



Disasters:
prepare
and stay
safe...

SOPs during Disasters - Anantnag

Standard Operating Procedures to follow During Disasters
by all the Concerned Stakeholders of District Anantnag

DDMA Anantnag
2018



STANDARD OPERATING PROCEDURES TO FOLLOW DURING DISASTERS BY ALL THE STAKEHOLDERS OF DISTRICT ANANTNAG

Each Department and Government Agency involved in Disaster Management and Mitigation will:

- Designate a Nodal Officer for emergency response and will act as the contact person for that Department/Agency.
- Ensure establishment of fail-safe two-way communication with the District and other Emergency Control Rooms and within the organization.
- Emphasis on communication systems used regularly during L0 with more focus on the use of VHF's with automatic repeaters, mobile phones with publicized numbers, HF radio sets etc. It should be remembered that SAT phones fail during prolonged emergencies and electric failure if the phones cannot be re-charged.
- Work under the overall supervision of the District Collector during emergencies.

1. District Administration

- ✓ Activation of District EOC, Sub-Divisional EOCs and Tehsil Control Rooms.
- ✓ Deputy Commissioner (DC) will co-ordinate the meeting with the officials at District Control Room at 12 hours' interval and 24 hours' interval with the field to get the up-to- date information of the situation.
- ✓ DC will provide for administering emergent relief and the other basic needs.
- ✓ DC will coordinate the activities at various camp sites and affected area.
- ✓ Considering the gravity of situation, the DC shall convene the District-level Calamity Meeting whenever required and
 - (i) assign duties to the required line department,
 - (ii) pre-position the staff in the likely cut off areas and
 - (iii) develop emergency action plans in the most vulnerable/impacted areas.
- ✓ DC will arrange for the deployment of rescue team to the site of disaster with all the gadgets, machinery and medical aid.
- ✓ DC will monitor the process of bringing basic infrastructure facilities into operational conditions, in restoring power supply and ensuring uninterrupted power to all vital installation facilities and sites.
- ✓ Addl. District Collector/ADM shall take over the charge of the Control Room and command all emergency operations according to the Incident Response System (IRS), as defined in Chapter 3.3 of District Disaster Management Plan.

2. Agriculture/Horticulture Departments

Prevention Activities:

- ✓ Awareness generation regarding various plant diseases, alternate cropping practices in disaster-prone areas, Crop Insurance, provision of credit facilities, proper storage of seeds, etc.
- ✓ Hazard area mapping (identification of areas endemic to pest infections, drought, flood, and other hazards).
- ✓ Develop database village-wise, crop-wise, irrigation source wise, insurance details, credit facility etc.
- ✓ Regular monitoring at block level; the distribution and variation in rainfall.



- ✓ Prepare the farmers and officers to adopt contingency measures and take up appropriate course of action corresponding to the different emerging conditions.
- ✓ Detail response manuals to be drawn up for advising the farmers about different types of disasters, e.g., rain failure in July or September & development of a dynamic response plan taking into account weekly rainfall patterns.
- ✓ Improving irrigation facilities, watershed management, soil conservation and other soil, water and fertility management.
- ✓ Measures, keeping in mind the local agro climatic conditions and the proneness of the area to specific hazards.
- ✓ Promotion of alternative crop species and cropping patterns keeping in mind the vulnerability of areas to specific hazards
- ✓ Surveillance for pests and crop diseases and encourage early reporting.

Preparedness Activities before disaster

- ✓ Review and update precautionary measures and procedures, especially ascertain that adequate stock of seeds and other agro inputs are available in areas prone to natural calamities.
- ✓ Review the proper functioning of rain gauge stations, have stock for immediate replacement of broken / non-functioning gadgets/equipment, record on a daily basis rainfall data, evaluate the variation from the average rainfall and match it with the rainfall needs of existing crops to ensure early prediction of droughts.
- ✓ Activate Agricultural Extension Centres and KVKs as Village Level Knowledge Centres.
- ✓ Develop IEC materials to advise the farming communities on cropping practices and precautionary measures to be undertaken during various disasters.
- ✓ Review with the community, the identified vulnerabilities and risks for crops, specific species, areas, which are vulnerable to repetitive floods, droughts, other natural hazards, water logging, increase in salinity, pest attacks etc. and draw up alternative cropping plans to minimize impacts and various risks.
- ✓ Training in alternative cropping techniques, mixed cropping and other agricultural practices which will minimize crop losses during future disasters.

Response Activities:

- ✓ Management of control activities following crop damage, pest infestation and crop disease to minimize losses.
- ✓ Collection, laboratory testing and analysis of viruses to ensure their control and eradication.
- ✓ Pre-positioning of seeds and other agro inputs at strategic points so that stocks are readily available to replace damage caused by natural calamities.

Recovery Activities

- ✓ Arrange for early payment of compensation and crop insurance dues.
- ✓ Facilitate provision of seeds and other agro inputs.
- ✓ Promotion of drought and flood tolerant seed varieties.
- ✓ Facilitate sanctioning of soft loans for farm implements.
- ✓ Establishment of a larger network of soil and water testing laboratories.



- ✓ Establishment of pests and disease monitoring system.
- ✓ Continuous monitoring of damage to crops.
- ✓ Develop a preliminary agriculture/livelihoods recovery plan keeping in mind the quantity of input capital required in the altered circumstances such as seeds, organic fertilizers and pesticides and labour.
- ✓ Communicate information related to access of these primary inputs.
- ✓ Address issues of water-logging, debris accumulation and salinity in agricultural fields and canals.
- ✓ Rapid assessment of damage to soil, crop, plantation, irrigation systems, drainage, embankment, other water bodies and storage facilities and the requirements to salvage, replant, or to compensate and report the same for ensuring early supply of seeds and other agro inputs necessary for re-initiating agricultural activities where crops have been damaged.
- ✓ Establishment of public information centers with appropriate and modern means of communication, to assist farmers in providing information regarding insurance, compensation, repair of agro-equipments and restarting of agricultural activities at the earliest.

3. Health/Animal & Sheep Husbandry Departments

- ✓ Chief Medical Officer (CMO) will be overall in charge of health and medical services to be rendered at the site of emergency or at various rescue shelters, affected places, hospitals, pathology laboratories, etc.
- ✓ Deputy Director of Animal Husbandry will be the overall in charge for treatment of affected animals at site/hospital in co-ordination with police/voluntary organizations and revenue authorities.
- ✓ Chief Medical Officer coordinates the identification of risk prone sites, to set up respective relief centres.
- ✓ Chief Medical Officer will ensure the dispatch of both personnel and medical supplies to areas requiring disaster relief measures.
- ✓ Chief Medical Officer oversees the arrangement of ambulance services. In the absence of transport facilities, adequate mapping plans to the nearest health units and local transport facilities need to be networked.

Prevention Activities:

- ✓ Assess preparedness levels at District, Block & Community levels.
- ✓ Identification of areas endemic to epidemics and natural disasters.
- ✓ Identification of appropriate locations for testing laboratories.
- ✓ Listing and networking with private health facilities.
- ✓ Developing a network of volunteers for blood donation with blood grouping data.
- ✓ Strengthening of disease surveillance, ensuring regular reporting from the field level workers (ANMs / LHV etc) and its compilation and analysis at the PHC and District levels, on a weekly basis (daily basis in case of an epidemic or during natural disasters), forwarding the same to the State Disease Surveillance Cell and monthly feedback from the State to the district and from the District to the PHC.
- ✓ Formation of adequate number of mobile units with trained personnel, testing facilities, communication systems and emergency treatment facilities.
- ✓ Identification of locations in probable disaster sites for emergency operation camps.



- ✓ Training of field personnel, Traditional Birth Attendants, community leaders, volunteers, NGOs and CBOs in first aid, measures to be taken to control outbreak of epidemics during and after a disaster, etc
- ✓ Arrangement of standby generators for every hospital.
- ✓ Listing of vehicles, repair of departmental vehicles that will be requisitioned during emergencies for transport of injured.
- ✓ Supply of safe drinking water, water quality monitoring and improved sanitation.
- ✓ Vector Control programme as a part of overall community sanitation activities.
- ✓ Promotion of personal and community latrines.
- ✓ Sanitation of sewage and drainage systems.
- ✓ Development of proper solid waste management systems.
- ✓ Surveillance and spraying of water bodies for control of infectious diseases.
- ✓ Promoting and strengthening Primary Health Centers with network of paraprofessionals to improve the capacity of surveillance and control of epidemics.
- ✓ Establishing procedures and methods of coordination with the Health Department, other local authorities/departments and NGOs to ensure that adequate prevention and preparedness measures have been taken to prevent and / or minimize the probable outbreak of epidemics.
- ✓ Identification of areas prone to certain epidemics and assessment of requirements to control and ultimately eradicate the disaster.
- ✓ Identification of appropriate locations and setting up of site operation camps for combating disasters.
- ✓ Provision in each hospital for receiving large number of livestock at a time. Strengthening of drug supply system with powers for local purchase during Level-0 type of disaster.

Preparedness Activities before disasters

- ✓ Preparation and distribution of IEC materials, distribution of life-saving drugs, training of field personnel on measures to be taken for management of patients.
- ✓ Assessment and stock piling of essential medicines, venom, halogen tablets, bleaching powders. ORS tablets, Pre-positioning of mobile units at vulnerable and strategic points.
- ✓ Stock piling of water, fodder, animal feed and surgical packets.
- ✓ Pre-arrangements for tie-up with fodder supply units.
- ✓ Construction of mounds for safe shelter of animals.
- ✓ Identification of various water sources to be used by animals in case of prolonged hot and dry spells.
- ✓ Municipalities / Gram Pranchayats to be given responsibility for removing animals likely to become health hazards.
- ✓ Awareness generation about various infectious diseases and their prevention. Training and IEC activities.
- ✓ Review and update precautionary measures and procedures.

Response Activities:

- ✓ Stock piling of life-saving drugs, de-toxicants, anesthesia, halogen tablets, etc. in vulnerable areas.



- ✓ Situational assessment and reviewing the response mechanisms in known vulnerable pockets.
- ✓ Ensure adequate availability of personnel in disaster site.
- ✓ Disinfections of water bodies and drinking water sources.
- ✓ Immunization against infectious diseases.
- ✓ Ensure continuous flow of information.
- ✓ Control of animal diseases, treatment of injured animals, protection of lost cattle.
- ✓ Supply of medicines and fodder to affected areas.
- ✓ Ensure adequate availability of personnel and mobile team.
- ✓ Disposal of carcasses ensuring proper sanitation to avoid outbreak of epidemics.
- ✓ Establishment of public information centre with a means of communication, to assist in providing an organized source of information.
- ✓ Mobilizing community participation for carcass disposal.
- ✓ Supply of medicines and fodder to affected areas.
- ✓ Ensure adequate availability of personnel and mobile team.
- ✓ Organize vaccination campaigns in disaster prone villages.

Recovery Activities

- ✓ Continuation of disease surveillance and monitoring.
- ✓ Continuation of treatment, monitoring and other epidemic control activities till the situation is brought under control and the epidemic eradicated.
- ✓ Trauma counseling.
- ✓ Long term plans to progressively reduce various factors that contribute to high level of vulnerability to diseases of population affected by disasters.
- ✓ Assess losses of animals, assets and needs of persons and communities.
- ✓ Play a facilitating role for early approval of soft loans for buying animals and ensuring insurance coverage and disaster proof housing or alternative shelters/ mounds for animals for future emergencies.
- ✓ Establishment of animal disease surveillance system.
- ✓ Conduct situational assessment and review the status of response mechanisms in the known vulnerable pockets.
- ✓ Immunization (priority less than one-year old) and nutritional surveillance.
- ✓ Identification of appropriate locations and setting up of site operation camps for combating epidemics.
- ✓ Treatment and socio-medical rehabilitation of injured or disabled persons.
- ✓ Provision of adequate health care, monitoring and other epidemic control prevention activities till the situation is brought under control.
- ✓ Track the locations of pregnant mothers through ANC registrations and those due for childbirth for transport to safer and adequately equipped comprehensive emergency obstetric care units with neonatal facilities.
- ✓ Sterilization of dressing pads and ensuring stock availability of the pads.
- ✓ Rapid impact assessment.
- ✓ Arrange for quick and proper disposal of carcasses.
- ✓ Rehabilitation/quarantine of affected livestock.
- ✓ Develop a strategy for rehabilitation of affected animals.
- ✓ Linkages with veterinary hospitals to ensure timely care, treatment and emergency supply of drugs.
- ✓ Information dissemination on the services provided.



- ✓ Provide technical expertise for the designing and construction of cattle camps.
- ✓ Dispensing with post-mortem activities during L1, L2 and L3 when the relatives and/or the competent authority are satisfied about cause of death.

4. PHE/Irrigation & Flood Control Departments.

- ✓ Superintending Engineer (Hydraulics) will ensure the supply of drinking water; and adequate arrangement will be made to provide water to relief camps/affected villages, alternate water supply arranged in feeding centers/cattle camps etc.

Prevention Activities:

- ✓ Provision of safe water to all habitations.
- ✓ Clearance of drains and sewerage systems, particularly in the urban areas.
- ✓ Assess preparedness level.
- ✓ Annual assessment of danger levels & wide publicity of those levels.
- ✓ Identify flood prone rivers and areas and activate flood monitoring mechanisms.
- ✓ Provide water level gauge at critical points along the rivers, lakes and tanks.
- ✓ Identify and maintenance of materials/tool kits required for emergency response.
- ✓ Stock-pile of sand bags and other necessary items for breach closure at the Panchayat level.

Preparedness Activities before disasters

- ✓ Prior arrangement of water tankers and other means of distribution and storage of water.
- ✓ Prior arrangement of stand-by generators.
- ✓ Adequate prior arrangements to provide water and halogen tablets at identified sites to be used as relief camps or in areas with high probability to be affected by natural calamities.
- ✓ Rising of tube-well platforms, improvement in sanitation structures and other infrastructural measures to ensure least damages during future disasters.
- ✓ Riser pipes to be given to villagers.

Response Activities:

- ✓ Disinfections and continuous monitoring of water bodies.
- ✓ Ensuring provision of water to hospitals and other vital installations.
- ✓ Provision to acquire tankers and establish other temporary means of distributing water on an emergency basis.
- ✓ Arrangement and distribution of emergency tool kits for equipments required for dismantling and assembling tube wells, etc.
- ✓ Carrying out emergency repairs of damaged water supply systems.
- ✓ Disinfection of hand pumps to be done by the communities through prior awareness activities & supply of inputs.
- ✓ Monitoring flood situation and dissemination of flood warning.
- ✓ Monitoring and protection of irrigation infrastructures.
- ✓ Inspection of bunds, irrigation channels, bridges, culverts, control gates and overflow channels.
- ✓ Inspection and repair of pumps, generator, motor equipments, station buildings.



- ✓ Community mobilization in breach closure.

Recovery Activities

- ✓ Ensure sanitation and water supply to all affected areas.
- ✓ Arrange for the purification, transportation and distribution of water in coordination with local administration.
- ✓ Disinfection of water bodies and locating/setting up drinking water facilities separate from sewer and drainage facilities.
- ✓ Encouraging a culture of conserving water.
- ✓ Identify and repair damaged pipes, blocked sewages and salvage important and damaged facilities.
- ✓ In case of repair of drinking water distribution systems, the required main should be flushed and disinfected with a chlorine solution of 50mg/ liter for a contact period of 24 hours. After which the main is emptied and flushed again with potable water. If the demand for water is urgent, or the repaired main cannot be isolated, the concentration of the disinfecting solution may be increased to 100mg/liter and the contact period reduced to 1 hour. At the end of disinfection operations, but before the main is put back into services, samples should be taken for bacteriological analysis and determination of chlorine residue.
- ✓ Sharing of experiences and lessons learnt.
- ✓ Training to staff, review and documentation.
- ✓ Development of checklists and contingency plans.
- ✓ Strengthening of infrastructure and human resources.

5. Power Development Department

- ✓ The Superintending Engineer (Electric Maintenance and Rural Electrification) will ensure restoration of uninterrupted power supply to the affected areas.
- ✓ Generators need to be reinstated for essential public facilities such as hospitals, water supply, police stations, telecommunication networks and meteorological stations.
- ✓ Establish temporary electricity supplies (after thorough check of infrastructure damage and short circuit) for relief material warehouses, transit camps feeding centers, relief camps and site operation center, EOC and on access roads to the same.

6. Police Department

- ✓ The Superintendent of Police (SP) will coordinate all the set procedures of the Police.
- ✓ The SP will also co-ordinate with military service personnel in the area under relief operations.
- ✓ The Superintendent of Police (Traffic) will restrict or restrain traffic movement and communicate to the Deputy Commissioner, Superintendent of Police, and the Divisional commissioner.
- ✓ The SP (Traffic) will be in-charge of emergency traffic management to be assisted by Dy. SP (Traffic) in case of offsite emergency.

Prevention Activities:



- ✓ Keep the force in general and the RAF in particular fighting fit for search, rescue, evacuation and other emergency operations at all times through regular drills.
- ✓ Procurement and deployment of modern emergency equipments while modernizing existing infrastructure and equipments for disaster response along with regular training and drills for effective handling of these equipments.
- ✓ Focus on better training and equipments for RAF for all types of disasters.
- ✓ Rotation of members of DRAF so that the force remains fighting fit.
- ✓ Ensure that all communication equipments including wireless are regularly functioning and deployment of extra wireless units in vulnerable pockets.
- ✓ Ensure inter changeability of VHF communication sets of police and SDMA supplied units, if required.
- ✓ Keeping close contact with the District Administration & Emergency Officer.
- ✓ Involvement of the local army units in response planning activities and during the preparation of the contingency plans, ensure logistics & other support to armed forces during emergencies.

Response Activities:

- ✓ Security arrangements for relief materials in transit and in camps etc.
- ✓ Senior police officers to be deployed in control rooms at District & Tehsil levels during L1 level deployment onwards.
- ✓ Deploy personnel to guard vulnerable embankments and at other risk points.
- ✓ Arrangement for the safety.
- ✓ Coordinate search, rescue and evacuation operations in coordination with the district administration.
- ✓ Emergency traffic management.
- ✓ Maintenance of law and order in the affected areas.
- ✓ Assist administration in taking necessary action against hoarders, black marketers etc.

Recovery Activities:

- ✓ Deploy all the teams immediately as per the directions of the District Administration.
- ✓ Conduct search, rescue and evacuation operations in coordination with the administration.
- ✓ Prevention of sexual abuse of children, women and other vulnerable population.

7. Civil Defense

Prevention Activities:

- ✓ Organize training programmers on first-aid, search, rescue and evacuation.
- ✓ Preparation and implementation of first aid, search and rescue service plans for major public events in the District.
- ✓ Remain fit and prepared through regular drills and exercises at all times.

Response Activities:

- ✓ Act as support agency for provision of first aid, search and rescue services to other emergency service agencies and the public as well as movement of relief.
- ✓ Triage of casualties and provision of first aid and treatment.



- ✓ Work in co-ordination with medical assistance team.
- ✓ Help the Police for traffic management and law and order.

8. Fire & Emergency Services Department

Prevention Activities:

- ✓ Develop relevant legislations and regulations to enhance adoption of fire safety measures.
- ✓ Modernization of firefighting equipments and strengthening infrastructure.
- ✓ Identification of pockets, industry, etc. which are highly susceptible to fire accidents or areas, events which might lead to fires, building collapse, etc. and educate people to adopt safety measures. Conduct training and drills to ensure higher level of prevention and preparedness.
- ✓ Building awareness in use of various fire protection and preventive systems.
- ✓ Training the communities to handle fire emergencies more effectively.
- ✓ VHF network for fire services linked with revenue & police networks.
- ✓ Training of masons & engineers in fireproof techniques.
- ✓ Making clearance of building plans by fire services mandatory.

Response Activities:

- ✓ Rescue of persons trapped in burning, collapsed or damaged buildings, damaged vehicles, including motor vehicles, trains and aircrafts, industries, boilers, trenches & tunnels.
- ✓ Control of fires and minimizing damages due to explosions.
- ✓ Control of dangerous or hazardous situations such as oil, gas and hazardous materials spill.
- ✓ Protection of property and the environment from fire damage.
- ✓ Support to other agencies in the response to emergencies.
- ✓ Investigation into the causes of fire and assist in damage assessment.

9. Municipality, Public Works & Rural Development Departments

Prevention Activities:

- ✓ Keep a list of earth moving and clearing vehicles/equipments (available with Govt. Departments, PSUs, and private contractors, etc.) and formulate a plan to mobilize those at the earliest.
- ✓ Inspection and emergency repair of roads/bridges, public utilities and buildings.
- ✓ Adequate road signs should be installed to guide and assist the drivers.

Response Activities:

- ✓ Clearing of roads and establish connectivity. Restore roads, bridges and where necessary make alternate arrangements to open the roads to traffic at the earliest.
- ✓ Mobilization of community assistance for clearing blocked roads.
- ✓ Facilitate movement of heavy vehicles carrying equipments and materials.
- ✓ Identification and notification of alternative routes to strategic locations.
- ✓ Filling of ditches, disposal of debris, and cutting of uprooted trees along the roads.



- ✓ Arrangement of emergency tool kit for every section at the divisional levels for activities like clearance (power saws), debris clearance (fork lifter) and other tools for repair and maintenance of all disaster response equipments.
- ✓ Assist in relief distribution.
- ✓ Integrating certain response functions that are managed by affected communities to development programmes such as IAY, MGNREGA.

Recovery Activities

- ✓ Strengthening and restoration of infrastructure with an objective to eliminate the factor(s) which caused the damage.
- ✓ Sharing of experiences and lessons learnt.
- ✓ Training to staff, Review and documentation.
- ✓ Development of checklists and contingency plans.
- ✓ Preparation of Technical Visual Damage Identification Guide for the Field Assessment of Damage.
- ✓ Provide assistance to the damage assessment teams for survey of damage to buildings and infrastructure.
- ✓ Zonation of affected areas and estimate the total loss to buildings (by building type and damage grade) in urban and rural areas.
- ✓ Undertake construction of temporary roads to serve as access to temporary transit and relief camps, and medical facilities for disaster victims.
- ✓ Help the evacuees for returning to their houses.
- ✓ Provide sites for rehabilitation of affected population.
- ✓ Mobilize community for road clearing and debris removal.
- ✓ Restore roads, bridges and where necessary and make alternate arrangements to open the roads to traffic at the earliest. Begin clearing roads. Assemble Casual Labourers to work with experienced staff and divide into work gangs.
- ✓ Facilitate movement of heavy vehicles carrying equipments and materials.
- ✓ Setting / building of adequate temporary toilet blocks separately for men and women.
- ✓ Rapid impact assessment in terms of livelihoods, housing and related resources.
- ✓ Developing and implementing an alternate livelihood recovery plan.
- ✓ Linking the recovery of essential infrastructure to the various rural development schemes.
- ✓ Identification of beneficiaries on an equitable, but fast track basis.
- ✓ Ensuring access to the provisioning and appropriation of village level common property resources.

10. Fisheries Department

Prevention Activities:

- ✓ Registration of boats and fishermen.
- ✓ Building community awareness on weather phenomena and warning system especially on Do's and Don'ts on receipt of weather related warnings.
- ✓ Certifying the usability of all boats and notifying their carrying capacities.
- ✓ Capacity building of traditional fishermen and improvisation of traditional boats which can be used during emergencies.
- ✓ Train up young fishermen in search & rescue operation and hire their services during emergency.

**Response Activities:**

- ✓ Ensure warning dissemination to fishing communities living in vulnerable pockets.
- ✓ Ensure mobilizing boats during emergencies and for payment of wages to boatmen hired during emergencies.
- ✓ Support in mobilization and additional deployment of boats during emergencies.
- ✓ Assist in providing lifesaving items like life jackets, hand radios, etc.

Recovery Activities

- ✓ Provide compensations and advice to affected individuals, community.
- ✓ Assess the losses of fisheries and aquaculture assets and the needs of persons and communities affected by emergency.

11. Forest Department**Prevention Activities:**

- ✓ Promotion of shelter belt plantation.
- ✓ Publishing for public knowledge details of forest cover, use of land under the forest department, the rate of depletion and its causes.
- ✓ Keep saws (both power and manual) in working conditions.
- ✓ Provision of seedling to the community and encouraging plantation activities, promoting nurseries for providing seedlings in case of destruction of trees during natural disasters.
- ✓ Ensuring the protection of wildlife and minimizing their interface with humans during disaster situations.
- ✓ Ensuring access of essential forest resources such as fuel-wood, timber/ bamboo for making agricultural implements and housing for local communities depend for sustenance and livelihoods.
- ✓ Strengthening the coping capacities for hazard affected forest dependent communities by recognizing their indigenous knowledge systems on natural resource and disaster risk reduction.

Response Activities:

- ✓ Making available the personnel, transportation vehicles and equipment for the search and rescue operations.

Recovery Activities:

- ✓ Assisting other line departments in building alternate evacuation/ relief supply routes.
- ✓ Preventing the spread of secondary hazards such as forest fires.

12. Transport Department

- ✓ The ARTO will be the overall in charge for providing number of rescue vehicles like trucks, buses, cars or any other type of transportation vehicles to emergency site, rescue shelter cum rallying post etc., for transportation of human beings as well as animals.

Prevention Activities:

- ✓ Listing of vehicles which can be used for emergency operation.



- ✓ Safety accreditation, enforcement and compliance
- ✓ Ensuring vehicles follow accepted safety standards.
- ✓ Ensure proper enforcement of Safety Regulations Response Activities.
- ✓ Requisition vehicles, trucks, and other means of transport to help in the emergency operations.

Preparedness Activities

- ✓ Build awareness on road safety and traffic rules through awareness campaign, use of different IEC strategies and training to school children.
- ✓ The G.P. members to be trained to act as an effective interface between the community, NGOs and other developmental organizations.
- ✓ Provide training so that the elected representatives can act as effective supportive agencies for reconstruction and recovery activities.

Response Activities

- ✓ Support in search, rescue and first aid.
- ✓ Cooperate and appropriation of relief materials.
- ✓ Call for emergency meeting to take stock of the situation.
- ✓ Develop a strategy to support in search, rescue and first aid.

Recovery Activities

- ✓ Provision of personal support services e.g. counseling.
- ✓ Repair/restoration of infrastructure e.g. roads, bridges, public amenities.
- ✓ Supporting the Gram Panchayats (GPs) in development of storage and in playing a key role and in the coordination of management and distribution of relief and rehabilitation materials.
- ✓ Continuously be in touch with the District/Block EOCs & Tehsil Control Rooms.
- ✓ Identify and disseminate information regarding operational/safe routes to personnel involved in response.
- ✓ Arrange for alternative fuel supply.
- ✓ Provide vehicles suiting the terrain and casualty for evacuation and for ensuring supply chain continuity of relief and rescue operations.
- ✓ Arranging for the transportation and accommodation of relief personnel and material to affected areas.
- ✓ Aiding the district administration in the movement of affected population to safer areas.
- ✓ Launch recovery/repair missions for stranded vehicles, damaged critical infrastructure and routes.
- ✓ Participate in post impact assessment of emergency situation.

13. Panchayati Raj Institutions

Prevention Activities:

- ✓ Develop prevention/mitigation strategies for risk reduction at community level.
- ✓ Training of elected representatives on various aspects of disaster management
- ✓ Public awareness on various aspects of disaster management
- ✓ Organize mock drills
- ✓ Promote and support community-based disaster management plans.
- ✓ Support strengthening response mechanisms at the G.P. level (e.g., better communication, local storage, search & rescue equipments, etc.).



- ✓ Clean drainage channels, trimming of branches before the prevalent monsoons.
- ✓ Ensure alternative routes/means of communication for movement of relief materials and personnel to marooned areas or areas likely to be marooned.
- ✓ Assist all the government departments to plan and priorities prevention and preparedness activities while ensuring active community participation.

Preparedness Activities:

- ✓ Train up the G.P. Members and Support for timely and appropriate delivery of warning to the community.
- ✓ IEC activities for greater awareness regarding the role of trees and forests for protection during emergencies and also to minimize environmental impact which results owing to deforestation like climate change, soil erosion, etc.
- ✓ Increasing involvement of the community, NGOs and CBOs in plantation, protection and other forest protection, rejuvenation and restoration activities.
- ✓ Plan for reducing the incidence, and minimize the impact of disasters.

Response Activities:

- ✓ Clearance of blocked drains and roads, including tree removal in the villages.
- ✓ Construct alternative temporary roads to restore communication to the villages.
- ✓ PRIs to be a part of the damage survey and relief distribution teams to ensure popular participation.
- ✓ Operationalize emergency relief centers and emergency shelter.
- ✓ Sanitation, drinking water and medical aid arrangements.

Recovery Activities

- ✓ Take up plantation drives to reduce the damage caused by the upcoming disasters.

14. Information & Public Relations Department

Prevention Activities:

- ✓ Creation of public awareness regarding various types of disasters through media campaigns.
- ✓ Dissemination of information to public and others concerned regarding do's and don'ts of various disasters
- ✓ Regular Liaison with the media

Response Activities:

- ✓ Setting up of a control room to provide authentic information to public regarding impending emergencies
- ✓ Daily press briefings at fixed times at district level to provide official version
- ✓ Media report & feedback to field officials on a daily basis from Level 1 onwards
- ✓ Keep the public informed about the latest emergency situation (area affected, lives lost, etc), post-disaster assistance and recovery programmes.
- ✓ Provide required, unambiguous and correct information for relief and rescue workers.
- ✓ Public display of emergency contact numbers on television and radio networks, loudspeakers and other locally available forms of communication.



- ✓ Provide unambiguous and correct information for culturally suited humanitarian aid (resources).
- ✓ Initiate a 24-hour communication help-line that is accessible by concerned stakeholders.

Recovery Activities:

- ✓ Risk communication should ensure that panic responses to the information given are avoided.
- ✓ Encourage on the spot reporting by media. Nevertheless, care should be taken that the influx of media persons should not hamper local rescue and relief operations.

15. Revenue Department

SOPs for Tehsildars

- ✓ Activation of Tehsil Level Control Rooms. The Tehsildars of respective Tehsil shall take charge of the Control Room.
- ✓ Communicate with Sub-Divisional Emergency Operations Centre.
- ✓ Act and coordinate between the Taskforce members working at disaster sites and Block/Panchayat Level Disaster Management Committees for mobilization of resources and dissemination of instructions received from DEOC through Sub-Divisional Emergency Operations Centre.
- ✓ Look after all the facilities required at rescue shelter/rallying post like food, clothing, medical aid, water, electricity, sanitation and other basic necessities in co-ordination with respective Government Agencies as well as voluntary organizations within their respective territorial jurisdictions.
- ✓ Take measures to mitigate the emergency in association with various emergency services like fire and police.
- ✓ Ensure setting up of safe shelters with basic amenities of food & sanitation.
- ✓ Rescue and evacuate the people from affected areas and shift them to safe shelters.
- ✓ Mobilize medical professional and ensure that the affected persons are given medical attentions.

Response Activities

- ✓ Activation of Emergency Operations Centre at District as well as Sub-Divisional Level.
- ✓ Co-ordination with Govt. of J&K Secretariat and Sub-Ordinate Offices.
- ✓ Overall control & supervision.
- ✓ Mobilization of finances.

Recovery Activities

- ✓ Damage assessment, finalization of reports and declaration of Level 1/ Level 2 disasters.

16. Department of Education

- ✓ Assisting the EOCs/Tehsildars in arranging schools and similar buildings as emergency shelters and relief camps, wherever necessary.



- ✓ Encouraging students, teachers and staff to volunteer in disaster response and relief.

17. Department of Finance

- ✓ Quick allocation of funds for meeting rescue and relief operations.
- ✓ Maintain a centralized account/fund transfer mechanism to coordinate rescue and relief operations.
- ✓ Mobilization of resources for disaster recovery.

18. Social Welfare Department

- ✓ The District, Social Welfare Officer will identify and ensure the rescue of orphaned children, widowed women, aged and infirm and make special arrangements for their case.
- ✓ Assign role to trained voluntary staff/Taskforce/Anganwadi workers etc. for delivering effective service.
- ✓ Provision of supplementary nutrition through Integrated Child Development Scheme (ICDS)/Anganwadi to the vulnerable groups.

19. Food, Civil Supplies & Consumer Affairs Department

- ✓ Assistant Director, Food, Civil Supplies & Consumer Affairs shall make arrangements for food and ration etc. to be made available to the people. He would be based in the District Emergency Operations Centre to assist the District Administration in running the safe shelters and relief centres set up during the disaster.
- ✓ Ensure supply of essential commodities.
- ✓ Pre-positioning of staff in the areas that are vulnerable to the risk and arrange food and other basic requirement for emergency response.
- ✓ Assign responsibilities to the officials for distribution of emergency relief and to run free- kitchen.
- ✓ Monitor the price through committees from the Panchayat level.
- ✓ Ascertain the availability of dry food, drinking water and medicines to the evacuees especially the ones in the cut-off and inaccessible areas.
- ✓ Prior storage of food grains in the vulnerable pockets.
- ✓ Make necessary arrangements for air dropping of food packets in the marooned villages through helicopters.
- ✓ Coordinate with local authorities and other ESFs to determine requirements of food for affected population.
- ✓ Control the quality and quantity of food that is distributed to the affected population.
- ✓ Ensure that special care in food distribution is taken for women with infants, pregnant women and children.

20. Telecommunications

- ✓ Should restore telecommunication services in the affected areas immediately to avoid communication gap (All telecommunication network players – BSNL, Airtel, Jio, etc.)