



**GOVERNMENT OF HIMACHAL PRADESH  
DEPARTMENT OF REVENUE (DMC)**

**STANDARD OPERATING PROCEDURES**

**FOR**

**RESPONDING TO**

**DISASTERS**

**2012**



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**(Approved by the SEC on 7<sup>th</sup> July, 2012)**



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## ACRONYMS

|       |  |
|-------|--|
| AHD   | Department of Animal Husbandry                 |
| AIR   | All India Radio                                |
| BIS   | Bureau of Indian Standards                     |
| BMTPC | Building Material Technology Promotion Council |
| BSF   | Border Security Force                          |
| CBRN  | Chemical Biological, Radiological and Nuclear  |
| CD    | Civil Defence                                  |
| CMO   | Chief Minister's Office                        |
| CSO   | Chief Secretary's Office                       |
| CGWB  | Central Ground Water Board                     |
| CISF  | Central Industrial Security Force              |
| CP    | Commissioner of Police                         |
| CPMF  | Central Para Military Forces                   |
| CPWD  | Central Public Works Department                |
| CR    | Control Room                                   |
| CRPF  | Central Reserve Police Force                   |
| CWC   | Central Water Commission                       |
| DAC   | Department of Agriculture and Cooperation      |
| DD    | Delhi Doordarshan                              |
| DGCD  | Director General Civil Defence                 |
| DM    | District Magistrate                            |
| DOS   | Department of Space                            |
| DOT   | Department of Telecommunication                |
| DRDO  | Defence Research Development Organisation      |
| DWS   | Department of Drinking Water Supply            |
| ECC   | Emergency Command Centre                       |
| EOC   | Emergency Operation Centre                     |
| ERC   | Emergency Response Centre                      |
| ESF   | Emergency Support Functions                    |
| GSI   | Geological Survey of India                     |
| HIPA  | Himachal Institute of Public Administration    |
| HUDCO | Housing and Urban Development Corporation      |
| IC    | Incident Commander                             |
| IDS   | Integrated Defence Staff                       |
| IMD   | India Meteorological Department                |
| IO    | Information Officer                            |
| IRS   | Incident Response System                       |
| IRT   | Incident Response Team                         |
| ITBP  | Indo-Tibetan Border Police                     |
| MHA   | Departments and Organisations of Home Affairs  |
| MES   | Military Engineering Service                   |
| MOD   | Departments and Organisations of Defence       |

|       |  |
|-------|--|
| MOF   | Departments and Organisations of Finance             |
| MOH   | Departments and Organisations of Health              |
| MOUD  | Departments and Organisations of Urban Development   |
| NCMRW | National Centre for Medium Range Weather Forecasting |
| NCES  | Non-conventional energy sources                      |
| NDRF  | National Disaster Response Force                     |
| NDMA  | National Disaster Management Authority               |
| NIDM  | National Institute of Disaster Management            |
| NRSA  | National Remote Sensing Agency                       |
| PC    | Planning Commission                                  |
| PWD   | Public Works Department                              |
| RD    | Department of Rural Development                      |
| RTH   | Department of Road Transport and Highways            |
| SAP   | State Armed Police                                   |
| SART  | Search and Rescue Team                               |
| SDDM  | State Department of Disaster Management              |
| SDMA  | State Disaster Management Authority                  |
| SEMA  | State Emergency Management Authority                 |
| SFS   | State Fire Services                                  |
| SG    | State Government                                     |
| SOP   | Standard Operating Procedures                        |

## CHAPTER – 1

### INTRODUCTION

1.1 A prompt, well-coordinated and effective response mounted in the aftermath of disasters not only minimizes loss of life and property but also facilitates early recovery. The important ingredients of an effective response system are: -

- i) integrated institutional arrangements;
- ii) state of the art forecasting and early warning systems;
- iii) failsafe communication system;
- iv) rapid evacuation of threatened communities;
- v) quick deployment of specialized response forces; and
- vi) coordination and synergy among various agencies at various levels.

1.2 Most importantly, all the agencies and their functionaries must clearly understand their roles and responsibilities and the specific actions they have to take for responding to disaster or threatening disaster situations.

1.3 This SOP lays down, in a comprehensive manner, the specific actions required to be taken by various Departments and agencies of Government of Himachal Pradesh and Organisations under the control of Government of India at the State level and the district administration for responding to natural disasters of any magnitude and dimension.

#### **1.4 The objectives of the SOP are:-**

- (a) To provide, in a concise and convenient form, a list of major executive actions involved in responding to natural disasters and necessary measures for preparedness, response and relief required to be taken;
- (b) To ensure that all concerned Departments and Organisations of the State Governments and District Administrations know the precise measures required of them at each stage of the process and also to ensure that all actions are closely and continuously coordinated; and
- (c) To indicate various actions which would require to be taken by various departments and organisations of the State Government within their sphere of responsibilities so that they may prepare and review the Contingency Action Plans accordingly.

1.5 The instructions contained in this SOP should not be regarded as exhaustive of all the actions that might be considered necessary. It will also be necessary for each Department and Organisation, which are required to provide Emergency Support Functions (ESF) to prepare detailed SOPs so as to translate each action point in a number of steps required to be taken by each of them.

1.6 The Central Departments/Organisations concerned with these SOPs at State level will be as under:-

### **Departments/Organisations**

- (i) HP State Disaster Management Authority
- (ii) Department of Home Affairs – Police, Fire Services, Home Guards and Civil Defence
- (iii) Department of Tourism and Civil Aviation
- (iv) Departments Food, Civil Supplies and Consumer Affairs
- (v) Department of Forest including Forest Corporation
- (vi) Department of Health and Family Welfare
- (vii) Department of Ayurveda
- (viii) Department of Power and NCES
- (ix) Department of Transport
- (x) Department Urban Development
- (xi) Department of Panchayati Raj and Rural Development
- (xii) Department of Animal Husbandry
- (xiii) Department of GAD
- (xiv) Department of Cooperation
- (xv) HP State Red Cross Society
- (xvi) Department of Irrigation and Public Health
- (xvii) Department of Public Works
- (xviii) Department of Information Technology

### **Organisations under Central Government/Other Organisations**

- (i) Indian Meteorological Department
- (ii) Central Water Commission
- (iii) Geological Survey of India
- (iv) Snow and Avalanche Study Establishment
- (v) National Disaster Response Force
- (vi) Department of Telecommunication
- (vii) National Highway Authority of India
- (viii) National Informatics Centre
- (ix) Boarder Roads Organisation and MES
- (x) Central Para Military Forces
- (xi) Power projects located in HP
- (xii) AIR and DD Shimla
- (xiii) Central Public Works Department

**The organizations concerned at the District level will be as under:-**

- (i) DDMA
- (ii) District Magistrate
- (iii) Police
- (iv) Forest Department
- (v) Fire, Home Guards and Civil Defence Services
- (vi) Health Services
- (vii) Transport Department
- (viii) Public Works Department
- (ix) Irrigation and Public Health
- (x) Veterinary Services
- (xi) Food and Civil Supplies Department
- (xii) Animal Husbandry Department
- (xiii) ULBs and PRIs
- (xiv) District Red Cross Society

1.7 All the Departments of the State Governments, District Authorities, Local Bodies and other stakeholders will prepare detailed SOPs in consonance with this SOP, National Policy, State Policy and various Guidelines issued by NDMA (available at [www.nama.gov.in](http://www.nama.gov.in)) and SDMA (available at [www.hpsdma.nic.in](http://www.hpsdma.nic.in)) . These SOPs shall prescribe the manner in which various response and relief activities like evacuation, search and rescue, casualty and emergency health management, food, drinking water, sanitation and hygiene, clothing shelter, management of relief camps and restoration of essential services, etc. have to be undertaken.

1.8 The SOP encompasses the following five phases of disaster management for effective and efficient response to natural disasters:-

- i) Preparedness Phase** – This phase will include taking all necessary measures for planning, capacity building and other preparedness so as to be in a state of readiness to respond, in the event of a natural disaster. This Stage will also include development of Search and Rescue Teams, mobilization of resources and taking measures in terms of equipping, providing training, conducting mock drills/exercises, etc.
- ii) Early Warning Phase** – This phase will include all necessary measures to provide timely, qualitative and quantitative warnings to the disaster managers to enable them to take preemptive measures for preventing loss of life and reducing loss/damage to the property. On the occurrence of a natural disaster or imminent threat thereof, all the concerned Agencies will be informed/notified for initiating immediate necessary follow up action.

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- iii) **Response Phase** – This phase will include all necessary measures to provide immediate succor to the affected people by undertaking search, rescue and evacuation measures.
- iv) **Relief Phase** - This phase will include all necessary measures to provide immediate relief and succor to the affected people in terms of their essential needs of food, drinking water, health and hygiene, clothing, shelter, etc.
- v) **Restoration Stage** – This phase will include all necessary measures to stabilize the situation and restore the utilities.

1.9 This SOP does not cover long-term measures needed either for mitigation or for rehabilitation/recovery of the affected people and reconstruction of the area.

1.10 This SOP will be reviewed annually in the month of April.

## CHAPTER – 2

### INSTITUTIONAL MECHANISM

2.1 In the aftermath of a disaster, the primary responsibility for undertaking the rescue, relief and rehabilitation measures rests with the concerned district administration. The role of the State Government is supportive, in terms of physical and financial resources and complementary in sectors such as transport, early warning systems, etc. Or otherwise the State Government comes into direct picture if the magnitude of disaster is so huge that it is beyond the coping capacity of the district administration.

2.2 The Disaster Management Act 2005, lays down a three tier institutional structure for disaster management at the national, state and district levels in the form of NDMA, SDMA and DDMA. National Policy on Disaster Management (NPDM) and State Policy on Disaster Management (SPDM) have further specified the roles and responsibilities of various organizations for disaster response.

#### NATIONAL LEVEL

##### **National Crisis Management Committee (NCMC)**

2.3 At the National Level, the Command, Control and Coordination of the disaster response will be overseen by the National Crisis Management Committee (NCMC) under the Cabinet Secretary. NCMC will issue guidelines from time to time as required for effective response to natural disasters. All Ministries/Departments/Agencies at the national level shall comply with the instructions of NCMC. The NPDM prescribes that NCM shall deal with 'major disasters that have serious or national ramifications'.

##### **Departments and Organisations of Home Affairs (MHA)**

2.4 The Departments and Organisations of Home Affairs is the nodal agency at the National level for coordination of response and relief in the wake of natural disasters (except drought, pest attack and hailstorm). MHA will provide financial and logistic support to the State Governments, keeping in view, their resources, the severity of the natural disaster and the capacity of the State Governments to respond in a particular situation.

### **National Executive Committee (NEC)**

2.5 Section 10 (2) (k) of the Disaster Management Act stipulates that the NEC under the Union Home Secretary will 'coordinate response in the event of any threatening disaster situation or disaster'. NEC may give directions to the concerned Ministries/Departments of the Govt. of India, the State Governments and the State Authorities regarding measures to be taken by them in response to any specific threatening disaster situation or disaster.

### **Other Central Ministries/Departments**

2.6 The other concerned Central Ministries/Departments/Organisations will render Emergency Support Functions (ESF) wherever Central intervention and support are needed by the State Governments. List of ESF Ministries/Departments along with their roles and responsibilities is given at **Annexure- I**.

## **STATE LEVEL**

### **State Executive Committee (SEC)**

2.7 It will be the responsibility of the State Government to respond to natural disasters and provide relief to the affected people. Section 22(2) (G) of the Disaster Management Act stipulates that the SEC under the State Chief Secretary shall 'coordinate response in the event of any threatening disaster situation or disaster'. SEC shall give directions to any Department of the State Government or any other authority or body in the State regarding actions to be taken in response to any disaster.

2.8 Department of Revenue is the nodal department for disaster management and Secretary of the Revenue Department shall implement the decisions of the SEC pertaining to State level Response to natural disasters.

2.9 Disaster response being a multi-agency function, other Departments of the State Governments will provide emergency support functions in their relevant domains at the State/District levels as per the ESF Plan placed at **Annexure - II**. The departments of the State at the state and district level would appoint Nodal Officers to perform ESF as per the preform given in **Annexure – III**.

### **DISTRICT LEVEL**

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

2.10 Section 30(2)(xvi) of the Disaster Management Act stipulates that the DDMA under the chair of the Collector or District Magistrate or Deputy Commissioner, as the case may be and the co-chair of the elected representative of the local authority, shall 'coordinate response to any threatening disaster situation or disaster'. The Collector/District Magistrate/Deputy Commissioner, as the head of administration at the district, shall be the focal point in the command and control for disaster response at the district level, in accordance with the policies/guidelines/instructions from the national and state levels. Depending on the nature of disaster and response he will be the Incident Commander himself or delegate the responsibility to some other officer as per the IRS guidelines issued by the NDMA.

2.11 All the Departments/Agencies of the Central and State Governments in the District/City involved in response and relief will work in accordance with the directions of the Incident Commander.

2.12 The lower administrative units of Districts viz; Subdivisions under the administrative control of a Sub-divisional Magistrate/Officer (Civil) and Tehsils under the administrative control of the Tehsildar will coordinate the functioning of the various departments in their respective jurisdiction. The PRIs and ULBs or any other local authority shall render necessary assistance to the district authority.

2.13 The Incident Command Teams at Subdivision and Block levels under SDO (C) or Tehsildar as the case may be will be responsible for all response and relief works.

#### **Mechanism for International Assistance**

2.14 As a stated policy of the Government of India no appeals shall be made seeking foreign aid for disaster response. However if the foreign national governments voluntarily offer assistance as a goodwill gesture in solidarity of the disaster victims, the Departments and Organisations of Home Affairs will coordinate with the Departments and Organisations of External Affairs for obtaining and channelizing such assistance.

2.15 All national and international non-government agencies while rendering emergency support functions on the ground will function under the overall command of the State Government through the Incident Commander.

## CHAPTER – 3

### PREPAREDNESS

#### EMERGENCY OPERATIONS CENTRES (EOCS)

3.1 Emergency Operation Centres/Control rooms will be set up at State and district levels with requisite facilities. The EOCs/Control Rooms already in existence at these levels will be suitably upgraded. (Reference: NDMA Guidelines on “National Disaster Management Information and Communication System”).

#### Objectives of the Emergency Operations Centre

3.2 The EOCs/Control Rooms at National, State and District levels will be the nerve centres for coordination and management of disasters. The objectives of the EOCs shall be to provide centralized direction and control of any or all of the following key functions:

- i) Receive and process disaster alerts and warnings from nodal agencies and other sources and communicate the same to all designated authorities.
- ii) Monitor emergency operations
- iii) Facilitate Coordination among primary and secondary ESF
- iv) Departments and Organisations/Departments/Agencies.
- v) Requisitioning additional resources during the disaster phase
- vi) Issuing disaster/incident specific information and instructions specific to all concerned
- vii) Consolidation, analysis, and dissemination of damage, loss and needs assessment data;
- viii) Forwarding of consolidated reports to all designated authorities.

#### Location of EOC

3.3 The EOC will be set up at a suitable location and the building should be multi-hazard resistant so as to withstand the impact of disasters and remain functional during the emergency phase.

#### Communication Network of EOCs

3.4 Under the National Communication Plan being implemented by the Government of India, the EOCs at all the three levels shall have a fail proof communication network with triple redundancy of NICNET of NIC, POLNET of Police and SPACENET of ISRO in addition to the terrestrial and satellite based communication to ensure voice, data and video transfer.

3.5 Under the network, the EOCs/Control Rooms of all the States will be directly connected with the NEOC/ Control Room of MHA at the National level. The district EOCs/ Control Rooms will be connected with the respective State EOCs/Control Room. Suitable personnel will be selected and imparted training in the operation of Control Rooms will be posted to man these EOCs/Control Rooms.

### **National Integrated Operations Centre (NIOC)**

3.6 The National Integrated Operations Center is being maintained and run on 24 x 7 basis at MHA, North Block, New Delhi with latest and state of the art equipment. A SOP on Issuing Alerts and Electronic Messaging in the Event of Disaster Situations has been prepared a summary of which is given in chapter – 4. An alternate NIOC has been established at National Disaster Management Authority (NDMA) which is a mirror image of the National IOC and will be a back-up to handle any eventuality if for any reason the NIOC at MHA becomes non-operational.

### **SEOC and DEOC**

3.7 State Governments and District Administration would also set up State Emergency Operation Centre and District Emergency Operation Centres and provide adequate manpower for manning them effectively and arrange training for the EOC Staff on EOC operations. State Governments has also made an EOC Manual (available at: [www.hpsdma.nic.in](http://www.hpsdma.nic.in)) containing SOP/ Protocol for activation of SEOCs and DEOCs during emergency/disasters.

### **NATIONAL DISASTER RESPONSE FORCE (NDRF)**

3.8 For the purpose of specialized response to disasters/ emergencies both natural and manmade NDRF has been constituted comprising of 8 battalions drawn from Central Para-Military Forces. Each NDRF battalion has 18 Specialized Search and Rescue Teams including doctors, paramedics and dog squad. The general direction and control of NDRF is vested with NDMA while the command and supervision of the Force is vested in Director General of Civil Defence and NDRF appointed by the Central Government.

### **Requisitioning of NDRF Teams**

3.9 Each NDRF Battalion/Team has been assigned respective areas of responsibility in terms of States/UTs and Districts. The NDRF Battalion/Teams can be requisitioned by the State Governments/ District Administration directly in cases of rapid onset disasters where early warning/alerts is not available and through the Director General, NDRF and NDMA in cases where sufficient lead time is available. The State Governments/ District Administration will maintain close liaison with the NDRF Commanders earmarked to the

respective States/Districts for rapid deployment in case of threatening disasters situation/ disasters.

3.10 NDRF Battalion located at Bhatinda, Punjab and Uttar Pradesh (CBRN emergency only) have been given the responsibility for deployment in Himachal Pradesh. Contact Details of NDRF have been given in **Annexure – IV**. Sample format for requisitioning of NDRF is at **Annexure – V**.

### **Regional Response Centres (RRCs)**

3.11 Regional Response Centres have been set up at various strategic locations across the country by the CPMFs. The RRCs are equipped with minimum Cache of equipment to deal with floods, cyclone, earthquakes etc. NDRF Teams can be prepositioned in these RRCs for quick deployment when disaster is imminent. The State Government at the time of need can requisition the assistance from these RRCs. The locations of RRCs in Himachal Pradesh are as under:-

| <b>Sr. No.</b> | <b>Present Locations</b> | <b>Name of CPMF</b> |
|----------------|--------------------------|---------------------|
| 1.             | Kullu                    | ITBP                |
| 2.             | Sarahan, District Shimla | ITBP                |
| 3.             | Recong Peo, Kinnaur      | ITBP                |

### **State Disaster Response Force (SDRF)**

3.12 Different departments of the State shall be primarily responsible for taking preparedness measures and building response capacity as per their vulnerability to various natural disasters and constitute State Disaster Response Forces on the pattern of NDRF. Home Guard and Civil Defence companies located at 100 locations across the State would also be given equipment for basic search and rescue operations.

### **Training and Equipping of SDRF**

3.13 Training and equipping of Search and Rescue Teams of SDRFs and Home Guards and Civil Defence shall be undertaken by the State Governments in consultation with the NDMA and MHA. Each SAR Team will be trained for search, rescue and evacuation in collapsed structure and medical first response. Some units of the select SAR Teams will also be trained and equipped for deep-water rescue, slithering and industrial accidents. The Teams will also have dog squads and appropriate measures will be taken for procurement and training of dogs and dog handlers.

3.14 Each of the SAR Teams will operate on self-sustaining basis. The organizational structure, qualification requirements of personnel and lists of equipment for SAR Teams

shall be as per the requirement of the State. DG, NDRF shall be requested for assistance and the details of the same by the Home Department.

3.15 Besides the SAR Teams, the Police/ Armed Police/Forest Protection Force will also be imparted general training in search and rescue at the time of induction and as a part of refresher training. This will cover gazette officers, subordinate officers and other ranks.

3.16 The training institutions imparting training to Police/ Armed Police/Forest Protection personnel or fire training institutions will be declared as nodal training institutions in search and rescue. Appropriate faculty will be trained in these nodal training institutions.

### **State Disaster Mitigation Resource Centres (SDRMCs)**

3.17 Different Departments of the State Government shall also set up Resource Centres based on their requirements to pre-position essential supplies. They shall be responsible to constantly evaluate their own capabilities to handle that situation and project the anticipated requirements for the central resources well in time to the State Government.

### **FIRE AND EMERGENCY SERVICES**

3.18 The Fire Services in the States will be strengthened and will be made multi-hazard response units. These will be appropriately equipped depending upon their location and area of operation.

### **CIVIL DEFENCE**

3.19 Civil Defence volunteers will be enrolled for voluntary services in accordance with the provisions of the Civil Defence Act. The services of CD volunteers should be utilized during response to natural disasters. Civil Defence training institutions at the State level will be upgraded to cater to the training of Civil Defence volunteers in relevant areas of disaster response.

### **ARMED FORCES**

3.20 Establishment of NDRF should progressively reduce deployment of the Armed Forces. Armed Forces would be deployed only when the situation is beyond the coping capacity of State Government and NDRF. Guidelines for requisitioning Armed Forces by the districts has been prepared and placed at **Annexure – VI.**

### **EMERGENCY SUPPORT FUNCTIONS (ESFs)**

3.21 Disaster response is a multi-agency function. There will be one Lead or Primary Agency which will be responsible for managing and coordinating the response while other agencies will support and provide assistance in managing the incident. Each ESF will be headed by a lead Departments and Organisations/organisation responsible for coordinating the delivery of goods and services to the disaster area, and is supported by numerous other organizations. These ESFs will form integral part of the Emergency Operation Centres (EOCs) and each ESF should coordinate its activities from the allocated EOC. Extension teams and workers of each ESF will be required to coordinate the response procedures at the disaster affected site. The ESFs finalized at the State level have been placed at Annexure - II and the same can be suitably modified and adopted at district level, if need be and Nodal Officers get appointed for each department of the State Government and Central Government located at district level as per Annexure – III.

### **INCIDENT RESPONSE SYSTEM (IRS)**

3.22 IRS is a management system to organize various emergency functions in a standardized manner while responding to any disaster. Under IRS an incident commander and officers trained in different aspects of incident management, such as logistics, operations, planning, safety, media management, etc. form a specialist incident management team and manage the disaster/emergency.

3.23 Though India has a well established robust administrative structure right from national level to village level with coordinating officials at each level for managing disasters, there is a need to strengthen and professionalize the same by incorporating the principles of the IRS. The NDMA has issued guidelines in IRS and the same are available in the NDMA website ([www.ndma.gov.in](http://www.ndma.gov.in)) for reference.

3.24 As per the Government of India policy on disaster management IRS will be integrated into the existing system and Incident Response Teams shall be put in place in each district by imparting training in different facets of incident management to district level functionaries. The emphasis will be on the use of technologies and contemporary systems of planning and execution with connectivity to the joint operations room at all levels.

3.25 The members of the IRT teams will be imparted specialized training in the HIPA or any other designated Training Institutes. These Teams will be deployed at the district level by the concerned District Magistrate or designated authority. The State level IRTs will be deployed on the request of the district authority.

### **PRE-CONTRACT FOR ESSENTIAL COMMODITIES**

3.26 All the Departments of the Government will ensure storage and availability of essential commodities including medicine in the vulnerable districts well before the

monsoon period. They will also enter into pre-contract with the suppliers of essential commodities, medicines, tents, etc. on an annual basis for supply of these items at pre-decided rates within stipulated time framework. A nodal officer will be nominated for this purpose.

### **MEDICAL PREPAREDNESS**

3.27 The Department of Health and Family Welfare and Ayurveda will identify the hospitals, team of doctors and para-medics including mental health and psycho-social service provider at sub-divisional and district levels, who will be deployed at short notice. Their names, addresses, telephone numbers, mobile numbers, email etc. will be made available to the district and State control rooms. The list will be updated annually. The stock of medicines, accessories and equipment for each of identified teams at the district and sub-divisions will be decided in advance as per needs.

### **ANIMAL CARE**

3.28 Animals both domestic as well as wild are exposed to the effects of natural and man-made disasters. It is necessary to devise appropriate measures to protect animals and find means to shelter and feed them during disasters and their aftermath, through a community effort, to the extent possible. It is pertinent to note that many communities have shown compassion to animals during disasters, and these efforts need to be formalized in the preparedness plans of the Departments of Animal Husbandry at the State and district level.

### **DISTRICT LEVEL PREPAREDNESS FOR RESPONSE**

#### **Vulnerability assessment**

3.29 Each district will make its vulnerability assessment and identify potential hazards. While making such assessment, the risk involved and capacity to respond will be taken into account. The local community will be informed about their vulnerability to potential hazard/disasters through the representatives of Panchayati Raj Institutions/Local Self-Government and NGOs.

#### **Contact Details**

3.30 A comprehensive directory of officers involved in disaster management at various levels will be prepared for National and State levels giving their names, addresses, telephone numbers, mobile numbers, email address, Fax numbers. Such directory will be widely circulated and updated annually.

### **Review**

3.31 Annual review of the preparedness measures will be done at the Department, District and sub-Divisional levels. Annual review will ensure that all loose ends are tied up so that response during disasters is efficient, effective and timely. The review will also include prearrangements for essential commodities required for response and relief and emergent basis. The decentralization of authority is an important feature of good management of disasters. As such, the Departments will also review in their annual meeting, the present levels of delegation of powers to various authorities responsible for the handling of disasters.

### **Mock Drills**

3.32 Search and Rescue Teams at the State, District and Local Levels will carry out mock drills on various disasters situation annually. For floods etc. these will be carried before the monsoon period, tentatively in June. For earthquakes, landslides, snow avalanche, etc., such drills can be done in the month of October. The district and State levels, mock exercises will be carried out for testing the effectiveness of all the preparedness machinery including manpower and equipment. Mock drills would be carried out regularly (at least four times a year as per the SDMA's decision) in educational institutions, hospitals, temples and all other government buildings where large number of people stay or visit regularly.

### **RESOURCE INVENTORY – IDRN**

3.33 Government of India has launched India Disaster Resource Network (IDRN), which is a web enabled resource inventory for disaster management. The District Magistrate will ensure that necessary entries have been made in the Web-portal and updated at-least once in a month. Nodal Officer (DM) i.e. ADC/ADM/AC will ensure monitor it personally.

### **Relief shelters**

3.34 Adequate numbers of shelters – both buildings and open spaces will be identified for providing shelter to the evacuated people. These shelters should provide sufficient thermal comfort, fresh air and protection from the climate and ensure dignity, health, safety and well-being of the people. Such shelters will also be equipped with all essential necessities including medicines and sanitation. The design and construction of the shelter should be in accordance with safe building practices.

### **AWARENESS GENERATION**

3.35 A State wide awareness campaign will be carried out by the SDMA/Department of Revenue by various means available. The DDMA's shall also carry out awareness campaigns in their respective districts right up to village level. Seminars/workshops will be conducted specifically for media personnel and public representatives' viz. M.Ps, and MLAs, PRIs, ULBs etc.

## CHAPTER-4

### EARLY WARNING

#### Nodal Agencies for Early Warning

4.1 Following are the Nodal agencies in the Government of India mandated for early warning of different natural hazards:

| <b>Disasters</b>    | <b>Agencies</b>   |
|---------------------|---|
| Cyclone             | Indian Meteorological Department                        |
| Tsunami             | Indian National Centre for Oceanic Information Services |
| Floods              | Central Water Commission                                |
| Landslides          | Geological Survey of India                              |
| Avalanches          | Snow and Avalanche Study Establishment                  |
| Heat and Cold Waves | Indian Meteorological Department                        |

4.2 The State Government has identified some more Nodal agencies for EWS/disaster response for hazards not covered above as per the detail given below:-

| <b>Disasters</b>              | <b>Agencies</b>                         |
|-------------------------------|---|
| Epidemics                     | Health and Family Welfare Department    |
| Dam Failure/flooding          | Department of MPP and Power Projects    |
| Forest Fires                  | Department of Forest                    |
| Domestic Fires                | Department of Fire Services             |
| Industrial/Chemical disasters | Department of Industries & HP State PCB |
| Flash Floods                  | I & PH                                  |
| Road Accident                 | Police                                  |

4.3 These agencies shall be responsible for keeping track of developments in respect of specific hazards assigned to them and inform the designated authorities/ agencies at National, State and District levels about the impending or actual disasters. Some of these agencies have developed guidelines for early warning. Other agencies would also develop guidelines for early warning/communication of impending disasters/disasters and share with the SDMA immediately.

#### Electronic Messaging System (EMS)

4.4 The NEOC, MHA has developed an SOP for issuing of different categories of alerts to all decision makers at the national level. The same system of alters will be followed in the State to avoid confusion. Summary of SOPs is as under:-

## Categorisation of Alerts

4.5 Specific hazards have different categories of alerts as indicated below. For the purpose of dissemination of alerts to CMO/CSO/Relief Commissioner/Secretary (Revenue), a uniform system has been devised by categorizing each type of alert in stages – Yellow, Orange and Red. While generating and transmitting alerts to IOC, MHA, the concerned agency will indicate the category of the event as well as its corresponding stage (Red/Orange/Yellow).

4.6 Alerts falling in **Yellow stage** will not be communicated to PMO/Cabinet Secretariat through EMS. Alerts falling in **Orange stage** will be communicated to PMO/Cabinet Secretariat with 12 hourly updates or when it is upgraded to the Red Stage, whichever is earlier. Alerts falling in **Red stage** will be communicated to PMO/Cabinet Secretariat with 3 hourly updates or at more frequent intervals as warranted by the situation. Any changes in the category of alerts will be suitably integrated in the next message due as per the previous categorization.

## Action Plan

### 4.7 Yellow Stage

- i) IC, State EOC will transmit information on disaster situations falling in yellow stage to Deputy Secretary/Additional Secretary/Special Secretary (Revenue/DM) hereinafter referred to as the Branch Officer, DM in HP Secretariat.
- ii) Alerts will be transmitted further to Secretary (Revenue/DM) and Nodal officer of SDMA only on specific instructions from Branch Officer DM.
- iii) Alert messages will also be sent to the concerned Departments/ Organizations/ Agencies rendering ESF for their information and necessary action where required.
- iv) All designated Nodal Officer of DM in different Departments.
- v) Alerts would also be communicated to the vulnerable communities through the available means.

### 4.8 Orange Stage

- i) All Departments/Agencies will be required to transmit 12 hourly updates.
- ii) All Departments/Agencies generating alerts will be required to transmit information to IC State EOC and DEOCs within 30 minutes of the receipt of information regarding the upgradation of the stage.
- iii) Alerts will be transmitted by IC State EOC to:

- Chief Secretary/ Principal Pvt. Secretary (CM)/ PS to Revenue Minister/and to the Nodal Officer of SDMA.

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- All designated Nodal Officer of DM in different Departments.
- iv) All concerned ESF Departments/Organizations/Agencies will be informed by IC, State EOC to be in readiness and make all necessary standby arrangements.
- v) IC, State EOC will transmit alerts to the concerned Districts authorities.
- vi) Alerts would also be communicated to the vulnerable communities through the available means.

### 4.9 Red Stage

- i) All concerned Departments /Organizations /Agencies will be required to transmit alerts to IC, State EOC and district EOC **immediately** on receipt of information and not later than 30 minutes of the occurrence of the disaster events falling in the **Red Stage**.
- ii) IC, State EOC will constantly monitor the position and transmit 03 hourly updates to the following:
  - Chief Secretary/ Principal Pvt. Secretary (CM)/ PS to Revenue Minister/and to the Nodal Officer of SDMA.
  - All designated Nodal Officer of DM in different Departments.
- iii) All concerned ESF Departments/Organizations/Agencies will be informed by IC, State/district EOCs to be in readiness and make all necessary standby arrangements.
- iv) IC, State EOC will transmit alerts to the concerned Districts authorities. The district EOC would intimate and alter all concerned.
- v) Alerts would also be communicated to the vulnerable communities through the available means by State and district EOCs.

## FLOOD

4.10 Central Water Commission has developed a network of flood forecasting stations and issues Daily Flood Bulletins to all designated Authorities/Agencies of the Central Government and State Governments/ district Administration during the South East Monsoon season for all the major river basins in the following categories:

| Category | Description   | Stage  |
|----------|---|--------|
| IV       | Low Flood (Water level between Warning Level and Danger Level)                            | Yellow |
| III      | Moderate Flood (Water Level below 0.50m. less than HFL and above Danger Level)            | Yellow |
| II       | High Flood (Water Level less than Highest Flood Level but still within 0.50m. of the HFL) | Orange |
| I        | Unprecedented Flood (Water Level equal and above Highest Flood)                           | Red    |

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|  |             |  |
|--|-------------|--|
|  | Level (HFL) |  |
|--|-------------|--|

### LANDSLIDE

4.11 Geological Survey of India issues alerts and warnings to all designated authorities and agencies of the Central Government and State Governments/ district Administration for landslides in the following categories.

| Category | Description   | Stage  |
|----------|---|--------|
| IV       | Landslides of small dimensions that occur away from habitations and do not affect either humans or their possessions.   | Yellow |
| III      | Landslides which are fairly large and affect infrastructural installations like strategic and important highways and roads, rail routes and other civil installations like various appurtenant structures of hydroelectric and irrigation projects. | Orange |
| II       | The landslides that may occur on the fringes of inhabited areas and result in limited loss of life and property.  | Orange |
| I        | Landslides of large dimensions that are located over or in close vicinity of inhabited areas like urban settlements or fairly large rural settlements. Activity on these slides can result in loss of human lives, dwellings on large scale.        | Red    |

### AVALANCHES

4.12 Snow and Avalanche Study Establishment (SASE) of the Defence Research and Development Organisation (DRDO) Chandigarh is responsible for issuing alerts and warnings to all designated authorities and agencies of the Central Government and State Governments/ district Administration for avalanches in the following category:

| Category | Description   | Stage  |
|----------|---|--------|
| Low      | Generally favourable condition. Triggering is possible only with high additional loads and on very few extreme slopes. Valley movement is safe. Movement on slopes with care.   | Yellow |
| Medium   | Partly unfavourable condition. Triggering is possible on most avalanche prone slopes with low additional loads and may reach the valley in medium size. Movement on slopes with extreme care. Valley movements with caution. Avoid steep slopes. Routes should be selected with care. | Yellow |

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|           |   |        |
|-----------|---|--------|
| High      | Unfavorable condition. Triggering possible from all avalanche prone slopes even with low additional loads and reach the valley in large size. Suspend all movement. Airborne avalanches likely. | Orange |
| All Round | Very unfavorable condition. Numerous large avalanches are likely from all possible avalanche slopes even on moderately steep terrain. Suspend all movements. Airborne avalanches likely.        | Red    |

### EARTHQUAKE

4.13 Early warning or prediction of earthquake is not possible. However it is possible to detection and monitor the earthquakes and the aftershocks. IMD is the nodal agency of Government of India responsible for monitoring seismic activity in and around the country. IMD is responsible for quickly estimating the earthquake source parameters immediately on occurrence of an earthquake and disseminate the information to all the user agencies including the concerned State and Central Government agencies responsible for carrying out relief and rehabilitation measures. IMD shall also transmit earthquake information to public information channels, press, media etc. and posts in its Website.

| Category | Description           | Stage  |
|----------|-----------------------|--------|
| Slight   | $M < 5.0$             | Yellow |
| Moderate | $5.0 \leq M \leq 6.9$ | Orange |
| Great    | $M \geq 7.0$          | Red    |

4.14 IMD is also responsible for monitoring under- sea earthquakes which could generate tsunamis on the Indian coastal regions. IMD shall disseminate to all concerned user agencies including the Indian National Centre for Ocean Information Services (INCOIS), Hyderabad for issue of tsunami Alerts and Warnings.

4.15 IMD operates an Earthquake Operational Centre on a 24X7 basis with the operational responsibility of keeping a round-the-clock watch of seismic activity in and around the country. The Centre shall retrieve waveform data from remote field stations either in real time or through VSAT / dial up communication facilities, data analyses and quick dissemination of earthquake information to various user agencies including State and Central Government departments dealing with relief and rehabilitation measures. The earthquake information is transmitted to public information channels, press, media etc. and posted on IMD's Website. The Duty officer of IMD is available at 011-24619943 / 24624588 for earthquake related information. The information on recent significant earthquakes can also be obtained from an Interactive Voice Recording System (IVRS) through the following number: 011-24657879.

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4.16 The SOPs also describes forest fires into the following categories:-

### FOREST FIRES

| Category      | Description  | Stage  |
|---------------|--|--------|
| Ordinary Fire | Localized fire which can be controlled by the concerned territorial Conservator of Forests   | Yellow |
| Medium Fire   | Where large forest area is under fire, which can be controlled by the State Government and no Central intervention is sought by the State Government | Orange |
| Major Fire    | Large fire, which may result in substantial loss of human lives, massive environmental degradation or loss of wildlife.                              | Red    |

### RAILWAYS

4.17 Description for Railway accidents are as under:-

| Category | Description   | Stage  |
|----------|---|--------|
| Minor    | 50 or more casualties (inclusive of deaths and injuries)                                  | Yellow |
| Medium   | 51-99 deaths  | Orange |
| Major    | 100 or more deaths, or where additional assistance is sought by the Ministry of Railways. | Red    |

### DISSEMINATION OF DISASTER WARNING

#### National Level

4.18 NEOC, MHA shall be responsible for collection, assimilation and dissemination of information in terms of issuing alerts when a disaster is likely to occur or is imminent, or when it has actually taken place at the National Level. Once information is received of an imminent disaster or a disaster having occurred, NEOC, MHA will generate alert messages/disaster warnings to the concerned authorities as per this SOP.

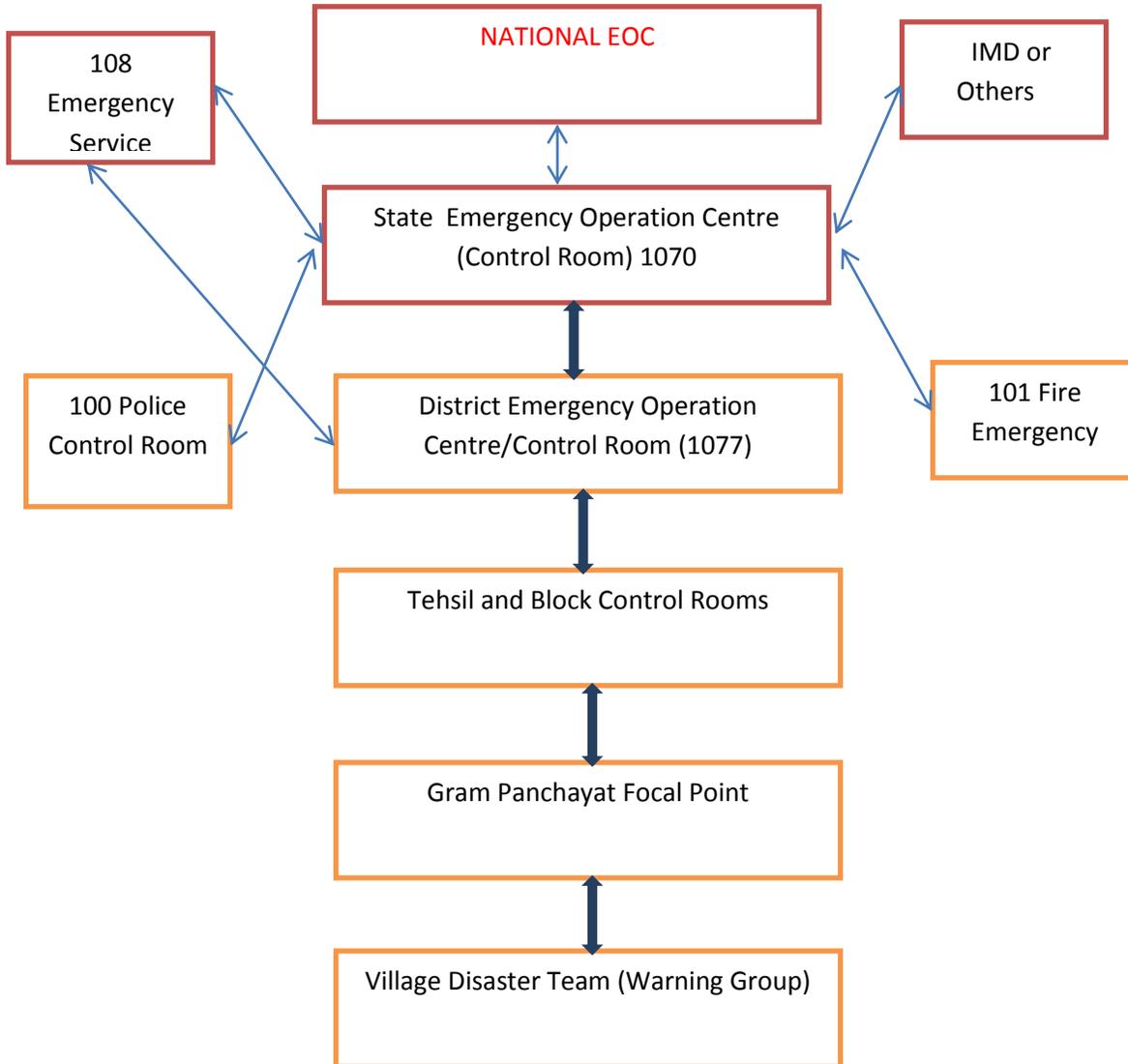
4.19 Warnings of impending, imminent or actual disaster situations may reach NEOC, MHA from various sources in a number of ways. NEOC, MHA will confirm the exact position in this regard from the nodal officers of official sources/agencies before issuing Alert messages.

#### State Level

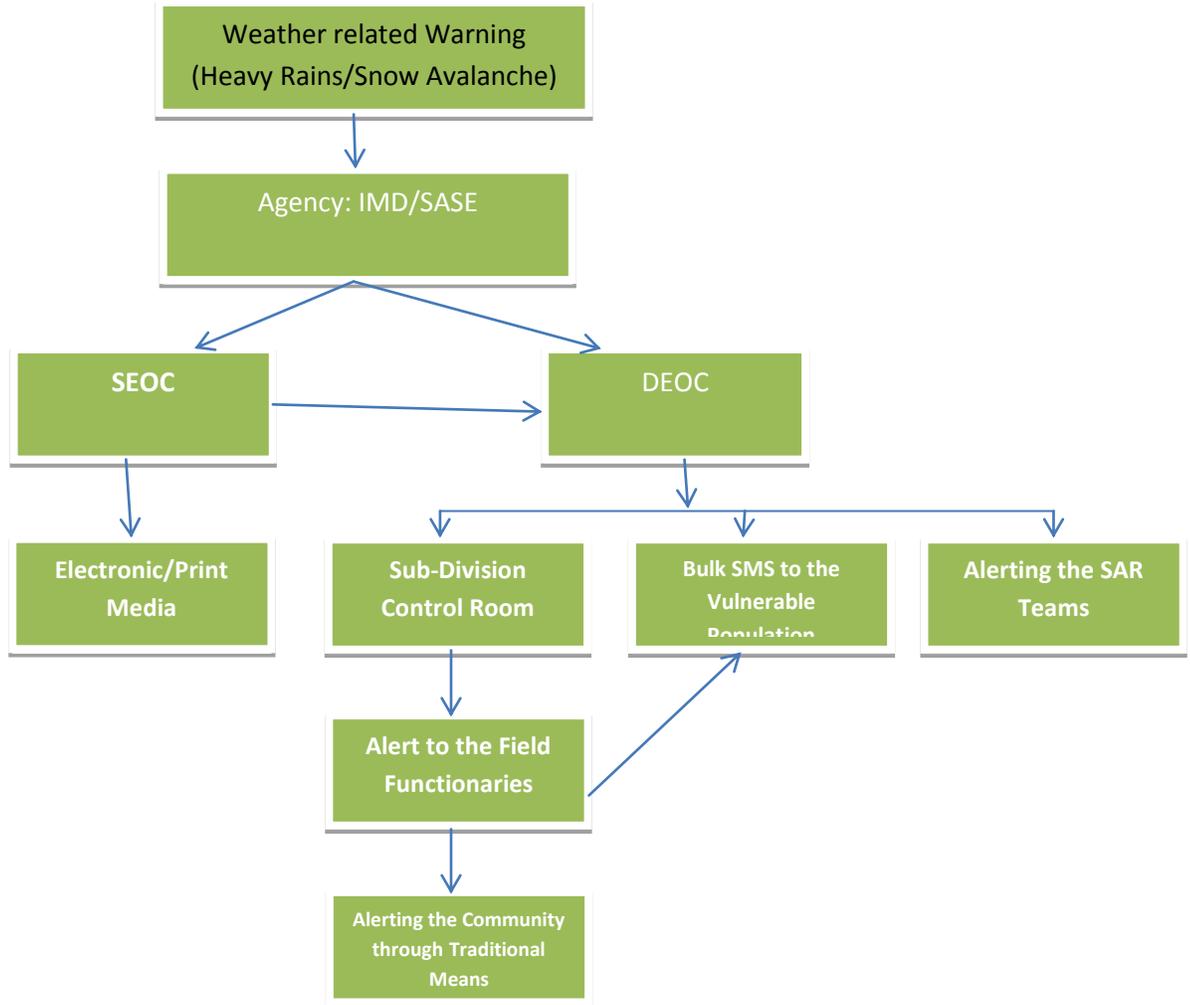
4.20 SDMAs/Department of Revenue shall periodically review the EWS network for effective dissemination of warnings. SDMAs/Department of Revenue shall review the capacity of the Radio Station Transmitter and take steps in association with the concerned authorities to enhance its capacity so that vulnerable groups are able to listen the weather forecasting, early warning, alerts, advisories on precautionary measures, etc.

4.21 Clause (h) of Sub Section (2) of Section 38 of the Disaster Management Act enjoins upon the State Government of “establishment of adequate warning system up to the level of vulnerable group.” Early Warning Dissemination would be one of the most important roles of EOC. The flow of early warning in the State would be as per the diagram given below. The EOC would utilize the ICT tools and various other modes available for early transmission of early warning to the vulnerable groups and also activate the responders. The bulk group messaging services would also be utilized to alert the vulnerable groups and activate the SAR parties and all the responders.

4.22 The timely flow of early warning system from the source to the targeted stakeholder is very important. The dissemination of early warning should be institutionalized so that it reaches the stakeholders in minimum possible time by recognized and available means of communication. A model flow of weather related early warning to the stakeholders originating from the IMD/SASE has been shown in the following diagram:-



**Flow of Early Warning System.**



**A Model of Top down flow of Early Warning**

## CHAPTER-5

### TRIGGER MECHANISM

5.1 This Trigger Mechanism prescribes the manner in which the disaster response system shall be automatically activated after receiving early warning signals of a disaster happening or likely to happen or on receipt of information of an incident. Activities envisaged in this SOP under the response Phase shall be initiated simultaneously without loss of time to minimize the loss and damage and mitigate the impact of disaster.

5.2 The objective of having a trigger mechanism for natural disasters is to have a suo-motto activation mechanism for spontaneous response to set in motion command, control and management of the situation. There shall be two types of situation with different trigger mechanisms for natural disasters:

- (i) Situation I – Where Early Warning signals are available**
- (ii) Situation II- Where Disaster occurs without early warning**

#### **Where Early Warning signals are available**

5.3 At the National Level Nodal Agencies have been designated for generating/forecasting of events of natural disasters. Onset of disaster shall be indicated through forecasting by the Nodal Agencies in respect of their respective hazards to NEOC, MHA as per laid down protocol.

5.4 Based on the forecasts from Nodal Agencies, NEOC, MHA shall be responsible to issue Watch, Alerts and Warning to SEOC, DEOC, State and District level designated authorities.

5.5 As soon as the Watch/Alerts/warning has been issued by the NEOC to the SEOC, DEOC and other designated authorities, SEOC and DEOC shall be fully activated.

5.6 SEOC and DEOC shall activate State/District /Sub-Division/Block level administrative machinery to respond to the situation with available manpower and resources.

5.7 First and foremost task shall be informing the community likely to be affected by the disaster through a warning system and undertake evacuation. There shall be only one responsible agency/officer designated and authorized to issue the warning in respect of a disaster at State and District levels to avoid miscommunication and as also indiscriminate warning may result in non-responsiveness of the people.

5.8 Dissemination of warning to common people may range from alarms (fires), sirens (industrial disaster), to public announcement system like radio, television, loud speakers, hoisting of flags (floods, and landslides).

5.9 Once the warning is issued it shall be followed-up by subsequent warnings and De-warning in order to keep the people informed of the latest situation.

5.10 While warning is issued warning messages shall be user friendly. The warning protocols shall be designed in simple and local languages easily understandable to a common man.

5.11 DDMA/District/local authorities shall take pre-emptive measures of evacuation. A comprehensive Standing Order, listing all necessary pre-emptive measures based on the warning, will be prepared at the district and the State level.

5.12 Thereafter, follow up action shall be undertaken by all concerned at all levels as envisaged under Response Phase.

5.13 Standing Order will be reviewed annually and widely circulated among all concerned. The evacuation drill with community participation at the Sub-Divisional and district levels before onset of the monsoon period will be carried out.

### **Where Disaster occurs without early warning**

5.14 In disaster situations where no early warning signals are available, the primary objective of the trigger mechanism shall be to mount immediate rescue and relief operations and set the process in as quickly as possible. The following procedure shall be followed in such situations:

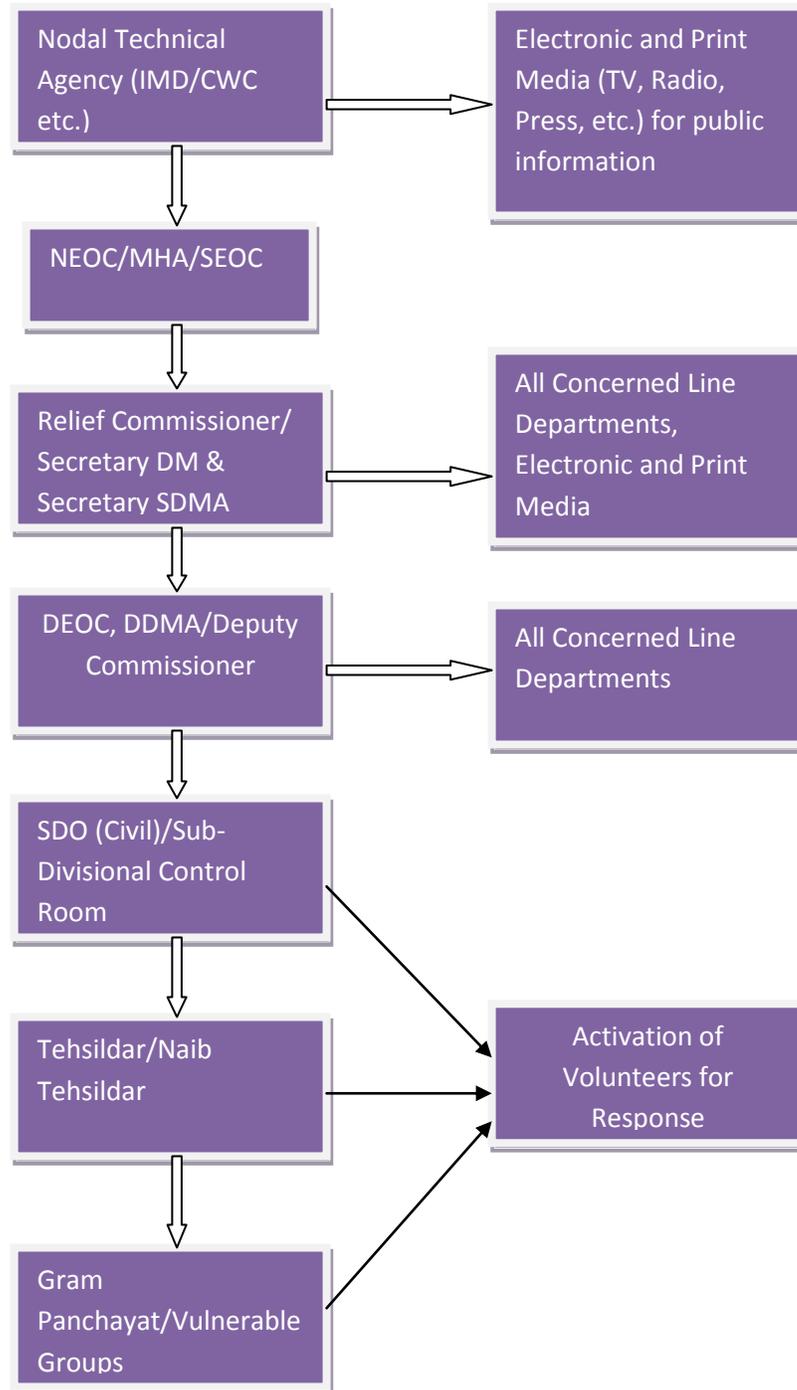
- i) The field functionary at ground zero/nodal departments shall inform the DEOC, District Magistrate, Sub Divisional Officer (Civil) of the incident.
- ii) DEOC shall be fully activated for managing the incident.
- iii) DEOC/District Magistrate shall inform the SEOC/ SDMA, SEC and seeks assistance if required.
- iv) SEC is activated and NEOC is informed. FIR is submitted to NEOC.
- v) Quick Response Teams (QRTs), Search and Rescue Teams, medical and Para-medical teams shall be deployed
- vi) District Magistrate shall review the situation and activate coordination, command and control.
- vii) Incident Response Teams shall be deployed.
- viii) Meeting of DDMA shall be convened to review situations.
- ix) Team for rapid assessment of damage shall be deployed.
- x) Line Departments/agencies shall begin work for restoration of power, tele-communication, surface transport, etc.

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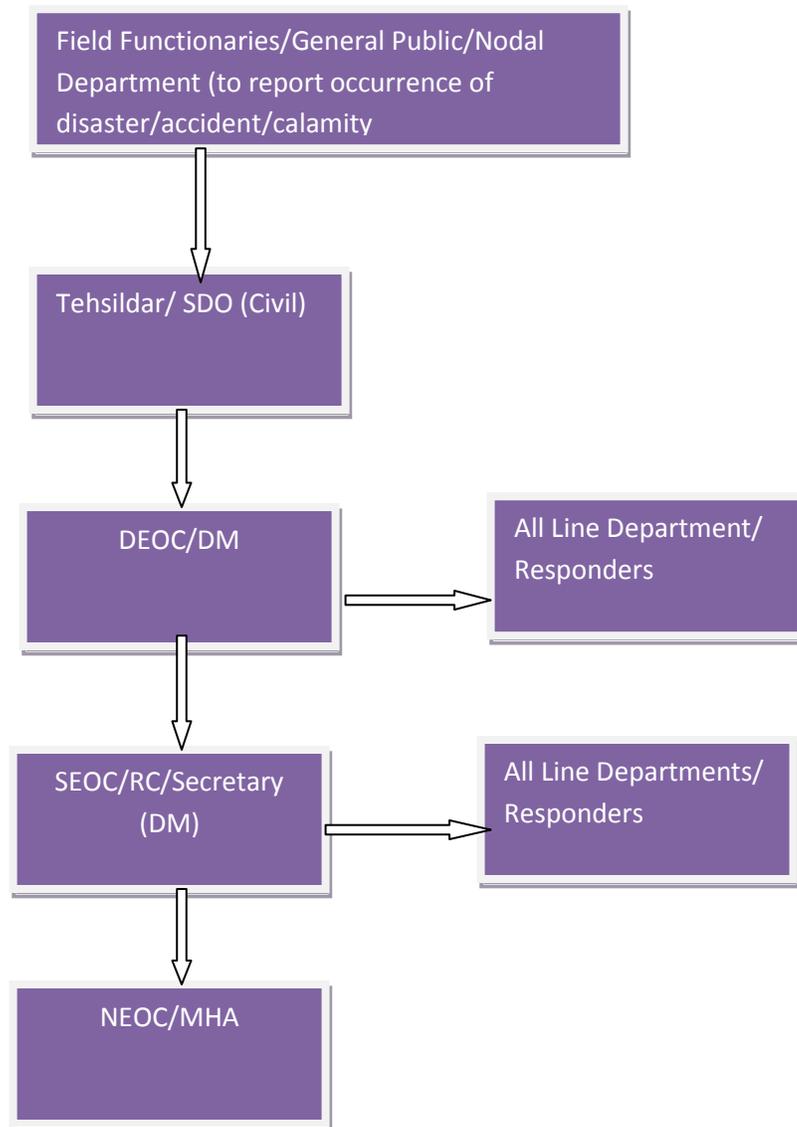
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- xi) Arrangements shall be made for supply of food material, drinking water, etc.
- xii) Thereafter, follow up action shall be undertaken by all concerned at all levels as envisaged under Response and Relief Phases.

### Information flow chart in Case I: where early warning signals are Available



**Information Flow Chart in Case II: Where Incident happens without any early warning signals**



## CHAPTER – 6

### RESPONSE TO NATURAL DISASTERS

#### DISTRICT LEVEL

6.1 Following shall be the sequence of action at the District level:

#### **DEOC shall discharge the following functions:**

- i) On receipt of information either from NEOC/SEOC or from Early Warning agencies, Nodal Departments or field functionaries from Sub-divisions, Blocks, Tehsils or any other reliable sources, District Emergency Operation Centre shall be activated fully as per laid down protocol.
- ii) DEOC shall issue alerts/warning to all designated authorities at the District and local level. DEOC shall send First Information Report to SEOC and thereafter Daily Situation Report till situation normalizes.
- iii) DEOC shall collect all relevant information and appraise the status to the designated decision making authorities.
- iv) DEOC shall maintain all records and documents related to the response.
- v) It shall activate ESFs of District if the situation so warrants.

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

- i) DDMA shall assess the situation and give directions to the concerned Line Departments/Agencies at the District level regarding measures to be taken by them in response to any specific threatening disaster situation or disaster.
- ii) DDMA shall take such other action as may be necessary for coordinated response to natural disasters. These may include the following:
  - a) Assessing situations based on reports received from various sources and giving directions to different agencies for immediate response, relief and restoration of critical infrastructure;
  - b) Reviewing the resources and capacities of different agencies to deal with the situations and giving directions for pooling available manpower, equipment, and resources available with different agencies for speedy and effective response;
  - c) Requisitioning assistance from NDRE/ Armed Forces/ other specialized agencies, if necessary;
  - d) Coordinating with civil society and Non-Governmental Organizations for supplementing the efforts of government agencies; and
  - e) Monitoring and reviewing the situations on a regular basis.

## STATE LEVEL

6.2 Following shall be the sequence of action at the State level if the magnitude of the disaster is such that it is beyond the coping capacity of the district administration:

### **SEOC shall discharge the following functions:**

- i) On receipt of information either from NEOC/DEOC or from Early Warning Agencies or any other reliable sources, State Emergency Operation Centre, shall be activated fully as per laid down protocol.
- ii) SEOC shall issue alerts/warning to all designated authorities at the State level and Districts including for Public Information to AIR/Doordarshan/ Press.
- iii) SEOC shall send First Information Report to NEOC, MHA and thereafter Daily Situation Report till situation normalizes.
- iv) SEOC shall collect all relevant information and appraise the status to the designated decision making authorities.
- v) It shall arrange Meetings of SEC.
- vi) It shall activate ESFs of State if the situation so warrants.

### **State Disaster Management Authority (SDMA)**

- i) Meeting of the SDMA shall be convened on the direction of Chief Minister.
- ii) SDMA will take stock of the situation.
- iii) SDMA shall give necessary directions to SEC, Deptt. Of Disaster Management and other Departments/agencies of the State Government and concerned DDMA's.
- iv) SDMA shall decide on Inter-State assistance and cooperation.

### **State Executive Committee (SEC)**

- i) Secretary (DM) shall convene the meeting of SEC.
- ii) SEC shall assess the situation and give directions to the concerned Departments/agencies of the State Govt. and DDMA's concerned regarding measures to be taken by them in response to any specific threatening disaster situation or disaster.
- iii) SEC shall coordinate response of various agencies.
- iv) SEC shall requisition NDRF or Armed Forces if the situation so demands.
- v) SEC may depute a team of Officials to visit the affected Districts for on the spot assessment of the situation and supervise the response and relief measures.
- vi) SEC shall mobilize resources and dispatch them to concerned Districts.
- vii) SEC shall monitor and review the situation on a regular basis.
- viii) SEC shall keep the , SDMA, NEC and NDMA informed of the situation.

- ix) SEC shall constantly evaluate its own capabilities to handle that situation and project the anticipated requirements for the central resources well in time.
- x) SEC shall deploy State level Incident Response Team on the request of the DDMA as and when required.
- xi) In the event of calamity of severe nature, the SEC will consider appointment of Senior Officers, delegate powers and assign specific areas for timely and effective, efficient management of disasters.
- xii) SEC will also take necessary steps to pool the resources for better management of crisis situation. This includes the pooling of food grains funds and other resources available in the districts under various Government schemes. However, these resources will be reimbursed to the respective schemes/Departments once the situation becomes normal.

### **Role of Other Departments/Agencies**

- i) On activation of State ESF Plan, the concerned Department/Agency shall depute the designated officials to SEOC for coordination of response measures.
- ii) Departments/Agencies shall coordinate with their National counterparts and mobilize central assistances, such as specialized manpower, equipment, materials etc. to meet immediate needs in their respective sectors.
- iii) Departments/Agencies shall provide resources both in terms of men and material for assistance to the DDMA's.

### **First Response**

6.3 In disasters where there are no early warning signals available, the community members, PRIs and ULBs will be the first responder. However, immediate support and assistance shall be available from other important first responders like the police, State Disaster Response Force (SDRFs), Fire and Medical Services. Other important responders will be the Civil Defence, Home Guards and youth organizations such as NCC, NSS and NYKS drawn from local units.

### **First Information Report**

6.4 DEOC shall send First Information Report immediately to SEOC, and all designated authorities/agencies. FIR shall invariably give an account of the severity of the disaster, damage and loss caused, locally available capacities, priority. The FIR shall briefly summarize:-

- i) Severity of the disaster;
- ii) Actions being taken locally;

- iii) Local coping capacities (including locally available resources);
- iv) Immediate priorities for external relief required and approximate quantities for the same;
- v) Best logistic means for delivering relief; and
- vi) Forecast of possible future developments including new risks.

6.5 The First Information Report on occurrence of natural calamity shall be sent to SEOC within maximum 24 hours of occurrence of calamity. A standardized format for the same is at **Annexure – VI.**

### **Daily Situation Report**

6.6 A standardized form for reporting of situation report on daily basis has been prepared for the District, State and National levels. This format will be used uniformly for all the States. The State Governments shall submit situation report to the NEOC/MHA on six hourly basis during first three days thereafter daily till the situation come to normal.

### **Air dropping of food in inaccessible areas**

6.7 Airdropping of food and essential commodities shall be undertaken in the inaccessible areas. The State Governments/ district authorities will liaise with Air Force Authorities and the NEC, Departments and Organisations of Home Affairs, Government of India for requisitioning the helicopters.

6.8 The agencies for preparing food packets for airdropping and items as well quantity to be included in the food packets will be communicated by the district administration in advance.

### **Rapid Damage Assessment**

6.9 Rescue and relief operations shall be based on ground assessment of damage and losses. Preliminary assessment shall be carried out immediately within 24 hours for planning the response. Teams shall be constituted of officials drawn from various sectors to make assessment on the basis of on the spot visits, aerial surveys and information collected from primary and secondary sources. A suggestive list of Assessment Tools and Checklists are at **Annexure – VII.**

### **Immediate repair of infrastructure**

6.10 The Departments/Agencies of the State Governments responsible for various infrastructural facilities such as electricity, drinking water, telecommunication etc. shall

repair the damage caused by the disaster and will take immediate steps to restore damaged essential services so that rescue and relief operations are conducted smoothly.

### **Disposal of dead bodies**

6.11 The authorities responsible for disposal of bodies as per ESF Plan in event of mass casualties shall dispose of dead bodies as per the guidelines issued by the NDMA. The process of identification and handing over to next of kin shall be followed. Mass burial/disposal of bodies shall be done as a last resort. Local religious and cultural practices shall be honoured while disposing dead bodies.

### **Disposal of carcasses**

6.12 The authorities responsible for disposal of carcass as per ESF Plan in event of mass casualties shall dispose dead bodies as per the guidelines issued by the NDMA. The process to be followed for mass disposal of carcasses shall be decided by Department of Animal Husbandry.

### **Information and Media Management**

6.13 During disaster situations, the dissemination of accurate information through electronic and print media is very important. Regular press briefings shall be made by District Magistrate/Collector or his authorized representative at pre-designated time as a single source of information from Government.

## CHAPTER – 7

### RELIEF

7.1 In the aftermath of disasters the affected people must be looked after for their safety, security and the wellbeing and provided food, water, shelter, clothing, medical care etc. so as to ensure that the affected people live with dignity. State Governments shall be responsible for providing prompt and adequate relief assistance to the victims of disasters. The minimum standards of relief shall be laid down by the NDMA and by the SDMA in terms of sections 12 and 19 respectively.

### FOOD AND NUTRITION

7.2 People affected by disasters may be deprived of food and therefore food aid shall be provided to sustain life. The following measures shall be taken:

- i) Where necessary free distributions of food shall be made to those who need the food most.
- ii) The food distribution will be discontinued as soon as possible.
- iii) Wherever possible dry rations shall be provided for home cooking.
- iv) Community Kitchen for mass feeding shall be organised only for an initial short period following a major disaster particularly where affected people do not have the means to cook.
- v) While providing food assistance, local food practices shall be kept in mind and commodities being provided must be carefully chosen, in consultation with the affected population.
- vi) Foods must be of good quality, safe to consume, and appropriate and acceptable to recipients.
- vii) Rations for general food distributions shall be adopted to bridge the gap between the affected population's requirements and their own food resources.
- viii) Food distributed should be of appropriate quality and fit for human consumption.
- ix) Food should be stored, prepared and consumed in a safe and appropriate manner at both household and community levels.
- x) Food should be distributed in a responsive, transparent, equitable manner.
- xi) NGOs, CBOs and other social organizations should be involved for supplementing the efforts of the Government.
- xii) The nutritional needs of the population should be met and malnutrition and micronutrient deficiencies of identified at risk groups addressed.

### WATER

7.3 Water supply is invariably affected in natural disasters. Safe drinking water might not be available particularly in hydro-meteorological disasters. The following measures shall be taken by the Irrigation and Public Health Department:

- i) The Department shall identify alternative sources of water and make necessary arrangements for supply to the affected population.
- ii) The Department shall ensure that affected people have adequate facilities and supplies to collect, store and use sufficient quantities of water for drinking, cooking and personal hygiene.
- iii) It shall be ensured that drinking water supplied conforms to the prescribed quality standards.
- iv) It shall be ensured that water made available for personal and domestic hygiene should not cause any risk to health.

### HEALTH

7.4 During post disaster phase many factors increase the risk of diseases and epidemics. These include poverty, insecurity, overcrowding, inadequate quantity and quality of water, poor environmental and sanitary conditions, inadequate shelter and food supply.

#### Medical Response

7.5 Medical response has to be quick and effective. The execution of medical response plans and deployment of medical resources warrant special attention at the State and District level in most of the situations. The following measures shall be taken by the Health Authorities:

- i) A mechanism for quick identification of factors affecting the health of the affected people shall be established for surveillance and reporting.
- ii) An assessment of the health and nutritional status of the affected population shall be done by experts with experience of emergencies and, if possible, local knowledge.
- iii) The voluntary deployment of the nearest medical resources to the disaster site, irrespective of the administrative boundaries, will be warranted.
- iv) Mobile medical hospitals and other resources available with the Central Government shall be provided to the States/UTs.
- v) Adequate supply of medicines, disinfectants etc. shall be made.
- vi) Where necessary inoculation shall be done.
- vii) Vaccination of the children and pregnant women shall be undertaken.

- viii) Vector-borne diseases are a major cause of sickness and death in many disaster situations. Vector control measures shall be undertaken.
- ix) Water borne diseases may cause sickness and deaths and therefore adequate measures shall be taken to prevent such outbreaks.

### MENTAL HEALTH SERVICES

7.6 Disasters cause tremendous mental trauma to the survivors. Psychosocial support and mental health services should be made available immediately in the aftermath of disaster so as to reduce the stress and trauma of the affected community and facilitate speedy recovery. The following measures shall be undertaken by Health Department:

- i) A Nodal Mental Health Officer shall be designated for each affected District.
- ii) Rapid needs assessment of psycho-social support shall be carried out by the Nodal Officer/ Health Department.
- iii) Trained man power for psycho-social and mental health services shall be mobilized and deputed for psycho-social first aid and transfer of critically ill persons to referral hospitals.
- iv) Psycho-social first aid shall be given to the affected community/population by the trained community level workers and relief and rescue workers.
- v) Psycho-social first aid givers shall be sensitized to local, cultural, traditional and ethical values and practices.
- vi) Psycho-social support and mental health Services shall be arranged in relief camps set-up in the post disaster phase.
- vii) Where large number of disaster victims have to be provided psychosocial support a referral system for long term treatment shall be followed.
- viii) The services of NGOs and CBOs may be requisitioned for providing psycho-social support and mental health services to the survivors of the disasters.
- ix) Community practices such as mass prayers, religious discourse etc. should be organized with four preventive and promotive mental health services.

### CLOTHINGS AND UTENSILS

7.7 During disasters, people lose their clothing and utensils. The following measures shall be taken by State/District authorities:

- i) The people affected by the disaster shall be provided with sufficient clothings, blankets etc. to ensure their dignity, safety and well-being.
- ii) Each disaster-affected household shall be provided with cooking and eating utensils.

### SHELTER

7.8 In a major disaster a large number of people are rendered homeless. In such situations shelter becomes a critical factor for survival of the affected people in the initial stages of a disaster. Further, shelter becomes essential for safety and security and for protection from the adverse climatic conditions. Shelter is also important for human dignity and for sustaining family and community life in difficult circumstances. The following measures shall be taken by District authorities for providing shelter to the affected people:-

- i) Disaster affected people who have lost their dwelling units or where such units have been rendered damaged/useless shall be provided sufficient covered space for shelter.
- ii) Disaster affected households shall be provided access to appropriate means artificial lighting to ensure personal security.
- iii) Disaster-affected households shall be provided with necessary tools, equipment and materials for repair, reconstruction and maintenance for safe use of their shelter.

### RELIEF CAMP

7.9 The following steps shall be taken for setting up relief camps in the affected areas:

- i) Adequate numbers of buildings or open space shall be identified where relief camps can be set up during emergency.
- ii) The use of premises of educational institutions for setting up relief camps shall be discouraged.
- iii) One member of the Incident Response Team of the district trained in running and management of relief camps will be deputed for management of relief camps.
- iv) The requirements for operation of relief camps shall be worked out in detail in advance.
- v) Agencies to supply the necessary stores will be identified in the pre-disaster phase.
- vi) The temporary relief camps will have adequate provision of drinking water and bathing, sanitation and essential health-care facilities.
- vii) Adequate security arrangements shall be made by local police.
- viii) Adequate lighting arrangements shall be made in the Camp Area including at water points, toilets and other common areas.
- ix) Wherever feasible, special task forces from amongst the disaster affected families will be set up to explore the possibility of provision of food through community kitchens, provision of education through the restoration of schools and anganwadis.

- x) Efficient governance systems like entitlement cards, identification cards, bank accounts for cash transfers etc. shall be developed.

### **Sanitation and Hygiene**

7.10 Sanitation services are crucial to prevent an outbreak of epidemics in post disaster phase. Therefore a constant monitoring of any such possibilities will be necessary. It should be ensured that disaster-affected households have access to sufficient hygiene measures. Soap, detergents, sanitary napkins and other sanitary items should be made available to ensure personal hygiene, health, dignity and well-being. In the relief camps, toilets should be sited, designed, constructed and maintained in such a way as to be comfortable, hygienic and safe to use.

### **Provision of Intermediate Shelters**

7.11 In the case of devastating disasters such as earthquake where extreme weather conditions can be life-threatening or when the period of stay in temporary shelters is likely to be long and uncertain, the construction of intermediate shelters with suitable sanitary facilities will be undertaken to ensure a reasonable quality of life to the affected people. Such shelters shall be designed to be cost effective and as per local needs.

### **Management of Relief Supplies**

7.12 Speedy supplies of relief materials shall be ensured in relief operations. A supply chain management system shall be developed. Standard Protocols shall be put in place for ensuring the procurement, packaging, transportation, storage and distribution of relief items. A mechanism shall be developed for receiving donations in cash or kind and their distribution.

### **TRANSPARENCY IN RELIEF**

7.13 SDMAs/DDMAs shall take all appropriate measures for transparency in the relief operations. Affected people shall be apprised of the nature and quantum of relief admissible to them. Proper formats will be developed to acknowledge the receipt of relief materials and their further distribution.

\*\*\*\*\*

## **ANNEXURES**

## ANNEXURE-I

### Emergency Support Functions (ESFs) Plan at National Level

In the aftermath of a major natural disaster wherein Central Government's assistance is to be provided to States/UTs the command, control and coordination will be carried out under the ESFs Plan.

NEOC shall activate the ESFs and the concerned Ministry/Department/Agency of each ESFs shall identify requirements in consultation with their counterparts in affected States, mobilize and deploy resources to the affected areas to assist the States/UTs in its response action.

#### **ESFs shall be responsible for the following:**

1. They will coordinate directly with their functional counterpart in States to provide the central government assistance required. Request for assistance will be channeled from the district level through the designated State departments/ agencies. Based on the identified requirements by the States, appropriate central assistance shall be provided by an ESF Department/ Agency to the state or at the state's request, directly to an affected area.
2. The designated authorities for each of ESF shall constitute quick response teams and assign the specific task to each of the member.
3. The designated authorities for each of the ESF shall identify and earmark the resources i.e. Manpower and materials to be mobilized during the crisis.
4. An inventory of all the resources with details shall be maintained by each of the designated authority for each of the ESF.
5. The designated authority for each of the ESF will also enter into pre-contracts for supply of resources, both goods and services to meet the emergency requirements.
6. The designated authority for each of the ESF will be delegated with adequate administrative, legal and financial powers for undertaking the tasks assigned to them.

### Primary and Secondary Agencies

The designated primary agency, acting as the Central agency shall be assisted by one or more support agencies (secondary agencies) and shall be responsible for managing the activities of the ESF and assisting the State in the rescue and relief activities and ensuring that the mission is accomplished. The primary and secondary agencies have the authority to execute response operations to directly support the needs of the affected States.

### Primary Agency for Each ESF

| ESF | ESF                           | Primary Agency                        | Responsibilities of Primary Agency  | Activities for Response   |
|-----|-------------------------------|---------------------------------------|---|---|
| 1.  | Communication                 | Ministry of Communication             | <ul style="list-style-type: none"> <li>• Coordination of national actions to assure the provision of telecommunication support the centre, state and district</li> <li>• Coordinate the requirement of temporary telecommunication in the affected areas.</li> <li>• Provide human services under the Ministry of Communication.</li> </ul> | <ul style="list-style-type: none"> <li>• Responsible for coordination of national actions to assure the provision of telecommunication support the centre, state and district response elements.</li> <li>• Coordinate the requirement of temporary telecommunication in the affected areas.</li> </ul> |
| 2   | Public Health and Sanitation. | Ministry of Health and Family Welfare | <ul style="list-style-type: none"> <li>• To coordinate, direct and integrate national level response</li> <li>• Direct activation of medical personnel, supplies and equipment</li> </ul>   | <ul style="list-style-type: none"> <li>• Provide systematic approach to patient care</li> <li>• Perform medical evaluation and treatment as needed.</li> <li>• Maintain patient tracking system to keep record of all</li> </ul>  |

## Standard Operating Procedures for Responding to Disasters, 2012

|    |           |                       |  |  |
|----|-----------|-----------------------|--|--|
|    |           |                       | <ul style="list-style-type: none"> <li>• Coordinate the evacuation of patients</li> <li>• Provide human services under the Dept of health.</li> <li>• To prepare and keep ready Mobile Hospitals and stock.</li> <li>• Check stocks of equipment and drugs.</li> </ul>                       | patients treated.  |
| 3. | Power     | Ministry of Power     | <ul style="list-style-type: none"> <li>• Provide and coordinate national support until the local authorities are prepared to handle all power related problems.</li> <li>• Identify requirements of external equipment required</li> <li>• Assess damage for national assistance.</li> </ul> | <ul style="list-style-type: none"> <li>• Support to Local Administration</li> <li>• Review the total extent of damage to the power supply installations by a reconnaissance survey.</li> <li>• Dispatch emergency repair teams equipped with tools, tents and food</li> </ul> <p>Hire casual labour for the clearing of damaged poles etc.</p> |
| 4. | Transport | Ministry of Transport | <ul style="list-style-type: none"> <li>• Overall coordination of the Centre and the civil transportation capacity in support of central state and local government</li> </ul>  | <ul style="list-style-type: none"> <li>• Reserve stocks for fuel should be checked.</li> <li>• Polythene for the protection of freight and</li> </ul>  |

## Standard Operating Procedures for Responding to Disasters, 2012

|    |                              |  |   |   |
|----|------------------------------|--|---|---|
|    |                              |  | <p>entitles</p> <ul style="list-style-type: none"> <li>• Restoration of roads.</li> <li>• Coordinate and implement emergency related response and recovery functions, search and rescue and damage assessment.</li> </ul>   | <p>equipment.</p>   |
| 5. | Search and Rescue            | Ministry of Defense/Ministry of Home Affairs.      | <ul style="list-style-type: none"> <li>• Establish, maintain and manage national search and rescue response system.</li> <li>• Coordinate search and rescue logistics during field operations.</li> <li>• Provide status reports of SAR updates throughout the affected areas.</li> </ul> | <ul style="list-style-type: none"> <li>• GIS is used to make an estimate of the damage area and the deployment of the SAR team in the area according to the priority.</li> </ul> <p>Discharge all ambulatory patients for the first aid which has the least danger to health and others transported to safer areas.</p> |
| 6. | Public works and Engineering | Ministry of Urban Affairs and Poverty Alleviation. | <ul style="list-style-type: none"> <li>• Pre positioning assessment teams headed</li> <li>• Emergency clearing of debris to enable reconnaissance</li> <li>• Coordinate road clearing activities to assist local relief work</li> </ul>   | <ul style="list-style-type: none"> <li>• Establish a priority list of roads which will be opened first.</li> <li>• Identify locations for transit/relief camps.</li> <li>• Adequate road signs should be installed to guide</li> </ul>  |

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|    |                          |   |   |  |
|----|--------------------------|---|---|--|
|    |                          |   | <ul style="list-style-type: none"> <li>• Begin clearing roads. Assemble casual labour</li> <li>• Provide a work team carrying emergency tool kits, depending on the nature of disaster, essential equipment such as</li> <li>• Towing vehicles</li> <li>• Each moving equipment</li> <li>• Cranes</li> <li>• Construct temporary roads.</li> <li>• Keep national and other main highways clear from disaster effects such as debris etc.</li> </ul> | and assist the relief work.  |
| 7. | Information and Planning | Ministry of Information and Technology. | <ul style="list-style-type: none"> <li>• To collect, process and disseminate information about an actual or potential disaster situation to facilitate the overall activities of all responders in providing assistance to an affected area.</li> <li>• Apply GIS to speed other facilities of relief and search</li> </ul>   | <ul style="list-style-type: none"> <li>• Documentation of response/relief and recovery measures.</li> <li>• Situation reports to be prepared and completed every 3-4 hours.</li> </ul> |

## Standard Operating Procedures for Responding to Disasters, 2012

|    |                 |   |   |  |
|----|-----------------|---|---|--|
|    |                 |   | <p>and rescue.</p> <ul style="list-style-type: none"> <li>• Enable local authorities to establish contact with the state authorities</li> <li>• Coordinate planning procedures between district, the state and the centre.</li> <li>• Documentation of all procedures at national level.</li> <li>• Provide ready formats for all reporting procedures as a standby.</li> </ul> |  |
| 8. | Relief Supplies | Ministry of Planning and Programme Implementation | <ul style="list-style-type: none"> <li>• Coordinate activities involved with the emergency provisions.</li> <li>• Temporary shelters,</li> <li>• Emergency mass feeding</li> <li>• Bulk distribution</li> <li>• To provide logistical and resource support to local entities.</li> <li>• Operate a Disaster</li> </ul>  | <ul style="list-style-type: none"> <li>• Support to Local Administration</li> <li>• Allocate and specify type of requirements depending on need.</li> <li>• Organize donation (material) for easy distribution before entering disaster site.</li> </ul> |

## Standard Operating Procedures for Responding to Disasters, 2012

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|     |                |  |   |   |
|-----|----------------|--|---|---|
|     |                |  | <p>Welfare Information (DWI) System to collect, receive, and report and status of victims and assist family reunification; and coordinate bulk distribution of emergency relief supplies.</p> <ul style="list-style-type: none"> <li>• In some instances, services also may be provided to disaster workers.</li> </ul> |   |
| 9.  | Food           | Department of Food and Public Distribution | <ul style="list-style-type: none"> <li>• Requirement of food for affected population</li> <li>• Control the quality and quantity of food.</li> <li>• Ensure the timely distribution of food to the people.</li> <li>• Ensure that all food that is distributed is fit for human consumption.</li> </ul>                 | <ul style="list-style-type: none"> <li>• Make emergency food supplies available to population.</li> </ul>   |
| 10. | Drinking water | Department of Drinking Water.              | <ul style="list-style-type: none"> <li>• Procurement of clean drinking water.</li> <li>• Transportation of water with minimum wastage.</li> </ul>   | <ul style="list-style-type: none"> <li>• Support to local Administration.</li> <li>• Water purification installation with halogen tablets etc.</li> </ul> |

## Standard Operating Procedures for Responding to Disasters, 2012

|     |         |  |  |   |
|-----|---------|--|--|---|
|     |         |  | <ul style="list-style-type: none"> <li>• Special care for women with infants and pregnant women.</li> <li>• Ensure that sewer pipes and drainage are kept separate from drinking water facilities.</li> </ul>  | <ul style="list-style-type: none"> <li>• Hygiene promotion with the availability of mobile toilets.</li> </ul>  |
| 11. | Shelter | Ministry of Urban Affairs and Poverty Alleviation. | <ul style="list-style-type: none"> <li>• Provide adequate and appropriate shelter to all population.</li> <li>• Quick assessment and identifying the area for the establishment of the relief camps.</li> <li>• Identifying the population which can be provided with support in their own place and need not be shifted reallocated.</li> <li>• Locate relief camps close to open traffic and transport links.</li> </ul> | <ul style="list-style-type: none"> <li>• Support to Local Administration</li> <li>• Locate adequate relief camps based on survey of damaged.</li> <li>• Develop alternative arrangements for population living in structures that might be affected even after the disaster.</li> </ul> |
| 12. | Media   | Ministry of Information and Broadcasting           | <ul style="list-style-type: none"> <li>• To Provide and collect reliable information on the status of the disaster and disaster victims for effective coordination of relief work at state</li> </ul>  | <ul style="list-style-type: none"> <li>• Use and place graphical</li> <li>• Information to guide people towards relief operation.</li> <li>• Use appropriate means of</li> </ul>  |

## Standard Operating Procedures for Responding to Disasters, 2012

|     |            |                           |   |   |
|-----|------------|---------------------------|---|---|
|     |            |                           | <p>level.</p> <ul style="list-style-type: none"> <li>• Not to intrude on the privacy of individuals and families while collecting information.</li> <li>• Coordinate with DOCs at the airport and railways for required information for international and national relief workers.</li> <li>• Acquire accurate scientific information from the ministry of Science and Technology.</li> <li>• Coordinate with all TV and radio networks to send news flashes for specific needs of Donation.</li> <li>• Respect the socio-cultural and emotional state of the disaster victims while collecting information for dissemination.</li> </ul> | <p>disseminating information to victims of affected area.</p> <p>Curb the spread of rumours</p> <p>Disseminate deactivation message to all field workers.</p> |
| 13. | Help lines | Ministry of Home Affairs. | <ul style="list-style-type: none"> <li>• Co-ordinate, collects, process, report and display essential elements of information and</li> </ul>  | <ul style="list-style-type: none"> <li>• One of the most critical needs will be having a simplified way of identifying and</li> </ul>                         |

## Standard Operating Procedures for Responding to Disasters, 2012

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|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  | <p>to facilitate support for planning efforts in response operations.</p> <ul style="list-style-type: none"> <li>• Co-ordinate pre-planned and event-specific aerial reconnaissance operations to assess the overall disaster situation.</li> <li>• Pre-positioning assessment teams headed by the State coordinating officer and deployment of other advance elements.</li> <li>• Emergency clearing of debris to enable reconnaissance of the damaged areas and passage of emergency personnel and equipment for life saving property protection and health and safety.</li> </ul> | <p>tracking victims and providing assistance.</p> <ul style="list-style-type: none"> <li>• Identify locations for setting up transit and relief camps, feeding centres and setting up of the Help lines at the nodal points in the state and providing the people the information about the numbers.</li> </ul> |
|--|--|--|--|---|

## **GOVERNMENT OF HIMACHAL PRADESH DEPARTMENT OF REVENUE (DMC)**

### **Emergency Support Functions (ESFs) Plan**

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

EOC shall activate the ESFs and the concerned Department/Agency of each ESFs shall identify requirements in consultation with their counterparts in affected districts, mobilize and deploy resources to the affected areas to assist the district (s) in its/their response action. The State EOC shall maintain a close link with the District EOCs and NEOC.

#### **ESFs shall be responsible for the following:**

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

## Standard Operating Procedures for Responding to Disasters, 2012

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9. The designated authorities for each of the ESF shall identify and earmark the resources i.e. Manpower and materials to be mobilized during the crisis.
10. An inventory of all the resources with details shall be maintained by each of the designated authority for each of the ESF.
11. The designated authority for each of the ESF will also enter into pre-contracts for supply of resources, both goods and services to meet the emergency requirements.
12. The designated authority for each of the ESF will be delegated with adequate administrative, legal and financial powers for undertaking the tasks assigned to them.

### Primary and Secondary Agencies

The designated primary agency, acting as the State agency shall be assisted by one or more support agencies (secondary agencies) and shall be responsible for managing the activities of the ESF and assisting the district in the rescue and relief activities and ensuring that the mission is accomplished. The primary and secondary agencies have the authority to execute response operations to directly support the needs of the affected districts.

### Agency for Each Emergency Support Functions and Roles to be performed

| ESF No. | ESF           | Primary Agency | Secondary Agency                         | Responsibilities of Primary Agency  | Activities for Response   | Role of Secondary Agency   |
|---------|---------------|----------------|--|---|---|--|
| 1.      | Communication | BSNL           | Police Units of Armed Forces in the area | Coordination of national actions to assure the provision of telecommunication support the state and district;<br><br>Coordinate the requirement | Responsible for coordination of national actions to assure the provision of telecommunication support the state and district response elements; | Make available police wireless network at the affected locations;<br><br>Coordinate for the other networks available such as Ham Radios or HPSEB |

## Standard Operating Procedures for Responding to Disasters, 2012

|   |               |   |                        |   |  |   |
|---|---------------|---|------------------------|---|--|---|
|   |               |   |                        | of temporary telecommunication in the affected areas.   | Coordinate the requirement of temporary telecommunication in the affected areas.   | network etc.;   |
| 2 | Public Health | Department of Health and Family Welfare | Department of Ayurveda | <p>To coordinate, direct and integrate State level response;</p> <p>Direct activation of medical personnel, supplies and equipment;</p> <p>Coordinate the evacuation of patients;</p> <p>Provide human services under the Dept of health;</p> <p>To prepare and keep ready Mobile Hospitals and stock;</p> <p>To network with private health service providers;</p> <p>To provide for mass decontamination;</p> | <p>Provide systematic approach to patient care;</p> <p>Perform medical evaluation and treatment as needed;</p> <p>Maintain patient tracking system to keep record of all patients treated;</p> <p>Mobilization of the private health services providers for emergency response.</p> <p>In the event of CNBR disaster to provide for mass decontamination of the affected population;</p> <p>Maintain record of dead and arrange for their post mortem.</p> | <p>The units of armed forces in the area would provide communication network on the request of the competent authority.</p> <p>To perform the same functions as assigned to the primary agency;</p> <p>Provide manpower to the primary agency wherever available and needed;</p> <p>Make available its resources to the primary agency wherever needed and available.</p> |

## Standard Operating Procedures for Responding to Disasters, 2012

|    |                                     |  |                                 |   |  |  |
|----|-------------------------------------|--|---------------------------------|---|--|--|
|    |                                     |  |                                 | Check stocks of equipment and drugs.  |  |  |
| 3. | Sanitation/<br>Sewerage<br>Disposal | Urban<br>Development<br>and Rural<br>Development | Irrigation and<br>Public Health | <p>Make arrangement for proposal disposal of waste in their respective areas;</p> <p>Arrange adequate material and manpower to maintain cleanliness and hygiene.</p>  | <p>Ensure cleanliness and hygiene in their respective areas;</p> <p>To arrange for the disposal of unclaimed bodies and keeping record thereof;</p> <p>Hygiene promotion with the availability of mobile toilets;</p> <p>To dispose off the carcass.</p>   | <p>Repair the sewer leakages immediately;</p> <p>Provide bleaching powder to the primary agencies to check maintain sanitation.</p>              |
| 4. | Power                               | HPSEB Ltd.                                       | Himurja                         | <p>Provide and coordinate State support until the local authorities are prepared to handle all power related problems;</p> <p>Identify requirements of external equipment required such as DG sets etc;</p> <p>Assess damage for national assistance.</p> | <p>Support to Local Administration;</p> <p>Review the total extent of damage to the power supply installations by a reconnaissance survey;</p> <p>To provide alternative means of power supply for emergency purposes;</p> <p>Dispatch emergency repair teams equipped with tools, tents and food;</p> <p>Hire casual labour for the</p> | <p>Make arrangement for and to provide the alternative sources of lighting and heating to the affected populations and for the relief camps.</p> |

## Standard Operating Procedures for Responding to Disasters, 2012

|    |                   |   |   |   |  |  |
|----|-------------------|---|---|---|--|--|
|    |                   |   |   |   | clearing of damaged poles etc.   |  |
| 5. | Transport         | Department of Transport                                 | HRTC, Civil Aviation, GAD   | <p>Overall coordination of the requirement of transport;</p> <p>Make an inventory of vehicles available for various purposes;</p> <p>Coordinate and implement emergency related response and recovery functions, search and rescue and damage assessment.</p> | <p>Coordinate arrangement of vehicles for transportation of relief supplies from helipads/airports to the designated places;</p> <p>Coordinate arrangement of vehicles for transportation of SAR related activities.</p>   | <p>Make available its fleet for the purpose of SAR, transportation of supplies, victims etc;</p> <p>Act as stocking place for fuel for emergency operations;</p> <p>Making available cranes to the Distt. Administration; GAD and Civil aviation will coordinate for helicopter services etc. required for transportation of injured, SAR team, relief and emergency supplies.</p> |
| 6. | Search and Rescue | Civil Defence, Home Guards, Fire and Emergency Services | NDRF, SDRF, Armed and Para military forces, Police, Red Cross, VOs, Volunteers and 108. | <p>Establish, maintain and manage state search and rescue response system;</p> <p>Coordinate search and rescue logistics during field operations;</p> <p>Provide status reports of SAR updates throughout the affected areas.</p>                             | <p>GIS is used to make an estimate of the damage area and the deployment of the SAR team in the area according to the priority;</p> <p>Discharge all ambulatory patients for the first aid which has the least danger to health and others transported to safer areas.</p> | <p>108 and Red Cross to make available ambulances as per requirement;</p> <p>SDRF, VOs and Volunteers to assist the primary agency in SAR;</p> <p>NDRF, Armed and para military forces to</p>  |

## Standard Operating Procedures for Responding to Disasters, 2012

|    |                              |        |  |  |  |   |
|----|------------------------------|--------|--|--|--|---|
|    |                              |        |  |  |  | <p>provide assistance to civil authorities on demand;</p> <p>Police to arrange for the transportation and postmortem of the dead.</p> |
| 7. | Public Works and Engineering | HP PWD | CPWD, National Highways Authority of India, MES, BRO | <p>Emergency clearing of debris to enable reconnaissance;</p> <p>Clearing of roads;</p> <p>Assemble casual labour;</p> <p>Provide a work team carrying emergency tool kits, depending on the nature of disaster, essential equipment such as</p> <ul style="list-style-type: none"> <li>• Towing vehicles</li> <li>• Earth moving equipments</li> <li>• Cranes etc.</li> </ul> <p>Construct temporary roads;</p> | <p>Establish a priority list of roads which will be opened first;</p> <p>Constructing major temporary shelters;</p> <p>Connecting locations of transit/relief camps;</p> <p>Adequate road signs should be installed to guide and assist the relief work;</p> <p>Clearing the roads connecting helipads and airports;</p> <p>Restoring the helipads and making them functional;</p> <p>Rope in the services of private service providers and secondary services if the department is unable to bear</p> | <p>Making machinery and manpower available to the PWD and to keep national highways and other facilities in functional state.</p>     |

## Standard Operating Procedures for Responding to Disasters, 2012

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|    |                               |   |                      |   |   |   |
|----|-------------------------------|---|----------------------|---|---|---|
|    |                               |   |                      | <p>Keep national and other main highways clear from disaster effects such as debris etc.;</p> <p>Networking with private services providers for supply of earth moving equipments etc.</p>  | the load of work.   |   |
| 8. | Information and Communication | Department of Revenue through State EOC | Department of IT/NIC | <p>Operate a Disaster Welfare Information (DWI) System to collect, receive, and report and status of victims and assist family reunification;</p> <p>Apply GIS to speed other facilities of relief and search and rescue;</p> <p>Enable local authorities to establish contact with the state authorities;</p> <p>Coordinate planning procedures between district, the state and the centre;</p> <p>Provide ready formats for all</p> | <p>Documentation of response/relief and recovery measures;</p> <p>Situation reports to be prepared and completed every 3-4 hours.</p> | Render necessary assistance in terms of resources, expertise to the primary agency in performing the assigned task. |

## Standard Operating Procedures for Responding to Disasters, 2012

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|    |                 |                       |                                       |   |  |  |
|----|-----------------|-----------------------|---------------------------------------|---|--|--|
|    |                 |                       |                                       | reporting procedures as a standby.  |  |  |
| 9. | Relief Supplies | Department of Revenue | Department of Food and Civil Supplies | <p>To collect, process and disseminate information about an actual or potential disaster situation to facilitate the overall activities of all responders in providing assistance to an affected area in consultation;</p> <p>Coordinate activities involved with the emergency provisions;</p> <p>Temporary shelters;</p> <p>Emergency mass feeding;</p> <p>To coordinate bulk distribution of emergency supplies;</p> <p>To provide logistical and resource support to local entities;</p> <p>In some instances, services also may be provided to disaster workers;</p> | <p>Support to Local Administration;</p> <p>Allocate and specify type of requirements depending on need;</p> <p>Organize donation (material) for easy distribution before entering disaster site.</p> | <p>To assist the primary agency in arranging and supplying relief supplies;</p> <p>To assist the primary agency in running the relief camps.</p> |

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|     |                 |  |                                 |   |   |  |
|-----|-----------------|--|---------------------------------|---|---|--|
|     |                 |  |                                 | To coordinate damage assessment and post disaster needs assessment.   |   |  |
| 10. | Food & Supplies | Department of Food and Public Distribution | Department of Cooperation       | <p>Requirement of food and clothing for affected population;</p> <p>Control the quality and quantity of food, clothing and basic medicines;</p> <p>Ensure the timely distribution of food and clothing to the people;</p> <p>Ensure that all food that is distributed is fit for human consumption.</p> | <p>Make emergency food and clothing supplies available to population;</p> <p>Ensure the provision of specific nutrients and supplementary diet for the lactating, pregnant women and infants.</p> | Ensuring the distribution of food supplies to the affected population through the PDS network etc. |
| 11. | Drinking water  | Department of I & PH                       | Department of Urban Development | <p>Procurement of clean drinking water;</p> <p>Transportation of water with minimum wastage;</p> <p>Special care for women with infants and pregnant women;</p> <p>Ensure that sewer pipes and drainage are kept separate</p>   | <p>Support to local Administration;</p> <p>Water purification installation with halogen tablets etc.</p>  | To assist the primary agency wherever ULB is associated in the distribution of potable water.      |

## Standard Operating Procedures for Responding to Disasters, 2012

|     |         |                                |                                       |   |  |  |
|-----|---------|--------------------------------|---------------------------------------|---|--|--|
|     |         |                                |                                       | from drinking water facilities.   |  |  |
| 12. | Shelter | Department of Revenue          | HIMUDA, HP PWD, UD and Panchayati Raj | <p>Provide adequate and appropriate shelter to all population;</p> <p>Quick assessment and identifying the area for the establishment of the relief camps;</p> <p>Identification of public buildings as possible shelters;</p> <p>Identifying the population which can be provided with support in their own place and need not be shifted reallocated;</p> <p>Locate relief camps close to open traffic and transport links.</p> | <p>Support to Local Administration;</p> <p>Locate adequate relief camps based on survey of damaged houses;</p> <p>Develop alternative arrangements for population living in structures that might be affected even after the disaster.</p> | <p>HIMUDA and HP PWD would assist the primary agency in establishing temporary shelters of larger dimensions;</p> <p>Department of Panchayati Raj through local Panchayats would assist the primary agency in establishing shelters of smaller dimensions.</p> |
| 13. | Media   | Department of Public Relations | Local DD and AIR                      | <p>To Provide and collect reliable information on the status of the disaster and disaster victims for effective coordination of relief work at state level;</p>   | <p>Use and place geographical Information to guide people towards relief operation;</p> <p>Use appropriate means of disseminating information to victims of affected area;</p>   | <p>To assist the primary agency in discharge of its role.</p>  |

## Standard Operating Procedures for Responding to Disasters, 2012

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|     |            |                       |                                |  |  |   |
|-----|------------|-----------------------|--------------------------------|--|--|---|
|     |            |                       |                                | <p>Not to intrude on the privacy of individuals and families while collecting information;</p> <p>Coordinate with DOCs at the airport and railways for required information for international and national relief workers;</p> <p>Acquire accurate scientific information from the ministry of Science and Technology;</p> <p>Coordinate with all TV and radio networks to send news flashes for specific needs of Donation;</p> <p>Respect the socio-cultural and emotional state of the disaster victims while collecting information for dissemination.</p> | <p>Curb the spread of rumours;</p> <p>Disseminate instructions to all stakeholders.</p>                                      |   |
| 14. | Help lines | Department of Revenue | Department of Public Relations | To receive distress calls from the affected people and coordinate with the control room;   | One of the most critical needs will be having a simplified way of identifying and tracking victims and providing assistance; | To assist the primary agency in performing its job effectively and provide its manpower and resources for the |

## Standard Operating Procedures for Responding to Disasters, 2012

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|  |  |  |  |  |  |                 |
|--|--|--|--|--|--|-----------------|
|  |  |  |  | <p>To facilitate the optimization of donations received in kind;</p> <p>Co-ordinate, collect, process, report and display essential elements of information and to facilitate support for planning efforts in response operations;</p> <p>Co-ordinate pre-planned and event-specific aerial reconnaissance operations to assess the overall disaster situation;</p> <p>Pre-positioning assessment teams headed by the State coordinating officer and deployment of other advance elements;</p> <p>Emergency clearing of debris to enable reconnaissance of the damaged areas and passage of emergency personnel and equipment for life saving property protection and health and safety.</p> | <p>Identify locations for setting up transit and relief camps, feeding centres and setting up of the Help lines at the nodal points in the state and providing the people the information about the numbers.</p> | <p>purpose.</p> |
|--|--|--|--|--|--|-----------------|

## Standard Operating Procedures for Responding to Disasters, 2012

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|     |                                |                                |                              |   |  |  |
|-----|--------------------------------|--------------------------------|------------------------------|---|--|--|
| 15. | Animal Care                    | Department of Animal Husbandry | Department of Panchayati Raj | Treatment of animals;<br>Provision of vaccination;<br>Disposal of dead animals.   | To arrange for timely care and treatment of animals in distress;<br>Removal of dead animals to avoid outbreak of epidemics.  | To assist the primary agency in performing its role.         |
| 16. | Law and Order                  | Police                         | Home Guards                  | Having sound communication and security plan in place to coordinate law and order issues;<br>Training to security personnel in handling disaster situations and issues related to them. | To maintain law and order;<br>To take measure against looting and rioting;<br>To ensure the safety and security of relief workers and material;<br>To take specific measure for the protection of weaker and vulnerable sections of the society;<br>To provide safety and security at relief camps and temporary shelters. | To assist the primary agency by making available manpower.   |
| 17. | Removal of trees and fuel wood | Forest                         | Forest Corporation           | Removal of fallen trees;<br>To provide fuel wood for the relief camps and public;<br>Have adequate storage of fuel wood and make arrangement for distribution                           | Arrange for timely removal of trees obstructing the movement of traffic;<br>Arrange for timely removal of tress which have become dangerous;<br>Make arrangement for fuel  | To support and supplement the efforts of the primary agency. |

## Standard Operating Procedures for Responding to Disasters, 2012

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|  |  |  |  |   |  |  |
|--|--|--|--|---|--|--|
|  |  |  |  | thereof;<br>To provide fuel wood for cremation. | wood for the relief camps and for general public;<br>Provide fuel wood for mass cremation etc. |  |
|--|--|--|--|---|--|--|

## **Annexure - III**

**Form No.ESF-01**

Government of Himachal Pradesh  
Department of \_\_\_\_\_

**Subject: EMERGENCY SUPPORT FUNCTIONS (ESF) PLAN 2011.**

### **Emergency Support Functions (ESF)**

1. The Department of \_\_\_\_\_ will provide emergency support to the Department of Disaster Management (Revenue) in the event of natural or man-made disasters in regard to the following:-

|     |  |
|-----|--|
| (a) |  |
| (b) |  |
| (c) |  |
| (d) |  |
|     |  |

### **Nodal Officers**

2. The details of Nodal Officers and the Alternate Nodal Officers for the purpose of coordinating Emergency Support Functions with Department of Disaster Management (Revenue) are as under:-

#### **Nodal Officer**

| <b>Name/Designation/Office address/Residential address</b> | <b>Phones with STD code<br/>e-mail</b> |
|--|--|
|  | (O)                                    |
|  | (R)                                    |
|  | (Fax)                                  |
|  | (Mobile)                               |
|  | (e-mail)                               |
|  |  |

#### **Alternate Nodal Officer**

| <b>Name/Designation/Office address/Residential address</b> | <b>Phones with STD code<br/>e-mail</b> |
|--|--|
|  | (O)                                    |

## Standard Operating Procedures for Responding to Disasters, 2012

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|  |          |
|--|----------|
|  | (R)      |
|  | (Fax)    |
|  | (Mobile) |
|  | (e-mail) |
|  |          |

### Quick Response Team (QRT) at the HQs

3. The department has set up the Quick Response Team (QRT) at the HQs for emergency response and the details of the Team and the task assigned are given in the attached Form No. **ESF-02**

4. The department has designated the following Field Offices for providing Emergency Support Functions:-

#### Field Offices

| S.No. | Location | Postal Address | Phone/Fax |
|-------|----------|----------------|-----------|
| 1     |          |                |           |
| 2     |          |                |           |
| 3     |          |                |           |
|       |          |                |           |

5. The details of the **Designated officers** in the above field offices who will be coordinating the emergency support functions are given in the attached Form No. **ESF-04**.

### Quick Response Teams (QRTs) at the Field Level

6. The department has set up the Quick Response Teams (QRTs) at the field levels for emergency response and the details of the Teams and the task assigned are given in the attached Form No. **ESF-03**

### Resource Inventory

7. The department will be in a position to make available the following type of equipment/material/technical manpower and services :-

|                              |   |
|------------------------------|---|
| <b>Material/Description</b>  | 1 |
|                              | 2 |
| <b>Equipment/Description</b> | 1 |
|                              | 2 |

## Standard Operating Procedures for Responding to Disasters, 2012

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|                 |   |
|-----------------|---|
| <b>Manpower</b> | 1 |
|                 | 2 |
| <b>Services</b> | 1 |
|                 | 2 |

8. The details of the above resources are given in the attached Form No. **ESF-05**.
9. It is certified that the aforesaid resources (manpower, services, material and equipment) are considered adequate for accomplishing the Emergency Support Functions assigned to this department.
10. It is certified that in addition to above resources this department has entered in to pre-contracts for supply of resources are given in the attached Form No. **ESF-06**.
11. This department has issued authorization vide Order NO.-----dated the -----, as at Form No.**ESF- 07** in favour of the nodal officers and the designated officers to deploy the resources in the event of disasters and in accordance with the requests received from the Department of Disaster Management (Revenue).
12. The Emergency Support Functions (ESF) Plan has been last updated on -----(dd/mm/yy)

*Authorised signatory*

*Name*

*Designation*

*Date*

# Standard Operating Procedures for Responding to Disasters, 2012

Form No.ESF-02

Government of Himachal Pradesh  
Department of \_\_\_\_\_

**Quick Response Team (QRT) at the HQs**

| Name/Designation/Office address/Residential address | Phones with STD code<br>e-mail |
|---|--------------------------------|
| <b>Team Leader</b>                                  | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Alternate Team Leader</b>                        | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-1</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-2</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-3</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-4</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-5</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |

The task assigned are.....

Government of Himachal Pradesh  
Department of \_\_\_\_\_

**Quick Response Teams (QRTs) at the Field Level**

Field Office \_\_\_\_\_ (separate for each field office and numbered as *ESF03.1, ESF03.2* so on)

| Name/Designation/Office address/Residential address | Phones with STD code<br>e-mail |
|---|--------------------------------|
| <b>Team Leader</b>                                  | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Alternate Team Leader</b>                        | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-1</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-2</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-3</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-4</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |
| <b>Member-5</b>                                     | (O)                            |
|   | (R)                            |
|   | (Fax)                          |
|   | (Mobile)                       |
|   | (e-mail)                       |

The task assigned are.....

# Standard Operating Procedures for Responding to Disasters, 2012

Form No.ESF-04

Government of Himachal Pradesh  
Department of \_\_\_\_\_

## List of Designated Officers of Field /Regional Offices

| S.No. | Field Office address | Name/Designation/Residential address | Phones with STD code e-mail |
|-------|----------------------|--------------------------------------|-----------------------------|
| 1     |                      |                                      | (O)                         |
|       |                      |                                      | (R)                         |
|       |                      |                                      | (Fax)                       |
|       |                      |                                      | (Mobile)                    |
|       |                      |                                      | (e-mail)                    |
| 2     |                      |                                      | (O)                         |
|       |                      |                                      | (R)                         |
|       |                      |                                      | (Fax)                       |
|       |                      |                                      | (Mobile)                    |
|       |                      |                                      | (e-mail)                    |
| 3     |                      |                                      | (O)                         |
|       |                      |                                      | (R)                         |
|       |                      |                                      | (Fax)                       |
|       |                      |                                      | (Mobile)                    |
|       |                      |                                      | (e-mail)                    |
| 4     |                      |                                      | (O)                         |
|       |                      |                                      | (R)                         |
|       |                      |                                      | (Fax)                       |
|       |                      |                                      | (Mobile)                    |
|       |                      |                                      | (e-mail)                    |
| 5     |                      |                                      | (O)                         |
|       |                      |                                      | (R)                         |
|       |                      |                                      | (Fax)                       |
|       |                      |                                      | (Mobile)                    |
|       |                      |                                      | (e-mail)                    |
| 6     |                      |                                      |                             |

Government of Himachal Pradesh  
Department of \_\_\_\_\_

Resource Inventory

| S.No.    | Men/Material/equipment/Services<br>Description/specification | Qty<br>in Nos | Qty<br>in Wt./<br>Vol. | Availability<br>Location |
|----------|--|---------------|------------------------|--------------------------|
| <b>1</b> | <b>Manpower</b>  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
| <b>2</b> | <b>Services</b>  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
| <b>3</b> | <b>Material</b>  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
| <b>4</b> | <b>Equipment</b>   |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |
|          |  |               |                        |                          |

Government of Himachal Pradesh  
Department of \_\_\_\_\_

Resource Inventory- Pre-Contract

| S.No. | Men/Material/equipment/Services<br>Description/specification | Qty<br>in Nos | Qty<br>in Wt./<br>Vol. | Pre-Contract<br>Location | Pre-<br>Contract<br>Valid up to |
|-------|--|---------------|------------------------|--------------------------|---------------------------------|
| 1     | Manpower   |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
| 2     | Services   |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
| 3     | Material   |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
| 4     | Equipment  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |
|       |  |               |                        |                          |                                 |

No. -----

Government of Himachal Pradesh  
Department of \_\_\_\_\_

## ORDER

**Subject: Deployment of resources in the event of disasters- authorization thereof as per the ESF Plan –2011**

The undersigned is directed to say that the Department of Disaster Management (Revenue) is the nodal department for coordinating relief and response in the event of both natural and manmade disasters, as per the Allocation of Business Rules. In the event of a disaster, this department is required to provide the emergency support to the Department of Disaster Management (Revenue) in regard to the functions listed in the ESF Plan – 2011 of this department.

It has accordingly been decided, with the approval of the competent authority ,to authorize the nodal officers and the designated officers in the field offices of this department to deploy resources in the events of disasters and in accordance with the requests received from the Department of Disaster Management (Revenue) as per ESF-Plan 2011.

In case the resources are likely to be deployed for a period exceeding 72 hours , then the officers concerned will obtain necessary approvals of the competent authority for continued deployment. In such a situation necessary approvals may also be obtained for procurement and deployment of pre-contract resources, as the need may be.

( )  
\_\_\_\_\_  
(Designation)  
Phone: ..... (O)/.....®  
Fax: .....  
E.mail.....

### Distribution

1. Nodal Officers
2. Designated Officers in the field offices.
3. Principal Secretary Disaster Management (Revenue) to the Government of Himachal Pradesh.

**Annexure - IV**

**Contact Details Of NDRF Officers**

**(for Specialized response during disasters)**

**NDRF Head Quarter**

| <b>Name</b>                     | <b>Designation</b> | <b>Address</b>   | <b>Tele.</b>                         | <b>Fax.</b>   | <b>Mobile</b> | <b>E-mail.</b>                                     |
|---------------------------------|--------------------|--|--------------------------------------|---------------|---------------|--|
| <b>Shri Prakash Mishra ,IPS</b> | DG                 | <b>Directorate General ,<br/>National Disaster<br/>Response Force (NDRF)<br/>Sector-1 R K Puram,<br/>New Delhi -66</b> | 011-<br>26712851<br>011-<br>26161442 | 011-26105912. | 09818916161   | <a href="mailto:dg-ndrf@nic.in">dg-ndrf@nic.in</a> |
| <b>Shri Mukul Goel</b>          | IG                 | <b>Directorate General ,<br/>National Disaster<br/>Response Force (NDRF)<br/>Sector-1 R K Puram,<br/>New Delhi -66</b> | 011-<br>26160252<br>011-<br>26113014 | 011-26105912. | 09871115726   | -  |

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|                           |                            |  |                  |               |             |                     |
|---------------------------|----------------------------|--|------------------|---------------|-------------|---------------------|
| <b>Shri Rakesh Ranjan</b> | Dy<br>Commandant<br>(Proc) | <b>Directorate General ,<br/>National Disaster<br/>Response Force (NDRF)<br/>Sector-1 R K Puram,<br/>New Delhi -66</b> | 011-<br>26107921 | 011-26105912. | 08860136649 | rakeshbsf@gmail.com |
| <b>Shri Om Parkash</b>    | Inspector<br>Control Room  | <b>Directorate General ,<br/>National Disaster<br/>Response Force (NDRF)<br/>Sector-1 R K Puram,<br/>New Delhi -66</b> | 011-<br>26107953 | 011-26105912. | 08010072169 |                     |

### NDRF BNS Relevant for Himachal Pradesh

| Name                | Designation | Address   | Tele.        | Fax.             | Mobile      | E-mail.   |
|---------------------|-------------|---|--------------|------------------|-------------|---|
| <b>Sh.R.K.Verma</b> | Commandant  | <b>7th Bn NDRF,<br/>Bibiwala Road,<br/>Bhatinda(Punjab)</b> | 0164-2246030 | 0164-<br>2246570 | 09417802032 | <u><a href="mailto:comdt.27thbn@itbp.gov.in">comdt.27thbn@itbp.gov.in,</a></u><br><u><a href="mailto:7thbnndrfbathinda@gmail.com">7thbnndrfbathinda@gmail.com</a></u> |

## Standard Operating Procedures for Responding to Disasters, 2012

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|                        |            |   |                                   |                  |             |  |
|------------------------|------------|---|-----------------------------------|------------------|-------------|--|
| <b>Sh.Jaipal Yadav</b> | Commandant | <b>8th Bn NDRF,</b><br>Greater<br>Noida, Distt.G.B.Nagar,<br>UP | 0120-<br>2351101,<br>0120-2351087 | 0120-<br>2351105 | 09968610011 | <a href="mailto:eighthndrf@yahoo.com">eighthndrf@yahoo.com</a> ,<br><a href="mailto:jpyadav1960@yahoo.com">jpyadav1960@yahoo.com</a> |
|------------------------|------------|---|-----------------------------------|------------------|-------------|--|

Note: The NDRF Bhatinda is responsible for Himachal for normal disasters and UP based battalion for CBNR emergencies.

**ANNEXURE – V**

**REQUISITIONING FORM FOR NDRF**

Date of Report

From

To

\_\_\_\_\_  
\_\_\_\_\_

- i) Nature of Calamity
- ii) Date and time of occurrence
- iii) Affected area (number and names of affected districts)
- iv) Population affected (Approx)
- v) Nearest Railhead
- vi) Nearest Airport
- vii) Relief Measures undertaken in brief
- viii) Immediate response and relief assistance required
- ix) Forecast of possible future developments including new risk
- x) Any other relevant information

Relief Commissioner/DM

## Annexure - VI

### Guidelines for Requisitioning of Armed Forces in Aid of Civil Administration

#### Procedure for Provision of Aid

1. The Armed Forces are conscious of not only their constitutional responsibility in-aid to civil authority, but also, more importantly, the aspirations and the hopes of the people. Although such assistance is part of their secondary role, once the Army steps in, personnel in uniform wholeheartedly immerse themselves in the tasks in accordance with the Army's credo - **SERVICE BEFORE SELF.**

2. Assistance during a disaster situation is to be provided by the Defence Services with the approval and on orders of the central government. In case, the request for aid is of an emergency nature, where government sanctions for assistance is not practicable, local military authorities, when approached for assistance should provide the same. This will be reported immediately to respective Services Headquarters (Operations Directorate) and normal channels taken recourse to, as early as possible.

#### Requisition Procedure

3. Any state unable to cope with a major disaster situation on its own and having deployed all its resources will request Government of India for additional assistance. Ministry of Defence will direct respective service headquarters to take executive action on approved requests. The chief secretary of state may initiate a direct request for emergency assistance, for example, helicopter for aerial reconnaissance, or formation of local headquarter (Command/Area Headquarters) or naval base or air force station.

#### Coordination

4. The responsibility for coordination of disaster relief operations at various levels is as follows:
- a) Inter-service Coordination at Central Level: Cabinet secretariat (Military Wing). A case for co-opting a Tri Service RRF to cater for emergency situations within India and in the region is under consideration of COSC. This JCC would be responsible for coordination and directing all rescue/relief operations to ensure synergy of efforts of all three services in management of disasters.
  - b) Service Headquarters
    - (i) Military Operations Directorate (MI-6) at Army Headquarters
    - (ii) Director of Naval operations at Naval headquarters
    - (iii) Directorate of Operations (Transport and Maritime) at Air Headquarters

- c) Command and Lower Formation Headquarters: Senior General Staff Officers (Operations)
- d) State Level: Service liaison officer deputed to form a part of Joint Control Centre.
- e) Local Level: Nominated Commander of troops and senior civil administrator in-charge of relief.

5. The Armed Forces may be called upon to provide the following types of assistance:

- a) Infrastructure for command and control for providing relief. This would entail provision of communications and technical manpower.
- b) Search rescue and relief operations at disaster sites.
- c) Provision of medical care at the incident site and evacuation of casualties.
- d) Logistics support for transportation of relief materials
- e) Setting up and running of relief camps
- f) Construction and repair of roads and bridges to enable relief teams/ material to reach affected areas.
- g) Repair, maintenance and running of essential services especially in the initial stages of disaster relief.
- h) Assist in evacuation of people to safer places before and after the disaster
- i) Coordinate provisioning of escorts for men, material and security of installations,
- j) Stage management and handling of International relief, if requested by the civil administration.

### **Disaster Relief Operation**

6. Important aspects of policy for providing disaster relief are as under:

- a) Disaster relief tasks can be undertaken by local commanders. However, HQ Sub Area is to be informed at the first opportunity and then flow of information to be maintained till completion of the task.
- b) Effective and efficient disaster relief by the army while at task
- c) Disaster relief tasks will be controlled and coordinated through Commanders of Static Headquarters while field units Commanders may move to disaster site for gaining firsthand knowledge and ensuring effective assistance.
- d) Once situation is under control of the civil administration, army aid should be promptly de-requisitioned.
- e) Adequate communication, both line and radio, will be ensured from Field Force to Command Headquarters.

### **Procedure to Requisition Army, and Air Force**

- 7. It will be ensured by the local administration that all local resources including Home Guards, Police and others are fully utilised before assistance is sought from outside. The Department of Revenue, Disaster Management Cell, HP Government

District Collector will assess the situation and project his requirements to the State Government. District Control Room will ensure that updated information is regularly communicated to the State Control Room, Defence Service establishments and other concerned agencies.

8. District Collector will apprise the State Government of additional requirements through State Control Room and Relief Commissioner of the State.
9. Additional assistance required for relief operations will be released to the District Collector from the state resources. If it is felt that the situation is beyond the control of state administration, the Relief commissioner will approach the Chief Secretary to get the aid from the Defence Services. Based on the final assessment, the Chief Secretary will project the requirement as under while approaching the Ministry of Defence, Government of India simultaneously for clearance of the aid:

Aid from Army: Head quarters Sub Area Commander, and Headquarters of Western Command Chandimandir.

Aid from Air Force: Sector Commander Sarsawa, Saharanpur (Contact Person: Wg. Cdr. Vineet Sharma – 07599342240; Fax No. 01331 – 244822), and Western Air Command Headquarters, Delhi.

Army authorities to be contacted for disaster relief are as under:

10. Co-Ordination Between Civil and Army: For deployment of the Army along with civil agencies on disaster relief, co-ordination should be carried out by the district civil authorities and not by the departmental heads of the line departments like Police, Health & Family Welfare, PWD and PHED etc.
11. Overall Responsibility When Navy and Air Force are also being Employed: When Navy and Air Force are also involved in disaster relief along with the Army, the Army will remain overall responsible for the tasks unless specified otherwise.

### 13. Principles of Employment of Armed Forces

- a) **Judicious Use of Armed Forces:** Assistance by Armed Forces should be requisitioned only when it becomes absolutely necessary and when the situation cannot be handled by the civil administration from within its resources. However, this does not imply that the response must be graduated. If the scale of disaster so dictates, all available resources must be requisitioned simultaneously.
- b) **Immediate Response:** When natural and other calamities occur, the speed for rendering aid is of paramount importance. It is clear that, under such circumstances, prior sanction for assistance may not always be forthcoming. In such cases, when approached for assistance, the Army should provide the same without delay. No separate Government approval for aid rendered in connection with assistance during natural disasters and other calamities is necessary.

- c) **Command of Troops:** Army units while operating under these circumstances continue to be under command of their own commanders, and assistance rendered is based on task basis.
- d) **No Menial Tasks:** While assigning tasks to troops, it must be rendered that they are not employed for menial tasks e.g. troops must not be utilised for disposal of dead bodies.
- e) **Requisition of Aid on Task Basis:** While requisitioning the Army, the assistance should not be asked for in terms of number of columns, engineers and medical teams. Instead, the- civil administration should spell out tasks, and leave it to army authorities to decide on the force level, equipment and methodologies to tackle the situation.
- f) **Regular Liaison and Co-ordination:** In order to ensure that optimum benefit is derived out of Armed Forces employment, regular liaison and coordination needs to be done at all levels and contingency plans made and disseminated to the lowest level of civil administration and the Army.
- g) **Advance Planning and Training:** Army formations located in areas prone to disaster must have detailed plans worked out to cater for all possible contingencies. Troops should be well briefed and kept ready to meet any contingency. Use of the Vulnerability Atlas where available must be made.
- h) **Integration of all Available Resources:** All available resources, equipment, accommodation and medical resources with civil administration, civil firms and NGOs needs to be taken into account while evolving disaster relief plans. All the resources should be integrated to achieve optimum results. Assistance from outside agencies can be superimposed on the available resources.
- i) **Early De-requisitioning:** Soon after the situation in a disaster-affected area has been brought under control of the civil administration, Armed Forces should be de-requisitioned.

### REQUISITION FOR ARMY AID BY CIVIL AUTHORITIES

#### (NATURAL CALAMITIES)

Reference No. : Calamities

1. From :
2. To :
3. For Information -

## Standard Operating Procedures for Responding to Disasters, 2012

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4. Date and time origination of demand -
5. Situation as at area \_\_\_\_\_ an  
Heavy flood in area \_\_\_\_\_ due rising of rigor  
\_\_\_\_\_ civilians marooned. Own evacuation resources insufficient  
meet requirement. In view continuous heavy, rains in upper regions, more areas may be  
affected marooning another \_\_\_\_\_ civilians of \_\_\_\_\_ region.
6. **Type of extent of aid required for**
- (i) Equipment and personal, to evacuate marooned civil.
  - (ii) Medical assistance for approximately \_\_\_\_\_ civilians.
  - (iii) Tentage for \_\_\_\_\_ families if available.
7. **Likely duration and period of aid required**  
for \_\_\_\_\_ days with effect from \_\_\_\_\_  
(present situation permitting)
8. **Officer in charge Army aid to contact.**
9. **Name of civil Liaison Officer detailed.**  
Mr. \_\_\_\_\_ (Telephone No.) \_\_\_\_\_
10. **Arrangement made by civil authorities to guide Army aid to place of operations.**  
Mr. \_\_\_\_\_ will meet Army aid part at \_\_\_\_\_ On receipt of  
information from Army authorities)
11. **Special Instructions.**
- (i) School building at \_\_\_\_\_ being made available to house  
personnel and also for medical arrangements.
  - (ii) Sufficient stocks of required medicines in the present contingency being made available  
to treat effected civilians population.

(iii) Road Bridge at \_\_\_\_\_ is unserviceable.

12. Please acknowledge.

Signature

Office Seal

**DE-REQUISITION OF ARMY AID (NATUAL CALAMITIES)**

1. **Reference No.**

**Date :**

2. **From** -

3. **To** -

4. **Information** -

5. Army aid requisitioned vide our reference No. \_\_\_\_\_ of \_\_\_\_\_ is hereby de-requisitioned with effect from \_\_\_\_\_ hrs on \_\_\_\_\_.

6. Please acknowledge.

Signature

Office Seal

Appointment

**ANNEXURE- VII**

**Format for First Information Report on occurrence of natural calamity**

(To be sent to SEOC and NEOC, Government of India within maximum of 24 hours of occurrence of calamity)

From: District/State -----

Date of Report -----

To

- i) The Relief Commissioner cum Principal Secretary Revenue (Fax: \_\_\_\_\_ email: \_\_\_\_ )
- ii) JS (DM), MHA (fax : \_\_\_\_\_ ; email : \_\_\_\_\_)
- iii) I/c National Integrated Operations Centre, MHA (fax: \_\_\_\_\_; email: \_\_\_\_\_)

- a. Nature of Calamity
- b. Date and time of occurrence
- c. Affected area (number and names of affected districts)
- d. Population affected (approx.)
- e. Number of Persons
  - i) Dead
  - ii) Missing
  - iii) Injured
- f. Animals
- g. Affected
- h. Lost
- i. Crops affected and area (approx.)
- j. Number of houses damaged
- k. Damage to public property
- l. Relief measures undertaken in brief
- m. Immediate response and relief assistance required and the best logistical means of delivering that relief from State/National
- n. Forecast of possible future developments including new risks.
- o. Any other relevant information

## ANNEXURE-VIII

### RAPID ASSESSMENT

Disaster brings in its wake damages to life, property, infrastructure, economy and environment. For adequate and effective response to disasters it is of paramount importance to assess the extent of physical harm to assets, property and infrastructure which render them less valuable or less effective. The objective of Rapid Assessment is to determine the precise nature and extent of damage so that Rescue and Relief measures are undertaken in the affected people. The following are the major components to be included in the rapid damage assessment:

- i) Geographical area impacted
- ii) Structural damage to buildings, Housing stocks
- iii) Damage to roads and bridges, public buildings shops, workshops, stalls etc.
- iv) Damage to water supply lines, electricity supply lines, public utilities
- v) Damage to agricultural crops, livestock, etc.

#### Tools for Rapid Assessment

Aerial surveys

Photographs, video graph/film of the affected area

Satellite imagery

Field reports

TV/Press coverage

Visual Inspection Checklist:-

- ✓ Camera
- ✓ Laptop
- ✓ Notebook
- ✓ GIS Map
- ✓ GPS

