

Standard Operating Procedures (SOP)

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

The Procedures for dealing with disasters will be as per the District Disaster Management Plan for Cyclones, Floods, Drought, etc. In the normal times a high powered committee holds a meeting of the stakeholder departments twice in a year in the 2nd /3rd week of April and September every year, headed by the district collector. DDMA meetings shall be held once every half yearly.

Objective of SOPs:

- To provide, in a concise and convenient form, a list of major executive actions involved in responding to natural disasters and necessary measures for preparedness, response and relief activities to be taken
- To prevent/ reduce potential losses/damage due to hazards
- To attain and resilient recovery
- To indicate various actions this would be required by the District Administration within their sphere of responsibilities so that they may prepare and review the Departmental Action Plans accordingly
- To ensure that all concerned Departments of the Government, know the precise measures required of them at each stage of the process and also to ensure that all actions are closely and continuously monitored.

1. REVENUE DEPARTMENT

The Revenue Department has been the main department entrusted with the responsibility to coordinate and manage the disasters caused by the Hazards. The department is assisted by the concerned departments/agencies to fulfil the responsibilities assigned. Pre disaster period is the normal times before the disaster months and also the time period just before the first hazard alerts are given by the meteorological department or the CWC/ Irrigation department (Floods).

NORMAL TIMES:

1. Holding a meeting of DDMA and with district officials concerned twice in a year before the months of April and September for reviewing the precautionary measures to be taken as per the DM Plans.
2. Updating the District Disaster Management plan once every six months. This will be done by the specified officer by the Collector.
3. Ensure the communication systems are fully functional for easy and quick dissemination of information. Identify any additional requirement of equipment and operating personnel
4. Updating the list of Voluntary Organizations and NGOs their contact addresses in the district, and provide them to MROs and Panchayats.

5. Ensure Mock drills are carried out periodically. Plan and organize training programs, mock drills etc. for improving community awareness and preparedness for facing the disasters till the other agencies step in.
6. Prepare an exhaustive list of equipment used during emergencies such as tractors, bulldozers, transport vehicles, communication equipment, pump sets, power generators etc., their availability with Govt. and private agencies and ensure that they are in operational condition.
7. Identify vulnerable points/areas in the flood banks.
8. Prepare a list of all utility items for meeting any emergency, check their availability in sufficient quantities, make inventory and provide them for reference and use at all levels.
9. Devise and implement continuous plan of action to cut, remove and destroy all thorny bushes and trees in vulnerable areas. They become death traps for people.
10. Keep adequate number of floats like tyres, inflated rubber tubes, wooden planks, and bamboos tied as small platform for people to use for floating during floods.
11. Ensure positioning of adequate quantities of vaccines in the respective storage depots. And medical facilities should be increased and Hospitals/PHCs equipped in such a way that they are able to meet emergency situations and requirement of the affected people.
12. Ensure that the Veterinary Dept. should plan and strengthen the systems for ensuring prompt veterinary services to the animals and poultry birds. And ensure positioning of adequate quantities of life saving drugs and constitution of medical / Para medical teams.
13. Identification of suitable higher places for construction of Helipads. And Plan for construct shelters in any newly identified vulnerable areas. Ensure that the existing shelters are maintained in fit condition.
14. Storage facilities for food and essential items should be augmented and inventories are maintained.
15. Review the existing flood control structures such as river dams and bunds of rivers, canals and tanks. Based on previous experience, build new bunds and raise/strengthen the existing bunds.
16. Review the power distribution system the transmission and distribution towers should be designed to withstand the extreme condition of winds in cyclone.
17. Ensure that the line departments mainstream DM activities in their departmental Plans and also review the progress made during each year.

PRE- DISASTER:

1. The control Rooms should function round the clock till the necessity ceases. Its contact numbers should be notified in the district editions of the News Papers and also communicated to all Officers in the district. All reference data, copies of all the contingency plans of district and departments with maps and updated DM Plan should be made available.
2. Appoint Nodal Officers to oversee the implementation of Disaster Situation to cover all the vulnerable mandals and Villages. They should be positioned in the threatened area to coordinate the evacuation and response action of the stakeholders.
3. Inspect the Cyclone Shelters and take up repairs as necessary. And identify all vulnerable points/areas in the flood banks. Ensure that inspection of lock points of rivers and mouths and outlet points of drains.
4. Ensure inspection of flood and cyclone stores and make available the required material.

5. Organize mass media campaign for Awareness generation among public on natural hazards, which will help build the knowledge, attitude and skills of the people in vulnerability reduction and suitable disaster risk management measures.
6. Communicate immediately the first flood warning to the likely affected area up to Village level and alert all concerned to prepare for facing the disaster. The Control Room at Dist. will keep in constant touch with flood warning centers, obtain updates and communicate at frequent intervals.

DURING DISASTER PHASE:

1. The Officer in-charge of the Control Room should maintain a record of incoming and outgoing messages. All the incoming messages should be sent to Collector and Joint Collector and in their absence the DRO.
2. All the warnings should be communicated immediately to all the district officers, Divisional officers, Tahasildars by-e-mail, wireless, Telephone etc. Record of the messages sent should be maintained.
3. The Collector shall convene a meeting with all the District Officer at the earliest and issue instructions to all the Nodal Officers or Special Officers to proceed to the areas allotted immediately and report to the Collector that they have reached their Mandal headquarters, allotted to them and should not leave the area till the clearance is received from the Collector.
4. Evacuate marooned and stranded people to safer places such as flood shelters, high raise buildings, schools etc.
5. Monitor and rescue people continuously by organizing search through Army, Navy, Air force, Voluntary and youth organizations by deploying navy boats and helicopters. Make arrangements for moving such affected people to the nearest relief camps.
6. Keep details of availability of equipment such as power generators, tractors, bulldozers, transport vehicles, communication equipment, pump sets etc.; their availability with Govt. and Private agencies, for evacuation and ensure that they are in operational condition. (District, Division, Mandal)
7. Keep adequate number of vehicles ready at the nearest possible point/area to evacuate people in time before the hazard strikes. (District, Division, Mandal)
8. Keep adequate number of floats like tyres, inflated rubber tubes, wooden planks, and bamboos tied as small platform for people to use for floating during flood situation. (Community, village and Mandal)
9. Provide first aid and medical assistance for injured and sick people. Special care should be taken for the aged and disabled people, children and pregnant women.
10. Deployment of staff in their respective areas with medicines. Nominate medical officers to coordinate with mandals officers.
11. Finalize shelter places in the villages as per the inventory and identified locations in the map, and arrange temporary shelters using tents, Tarpaulins, Plastic sheets etc. There should be provision of electricity to the identified shelters.
12. Deploy Police personal and Volunteers for law and order and provide medical help, if needed transport cases to nearby PHCs/Medical Aid-posts. Liaise with Railways, APSRTC and RTA to provide rescue and relief to stranded passengers.
13. Relief camps for provision of food and drinking water for the evacuated people. Provide temporary sanitation measures for men and women. Ensure adequate security through police at relief camps and at the evacuated villages.

14. Identify safe elevated places for animals and advise cattle owners to move them as soon as the order for evacuation is given. And provide fodder & water to the animals where feasible, Carcasses of dead animals should be done quickly to prevent outbreak of infection.

POST DISASTER:

1. Huge relief material stocks would be arriving from outside of the affected area and this requires advance planning, provision of staff for receiving, sorting, distribution and dispatch to the areas needing the material.

2. Restoration of Road and telecommunication, Electricity, Drinking Water Supply and House construction to the effected people on priority basis.(District, Mandal, Village)

3. Proper record should be made for the dead and missing persons and notify to the concerned authorities for providing compensation on short and long term basis.

4. Ensure Mass inoculation and vaccination programmes in the affected areas to prevent outbreak of epidemics by coordinating with Medical & Health Department. Additional medical facilities, hospital and PHCs may be planned and built for meeting increasing requirements.

5. Continue Search and disposal of the dead bodies and the carcasses. Ensure sanitation of highest order is maintained at relief camps and affected villages.

6. It is essential that spread of epidemics is prevented among people and animals. Respective Departments should take adequate measures by improving sanitation, drinking water and by vaccination. NGOs and other voluntary organizations should be encouraged to run community kitchens at relief camps and marooned.

7. The Dist. authorities and Line departments should provide comprehensive loss reports to the visiting State and central Govt. teams for arranging compensation. Record all the relief measures taken

8. Supply of all essential commodities, such as rice, wheat, pulses, salt, kerosene, diesel etc. should be ensured to all the habitats in the disaster affected areas.

9. Sub- Collector/ Tahasildar to arrange for documentation/ record of relief items received from various agencies, distributed and remaining and remaining balances. Reports to be sent to the district administration

10. Enumeration of Losses and Damages in a systematic manner, documenting and reporting the same.

Divisional level:

1. Holding on divisional level Committee meeting under the Chairmanship of the Revenue Divisional officer/ Sub- Collector in the months of April and September, every year, inviting peoples Representatives in the Division.

2. Updating the list of mandals and Villages vulnerable to disaster.

3. Organize teams for evacuation, enumeration of damages and distribution of relief in the division. Gazetted Officers or an officer not below the rank of a Deputy Tahasildar should be Head of the teams. Ensure they are fully conversant with their responsibilities.

4. Organization of training to the members of the above teams on the activities entrusted to them in the months of April and August of every year.

5. Updating the telephone numbers of Mandal Level Officers, Railway Station Masters, Depot Managers of RTC, and Police stations including their Cell Nos. located in the Division.

6. Identification of the availability of Generators in the Division and the place as which the generators are to be placed.
7. Updating of the list of cyclone shelters, buildings of educational institutions Temples, Churches, Masques, and other public buildings.
8. Plan for emergency accommodation at Mandal Headquarters for Officers and staff coming from outside the jurisdiction of the Division.
9. Coordinate with Divisional level Officers in the implementation of department wise disaster plans.
10. Ensure keeping adequate stock of essential commodities with the Fair Price Shop dealers.

Mandal Level:

1. Identification of villages vulnerable to disasters in the Mandal on a map.
2. List of names of villages likely to be marooned
3. Preparation of list of BPL families, village wise.
4. Holding mandal level meetings with the Mandal level Officers/ RIs, VROs, and elected representatives of Panchayat Raj Institutions in the months of April, and September.
5. Updating of the list of building of Education Institutions, Temples, Churches, Mosques and Public buildings other community Buildings.
6. Updating the list of Government Hospitals, Private Hospitals, and Primary Health Centers and Sub-Centers with addresses and telephone numbers.
7. Identification of godowns (both Government and Private) with location and capacity.
8. Updating of the list of telephone numbers, addresses of local as well as the District and state level Functionaries concerning with Disaster management .
9. Preparation of Village level Contingency plans for all villages in the Mandal.
10. Preparation of inventory of rescue and relief materials available and listing them in register with the addresses of owners to make them available when any calamity strikes.
11. Inspect the functioning of the Rain gauge stations and early warning systems.
12. Prepare an exhaustive list of equipment used during emergencies such as tractors, bulldozers, transport vehicles, communication equipment, pump sets, power generators etc., and their availability with Gov. and private agencies and ensure that they are in operational condition.
13. Updating the list of available Government and civilian vehicles. Review deployment of vehicles as per plan.
14. Updating the Village Organizations, SHGs and Youth Clubs.
15. Identify adequate number of floats like tyres, inflated rubber tubes, wooden planks, and small bamboo platforms for people to be used for floating during floods.

Village level:

1. Convening of the meetings of the Village Committees under the Chairmanship of the concerned Sarpanch during the first week months of April and September to discuss about the preventive steps.
2. Formation of Village Level Teams for assisting evacuation, patrolling etc.
3. Identification of area from which people are like to be evacuated to safer places in case of cyclone or floods.
4. Identification of low lying areas in the village.

5. Identification of areas which people are likely to be evacuated to safer places in case of cyclone or floods.
6. Preparation of list of phone numbers of Officials concerned at District, Divisional, Mandal and Village level.
7. List of fishermen families and particular of boats with addresses of owners, if it is a fishermen village.
8. Identification of Relief Centers and the areas tagged and on to the Relief Centers. Prepare the list of BPL families in the village.
9. List of fishermen families and particulars of boats with addresses of owners, if it is a fishermen village.
10. Identification of storage facilities.
11. Availabilities of cooking vessels.
12. List of private vehicles such as Tractors, Jeeps, etc., in the village.
13. List of nearby private hospitals with phone numbers of Doctors etc.
14. List of tanks affecting Railway, if any, in the village.
15. Identify higher places for the standing for the cattle in the case of flooding.
16. List of cyclone shelters, other public & Private buildings, temples, churches etc.

2. POLICE DEPARTMENT

The Police Department is one of the key Government departments. Both in the normal times when no disasters occur and in times of disasters, this department is an asset to community and it has to respond very well in various critical events.

NORMAL TIMES:

1. SP of Dist. will make arrangements for providing adequate number of mobile VHF sets up to District/Mandal/village Police stations for meeting the exigencies.
2. Ensure that Police stations are equipped with sufficient number of cars/jeeps fitted with wireless sets and trained personnel to handle them.
3. List out trained persons responsible at Dist., Mandal and Village level Police stations for disaster management activities with details of address and phone numbers. Provide this list to Dist Collector and concerned line departments.
4. Prepare a Dist. wise list of retired/reserve constables/drivers/ other use-full personnel. Their services could be used during future emergencies. The lists will be kept in all Police stations in vulnerable areas.
5. Plan and execute Dist. wide training programs for Police personnel with improved techniques for better management of disasters in future.

PRE DISASTER PHASE:

1. The Police authorities shall provide VHF/Mobile wireless sets with operators in Control Room at Dist. Collectorate and at other temporary Control Rooms already setup. Ensure adequate numbers of VHF sets are provided at Mandal and vulnerable villages for effective communication.
2. Establish communication with Control Room. Wireless station should be kept round the clock if necessary wireless stations to be set near the villages. And keep the officers standby.

3. Collect information of vulnerable points and diversion routs for all Roads in the district from the engineering departments responsible for the maintenance and plan for traffic control.
4. Procurements of necessary equipment, storage of petroleum and other lubricants.
5. Pass effectively all communications of warnings and precautions received from Control rooms and media to the public through announcements and by loud speakers.
6. Shall obtain sufficient maps from the Collectorate regarding vulnerable village's areas/habitations. These maps shall be distributed to the sub-divisional officers/circle inspectors on as required basis.
7. Training to teams on Disasters, roles and responsibilities and allotment of duties to these affected areas.

DURING DISASTER PHASE:

1. Ensure passage of warnings and precautions to the people in affected areas of Mandals and Village Police Communication network. Alert teams and arrange to deploy them at risk points.
2. Keep close contact with District Collectorate, and collect all vital information and inform district authorities. And Coordinate the search & rescue operations.
3. Superintendent of Police will coordinate with District Collector, DROs and other agencies for providing assistance to rescue and evacuate people in the affected areas of Mandals and Villages.
4. Provide guidance and assistance for forming task forces by MROs for evacuation, rescue and emergency relief operations.
5. Help revenue and medical department in transporting Injured and sick persons to Medical centers.
6. Ensure enforcement of law and order in the affected/evacuated villages and at shelters to avoid thefts and unlawful acts.
7. Assisting the community in organizing emergency transport for injured.

POST DISASTER PHASE:

1. Continue to pass warnings and precautions to the people in affected areas. Introduce latest transport and communication facilities.
2. Assist local officers in identifying the dead persons and for making proper records. Continue to Coordinate with DCs for rescue, relief and rehabilitation. Police Dept. should provide maximum services by getting additional persons from Police stations of unaffected Districts. They should further coordinate and assist NCC, Scouts, Guides, Army, Navy and Air force personnel in all rescue, relief and rehabilitation activities.
3. Update list of trained Police personnel at Districts. /Mandals and provide them to concerned authorities. And up-date lists of retired constables and drivers in each Dist. /Mandals for use during future disasters.
4. Provide assistance to people who are in a position to move from relief camps to their places where ever normalcy returns. Ensure strict maintenance of law and order in the affected/evacuated villages and at shelters.
5. Officers made available to inquire into and record of deaths, and make arrangements for post mortem of dead person with legal procedure for speedy disposal. Assistance to district

authorities for taking necessary action against hoarders, black marketers and those found manipulating relief material and Provide security to VIPs.

3. MEDICAL & HEALTH DEPARTMENT

NORMAL PHASE:

- 1) District Superintendents of District Hospital shall prepare a Hospital Disaster management Plan to deal with mass causality management and emergencies.
- 2) Take precautionary measures for hospital safety during disasters since hospitals are life line buildings so it could serve uninterruptedly. All structural and non- structural measures shall be taken up to make hospital safe.
- 3) Conduct mock drills in normal times to have an idea about hospital preparedness.
- 4) To identify the requirements of equipment and medical stocks that is needed during various kinds of emergencies.
- 5) To build network with referral hospitals, blood banks, ambulance services, etc.
- 6) To prepare a contingency plan as a part of Hospital DM Plan to handle specialized emergencies during Chemical, Industrial, Nuclear Disasters, etc.

PRE DISASTER PHASE:

1. Prepare a list of precautions to be taken by the public before, during and after the disaster to ensure that they maintain normal health under adverse conditions during the disasters and arrange for propagation in the Dist.
2. DMHO to prepare and circulate in vulnerable areas, a list of precautions to be taken by the public before, during and after the disaster to ensure that they maintain normal health under adverse conditions.
3. Plan methods for quick transportation of seriously injured and sick person from disaster areas to specialties hospitals for effective treatment.
4. DMHO will have arrangements for providing funds to Dist./Mandal/Village medical centers during emergencies. DMHO will nominate a nodal officer from his Dept. to be with MRO-MPDO, assist and coordinate all the medical relief activities during the disaster.
5. After receiving the first flood warning, alert Dist. Medical Health Officer (DMHO) to plan and keep in readiness mobile hospitals, emergency field medical teams, Para medical teams, surgery facilities, first aid kits etc. with sufficient equipment and medicines at Dist. Hospitals and PHCs. They should be in a position to move to the affected areas at short notice.
6. Keep teams of doctors ready with stocks of medicines required for relief to move to vulnerable areas in short time. Adequate quantity of medicines, lifesaving drugs, disinfectants, vaccines, inoculations and chlorination equipment should be stocked.
7. Ensure availability of adequate doctors, trained personnel, medical stores and equipment for movement at short notice to vulnerable areas. Make provision of sufficient number of ambulances and transport vehicles. Plan of additional space for extra beds in hospitals/PHCs should be made in advance.
8. Plan for establishment of field medical centers, mobile clinics, emergency operation centers and trauma counselling centers at vulnerable areas on short notice.

9. Plan for stocking sufficient quantities of blood of different groups at nearby Blood banks. Update the list of Govt. /private doctors and supporting staff whose services can be utilized during emergencies. Instruct them to be in readiness to move at short notice.
10. DMHO to prepare and circulate in vulnerable areas, a list of precautions to be taken by the public before, during and after the disaster to ensure that they maintain normal health under adverse conditions.

DURING DISASTER PHASE:

1. DMHO will be in regular touch with District Collector and Control room to know the severity of situation and extend medical services accordingly in the affected areas. A medical control room at district and division levels shall be established with help lines.
2. Where ever necessary seriously injured and sick persons are shifted to Dist./State/Referral hospitals for specialist services. Provide first aid and medical assistance for injured and sick people. Special care should be taken for the aged and disabled people, children and pregnant women.
3. DMHO will move maximum number of medical and Para medical teams, ambulances and mobile hospitals with adequate equipment, medicines etc. to the affected area and provide medical assistance round the clock to the people. Each team should be allotted specific place in the disaster area and specified relief centers.
4. DMHO should take all measures to ensure that replenishments are made continuously. DMHO will requisition the services of medical teams from unaffected Districts. for use in disaster affected areas. DMHO will liaise with State for providing additional specialists teams and equipment from State headquarters and other States.
5. Ensure that sufficient numbers of temporary medical camps are set up in the affected areas. DMHO will take maximum precautions to prevent breakage of epidemics/water borne diseases in the disaster areas.
6. Utilize the services of private doctors, allopath, Ayurveda and Homeopathy in the disaster-affected areas. Organize mobile health units and temporary hospitals for providing medical relief and for preventing break of epidemics. Teams of specialist doctors will tour affected areas with adequate medicines and equipment for providing on the spot specialist services.

POST DISASTER PHASE:

1. Ensure that DMHO and other medical authorities at Dist. and Mandal levels are in constant touch with Control rooms, know the latest situation and expand medical facilities accordingly. Ensure continuation of educating people on precautions to be taken for maintaining hygiene and health in adverse conditions.
2. DMHO to continue provision of medical facilities at the affected areas and relief camps till the people return to their places. Ensure adequate measures to continue for preventing break of epidemics by using disinfectants and chlorination.
3. DMHO will obtain information on the medical relief provided at disaster areas, quantities of medicines used, the quality of services provide by medical and Para medical staff, the adequacy of medical facilities available at vulnerable areas and forward to State for future action.
4. Maintain a record of persons treated with full details and particulars for reference at later date. Update and send plans for additional requirement of facilities, infrastructure to be

created at vulnerable areas. Prepare a document on the event and send to State authorities for reference in future.

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6. Ensure continuation of educating people on precautions to be taken for maintaining hygiene and health in adverse conditions. DMHO should continue provision of medical facilities at the affected areas and relief camps till the people return to their places.

7. Ensure adequate measures to continue for preventing break of epidemics by using disinfectants and chlorination. DMHO will obtain information on the medical relief provided at disaster areas, quantities of medicines used, the quality of services provide by medical and Para medical staff, the adequacy of medical facilities available at vulnerable areas and forward to State for future action.

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9. Vector borne like malaria, filarial, dengue, chickengunia, Japanese encephalitis, sprinkling of bleaching power and lime on the drains and roads to prevent gastro enteritis with the help of Sanitation team.

10. During the natural calamities the immune states of the children will reduce naturally. Hence there is need of Post disasters immunization like Polio, Measles and Vitamin- A.

4. ANIMAL HUSBANDARY DEPARTMENT

NORMAL PHASE:

1. Demographic profile of families engaged in fishing, fish farming, poultry, dairy, sheep, goat and pig rearing, their location, unit size etc. will be mapped and provided to Mandal and Village levels. The fishing activity includes, fishing on sea, rivers, canals, lakes, tanks, brackish waters etc.

2. Cattle rearing community at vulnerable places will be advised not to go for heavy animals, since shifting them during disaster period would be difficult. Plan and implement schemes for educating fishermen and animal rearing communities of the vulnerable villages, on the measures to be taken before/during/after cyclones to avoid loss of lives and properties and animals.

3. Sufficient publicity will be planned at villages through visual education, training and mock drills. Identify safe shelter places for animals with adequate fodder and water facilities in all vulnerable villages for use during disasters.

4. The department has to prepare a departmental DM plan including resource inventories, list of shelter places, medical needs, awareness generation plan, etc. The mitigation measures for life loss shall be detailed worked out.

PRE DISASTER PHASES:

1. District authorities will activate control rooms, flood-warning centres. Ensure that flood warnings and precautions are properly received by the vulnerable communities and prepare them to face the disaster.

2. Demographic profile of families engaged in fishing, fish farming, poultry, dairy, sheep, goat and pig rearing, their location, unit size etc. will be mapped and provided to Mandal and Village levels. The fishing activity includes, fishing on sea, rivers, canals, lakes, tanks, brackish waters etc.
3. Cattle rearing community at vulnerable places will be advised not to go for heavy animals, since shifting them during disaster period would be difficult. Move cattle, sheep, goats, pigs etc. to safer cattle yards from vulnerable areas and provide fodder and water
4. Ensure that boats and other equipment of fishermen are moved to safer places and secured in association with fisheries department. Staff meant for emergency duties will be sent to their respective places of work and will be ready to undertake rescue and relief measures.
5. Provide medical help to distressed animals.
6. Chalk out a strategy to deal with drought situation so as to ensure continuous supply of fodder and water to the animals.

DURING DISASTER PHASE:

1. The control rooms and flood-warning centers at Districts will provide/send warning and other information to all affected areas. The dept. will ensure that flood warnings and precautions are properly received by the vulnerable communities and face the disaster.
2. Mandals and Villages will arrange for shifting fishermen staying very near the sea and at low lying areas to safer places and relief camps. Ensure that boats and other equipment of fishermen are moved to safer places and secured.
3. Ensure that poultry farms take measures to safeguard their poultry birds and equipment. Move cattle, sheep, goats, pigs etc. to safer cattle yards from vulnerable areas and provide fodder and water
4. Arrange for providing medical help to distressed animals. Ensure sufficient quantities of medicines and vaccines are stored at places nearer to the vulnerable villages. Arrange for visits of veterinary doctors to affected villages.

POST DIASTER PHASE:

1. Ensure that control rooms and flood-warning centers at Mandals will continue sending messages to the affected villages.
2. Plan and implement schemes for educating fishermen and animal rearing communities of the vulnerable villages, on the measures to be taken before/during/after floods to avoid loss of lives and properties and animals. Sufficient publicity will be planned at villages through visual education, training and mock drills.
3. For increasing the awareness among fishermen community, provide training/conduct mock drills.
4. Coordinate for veterinary help to distressed animals. Ensure supply of medicines and vaccines at places nearer to the vulnerable villages. Coordinate for mass vaccination wherever necessary. Prepare plan for strengthening storage facilities for medicines and vaccines.
5. Private Doctors to establish veterinary service centers in vulnerable areas. Prepare plan for more mobile health units for cattle.
6. Provide sufficient food/fodder/water for animals kept at safe yards. Coordinate for veterinary help to distressed animals. Ensure supply of medicines and vaccines at places nearer to the vulnerable villages.

1. AGRICULTURE DEPARTMENT

Agriculture Department always sustains losses/damage when floods and cyclone occur in the State. The quantum of losses is proportional to the intensity, time and duration of the hazard.

It is difficult to prevent such losses but remedial measures can be taken to save the crops and if this is not possible to go in for alternative measures suitable for the area and type of soil.

NORMAL PHASE:

1. Plan and equip the Dist. to have latest technologies to assess the standing crop position, with reference to probable disaster, mechanism to advice farmers for safe guarding and in case of losses, procedures to estimate the damages and to inform State authorities.
2. Ensure that regular feedback is provided by Mandals indicating seriousness of disaster, level of distress, position of standing crop and likely losses.
3. Districts will prepare a long term action plan for meeting relief requirements of farmers in vulnerable areas.
4. Estimate drought proneness and plan for such contingencies
5. Create awareness among farmers on various kinds of threats and possible mitigation measures
6. Prepare departmental action plans with all plausible mitigation measures to minimize crop losses with long term perspective

PRE DISASTER PHASE:

1. Collect standard data base village wise, crop wise, survey number wise, former wise data from village revenue officer (VRO)
2. Formation of village, mandal, division, and district level disaster team with other departments consisting Agriculture, veterinary, Sericulture, Fisheries, Horticulture, Revenue, Panchayat Raj, Irrigation, and Drainage etc.
3. Contingency crop plans prepared by ANGRAU may be made available up-to mandal level in the month of May. Prepare vulnerability maps of villages likely to be prone in the mandal based on previous year's data (viz. irrigation sources wise areas prone to flood).
4. Existing seed storage godowns (Seed store/oil seed godownsetc) are to be repaired for storing of seeds during calamities. Formation of seed banks with the help of RMGs. RMGs are encouraged to construct puccagodwons to store harvested produce under Govt. schemes(Grameen Bandar Yojana Scheme)
5. Update credit facilities and crop insurance details from financial institutions
6. Ensure that sufficient quantities of agricultural inputs such as seeds, fertilizers, pesticides, equipments and fodder are available at three levels. If necessary, they will be supplied at short notice at vulnerable areas.
7. Move and position the staff meant for disaster management duties at their pre-decided places. They should move in villages and advise farmers on precautions to be taken for protecting the standing crop.
8. The nodal officer should ensure that suitable instructions are issued to their field officers including their duties and function before, during and after disasters.

DURING DISASTER PHASE:

1. Coordinate with Mandals and Villages to get feedback on seriousness of disaster, level of distress, relief provided, steps taken for saving maximum standing crop, extent of flooded agricultural lands and estimated loss of crop.
2. Dist. will direct Mandals/Villages to be in close coordination with other line departments to ensure adequate relief is provided to the farming community.

POST DISASTER PHASE:

1. Village level team should visit the vulnerable cropped area and give suitable technical advices received from MAO's.
2. Ensure that adequate and timely relief/credit is made available to farmers for purchase of agricultural inputs through Govt. /private and easy loans through banks.
3. Seeds, fertilizers and pesticides should be provided at subsidized rates. Ensure all relief measures, credit facilities and inputs are made available continuously to farmers till their next crop is harvested.
4. Develop data base village wise crop wise, irrigation, source wise, insurance details, credit facilities tec., with an objective of forecast of damages due to disasters.
5. Fodder should be supplied in sufficient quantities at low prices.
6. The enumeration team while enumerating the crop loss, should also record the names of the tenant farmers, along with the owners name. They should also record extent cultivated by tenant farmer.

Responsibilities of Officials:

S.NO.	Designation	Roles & Responsibilities
1.	Joint Director of Agriculture	Formation of Teams Formation of Control room Trainings to ADAS & MAOs Preparation of advanced precautionary measures, Pamphlets Advance indent of seeds & other inputs etc.
2.	Deputy Director of Agriculture	In charge of Disaster Management and control room with the assistant technical assistants & subordinate staff.
3.	Assistant Director of Agriculture	Data base collection Trainings to MAOs, and AEOs Inputs requirement Disseminating warning to MAOs& AEO Supervision & Inspection of crop and land, damage prone areas in advance & consolidation of crop & land damage information. Conducting meetings with formers once in season and divisional level.
4.	Mandal Agriculture Officer	Information to AEO & AdharasaRythu about warnings. Training AEOs AdharsaRythu and VROs etc. Inspection of prone areas & preparation of

		vulnerability maps. Preliminary data collection of crop & land damage. Detailed crop / land damage farmer wise through village committee.
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2. PANCHAYAT RAJ INSTITUTE (PRIs) DEPARTMENT

NORMAL PHASE:

1. Convening the special meeting of Gram Panchayat meeting inviting VOs, CBOs, Youth Groups, Village elders, NGOs, and other organizations institutions and officials working in the Gram Panchayat to discuss on the management of disasters and constitution of Gram Panchayat Disaster Management Committee.
2. Energize the Control Rooms to monitor warning signals and to pass on necessary information through wireless, HAM Radio sets, etc.
3. Identification of Vulnerable areas discusses for various activities and prepare database.
4. Selection of Cyclone shelters/ relief centers for shifting people / livestock to safer places. Ensure periodic inspection and repair of shelters and other buildings identified for running relief camps.
5. The plans prepared for disaster management for implementation at Mandal and Village levels will include all works related to drinking water, minor irrigation canals, minor tanks and bunds, safe shelters, sanitation, food other essential items. These plans will be sent to district and mandals much in advance for implementation.
6. Direct Districts, Mandals and Villages to implement plans for provision of safe drinking water. Lay down procedures and mechanism for implementing long term sanitation requirements and their maintenance.
7. Plan and provide sufficient number of hand pumps, bilge pumps and other suitable equipment to drain water quickly. Drinking water hand pump sets should be planned and constructed about the normally expected flood level.
8. A list of water tankers available with public/private departments /agencies will be prepared with requisite details. Their services will be used during floods for supply of safe drinking water.
9. Depending on the topography, high and low levels of lands in Mandals and Villages, the natural drainage routes for rainwater will be identified. They will be suitably mapped. Steps will be taken to ensure that these routes are maintained and never blocked.
10. Private buildings will be identified suitable for use as shelters by the departments at Districts and Mandals. Prepare list of such buildings and provide them to necessary authorities.

PRE DISASTER PHASE:

1. District level committee shall have public representatives and the will participate and take steps for facing the disaster. The control room will be activated.
2. Mapping of resources of NGOs/CBOs/ Charitable Organization to arrange training programmes and to make special arrangements for evacuation of old, handicapped, children, expectant and lactating mothers.

3. Identification of alternative road/ path/ route to reach the cyclone centers/ relief centers safely. And constitute volunteers teams in consultations with the members present in the Gram Panchayat meeting habitation wise.

4. Conduct training programme and Mock drills on the disaster management for the following:

- Members of Gram panchayat
- Members and officials of other institutions
- NGOs and other voluntary organization

5. Ensure flood shelters and other buildings identified for running relief camps are kept ready for operation. And maintain keep the shelters and other identified public buildings in good condition ready for use.

6. Direct the 3 levels to take advance action for provision of safe drinking water during crisis. Make arrangements for maintaining continuous supply and availability of food, kerosene and other essential items.

7. Direct line authorities to position sufficient number of hand pumps, bilge pumps and other suitable equipment to drain water quickly.

8. Alert the Dept.to position water tankers available with public/private departments/agencies for providing safe drinking water in the likely affected areas.

9. Direct authorities to ensure that the natural drainage routes are kept free in all vulnerable villages to allow flooders to drain quickly. Rural Water supplies should be maintained efficiently to avoid disruption. Chlorine/bleaching powder should be stocked in sufficient quantities.

10. Identify low-lying areas and arrange for bailing out water in case of inundation. Clear all the drains to ensure free flow of storm water.

11. The village Disaster management committee should be in touch with the revenue authorities convened for supply and storage of essential items like Kerosene Oil, food grains saws, axes, old tyres, ropes, lantern lights, gas lights, etc. and keep them ready on hearing cyclone warning.

12. The village Disaster Management Committee shall procure tarpaulins other materials from agricultural market committee, corporations and locally, to meet the future requirements.

13. Identity dried branches of trees of roads sides and cut them to avoid accidents, the dried up wood stored and may be used at cooking centres.

14. The Gram Panchayats shall take steps to keep the required sand bags and wooden poles at the vulnerable points like M.I of tanks, ponds etc.

15. The Gram Pahchayat shall clean the drainage system and arrange additional drainage system to drain the excess water.

DURING DISASTER PHASE:

1. The control room will be further strengthened.

2. Control Room will monitor warning singles / precautions and pass the information to the people through wireless, HAM Radio sets.

3. Direct the 3 levels to take suitable action for provision of safe drinking water in affected villages and at relief camps through tankers and other means.

4. Coordinate with line authorities to drain water quickly. First priority for water pump hoses, sub stations hospitals etc. Second priority will be residential areas. Ensure that flood water drains out through natural drainage routes by removing obstructions if any.
5. Direct officials to make up stocks of essential food items, medicines etc. required for distribution to affected villages and relief camps. Similarly for items required for repair works and for de- watering.
6. Keep ready the required rice and other provisions at centers, along with Civil Supplies Department, and required fire wood, gas, gas stoves.
7. Keep ready for first aid teams with required medicines by contact the PHC, M.O. and MandalTahsildar/ MPDO and position them at the cyclone centers/ relief centers.
8. Arrange vehicles for transport of people from the low lying areas to cyclone shelters. Assist Revenue department in evacuating the people from low lying areas to safe places. Inform the people through mikes, tom-tom through the volunteer teams and help people prepare for to evacuation from the areas.
9. Inform the people to drive away the cattle sheep and goat to the safe and elevated places.
10. Make arrangement for the cooking and supply of food at the cooking centers identified. And keep all the sanitation material at cyclone centers/ relief centers.

POST DISASTER PHASE:

1. Removal of dead bodies, animal carcasses with the help of Revenue, Police and Medical Departments. Arrange for their disposal/ cremation, to prevent any epidemic.
2. Planning and implementation of Rehabilitation of affected people, Rehabilitation of affected people; Repair and Reconstruction of damaged houses, physical infrastructure, etc., and return to normal economic activities including farming etc., should start immediately
3. Assist Revenue department in the assessment for dead persons, livestock and damages to houses and properties of individuals, agriculture, community assets.
4. Supervise the preparedness levels of Gram Pachayat by inspecting the vulnerable houses, roads, buildings, water sources contingency plan etc.
5. The long term mitigation plan should integrated normal development plan in such manner that protective and preventive measures against the disasters are included in the implementation of all development projects under each and every sector.
6. Identification of material availability locally for construction of temporary sheds.
7. Ensure communication facilities such as Telephone, cell phones, wireless sets and their functioning. And procure sanitation material like lime, phenyl, bleaching power, with equipment.
8. The repair and reconstruction activities should be integrated with the long term mitigation planning so that the quality of reconstruction and repair is in consonance with the specifications provided for disaster resistant structure.
9. List out donor's philanthropists, trusts, and request them to assist in relief and rehabilitation measures.
10. Mapping of Hazards and vulnerability should be initiated, if it is not done and detailed maps should be prepared for each block and district and should be placed in both district and blocks.
11. Control room will continue its activities. Restore normal communication, power and drinking water facilities on priorities.

12. Coordinate with line authorities to drain water quickly. First priority for water pump houses, sub stations, hospitals etc. Second priority will be residential areas.

13. Special funding should be made available for the construction of physical infrastructure to include disaster resistant technologies particularly in the construction of Houses, Roads, Electric Transmission Lines, Drinking Water facilities, Bridges and Culverts, Tele – Communication Irrigation Canals, Tanks and Reservoirs, etc., for the sections which are most vulnerable. And supervise all construction and developmental activities.

14. District Officials to make stocks of essential food items, medicines etc and continue supply to affected people and relief camps. And make arrangement supply of food, kerosene and other essentials items.

Roles and Responsibilities of PR Officials:

7. ROADS AND BUILDINGS DEPARTMENT

NORMAL PHASE:

1. Private buildings will be identified suitable for use as shelters by the departments at Districts and Mandals. Prepare list of such buildings and provide them to necessary authorities.

2. Direct Dist. and Mandal authorities to inspect and identify roads, bridges, culverts and buildings which are vulnerable for floods and repair/strengthen them.

3. The identified weak bridges and culverts weak once should be demolished and the new ones are to be constructed. Buildings which are in collapsible stage should be demolished. New roads/repair of roads should be carried out. The roads/buildings should be made hazard proof.

4. Ensure that building codes are strictly followed by public in disaster prone areas. They should be made mandatory.

5. In case of heavy rains, the roads are prone to breaches. Vulnerable points have to be listed out in advance and indicated in maps. They shall be reviewed every year before the monsoon and repair accordingly.

6. Ensure that the new construction does not block natural drainage lines. Enough culverts etc. may be provided.

7. A good network of motorable roads should be constructed in all vulnerable coastal areas. This not only facilitates quick evacuation at the time of need, but also the supply of relief to the needy, in the aftermath of flood.

8. Retrofitting of buildings, building foundations and structures should be made as a component of disaster management policy, applicable in vulnerable areas. Suitable guidelines may be issued for retrofitting.

9. Dist. authorities will inspect and identify roads, bridges, culverts and buildings which are vulnerable for floods and repair/strengthen them.

10. The identified weak bridges and culverts should be demolished when the new ones are constructed. Buildings which are in collapsible stage should be demolished. New roads/repair of roads should be carried out. The roads/buildings should be made hazard proof.

11. Ensure that building codes are strictly followed by public in disaster prone areas. They should be made mandatory.

12. In case of heavy rains, the roads are prone to breaches. Vulnerable points have to be listed out in advance and indicated in maps. They shall be reviewed every year before the monsoon and repair accordingly.

PRE DISASTER PHASE:

1. S.E shall conduct the disaster preparedness meeting twice in a year and advise the field functionaries to gear up for the situation such meetings shall be organized well advance before the onset of monsoon.
2. The AEE shall keep the available machinery such as Power saws under the control of one competent Work Inspector/ Gang mazdoor who frequent trails so that the available machinery will be in working condition, at all times.
3. The Dy. EE shall verify the working condition of the machinery once in three months.
4. Shelters and private buildings identified for use as relief camps should be checked and strengthened where ever necessary. Special attention should be given for securing weak doors, windows and compound walls.
5. Direct Districts. And Mandals to make a final check of roads, bridges, culverts and buildings and carry out urgent repairs where ever necessary.
6. Shelters and private buildings identified for use as relief camps should be checked and strengthened where ever necessary. Special attention should be given for securing weak doors, windows and compound walls.
7. Dist. authorities to make a final check of roads, bridges, culverts and buildings and carry out urgent repairs where ever necessary.
8. Shelters and private buildings identified for use as relief camps should be checked and strengthened where ever necessary. Special attention should be given for securing weak doors, windows and compound walls.
9. Move machinery and equipment meant for repair of roads and buildings.

DURING DISASTE PHASE:

1. Observation of the cyclone movement and situation
2. Alerting of field teams.
3. Enquiring the availability of machinery and requesting them to keep them ready for deployment were ever necessary.
4. Deputing of field staff from non-effected areas to assist staff in likely effected areas.
5. Staff on leave should return to their Head Quarters.
6. No leave shall be sanctioned at the time of disaster.
7. Preparation for post disaster activities.

POST DISASTER PHASE:

1. Ensure restoration of traffic movement where ever possible by quick repair of breaches. Inspection should be done of roads and traffic obstruction should be removed. Inspection of roads for assessment of damages and reporting in higher authorities should be done and estimates should be prepared.
2. Coordinate with State and plan for providing adequate number of drains by the side of roads, particularly considering the past experience.
3. Sanction and entrustment of temporary restoration works. And updation of maps
4. Steps will be taken for raising the stretches of roads passing through low areas and increase drainage facilities with prior approval of the State.

5. R&B/PRE will create a reliable road network that connects vulnerable areas and selected nodal centers, from where transport, relief and rehabilitation operations can be undertaken during future disasters.

Roles and Responsibilities:

Sr. No	Designation	Roles and Responsibility
1.	Assistant Engineer / Asst. Exe. Engineer	<p>Identification of vulnerable points</p> <p>Preparation and submission of estimates for taking up and strengthening of vulnerable points.</p> <p>List out the machinery like power saws, JCBs etc., with their conditions and submit to the Dy. Executive Engineer.</p> <p>List out the contractors with their address and contacts numbers.</p> <p>Inspection of weak and narrow Bridges, Culverts and cause ways with details of repairs to be taken up.</p> <p>Identification of over flowing locations impending disaster.</p> <p>Identify and removal of weak and dried trees along the road side.</p> <p>Alternate routes to be identified and listed out.</p> <p>Execution of works approved and preparation and submission of bills for payments.</p> <p>Submission of Utilization certificate.</p>
2.	Deputy Executive Engineer	<p>Verification and submission of items 1 to 8 and 10 to Executive Engineer.</p> <p>Check measurements of all the works executed by the AE/ AEE and submission of bills for payments</p>
3.	Executive Engineer	<p>Sanction of estimates submitted Deputy Executive Engineer.</p> <p>Entrustment of works to the contractors on nomination basis or short tender basis.</p> <p>Verification and super check measurement of all works executed by AE/AEE and DEE</p> <p>Payment of bills to the contractors.</p>
4.	Superintending Engineer	<p>Sanction of estimates submitted Executive Engineer (Works above 10 lakhs below 50 lakhs).</p> <p>Entrustment of works to the contractors on nomination basis or short tender basis.</p> <p>Verification and super check measurement of all works executed by AE / AEE and DEE.</p> <p>Getting all correspondence regarding activities to be taken including all repairs or construction pre, during and post disaster with district administration</p>

8. IRRIGATION AND COMMAND AREA DEVELOPMENT

NORMAL PHASE:

1. Materials such as empty cement bags, sand, metal, stone bellies etc. will be stocked in adequate quantities in all flood stores for immediate use before and during floods.
2. Ensure no human encroachment near the drains and settlements in the low-lying areas.
3. Ensure repair /restoration of canals, Irrigation tanks and desalination of damaged agricultural fields.

PRE DISASTER PHASE:

1. Catchments maps are to be ready for all irrigation sources. And all the vulnerable locations in the sources are to be identified along with the Water Users Associations / Distributary Committees / Project Committees.
2. Check and repair the main Irrigation canal system and control structures.
3. After receipt of first flood warning discharge through dams all lower riparian rights villages downstream of the dam are required to be given the information along with District Collector/ RDO/ MRO of the concerned district.
4. During the closure period the irrigation staff has to procure required stores i.e. empty gunny bags, sand, bullies of 1m length with 100mm dia, gaslights, bamboo thatties, gamelas, country twine, needles, crow bars, hammer with handles, torch light etc.
5. One flood store will be maintained under the control of each Dist. Collector. The flood store will keep empty sand bags, dewatering pumps, diesel generators, tarpaulins, tents etc.
6. The Asst. Engineer should make arrangement to intensify patrolling of river banks round the clock and as soon as the reservoir comes to full tank level and the spillway gates are to be operated to avoid further storage in the reservoir with intimation to Revenue Authorities.
7. Before cyclone / flood the AEE / DEE will inspect each and every vulnerable points and the areas prone for inundation for taking precautionary temporary measures and the summary of all actions intimated to the higher officers.
8. Materials such as empty cement bags, sand, metal, stone bellies etc. will be stocked in adequate quantities in all flood stores for immediate use in the event of disaster.
9. Strengthen the weak bunds of all irrigation sources and arranges for patrolling weaker points to avert breaches.
10. Ensure that all the irrigation drains are cleared of blockades and obstructions.
11. Move all emergency duty officers/staff and equipments to vulnerable area.
12. They should be ready to take up emergency works.

DURING DISASTER PHASE:

1. Materials such as empty cement bags, sand, metals, stone bellies etc. will be stocked in adequate quantities in all flood stores for immediate use for plugging the breaches.
2. After receiving 1st warning the status of flood is to be intimated to the District Collector, RDO, and NGOs, MRO to address public by in all adjacent villages & it is to be intimated to AIR and for live telecast channels.
3. Strengthen the weak bunds of all irrigation sources wherever necessary to prevent breaches. Assistance from local people will be used.

4. After receiving cyclone/ flood warning from catchment area to source utilization location the departmental field officers have to inspect all the sources jurisdiction wise including luskers.
5. After flood / cyclone warning, control room are to formed at SE/EE/ offices respectively and required vehicles are to be kept at store sheds to carry the materials to the spot required. Ensure that all the irrigation drains are cleared from obstructions.
6. Continue to clear the mouths of all drains for free flow of flood water.

POST DISASTER PHASE:

1. After floods recede necessary arrangements have to be made to the farming community to safe guard agriculture by making temporary restoration arrangements to the affected irrigation sources, which include forming ring bunds, close breaches, removing of all shoals and rectifying damages to structures.
2. The officers involve for restoration of post disaster damaged irrigation sources are AEE/ AE, DEE, EE, and SE. and identify the breaches and take up restoration work.
3. Restore the damaged infrastructure. Attempts will be made for farming community to start agriculture within minimum possible time to bring the socio economic life back to normal in the affected areas.
4. Review and request for construction of dams, check dams and new irrigation/drainage canals for long term improvement and for sustained economic growth.
5. Suggest measures for strengthening the river banks and canal bunds to avoid breaches.

9. FISHERIES DEPARTMENT

PRE DISASTER PHASE:

1. Demographic profile of families engaged in fishing, fish farming. The fishing activity includes, fishing on sea, rivers, canals, lakes, tanks brackish water etc.
2. Establish control room and a monitoring Cell with operational field teams with available staff; assist district administration and co – ordinate with line departments.
3. Arrange medical relief to fishermen. Provide medical help to distressed animals. Stock of sufficient quantities of medicines and vaccines should be kept at places nearer to the vulnerable villages.
4. The FDO and fisherman elder will elder ill identify the vulnerable fishermen colonies likely to be damaged by floods/ cyclones including the assessment of emergent requirement of food and drinking water supply, kerosene, clothing, medical aid etc.
5. List of NGOs involved with fishermen activities and their capability for providing assistance.
6. Identification of vulnerable habitations, creek points, likely marooned areas, rate of inundation and receding waters, identify the locations where fishing craft are anchored and prone do damages.
7. Fisheries department should educate fishermen families to stop sea fishing activity soon after receiving first flood warning.
8. Up keeping of the available lifesaving appliances, communication equipment i.e., life jackets, life floats, Very High Frequency communication sets, cyclone warning kits etc.,
9. Assessment of probable damages to the boats ad nets, fishermen huts, house hold articles in terms of quantity and value i.e. one time pre cyclone survey.
10. Constitution of teams with officers/ NGOs for pre, during, and post disaster activities.

11. Ensure that boats and other equipments of fishermen are moved to safer places and secured. And ensure positioning the relief boats and expert swimmers, lifesaving appliances at vulnerable points for preventive and rescue activities.
12. Conducting Mock drills to alert all fishermen, about the precautions and rescue measures to be followed during disasters.
13. Telephone numbers and others contact of officers of officers also to be collected and shall be provided to all concerned up to habitation level.
14. The fisheries development officer shall check the functioning of life saving appliances and provide and render services of such equipment.
15. List to be prepared active fishermen, families with Livelihood activities and complete address for identification in case of emergency.

DURING DISASTER PHASE:

1. Mandal and villages will arrange for shifting fishermen staying very near the sea and at low lying areas to safer places and relief camps.
2. Ensure that boats and other equipments of fishermen are moved to safer places and secured.
3. Dissemination of cyclone warnings, weather reports to the fishermen localities, fishing boat operator's departmental personnel and liaison.
4. Alerting fishermen elders and fishing boat operators at sea to return to shore.
5. Collect data of number of boats operating at sea and guide them to a probable route of escape for safe return.
6. Evacuation of field staff / volunteers from other safe areas to provide assistance in most vulnerable areas.
7. Mobilize expert swimmers to the cyclone / flood hit areas. Alert the teams for post disaster activities.
8. Arrange for providing medical relief to fishermen.

POST DISASTER PHASE:

1. Plan and implement schemes for educating fishermen communities of the vulnerable villages on the measures to be taken pre/during/post disasters to avoid loss of the lives and properties.
2. For increasing the awareness among fishermen community, provide training/ conduct mock drills.
3. Coordinate for medical relief to fishermen. And plan for strengthening storage facilities for medicines and vaccines.
4. Ensure quick disposal of carcasses.
5. Seek help of Coast Guard in case of any emergency for search operations and asses the casualties if any
6. Asses the loss/damages to household articles, fishing implements.
7. Visit of teams to the affected fishermen habitations, shore areas to inspect the type of loss/ damages to the fishing boats and nets.
8. Preparation of estimated value of such loss/ damages
9. Consolidation of the assessed losses/ damages and reporting.

Roles and Responsibilities:

Sr. No	Designation	Roles and Responsibility
1.	Fisheries development Officer	<p>The FDO shall be responsible for data gathering within the jurisdiction and liaison with the fishermen community and the Divisional officers and furnish timely reports to the Divisional level cyclone and flood relief committee and officer for Fisheries activities.</p> <p>He will record the movement of fishing vessels and ensure registration/ licences and monitor the same</p> <p>Identifies the vulnerable areas and cyclone / flood maps in the jurisdiction.</p> <p>Identifies the requirement of field level teams and NGOs and required assets.</p> <p>Transport and guide the expert swimmers, relief boats and rescue team before the crisis situation and supervise the search and rescue and relief activity.</p> <p>Assess the requirement of funds and furnish to the ADF for the emergency relief work</p> <p>Co-ordinate and work with other Line department for proper relief operations</p> <p>Assess the value and quantity of losses, make proposals on such losses and temporary restoration as per norms of calamity relief fund (CRF)</p> <p>Distribution of compensation to the affected fishermen as per norms</p>
2.	Director of Fisheries / FDO at Division Level	<p>He is the member of the divisional level cyclone, flood relief committee</p> <p>Identify and consolidate the information on vulnerable areas and cyclone / flood maps and information</p> <p>Review and ensure the movement and registration of fishing vessels</p> <p>Consolidate the requirement of field level teams and NGOs</p> <p>Timely reports and appraise progress of all activities to the District monitoring cell</p> <p>Deployment of expert swimmers relief boats and rescue teams in areas noted</p> <p>Monitoring the flood / Cyclone areas and related activities</p> <p>Liaison with other Line departments for proper co – ordination of relief operations</p> <p>Formulate and submission of proposals for compensation of losses and temporary restoration as per norms of calamity relief fund (CRF)</p> <p>Monitor distribution of compensation to the affected fishermen as per norms</p>
3.	Director of	The FDO is the member of District level cyclone and flood relief

	Fisheries / FDO at District Level	<p>committee and officer for Fisheries activities.</p> <p>Consolidates the information on vulnerable areas and cyclone / flood maps and information</p> <p>Consolidates the requirement of field level teams and NGOs and required assets</p> <p>Arrange for training of staff / NGOs /Fishermen elders</p> <p>Activate the district monitoring cell and supervise the divisions and villages</p> <p>Deployment of expert swimmers relief boats and rescue teams in the areas identified by the divisions</p> <p>Supervise the Flood / cyclone related activities</p> <p>Consolidates the requirement of funds and procure from the District Collector for emergency relief work</p> <p>Submission of proposals to Commisionerate for compensation of losses and temporary restoration as per norms of calamity relief fund (CRF) through the Collector.</p> <p>Takes steps for distribution of compensation to the affected fishermen as per norms.</p> <p>Submission of audited utilization certificates to the commissioner, Disaster management through District Collector and HOD.</p>
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10. RURAL WATER SUPPLY

PRE DISASTER PHASE:

1. AEE/ AE will identify the non – functioning schemes or Hand Pumps, repairs to platforms and Tap fountains including its surroundings in coordination with the GP level teams and action is to Abe taken to get them repaired.
2. The Gram panchayat shall be suitably instructed the DPO/ CEO to utilize the funds for restoration of Water Supply sources on top priority.
3. The AEE/AE will identify the vulnerable water sources which are to be chlorinated before and after the Disaster with the help of Gram Panchayat teams.
4. The Hand pumps existing in the low lying area shall be raised to the expected maximum flood water level by raising the casing pipes and plat forms to avoid possible contamination.
5. Keeping ready stock of Liquid Chlorine / Bleaching power with the Gram Panchayat and to observe proper chlorination being done regularly.
6. Ensure that identify the Safe sources in the Gram Pancayat area and adjacent areas where safe water can be brought in case of submergence of the area.
7. The unsafe sources if any shall be suitable marked and shown to concern team members.
8. The safe source including private sources are to be identified with proper testing for portability using the field testing kits available.

DURING DISASTER PHASE:

1. Keep ready stock of all relevant with the department
2. The team has to observe the required stock of H2S vials availability with GPs to check bacteriological contamination. Chronoscopes are to be kept available with the all vulnerable areas in order to verify the residual chlorine in the drinking water.

3. Ensure that the list of tankers are to be ready by the AEE/AE/ MPDO along with capacity of tankers , their address, contact members and distance from a vulnerable areas.
4. Availability of generators and their owners along with contact address and distance to the vulnerable area are too ascertained by the assigned team members.
5. During the disaster awareness is to be created by the team members among people to construct and use ISLs in order to avoid open defecation during Cyclone/ Floods. The vulnerable villages are to be brought up to Nirmal Gram Purskar status.
6. Ensure that in the time of relief should be provide good water.

POST DISASTER PHASE:

1. The list of damages occurred during cyclone/ floods are to be identified by the AEE/ AE in consolidation with the Team along with required budget for temporary / permanent restoration.
2. Ensure that permanent restoration may also be taken with local funds if the amounts required are small.
3. Monitor the water quality should be restored or initiated immediately. Post disasters daily determination of the chlorine residual in public water supplies is sufficient.
4. Ensure that Chlorine and chlorine – liberating compounds are the most common disinfectants. Chlorine compounds for water disinfection are usually available in in it forms.
5. Chlorinate lime or bleaching power, which has 25% by weight of available chlorine when fresh, its strength should always be checked before use.
6. If the damage for water is urgent, or the repaired main cannot be isolated, the concentration of the disinfecting solution may be increased to 100 mg/ litre and the contact period reduced to 1 hour.

Roles and Responsibilities:

Sr. No	Designation	Roles and Responsibility
1.	Superintending Engineer	<p>Consolidate the information on vulnerable areas and location of hand pumps and schemes safe / unsafe low lying areas and maps.</p> <p>Indent for required pump sets, hand pump spares, minimum stock for material required for PWS/ CPWS schemes with proper sanctions at district level</p> <p>Arrange for training of RWS & S Staff and awareness through DEE/ AEE to Sarpanchs / Secretaries on maintenance of Schemes / Hand pumps, Chlorination etc.,</p> <p>Active the Monitoring cell at District level, Division level, Sub - Division level, Mandal level and GP level.</p> <p>Deployment of DEEs/AEEs /AEs of not affected areas to the affected areas.</p> <p>Monitoring the Cyclone / Flood related activities.</p> <p>Consolidate the requirement for funds and take sanction from district collector for emergency relief works.</p> <p>Consolidate requirement of funds for permanent measures and submission to the head of the department for sanction.</p>

		<p>Liaison with other line department for proper coordination of relief operations.</p> <p>Submission of audited utilization certificates to the commissioner, Disaster Management through District Collector and HOD</p>
2.	Executive Engineer	<p>Consolidate the information on vulnerable areas and location of hand pumps and schemes safe/ unsafe low lying areas and maps.</p> <p>Submission of requirement of pump sets , hand pump spares, minimum stock of all materials required for PWS / CPWS schemes to the SE</p> <p>Arrange for training of RWS staff and awareness through DEE/ AEE to Sarpanches/ Secretaries on maintenance of Schemes / Head pumps, chlorination etc.,</p> <p>Activate the monitoring cell at Division level, Mandal level, and GP level.</p> <p>Deployment of DEE/AEE / AEs from unaffected areas to the affected areas.</p> <p>Monitoring the Cyclone/ Flood related activities.</p> <p>Consolidate the requirement of funds for permanent measures and submission to the superintending Engineer for sanction.</p> <p>Liaison with other line department for proper coordination of relief operations.</p> <p>Submission of audited utilization certificates to the Commissioner, Disaster Management through SE.</p>
3.	Deputy Executive Engineer	<p>Consolidate the information on vulnerable areas and location of hand pumps and schemes safe / unsafe low lying areas and maps</p> <p>Submission of requirement of pump sets, hand pump spares, minimum stock of materials required of PWS/ CPWS schemes to the EE.</p> <p>Arrange for training of RWS staff and awareness through AEE to Sarpanchs / Secretaries on maintenance of Schemes / Hand Pumps, Chlorination etc.</p> <p>Activate the monitoring cell at Sub – Division level, Mandal level, and GP level.</p> <p>Monitoring the Cyclone/ Flood related activities</p> <p>Consolidate the requirement of funds and submit to EE for emergency relief works.</p> <p>Consolidate requirement of funds for permanent measures and submission to the Executive Engineer for sanction</p> <p>Liaison with other line department for proper coordination or relief operations.</p>
4.	Assistant Executive Engineer /	<p>Consolidate the information on vulnerable areas and location of hand pumps and schemes safe / unsafe low lying areas and maps</p>

	Assistant Engineer	<p>Submission of requirement of pump sets, hand pump spares, minimum stock of materials required of PWS/ CPWS schemes to the DEE.</p> <p>Conducting training awareness to Sarpanchs / Secretaries on maintenance of schemes/ Head pumps, Chlorination etc.</p> <p>Activate the monitoring cell at Mandal level, and GP level.</p> <p>Monitoring the Cyclone/ Flood related activities.</p> <p>Consolidate the requirement of funds and submit to DEE for emergency relief works.</p> <p>Consolidate requirement of funds for permanent measures and submission to the Dy.Executive Engineer for sanction.</p> <p>Liaison with other line department for proper coordination of relief operation.</p>
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11. TRANSCO DEPARTMENT

Normal time activity

Establish at each sub-station a disaster management tool kit comprising cable cutters, pulley blocks, jungle knives, axes, crowbars, ropes, hacksaws and spinners.

Tents for work crews should also be in storage.

Action Plan Objective in a Disaster Situation should be to restore the power supply and ensure uninterrupted power to all vital installation/facilities at sites.

Activities on Receipt of Warning or Activation of DDMP

Within the affected district/mandal, all available personnel will be made available to the District Collector. If more personnel are required, the cut of station officers or those on leave may be recalled.

All personnel required for Disaster Management should work under the overall supervision and guidance of District Collector.

Establish radio communications¹ with district control room and departmental offices within the district.

All district level officials of the department would be asked to report to the collector.

Appoint one officer as "NODAL OFFICER - Power Supply" at district level.

Review and update precautionary measures and procedures and review with staff the precautions that have been taken to protect equipment and the post disaster procedures to be followed.

Assist the district authorities to make arrangements for standby generators in the following public service offices from the time of receipt of alert warning

- Hospitals
- Water department
- Collectorate
- Police stations
- Telecommunications buildings
- Meteorological stations.

- Fill department vehicles with fuel and park them in a protected area
- Check emergency tool kits, assembling any additional equipment needed.
- Immediately undertake inspection from the time of receipt of alert warning of
- High tension lines
- Towers
- Substations
- Transformers
- Insulators
- Poles

On the recommendations of the collector/district control room/" Officer-in- Charge - Power Supply" of the department in the district will Instruct district staff to disconnect the main electricity supply for the affected area

Dispatch emergency repair gangs equipped with food, bedding, tents, and tools.

On the recommendations of the collector/district control room/" Officer-in- charge.

Relief and Rehabilitation

Field office priorities

Hire casual labourers on an emergency basis for clearing of damaged poles and salvage of conductors and insulators.

Begin repair/reconstruction.

Assist hospitals in establishing an emergency supply by assembling generators and other emergency equipment, if necessary.

Establish temporary electricity supplies for other key public facilities, public water systems, etc.

Establish temporary electricity supplies for transit camps, feeding centres, relief camps, district control room and on access roads to the same.

Compile an itemized assessment of damage, from reports made by various city supplies electrical receiving centres and sub-centres.

Report all activities to the head office.

Establish temporary Plan for emergency accommodations for staff from outside the area.

12. TELECOM DEPARTMENT

L) SOPs for Department of Telecom (DOT), Bharat Sanchar Nigam Ltd. (BSNL).

Activities on Receipt of Warning or Activation of DDMP

Establish radio communications with state control room, district control room and departmental offices within the district. All personnel required for Disaster Management should work under the overall supervision and guidance of District Collector.

Appoint one officer as "NODAL OFFICER- Communication" at the district level.

Review and update precautionary measures and procedures, and review with staff the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.

Fill department vehicles with fuel and park them in a protected area.

- Inspect and repair all
- Radio masts

- Anchorages
- Foundations and cables
- Poles
- Overhead circuits.

Upgrade outside equipment to withstand wind speeds and other adverse weather conditions.

Designate at each exchange a member of staff (such as an inspector) as a disaster officer.

He must live in the area, be instructed in the likely effects of a disaster, and should be knowledgeable about necessary precautions and post-disaster procedures.

House all electrical and switching equipment in damage-proof buildings.

All storage batteries should be charged fully during alert for long use in the post disaster period, when the electricity supply is not likely to be available.

Establish an emergency tool kit at each exchange, including:

- Cable cutters
- Cutting pliers
- Spanners
- Ropes
- Ratchet tension
- Crosscut saws
- Pulley blocks with rope
- Hand gloves

Check emergency tool kits and assemble any additional equipment needed. Provide at least two tarpaulins in every building with radio equipment, Tele-printer equipment, and manual and auto-exchanges. Install standby generators in all exchange buildings for the recharging of batteries. Secure all outside equipment to the extent possible. Arrange for the transport of additional vehicles for inspectors.

Assemble equipment and emergency stocks of materials likely to be necessary for restoration of services. Arrange emergency standby cable for dispatch to the affected area immediately after the disaster. Remove fuses from the lines and disconnect the power supplies to equipment in disaster areas, if necessary.

Relief and Rehabilitation

Field priorities

Give priority and concentrate on repairs and normalization of communication in disaster areas.

Identify the public services with in the affected community for which communication links are most vital, and establish a temporary service, if feasible.

Establish a temporary communication facility for use by the public.

- Identify requirements, including;
- Manpower needed
- Vehicles needed
- Materials and equipment needed.

Begin restoration by removing and salvaging wires and poles from the roadways through recruited casual labourers.

Establish a secure storage area for incoming equipment and salvaged materials.

Carry out temporary building repairs for new equipment.
Report all activities to head office.

13. ROLE OF NGO's

The Non-governmental organizations play an important role in disaster management and provide valuable resources and expert manpower. Their capacity to reach out to community groups and their sensitivity to local traditions of the community give them added advantage during the disaster situation.

The specific areas where the NGO can be involved are.

- Emergency First Aid
- Management of Relief Camps
- Trauma Care
- Services to Vulnerable Groups
- Rehabilitation, etc.,