



DISASTER MANAGEMENT PLAN

DEPARTMENT OF INFORMATION
AND PUBLIC RELATIONS

GOVERNMENT OF HIMACHAL PRADESH

Shimla 171001

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1. ABOUT THE DEPARTMENT

The Department of Information and Public Relations (I&PR) was set up in 1954 as a nodal Department for the dissemination of policies and programmes of the State Government amongst the masses and also educate people on various issues of national and social importance. Since its inception, it has grown with the passage of time and has been strengthened from time to time to deliver the goods in a more befitting manner.

Besides disseminating the policies and programmes of the Government in the right perspective, the Department has been giving feedback to the Government about the impact of policies and programmes implemented in the State for the welfare of general masses and on other vital issues. This task of the Department is indeed a challenging one, especially in Himachal Pradesh due to difficult topography and limited means of communication.

The functions of the Department are:

- Dissemination of policies, programmes and achievements of the Government.
- Educate people on various issues of national, social and other importance
- Keeping Government informed about the impact of the policies and programmes amongst the masses.
- Maintaining liaison with the media.

1.1 ORGANIZATIONAL STRUCTURE

Figure 1 provides the organizational set up of the Department of Information and Public Relations.

1.1.1 INFRASTRUCTURE AND HUMAN RESOURCES

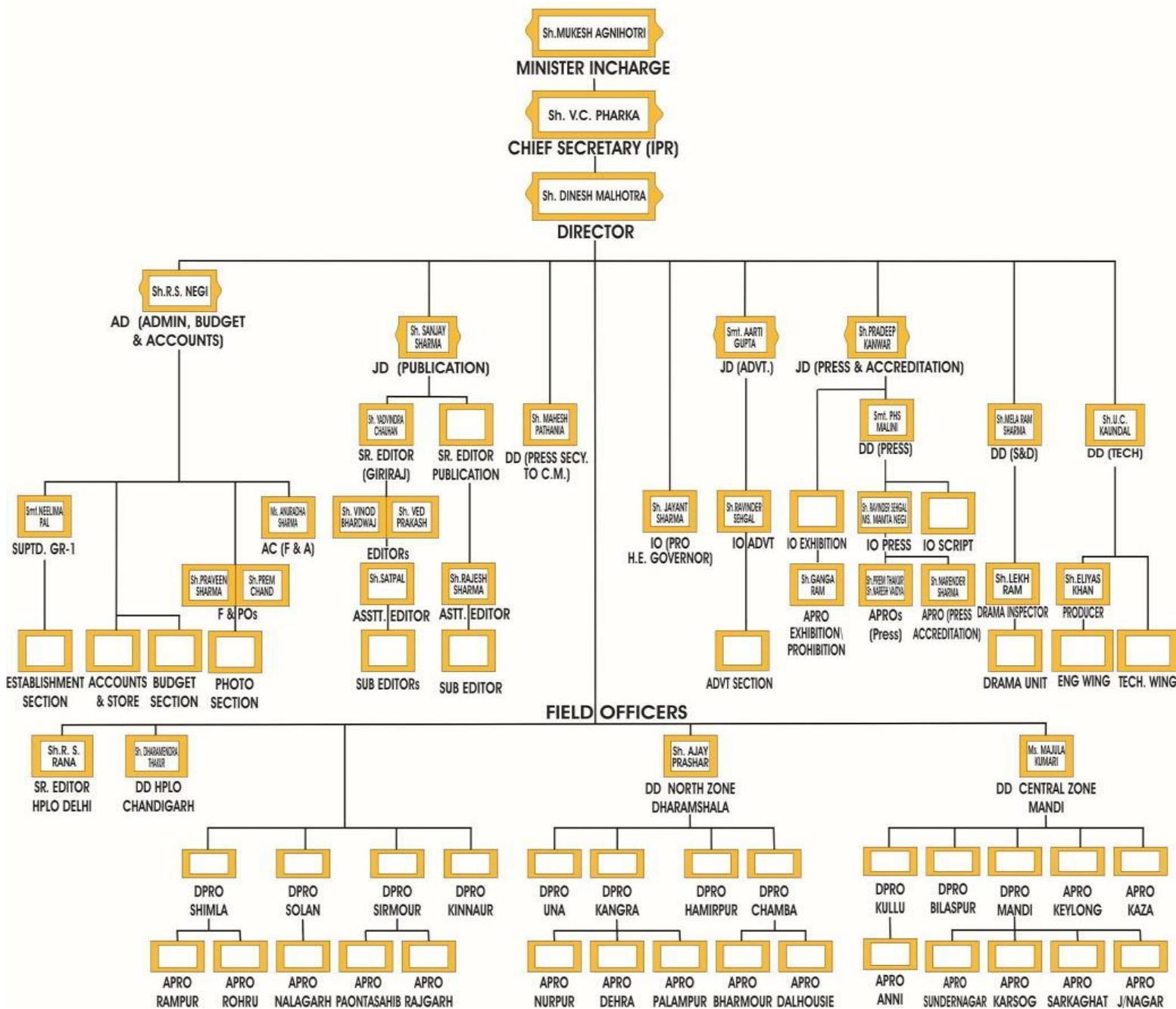
The department has total 34 building assets (7 in Kangra; 6 in Mandi; 4 in Solan; 3 each in Kinnaur and Sirmour; 2 each in Bilaspur, La Spiti, Shimla and Kullu; 1 each in Hamirpur, Chamba and Una) all over the state. Risk assessment of any of the building has not been done except Kullu and Anni. There are 8 numbers of fire extinguishers in directorate building; 3 in Mandi office; 2 each in the office of Shimla, Chamba, Giriraj, Una and one each in an office located at Bilaspur, Hamirpur, Anni, Kandghat and Kullu.

The department has a total strength of 339 officials and staffs in the whole state. All employees have basic knowledge of disaster management as the department sends its employees for imparting training w.r.t. disaster management in a phased manner.

1.2 PURPOSE OF PLAN

The purpose of the Disaster Management departmental plan is to provide guidance for intra-communication for managing the risks of disasters before, during and after a disaster. The plan includes assessing departmental risks of disaster, mitigating the existing risks of disaster, preventing the creation of new risks of disasters, presenting the status of its preparedness to perform the role at the time of disaster and fulfil the responsibilities as defined in the State Disaster Management Policy and State Disaster Management Plan. The plan discusses the measures proposed for strengthening capacity-building and preparedness during an emergency.

Figure 1: Organizational Set-up of the Department



1.3 SCOPE OF THE PLAN

As per Disaster Management Act 2005, there shall be a disaster management plan for every department of the State. The Departmental Disaster Management Plan shall be prepared by the Department, after consultation with all stakeholders and having regard to the National Plan and the State Plan, to be approved by the State Authority. The DM Plan shall include:

- To map the areas in the State which are vulnerable to different forms of hazards.

- To take measures for prevention and multi-hazards mitigation by the Departments at the state level as well as local level.
- The capacity-building and preparedness measures required to be taken by the Department at the state level and the district level to respond to any threatening disaster situation.
- The response plans and procedures, in the event of a disaster, providing for-
 - 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, POLICIES

Functioning of Disaster Management in Himachal Pradesh is governed as per the Disaster Management Act 2005 and Himachal Pradesh Disaster Management Plan 2012. Apart from that, various policies and schemes funded by state and central both also contains disaster risk mitigation measures. According to Section 23 of the DM Act 2005, there shall be a DM plan for every state and within the state, there have to be departmental plans for the concerned agencies to deal with disastrous situation smoothly. It provides for the departments of the state governments to draw up their own plans in accordance with the state plan. It also provides for annual review and updating of the departmental plan every year and enjoins upon the state governments to make provisions for financing the activities to be carried out under the departmental plans.

Apart from that, there are guidelines and provision for State Disaster Response Fund (SDRF) and National Disaster Response Fund (NDRF) which can be claimed by the departments at any stage of the disaster management.

Department of Information & Public relations be guided by the following:

- Disaster Management Act, 2005
- National Disaster Management Plan, 2016
- Himachal Pradesh Disaster Management Plan, 2012
- National Action Plan on Climate Change
- National Guidelines issued by the NDMA
- Guidelines and provision for State Disaster Response Fund (SDRF)
- 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 1: 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 the department is the nodal officer for the disaster management. The department does not have any separate disaster management cell. The nodal officer makes correspondence regarding Disaster Management, finalization of DM plan pertaining to the department, fixing equipment concerning disaster management. The department's officials attend training programmes and mock drills organized by state government time to time.

In case of an emergency, the department can be contacted on 0177-2623559 and 9418001140.

1.6 PLAN MANAGEMENT (IMPLEMENTATION, MONITORING AND REVISION)

1.6.1 IMPLEMENTATION OF THE PLAN

Director of Information and Public Relations 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.

1.6.2 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.

1.6.3 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.

1.6.4 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. 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.

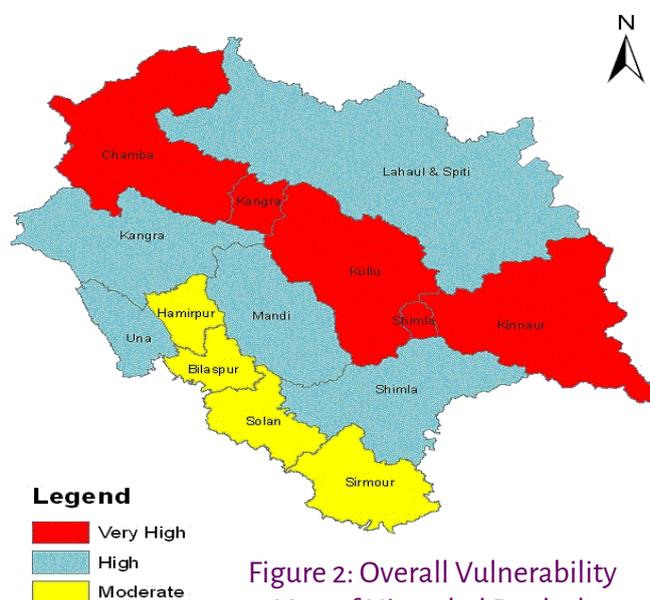


Figure 2: Overall Vulnerability Map of Himachal Pradesh

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

Information & Public Relations Department is having a sizeable amount of resources and manpower in the field for disseminating information. I & PR bears the responsibility of expediting effective and accurate information and disseminating this information appropriately and quickly. The Information and Public Relation office have a role of extreme importance as it sheds the most positive light of information and facts for accurate portrayal of the events unfolding and due to the followings hazards the vulnerability of the department increases and hampers the functioning of the department. Various hazards to which the department is likely prone to are discussed is as below:

Nature of Hazards	Area Likely to be Affected	Intensity	Risk
Landslides and Floods	All the districts of the state	High	<ul style="list-style-type: none"> • Damage to roads which breaks road connectivity to disseminate information at the time of any disaster. • Loss of network connectivity.

			<ul style="list-style-type: none"> • Difficulty in reaching the area of the incident. • Difficulty in coordinating with frontline departments to disseminate information.
Snowfall and Avalanches	Kinnaur, Lahaul & Spiti, Pangi & Bharmour, Chamba, High areas of Kullu, Mandi, Sirmour & Shimla District	High	<ul style="list-style-type: none"> • Close passes to Tribal & Inaccessible areas. • Loss of network connectivity. • Damage to Road & Bridges. • Affects transportation and communication system.
Earthquakes	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	High	<ul style="list-style-type: none"> • No communication and transportation • Damage to department buildings and resources. • Damage to electricity and other infrastructure. • Damage to previous records and files. • Difficulty in coordinating with line departments to disseminate information.
Fire	All the districts of the state	High	<ul style="list-style-type: none"> • Damage to office buildings and record rooms.
Cyber Attacks	All the offices and resource rooms	High	<ul style="list-style-type: none"> • Damage to confidential data. • Transmission of negative information which can create panic and adverse situation.

2.3 ASSESSMENT OF CAPACITY GAPS AND NEEDS

The department should also make a critical assessment of their capacity for disaster risk management before, during and after disasters. Department of Information and Public Relations has a large pool of human resource comprising officials and coordinators working on the field. The certain gaps identified in the existing capacity are:

- Officers and staff are lacking in the basic knowledge of disaster management and response.
- The human resource of the department also should have training on certain mitigation measures.
- Although they have a well-built communication system, the training on dissemination of information during the time of disaster should be provided.
- Immediate fund for disaster mitigation activities is not available with the department.
- Effective disaster preparedness requires that essential communications equipment have sources of backup power. Due to lack of backup power, technical problems can inhibit information.
- Lack of power generators may act as a hindrance in communication at the time of emergency.

3. RISK PREVENTION AND MITIGATION

3.1 RISK PREVENTION

Risk prevention is preventing the creation of new risks of disasters. Such risks may be created unwillingly by the Departments directly through public investments or indirectly through the facilitation of private investments that are vulnerable to the risks of disasters. Therefore, every investment should go through HRVA to check if new programmes, activities or projects have the potential to create new risks of disasters. If such investments cannot be avoided these must be protected by safeguards through adequate structural and non-structural prevention measures so that the benefits of investments are fully protected from risks of disasters. For example, assets of the department like offices, equipment's and others should be located at places which have lesser chances of getting affected by a hazardous event. The main idea here is what the department can do within its mandate to increase the idea of risk prevention.

3.2 RISK MITIGATION

Risk mitigation is reducing the risks of disasters that are already there due to exposure of vulnerabilities to the hazards. Mitigation projects reduce the level of exposures or the depth of vulnerabilities or both through a combination of various structural and non-structural measures. Mitigation projects are always costly and therefore these have to be planned with proper Cost Benefit Analysis (CBA) to ensure that the benefits of the projects outweigh the costs.

The primary objective of mitigation efforts would be:

- To identify, delineate and assess the existing and potential risks and to work towards reducing potential causalities and damage from disasters.
- To substantially increase public awareness of disaster risk to ensure a safer environment for communities to live and work.
- To reduce the risks of loss of life, infrastructure, economic costs, and destruction that result from disasters.
- In view of the prevailing risk and the vulnerabilities perception, the mitigation measures proposed have been categorized under following five major groups:
- Risk assessment: The department should try to improve the understanding of the location, potential impacts and linkages between hazards, vulnerability and measures needed to protect the effects on the production after a disaster. A rapid risk assessment of the sector, as well as the department, will be a solution for it.
- Construction work: All the newly constructed assets should follow the building by-laws of the state.
- Repair and maintenance: Retrofitting and renovation of the lifeline buildings should be done by the department.
- Research and technology transfer: the department should identify and interact with research institutions to evolve mitigation strategies both structural and non-structural.
- Training and capacity building: Training programs about the awareness of disaster with the training modules and workshops from time to time.
- Communication arrangements: an alternate communication system to disseminate information and to coordinate well in time with frontline departments.

3.3 MATRIX OF HAZARD SPECIFIC MITIGATION MEASURES

HAZARD	MITIGATION MEASURES	
	STRUCTURAL	NON-STRUCTURAL
Earthquake	<ul style="list-style-type: none"> • Undertaking mandatory technical audits of structural designs of infrastructure under department by the competent authorities. • Retrofitting and reinforcement of old and weak structures. 	<ul style="list-style-type: none"> • Seismic hazard risk mapping pertaining to departmental assets. • Developing appropriate risk transfer instruments by collaborating with insurance companies and financial institutions.
Floods, Flash Floods and GLOF	<ul style="list-style-type: none"> • Modification in building to withstand the flood. • Open space for emergency construction of sheds etc. shall be left to the extent possible. 	<ul style="list-style-type: none"> • Flood mapping pertaining to departmental assets. • Mitigation plan should be in place to safeguard the departmental infrastructure / inhabitants from the flash flood.
Landslides	<ul style="list-style-type: none"> • Constriction to strengthen the building and reduce the landslide hazard and avoid possible impacts of hazard, i.e. drainage, erosion protection, channelling, vegetation, ground improvement 	
Fire	<ul style="list-style-type: none"> • Open space for emergency exit in the case of fire. • Fire extinguishers should be installed on each floor. • Replacement of dilapidated electrical wires. 	<ul style="list-style-type: none"> • Fire safety mock drill.
Cyber attack		<ul style="list-style-type: none"> • Develop the cyber incident response plan. • Determine the tools and techniques used to detect and prevent attacks. • Secure the departments' computer network. • Promote cybersecurity awareness among the staff members.

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, economic and environment."

Mainstreaming Disaster Risk Reduction (DRR) into Development:

Name of the Activities of the Department	Key Component of the Scheme	Mainstreaming DRR Actions
Department weekly magazine 'Giriraj' and monthly magazine Himprastha	<ul style="list-style-type: none"> The magazines contain news and views on all around development of Himachal Pradesh 	<ul style="list-style-type: none"> Department to include Disaster Management activities and articles in it.
Him Beats: Department radio channel	<ul style="list-style-type: none"> Program based on general knowledge, awareness and entertainment 	<ul style="list-style-type: none"> Department to include disaster awareness programmes and jingles through Him Beats channel. Do's and Don'ts in various disastrous situations.
Song and the drama unit of Department	<ul style="list-style-type: none"> Disseminating programmes and policies of the government through folk dance and street play 	<ul style="list-style-type: none"> Department to include disaster awareness programmes and jingles through song and drama unit. Do's and Don'ts in various disastrous situations.
Exhibition unit of the Department	<ul style="list-style-type: none"> Organize exhibitions on important occasions, festival fairs and to publicize policies and programmes of the government 	<ul style="list-style-type: none"> Disaster management section to be included as a part of the exhibition unit to create mass awareness.

5. DISASTER PREPAREDNESS

Disaster preparedness has been defined as “*the state of readiness to deal with a threatening disaster situation or disaster and the effects thereof*”. The Department may review their “state of readiness” and prepare a strategic action plan to deal with possible disaster situations.

Department of Information and Public Relations can take the following measure to make the department as well as the sector disaster ready:

5.1 PR / MEDIA CELL

- Each department should have PR / Media Cell equipped with all the information (Data Base) related to disaster and mitigation plan.
- The toll-free number should also be available in the departments to facilitate the masses to have first-hand information about the precautions.
- A toll-free number with 2-3 lines to be installed in the Chief Minister’s office for the communication of public as well as media on various issues. The office should keep a record of such queries.
- Single Date Base of the state to be made readily available in the media cell manned by proper staff.
- All departments should maintain a regular flow of information of activities to the Department of Information & Public Relations for use in public.

5.2 MEDIA NODAL OFFICERS

- All departments should establish PR / Medial Cells headed by a senior officer of the department who will be the Nodal Officer for media matters.
- Nodal Officer should have updated ready information on activities of the department with him on the website.
- Essential training to the nodal officers need to be ensured and liaison to be made with the information & Public Relations Department.

5.3 INTER-MEDIA COORDINATION

- Regular fortnightly ‘Meet the Press Programme’ to be organized with Deputy Commissioners in the districts by live departments. D.P.R.Os of the District to coordinate the Meet.
- Regular interaction with Head of the Departments / Zonal Heads / District Heads with the Media briefing the work done.
- The grass root level functionaries of the departments should have regular interaction with the people.
- An effective mechanism of feedback to be adopted.
- The action was taken the report to be sent immediately to the concerned department / authority.
- Negative news items should biff without delay by the concerned department.
- Emphasis is laid on issuing positive stories on the preparedness of relief activities of the department in a regular manner.
- All departments should have their own Websites having updated information.
- Name of the nodal officers to be made available on the website.
- Monthly Status Note to be made available of the DIPR in the shape of CD by the respective departments.

5.4 THREE-PRONGED PUBLICITY

- A publicity campaign should be operated and conducted at three levels viz:
- Micro-Level - for select target group
- Medium Level- for middle level / execution and monitoring
- Mega / Major- Involving State level formulation and publicizing in Print / Electronic Media.
- Awareness Campaign in all modes of publicity should be used at the grass-root level to take the issues related to disaster and precautions to the masses.
- Area-specific and target oriented publicity campaigns should be launched to have visible results.
- Visit of media teams is organized in the field by the concerned departments for spot coverage.

5.5 PUBLICITY THROUGH PRINT MEDIA

- The release of display advertisements related to disaster from time to time through print media.
- Printing of publicity literature, booklets, pamphlets, brochures etc. by SDMA.
- Quarterly progress report of departments during the period should be sent to DIPR by E-mail and publicized in print media.
- Activity-specific success stories to be provided by departments to DPRO offices for release at District level. Major impact stories are sent to the Directorate of I&PR.
- Success stories may also be sent directly to Giriraj and Himprashta.
- Organizing the visits of senior Editors/ Bureau Chiefs of print/electronic media to major projects sites including tribal and far-flung areas for independent and spot coverage and social appraisal.

5.6 PUBLICITY THROUGH AUDIO-VIDEO METHODS

- Production of Spots / Jingles / Soft Stories, Short films and documentary films on Disaster Risk Reduction and telecast through Doordarshan and other Channels.
- Audio-Video CDs be prepared and circulated amongst various groups viz. Schools, Panchayats, Anganwaris, Mahila Mandals and Youth Clubs.
- I&PR department will facilitate departments in the production of audio-visuals by empanelling Production Houses for Audio-Visual publicity.
- The telecast of advertisements on News Channels, Doordarshan and Cable network.
- The field offices of departments to utilize local cable T.V. network for highlighting their local achievements.
- Services of News Channels to be utilized for the scroll.

5.7 PUBLICITY THROUGH FOLK MEDIA

- The hiring of cultural troupes and Kala Jathas for the effective publicity through Information and Public Relations department.
- Disaster Risk Reduction (DRR) to be highlighted through folk media shows by engaging drama units.

5.8 PUBLICITY THROUGH HOARDINGS

- Installation of hoardings to make people aware of Disaster Risk Reduction.
- Detailed components and activities to be displayed on boards in Panchayat Ghars, Anganbari Kendras, schools etc.

- Small cut-outs, banners are displayed for publicity purposes at permitted places.

5.9 PUBLICITY THROUGH PHOTOGRAPHS

- Department should maintain and update Photo Bank and Photo exhibitions be organized to supplement publicity campaign.
- Photo of the month and photo of the week to be released depicting the thrust of social involvement activities.

6. DISASTER RESPONSE AND RELIEF

The response plan of the Department includes the design of actions based on Standard Operating Procedures and tested through mock drills and exercises that would be initiated on a trigger mechanism based upon the impending or actual occurrence of an event of a disaster. Many Departments and agencies of the State Governments will be required to perform important functions relating to relief and rehabilitation. The response plan of the Department should provide detail with the logistic, financial and administrative support necessary for discharging these functions and the manner in which these functions shall be discharged. The role and responsibilities of the Rural Development department are as follows:

6.1 CONSTITUTION OF MEDIA CENTRE

The I&PR Department will constitute a media centre at State Headquarter, District Headquarter and Sub Divisional Headquarter for gathering information about the disaster from the Disaster Management Authority and other Government Departments. The I&PR Department works with the Command staff as Information and media officer of the state level to provide effective services. The department will issue ethical guidelines for coverage of the disaster and shared it with all media agencies. The Department will be providing/broadcasting warnings; do's and don'ts etc. to media and ensure its dissemination at all levels.

6.2 FUNCTIONS FOR DISASTER MANAGEMENT

During a disaster, I&PR Department will perform the following functions and duties:

- Collect, process and disseminate information about an actual or potential disaster situation to all general public so as to facilitate response and relief operations;
- Update information on disaster and disaster victims;
- Maintain contacts with mass media;
- Inform public regarding the impact of disaster and the measures taken for the welfare of the affected people;
- Ethical guidelines for disaster coverage by media as per accepted global standards respecting dignity and privacy of the affected communities and individuals and work with media to adopt the guidelines through self-regulation as well as oversight by relevant regulatory institutions;
- Mechanisms for broadcasting warnings, do's and don'ts etc. to media and public before (if applicable), during and after the disasters;
- Proper schedule for media briefing (once/ twice/ thrice daily depending on the severity of the disaster) and designate a Nodal Officers (i.e. Public Relations Officers/Information Officer's) for interacting with media on behalf of the Government;
- In case all the means of communication of the place/area where the disaster has occurred has affected all the means of communication such as damage to roads, internet, electricity supply, telephone/mobiles services etc., the Department will provide the updates on disaster to public through vehicle loudspeakers being run by batteries and generators.

6.3 EMERGENCY SUPPORT FUNCTIONS OF DEPARTMENT

The Public Information Officer's role is multifaceted and evolves with every interaction with the media and as technology advances. Some of the PIO's tasks are listed below:

- Scheduling interviews
- Developing and maintaining a media contact list
- Selecting appropriate team members for interviews
- Preparing selected team members for interactions with the media
- Escorting media representatives and VIPs throughout the operational area
- Issuing press releases
- Gathering and verifying information.

6.4 ACTIONS ON RECEIPT OF EARLY WARNING

- To direct the officers of all levels in the department, for high-level preparedness to ensure the safety of buildings of the department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the state headquarter, district magistrate and disaster management agencies
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in the dissemination of Early Warning information once approved by SDMA.
- Establish coordination with District Information centres at district level before the seasonal heavy snowfall conditions or other adverse conditions in the state.

6.5 ACTIONS DURING ANY EMERGENCY SITUATION

- To activate the Unified Emergency Response and take necessary actions for immediate response.
- The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with EOC and SDMA.
- If EOC at State level or district level declares it as an emergency situation and Response plan is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of the key officer to take stock of the situation, the impact of the disaster on department capacity, immediate actions for a response like need and damage assessments, coordination with ESF and Incident response system / EOC, coordination with the stakeholders.
- Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- To implement the plans for immediate, short term and long-term response needs.

- To ensure the disseminating news should show the actual situation of the affected areas and does not aggregate the public unnecessarily.
- To disseminate the information and orders available from the disaster management department.
- To arrange field trip of the media persons to identify the newspaper and other means to disseminate the information effectively.
- To give reliable information of the needs of relief materials in the affected areas and motivating the general public for their support.
- Support for search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by the disaster.

6.6 ACTIONS POST DISASTROUS SITUATION

- Check if all the immediate life-saving measures are in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of Information and PR department. Give status report to EOC and ESF nodal agencies.
- Evaluate Emergency response in consultation with ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long-term recovery actions as per the damage assessment.

Recovery Actions:

- 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 like equipment and resource material, finances etc. used for the emergency purpose are accounted and recouped as soon as possible.
 - 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.

7. DISASTER RECOVERY AND RECONSTRUCTION

7.1 DISASTER RECOVERY

The process of recovery from small-scale disasters is usually simple. Recovery operations get completed almost simultaneously with the response, relief and rehabilitation. However, in medium and large disasters involving widespread damages to lives, livelihoods, houses and infrastructure, the process of recovery may take considerable time as the relief camps continue till houses are reconstructed.

Often intermediary shelters have to be arranged before the permanent settlements are developed. Departmental DM Plans should anticipate eventualities of longer duration recovery operations. The departmental strategy for this will be as below:

1) Short Terms Reconstruction activities: This should further include immediate restoration activities like the restoration of the basic infrastructure of the department assets.

2) 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.

7.2 DAMAGE AND LOSS ASSESSMENT

Till date, the department has been assessing the direct loss to the infrastructure and reconstruction which has to evolve to an approach where the indirect losses can also be accessed and addressed at the time of recovery and financial planning.

7.3 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.

7.3.1 ACTION PLAN FOR RECONSTRUCTION

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. The work of the new construction will be completed in a long time.

7.3.2 FINANCIAL MECHANISM

It is very difficult to estimate the budget requirement for relief and rehabilitation phase of disaster management. Funds required for this head will depend upon nature and intensity of natural calamity. However, the budgetary requirement can be reduced considerably by addressing structural and non-structural mitigation measures.

8. FINANCIAL ARRANGEMENTS

Section 40(2) of the Disaster Management Act stipulates that every department of the State Department while preparing the DM Plan, shall make provisions for financing the activities proposed therein. Normally the funds required for risk assessment and disaster preparedness must be provided in the budgets of every concerned department. Such funds are not very sizeable and departments should be able to allocate such funds within their normal budgetary allocations. **Here the idea is to come up with a separate disaster management budget head within the budget allocation of the department.**

This budget can be used to work upon the already suggested mitigation and preparedness measures, as response and relief are already being taken care of by the SDRF and NDRF. This budget head can work with a very basic amount initially as the marginal costs involved in mainstreaming DRR in existing programme is not very sizable. Also, the funds required for risk assessments and disaster preparedness are also not very large. This budget will help in institutionalizing the entire process. And once the department starts having a separate budget for prevention and mitigation, at least some measures will start automatically. The department told that they can have a budget head of 10 percent of the total amount in the disaster management budget head, as most of the schemes are directly related to disaster management.

I. Standard Operating Procedures

The State Emergency Response Plan will guide all State communications, information systems and warning activities related to the warning, mitigating, preparing for, responding to, and recovering from emergencies or disasters. Communications, information systems and warning support requirements. The scope of this SOP is to describe the overall communications and warning systems employed by the State Disaster Control Room prior to, during and after a disaster or emergency situation. These systems will be used in support of the operations of the SCR, district CRs, local governments, and the response community and include landline, cellular, secure, and special telephonic communications, computer internet and modem radio communications and the Emergency Alert System (EAS) coordinating all broadcast and cable mediums.

Information and Public Relations SOP consists of primary tasks of the department for disaster including preparedness, prior warning, response, recovery, rehabilitation and mitigation.

- Communications with the public should be positive, courteous, and provide education on the issues.
- The most current and cost-effective means of distributing information should be used.
- All aspects of a public relations program should be tested, evaluated, and improved as required.
- Respond quickly, honestly, and openly.
- Involve all staff from top management down.
- Following media guidelines for dissemination of information.
- Protocols and authorization for posting information to online media such as Web sites, social media sites and community forums.
- Prior assessment of budget for setting up of the media centre.

