing and re-instigation of the relief camps so that they can start their original functions</li> <li>• Facilitate proper documentation and administrative processes for appropriate settlement.</li> <li>• Identify gaps infrastructure and guide functionaries on addressing the gaps through proper utilization of schemes implemented through the BDO e.g., MGNREGS</li> <li>• Facilitate GPDP planning in a way that it address preparedness needs for future in the context of camp management</li> </ul>
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### Public Works Department (Buildings)

<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Develop Department level preparedness plan</li> <li>• Identify core teams for technical/engineering support/decision making in disaster situations</li> <li>• Develop manuals and guidelines for safe construction practices</li> <li>• Conduct training of staff in latest advancements of engineering, demolition techniques, health monitoring of infrastructure assets, seismic strengthening and retrofitting of buildings, critical infrastructure protection, DM</li> <li>• Maintain inventory list of all key equipments and tools in the state that can be mobilized for response and recovery efforts</li> </ul>
<b>Prevention &amp; Mitigation</b>	<ul style="list-style-type: none"> <li>• Integrate risk reduction as a component in design and construction practice of the department</li> <li>• Identify weak lifeline buildings and develop strategy for strengthening/retrofitting so as to minimize damage/disruption</li> <li>• Undertake vulnerability assessment of buildings and determine mitigation options</li> <li>• Establish mitigation fund within the department</li> <li>• Ensure/undertake checks to ensure infrastructure remains in operational condition, should disaster occur</li> <li>• Preposition emergency supplies and equipments/tools in high risk concentration areas</li> <li>• Undertake prevention/protection/structural rehabilitation/retrofitting measures of lifeline buildings</li> <li>• Provide regular capacity building / training for staff to undertake vulnerability assessment of critical lifelines, develop mitigation options</li> <li>• Ensure all design and construction in the department are in compliance to Indian Construction Codes of Practice (BIS) and National Building Code</li> <li>• Work towards Performance Based Seismic Design</li> <li>• Categories structural performance / vulnerability assessment on the basis of the performance based design parameters</li> <li>• Establish 'Building Clinic' with adequate trained staff to advise on strengthening and retrofitting of lifeline buildings/infrastructure</li> </ul>
<b>Alert &amp; Warning Stage</b>	<ul style="list-style-type: none"> <li>• Undertake emergency repairs/shoring measures</li> <li>• Secure tools and equipments in safe locations, pre-position if needed</li> <li>• Establish emergency communication network (inter/intradepartmental)</li> </ul>

Response	<ul style="list-style-type: none"> <li>• Direct department engineering cadre for emergency response operations</li> <li>• Coordinate temporary repairs to buildings and related infrastructure</li> <li>• Undertake damage assessment of buildings and related infrastructure</li> <li>• Undertake emergency repair and shoring of buildings</li> <li>• Undertake construction of temporary structures and supporting structures to provide basis services to the affected population</li> <li>• Controlled demolition and shoring up of buildings which have turned hazardous due to severe damage/tilting/settlement etc</li> </ul>
Recovery & Rehabilitation	<ul style="list-style-type: none"> <li>• Participate in conduct of structural damage assessments</li> <li>• Guide urban authorities and line agencies on structural repair works and package development of repair/reconstruction scheme for housing and related social infrastructure</li> <li>• Undertake detailed damage assessment of buildings</li> <li>• Advise reconstruction/recovery of buildings and community infrastructure</li> <li>• Coordinate, monitor progress and prepare report - repair, reconstruction and strengthening/retrofitting of buildings</li> <li>• Prepare estimates and undertake repair/strengthening works</li> <li>• Provide technical guidance/guidelines for construction of new buildings</li> <li>• Supervise the civil work activities and ensure safe construction practices are streamlined during Recovery/Reconstruction phase</li> </ul>

### Transport Department

Preparedness	<ul style="list-style-type: none"> <li>• Carry out conditional survey of all routes and determine risk spots and actions to be taken</li> <li>• Determine possible routes for evacuation for all settlements located in severe hazard prone areas of the state</li> <li>• Check availability of vehicle/resources for evacuation</li> <li>• Develop department wide preparedness plan</li> <li>• Prepare inventory of vehicles that can cater for evacuation, dispatch of response teams, or emergency supplies</li> <li>• Train drivers to operate in extraordinary times and difficult/missing routes, provide training in GPS enabled navigation system</li> </ul>
Prevention & Mitigation	<ul style="list-style-type: none"> <li>• Allocate resources for undertaking structural mitigation activities of the department facilities</li> <li>• Direct line departments to take actions on identified risk spots or vulnerable stretches, strengthen if required</li> </ul>
Alert & Warning Stage	<ul style="list-style-type: none"> <li>• Make a quick assessment of population that requires evacuation or movement to safe locations/shelters</li> <li>• Control and restrict vehicular traffic to risk prone areas</li> <li>• Keep emergency vehicles on stand-by at pre-identified locations</li> <li>• Ensure sufficient supply of fuel and resources for departmental person to function/undertake activities</li> </ul>

Response	<ul style="list-style-type: none"> <li>• Facilitate movement of emergency personnel and equipment to affected site</li> <li>• Facilitate movement of emergency supplies: water, food and fuel</li> <li>• Facilitate movement of emergency medical supplies and first responders to affected site</li> <li>• Move population to safe areas and back on clearance from the administration</li> <li>• Facilitate smooth movement of services in disaster affected areas, without causing disruption along regular routes</li> <li>• Maintain and operate round the clock connectivity to all areas</li> <li>• Control and restrict vehicular traffic movement to disaster affected areas</li> </ul>
Recovery & Rehabilitation	<ul style="list-style-type: none"> <li>• Provide recovery support to line agencies</li> <li>• Assess damage to transport infrastructure</li> <li>• Coordinating the reinstatement of transport services and infrastructure</li> </ul>

### Information and Public Relations Department

Preparedness	<ul style="list-style-type: none"> <li>• Undertake education and awareness programmes among masses, build societal awareness</li> <li>• Take steps towards enhancing department level preparedness to hazard risks in the state</li> <li>• Guide media houses on the coverage/reporting on disaster situation, through guidelines or through order</li> <li>• Coordinate with Assam Telecom Circle to ensure communication support during early warning/disaster period</li> </ul>
Prevention & Mitigation	<ul style="list-style-type: none"> <li>• Step up departmental level activities focusing on mitigation</li> <li>• Periodically check the communication line to ensure connectivity at all times</li> </ul>
Alert & Warning Stage	<ul style="list-style-type: none"> <li>• Disseminate warnings to communities based on established warning protocol</li> <li>• Flash warning message on radio and television network</li> <li>• Gather authentic information about situation on the field</li> <li>• Mobilise personnel to areas prone to disaster</li> <li>• Curb spread of wrong information, rumours, non-scientific/non-verified forecasts</li> </ul>

Response	<ul style="list-style-type: none"> <li>• Coordinate a large scale response to disaster</li> <li>• Collect reliable information from the field</li> <li>• Remain as a focal point for release of official and updated information to the media and the public</li> <li>• Regular sharing of information about the disaster and highlight actions undertaken or planned</li> <li>• Broadcast essential information through radio and television</li> <li>• Provide key information and messages through public loud speakers (in field)</li> <li>• Establish media information centre if necessary</li> <li>• Liaison with media agencies – print and electronic media</li> <li>• Coordinate with information centre</li> <li>• Undertake press briefings and provide official version</li> <li>• Provide regular updates to departments, key personnel/decision makers and public</li> </ul>
Recovery & Rehabilitation	<ul style="list-style-type: none"> <li>• Provide support to the recovery operation</li> <li>• Document recovery and rehabilitation efforts</li> <li>• Oversee efforts towards restoration activities undertaken by Assam Telecom Circle and service providers</li> <li>• Document cases / lessons from the field and dissemination of findings</li> </ul>

### Water Resources Department

Preparedness	<ul style="list-style-type: none"> <li>• Update State and District wide contingency plan in consultation with the administration</li> <li>• Update embankment maintenance manual</li> <li>• Activate flood monitoring in all flood prone areas, capture information through flood bulletins</li> <li>• Establish coordination linkages with village teams for embankment strengthening and safety</li> <li>• Undertake mapping of vulnerable areas and risk spots</li> </ul>
Prevention & Mitigation	<ul style="list-style-type: none"> <li>• Undertake flood protection and erosion management measures</li> <li>• Construction/strengthening/maintenance of embankment</li> <li>• Undertake measures and direct action towards ensure embankment safety</li> <li>• Undertake mitigation actions across the department following the design criteria mentioned in the guidelines for the preparation of DPR of Central Water Commission, Govt of India.</li> <li>• Conduct pre-monsoon preparedness meeting (April) to take stock of current status, discuss about critical areas, revisit protocol and operating procedures, preparedness checked.</li> <li>• Identify active channel causing erosion and take remedial measures</li> </ul>
Alert & Warning Stage	<ul style="list-style-type: none"> <li>• Associated with the IMD (to know the rainfall pattern and short term forecasts) and CWC (flood information, to know the flood level)</li> <li>• Maintain Flood Bulletin Chart in all stations.</li> <li>• Embankment Maintenance Manual</li> <li>• Watch flood protection work at all times, with support of locals</li> <li>• Observe and collect local data to determine flashfloods</li> </ul>

Response	<ul style="list-style-type: none"> <li>• Translate department action based on rainfall forecast and flood information</li> <li>• Activate response plan on the basis of the flood bulletin</li> <li>• Ensure safety of embankments, take immediate protection measures to prevent breach</li> </ul>
Recovery & Rehabilitation	<ul style="list-style-type: none"> <li>• Undertake possible interventions to minimize further damage</li> <li>• Undertake emergency and long term flood protection works, embankments</li> </ul>

#### APDCL

Preparedness	<ul style="list-style-type: none"> <li>• Undertake DM plan preparation for department and guide support agencies in formulation of their plans</li> <li>• Undertake condition survey of existing infrastructure and pin-point areas for intervention</li> <li>• Skill up gradation and training of staff in DM</li> <li>• Restoration Plan of supply following an interruption across services, communication to all service agencies for preparedness measures and</li> <li>• installation of back-up measures</li> </ul>
Prevention & Mitigation	<ul style="list-style-type: none"> <li>• Conduct vulnerability assessment of buildings and power infrastructure</li> <li>• Determine fragility of infrastructure to hazard risks and determine mitigation and non-structural mitigation actions</li> <li>• Establish mitigation fund and prioritize actions for risk reduction within the power sector</li> <li>• Identify weak spots in allied/liked infrastructure or power dependent sectors and recommendations</li> </ul>
Alert & Warning Stage	<ul style="list-style-type: none"> <li>• On receipt of advisory, maintain vigil and undertake inspection works wherever necessary</li> <li>• Undertake emergency repaired works if necessary</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Undertake rapid assessment/inspection of damage to power infrastructure</li> <li>• Undertake emergency repair of damage poles, other equipments</li> <li>• Dispatch quick response teams for restoration of power lines</li> <li>• In association with line agencies, address disruption to lifelines water and sewerage service, transport; arrange for alternate power supply arrangement at critical facilities</li> <li>• Restore power supply to key lifeline /emergency services such as health care, decision support buildings, industries etc</li> </ul>
Recovery & Rehabilitation	<ul style="list-style-type: none"> <li>• Undertake detail damage assessment to power infrastructure</li> <li>• Take steps towards speedy repair and complete restoration of services</li> <li>• Document lessons learnt and incorporate/update in the Power sector DM plan</li> </ul>

## Public Works Department (Roads and Bridges)

Preparedness	<ul style="list-style-type: none"> <li>• Develop Department level preparedness plan</li> <li>• Identify core teams for technical/engineering support/decision making in disaster situations</li> <li>• Develop manuals and guidelines for safe construction practices</li> <li>• Conduct training of staff in latest advancements of engineering, demolition techniques, health monitoring of infrastructure assets, seismic strengthening and retrofitting, critical infrastructure protection, DM</li> <li>• Maintain inventory list of all key equipments and tools in the state that can be mobilised for response and recovery efforts</li> </ul>
Prevention & Mitigation	<ul style="list-style-type: none"> <li>• Integrate risk reduction as a component in design and construction practice of the department</li> <li>• Identify weak communication/infrastructure links and develop strategy to minimize disruption</li> <li>• Undertake vulnerability assessment of assets and determine mitigation options</li> <li>• Establish mitigation fund within the department</li> <li>• Ensure/undertake checks to ensure infrastructure remains in operational condition, should disaster occur</li> </ul>
Prevention & Mitigation	<ul style="list-style-type: none"> <li>• Preposition emergency supplies and equipments/tools in high risk concentration areas</li> <li>• Undertake prevention/protection/structural rehabilitation/retrofitting measures of critical infrastructure or connectivity links</li> <li>• Provide regular capacity building / training for staff to undertake vulnerability assessment of critical lifelines, develop mitigation options</li> <li>• Ensure all design and construction in the department are in compliance to Indian Construction Codes of Practice(BIS)</li> <li>• Work towards Performance Based Seismic Design</li> <li>• Categories structural performance / vulnerability assessment on the basis of the performance based design parameters</li> </ul>
Alert & Warning Stage	<ul style="list-style-type: none"> <li>• Undertake emergency repairs/shoring measures</li> <li>• Determine routes for mobilization of resources</li> <li>• Secure tools and equipments in safe locations, pre-position if needed</li> <li>• Establish emergency communication network (inter/intradepartmental)</li> </ul>
Response	<ul style="list-style-type: none"> <li>• Direct department engineering cadre for emergency response operations</li> <li>• Provide equipment support for search and rescue</li> <li>• Coordinate the supply of goods and services</li> <li>• Undertake damage assessment of lifeline infrastructure</li> <li>• Coordinate temporary repairs to damaged infrastructure</li> <li>• Establish missing road-links</li> <li>• Cleaning and removal of debris from communication infrastructure to ease flow of goods and emergency supplies</li> <li>• Undertake emergency repair of roads/communication and shoring of buildings</li> <li>• Create / Provide emergency access in areas which communication links are lost/damaged severely during the event</li> <li>• Undertake construction of temporary structures and supporting structures to provide basic services to the affected population</li> <li>• Removal of debris flow, conduct clearance operations and re-establishment of roads and bridges</li> <li>• Construction of emergency structures (levees among others) to control flood risk</li> </ul>

<b>Recovery &amp; Rehabilitation</b>	<ul style="list-style-type: none"> <li>• Participate in conduct of structural damage assessments</li> <li>• Guide urban authorities and line agencies on structural repair works and package development of repair/reconstruction scheme for housing and social infrastructure</li> <li>• Undertake detailed damage assessment of critical infrastructure</li> <li>• Advise reconstruction/recovery of infrastructure</li> <li>• Coordinate, monitor progress and prepare report - repair, reconstruction and strengthening/retrofitting of infrastructure</li> <li>• Prepare estimates and undertake repair/strengthening works</li> <li>• Supervise the civil work activities and ensure safe construction practices are streamlined during Recovery/Reconstruction phase</li> </ul>
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## **The Child Friendly Spaces (CFS)**

Child Friendly Spaces (CFS) are the designated place within the relief camps, where children are provided a safe environment, integrated programs including play, re-creation, education, health and psycho-social support to be delivered by the related line department/agencies. The purpose of CFS is to support the resilient and well-being of children and young people through, structured activities conducted by community/ line departments in a safe, friendly and stimulating environment. The detail guideline for operationalize the CFS in the current context of COVID-19 has been enclosed at **Annexure-II**.

## **Camp Level SoPs:**

***Gaon Burah / P & RD Officials / PRI Members (GP President/AP Member/Ward Member)/***

### **VCDC (Chairman and Members) in 6<sup>th</sup> scheduled areas**

- Coordinate with Circle Officer and local government functionaries responsible for camp management.
- Follow the Directives issued by DDMA/RC Administration on services to be provided in camp
- Support Circle Administration in pre-identification of camps, pre-positioning of essential items (as the case may be) and other preparatory processes related to camp management
- To undertake measures to pre-identify the community halls of the Panchayat & Rural Development department located in high lands which can be used as relief camps during flood or any other disasters
- Help the local civil administration to select pre-identified areas for proper disposal of waste materials/ hazardous materials in order to maintain hygiene and cleanliness of the relief camp campus
- Participate in capacity building initiatives undertaken by the CO on Camp/Disaster Management
- Identify volunteers and leading citizens and encourage them to support in managing day to day affairs in the camp
- Support operationalization of the camp including public announcement, general administration of the camp (including management of supplies).
- Keep an inventory of all supplies, materials and services provided in the camp

- Properly plan schedule of services (registration of inmates, food distribution/preparation, organization of kitchen, services to children, pregnant women, lactating mothers, diseased, disabled, elderly etc.)
- Support in establishing help-desk in the camp which remains functional throughout camp duration.
- Support arranging locally available materials as may be required for various camp needs
- Provide information and encourage camp inmates to return to their homes as the situation improves
- Support Revenue Circle Administration in any other function as and when required related to relief camp management

#### **School Teacher**

- Participate in capacity building activities conducted by the DDMA/RC Administration
- Follow the Directives issued by IS/DEEO on services to be provided in camp
- Teacher/Non-Teaching staff designated as Camp In-charge (if school is used as Relief Camp) shall ensure registration of all inmates, issuing tickets during entry/registration. The ticket should have their identity, and details of services/supplies received during their stay in the camp and should be updated as and when they are provided with any supply/service
- He/She should also discharge all functions as stated above for Gaon Burah/PRI Members
- Teachers who are designated for Child Friendly Spaces shall ensure all functions as stated in the Child Friendly Spaces guideline particularly focusing upon age and situation specific education and recreation services
- Ensure special provisions for the children with disability in the relief camps along with special care for their education and make sure the same in the CFS as well
- Teachers (from schools used as relief camps and closed for educational activity) shall support the operationalization of Child Friendly Spaces in the camps
- They should also explore feasibility of operationalizing of temporary schools using locally available/pre-procured resources to reduce loss of instructional days
- Teachers shall help inmates in keeping the school clean, protecting school infrastructure and resources and in managing services in the camp under the supervision of the Camp In-Charge
- They should support in ensuring rapid re-start of schools once the camps are declared as closed
- Be on duty throughout camp duration and plan academic activities according to the situation

#### **Auxiliary Nurse Midwife (ANM), Multi-Purpose Workers (MPWs) and Accredited Social Health Activist (ASHA)**

- Participate in capacity building activities conducted by the DDMA/ SDO(Civil)/ Revenue Circle Officer
- Follow the Directives issued by JDHS on services to be provided in camp
- Coordinate with Camp In-Charge and collect details of pregnant women, lactating mothers, infants,



persons with chronic diseases etc.

- Under the guidance of the responsible Medical Officer, be deployed in designated camps for basic health check-up, disease surveillance, share information on good health and hygiene practices with the camp inmates.
- Map medicinal needs of the camp inmates (prescriptive) and maintain a database accordingly. Monitor the availability of prescribed medicines and their intake by inmates suffering from chronic diseases
- Conduct special drives with pregnant women, lactating mothers and infants encouraging appropriate Infant and Young Child Feeding
- Keep track of mother and child health in the camp including their feeding, medical needs etc
- Arrange fogging to prevent mosquito and other flying insects and related diseases. Eliminate breeding places of mosquito and rodent inside the camp premises.
- Spend dedicated time every day to discuss about menstrual hygiene, sexual and reproductive health and rights with women and adolescent girls in the dedicated space created for women and adolescent girls. ANM and ASHA must insist the Assistant Camp Officer to setup a dedicated privacy space for women and adolescent girls if it is not setup.
- Give special attention to malnourished children in the relief camps, monitor and report daily on the status of those malnourished children to the responsible Medical Officer.
- Provide psychosocial support to those relief camp inmates who have experienced violence, are in a trauma due to the disaster and/or lost any family member or friends.
- Health check-ups, immunization, etc. under the Integrated Child Development Services (ICDS) and other programmes for children, women and adolescent girls can be integrated with a CFS facility by ANM and ASHA.
- Be on duty throughout camp duration and plan activities according to the situation

#### **Anganwadi Supervisor/Anganwadi Worker (AWW)/Helper**

- In Child Friendly Spaces set up in the camps, provide appropriate services as defined in the Child Friendly Spaces guideline (in **Annexure –II**)
- Participate in capacity building activities conducted by the DDMA/RC Administration
- Follow the Directives issued by DSWO on services to be provided in camp
- Be deployed in designated relief camps and provide nutritious food and supplements to children and women beneficiaries of the respective AWC taking shelter in the camp. AWWs shall conduct a mapping of children as per their enrolment in AWCs as children enrolled in different AWCs may take shelter in one camp. Discuss with CDPO and chalk out joint strategy in advance for delivering routine ICDS services in the camps

- Coordinate with Camp In-Charge and the health functionaries and collect details of pregnant women, lactating mothers, infants etc.
- Give special attention to malnourished children in the relief camps, monitor and report daily on the status of those malnourished children to the responsible CDPO and DSWO.
- Spend dedicated time to discuss about menstrual hygiene, sexual and reproductive health and rights with women and adolescent girls in the dedicated space created for women and adolescent girls. AWW must insist the Assistant Camp Officer to setup a dedicated privacy space for women and adolescent girls if it is not setup. This may be in the form of Breastfeeding Corner set up in the Child Friendly Spaces
- Support health functionaries in providing mother and child health services in the CFS set up.
- Conduct exclusive one-to-one counselling sessions with pregnant women and lactating mothers (with support of ANM)
- Be on duty throughout camp duration and plan activities according to the situation

#### **SoP for NGOs/CBOs/Pratirodhi Bondhu Volunteers:**

##### **SoP for NGOs/CBOs in relief camp management**

Phase	Responsibility
<b>Pre- Disaster</b>	<ul style="list-style-type: none"> <li>• Participate in preparedness meetings related to relief camp management conducted by DDMA/SDO (Civil)/Revenue Circle Officer</li> <li>• Share list of trained and skilled staff and volunteers who can support in evacuation, rescue of affected people/cattle to designated camps, supporting actions related to food distribution and other support services in camp management</li> <li>• Share with DDMA/SDO (Civil)/RCO the details of activities related to disaster preparedness with geographical presence</li> <li>• Share details of any infrastructure and tools (e.g., vehicle, boat etc) of the organization with seat (intake) capacity that can be used as relief camps.</li> <li>• Support Gaon Burah/PRI members/Revenue Circle Officer in identifying appropriate relief camps in hard to reach vulnerable locations</li> <li>• Support in capacity building of stakeholders on various aspects of disaster management including relief camp management</li> <li>• Create awareness among communities on camp location, camp management guidelines, safety protocols and related matters</li> <li>• Be part of the Circle and Village level Evacuation and Rescue Teams</li> <li>• Provide inputs and suggestions in overall preparedness planning for disaster management including relief camp management at District/Sub-Division/Revenue Circle level</li> <li>• Mobilize resources for setting up of camps as per guidelines in hard to reach areas and share plan/information with DDMA/SDO (Civil)/Revenue Circle Officer</li> <li>• Strengthen Inter-Agency Coordination among NGOs/CBOs for coordinated support in relief camp management</li> </ul>

<b>During Disaster</b>	<ul style="list-style-type: none"> <li>• As a part of evacuation and rescue teams, support evacuation of affected people/cattle to designated relief camps</li> <li>• Support systematic registration and on-boarding of evacuated people in designated camps</li> <li>• Support operation of child friendly spaces with breast feeding corners in relief camps</li> <li>• Support in queue management, social distancing and other specific actions in camp setting as per guidelines attached as annexure 1</li> <li>• Conduct targeted risk communication and community engagement activities in relief camps with camp inmates</li> <li>• Support augmenting basic amenities in relief camps</li> <li>• Provide GR through self-mobilized resource to supplement government efforts. Efforts shall be made to ensure no duplication in supplies</li> <li>• Wherever feasible support establishing kitchens for providing culturally appropriate, safe and adequate food for the camp inhabitants.</li> <li>• Support documentation of experiences and lessons learnt including camp level assessments for adherence to guidelines</li> </ul>
<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Provide a detailed report to the DDMA/SDO (Civil)/Revenue Circle Officer on interventions taken</li> <li>• up by the organization in camps/other safe shelters</li> <li>• Conduct lessons learnt meeting with staff and volunteers</li> <li>• Provide feedback to DDMA/SDO (Civil)/Revenue Circle Officer for improving relief camp management process</li> <li>• Contribute towards cleaning, repairing/restoration of any infrastructure damages due to being used as relief camps</li> </ul>

**SoP for Volunteers (Pratirodhi Bondhu/ Aapda Mitra volunteers/ NSS/ NCC/ NYK/ Red Cross/SHGs and others)**

<b>Phase</b>	<b>Responsibility</b>
<b>Pre- Disaster</b>	<ul style="list-style-type: none"> <li>• Register through appropriate platform of Government with details including period of availability and willingness to contribute towards relief camp management process</li> <li>• Participate in any orientation/training conducted by government or NGOs related to camp management</li> <li>• Be in contact with Field Officers of DDMA and participate in the camp identification process</li> <li>• Be part of the Revenue Circle/Village level Evacuation and Rescue Teams and understand the roles and responsibilities</li> <li>• Read and understand the relief camp management guidelines and various functions related to camp management</li> <li>• Familiarize yourself with documentation process including camp level registration, family ticketing system, maintaining GR records etc</li> <li>• Collect contact number of relevant officials and nodal officers responsible for providing various category of services in the relief camps</li> </ul>

<b>During Disaster</b>	<ul style="list-style-type: none"> <li>• Support camp in-charges in setting up of camps as per specific guidelines</li> <li>• As a part of evacuation and rescue team, support in evacuation and rescue of affected people to designated camps</li> <li>• <b>e-Help desk:</b> e-Help desk should be facilitated in all Operational Relief camps with the help of <i>Pratirodhi Bondhu</i> as counselor/ facilitator. These desks will emphasis on the facilities available on the e-help platform (e.g. Telemedicine, e-pashu etc.), a joint venture of ASDMA and CSC- SPV, Assam. e-help will arrange the availability of ‘Dignity kit’ of NDRF at their help desk.</li> <li>• Support Camp-in-charge in setting up and manning registration counter and e-help desk</li> <li>• Support maintaining social distancing, promoting hand washing, personal hygiene and other measures as recommended in Annexure 1</li> <li>• Support during relief distribution including queue management, proper documentation and reporting</li> <li>• Support in conducting various activities with children in child friendly spaces</li> <li>• Take actions to maintain hygiene and safety in camps</li> <li>• Support in camp closure processes</li> <li>• Provide any other support required by camp-in-charge</li> </ul>
<b>Post Disaster</b>	<ul style="list-style-type: none"> <li>• Support cleanliness drive including bringing back the camp infrastructure to its original form for continuing its routine function</li> <li>• Share your experience and learning to DDMA through the Field Officers</li> <li>• Provide feedback based on your learning to improve overall relief camp management process</li> </ul>

## **CHAPTER-IX**

### **MONITORING, EVALUATION AND FUNDS**

The existence of a Disaster-preparedness plan plays a vital role during Disasters. The officials then have at their hand, a complete set of instructions which they can follow and also issue directions to their subordinates and the affected people. This has the effect of not only speeding up the rescue and relief operations, but also boosting the moral of affected people.

Disaster plan is also useful at pre-disaster stage, when warnings could be issued. It also proves as a guide to officials at the critical time and precious time is saved which might otherwise be lost in consultations with senior officers and getting formal approval from the authorities.

Keeping all these points in mind the DDMP must be evaluated and updated by the district administration in normal time.

#### **9.1 Plan Evaluation**

The purpose of evaluation of DDMP is to determine

- the adequacy of resources

- co-ordination between various agencies
- community participation
- partnership with NGOs

The plan will be updated when shortcomings are observed in

- Organizational structures
- Technological changes render information obsolete
- Response mechanism following reports on drills or exercises
- Assignments of state agencies.

Individuals and agencies assigned specific responsibilities within this Plan will prepare appropriate supporting plans and related standard operating procedures, periodically review and update alerting procedures and resource listings, and maintain an acceptable level of preparedness.

## **9.2 Plan Update**

The DDMP is a “living document” and the Deputy Commissioner along with all line departments will update it every year taking into consideration

- The resource requirements
- Update of human resources
- Technology to be used
- Co-ordination issues.

An annual conference for DDMP update will be organized by the Deputy Commissioner .

All concerned departments and agencies would participate and give recommendations on specific issues.

The new plan is handy and precise. It is so designed that it will definitely help the officials to take quick actions during the disaster.

## **9.3 Budget and other financial allocations**

Where by reason of any threatening disaster situation or disaster, the National Authority the District Authority is satisfied that immediate procurement of provisions or materials or the immediate application of resources are necessary for rescue or relief,-

- a) It may authorize the concerned department or authority to make the emergency procurement and in such case, the standard procedure requiring inviting of tenders shall be deemed to be waived;
- b) A certificate about utilization of provisions or materials by the controlling officer authorized by the National Authority, State Authority or District Authority, as the case may be, shall be deemed to be a valid document or voucher for the purpose of accounting of emergency,

procurement of such provisions or materials.

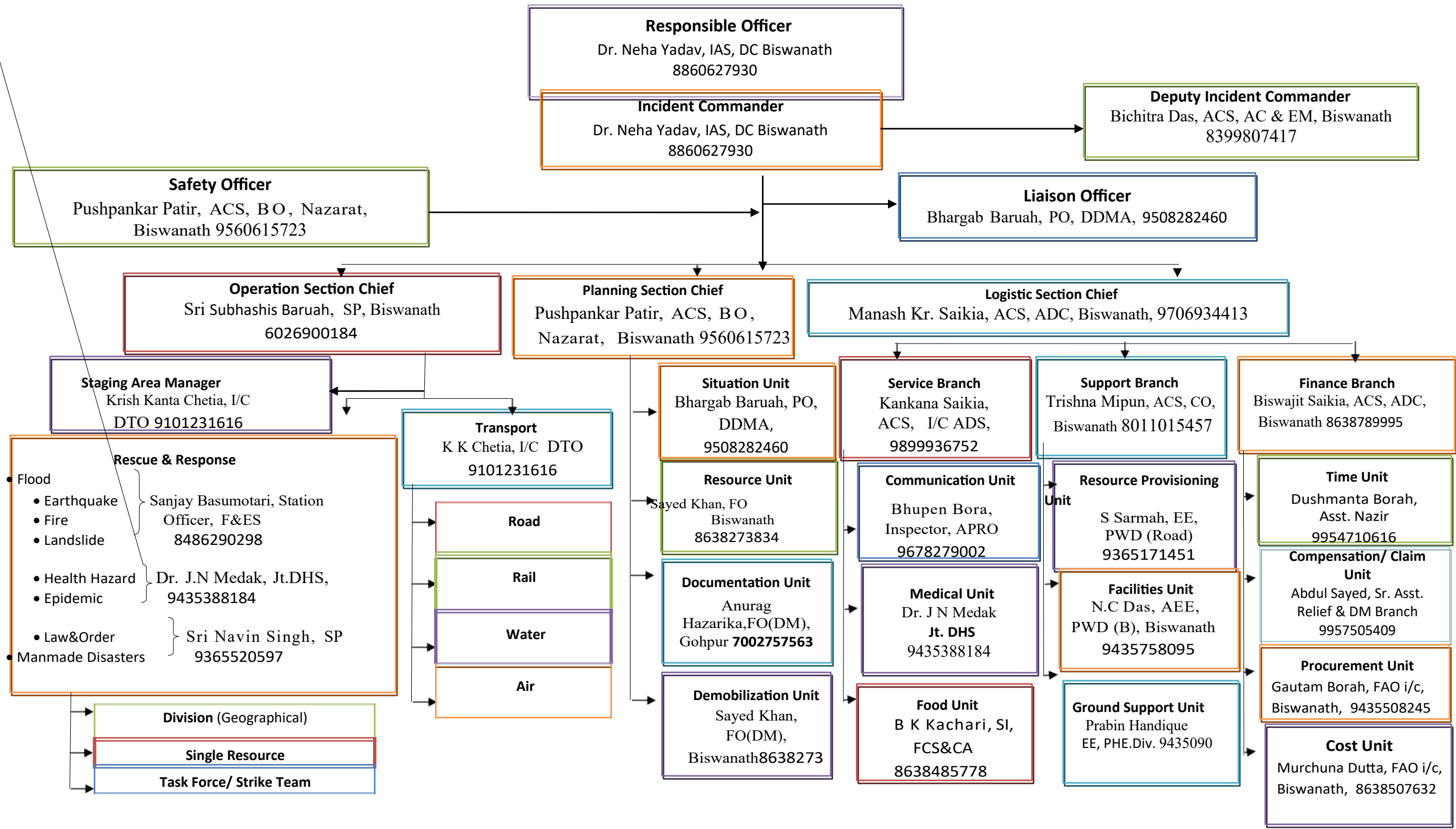
#### **9.4 Linking with the development plans.**

Disaster management is no more confined to revenue department. It is a subject of all the departments. The following activities have been considered in mainstreaming it into development activities.

1. The Disaster Management has been included in school curriculum.
2. The Disaster Management is also made compulsory to NSS / NCC students at college level. So that during disasters they can be called upon for certain help.
3. Various Disaster Management courses have been offered in different institutions, colleges, universities taking its significance into account.
4. In construction work the civil engineers have to follow Bureau of Indian Standards (BIS) to construct resistant structures.
5. Special budget at district, Circle and village level should be allocated for training of various teams against disaster, purchasing of equipment to save the life and property of the people, organizing mock drills to create awareness among the people, updating the disaster management plans, etc.
6. Government officers, staff are also trained under disaster management, so that their skill will be helpful at the time of disaster.
7. Earthquake resistant principle may be followed in Pradhan Mantri AwasYojana, lifeline structures, all buildings may be insured by bank, private companies.
8. At district, circle and Panchayat level the plan should be adopted to reduce the risk and vulnerability in various activities.
9. Fund allocation should be made by Zilla Parishad, Panchayat Samiti and Gram Panchayat to carry out the following DRM activities:-
  - To train Search and Rescue, First Aid groups
  - To create awareness among the people
  - To procure search and rescue materials
  - To evacuate and set up temporary shelter for disaster victims.



**INCIDENT RESPONS SYSTEM – BISWANATH**





**ANNEXURE II****List of Proposed Relief Camps under Biswanath District**

Sl No	Name of the pre identified Relief Camps	Name of Relief Camp Incharge	Name of Village	Name of Circle	Mobile Number of Relief Camp Incharge
1	BAGAR PATHAR LP	ARPANA BOAH DEBEN SONARI	BAGAR PATHAR	HALEM	9864579336 9859390783
2	KALYANPUR ME SCHOOL	DILIP RAI PARASHMONI BORTHAKUR	KALYANPUR	HALEM	9101105931 7636810885
3	TELENI LP	MAHINDRA CHANDRA DAS RUPAM HAZARIKA	TELENI PUKHURI	HALEM	9859732642 910143220
4	JYOTI AGARWALA HIGH SCHOOL	PRANJAL RAJKHOWA ANANTA HAZARIKA	BALIJAN	HALEM	9854623374 8638081326
5	KALABARUAH LP	DIGANTA BORTHAKUR APURBADEEP SHARMA	DIPARA DANIGAON	HALEM	9954196886 9954302219
6	SARASWATI ME SCHOOL	JAYANTA BORDOLOI SATYANDRA BORDOLOI	PADMAPUR JOYPUR	HALEM	8638179272 9864293004
7	GAMERI MV SCHOOL	CHANDRA BHATTARAI BIREN GIRI	GAMERI	HALEM	8254006846 8638792953
8	GOLCHEPA ME SCHOOL	PRAFULLA NATH ANU PEGU KUTUM	GOLCHEPA	HALEM	9859242350 9854236031
9	DELHOUSI LP	BIRAWATI PATGIRI DEBEN BORAH	DELHOUSHI	HALEM	9864131052 7577036778
10	KANAKLATAMODEL GIRLS HS	NIRANJAN NAG BHABEN SAIIA	HOKAJAN	HALEM	8403886734 9101578752
11	GAMERI HS	SANJEEB GOGOI ASHOK CHETRY	GAMERI	HALEM	7399101012 9101467874
12	GHIMORUJAN LP	MANDIRA SAIKIA GYANJYOTI SAIKIA	GHIMORUJAN	HALEM	6901018227 9101750133
13	RASTRABHASA LP	RATNESWAR SAHU NIKU BARUAH	PURUPBARI	HALEM	9101030677 8638161026
14	TETONPUKHURI HSS	PRADIP BISWAKARMA MAMIN SAIKIA	TETONPUKHURI	HALEM	9365592196 7896568205
15	BILOTIYA LP	KOUSHAILA BORAH KHAGEN BORAH	BILOTIA	HALEM	9387587713 8134973723
16	DAGAON KRISHI PAM	PAYDUT HAZARIKA	DAGAON	BISWANATH	9864628508
17	ARANIK COLLAGE	NIJAMUDDIN AHMED	NILPUR	BISWANATH	9435182864
18	5 NO KUMALIA LPS	UZIR AHMED	5 NO KUMALIA	BISWANATH	9101503129
19	NADIMURI LPS	KASEM ALI	5 NO KUMALIA	BISWANATH	9859351055
20	SOLMARI LPS	LUTFUR RAHMAN	1 & 2 SOLMARI	BISWANATH	6000841932
21	NIZ BISWANATH LPS	DALIM CHETRY	NIZ BISWANATH	BISWANATH	6000042595
22	BISWANATH LPS	SEBANTIKA CHETRY	NATUN GAON	BISWANATH	6000050973
23	2 NO BHULAKATA LPS	ALTAF HUSAIN	BISWANATH GHAT	BISWANATH	9957277758
24	BOLODONGA LPS	MOHAN BORAH	BOLODONGA	BISWANATH	9101608839
25	BALIDUBI LPS	ABDUL KALAM	BALIDUBI	BISWANATH	8474896371
26	GOWALTOLI LPS	GOLZAR HUSAIN	GOWALTOLI	BISWANATH	9954828759
27	BHOLAKATA LPS	RASIDA BEGAM	BHOLAKATA	BISWANATH	8472822462

28	PUSPALATA LPS	NUR MD ALI	BHIRGAON	BISWANATH	8011232672
29	POLOKATA LPS	MOTIBUR RAHMAN	SILAMARI	BISWANATH	7002507257
30	NIZ BHAGHMARI SR MADRASA	ABDUL KALAM AZAD	NIZ BAGHMARI	BISWANATH	6001157950
31	GOLIA MAJHURUL ULAM MADRASHA	JAINAL ABEDIN	NANKEY JAPORIGURI	BISWANATH	9401248414
32	Luhitmukh HSS	DIMBESWAR SAIKIA DEVA KANTA PATGIRI	Luhitmukh	GOHPUR	9435383709 9859236059
33	Aliguri MES	PRABHAT BORAH NRIPEN KUMAR PAUL	Aliguri	GOHPUR	9101064759 8133015910
34	Subansirimukh MVS	RAJEN KAMAN AMIN PATGIRI	Subansirimukh	GOHPUR	8011383025 9365080716
35	Luhitmukh Girls HS	JAYANTA HAZARIKA BHUPEN PEGU	Luhitmukh	GOHPUR	9854414282 7002817907
36	Baligaon MES	DEBA KANTA PEGU PURNA KANTA KAKATI	Baligaon	GOHPUR	7086850890 7896566419
37	Chairaibari Adorso Tribel HS	JOY KANTA MILI MR RAJJYOTI CHUTIA	Chairaibari	GOHPUR	9577887564 9613499328
38	No.2 Upper Charaibari LPS	GOLAP BORAH	Upper Charaibari	GOHPUR	8135888130
39	Namani Missing HS (Rawnamukh HS)	JAGNESWAR HAZARIKA JAYANTA PEGU	Rawnamukh	GOHPUR	6900766443 8638459630
40	Bhalukaguri LPS	PALASH BORKAKOTY SWARNA KUTUM	Bhalukaguri	GOHPUR	7896758846 7019994942
41	Kalabari HSS	BIJOYA BORAH MAHIM BARUAH	Kalabari	GOHPUR	8134013295 6900980505
42	Madhya Tribel HSS (Rajabari HSS)	PAGURAM PEGU GAKUL PEGU	Rajabari	GOHPUR	8638131797 8724026273
43	Ramananda Deb Girls HS	BUBUL BORAH RAJU BORAH		GOHPUR	8751944232 8876427026
44	Kasturba HSS	ANJALI BARAH RANJIT DUTTA		GOHPUR	9854502528 9577136715
45	Kalabari Girls Hs	CHETANA BARAH DILIP CHANGMAI	Kalabari	GOHPUR	9854392684 9577805527
46	Dhandi Miri LPS	BIREN SAIKIA	Dhandi	GOHPUR	9859212778
47	Balitika Lps	NIRMALI CHETIA Priya Borah	Balitika		6000594906 9854012953
48	Pub Kalabari LPS	Ranjit Borah	Pub Kalabari	GOHPUR	6001909048
		URMILA BASUMATARY		GOHPUR	8753902275
49	Dubia Girls HS	BASANTA GOGOI	Dubia	GOHPUR	9859694976
		BUDHIRAM GOGOI		GOHPUR	7637998233
50	Hem solengi Lps (Solengi LPS)	NAYAN MONI BORAH	Hem solengi	GOHPUR	7002925075
		Shoriful Islam		GOHPUR	6001568955
51	Pachim Kalabari HS	KAMAL BORAH	Pachim Kalabari	GOHPUR	8751963014
		DIPREKHA BORKAKATY		GOHPUR	8721801724
52	Dhandi Tribel MES	SUBHASH DOLEY	Dhandi	GOHPUR	6001011835

		BONTI PHUKAN		GOHPUR	9365526726
53	Aliguri Miri LPS	BIJOY GOGOI	Aliguri	GOHPUR	7002642189
				GOHPUR	
54	Namani miri MVS	HIRANYA KUMAR BORDOLOI		GOHPUR	8638803239
		KHIRODHAR GOGOI		GOHPUR	9854702757
55	Dubia MVS	JAGNESWAR GOGOI	Dubia	GOHPUR	9854521902
		KOSHESWAR KOCH		GOHPUR	9365097033
56	Kakila Chariali MES	JITEN PEGU	Kakila Chariali	GOHPUR	6000072702
		PRANJIT DAS		GOHPUR	9707299836
57	Dakhin Kalabari HS	DRONA BORAH	Dakhin Kalabari	GOHPUR	9101012400
		MINU BHUYAN		GOHPUR	9859272728
58	Dilapakhara Bahumukhi HS	LOKENDRA KHAUND PARAN DUTTA	Dilapakhara	GOHPUR	9854817431
				GOHPUR	9854234917
59	Sakura Hs	DIMBESWAR KAKATI NITU BORAH	Sakura	GOHPUR	7399373188
				GOHPUR	9859211027
60	Kalabari College	Dipak Baruah	Kalabari	GOHPUR	7662948286
		Paban Borah		GOHPUR	9954194196
61	Koroiyani L.P. School	MadhabUpadhaya, HM	Koroiyani	Naduar	9854100536
62	No-1 Gosaichapori M.E school	Ghanakanta das, HM	Gosaichapori	Naduar	8723870841
63	Nalbari L.P School	PrabinGoswami, HM	No-1 Nalbari	Naduar	9613501659
64	Batiyarooka L.P School	Chakrapani Sharma (HM)	Batiyarooka	Naduar	9706127897
65	Normal L.P School	Pranatidevi	MalorKhanda (Revenue Town)	Naduar	9706407822
66	Gorpal M.E. School	Siva Thapa	Gorpal	Naduar	9401838755
67	Obhota L.P. School	BipulBaruah (HM)	Obhota	Naduar	8876636158
68	Joharjyoti L.P. School	ThulaBaruah (HM)	Kumar Gaon (Malo Basti)	Naduar	8876806936
69	Barbheti L.P. school	Mitra Bahadur Chetri (HM)	Barbheti	Naduar	9678998323
70	Samar Dalani L.P. School	Putuli Saikia	Samar Dalani	Naduar	7399866193
71	Kathpura L.P. school	Tesing Chetry	Kathpura	Naduar	9365705285
72	Pahusuwa L.P. School	Jiten Bhuyan	Niz Sootea	Naduar	9954297843
73	Niz Sootea High School	Jiten Bhuyan	Niz sootea	Naduar	9954297843
74	Dikoraiguri L.P. school	Arpana Hazarika	Dikoraiguri	Naduar	8486727698
75	Lakhangarh Natya Mandir	Bala Krsishna Dahal	Lakhangarh	Naduar	88128836671

**PROPOSED STORAGE GODOWN FOR FOODSTUFF:**

<b>Biswanath Rev. Circle</b>	<b>Gohpur Rev. Circle:</b>	<b>Halem Rev. Circle:</b>
Pub-Behali GPSS Sakumata GPSS No. 1 Sakumatha GPSS BPGSS Ltd. BiswanathChariali Pachim-Baghmara GPSS Biswanath GPSS Pachim-Behali GPSS Pub-Baghmara GPSS	Cold Storage of Town Committee, Purupbari.  Kharoiparia G.P. Conference Hall.  Kalabari Public Hall.  Lohitmukh Co-Operative Society.	Brahmajan GPSS  Halem Co-Operative Society Ltd. Kollongpur GPSS Ltd.

**DETAILS OF OWNERS OF ENGINE BOAT**

Sl No	Name of Owner	Address	Contact Number
1	River Police	BiswanathGhat	9954012308
2	Kaziranga Wild Life Division	BiswanathGhat	8638886912
3	Inland Water Transport	Gamiri	9859709750
4	KishorHazarika( <b>Green Asiyana</b> )	2 No. Monabari, Baghmara	9436040204
5	Sahibur Ali	Niz-Biswanath	9577145573
6	AjijulHaque	Niz- Biswanath	9954216614
7	AjijulHaque	Niz- Biswanath	9954216614
8	BushaSekh	Niz- Biswanath	9577145573
9	Hatem Ali	Garbhitor	8472898962

**DETAILS OF OWNERS OF JCB, CRANE & EXCAVATOR**

Sl No	Name of Owner	Address	Type of Vehicle	RC No	Ph. Number
1	Abdul Khayer	Niz- Baghmari	JCB	AS-12E 3001	9854492275
2	Abdul Khayer	Niz- Baghmari	JCB	AS -12 E 5070	
3	Md. Javed Ahmed	BiswanathTwon	JCB	AS 12E 5513	9435186177
4	T K Enterprise	Baghmari	JCB	N/A	7086736638
5	ECI	BiswanathChariali	JCB	N/A	7981992750
6	Borthakur	BiswanathChariali	Crane	N/A	9435189445
7	Borthakur	BiswanathChariali	Crane	N/A	9435189445
8	Kishore Doimary	Itanagar	Crane	N/A	9854208108/ 9401640839

**DETAILS OF OWNERS OF TRUCK**

Sl No	Name of truck Owner	Address	RC. No	Phone No
1	PrasantaBorthakur	Kochgaon	AS-05 0395	9435189445
2	Pradip Kr. Das	Da-Gaon	AS 12E 4487	
3	JeebanBehra	Sadharu	AS 04D 5405	
4	Kabul Saikia	Tezpur	AS 12E 0961	
5	PrasantaBorthakur	Kochgaon	AS 12E 0875	9435189445
6	Mohamad Ali	Sowaguri	As 01CC 4563	7896611278
7	R. Sheikh	Kamargaon (Ambari)	AS 25B 5389	
8	Raju Pegu	Pabhoi	AS 12 E 2641	
9	Tiken Bora	Lehugaon	AS 12E 6934	
10	Raj Narayan Rai	Kochgaon	AS 01M 0158	
11	BhabenHazarika	BiswanathChariali	AS 21 3991	
12	AmijulHaque	Kumalia	AS 01K 7415	
13	ManikSahu	Itakhola	AS 12 B 5964	
14	Dhiraj Sharma	Garehagi	NL 05D 9574	
15	Md. Ali	Koroiati		9957530194
16	Hussain Ali	Koroiati		9954662027
17	Dulaluddin	Koroiati		7399961387
18	Soiful Islam	Koroiati		8486537270
19	Nasiruddin	Koroiati		
20	BhanuChetry	Polosoni		9401383455
21	KhagenNath	Polosoni		
22	KesabBasnet	2No Gorpall		9859534658
23	Kumar Thapa	2No Gorpall		9854567246
24	GhanashyamKarki	1no Gosaisapori		7399778508
25	PradipChetry	2no Gosaisapori		985420366
26	Pankaj das	Pohusua		9613526567
27	Naren das	Pohusua		9854758710

**LIST OF TRACTOR OWNERS AND CONTACT NUMBERS ARE SHOWN BELOW**

Sl No	Name of tractor Owner	Address	RC. No	Phone No
1	Yakub Ali	Niz –Baghmari	N/A	9854186558
2	Sidikur Rahman	Niz-Baghmari	N/A	9854334415
3	Abdul Matlib	Brahmaputra Chapori	N/A	9854185591
4	JahirulHaque	Brahmaputra Chapori	N/A	9854100693
5	Hasmat Ali	Brahmaputra Chapori	N/A	9854728775
6	Najrul Islam	Garbhitor	AS-12K 7193	9954111667
7	Saibur Rahman	5 No. Kumalia	AS-12E 4622	9613658934

**AVAILABLE EQUIPMENT WITH FIRE & EMERGENCY SERVICE**

Sl No	Items/Equipments	No.OfEquipments	Sl No	Items/Equipments	No.OfEquipments
1	Fire Tender	9 No.s	11	Fire Extinguisher	7 no.s
2	Jack with 5 ton lift	2 No.s	12	Fire Approximated Suits	3No.s
3	Dry Chemical Powder	20No.s	13	First Aid Box	3 No
4	Aluminium Execution Ladder	5No.s	14	Hammer (Diff. Type)	9no.s
5	Axe (Different Type)	21no.s	15	Life Jacket	14 Nos
6	Bolt Cutter	9no.s	16	Life Buoy	14no.s
7	Electric generators	2 no.s	17	Steel Helmet	20 nos.
8	Water pump set	4 no.	18	Tarpaulins	6no.s
9	Fire rescue Blanket	14no.s	19	Tent with post	2 no.
10	Crowbar	14no.s	20	Door Breaker	6no.s

**Annexure III**

**LIST OF KEY PERSON CONTACT**

<b>District Administration</b>				
<b>Sl. No.</b>	<b>Name</b>	<b>Designation &amp; Address</b>	<b>Contact</b>	
			<b>Office</b>	<b>Mobile</b>
1	Dr. Neha Yadav (IAS)	CHAIRMAN, DDMA		8860627930
2	Diganta Baishya,ACS	CEO, Zila Parisad , Biswanath		9435340545
3	Dhruba Jyoti Das,ACS	Addl.Deputy Commissioner		9365945740
4	Lukumoni Borah	SDO Civil, Gohpur		8812017757
5	Pratishaa Dutta, ACS	E.O Biswanath		9101088152
6	Sristi Kalita,ACS	Asst. Commissioner, Biswanath		9957842801
7	Bichitra Das	Asst. Commissioner, Biswanath		8399807417
8	Pushpankar Patir	Asst. Commissioner, Biswanath		9560615723
<b>DDMA Contact Details</b>				
<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact</b>	
			<b>Office</b>	<b>Mobile</b>
1	Dr. Neha Yadav (IAS)	CHAIRMAN, DDMA		8860627930
2	Bhargab Baruah	DPO		9508282460
<b>DEOC</b>			3715222086	6002668873

1	Najmul Haque	Information Assistant		8638310963
2	Nupur Borah	Information Assistant		7636965314
3	Manash Kalita	Information Assistant		7578089378
4	Samsul Islam	Information Assistant		7638028202
<b>Field Officers</b>				
Sl. No.	Name	Designation	Contact	
			Office	Mobile
1	Sayed Khan	Field officer, Biswanath		8638273834
2	Anurag Hazarika	Field officer, Gohpur		7002757563
3	Supriya Sharmah	Field officer , Naduar		7002200107
4	Gitima Pathak	Field officer, Halem		7086179989
<b>Revenue Circle Officers</b>				
Sl. No.	Revenue Circle	R.C.O Name	Contact	
			Office	Mobile
1	Trishna Mipun	CO,Biswanath		8011015457
2	Manish Bharali	CO,Gohpur		6002022813
3	Namita Borah,ACS	CO, Gohpur (A)		8638571685
4	Trilina Taid	CO, Halem		9859827377
5	Akashdeep Kakoti, ACS	CO,Naduar		8876714936
6	Mantosh Chakravarty,ALRS	CO,Naduar(A)		9435034993
<b>Block Development Officers</b>				
Sl. No.	Name	Designation & Address	Contact	
			Office	Mobile
1	Rashmi Rekha Mahanta	BDO, Biswanath		9101604554
2	Arun Das	BDO, Chaiduar		8474866450
3	Pallak Kr. Sarmah	BDO, Sootea		8811040255
4	Rajib Borah	BDO, Baghmora		9435505613
5	Debananda Nath	BDO , Behali		9678714768
6	Gautam Sharma	BDO , Sakomato		7002236990
7	Ranadeep Chutia	BDO , Pub-Chaiduar		9678621364
<b>Water Resource Department</b>				
Sl. No.	Name	Designation & Address	Contact	
			Office	Mobile
1	Khanindra Barman	Ex. Engineer, Tezpur		9435057596
2	Kamala Dutta	A.E.E, Biswanath		9365822704
3	Pabitra Borah	Asst. Engineer, Biswanath		9706371016
4	R. Ahmed	S. D. O Gohpur		9127195275
5				
<b>Hospital Details</b>				
Sl. No.	Incharge/ Supeintendent	Address	Contact	
			Office	Mobile
1	Dr. Jatindra Nath Medak	Jt.DHS		9435388184
2	Dr. Junali Gogoi	Civil, Biswanath		9435383151
3	Dr . Aliza Deka	Civil, Biswanath		9435383153
4	Dr Rabindra Nath deori	Civil, Gohpur		9435006047
<b>Fire &amp; Emergency Services and SDRF</b>				



Sl. No.	Incharge	Address	Contact	
			Office	Mobile
1	Sanjay Basumotari	Fire officer, Biswanath		8486290298
2	Jitendra Kemprei	Fire station, Sootea	3715222171	9954262196
3	Control room	Fire station , Gohpur	3715243040	
4	Bhumidhar Das	Fire station, Borgang		8822645649
5	Surjya Swargiari	SDRF, Gohpur	3715243040	9613004264
<b>Other Important Contact Details</b>				
Sl. No.	Name	Department / Designation	Contact	
			Office	Mobile
1	Subhashis Baruah	SP, Biswanath	3715230094	8638530120
2	Kulendra Nath Deka	ASP, Biswanath		9954758961
3	Dr. Durga Katel	Vetenary(SDVO), Biswanath		8638428690
4	Biswajit Das	DFO, Sonitpur East Div.		9864510807
5	Khogesh Pegu	DFO Wildlife		9891816069
6	Debangkur Borah	AE,PWD(rural road),		8473984391
7	Control room	NDRF, 12th BN, Doimukh, AP		9485035464
8	BSNL, Biswanath		3715222501	9435384498
9	APRO	Biswanath Chariali PS		9854467249
11	APDCL,Biswanath		03715222028	7002319267
12	Biswanath wildlife			6000500218
13	River police Biswanath		9954012308	9954012308
14	Biswanath police Controll Room			8135837614

## HRVCA Map of 200 Most Flood Vulnerable Villages of Biswanath

