



DISASTER MANAGEMENT PLAN

**DEPARTMENT OF FOOD, CIVIL
SUPPLIES AND CONSUMER AFFAIRS**

GOVERNMENT OF HIMACHAL PRADESH

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1. ABOUT THE DEPARTMENT

Previously the Department of Food, Civil Supplies and Consumer Affairs of the state was a part of the co-operative department. It was in 1966 when the government established the department as a separate unit for the betterment of the Public Welfare relating to the food policy. Further, in the year 1981, the organization of Weights and Measures was also merged with the department. The major thrust areas of the department are demand and supply of various essential commodities in the open market as well as Public Distribution System. The basic responsibility of the department is the enforcement of various control orders against the Essential Commodities Act, 1955 for Price Stabilization and matter relating to Weights & Measures.

The main endeavours of the department are to institute a robust targeted public distribution system, ensuring easy availability of Essential Commodities on reasonable rates and making consumers aware of their rights.

The department functions differently at various levels of the administration in District, State and Centre respectively. Again, at each level, there are following jobs related to monitoring of:

1. Market Rates
2. Allocation and Lifting
3. Ration Cards
4. Fair Price Shops
5. Inspections / Raids
6. Issuances of Licenses

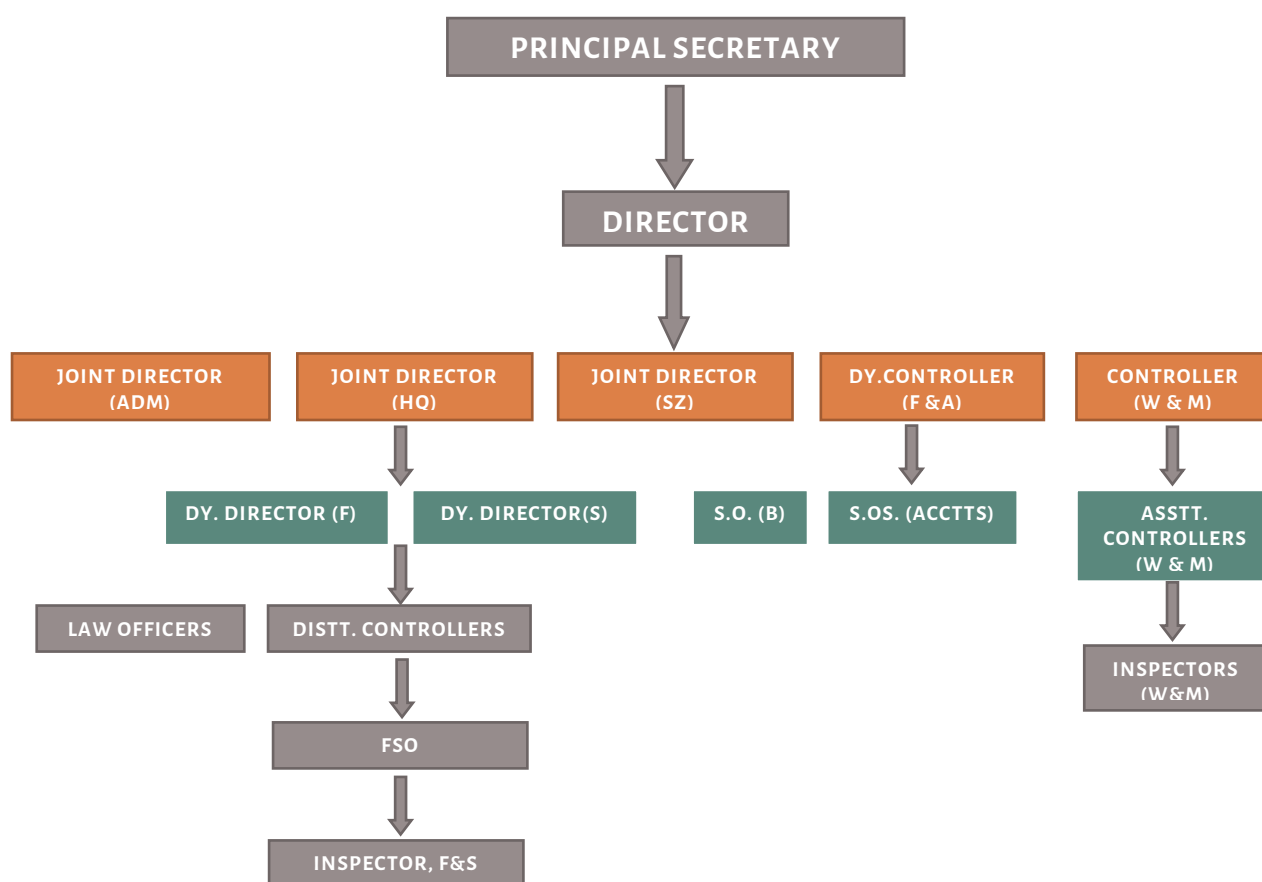
The information relating day to day activities are being reported on Daily, Weekly basis to the Ministry of Food & Civil Supplies, Govt. of India. The information generated at Fair Price Shops and Inspectorate level is compiled at District Level and sent to the State HQ where it is again compiled and consolidated and then conveyed to the Centre.

1.1 ORGANIZATIONAL STRUCTURE

The department at the Government Level is headed by Additional Chief / Principal / Secretary (Food, Civil Supplies and Consumer Affairs) to the Government of Himachal Pradesh. At the Directorate Level, it is headed by the Director of IAS cadre. He is assisted at the Directorate Level by one Addl. / Joint Director (Admin) of H.A.S. cadre, one Joint Director, two Deputy Directors, two Law Officers and one Deputy Controller (Finance & Accounts) besides other supporting staff. There is a Zonal Office at Dharamsala in Kangra District headed by a Joint Director. He is assisted by one Food & Supplies Officer and the other supporting staff. He carries out the duties and responsibilities as assigned by the Govt. from time to time besides supervision of the working of 8 Districts under his control. These Districts are Kangra, Hamirpur, Una, Chamba, Kullu, Bilaspur, Mandi and Lahaul & Spiti. District Controller, Food, Civil Supplies and Consumer Affairs headed the department at the district level. The District Heads are assisted by a Food & Supplies Officer, Inspector and other supporting staff.

The department has two separate organizations viz. Food, Civil Supplies & Consumer Affairs and Weights & Measures. The department had a total strength of 387 staff, out of which 106 posts are vacant.

Figure 1: Organisation Chart of Department of Food, Civil Supplies and Consumer Affairs



Infrastructure

The directorate at Shimla is five-storey building with ample passages, galley and stairs for an easy approach to its different parts. There are two separate entrance gates. The details of total infrastructure available with the department are given in table 1.

Table 1: Details of Infrastructure Available with the Department

Infrastructures	Number	Remarks
Directorate, Shimla	1	Based at Shimla to coordinate at the state level
Joint Director's office Dharamshala	1	Based at Dharamshala monitor eight districts falling in North Zone
District Controller's Office	12	District Controller's offices are based in every district which can be used as control room at the District level in case of emergency
Inspector's office	77	Inspector's offices are at each Block level are under the control of BDO but if BDO office is at Sub Division level, Inspector is under the control of SDO[c].
Storage Centers FCI	17	33,930 MT capacity
Storage Centers HPSCSC	117	59,460 MT capacity

1.2 PURPOSE OF THE PLAN

Department of Food, Civil Supplies and Consumer Affairs mainly deals with the demand and supply of various essential commodities in the open market as well as Public Distribution System. 117 Wholesale go downs of HPSCSC Ltd. and an aggregate number of 4904 retail fair price shops constitutes Targeted Public Distribution System (TPDS) of the state. Out of these 4904 fair price shops, 3202 are being manned by Cooperative Sector, 16 by Panchayats, 76 by HPSCSC Ltd., 1601 by Individuals and 9 by Mahila Mandals. Currently, Ration Card is the unit delivery system under the TPDS. The total number of Ration Cards under all categories of TPDS are 18,28,876 having a population of 77,38,673 in the State. The objectives of disaster management plan for the department are:

- To mitigate the impact of natural and man-made disasters through preparedness at various levels.
- To bring together the information related to equipment, skilled manpower and critical supplies available in the affected area.
- To delineate role and responsibility of each and every officer at the time of disaster.
- To assess the capacity of department in terms of available resources and get ready to mitigate any unexpected disaster effectively and to prevent the loss of human lives and property through preparedness, prevention & mitigation of disasters.
- To assist the line departments, Block Administration Communities in developing compatible skills for disaster preparedness and management.
- To develop immediate and long-term support plans for vulnerable people in/during disasters.
- Checking up of inflationary trends: Ensuring availability of essential commodities at reasonable prices and to check the unlawful trade practices by ensuring implementation of the provisions of Essential Commodities Act, 1955 and the various control orders issued thereunder.
- Formulation & implementation of policy relating to procurement, storage and distribution of food grains.
- Study, collection of intelligence and monitoring of prices of various commodities in the market.
- Diffusion of knowledge about the rights Granted under the Consumer Protection Act, 1986 (COPRA) (as amended in 2003).

1.3 SCOPE OF THE PLAN

As per mandate of Disaster Management Act 2005, every department of the State should have its own disaster management plan in accordance with the guidelines laid down by the National Disaster Management Authority and State Disaster Management Authority. The Department of Food, Civil Supplies & Consumer Affairs is responsible for ensuring enhanced food policy in the state. Achieving the demand for supply and safety of the storage centres in the present scenario of changing climate is a huge challenge for the department. The disaster management plan will help the department in following ways:

- Mapping the areas in the State which are vulnerable to different types and magnitudes of hazards.
- Mitigation and prevention measures at the state level, the district as well as local level.
- Capacity-building at the state level and the district level to respond to any threatening disasters situation.
- Allocation of responsibilities at state and District Level.
- Procurement of essential resources.
- Establishment of communication links and dissemination of information to the public.

1.4 AUTHORITIES, CODES AND POLICIES

Department of food, supply and consumer affairs be guided by the following:

1. The Consumer Protection Rules, 1987
2. Adoption of rules made by Govt. of India under NFSA
3. Cash transfer of Food Subsidy rules 2015
4. Short supply of Foodgrains rules 2014
5. The Food Security (Assistance to State Governments) Rules, 2015
6. Food Security Allowance Rules 2015
7. The Prevention of Black Marketing and Maintenance of Supplies of Essential Commodities Act, 1980
8. H.P. Bricks (Control) Act, 1969
9. The Consumer Protection Act, 1986
10. The Essential Commodities Act, 1955
11. Right to Information Act, 2005

For the functions related to Disaster management following guidelines are to be followed:

1. Disaster Management Act 2005
2. National Disaster Management Plan 2016
3. Himachal Pradesh Disaster Management Plan 2012
4. National Guidelines issued by the NDMA
5. Guidelines and provision for State Disaster Response Fund (SDRF)
6. Guidelines for administration of the National Disaster Response Fund (NDRF)

1.5 INSTITUTIONAL ARRANGEMENTS FOR DISASTER MANAGEMENT

The State Government has adopted the Disaster Management Act 2005 as enacted by the Govt. of India for providing an effective mechanism for Disaster Management in the State of Himachal Pradesh.

1.5.1 STATE DISASTER MANAGEMENT AUTHORITY

As per clause b of sub-section (2) of Section 14 of the Disaster Management Act 2005, the Himachal Pradesh Disaster Management Authority under the chairperson of the Honourable Chief Minister was constituted on 1st June 2007 with the following persons as a member of the Himachal Pradesh Disaster Management Authority (HPSDMA):

Table 2: Members of State Disaster Management Authority

#	Member	Designation in HPSDMA
1	Hon'ble Chief Minister	Chairman
2	Hon'ble Revenue Minister	Co-Chairman
3	Chief Secretary	Member
4	Principal Secy. (Rev)	Member
5	Principal Secy. (Home)	Member

6	Principal Secy. (PWD)	Member
7	Principal Secy. (Health)	Member
8	Director General of Police	Member
9	Secretary / Additional Secretary (Revenue)	Member Secretary

1.5.2 STATE EXECUTIVE COMMITTEE (SEC)

As per sub-section (1) of section 20 of the Disaster Management Act 2005, the State Executive Committee under the chairmanship of Chief Secretary was constituted by the Government of Himachal Pradesh. SEC coordinates and monitors the implementation of the National Policy, the National Plan and the State Plan in addition to management of disasters in the state. It monitors the implementation of disaster management plans prepared by the departments of the Government of the State and District Authorities.

1.5.3 ADVISORY COMMITTEE OF SDMA

As per Sub Section (1) of section 17 of the Disaster Management Act 2005, the chairperson of Himachal Pradesh State Disaster Management Authority nominates members of the Advisory Committee to assist the Authority and to make recommendations of different aspects of Disaster Management.

1.5.4 DISTRICT DISASTER MANAGEMENT AUTHORITY

As per Section 25 of the DM Act 2005, District Disaster Management Authority has also been constituted in every district of Himachal Pradesh which is chaired by the Deputy Commissioner of the district.

1.5.5 DISASTER MANAGEMENT SETUP IN THE DEPARTMENT

Joint Director of Department is the nodal officer for the disaster management activities at directorate level, whereas at district level District Controller is the nodal officer. Quick response teams that comprise Directorate staff are constituted with specific tasks assigned to them and these are supervised by the Disaster Management Committee. Every official in the response team has clear roles and responsibilities. Disaster-specific teams have the responsibilities to act quickly and coordinate with the concerned agencies in such situations.

In case of an emergency, the department can be contacted on 0177-262346.

1.6 PLAN MANAGEMENT (MONITORING, REVIEW AND REVISION)

Implementation of the Plan

The head of Department shall be responsible for implementation of the Plan. The Nodal Officer shall coordinate with all stakeholders for implementing the Plan. Annual Progress on implementation of the Plan will be submitted to HPSDMA.

Revision of the Plan

The Disaster Management Plan is a living document. It will be revised on annual basis as per provisions of the DM Act-2005. Any changes in guidelines under the NDRF and SDRF shall be incorporated in the plan as and when such changes are made. The introduction of new technology for hazard risk mitigation shall also be incorporated as when the same is tested and found feasible and acceptable in particular geographical area of the State.

System of Updation

The document shall be updated at the Directorate level with the help of State Disaster Management Authority at least once in a year or as per the requirement. Consultations will be held with the stakeholders for making changes in the Plan. The Nodal Officer shall be responsible for holding consultations and updating the Plan.

Dissemination of Plan

After finalization of the Plan, a copy will be submitted to the HPSDMA for approval. After approval, it shall be disseminated to all agencies, field offices and other stakeholders. Disaster Management Plan will be uploaded in the website of Department. Further, whenever it revised/updated, it shall be submitted to HPSDMA for endorsement of changes. The revised Plan shall be shared with all concerned.

2. HAZARD, RISK AND VULNERABILITY ANALYSIS

2.1 RISK ASSESSMENT OF HIMACHAL PRADESH

Himachal Pradesh is a mountainous state situated in the western Himalayas with an elevation ranging from 350 meters to 6000 meters. Thus, there is a great variation in the geo-climatic conditions of the state due to the extreme variation in the elevation. The climate varies from hot and sub-humid tropical in the southern tracts to cold, alpine and glacial in the northern and eastern mountain ranges with increasing elevation. These conditions make the state prone to various hazards both natural and manmade. Main hazards consist of earthquakes, landslides, flash floods, snowstorms and avalanches, droughts, dam failures, fires – domestic and wild, accidents - road, rail, air, stampedes, boat capsizing, biological, industrial and hazardous chemicals etc.

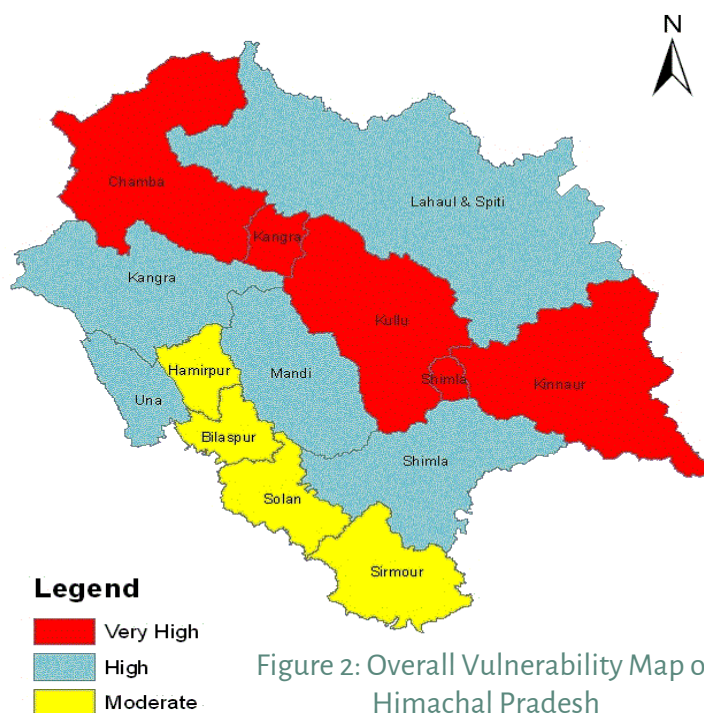


Figure 2: Overall Vulnerability Map of Himachal Pradesh

The districts of Chamba, Kinnaur, Kullu and part of Kangra and Shimla fall in very high vulnerable risk (Figure 2). Similarly, districts of Kangra, Mandi, Una, Shimla and Lahaul and Spiti fall in high vulnerable risk status. The district Hamirpur, Bilaspur, Solan and Sirmour falls in moderately vulnerable risk status. The disaster management strategies and infrastructure required to be evolved by taking the factor of vulnerability into consideration.

2.2 ASSESSMENT OF SECTORAL AND DEPARTMENTAL RISKS

The sectoral risks of disasters consist of the risks for the entire sector that the department represents whereas, the departmental risks of disasters consist of the risks arising out of the exposure of vulnerable departmental assets to the natural or manmade hazards. The sectoral risk of Department comprises the overall potential risks to food storage and supplies by certain hazard in the state. The impact of a disaster can be categorized as direct, indirect or tertiary.

Some of the hazards which can adversely impact the department are discussed below:

2.2.1 EARTHQUAKES

Himachal Pradesh is seismic sensitive state as over the years a large number of the damaging earthquake has struck the state and its adjoining areas. Large earthquakes have occurred in all parts of Himachal Pradesh, the biggest being the Kangra earthquake of 1905. The Himalayan Frontal Thrust, the Main Boundary Thrust, the Krol, the Giri, Jutogh and Nahan thrusts are some of the tectonic features that are responsible for shaping the present geophysical deposition of the state. Chamba, Kullu, Kangra, Una,

Hamirpur, Mandi and Bilaspur Districts lie in Zone V i.e. very high damage risk zone and the area falling in this zone may expect earthquake intensity maximum of MSK IX or more. The remaining districts of Lahaul and Spiti, Kinnaur, Shimla, Solan and Sirmour lie in Zone IV i.e. the areas in this zone are in high damage risk with expected intensity of MSK VIII or more.

2.2.2 LANDSLIDES

Landslides are one of the key hazards in the mountain regions particularly in the state of HP which cause damage to infrastructure i.e. roads, railways, bridges, dams, bio-engineering structures, and houses but also lead to loss of life, livelihood and environment. According to the analysis carried by TARU in 2015, 6824 villages of the state falls under high landslide risk zone whereas 11061 villages are in the medium risk zone. 824 villages are in the low-risk zone of landslides.

2.2.3 FLOODS

In Himachal Pradesh, flash flood due to cloudburst is common phenomena. The state experiences riverine flooding of varied magnitude almost every year and Sutlej and Beas are most vulnerable rivers. All the villages and property inside the floodplain and near close vicinity are in the vulnerable zone. According to TARU report (2015), about 59 villages in Beas basin and 280 villages in Sutlej basin are potentially at risk due to inundation caused by river flooding.

2.2.4 DROUGHT RISK

The results of TARU report show that the once in 10-year rainfall can be significantly lower than the median rainfall. Nearly half the state gets less than 1200 mm of annual median rainfall. Given the high slopes and skeletal soils, the moisture retention is likely to be low and regular and frequent rainfall is required for water-demanding crops.

The report also indicates that almost all parts of the state except region around Shimla face medium to high drought risks in monsoon rainfall. Shiwalik region of Hamirpur faces summer water shortages due to lack of any perennial sources. Since the soils in Hamirpur are sandy and shallow, the meteorological droughts can translate into agricultural droughts. In high-risk zone, the once in 10-year drought may be nearly two-third of the median monsoon rainfall, which can cause severe distress to the rainfed crops and flowers.

2.2.5 VULNERABILITY OF THE DEPARTMENT TO VARIOUS HAZARDS

Food, Civil Supplies & Consumer Affairs Department is having a sizeable amount of resource at the ground such as manpower at the field, Block level storage facility and a network of fair price shops and transportation arrangements for lifting the food grains at the time of need. The Department is handling various schemes which are directly benefiting to the poor and rural population. The schemes and programmes undertaken by the Department are highly vulnerable to various hazards. Various hazards to which the department is likely prone to are discussed as below: -

Table 3: Vulnerability of the Department to Various Hazards

Nature of Hazards	Area likely to be affected	Stimulus	Outcome
Landslides	All the district of the State.	<ul style="list-style-type: none"> The hills and mountains of Himachal Pradesh are liable to suffer landslides during monsoons and also in high-intensity earthquakes. The vulnerability of the geologically young and unstable steep slopes in various Himalayan ranges has been swiftly increasing in recent decades due to inappropriate activity, such as deforestation, road cutting, terracing and changes in agriculture pattern requiring more intense watering. 	<ul style="list-style-type: none"> Damage to roads and Official building Loss of Foodgrains & Crops Damage to PDS infrastructures such as Godowns and Buildings.
Floods	All the district of the State.	<ul style="list-style-type: none"> Due to the diverse topography High monsoon rains in the area of the Shivalik and lower and mid-Himalayan ranges cause extensive floods during rainy seasons. Flash floods and bank erosion because of steep slopes of rivers and high river flows due to heavy rains, cloudbursts, glacial lake 	<ul style="list-style-type: none"> Damage to roads and Official buildings Loss of Foodgrains & Crops Damage to PDS infrastructures such as Godowns and Buildings.
Snowfall, Avalanches / Glaciers	Distt. Kinnaur, Lahaul & Spiti, Pangi & Bharmour of Distt. Chamba, High areas of Kullu, Mandi,	<ul style="list-style-type: none"> Heavy snow falls 	<ul style="list-style-type: none"> Close passes to Tribal & In-accessible areas Damage to Road & Bridges Affects transportation & Communication system Supplies of Essential Commodities are stopped.

	Sirmour & Shimla District		<ul style="list-style-type: none"> • Movement of people from one place to another is affected. • Damage to PDS infrastructures such as Godowns and Buildings.
Earthquake	As per the earthquake hazard map of the state, the areas falling in districts Chamba, Kangra, Mandi, Kullu, Hamirpur Bilaspur are very sensitive as they fall in Very High Damage Risk Zone V, whereas the rest of the areas falls in High Damage Risk Zone IV.		<ul style="list-style-type: none"> • No communication & Transportation • Loss of Homes • Damage to Electricity • Damage to infrastructure
Drought	All the District of State	<ul style="list-style-type: none"> • Less rainfall • Shortage of water 	<ul style="list-style-type: none"> • Low economic activity • Loss of Crops & food storage • Dry up of natural sources of water • Shortage of drinking water

2.3 ASSESSMENT OF CAPACITY GAPS AND NEEDS

Food Civil Supplies & Consumer Affairs Department is having reasonably well-developed network for distributing commodities under PDS to a targeted population of the state. But during natural calamity like flood, landslide, earthquake, snowfall/avalanches, drought and epidemic, the institutional network gets disrupted. With the limited technical manpower, the supply of essential commodities, distribution of food items, controlling the price and awareness creation can be provided subject to degree and intensity of disaster is limited to low and medium magnitude. In order to provide effective services, assistance from Voluntary Agencies, Panchayat Raj, Revenue, Police etc. is required. Since PDS is operated and managed at Gram Panchayat level with the support from PRIs, the facilities available at Block & GP level can be utilized for effective disaster mitigation.

At present one vehicle is available with all District Controllers, FCS&CA, HP which can be used during Disaster. All the Inspectors are connected with official mobile numbers. Apart from that computers & fax machines are installed in all of the District Controller's office for transmission of information easily at the time of need. Similarly, computers are made available to all the inspectors of the department equipped with internet facility.

Table 4: Resources of FCS&CA Department

Resources of FCSC Department	Total (in the state of H.P)
Wholesale Godowns of civil supply corporation	117
Principal foodgrain godowns of food corporation of India	17
Kerosene Oil wholesalers	26
Gas Agencies	138
Petrol Pumps	338
Helipads in H.P	146
Other Helipads other than state adjoining H.P	18
Fair price shops	4878

2.4 ASSESSMENT OF CAPACITY GAPS AND NEEDS

The department is handicapped due to large-scale vacancy of ground-level staff. Poor accessibility to Public Distribution System commodities due to a shortage of Godowns and limited availability of transport facilities increases the vulnerability of the population during disasters. There is a need to prepare a standard and uniform disaster operation procedure for the department to deal with various situations. The department personnel are not adequately trained regarding management and mitigation of different type of disasters including relief, rescue and rehabilitation.

2.5 RISK ANALYSIS

Various risks involved in the Public Distribution System when exposed to different types of Disaster are given as per Table below:

Table 5: Risk Analysis

Hazards / Disaster	Risk
Landslide, Flood and Avalanches	High Risk Loss of Food Grains, Houses, damage to departmental buildings, Godowns, equipment, disruption in road network Panic buying of essential commodities and consequently price hike thereof
Drought	Risk is Moderate Production loss causing Food Shortage Food and water scarcity Distress Sale of Commodities
Chemical poisoning / Earthquake	Low Risk as the prevalence is less.

Similarly, each district may need to undertake district specific vulnerability analysis and incorporate such analysis in the District Disaster Management Plans.

3. RISK PREVENTION AND MITIGATION

3.1 MEASURES FOR PREVENTION OF DISASTERS & MITIGATION

Prevention and Mitigation Plans will be developed for vulnerable areas to reduce the impact of disasters. The following measures and investments shall be undertaken to minimize the collateral damage usually caused by the impact of any disaster.

Table 6: Measures Necessary for Prevention of Disasters & Mitigation

Particulars	Measures required
Capacity building at all level in vulnerable areas flood / cyclone	<p>State level: For better supervision, monitoring and preventive measures, one-day training cum awareness programme will be organized at the state level. District Controller / Food Supplies Officer / Inspector FCS&CA / Area Manager / Sale Depot In-charge will attend. This may be organized at HIPA, Shimla.</p> <p>District level: The fair price shop holders will be trained to effectively manage landslide, flood etc. HPSDMA and District Disaster Cell will organize the workshop.</p> <p>Community level: Each year, a public awareness program will be organized in each Panchayat to sensitize the community. Village volunteers will be trained regarding rescue and shifting of food grains to safer places.</p>
Public awareness through EC activities	Mass awareness programme shall be done through different audio-visual media to sensitize people.

3.2 STATE LEVEL CAPACITY BUILDING PROGRAMME

For better supervision, monitoring and preventive measures, a daylong training cum Awareness programme will be organized at the state level. In this programme the Director FCS&CA Himachal Pradesh will chair and senior officials of the FCS&CA Dept. and HPSCSC along with personnel involved in the training activity in the training institute will participate.

3.3 DISTRICT LEVEL CAPACITY BUILDING PROGRAMME

Capacity building program will also be organized at the district level to sensitize the field staff working at the cutting edge. In this programme personnel who would have attended state level programme will facilitate at the district level. Here the participants will be Inspector FCS&CA and Sale Depot Incharge HPSCSC. The training may be organized for a cluster of districts depending upon the numbers of the participants. The fund required for prevention of disaster, mitigation, capacity building and preparedness has to be proposed by the Dept. to the Government.

3.4 LOGISTIC ARRANGEMENT

In case of any disaster, logistics play a vital role in the delivery of services. The cost involved is reasonably high. The financial involvement to deal with a disaster has to be proposed to the Government of HP.

4. MAINSTREAMING DISASTER RISK REDUCTION IN DEVELOPMENT:

Disaster Management Act has stipulated that DM Plans of the Departments of State Government shall integrate strategies for prevention and mitigation of the risks of disasters with the development plans and programmes of the department. The State Policy on Disaster Management, following the National Policy, prescribed 'DRR Mainstreaming' in the following words:

The DRR issues would be mainstreamed in development plans, programmes and policies at all level by all the departments, organisations and agencies. It would be ensured that all the development programmes and projects that originate from or funded by Government are designated with evident consideration for potential disaster risks to resist hazard impact. That all the development programmes and projects that originate from or are funded by Government do not inadvertently increase vulnerability to disaster in all sectors: social, physical, and economic and environment. It would also be ensured that all the disaster relief and rehabilitation programmes and projects that originate or are funded by Government are designed to contribute to development aims and to reduce future disaster risk.

4.1 MAINSTREAMING DISASTER RISK REDUCTION (DRR) INTO DEVELOPMENT

Table 7: Mainstreaming Disaster Risk Reduction (DRR) Into Development

Name of the Schemes / activities of the department	Key component of the scheme	Mainstreaming DRR Actions
Rajiv Gandhi Anna Yojana (NFSA,2013)	Supply of food grains and other items at a subsidized rate to the Above Poverty Line (APL) and Below Poverty Line (BPL) to ensure food security to poor people.	<ul style="list-style-type: none"> Ensure that all safety measures are in place for proper storage, transportation and distribution of supplies Ensure that old godowns and constructions are retrofitted to make them disaster resilient through structural mitigation activities
Antodaya Anna Yojna (AAY)	Supply of food grains to the poorest of the poor families out of the BPL list.	
Kerosene oil and LPG gas cylinder distribution	Provides kerosene oil as per ration card.	<ul style="list-style-type: none"> Ensure that all fire safety measures are in place for proper storage, transportation and distribution of supplies Ensure that the expired gas cylinders are replaced by the system
Quality control	Checking of quality of food and other products by the technical staff.	<ul style="list-style-type: none"> Ensure that food supplies are safe from any adulteration and any sort of intended poisoning or damage

4.2 INTEGRATION OF DRR INTO ITS DEVELOPMENT PLANS AND PROJECTS

The department will use hazard resilient design for new construction of Godowns, particularly in the hazard-prone areas. The existing Godowns / Departmental buildings in the flood/landslide prone areas will be assessed for vulnerability. Wherever there is a need, necessary steps will be taken for modification / alteration of buildings.

Department will promote incentives to NGOs and volunteers willing to assist during Emergency. The departmental training centres such as Consumer Forum and HPSCSC will integrate disaster management training in their training calendar. During the occurrence of a disaster; procurement of essential food grains becomes a problem.

Prior to the rainy season, the department should have advance storage of foodgrains for a period of three months. Similarly, in snowbound areas where the passes close due to heavy snowfalls, the storage should be made in advance for one year. Steps will be taken for preparing information formats and monitoring checklists for monitoring and reporting during a disaster.

5. DISASTER PREPAREDNESS

5.1 STRATEGIES FOR DISASTER PREPAREDNESS

All-District Controllers, FCS&CA are directed to ensure storage of adequate quantities of essential commodities in remote / inaccessible pockets and flood-prone areas before the onset of monsoon and to do the exercise for fresh identification of inaccessible / possible cut-off locations with an instruction to allow all the Fair Price Shops in these areas to lift their entitlement for the period of next 2-3 months in advance so as to make the PDS commodities available during the rainy season and to be utilized in the event of flood / natural calamities. They have also been instructed to review the pre-flood arrangement and stocking of essential commodities in inaccessible / remote pockets of their districts on regular basis and to report compliance to FCS&CA Department.

All-District Controllers are also directed for finalizing transportation tender for supply of essential commodities in their district in time.

To combat any eventualities of natural calamities i.e., flood / land slide, closure of roads due to snowfall etc. Control Room at the District level & Directorate level will be operational at the time of disaster.

5.2 MEASURES INITIATED BY HPSCSC FOR PREPAREDNESS

- The HPSCSC Ltd. (Govt. nodal agency for PDS) is keeping sufficient food grains in their 117 wholesale godowns located in different areas of the State. In case of any natural calamity in any area of the State, the HPSCSC is capable to supply food grain from the nearby godown of the adjacent districts.
- Food grains are kept in inaccessible areas before the approach of monsoon/snow fall to meet the emergent requirement of the areas.
- The HPSCSC is also procuring Essential Commodities of open sale such as pulses, sugar, soap, iodized salt, tea leaves, milk powder, washing soap, toilet soap, matchboxes, medicines, non-controlled cloth, edible oil, LPG etc.
- Alternative route / stations for movement of essential commodities are earmarked in the state.
- List of important contact numbers of all nodal officers and others are enclosed in Annexure A and updated timely.

5.3 SPECIFIC PREPAREDNESS PLAN

The Department has prepared a Tribal Action Plan to ensure timely dispatches of essential commodities to tribal areas - Lahaul & Spiti, Kinnaur, Pangi & Bharmour of Chamba District, remote and inaccessible area namely Dodrakawar in Shimla district and Bara Bengal in Kangra district. The amount of essential commodities to be dispatched to these areas are assessed on the basis of off-take for the last three years, demand and storage capacity.

- The Department keeps regular monitoring regarding procurement of rice and wheat by HPSCSSC from Food Corporation of India.
- The HPSCSC invites tender for three months / six months for procurement of sugar, pulses, and iodized salt and edible oils as per the govt. policy.
- The Director coordinates with MD HPSCSC and District Collectors in monitoring and management of essential commodities.

5.4 MATRIX OF HAZARD SPECIFIC PREPAREDNESS MEASURE

A critical component of preparedness in FCS&CA Department has been education and training of officials and the community members at risk, training of intervention teams, the establishment of standards and operational plans to be applied following a disaster. The following measures and investments would be undertaken to ensure effective preparedness to respond any disaster is given below.

Table 8: Matrix of Hazard Specific Preparedness Measures

Particulars	Measures Required
Strengthening of control room	The Control room at State level and district level shall be well equipped with communication facility like telephone, FAX, Internet, Computer, Printer, Inverter, stationeries etc.
Coordination	Mobility support requirement for movement of departmental personnel to the affected areas is highly essential as currently, the department has very few vehicles at their disposal. As per the requirement, the vehicle and fuel cost support shall be provided by the District authorities for distribution of PDS commodities. National Social Service, National Cadet Corps, Nehru Yuvak Kendras, local SHGs, Voluntary Help Group and other village level organizations will be encouraged to support the common cause.
District Specific Disaster Management Plan	All districts shall make vulnerable analysis with regard to PDS and accordingly the District Controller is responsible to prepare a plan specific to their district. The same will be submitted to District Collector to incorporate into the District Disaster Management Plan.
Emergency stock of Foodgrains	At the State level, emergency stock of essential food grains will be procured and supplied to each district to keep at district/sub-divisional level to mitigate any disaster event.
Financial preparedness	A delegation of power will be given to District Controllers to spend from Disaster Management account.

5.5 EMERGENCY PREPAREDNESS ACTION PLAN

The following action can be taken for the emergency preparedness:

- Ensure enough food and other necessary supplies are available in disaster-prone areas.
- Ensure availability of at-least one spacious godown in each block to keep enough food and necessary supplies.
- Ensure that enough food stock is available in the godowns, PDS shops and that the stock can be used in emergency situations also.
- Ensure enough vehicles are available during the disaster time for transport of food materials. This arrangement can be done in advance.
- Prepare an action plan for emergency transportation and distribution of food supplies.
- Prepare an action plan for adequate safety (and relocation if required) of food materials stored in the godowns in case of any disaster.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.

- Awareness to the officials for the safety of life, material, equipment and for this placement of the items at safe places.

5.6 PREPAREDNESS PLANS, CAPACITY BUILDING, DATA COLLECTION AND IDENTIFICATION AND TRAINING

- Distribution of PDS commodities will be done regularly as per the guideline.
- It is proposed to keep a food-grains stock of 20% of the total annual requirement for the year at the wholesale godowns of HPSCSC of vulnerable District and Block to meet the emergency till provision of additional supply.
- Educating the public on food stock planning and preparedness.
- Scientific storage godowns are proposed to be built at each block both for FCI and HPSCSC.
- Small storage godown of at least one-month requirement capacity is to be constructed at the Panchayat level for the fair price shops under MGNREGA.
- The Department will open control room at State and District level as a part of the mandatory activity. To address flood situation, control room shall start during office hours. In case of any instruction by District Administration or by State Government, the period and timing of functioning of control room will be followed accordingly.

6. DISASTER RESPONSE AND RELIEF

6.1 MECHANISM FOR EARLY WARNING AND DISSEMINATION

After getting a warning from State authorities or District Administration, information will be disseminated to field by the State / District Incident Response Team. Mass media like TV, Radio and Press warning would also be considered for preparedness. The State and District Control room will be activated to function round the clock in the concerned district. The State IRT shall furnish the status report about the establishment of the control room at the district level. District Controller will be responsible to provide all support to control room at the district level.

6.2 MECHANISM FOR RESPONSE

After the issue of early warning, the District Controller Food Civil Supplies & Consumer Affairs of the vulnerable districts will explain the detailed response plan at district level meeting of District disaster management authority constituted in every district in conformity with GOI guideline for planning, coordinating and implementing various activities.

6.3 RESPONSE PLAN FOR RESPONDING EFFECTIVELY AND PROMPTLY

The Director Food Civil Supplies & Consumer Affairs HP may deploy additional personnel of non-vulnerable districts to the affected area at the request of State IRT. All the field staff will be asked to remain at their respective headquarter with necessary preparation as per the standard operating procedure. The control room will collect, collate and transmit information regarding matters relating to the natural calamities and relief operations undertaken, if any, and for processing and communicating all such data to concerned quarters. The list of volunteers and community resources that is already available should be in readiness to support response measures. The Control Room shall be manned round the clock during the peak period of disaster till the relief operations are over. For this purpose Superintendent Grade I, one assistant and one peon at the Directorate will be on duty in suitable shifts. The Officer-In-Charge of the Control Room shall maintain a log book / stationary and such other records as may be prescribed by the department. The particulars of all information received and actions taken should be entered in the Station diary chronologically.

The District Controller Food Civil Supplies & Consumer Affairs shall furnish a daily report to the head of the office on the important messages received and actions taken thereon. The head of the office shall indicate the particulars to be released for public information.

6.4 APPOINTMENT OF NODAL OFFICERS TO PERFORM EMERGENCY SUPPORT FUNCTIONS

The Joint Director, Food Civil Supplies & Consumer (HQ) HP Shimla will be the Nodal Officer at the state level and will be supported by Deputy Directors. Similarly, the District Controller Food Civil Supplies & Consumer Affairs will be the nodal officer at the district level to perform emergency support functions. The HPSCSC will serve as a supporting agency for supply of foodgrains during the disaster under the directions of the District Controller, Food Civil Supplies & Consumer Affairs of the district. The department will also assist the District administration in assessing food grain requirement of people in the affected areas. The

district administration will provide necessary technical support for timely distribution of food grains in affected areas.

6.5 CONSTITUTION OF THE INCIDENT RESPONSE TEAMS (IRTS) AT ALL LEVELS

Incident Response Team will be constituted at State and District level to tackle any disaster as under:

6.5.1 INCIDENT RESPONSE TEAM AT STATE LEVEL FCS&CA DEPTT.

Post	Role
Director, FCS&CA, HP Shimla	Chairman
Managing Director, HPSCSC, HP Shimla	Member
Joint Director FCS&CA, HP Shimla	Member & Nodal Officer
Deputy Director (Food) FCS&CA, HP Shimla	Member
Deputy Director (Supply) FCS&CA, HP Shimla	Member

Role of the State Incident Response Team are:

- To coordinate with State Government and other concerned Departments.
- To facilitate execution of orders for declaring the disaster.
- To prepare a status report regarding the disaster.
- Visit the spot and assist the District Response Team for pre-disaster planning.
- Assess the staff and another logistic requirement for field operation and monitor effectiveness.
- To ensure availability of funds at District and Block level to meet contingency expenses.
- To develop the media messages regarding latest status of disaster mitigation and response work.
- To arrange necessary food stock for response measures.
- To monitor and guide the district response team.
- To maintain an inventory of all related guidelines, procedures, action plans, district maps and contact numbers.
- To document the lessons learnt at different stages of disaster management and make a suggestion for necessary addition / alteration.

IRT at State level shall meet at least twice in a year i.e in the first week of May and in the 2nd week of December.

6.5.2 INCIDENT RESPONSE TEAM AT THE DISTRICT LEVEL

Post	Role
District Controller, FCS&CA,	Chairman & Nodal Officer
Area Manager, HPSCSC	Member
Food Supplies Officer	Member
Inspector FCS&CA	Member

Role of the District Incident Response Team are:

- To coordinate with Department, HPSCSC, and District Authority.
- To activate Disaster Plan.
- To prepare Food Aid plan and procure required resources as per incident specific action plan.
- To manage the overall response activities in the field.
- To deploy adequate staff for the response and monitor effectiveness.
- To develop the media messages regarding latest status of disaster mitigation and response work.
- To procure necessary food stock necessary for response measures.
- To collect and store disaster-related information for post-incident analysis.
- To visit the affected areas to assess the extent of damage

IRT at district level shall meet at least twice in a year i.e. in the first week of April and in the 2nd week of November.

IRT at district level shall keep coordination with the District Disaster Manage committee as well as with Incident Response Team at state level FCS&CA Deptt.

6.6 DELEGATION OF FINANCIAL POWERS IN CASE OF DISASTER

The Incident Response Teams are to be given financial powers as under to meet the requirements.

Nature of power	Remarks
Hiring of vehicle for mobile team	The funds will be spent on OE account and post-approval will be taken.
Procurement of essential commodities as per the recommendation of Disaster Incident Response Team.	The funds will be spent on OE account and post-approval will be taken.
Contingency expenses to make control room functional i.e. fax, printer, computer, telephone, Mobile charges and fuel for vehicle etc.	The funds will be spent on OE account and post-approval will be taken.

6.7 REPORTING PROCEDURES AND FORMATS

The block is the lowest unit where the **Inspector FCS&CA** will be responsible to collect and compile the statutory reports determined by the department for disaster management. The **Food Supplies Officer** will compile the report and submit to the District Controller Food, Civil Supplies & Consumer Affair who will send them to Director, Food Civil Supplies & Consumer, HP Shimla. The first choice for sending the report will be through email. The following regular reports will be collected. The other occasional reports will be collected as per the need specific to disaster.

- Pre-assessment of village wise vulnerable areas
- Godowns & Deptt. Buildings affected and loss thereof
- Loss of food grains and office equipment
- Relief measures like supply of food grains
- Mobile teams deployed for distribution of Food Material

6.8 EMERGENCY SUPPORT FUNCTION (ESF)

Table 9: Emergency Support Function

ESF	Primary Agency	Secondary Agency	Responsibilities of Primary Agency	Activities for Response	Role of secondary Agency
Relief supplies	Department of revenue	Department of food and civil supplies	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 , coordinate activities	Support to local administration, allocate and specify type of requirements depending on need; Organize donation (material) for easy distribution before entering disaster site.	To assist the primary agency in arranging and supplying relief supplies; To assist the primary agency in running the relief camps.

6.9 RECOVERY ACTIONS

Recovery action plan for the department:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.
- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources are accounted and recouped as soon as possible.
- Ensure that the damage assessment has been done and reported for adequate compensation to the affected families.
- Ensure that the affected community gets the benefits or any grant/compensation from the state.
- Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- Strengthen supplies and distribution of required food and materials through PDS.
- Make a long-term planning to restore the livelihood of the affected community.
- Ensure that there are regular monitoring and assessment of the food storages, natural environment, the source of livelihood etc.
- Promote disaster resilient cropping system, an alternate source of earning, and mainstreaming DRR in the livelihood schemes.
- Put efforts for quick sanction and release of required financial support for repair, reconstruction works in the godowns, offices etc.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.

- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

6.10 RELIEF AND REHABILITATION

HP Disaster Rapid Action Force (HPDRAF) will provide assistance for distribution of food grains in the worst affected area during a disaster. They will also help Food Civil Supplies & Consumer Affairs staff to extend services in the inaccessible areas. There is a wide network of Community-Based Organizations and voluntary agencies in HP. Regular meetings will be held at more frequent intervals to face any untoward incident. Such coordination meetings can be held at district level under the chairmanship of Distt Magistrates & Collectors. The role of the voluntary agencies and the CBOs which operate at the grassroots level is crucial in motivating and mobilizing community participation in disaster response measures for ensuring food supply and for improving community coping mechanism during disasters because of their close linkages with the local population and condition and flexibility in the procedural matter.

They will be involved in raising awareness of the communities, information dissemination, advocacy and planning, immediate food supply and transportation of food materials.

6.11 IDENTIFICATION OF SUPPLIERS FOR DEPARTMENTAL FOOD SUPPLIES

The sources for procurement of food materials within the district and nearest locations are identified, and the suppliers kept informed about the emergency situation, which might require action at their level for production and supply to the identified areas within the shortest possible time. Pre-arrangement for tie-up with Millers, Wholesalers and FCI for procuring food materials will be done. During an emergency the food materials become a rare commodity and is a problem for arranging. Further, the department can also make a short tender for procurement of food stocks for a period of three months. If such situation does not arise the tender will be null and void.

6.12 ROLE OF NGOS AND VOLUNTEERS

National Social Service, National Cadet Corps, Nehru Yuvak Kendra's, village level SHGs and other voluntary and welfare organizations will be involved in rescue and relief operations. They will be intimated about the measures taken by the department and their feedback will be considered for further streamlining the post operations.

6.13 MATRIX OF HAZARD SPECIFIC RESPONSE AND RELIEF MEASURES IN PUBLIC DISTRIBUTION SYSTEM

Hazard Specific Response and Relief Measures in Public Distribution System are given in table 10.

Table 10: Hazard Specific Response and Relief Measures in Public Distribution System

Major Disaster	Action	Mobilization required	Cost involved
Flood / earthquake	Provision of temporary Storage and Food	HPDRAF, NGOs	Storage and Food Materials, Local Volunteers, HPDRAF, NGOs, Construction of damaged Godowns & Cost for procuring additional food materials
Landslide / heavy snowfall / earthquake	Provision of advance storage of essential commodities	FCS&CA Department	Cost for procuring additional food materials
Drought / earthquake	Provision of Food Materials	Revenue & Disaster Deptt.	Cost for procuring additional food materials

7. DISASTER RECOVERY AND RECONSTRUCTION

7.1 DAMAGE AND LOSS ASSESSMENT

The Inspector food & supplies based on the Block level will keep all the record of the damage of Godowns. The loss and damage to Godowns will be submitted by him/her, which will be compiled at the district level for onward transmission to Director FCS&CA HP and HPSCSC in the prescribed format. The assessment will be done by departmental field staff and compiled by the District Controller, Food Civil Supplies & Consumer Affairs as per the prescribed format.

7.2 DISASTER RECONSTRUCTION

Post-disaster construction provides an opportunity for 'Building Back Better' so that the reconstructed assets are able to withstand similar or worse disasters in future. It is difficult to anticipate such reconstructions as these would depend on the types and location of the disasters and the nature reconstructions to be made, which would be known only after the disasters.

Reconstruction is time and funds absorbing phase of disaster management. The construction department will be persuaded to include disaster resilient features in new constructions. Reconstruction programmes will be within the confines and the specification as laid down by the by the government known as National Building Codes.

- **Short-Term Reconstruction Activities:** This should further include immediate restoration activities like the restoration of the basic infrastructure of the department assets, providing compensation to the women under various schemes available within the department mandate.
- **Long-Term Reconstruction Planning:** Once the minimum basic reconstruction is being done the department should take immediate action for long-term recovery of its own sector.

8. FINANCIAL ARRANGEMENTS

As per the guidelines issued by the Ministry of Finance, Government of India vide Memo No.55(5)/PF-II/2011 dated 06/01/2014 for 10% flexi-funds within the Centrally Sponsored Schemes (CSS) to be utilized, inter-alia, for disaster mitigation, restoration and innovation activities in the event of natural disasters.

There is a need for funds to strengthen the existing facilities both at State level as well as District level under the caption “Disaster preparedness” which is not available with the department. Food & supplies department should make financial allocations in preparing and executing the disaster management plan. The Director (Finance) should plan for the following:

- Funds for Prevention and Mitigation Activities
- Funds for Preparedness and Training Activities
- Funds for Response Activities (including pre-authorization to draw money from treasury in the event of an immediate emergency)
- Funds for Disaster Risk Insurance.

I. Standard Operating Procedure at Departmental Level

The existing hazard exposure of the state of Himachal Pradesh, its people and infrastructure are very high. In order to combat the potential threat and to mitigate multiple risks, it is imperative that a coordinated intervention through key stakeholders is put into place. The Food Civil Supplies & Consumer Affairs department will initiate envisaged actions and nodal officers identified by the department will provide necessary horizontal & vertical linkages. These procedures shall be updated and revised every six months incorporating the new insight experience and understanding of vulnerability & risk perceptions and disaster that take place with the passage of time. The department with the support of HPSCSC will organize proper training of officers and staff so that they can help in rescue, evacuation and relief work at a different stage of the disaster. The disaster management committees at different levels will be kept ready so that they can move to disaster site/affected area on short notice. The Standard Operating Procedure shall be followed during normal times, warning stage, disaster stage and post-disaster stage.

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:

- Where necessary free distributions of food shall be made to those who need the food most.
- The food distribution will be discontinued once the situation normalizes.
- Wherever possible dry ration shall be provided for home cooking.
- A community kitchen for mass feeding shall be organized only for an initial short period. Following a major disaster particularly where affected people do not have the means to cook.
- While providing food assistance, local food practices shall be kept in mind.
- Commodities being provided must be carefully chosen, in consultation with the affected population.
- Foods must be of good quality, safe to consume, and appropriate and acceptable to recipients.
- Ration for general food distributions shall be adopted to bridge the gap between the affected population's requirements and their own food resources.
- Food distributed should be of appropriate quality and fit for human consumption.
- Food should be stored, prepared and consumed in a safe and appropriate manner at both household and community levels.
- Food should be distributed in a responsive, transparent, equitable manner.
- NGOs and other social organizations should be involved in supplementing the efforts of the Government.
- The nutritional needs of the population should be met and malnutrition and micronutrient deficiencies identified at-risk groups addressed.
- Assistance from World Food Programme (WFP) will be taken

1. Standard Operating Procedures for the Department

Primary Tasks

- To coordinate with Government of Himachal Pradesh and State Disaster Management Authority.
- To coordinate the Relief Recovery operations in the wake of disasters.
- To ensure timely supply and distribution of food grains to affected people.
- To declare and notify Disaster Situation.

Preparedness Functions

- Establish infrastructure at the district level in working order and update all inventories.
- Train personnel on operations.
- Ensure basic facilities for personnel who will work at the district level for disaster response.
- To coordinate the preparedness functions of all line departments.
- Establish disaster management funding mechanisms to ensure adequate resources for preparedness work, and quick availability of resources for relief and rehabilitation when required.
- On annual basis report to the HPSDMA of the preparedness activities.
- Establish and activate help lines through police and district public relations office.
- Prepare a list of potential Food Storage Centers with clearly specifying their capacity and check upon their capacity for providing food to people with varying social behaviour.
- Prepare & update the inventory of resources every quarter.

Mitigation

- Ensure that funds are being allocated for disaster management.
- Ensure that structural and non-structural mitigation measures are taken at Block and District level.
- Establish warning system between State - District and in high-risk zones.
- Monitor implementation of construction norms for all types of buildings and storage infrastructure.
- Execution of various Control orders.
- Monitoring of open market.
- Advance allocation & dispatches of food grains to tribal/ snow bond areas
- Creating adequate storage capacity at Fair Price shop & Wholesale level.
- District Controller of the district should ensure that every LPG Agency shall keep at least 50 (fifty) filled cylinders as reserve stocks to meet out any Disaster like situation. Similarly, District controller shall also ensure that 2,000 litres reserve stocks of kerosene oil are available with all the PDS Kerosene Wholesaler every time for distribution against the permit to the disaster-affected area.
- Holding tenders for supply of food grains in time.

Alert and Warning Stage

- Maintain contact with forecasting agencies and gather all possible information regarding the alert.
- Dispatch field assessment teams, if required.
- Provide assessment report to the HPSDMA.

Response

- Coordinate and plan all activities with HPSDMA
- Conduct Rapid Assessment and launch Quick Response.
- Conduct survey in affected areas and assess requirements of relief
- Distribute emergency relief material to the affected population.

- Coordinate all activities involved with emergency provisions of temporary shelters, emergency mass feeding, and Community Kitchen and bulk distribution of coordinated relief supplies for victims of disasters.
- Ensure the supply of sufficient food grains through the Public Distribution System.
- Prepare a list of relief items / food items to be distributed.
- Formulate sector-specific teams such as transport, material and equipment for responding to the disaster incident.
- Prepare a transportation plan for the supply of relief items.
- Convene meetings of all NGOs, Youth Clubs, and Self-Help Groups operating in the district and assign them unambiguous responsibilities for relief.
- Call for an emergency meeting to take stock of the situation. Develop an action plan.
- Appoint In-charge Officers of Response base.
- Ensure damage and need assessment.

Recovery and Rehabilitation

- Organize initial and subsequent technical assessments of disaster-affected areas and determine the extent of loss and damage and volume and nature of relief required.
- Keep HPSDMA informed of the situation.
- Ensure a supply of food to the affected population.
- Coordinate the activities of NGOs in relief programmes.

2. Standard Operating Procedure (SOP) at District, Block and GP level

Activities/ Preparedness	Responsibility
Mock Drill	Pradhan Gram Panchayat
Communication from GP to Block	BDO
Awareness campaign disaster preparedness	BDO, Pradhan Gram Panchayat & Inspector, Food & Supplies
Co-ordination to use school building for storage of food grains and other essential items	Principal / Headmaster of the concerned schools/ areas
Resource mapping and GAP analysis to prevent calamity	BDO / Pradhan Gram Panchayat
Evaluation for temporary shelter for the disaster team	Pradhan Gram Panchayat.
Mobilization of relief distribution of Essential Commodities	Inspector, Food & Supplies, Pradhan Gram Panchayat Pradhan Gram Panchayat & Fair Price shop holders.
Re-construction of road leading to godowns	PWD / BDO

Checklist

Activity	Question
Setting aims of the Plan	What should be included in the aims and objectives? Who will do it?
Preparing community profile	Which parameters are to be mapped in the profile? Are any structured formats available?
Assessment of the Community	What are the risks and vulnerabilities in the community? What are the weaknesses and strengths? What are the community resources
Warning Systems	What kinds of warning systems are going to be used?
Evacuation Procedures	Who authorizes evacuation and when? What routes are to be followed? Who will look after those people in the community? Who needs special assistance?
Emergency Shelters	What buildings have been chosen for this purpose (e.g. shelter home, schools etc.)? What equipment is available there and who is responsible for their failsafe operation?
Search and Rescue	Who is responsible? What equipment is available and where is it?
Damage / Needs Assessment - Initial and On-going	Who is responsible? How will it be done?
Road Cleaning / Debris Clearing	Who is responsible? What equipment is available and where is it?
Communication	How will our community be in contact with the outside world after a disaster?
Law and Order / Security	Who is responsible?
Transport	Who is responsible for arranging transport in an emergency? What vehicles are available and where are they
Repair of Community Services (Water, Electricity, Phones)	Who is responsible?
Health	Who will coordinate First Aid assistance? What clinics, equipment and supplies are available?
Personal Support for those Affected by Disasters	Who has experience of training? Who will coordinate this assistance?
Welfare	What will be done to provide shelter, food and clothing for those in need?

Relief Supplies	Who will identify the neediest and how will it be done? How can emergency supplies be obtained after a Disaster?
Outside Assistance	What is available? How are requests made?
Testing the Community Plan	How will this be done? How will a mock drill be conducted?
Revision and Updating of the Community Plan	How often will this be done? How will it be done and who will be involved?
Making the Community Aware of the Plan	How will this be done? How will community members give their input to the Plan
Risk Reduction (Mitigation) Activities	How will these be identified? Who will carry out these activities?
Documents	Community maps, contact names and addresses

II. List of Nodal Officers of Disaster Management

#	Designation	Address	Telephone (Office)	Mobile
Directorate Level				
1	Join Director	Food, Civil Supplies & Consumer Affairs, Shimla -1740009	0177-2623746	9418382610
District Level				
1	Distt. Controller	Food, Civil Supplies & Consumer Affairs, Bilaspur - 174001	01978-222349	9816166300
2	Distt. Controller	Food, Civil Supplies & Consumer Affairs, Chamba - 1763310	01899-222401	9418037244
3	Distt. Controller	Food, Civil Supplies & Consumer Affairs, Hamirpur - 171001	01972-222335	681601206
4	Distt. Controller	Food, Civil Supplies & Consumer Affairs, Kangra - 176215	01892-222877	9459037742
5	Distt. Controller	Food, Civil Supplies & Consumer Affairs, Kinnaur - 172107	01786-222207	9816311915
6	Distt. Controller	Food, Civil Supplies & Consumer Affairs, Kullu - 175101	01902-222535	-
7	Distt. Controller	Food, Civil Supplies & Consumer Affairs, Lahaul Spiti - 175132	01900-222229	9459377074

