

CHAPTER -8

STANDARD OPERATING PROCEDURES

The vulnerability of District Shimla to various hazards is HIGH. Therefore to reduce the risk associated with these hazards it is imperative on all the govt. departments, agencies and people at the district level to work out in a planned and integrated manner to reduce/mitigate the affect of such disaster. The planned and integrated approach is only possible when we have clear cut roles to play during different cycles of Disaster management Cycle i.e. Pre disaster Phase, disaster phase, post disaster phase. Therefore keeping in view the SOP assigned to the different departments by the SDMA, the sops for departments at the district level shall be as follow:-

8.1) DEPARTMENT OF REVENUE

Department of Revenue will be nodal department for interacting with the SDMA through DDMA and compiling all data for the disaster through DEOC and declaring the disaster level whether it is the district level disaster or the sub divisional level.

8.1.1) PREPAREDNESS FUNCTION

Establish the infrastructure of DEOC and maintain it in a state of readiness through the Relief branch.

Train personnel for the management of the DEOC.

Ensure the basic facilities for the personnel who will work at the DEOC.

To coordinate the preparedness function of all the departments.

Annual report to the SDMA.

Establish communication link with all the stakeholders at all levels for the purpose of receiving and sending the warning and information exchange through DEOC.

8.1.2) MITIGATION

Ensure that the funds allocated under District Disaster Mitigation Fund are being utilized properly for the said purpose.

Ensure that the structural and non structural measures are being taken by all the line departments.

Establish the warning system between the DEOC and the high risk zones.

Monitor implementation of the construction norms for all types of construction and building

Ensure that the departmental plans at the district levels are prepared by all the departments.

8.1.3) ALERT AND WARNING STAGE

® Maintain contact with the warning agencies and gather all possible information regarding the alert.

® Ensure activation of the DEOC.

® All the ESFs to be activated and advised to remain in the state of readiness.

® All assessment reports to be prepared and sent to the SDMA.

8.1.4) RESPONSE

- ® To activate the DEOC during the emergency situation .
- ® To ensure the presence of all the departments in the DEOC.
- ®To declare the disaster as District Level keeping in view the damage assessment report received from the Rapid Damage Assessment Team.
- ®To distribute the relief to the affected families and rehabilitation in the shelter homes.
- ® Coordinate with the GREF, Army deployed for search and rescue .
- ® Convene meeting with NGO for coordinating the relief search and rescue operations.

8.1.5) RECOVERY AND REHABILITATION

- ® Ensure preparation of the recovery and rehabilitation plan as per the Guidelines issued by the SDMA.
- ® Keep the SDMA informed of the situation through DEOC.
- ® To disburse the District Disaster mitigation Fund to different agencies for regenerating the infrastructure resilient to disaster.

8.1.6) CHECKLIST : ATTACHED AS ANNEXURE -10

8.2) HOME DEPARTMENT

8.2.1) PRIMARY TASK

- ®To maintain Law and order in the affected area.
- ® To help and coordinate the search and rescue operation with Civil defense and other agencies.
- ®To ensure protection of the property and valuables of the affected families.

8.2,2) PREPAREDNESS FUNCTIONS

- ®To prepare the district plan for responding to any type of disaster.
- ® To constitute the Rescue and Search Teams and train these teams effectively in collaboration with the DDMA.
- ® To prepare the inventory of human resources and other equipments available within the district with police, Civil Defense and Home guards and to position it geographically in such a way that less transportation time be taken to get these resources available for Search and rescue operations.

8.2.3) MITIGATION FUNCTION

- ® Make mitigation plan at the district level with respect to positioning of the resources.

8.2.4) ALERTS AND WARNINGS

- ® To issue alert to the resources to prepared for movement to the affected areas for search and rescue.
- ® To check that the police communication network be in operative form during disaster.

8.2.5) RESPONSE

- ® To attend the emergency meeting at the DEOC.
- ® Send the search and rescue teams as per the Incident Action Plan.
- ® maintain law and Order in the affected areas.
- ® To ensure the safety of the people and property of the affected areas.
- ® To manage and restore traffic movement in the area.

8.2.6) RECOVERY AND REHABILITATION

- ® To assist the local administration in removing the dead bodies and the debris in the affected area.
- ® Participation in the reconstruction and rehabilitation operation if situation so warrants.

8.2.7) CHECKLIST:- ATTACHED AS ANNEXURE -10

8.3) TRANSPORT DEPARTMENT

8.3.1) PRIMARY TASK

- ® Arrange and organize the transport for the movement of the emergency support functions teams to the affected teams.
- ® Organize and facilitate the supply of the essential commodities and evacuation of the affected people to the safer places.
- ® Organize transportation for the supply of relief material to the affected areas.

8.3.2) PREPAREDNESS

- ® Designate one of the officer as nodal officer for management of the disaster in the district.
- ® Prepare the Disaster Management Plan of the department at the District level.
- ® To identify and designate the buses bunches which can be plied in response to the specific disasters.
- ® Issue standing instructions to the private bus and truck operators and assign the responsibilities for them in case of disaster situation.

8.3.3) MITIGATION

- ® To prepare the departmental plan at district level and ensure its implementation.
- ® to conduct mock drills during non disaster time so that at the time of disaster plan does not fail.

8.3.4) ALERT AND WARNING

- ® To depute the officer to DEOC at the time of warning.
- ® Ensure the transportation teams along with the resources is ready to respond.

8.3.5) RESPONSE

- ® Disaster Transportation teams are deputed to transport the ESF teams to the disaster affected areas.
- ® To depute the relief transportation teams to the affected areas.
- ® To depute the evacuation transport teams.

8.3.6) RECOVERY AND REHABILITATION

- ® To assist in the transportation of the reconstruction materials.

8.4) PUBLIC WORKS DEPARTMENT

8.4.1) PRIMARY TASK

- ® To ensure the roads are constructed and maintained in such a way to have less vulnerability to disaster.
- ® To ensure that the construction codes as evolved by the BMTPC be complied with in all construction activities.
- ® To identify the critical and lifelines building and their retrofitting so as to be made earthquake resistant compliant.

8.4.2) PREPAREDNESS

- ® To designate one officer as liaison officer for DEOC.
- ® To dovetail the mitigation measures in all construction activities so as to make the infrastructure to be developed less vulnerable to the disasters.
- ® To prepare the departmental disaster management Plan at the district level and conduct mock drills accordingly.
- ® To make the resources inventory of the person and equipments of the PWD department and position it in such a way that time is optimized to reach the affected areas.
- ® To procure the resources which are needed for the better management of the disaster evacuation of the people from the damaged building.
- ® To use the budget provided to the department for mitigation purposes.

8.4.3) MITIGATION

- ® To implement the mitigation strategy criterion in the developmental plans of department at the district level to make the future construction earthquake and other disaster resistant.
- ® To identify the equipments required for mitigation of the impact of the disaster and its acquisition in a systematic way.

8.4.4) ALERTS AND WARNINGS

- ® Issue warning and alert to the resources of the PWD to be ready to respond.
- ® Position the resources in such a way to optimize the transportation time to the affected area.
- ® To send the nodal officer to attend the meeting of DEOC for preparation of IAP.

8.4.5) RESPONSE

- ® To send the Infrastructure restoration teams to the affected areas so as to make the other teams reach the affected areas without any loss of time.
- ® To send the resources to assist the search and rescue teams in order to expedite the evacuation of the affected peoples .
- ® To restore the roads to the motor able conditions.

8.4.5) RECOVERY AND REHABILITATION

- ® Carry out the detail technical assessment of the affected areas and prepare the recovery plan and implement it.
- ® To construct the temporary shelters in the affected areas.
- ® Repair the buildings and reconstruction of the buildings.

8.5) IRRIGATION AND PUBLIC HEALTH DEPARTMENT

8.5.1) PRIMARY TASK

- ® To act as nodal agency for floods warnings.
- ® To ensure the water supply in the affected areas.
- ® To take necessary action for mitigation of the vulnerability to water supply schemes so that at the time of disaster the drinking water supply not be disturbed.
- ® To prepare the Disaster Management plan of the Department at the district level.

8.5.2) PREPAREDNESS

- ® To designate one officer for DEOC .
- ® To manage the effective management of the flood forecasting and dissemination of the early warning system.
- ® To identify the flood prone areas in the district and take mitigation measures ,
- ® To constitute the dedicated team in every subdivision for the management of proper water supply in case of the disaster.

8.5.3) MITIGATION

- ® make district mitigation plan and dovetail all the measures.

8.5.4) ALERTS AND WARNINGS

- ® Alert DEOC and the district teams of the IPH .
- ® Watch the behavior of the flood pattern and be in touch with the DEOC.

8.5.4) PREPAREDNESS

- ® To ensure the water supply through the dedicated teams.
- ® To start the repair and restoration works immediately .

8.5.5) RECOVERY AND REHABILITATION

- ® Carry out the EIA of the disaster.
- ® Repair and restore the drinking water supply and sewerage system.

8.6) DEPARTMENT OF AGRICULTURE

8.6.1) PRIMARY TASK

- ® To act as nodal departments for hailstorms and drought.
- ® To undertake the rapid damage assessment of the crops.
- ® To assist the farmers in restoration of the loss.

8.6.2) PREPAREDNESS

- ® To prepare the district disaster management Plan.
- ® To study the areas which are prone to the drought and hailstorms.
- ® To identify the equipments and the other resources to deal with the such situations.

8.6.3) ALERTS AND WARNINGS

- ® Check and procure the materials which are required after the disaster.
- ® provide information to the farmers regarding dos and don'ts.

8.6.4) RESPONSE

- ® Depute one responsible officer for DEOC
- ® Estimate the requirements of the seeds and material required to mitigate the loss.

8.6.5) RECOVERY AND RESTORATION

- ® Quantify the losses of the crops and the measures to be taken to recoup the same.
- ® assist the farmers to sow the less time period crop to recover the loss.
- ® Execute the schemes to eliminate the drought effects.

8.7) DEPARTMENT OF ANIMAL HUSBANDRY

8.7.1) PRIMARY TASKS

- ® To prepare the plan for the safety of the live stocks in the districts.

- ® Prepare protocol for the disposal of the bodies and carcasses of the animals.

8.7.2) PREPAREDNESS

- ® Identify the areas which are likely to be affected with the disasters.
- ® Prepare the inventories of the resources available and to be acquired for the disaster management.
- ® Capacity building of the hospitals and train the veterinary health team in every dispensary.
- ® Identify the places for camping of the animal along with the method /procedure for disposal of the dead animals.

8.7.3) WARNING AND ALERTS

- ® To alert all the veterinary health teams in the dispensary along with the resources.
- ® To arrange the equipment in such a way to reach the sites at the shortest possible time.

8.7.4) RESPONSE

- ® Depute one liaison officer In the DEOC.
- ® Take action as per the IAP.
- ® Ensure the proper medicines and check up of the animals along with the proper disposal of the dead animals.

8.7.5) AFTER DISASTER

- ® Proper assessment of the losses.
- ® Make available the good quality animals to the farmers.

8.8) FOREST DEPARTMENT

8.8.1) PRIMARY TASK

- ® Plantation of fodder trees .
- ® Prevention of forest fires.
- ® Provide the wood and bamboos for reconstruction purpose.

8.8.2) PREPAREDNESS

- ® Prepare the disaster management plan.
- ® forest fires prone areas are to be identified and the measures taken for its mitigation and prevention.
- ® Organize community awareness programmes for forest fire prevention.

8.8.3) DISASTER PERIOD

- ® Depute one officer for DEOC.

®Rush the forest fire teams to the affected areas.

8.8.4) POST DISASTER

®Assessment of the disaster.

Ensure plantation of the fodder and other trees in the affected areas.

8.9) DEPARTMENT OF HEALTH AND FAMILY WELFARE

8.9.1) PRIMARY TASK

®To provide overall medical and health services in the district

® To provide the trauma services .

®To maintain all the hospitals in the district with respect to the availability of Medicines and health human resources

8.9.2) DURING PREPAREDNESS

® To prepare the departmental Health disaster management Plan.

® To designate the nodal officer to attend the DEOC.

®To identify the areas which are prone to epidemics may be the water borne diseases or the air borne etc.

® Ensure the mock drills of the plan so prepared above.

® To train the human resources involved in providing the medical aid in the trauma centers and the hospitals as well as on the spot.

®To identify the likely diseases associated with each type of disaster and ensure the procurement of resources to deal with such scenario.

®To take necessary resources for prevention of any epidemic spread.

®To constitute the medical health teams which will rush to the site of disaster to provide first aid medical support and other teams which will manage the trauma centers and hospitals and to conduct such mock drills to train them properly.

8.9.3) NON DISASTER TIME –MITIGATION

®In accordance with the DDMA conduct the structural and non structural survey of the life lines buildings i.e. hospitals which will serve trauma centers in case of disaster and take all measures to mitigate the effect of such disasters on these buildings.

®Ensure that budget be allocated in the annual budget of the department for such measures and the work is completed before wasting much time.

8.9.4) ALERT AND WARNINGS

®As per the warning received from the DEOC , to activate the all teams in the district for the movement to the site of disasters

® To activate the resources which can be used at such disaster.

8.9.5) DURING DISASTER –RESPONSE

® Immediately attend the DEOC for Incident Action Plan.

® Mobilize medical teams along with resources to the suite of disasters.

® Provide immediate first aid medical treatment on the spot and refer the affected persons to the trauma centres coordination there of.

® Ensure adequate supply of blood in the hospitals by activating the Volunteers blood donors services as per the lists maintained in the hospitals.

® Ensure the generator based power supply in the trauma centres .

8.9.5) AFTER DISASTER

® To ensure the prevention of epidemic .

® To ensure the establishment of the check posts at the entry and exit points of the area to prevent the spread of the epidemic.

® Establish the public health helpline to answer the queries of the public.

8.10) DEPARTMENT OF FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS

8.10.1) PRIMARY TASK

® To arrange the uninterrupted supply of the food and other essential items in the district.

® To make the inventories of such supplier who will make such supply in case of disaster.

® To ensure that no hoardings and profiteering of the commodities take place in the district during such disaster.

8.10.2) PRE DISASTER -PREPAREDNESS

® To prepare the district Disaster management plan of the department and updation of it quarterly.

® To train the staff regarding putting up of the stalls for distribution of essential items in the disaster affected areas.

® To prepare and train the teams which will manage such camp office for distribution of the food grains, LPG, Kerosene oil etc for the daily consumption of the affected public.

® To train the Food preparation teams in the community messes .

To coordinate with NGO in preparation of food in the community messes

® To assess the quantity of food grains and other essential items required for sustaining life in the disaster affected area along with its procurements.

8.10.3) NON DISASTER PERIOD –MITIGATION PLAN

® Prepare and implement the mitigation plan of the department in the district.

8.10.4) DURING DISASTER – RESPONSE

- ® To assess the quantity of food grains along with the other essential items required for sustaining life in the area and supply thereof.
- ® To assess the need of running the community messes and coordination hereof with the local community and NGO.
- ® To ensure the supply of LPG and other resources which are required for mobilization of the resources to the affected areas be sufficient and maintained properly.

8.10.5) AFTER DISASTER

- ®To establish the new PDS points as per the changed scenario.
- ®To issue the duplicate ration cards to the affected families.

STANDARD OPERATING PROCEDURES FOR DIFFERENT DISTRICT DISASTER MANAGEMENT TEAMS

8.11) DISTRICT DISASTER MANAGEMENT COMMITTEE

This is Crisis management group established at the district level comprising of such officers from all the nodal departments who are head of the offices /departments and are capable of taking decision on behalf of the departments at the district level .

8.11.1) PRIMARY TASKS

- ® To prepare the district Disaster Management plans of every department in consultation with District Disaster manage plan of the district.
- ® To constitute the different disaster management teams at the department level and their proper capacity building.
- ®To incorporate all the mitigation measures in the departmental developmental plans and allocation of annual budget for such measures and implementation of such developmental projects on the priority basis.
- ®To participate and conduct the mock drills for the disaster management practices and awareness programmes for the community.
- ®To give suggestion on the disaster management techniques and issues which are to be taken in the meeting of DDMA.

8.11.2) DURING NON DISASTER PERIOD-PREPAREDNESS

- ® To train all the teams of the district.
- ®To update the resources available within the district.
- ® To get the mitigation plans of the different departments prepared and its implementation.

8.11.3) DURING PRE DISASTER PERIOD - ALERTS AND WARNING

- ® To meet in the DEOC for preparing for the disaster.
- ® To alert all the departmental teams to be ready for such eventualities.
- ® To prima facie evaluate the situation and allocate the resources accordingly.
- ® To disseminate the warning to the level of general public and issue advisory accordingly.

8.11.4) DURING DISASTER PERIOD – RESPONSE

- ® To participate in the DEOC meeting and preparation of the Incident Action Plan.
- ® To send the different operation teams as per the situation to the affected areas and their monitoring as per the Incident Command System.
- ® To mobilize the resources as per the need of the hour to the affected areas.

9.11.5) Post Disaster Period – Recovery and Rehabilitation :-

- ® To participate in the recovery and reconstruction of the affected areas as per the plan.
- ® To participate in the process of psycho-social recovery of the community.

8.12) DISTRICT DISASTER INFORMATION MANAGEMENT TEAMS

These teams are constituted under the SDMs, Tehsildar/N Tehsildar and members from the Public Information departments, and other line departments, revenue kanungos and patwari, Secretary gram panchayat and the local bodies members at the village level / block level / Tehsil / Sub division which will be operating in coordination to each other and disseminating information to the DEOC where the district Information teams headed by the DRO and members from the Public Information department will process these information and take further orders from the Incident Commander/ Deputy Incident commander as the case may be.

8.12.1) PRIMARY TASKS

- ® To establish the communication among the teams at different levels.
- ® To participate and conduct the mock drills for the disaster management practices and awareness programmes for the community.

8.12.2) DURING NON DISASTER PERIOD - PREPAREDNESS

- ® To train all the teams at different levels of the district.
- ® To update the resources available within the district.
- ® To get the mitigation plans of the different departments prepared and its implementation.

8.12.3) DURING PRE DISASTER PERIOD - ALERTS AND WARNING

- ® To immediately meet at the different levels and set up the communication among different levels team.
- ® To alert all the departmental teams to be ready for such eventualities.

- ® To prima facie evaluate the situation and allocate the resources accordingly.
- ® To disseminate the warning to the level of general public and issue advisory accordingly.

9.12.4) During Disaster period - Response :-

- ® To send the information of losses and the other resources required to the DEOC and advise the public accordingly.
- ® To mobilize the resources as per the need of the hour to the affected areas.

8.12.5) POST DISASTER PERIOD – RECOVERY AND REHABILITATION

- ® To participate in the recovery and reconstruction of the affected areas as per the plan and dissemination of the information on daily basis to the DEOC/DDMA.
- ® To participate in the process of psycho-social recovery of the community.

8.13) SEARCH AND RESCUE TEAMS

8.13.1) These teams will consists of the police, home guards, civil defense and volunteers from NSS, NYK , Local villagers etc. These teams will be deployed at the village level of the disaster prone areas and will primarily be entrusted the work of search , rescue operation with evacuation, shifting of the affected persons to the First Aid centres and shelter homes.

8.13.2) During pre disaster period these teams shall be trained properly and mock drills will be conducted to respond them hassle free during disaster period.

8.14) EMERGENCY HEALTH TEAMS

8.14.1) These teams shall be constituted by the CMO at the civil Hospital levels and shall be assigned the areas of operation . During pre disaster phase these teams will be trained properly and will strengthen further by deploying further teams from the district level in the disaster prone Areas.

8.14.2) The other Health teams shall be deployed at each hospital in the district to attend the affected and shifted persons from the disaster prone areas for treatment.

8.14.3) The other teams shall be deployed for doing post mortem as required for the legal purposes.

8.14.4) The other teams shall be deployed during recovery and reconstruction period for psycho-social reconstruction of the society/community.

These teams during disaster period will take up their responsibilities as assigned to them either on site or in the hospitals and thereafter during recovery and reconstruction period .

8.15) RAPID DAMAGE ASSESSMENT TEAMS

These teams shall be constituted by the revenue department with members from the line departments to assess the damages done by the disaster and sending immediate report to the DEOC.

8.15.1) DURING PRE DISASTER PHASE

In this period these teams will be trained properly and communication between these teams and DEOC will be strengthened.

8.15.2) DURING DISASTER

These teams will rush to the affected areas and send the immediate report of the extent of damages.

8.16) RAPID RELIEF DISTRIBUTION TEAMS

These teams will be constituted by the revenue departments with official from the revenue department only and will distribute the necessary relief as per the relief manual.

8.17) FOOD AND OTHER ESSENTIAL ITEMS DISTRIBUTION TEAM

These teams will be constituted by the DFSC and will be deployed in the areas to manage the essential supply of food grains and other essential commodities during the disaster phase .

8.18) FODDER MANAGEMENT TEAMS

These will be constituted by the Deputy Director animal Husbandry village wise to assess the demand of fodder and distributing the fodder to the families affected.

8.19) ANIMAL HEALTH AND CARE TEAMS

Dy Director Animal Husbandry will constitute the village wise such teams which will during the pre disaster phase will liaise with the local community . During disaster period these teams will visit every village and treat the affected animals.

8.20) TRANSPORTATION MANAGEMENT TEAMS

These teams will be constituted by the Transport Department for effective movements of the IRT members to the affected areas as well as the transportation of the other relief related material.

8.20.1) During pre disaster period these teams will be properly trained so that at the time of the disaster these can without any panic can transport the resources.

8.21) INFRASTRUCTURE RESTORATION TEAMS

These teams will be constituted by the PWD department for immediate restoration of the affected infrastructure i.e. roads, bridges, lifeline buildings etc. These teams will be trained properly before pre disaster phase and during disaster period immediately deployed in the restoration work.

8.22) WATER SUPPLY RESTORATION TEAMS

These teams will be constituted by the IPH departments and immediately restore the drinking water supply to the affected inhabitation . During pre disaster phase these will be trained properly.

8.23) POWER SUPPLY RESTORATION TEAM

These teams will be constituted by the Electricity department village wise and during the pre disaster phase these will be trained properly and will liaise with the local community . While during disaster these will come into action at once and restore the power supply to the affected areas as well as to the life line buildings . Also will make arrangements for the power supply to the temporary shelter homes.

8.24) RECONSTRUCTION OF INFRASTRUCTURE TEAMS

These teams will be constituted by each department like PWD, IPH, HPSEB, HIMUDA etc for initiating the reconstruction activities in the areas.

8.25) PSYCHO- SOCIAL RECONSTRUCTION OF COMMUNITY TEAMS

These teams will be constituted by the health, social welfare department including NGO for the psycho treatment of the society so that they can overpower the trauma of the disaster. These teams will come into action once the SAR is over and reconstruction and rehabilitation programme is started.