कार्यालय महाप्रबन्धक (कार्मिक), पूर्वोत्तर रेलवे / गोरखपुर –273012
Office of the General Manager (P), N. E. Railway Gorakhpur-273012

क्रमांक–74
आर.बी.ई. सं.– निल
File No: NER-HQ0PERS(POLI)/11/2021-O/o SPO/HQ/HQ/NER(**Computer No:** 47339) दिनांक 08-09-2021

सचिव / महाप्रबन्धक
सचिव / अपर महाप्रबन्धक
सभी विभागाध्यक्ष
सभी मण्डल रेल प्रबन्धक
सभी कार्मिक अधिकारी
सभी मुख्य कारखाना प्रबन्धक
सभी अतिरिक्त मण्डलाधिकारी / स्थापना

Sub: Standard Operating Procedure (SOP) for responding to Natural Disasters.
Ref: रेलवे बोर्ड का पत्र संख्या. 2020/Safety(DM)/6/14
Dated 11-08-2021

.....

रेलवे बोर्ड का पत्र संख्या. 2020/Safety(DM)/6/14 Dated 11-08-2021 की प्रतिलिपि सूचना, मार्ग दर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।

संलग्नक / यथोपरि

Signed by Ajit Kumar Srivastava
Date: 13-09-2021 11:12:45
Reason: Approved

(अजित कुमार श्रीवास्तव)
सकीपो / एमपीपी
कृते महाप्रबन्धक / कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :–
1) महामंत्री / एन.ई. रेलवे मजदूर यूनियन / गोरखपुर ।
2) महामंत्री / प्रमोटी अधिकारी संघ / पूर्वोत्तर रेलवे / गोरखपुर ।
3) पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ / गोरखपुर ।
4) महामंत्री / एस.सी. / एस.टी. एवं ओबीसी एशोसियेशन / गोरखपुर ।

कृते महाप्रबन्धक / कार्मिक

कार्यालय महाप्रबन्धक (कार्मिक), पूर्वोत्तर रेलवे / गोरखपुर –273012
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सभी मुख्य कारखाना प्रबन्धक
सभी अतिरिक्त मण्डलाधिकारी / स्थापना

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संलग्नक / यथोपरि

(अजित कुमार श्रीवास्तव)
सकाधि / एमपीपी
कृते महाप्रबन्धक / कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :–
1) महामंत्री / एन.ई. रेलवे मजदूर यूनियन / गोरखपुर ।
2) महामंत्री / प्रमोटी अधिकारी संघ / पूर्वोत्तर रेलवे / गोरखपुर ।
3) पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ / गोरखपुर ।
4) महामंत्री / एस.सी. / एस.टी. एवं ओबीसी एशोसियेशन / गोरखपुर ।

Signed by Ajit Kumar Srivastava
Date: 13-09-2021 11:15:02
Reason: Approved
कृते महाप्रबन्धक / कार्मिक

343537(120)/2021/O/o GM/NER

भारत सरकार **GOVERNMENT OF INDIA**

रेल मंत्रालय **MINISTRY OF RAILWAYS**

(रेलवे बोर्ड) (Railway Board)

No. 2020/Safety(DM)/6/14 New Delhi, dated 11.08.2021

General Managers
All Zonal Railways,
IRIDM/Bangalore and
CMD/KRCL

Sub: Standard Operating Procedure (SOP) for responding to Natural Disasters.

A copy of Standard Operating Procedure (SOP)-2021 for responding to Natural Disasters as formulated by Disaster Management Division, Ministry of Home affairs is enclosed herewith. A copy of SOP is also available on the official website of Ministry of Railways viz. www.indianrailways.gov.in at the following location :

Ministry of Railways → Railway Board → About Indian Railways → Railway Board Directorate → Safety → Circulars → Safety Circulars → Safety (DM)

It is requested that appropriate necessary action may please be taken for effective use of the SOP as and when required.

DA: As above

Signed by Kailash Prasad Yadav
Date: 11-08-2021 15:12:26
Reason: Approved

(K.P. Yadav)
Exec. Director/Safety-II
Railway Board

Copy to: PCSOs of all Zonal Railways & KRCL

Copy to : Member (Infra), Member (O&BD)

Copy to : DG (RPF), DG (RHS), AM(CE), AM(L&A), AM(Planning), AM(TT), AM(Comml.), AM (ME), AM (Traction), AM(Tele), AM (Signal), ADG/ Public Relations, PED(Bridges), ED/Tk (M&MC), EDCE(G)

343537(120)/2021/O/o GM/NER

STANDARD OPERATING PROCEDURE

FOR

RESPONDING TO

NATURAL DISASTERS

March, 2021

सत्यमेव जयते

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

DISASTER MANAGEMENT DIVISION

ED/Safety II

12/04/2021

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ACRONYMS

AH&D		Department of Animal Husbandry & Dairying
AIR		All India Radio
BIS		Bureau of Indian Standards
BMTPC		Building Material Technology Promotion Council
BSF		Border Security Force
CAPF		Central Armed Police Forces
CD		Civil Defence
CGWB		Central Ground Water Board
CISF		Central Industrial Security Force
CP		Commissioner of Police
CPWD		Central Public Works Department
CR		Control Room
CRPF		Central Reserve Police Force
CWC		Central Water Commission
DAC&FW		Department of Agriculture, Cooperation & Farmers Welfare
DD		Delhi Doordarshan
DGCD		Director General Civil Defence
DM		District Magistrate
DOS		Department of Space
DOT		Department of Telecommunication
DRDO		Defence Research Development Organisation
DWS		Department of Drinking Water Supply
ECC		Emergency Command Centre
EOC		Emergency Operation Centre
ERC		Emergency Response Centre
ESF		Emergency Support Functions
GSI		Geological Survey of India
HUDCO		Housing and Urban Development Corporation
I&B		Ministry of Information & Broadcasting
IC		Incident Commander
IDS		Integrated Defence Staff
IMD		India Meteorological Department
INCOIS		Indian National centre for Ocean Information Services
IO		Information Officer
IRS		Incident Response System
ITBP		Indo-Tibetan Border Police
MHA		Ministry of Home Affairs
MoD		Ministry of Defence
M0F		Ministry of Finance

M0HFW		Ministry of Health& Family Welfare
MOHUA		Ministry of Housing and Urban Affairs
MoJS		Ministry of Jal Shakti
MoRTH		Ministry of Road Transport and Highways
MoES		Ministry of Earth Science
NCMRW		National Centre for Medium Range Weather Forecasting
NCS		National Centre for Seismology
NDMA		National Disaster Management Authority
NDRF		National Disaster Response Force
NIDM		National Institute of Disaster Management
NITI Aayog		National Institution for Transforming India
NRSA		National Remote Sensing Agency
RD		Department of Rural Development
RT&H		Department of Road Transport & Highways
SAP		State Armed Police
SART		Search & Rescue Team
SDDM		State Department of Disaster Management
SDMA		State Disaster Management Authority
SDRF		State Disaster Response Force
SFS		State Fire Services
SG		State Government
SOP		Standard Operating Procedures
SPWD		State Public Works Department
SSART		State Search & Rescue Team

CHAPTER – 1
INTRODUCTION

The world over it has been experienced that a prompt, well-coordinated and effective response mounted in the aftermath of disasters not only minimizes loss of life and property but also facilitates early recovery. The important ingredients of an effective response system are integrated institutional arrangements, state of the art forecasting and early-warning systems, fail-safe communication system, rapid evacuation of threatened communities, quick deployment of specialized response forces and coordination and synergy among various agencies at various levels in dealing with any disaster. Most importantly, all the agencies and their functionaries must clearly understand their roles and responsibilities and they specific actions they have to take for responding to disaster or threatening disaster situations.

1.2 All natural disasters except drought, pest attacks and hailstorm will be handled by the Ministry of Home Affairs. Drought, Pest-Attacks and Hailstorm will be dealt with by the Ministry of Agriculture, Cooperation & Farmers Welfare. This SOP will deal with natural disasters such as cyclones, earthquakes, fires, floods, tsunami, landslides, avalanches and cloud bursts, which fall under the responsibility of Ministry of Home Affairs.

1.3 This SOP lays down, in a comprehensive manner, the specific actions required to be taken by various Ministries/ Departments/ Organizations of Government of India at the National level and concerned State Governments/ UT Administrations and the District Administrations for responding to natural disasters/ threatening disaster situation of any magnitude and dimension.

1.4 The objectives of the SOP are –

(a) To provide, in a concise and convenient form, a list of major executive actions involved in responding to natural disasters and necessary measures for preparedness, response and relief required to be taken;

(b) To ensure that all concerned Ministries/ Departments/Organizations of the Government of India, State Governments/ UT Administrations and District Administrations know the precise measures required of them at each stage of the process and also to ensure that all actions are closely and continuously coordinated; and

(c) To indicate various actions which would be required by the State Governments/UT Administrations within their sphere of responsibilities, so that they may prepare and review the Contingency Action Plans accordingly.

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

1.6 The Central Ministries/Departments/Organizations concerned with this SOP at national level are as under:

Ministries/ Departments

(i) Ministry of Home Affairs
(ii) Ministry of Agriculture, Cooperation and Farmer's Welfare
(iii) Ministry of Civil Aviation
(iv) Ministry of Consumer Affairs
(v) Ministry of Defence
(vi) Ministry of Earth Science
(vii) Ministry of Education
(viii) Ministry of Environment, Forests& Climate Change
(ix) Ministry of Health& Family Welfare
(x) Ministry of Information & Broadcasting
(xi) Ministry of Power
(xii) Ministry of Railways
(xiii) Ministry of Road Transport & Highways
(xiv) Ministry of Housing and Urban Affairs
(xv) Ministry of Jal Shakti
(xvi) Department of Animal Husbandry & Dairying & Fisheries
(xvii) Department of Ocean Development
(xviii) Department of Telecommunication

Organizations under Ministries/ Departments

(i) National Disaster Management Authority
(ii) India Meteorological Department
(iii) Central Water Commission
(iv) Indian Space Research Organization
(v) National Remote Sensing Centre
(vi) Geological Survey of India
(vii) Defence Research and Development Organization
(viii) Integrated Defence Staff
(ix) National Disaster Response Force
(x) Central Armed Police Forces
(xi) Director General of Civil Defence, Fire Services & Home Guards
(xii) Indian National Centre for Ocean Information Service
(xiii) National Centre for Seismology

1.7 The organizations concerned at the States/UTs level will be as under:-

(i) State Disaster Management Authority
(ii) Relief/ Disaster Management Department
(iii) District Disaster Management Authority
(iv) District Magistrate
(v) Police
(vi) Forest Department
(vii) Fire and Civil Defence Services

(viii) Health Services
(ix) Transport Department
(x) Public Works Department
(xi) Veterinary Services
(xii) Food & Civil Supplies Department

1.8 All Central Ministries concerned, State Governments, District Authorities and other stakeholders will prepare detailed SOPs in consonance with this SOP, National Policy, National Disaster Management Plan and various Guidelines issued by NDMA. These SOPs shall prescribe the manner in which various response and relief activities like evacuation, search and rescue, casualty & emergency health management, food, drinking water, sanitation & hygiene, clothing, shelter, management of relief camps and restoration of essential services etc. have to be undertaken.

1.9 The SOP encompasses the following five phases of disaster management for effective and efficient response to natural disasters.

(i) Preparedness Phase – This phase will include taking all necessary measures for planning, capacity building and other preparedness, so as to be in a state of readiness to respond, in the event of a natural disaster or threatening disaster situation. This Stage will also include development of Search &Rescue Teams, mobilization of resources and taking measures in terms of equipping, providing training, conducting mock drills/exercises etc. This phase will also include all the activities related to preparedness including upgradation of Early Warning Systems, Updation of information on India Disaster Resource Network, upgradation of Emergency Operation Centres/ Control Rooms, etc.

(ii) Early Warning Phase – This phase will include all necessary measures to provide timely, qualitative and quantitative warnings to the disaster managers to enable them to take pre-emptive measures for preventing loss of life and minimizing loss/damage to the property. On the occurrence of a natural disaster or imminent threat thereof, all the concerned Agencies will be informed/notified for initiating immediate necessary follow up action. Timely dissemination of early warning to the community also needs to be ensured.

(iii) Response Phase – This phase will include all necessary measures to provide immediate help to the affected people by undertaking search, rescue and evacuation measures.

(iv) Relief Phase - This phase will include all necessary measures to provide immediate relief and support to the affected people in terms of their essential needs of food, drinking water, health & hygiene, clothing, shelter, etc. at the earliest.

(v) Restoration Phase – This phase will include all necessary measures to stabilize the situation and restore the utilities.

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

1.11 This SOP will be reviewed periodically.

CHAPTER - 2

INSTITUTIONAL MECHANISM

2.1.1 In our federal system of governance, in the aftermath of a disaster, the primary responsibility for undertaking the rescue, relief and rehabilitation measures rests with the concerned State Governments. The role of the Central Government is supportive, in terms of physical and financial resources and complementary in sectors such as transport, communication, early warning systems, etc.

2.1.2 The Disaster Management Act (DM Act) 2005, lays down a three tier institutional structure for disaster management at the national, state and district levels in the form of NDMA, SDMA and DDMA. National Policy on Disaster Management (NPDM), 2009, National Disaster Management Plan (NDMP), 2019 and various Guidelines issued by NDMA have further specified the roles and responsibilities of various Ministries/ Departments/ organizations for disaster response at National/ State/ District level.

National Level

National Crisis Management Committee (NCMC)

2.2.1 At the National Level, the **Command, Control and Coordination** of major disaster/ crisis will be overseen by the NCMC headed by the Cabinet Secretary. NCMC will issue guidelines/ directions from time to time as required for effective response to natural disasters. All Ministries/ Departments/ Agencies at the national and State level shall comply with the instructions of NCMC. The NPDM prescribes that NCMC shall deal with 'major disasters that have serious or national ramifications'.

Ministry of Home Affairs (MHA)

2.2.2 Ministry of Home Affairs is the nodal agency at the National level for coordination of response and relief in the wake of natural disasters (except drought, pest attacks & hailstorm). MHA provides **financial and logistic support** to the State Governments, keeping in view, their resources, the severity of the natural disaster and the capacity of the State Governments to respond in a particular situation .In the wake of drought, frost/ cold wave, pest attack & hail storm, Ministry of Agriculture Cooperation & Farmers Welfare coordinates financial and logistic support with the State Governments.

National Disaster Management Authority (NDMA)

2.2.3 NDMA, as the apex body for disaster management, is headed by the Prime Minister and has the responsibility for laying down policies, plans and guidelines for DM and coordinating their enforcement and implementation for ensuring timely and effective response to disasters. It will approve the National Disaster Management Plans and DM plans of the Central Ministries/Departments. It will take such other measures, as it may consider necessary, for the prevention of disasters, or mitigation, or preparedness and capacity building, for dealing with a threatening disaster situation or disaster. NDMA undertakes various tasks/initiatives including laying down policies

on disaster management and issuing guidelines to be followed by different Ministries/ Departments of the Government of India for integrating Disaster Management in their plans and projects.

National Executive Committee (NEC)

2.2.4 Section 10(2) (k) and (l) of the DM Act, 2005 stipulates that the NEC under the Chairmanship of Union Home Secretary will 'coordinate response in the event of any threatening disaster situation or disaster'. NEC may give directions to the concerned Ministries/ Departments of the Govt. of India, State Governments and the State Authorities regarding measures to be taken by them in response to any threatening disaster situation or disaster.

Other Central Ministries/Departments

2.2.5 Other concerned Central Ministries/Departments/ Organizations will render Emergency Support Functions (ESF), wherever Central intervention and support are needed, by the State Governments.

State Level

State Disaster Management Authority (SDMA)

2.3.1 The State shall constitute SDMA, headed by the Chief Minister. The SDMA will lay down policies and plans for DM in the State. It will, inter alia approve the State Plan in accordance with the guidelines laid down by the NDMA, coordinate the implementation of the State Plan, recommend provision of funds for mitigation and preparedness measures and review the developmental plans of the different Departments of the State to ensure the integration of prevention, preparedness and mitigation measures. The SEC will assist the SDMA in the performance of its functions. The SEC will coordinate and monitor the implementation of the National Policy, the National Plan and the State Plan. The SDMA may take measures for mitigation, capacity building and preparedness by the departments of the Government of the State and issue such guidelines as may be necessary.

State Executive Committee (SEC)

2.3.2 It will be the primary responsibility of the State Government to respond to natural disasters and provide relief to the affected people. Section 22(2) (g) and (h) of the DM Act, 2005 stipulates that the SEC under the Chairmanship of State Chief Secretary 'coordinate response in the event of any threatening disaster situation or disaster'. SEC may give directions to any Department of the State Government or any other authority or body in the State regarding actions to be taken in response to any threatening disaster situation or disaster.

2.3.3 Department of Revenue/ Disaster Management shall be the nodal department for disaster management and Secretary of the Department/ Relief Commissioner shall

implement the decisions of the SEC pertaining to State level Response to natural disasters.

2.3.4 Disaster response being a multi-agency function, other Departments of the State Governments will provide emergency support in their relevant domains at the State/District levels.

District Level

District Disaster Management Authority (DDMA)

2.4.1 Section 30(2) (xvi) of the DM Act, 2005 stipulates that the DDMA under the Chairmanship of Collector or District Magistrate or Deputy Commissioner, as the case may be and the co-chair of the elected representative of the local authority, shall 'coordinate response to any threatening disaster situation or disaster'. The Collector/District Magistrate/ Deputy Commissioner, as the head of administration at the district, shall be the focal point in the command and control for disaster response at the district level, in accordance with the policies/guidelines/instructions from the national and state levels. Depending on the nature of disaster and response he will be the Incident Commander himself or delegate the responsibility to some other officer.

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

2.4.3 The lower administrative units of Districts viz; Sub-divisions under the administrative control of a Sub-divisional Magistrate/Officer and Blocks and Tehsils under the administrative control of the Block Development Officers/ Tehsildars will coordinate the functioning of the various departments in their respective jurisdiction.

2.4.4 The Incident Command Teams at Sub division and Block levels under SDO/ SDM or BDO/ Tehsildar as the case be, will be responsible for all response and relief works.

****

CHAPTER - 3

PREPAREDNESS

Emergency Operations Centres (EOCs)

3.1.1 Emergency Operation Centres (EOCs)/Control Rooms are functioning at National, State and district levels with requisite facilities. The EOCs/Control Rooms already functional at these levels will be suitably upgraded as per requirement.

Objectives of the Emergency Operations Centre

3.1.2 The EOCs/Control Rooms at National, State and District levels will be the nerve centre for coordination and management of any disaster. The objective of the EOCs shall be to provide centralized direction and control of any or all of the following functions:

- Receive and process disaster alerts and warnings from nodal agencies and other sources and communicate the same to all designated authorities;
- Monitor emergency operations;
- Facilitate coordination among primary and secondary Emergency Support Function (ESF) Ministry/Departments/Agencies;
- Requisition additional resources during the disaster phase;
- Issue disaster/incident specific information and instructions specific to all concerned;
- Consolidation, analysis, and dissemination of damage, loss and needs assessment data;
- Forward consolidated reports to all designated authorities;
- State/ District level EOCs disseminate the alerts to likely affected population.

Location of EOC

3.1.3 The EOC building should be disaster resistant, so as to withstand the impact of disasters and remain functional during the emergency phase.

Communication Network of EOCs

3.1.4 The EOCs should be equipped with state-of-the-art communication facilities for seamless communication during threatening disaster situation or disaster.

3.1.5 Under the network, the EOCs/Control Rooms of all the States should be directly connected with the NERC/ Control Room of MHA at the National level. The district EOCs/ Control Rooms should be connected with the respective State EOCs/Control Room. All these control rooms will function on 24x7 basis and will be functional round the year.

MHA CONTROL ROOMS

3.1.6 MHA Control Room at North Block, New Delhi and National Emergency Response Centre (NERC) at NDCC-II Building, New Delhi are being maintained and runon 24x7 basis with latest and state of the art equipments. A SOP on Issuing Alerts and Electronic Messaging in the Event of Disaster Situation is at **Annexure I**.

The following tasks are being performed by the Control Room:

a) Receive disaster related information by Telephone, Fax, SMS, E-mails, whatsapp, and other means including websites of IMD, CWC, INCOIS, and other early warning agencies.
b) Monitor on 24x7 basis disaster related situation at National, Regional and International level through Media, Internet and reports received from various Government agencies. Control Room also monitors national and international news channels.
c) Prepare special updates on occurrence of disaster like earthquake, cyclone, tsunami etc.
d) Maintain log book of all events on daily basis concerning man made or Natural disasters.
e) Inform/ send SMS messages to Senior Officers in case of any threatening disaster situation or disaster.
f) Prepare and share daily Situation Report with the concerned Authorities.

2. Indicative List of Equipment at Emergency Operation Centres:

i. Dedicated Ops room with adequate space preferably with the Conference Hall in the vicinity.
ii. Landline/ Fax machine / mobile phones.
iii. Computers, laptops, tablets, printers, scanners and high speed Internet facility.
iv. VSAT connectivity with NERC at NDCC building & MHA Control Room at North Block/ SEOC/ DEOC, NDMA, SDMA, NDRF Hqrs and NDRF Bns.
v. Data Wall: Feeds from IMD, NRSC, INCOIS, CWC and all major Media networks.
vi. Satellite phones.
vii. Digital Cameras.
viii. Photo copier Machine.
ix. Video Walls/ LED TVs.
x. List of Important telephone numbers of various departments updated on regular basis.
xi. Portable tents, sleeping bags, meals ready to eat meals for 03 days, Chlorine capsules, all weather clothing for a team of 10 personnel which can be readily deployed during any emergency.
xii. Emergency Light / Power back up.

xiii. First Aid Kit.

xiv. HAM radio at SEOC Level.

xv. Detailed physical maps of all states with grid reference coordinates of all villages in soft and hard copies.

SEOC and DEOC

3.1.7 State Government and District Administration shall set up/strengthen their existing State Emergency Operation Centre (SEOC) and District Emergency Operation Centre (DEOC)on regular basis and provide adequate manpower for manning them on 24x7 basis round the year and arrange their training on EOC operations. State Government and District Administration shall develop SOP/ Protocol for activation of SEOCs and DEOCs during emergency/disasters. NRSC may provide village-wise Grid References of all habitations in digital as well as in hard copy to all SECO and DEOC.

National Disaster Response Force (NDRF)

3.2.1 For the purpose of specialized response to disasters/ emergencies both natural and manmade NDRF has been constituted comprising of 13battalions drawn from Central Armed Police Forces. Each NDRF battalion has 18 Specialized Search & Rescue Teams including doctors, paramedics and dog squad. Three more Battalions are being inducted soon, which will make the NDRF 16 battalion strong. Location of Battalions is placed at **Annexure II**.

Pre-positioning of NDRF

3.2.2 State Government may request for pre-positioning of the Unit/Sub-units of NDRF, as measures of proactive response, to deal with impending disaster when there is plausible reasons to believe that gravity of the disaster will be unmanageable for the State Government. Floods, Cyclones, Tsunamis and other disaster where forecast or early warning is available, NDRF prepositions its team in consultation with the respective State authorities and as per the forecast of early warning agencies like IMD, CWC & INCOIS etc.

Requisitioning of NDRF Teams

3.2.3 Each NDRF Battalion/Team has been assigned respective areas of responsibility in terms of States/UTs and Districts. The NDRF Battalion/Teams can be requisitioned by the State Governments/ District Administration directly in cases of rapid onset of disaster where early warning/alerts is not available and through the Director General, NDRF and MHA in cases where sufficient lead time is available. The State Government/ District Administration will maintain close liaison with the NDRF Commanders, earmarked to the respective States/Districts, for rapid deployment in case of threatening disaster situation/ disasters. For rapid deployment, States/UTs may requisition for airlifting of NDRF teams and the cost of airlifting to be borne by the respective States/UTs from State Disaster Response Fund (SDRF) / National Disaster Response Fund (NDRF).

National Disaster Response Reserve (NDRR)

3.2.4 NDRR has been constituted with a revolving fund of Rs. 250 crores with the purpose to mitigate the sufferings of the victims of the disasters and readily make available items commonly required for rendering relief in disasters which are beyond coping capacity of the States/UTs. The NDRR Inventories of 28 goods and 06 services are being procured and maintained by NDRF. These Items are being provided to the needy States/UTs on their specific demand. The cost of the distributed relief material and usages charges fee, if any, will be borne by the State/UT concerned so as to replenish the inventory. NDRR includes portable infrastructure that can be immediately laid & distributed to the community after disaster, which has been categorized in to three heads: (i) Perishable items, (ii) Non-perishable items and (iii) Goods hired on rent.

Regional Response Centres (RRCs)

3.2.5 Regional Response Centres have been set up by NDRF at various strategic locations across the country. The RRCs are equipped with minimum Cache of equipments to deal with floods, cyclone, earthquakes etc. NDRF Teams are manning these RRCs for quick deployment when disaster is imminent. ITBP is also deployed at some high altitude RRCs. The State Government at the time of need can requisition the assistance from these RRCs. The location of RRCs is at **Annexure III**.

State Disaster Response Force (SDRF)

3.2.6 State Governments/SDMAs shall be primarily responsible for taking preparedness measures and building response capacity as per their vulnerability to various natural disasters and constitute State Disaster Response Forces on the pattern of NDRF.

Training and Equipping of SDRF

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

3.2.8 Each of the SAR Teams will operate on self-sustaining basis. The organizational structure, qualification requirements of personnel and lists of equipment for SAR Teams shall be similar to NDRF Teams. DG, NDRF shall provide the details of the same to all States/UTs.

3.2.9 Besides the SAR Teams, the Police/ Armed Police/Forest Protection Force will also be imparted general training in search and rescue at the time of induction and as a part of refresher training.

3.2.10 The training institutions imparting training to Police/Armed Police/Forest Protection personnel or fire training institutions will be declared as nodal training

institutions in search and rescue. Appropriate faculty will be created and trained in these nodal training institutions.

Fire & Emergency Services

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

Civil Defence and Other Volunteers

3.4.1 Civil Defence volunteers may be enrolled for voluntary services in accordance with the provisions of the Civil Defence Act. The services of CD volunteers should be utilized during response to natural disasters.

3.4.2 All home guard may be enrolled for voluntary Services & their services should be utilized during response to natural disaster.

3.4.3 All Societies/ Communities/ NGO's/ Volunteers of Aapda Mitra/ NCC/NSS/Nehru Yuvak Kendra Sangathan, Bharat Scout& Red Cross Society may be engaged during response.

Armed Forces

3.4.5 Armed Forces would be deployed only when the situation is beyond the coping capacity of State Government and NDRF/ SDRFs.

Emergency Support Functions (ESFs)

3.5.1 Disaster response is a multi-agency function. There will be one Lead or Primary Agency which will be responsible for managing and coordinating the response while other agencies will support and provide assistance in managing the incident. Each ESF will be headed by a lead Ministry /organization responsible for coordinating the delivery of goods and services to the disaster area, and is supported by numerous other organizations. These ESFs will form integral part of the Emergency Operation Centres (EOCs) and each ESF should coordinate its activities from the allocated EOC. Extension teams and workers of each ESF will be required to coordinate the response procedures at the disaster affected site. SEOC will develop a template which provides the detail of all rescued and missing persons during any disaster. The data should cover all identifiable parameters of rescued/ missing persons, so that they can be easily identified at latter stage.

ESF Plan at National Level

3.5.2 An Emergency Support Function Plan will be prepared by the Ministry / Department concerned at the National and State level clearly indicating the areas of responsibility of each of the agency concerned that will provide mutual assistance in terms of resources, equipments, manpower etc. during disasters. The name, address and telephone numbers of Nodal Officer of the Department/Agency will also be included in the plan. The ESF plans will be reviewed from time to time.

3.5.3 In the immediate aftermath of a major natural disaster requiring central government assistance to States/UTs, MHA will activate the ESF Plan to identify requirements and mobilize and deploy resources to the affected area to assist the State in its response actions.

3.5.4 Each ESF is headed by a primary agency, which has been selected based on its mandate, resources and capabilities to support the functional area. The designated primary agency, acting as the Lead agency will be assisted by one or more support agencies (secondary agencies) and will be responsible for managing the activities of the ESF and assisting the States/UTs in the rescue and relief activities in the States/UTs. List of ESF Ministries/ Departments is given at **Annexure IV**. Their roles & responsibilities will be in accordance with the National Disaster Management Plan, 2019.

Preparation of ESF Plans in States

3.5.5 Based on the ESF Plan at national level, the State Governments shall designate Primary and Secondary Departments/Agencies for each ESF and mandate them for making plans for providing emergency support at the State and districts levels.

Incident Response System (IRS)

3.6.1 Incident Response System (IRS) is a management system to organize various emergency functions in a standardized manner while responding to any disaster. Under IRS an incident commander and officers, trained in different aspects of incident management, such as logistics, operations, planning, safety, media management, etc. forms a specialist incident management team and manage the disaster/emergency. The IRS provides a participatory, well-structured approach to guide administrative mechanisms at all levels of the Government.

3.6.2 As per the Government of India policy on disaster management, Incident Response System (IRS) will be integrated into the existing system. India has a well-established robust administrative structure right from national level to village level with coordinating officials at each level for managing disasters, and there is a need to strengthen and professionalize the same by incorporating the guidelines on the Incident Response System (IRS) issued by the National Disaster Management Authority.

3.6.3 The main purpose of the IRS Guidelines is to lay down the roles and responsibilities of different functionaries and stakeholders, at State and District levels and how coordination with the multi-tiered institutional mechanisms at the National, State and District level will be done. Need for proper documentation of various activities for better planning, accountability and analysis has been emphasized. In line with our administrative structure and DM Act, 2005, Responsible Officers (ROs) have been designated at the State and District level, as overall in charge of response management.

Incident Command Teams (ICTs)

3.6.4 The Responsible Officer (RO) of the State and Districts will constitute IRTs from among officers at the State and District level respectively. The members of IRTs will be properly trained and sensitized regarding their roles during their training at ATIs/ Designated Training Institute. The headquarter IRT will provide continuous support to the on-scene IRTs and if required join them or take over response on the directions of the RO.

Disaster Resource Networks – National, State and District

3.7.1 India Disaster Resource Network (IDRN) is an online portal (https://idrn.nidm.gov.in) providing nation-wide inventory of DM-related resources covering almost all the basic needs. It is a web-based platform, for managing the inventory of equipment, skilled human resources and critical supplies for emergency response. Primary focus of IDRN portal is to enable the decision makers to have updated data base on availability of equipments and human resources required to respond to any emergency.

3.7.2 IDRN Maintenance and Monitoring

Role of NIC -The IDRN portal is hosted at NIC Server

Role of NIDM - IDRN is currently monitored and maintained by NIDM centrally. Role of NIDM is limited to user administration, development and technical maintenance, training and technical support. NIDM is not involved in data collection or updation.

Role of State Authorities - State Department of Relief/ Disaster Management / SDMA shall Coordinate with DM/ DC so as to ensure updation of resources inventory data in IDRN at district level.

Role of District Authorities - District Collector / Magistrate is the authorized officer for facilitating data collection and updation from the district level. Data collection formats need to be sent to all line departments/ agencies from the district administration and need to be collected within a week or two. Data entry should be done at the district level availing the technical services of District Informatics Officers. District Authorities are authorized for uploading and updating the data after collecting it from various line departments of their respective districts. Date related to resources available with Private Sector and other Corporate Houses will also be captured and updated on the IDRN Portal by respective District Administration. This exercise shall be carried out every month. NDMA has prepared and issued Guidelines for utilization of resources under IDRN on 24th February, 2021 which may be used for updation of database at regular intervals.

3.7.3 Procurement of Disaster Management equipment by big industrial units to tackle natural/ manmade disaster

Section 63 and 65 of Disaster Management Act, 2005 empowers State Authority/ State Executive Committee/ District authority or any person authorized to utilize manpower

and resources from any organization for performing any of the functions in terms of prevention of disaster or mitigation or rescue or relief' work.

Resources of State administration are not always found sufficient to meet the large scale requirement of search, rescue and restoration equipments. Therefore, it becomes important to fully utilize the resources available with the private/public sector enterprises. Active engagement of public and private sector enterprises by SDMA/ DDMA would be useful for effective management of disaster/ impending disaster situation and saving of precious human lives.

SDMAs/ DDMAs, should maintain an inventory of all resources available with the PSUs/ Public Sector enterprises under their jurisdictions and regularly update it in IDRN portal. At the same time SDMA/ DDMA should undertake district wise resource mapping and wherever deficiencies of resources are observed, effective steps may please be taken for procuring the same from state resources and also by encouraging the private/public sector enterprises.

Pre-contract for Essential Commodities

3.8.1 All the State Governments will ensure storage and availability of essential commodities including medicine in the vulnerable districts well before the monsoon and cyclone periods. They will also enter into pre-contract with the suppliers of essential commodities, medicines, tents, boats etc. on an annual basis for supply of these items at pre-decided rates within stipulated time framework. A nodal officer will be nominated for this purpose.

Medical Preparedness

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

Animal Care

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

District Level Preparedness for Response

Vulnerability assessment

3.11.1 Each district will make its vulnerability assessment and identify potential hazards. While making such assessment, the risk involved and capacity to respond will be taken into account.

3.11.2 The local community will be informed about their vulnerability to potential hazard/disasters through the representatives of Panchayati Raj Institutions/Local Self-Government and NGOs/ CBOs/ CSOs.

Contact Details

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

Review

3.11.4 Annual review of the preparedness measures will be done at the National, State, District and Sub-Divisional levels. Annual review will ensure that all loose ends are tied up so that response during natural disasters is efficient, effective and timely. The review will also include pre-arrangements for essential commodities required for response and relief and emergent basis.

Mock Drills

3.11.5 Mock Drills or Preparatory exercises are important tool for sharpening the skills and building the capacity as well as confidence of the rescuers and community at large. NDRF conducts Mock drills and preparatory exercises for State Disaster Response Forces (SDRFs) and other stakeholders of the State/ UTs administration. NDRF also carries out various awareness programmes for the community and other stakeholders including students like: -

- Conducting Training of State Disaster Response Force (SDRF), community and NGO's in disaster management, community awareness program for capacity building.
- Organizing demonstrations and exhibitions as part of community awareness.

3.11.6 To inculcate a culture of preparedness among the community and first responders and facilitate the State Governments in reviewing adequacy and efficacy of the disaster management plans of the State, selected District/s and Major Accident Hazard (MAH) Units; and to identify gaps in resources, communications and systems, NDMA, in coordination with vulnerable States, took the initiative of conducting Mock Exercises on various types of natural and manmade disasters. This also helps in inculcating a culture of preparedness and generated awareness.

3.11.7Search and Rescue Teams at the National and State Levels will carry out mock drills/ mock exercises on various disasters situation. For floods and cyclones, these will be carried before the monsoon and cyclone period, tentatively in March and September for cyclones and in June for floods. For earthquakes, landslides, etc., such drills can be done at regular intervals.

3.11.8 At the District and State levels, mock exercises will be carried out for testing the effectiveness of all the preparedness mechanism including manpower and equipment.

Floods/ Cyclone Shelters

3.11.8 In the vulnerable districts, adequate numbers of floods/cyclone shelters should be constructed and identified for providing shelter to the evacuated people. These shelters should provide adequate thermal comfort, fresh air and protection from the climate and ensure dignity, health, safety and well-being of the evacuated persons. Such shelters need to be equipped with all essential necessities including medicines and sanitation. The design & construction of the shelter should be in accordance with safe building practices.

Awareness generation

3.12.1 A Nation-wide multi-media awareness campaign being carried out by the Government of India. Similarly State Governments should also carry out awareness campaigns in their State right up to village level. To create awareness among new generation, inputs on disaster management should be included in the school syllabus all over the country. Seminars/workshops maybe conducted by States/ UTs specifically for media personnel and public representatives viz. MPs, and MLAs, Members of Municipal Councils, Zila Parishads etc.

3.12.2 The States shall ensure appropriate awareness programme to solicit community response, which will in turn reduce the burden on administration to a considerable extent.

Measures to curb fake news: -

Information dissemination plays an important role not only in maintaining public morale but also maintaining normalcy. Countering of false propaganda by making factual information available to the public during disaster/disaster situation is essential. Media handling is therefore a critical aspect of crisis management. It will be responsibility of all the Central Government agencies/ States/ UTs concerned to keep the members of the press/media briefed at regular intervals to counter any false information/rumors/propaganda. Social media should be used proactively to keep the public informed appropriately about the nature of disaster/ impending disaster situation and Government's response.

Whats app Group by MHA:

Considering the significance of timely response in wake of any emergency to deal effectively with emergency situation, MHA has created a Whatsapp group. Officers from concerned Ministries/ Departments of Central Government, States/UTs, Early Warning agencies, Response Forces are the members of the group. This group proved

to be of very helpful in timely issuing of early warning/ alerts and coordinating the rescue and relief efforts to deal with any emergency situation. **All concerned agencies shall inform to MHA any change in the contact number/ contact person immediately for updating/ adding such details in the Whatsapp group created for the purpose.**

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CHAPTER-4

EARLY WARNING

Nodal Agencies for Early Warning

4.1.1 Forecasting is pre requisite for taking preparedness measures to respond to the disaster. It is the most important element of disaster management. Government of India (GoI) of India has designated the following as the nodal agencies for early warning of different natural hazards:

Disasters	Agencies
Cyclone	India Meteorological Department (IMD)
Tsunami	Indian Tsunami Early Warning Centre (ITEWC) Indian National Centre for Oceanic Information Services (INCOIS)
Floods	Central Water Commission (CWC)
Landslides	Geological Survey of India (GSI)
Avalanches	Snow and Avalanche Study Establishment (SASE)
Heat & Cold Waves[1]	India Meteorological Department (IMD)
Earthquake	National Centre for Seismology (NCS)
Lightening& Thunderstorm	India Meteorological Department (IMD)

4.1.2 These agencies shall be responsible for keeping track of developments in respect of specific hazards assigned to them and inform the designated authorities/agencies at National, State and District levels about the impending disasters. All these agencies have developed guidelines for early warning of disasters.

Cyclone

4.2.1 India Meteorological Department (IMD) has developed a detailed procedure for Four Stage Warning of Cyclone

1. Pre-Cyclone Watch

Pre-cyclone watch is an early warning issued about 72 hrs. in advance of the commencement of bad weather. This is issued by the IMD HQrs. to all designated authorities including the Cabinet Secretary and other senior officers of Govt. of India and the Chief Secretaries of concerned Maritime States, media and all Cyclone Warning Centres (CWS) of IMD.

2. Cyclone Alert

[1]For cold wave & Heat Wave, State Government may notify them as local disaster with in the limit of 10% of the annual allocation of SDRMF.

Cyclone Alert is issued to all designated authorities/Agencies as far as possible, 48 hours before the expected commencement of adverse weather.

3. Cyclone Warning

Cyclone warning are issued to all designated Authorities/Agencies including the Chief Secretaries of the maritime States and the District Magistrates/Collectors of the coastal districts and the immediate interior districts expected to be affected by the cyclone. Cyclone Warning is also issued to the designated railway officials and defence personnel. After initial warning, cyclone warnings are issued to officials twice a day.

4. Post Landfall Outlook

Post landfall outlook is issued at least 12 hours in advance of the landfall by concerned CWCs. On the basis of this outlook, the concerned Meteorological Centre will also issue cyclone warnings for the interior areas.

Cyclone Warning Dissemination System

4.2.2 IMD has taken various initiatives in recent years for improvement in the dissemination of weather forecast and warning services based on latest tools and technologies.

- Cyclone warnings are disseminated to various users through telephone, fax, email, SMS, Global Telecom System (GTS), WMO Information System (WIS), All India Radio, FM & community radio, Television and other print & electronic media, press conference, press release and Social media like Facebook, Twitter etc.These warnings/advisories are also put on the website (www.rsmcnewdelhi.imd.gov.in and www.mausam.imd.gov.in) of IMD.

- Another means to transmit warning is IVRS (Interactive Voice Response system). It is functioning with effect from July 2000. The requests for weather information and forecasts from the general public are automatically answered by this system. One can access current weather and forecast for major Indian cities by dialing Toll-free number 1800 180 1717. Presently, a centralized IVRS is catering the weather information of major cities.

- Since 2009, IMD has started SMS based weather and alert dissemination system through AMSS (Transmit) at RTH New Delhi.

- To further enhance this initiative, IMD has taken the leverage of Digital India Programme to utilize "Mobile Seva" of Ministry of Electronics and Information Technology (MeitY), Ministry of Communication and Information Technology; Govt. of India for SMS based Warnings /Weather information dissemination for a wide range of users. The SMS based cyclone alert to the registered users including public was inaugurated on 25th December 2014.

- Global Maritime Distress and Safety System (GMDSS) message is also put in RSMC, New Delhi website (URL: www.rsmcnewdelhi.imd.gov.in) as well as transmitted through GTS. The WIS Portal – GISC New Delhi is another system for cyclone warning dissemination. The user can access the warning messages through the URL: http://www.wis.imd.gov.in. IMD has also started issuing of NAVTEX bulletins for the coastal region along east as well as the west coast of India for the operation of lightships and fishermen from 30th March 2015.

- The cyclone warnings are also disseminated through Tsunami warning dissemination system of INCOIS and Potential Fisheries Zone (PFZ) Bulletins of INCOIS to registered Fishermen.

- The Cyclone warnings are also communicated registered farmers along the coastal regions through the Kisan portal of Ministry of Agriculture, Govt. Of India.

4.2.3 In addition Cyclone Warning is disseminated through the following means:

(i) Police Wireless
(ii) Warnings through All India Radio (AIR) Bulletins
(iii) Doordrashan News
(iv) Press Bulletins
(v) Aviation Warning
(vi) Social Media

Tsunami

4.3.1 In the aftermath of the Indian Ocean Tsunami of 26 December 2004, the Ministry of Earth Sciences has set up an Indian Tsunami Early Warning Center (ITEWC) at the Indian National Centre for Ocean Information Services (INCOIS) Hyderabad. The Center is mandated to provide advance warnings on Tsunamis likely to affect the coastal areas of the country. INCOIS has developed a detailed protocol for issuing Tsunami Watch, Alerts and Warnings.

Earthquake Information Bulletin contains information about origin time, latitude and longitude of the epicenter, name of geographical area, magnitude and depth of an earthquake. This message also contains preliminary evaluation of tsunami potential based on the magnitude.

Tsunami Warning (RED) contains information about the earthquake and a tsunami evaluation message indicating that tsunami is expected. This is the highest level wherein immediate actions are required to move public to higher grounds. Message also contains information on the travel times and tsunami grade (based on run-up estimates) at various coastal locations.

Tsunami Alert (ORANGE) contains information about the earthquake and a tsunami evaluation message indicating that tsunami is expected. This is the second highest level wherein immediate public evacuation is not required. Public should avoid beaches since strong current are expected. Local officials should be prepared for evacuation if it

is upgraded to warning status. Message also contains information on the travel times and tsunami grade at various coastal locations

Tsunami Watch (YELLOW) contains information about the earthquake and a tsunami evaluation message indicating that tsunami is expected. This is the third highest level wherein immediate public evacuation is not required, Local officials should be prepared for evacuation if it is upgraded to warning status. Message also contains information on the travel times and tsunami grade at various coastal locations.

*Tsunami cancellation(Green)*will be issued if the tsunami warning was issued on the basis of erroneous data or if the warning center determines from subsequent information that only an insignificant wave has been generated. In addition, tsunami warning may be cancelled on a selective basis when a significant wave that has been generated clearly poses no threat to one or more of the areas the warning center warns, either because of intervening continents or islands which screen them or because the orientation of the generating area causes the tsunami to be directed away from these areas.

*Tsunami All Clear (GREEN)*bulletin indicates that the 'Tsunami Threat' is passed and no more dangerous waves are expected.

Flood

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

Above Normal:	Water level between Warning Level and Danger Level
Severe:	Water Level between Danger Level to the Highest Flood Level (HFL) (The highest flood level of the river ever recorded at the place) attained at the location
Extreme:	Water level equal or higher than the HFL at that location

4.4.2 Presently, there are 328 locations (198 level + 130 inflow), where flood forecasts are issued in India which is likely to rise to around 375 by end of 2025.CWC issues Inflow Forecasts for 130 dams/reservoirs/barrages in various river basins in the country. The project authorities have identified the threshold inflow limits for issue of forecast considering various factors such as safety of the dam, status of reservoir, downstream channel/ canal requirements. The inflow in volume during the given duration indirectly indicates the possibility of accommodating the given volume or otherwise in the reservoir. The outflow pattern is decided keeping in view of the safety measures at the reservoir and the likely impact of the outflow from the reservoir to cause damages/ difficulties in the downstream areas giving due attention to the Emergency Action Plan (EAP) of the project. There is need for EAP for all reservoirs covering normal operational releases and high releases during floods.

Near real-time flood information are shared in Social Media Platforms such as Facebook, Twitter and Whatsapp Group. The information shared are the Hydrographs of the Flood Forecasting and Flood Monitoring Stations, Flood information, Photographs and Videos of important flood events etc. Daily Flood Situation Report cum Advisories is shared with all stake holders including General Public through social media platforms. Rainfall-Runoff numerical models have been developed for all river basins to increase the warning time upto 3-days (72 hrs) in advance, which is planned to be extended to 5-days (120 hrs).

India Meteorological Department has established 14 Flood Meteorological Offices (FMOs) in the flood prone areas to provide hydro meteorological support to Flood Forecasting Divisions (FFDs) of Central Water Commission (CWC) to help them issue "Riverine Flood warnings/Flood alerts". As per requirement of CWC, presently IMD is providing sub basin wise 'Quantitative Precipitation Forecast (QPF)' through QPF and Hydromet Bulletins for 153 river sub basins of country. Currently, this forecast is provided for a lead time of 3 days along with an outlook for subsequent 4 days. IMD also issues location specific Newscast alerts for high intensity rainfall events for about 900 locations in the country.

Landslide

4.5.1 Geological Survey of India (GSI) issues alerts and warnings to all designated authorities and agencies of the Central Government and State Governments/ District Administration for landslides in the following categories.

Category IV(Green):	Landslides of small dimensions that occur away from habitations/ communication corridor/ infrastructure site, and do not affect either humans or their possessions and/ or property/ infrastructure.
Category III (Yellow):	Landslides that occur in the vicinity of inhabited areas/ communication corridor/ infrastructure site that can adversely affect either humans or properties or infrastructure. This category also includes Landslides that block smaller natural drainages and posing insignificant to limited risk to lives and properties.
Category II(Orange):	Landslides that occur and/ or have damaging effects on inhabited areas/ communication corridors/ infrastructure sites and that result either loss of lives or damage to property or infrastructure.
Category I(Red):	Landslides that occur and/or have damaging effects on inhabited areas/ communication corridors/ infrastructure sites and that result in significant losses of lives and properties/ infrastructure. This category also includes large landslides that causes damming and blocking of major rivers leading to the possibility of breaching of dam and flooding of downstream low-lying areas (Landslide Lake Outburst Flood – LLOF).

Avalanches

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

Low: Generally favorable condition. Triggering is possible only with high additional loads and on very few extreme slopes. Valley movement is safe. **Movement on slopes with care.**

Medium: Partly unfavorable condition. Triggering is possible on most avalanche prone slopes with low additional loads and may reach the valley in medium size. **Movement on slopes with extreme care. Valley movements with caution. Avoid steep slopes. Routes should be selected with care.**

High: Unfavorable condition. Triggering possible from all avalanche prone slopes even with low additional loads and reach the valley in large size. **Suspend all movement. Airborne avalanches likely.**

All Round: Very unfavorable condition. Numerous large avalanches are likely from all possible avalanche slopes even on moderately steep terrain. **Suspend all movements. Airborne avalanches likely.**

Earthquake

4.7.1 Early warning or prediction of earthquake is not possible as of now. However detection and monitoring the earthquakes and the aftershocks are possible. National Centre for Seismology (NCS) is the nodal agency of Government of India responsible for monitoring seismic activity in and around the country. NCS is responsible for quickly estimating the earthquake source parameters immediately on occurrence of an earthquake and disseminating the information to all the user agencies including the concerned State and Central Government agencies responsible for carrying out relief and rehabilitation measures. NCS also transmits earthquake information to public information channels, press, media etc. and posts in its Website.

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

4.7.3 NCS operates an Earthquake Operation Centre on a 24X7 basis with the operational responsibility of keeping a round-the-clock watch of seismic activity in and around the country. The Centre shall retrieve waveform data from remote field stations either in real time or through VSAT/ dial up communication facilities, data analyses and

quick dissemination of earthquake information to various user agencies including State and Central Government departments dealing with relief and rehabilitation measures.

Thunderstorm & lightning

For issue of Forecast and Nowcast regarding lightning and thunderstorms, IMD has a well-structured forecasting system to meet the requirements of weather forecasting, comprising of National Weather Forecasting Centre (NWFC) at IMD Headquarters, six Regional Weather Forecasting Centres (RWFC) at Delhi, Kolkata, Guwahati, Mumbai, Nagpur, Chennai and nineteen State Weather Forecasting Centres (SWFC) at the State capitals. The forecasts for five days with an outlook for another two days are given in sub divisional scale from NWFC and at district level by the RWFC/SWFC. The forecasts from NWFC are updated four times a day. In addition to this, a Severe Weather Advisory is issued daily from NWFC around noon, based on the main forecast, which is updated in the evening if required.

On the basis of the Severe Weather Advisory from NWFC, three hourly colour coded nowcasts for severe weather are issued round the clock, for all districts of India as well as for about 971 important cities and towns across India by the Meteorological Centres of IMD. These nowcasts are updated on the IMD website for the information of the general public. In case of expected occurrence of severe weather, detailed, location specific, impact based Nowcast Warning Bulletins are issued by the State Meteorological Centres. These warnings are sent to targeted users including Media, Disaster Managers and State Government Officials through SMS/whatsapp/e-mail.

A web based app DAMINI developed by the Ministry of Earth Sciences provides details of the occurrence of thunderstorms and lightning within a 40 km range around the user and forecasts for about 20 minutes ahead.

Dissemination of Disaster Warning

National Level

4.8.1 At the National Level Nodal Agencies have been designated for generating/ forecasting of early warnings of natural disasters. Onset of disaster shall be indicated through forecasting by the Nodal Agencies in respect of their respective hazards to States/ UTs and other agencies concerned and MHA Control Room as per laid down protocol.

5.2.2 Based on the forecasts from Nodal Agencies, MHA Control Room also issues alert/advisories to SEOCs.

4.8.2 Once information is received of an imminent disaster or a disaster having occurred, MHA Control Room will generate alert messages/ disaster warnings to the concerned authorities as per this SOP.

4.8.3 Warnings of impending, imminent or actual disaster situations may reach NERC at NDCC building & MHA Control Room at North Block from various sources in a

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number of ways. NERC will confirm the exact status in this regard from the nodal officers of official sources/ agencies before issuing Alert messages.

4.8.4 Upon receipt of weather warnings or reports of actual disasters, MHA Control Room will activate "call up actions". Each disaster situation will have different parameters in terms of severity, early warning and time available for response. Therefore, different stages for different events shall be standardized for issuance of Alert messages.

4.8.5 In case of a sudden onset of a disaster situation like earthquake, there will be no early warning or watch period; whereas for other disasters such as cyclones, floods etc. there would be an early warning and a watch period.

4.8.6 The dissemination of warning and other messages/ information will be made through different mediums of communications. Both the latest technology and conventional methods will be used for dissemination of information upto the user levels.

State Level

4.8.7 SDMAs/States shall periodically review their various network system particularly of coastal areas for effective dissemination of warnings for cyclone and floods.

4.8.8 SDMAs/ States shall also ensure that various network systems in the State has back up of powerful transmitters through generator sets for uninterrupted daily warnings of forecasting.

4.8.9 Dissemination of warning to common people may range from alarms, sirens, to public announcement system like radio, television, loud speakers, print and social media etc.

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

4.8.11 While issuing warning the messages shall be of user friendly: The warning protocols shall be designed in simple and local languages easily understandable to a common man.

CHAPTER-5

TRIGGER MECHANISM

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

5.1.2 The objective of having a trigger mechanism for natural disasters is to have a suo-moto activation mechanism for spontaneous response to set in motion command, control and management of the situation.

There shall be two types of situation with different trigger mechanisms for natural disasters:

(i) Situation I – Where Early Warning signals are available (Detailed Do's and Don'ts for District Magistrate are placed at **Annexure –V**)

(ii) Situation II- Where Disaster occurs without early warning

Where Early Warning signals are available

5.2.1 At the National Level Nodal Agencies have been designated for generating/ forecasting of early warnings of natural disasters. Onset of disaster shall be indicated through forecasting by the Nodal Agencies in respect of their respective hazards to States/ UTs and agencies concerned and MHA Control Room as per laid down protocol.

5.2.2 Based on the forecasts from Nodal Agencies, MHA Control Room issues alert/advisories to SEOCs.

5.2.3 As soon as the Watch/Alerts/warning has been issued by the Nodal agency/ MHA Control Room to the SEOC and other designated authorities, SEOC and DEOC of the State / UT concerned shall be fully activated.

5.2.4 States/ UT Governments shall activate State/District /Sub-Division/Block level administrative machinery to respond to the situation with available manpower and resources.

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

5.2.6 Dissemination of warning to common people may range from alarms, sirens, to public announcement system like radio, television, loud speakers, print and social media etc.

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

5.2.8 While issuing warning the messages shall be of user friendly: The warning protocols shall be designed in simple and local languages easily understandable to a common man.

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

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

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

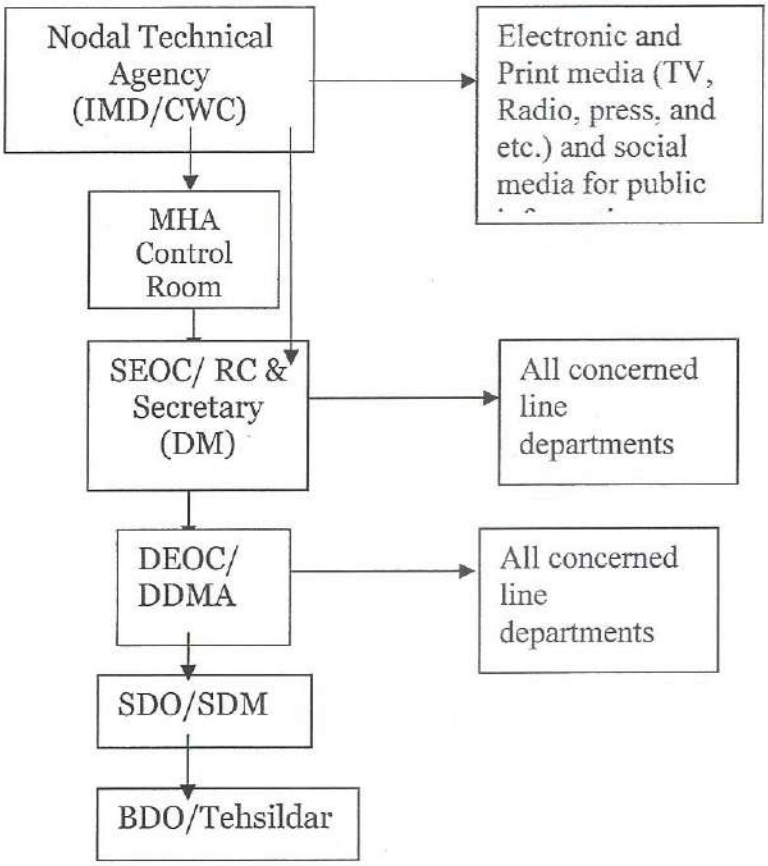
Where Disaster occurs without early warning

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

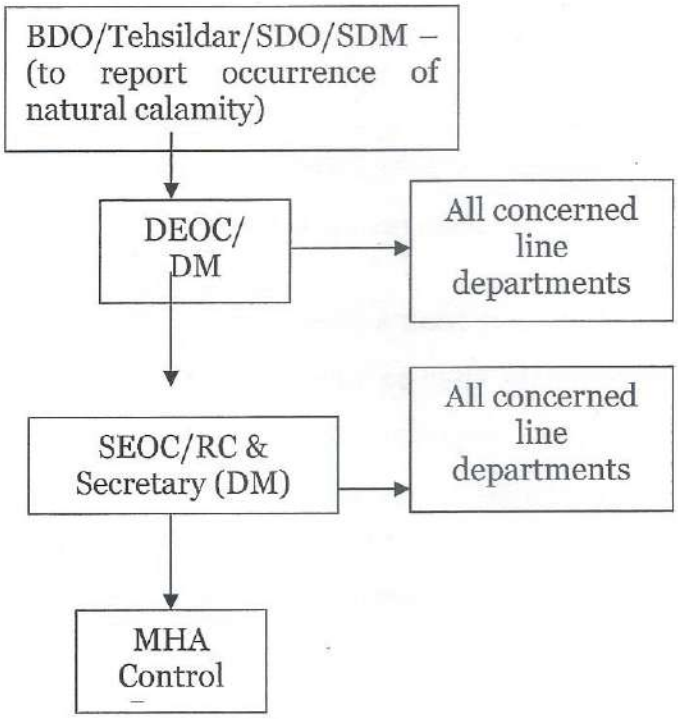
1. The field functionary at ground zero shall inform the DEOC and District Magistrate concerned.
2. DEOC shall be fully activated for managing the incident.
3. DEOC/District Magistrate shall inform the SEOC/ SDMA, SEC and seeks assistance if required.
4. SEOC will be activated and immediately informed MHA Control Room. SEOC also submit the situation report to MHA Control Room.
5. Quick Response Teams (QRTs), Search and Rescue Teams, medical and Para-medical teams shall be deployed.
6. District Magistrate shall review the situation and activate coordination, command and control
7. Incident Command Teams shall be deployed
8. Meeting of DDMA shall be convened to review situations
9. Team for rapid assessment of damage shall be deployed
10. Line Departments/agencies shall begin work for restoration of power, tele-communication, surface transport etc
11. Arrangements shall be made for supply of food material, drinking water etc.

12. Thereafter, follow up action shall be undertaken by all concerned at all levels as envisaged under Response and Relief Phases.

5.4.1 **Information flow chart in Case I: where early warning signals are available**



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



CHAPTER - 6

RESPONSE

National Level

6.1.1Following shall be the sequence of action at the *National level:*

Control Rooms of MHA shall discharge the following functions:

i. On receipt of information either from State/District or from Early Warning Agencies or any other reliable sources, MHA Control Room shall be activated as per laid down protocol.
ii. It shall send alerts/warning/advisories to all designated authorities.
iii. MHA Control Room shall collect all relevant information and appraise the status to the designated authorities.
iv. It shall activate ESFs if the situation warrants central assistance to States/UTs.
v. It shall prepare Daily Situation Report.

National Crisis Management Committee (NCMC)

i. On direction of the Cabinet Secretary, meeting of the NCMC shall be convened.
ii. NCMC will take stock of the situation.
iii. It shall give necessary directions to Central Ministries/ Departments/ Agencies and State Governments concerned.

National Executive Committee (NEC)

Section 10(2) (k) and (l) of the DM Act, 2005 stipulates that the NEC under the Union Home Secretary will 'coordinate response in the event of any threatening disaster situation or disaster'. The Secretaries to the GOI in the Ministries/Departments of Agriculture, Atomic Energy, Defence, Drinking Water Supply, Environment and Forests, Finance (Expenditure), Health, Power, Rural Development, Science and Technology, Space, Telecommunications, Urban Development, Water Resources and the Chief of the Integrated Defence Staff of the Chiefs of Staff Committee shall be the other member of NEC. Secretaries in the Ministry of External Affairs, Earth Sciences, Human Resource Development, Mines, Shipping, Road Transport & Highways and Member Secretary, NDMA will be special invitees to the meetings of the NEC. Joint Secretary(DM), MHA is the convener of the NEC meeting.NEC may: -

i. Coordinate response in the event of any threatening disaster situation or disaster.

ii. Give directions to, the concerned Ministries or Departments of the Government of India, the State Governments/ UT Administration and the State Authorities regarding measures to be taken by them in response to any threatening disaster situation or disaster.

iii. Direct any Department or Agency of the Government to make available to the National Authority or State Authorities such men or material resources as are available with it for the purposes of emergency response, rescue and relief.

iv. Advise, assist and coordinate the activities of the Ministries or Departments of the Government of India, State Authorities, statutory bodies, other governmental or non-governmental organisations and others engaged in disaster management.

v. The NEC shall meet as often as necessary but atleast once in three month.

Role of MHA and Other Central Ministries/ Departments

i. As per the request of State/UT, MHA will mobilize NDRF Teams with all necessary relief & Rescue equipments as well as team of CAPFs and also coordinate with MoD for the deployment of the resources including Air assets. MHA will also coordinate for mobilization of assets and resources of other Central Ministries/Departments as per requirement.
ii. On activation of national ESF Plan, the concerned Ministry/Department shall depute the designated officials to NERC at NDCC building for coordination of response measures.
iii. Ministries/Departments shall coordinate with their counterparts and make assessment of immediate needs in their respective sectors.
iv. Ministries/Departments shall provide resources both in terms of men and material for assistance of the States on request of NEC.

6.2.1 Following shall be the sequence of action at the *State level:*

State Level

SEOC shall discharge the following functions:

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

State Disaster Management Authority (SDMA)

i. Meeting of the SDMA shall be convened on the direction of Chief Minister

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ii. SDMA will take stock of the situation.
iii. SDMA shall give necessary directions to SEC, Department of Disaster Management and other Departments/agencies of the State Government and concerned DDMAs.
iv. SDMA shall decide on Inter-State assistance and cooperation.

State Executive Committee (SEC)

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

i. Evaluate preparedness at all governmental or non-governmental levels to respond to any threatening disaster situation or disaster and give directions, where necessary, for enhancing such preparedness.

ii. Coordinate response in the event of any threatening disaster situation or disaster.

iii. Advise, assist and coordinate the activities of the Departments of the Government of the State, District Authorities, statutory bodies and other governmental and non-governmental organisations engaged in disaster management.

iv. Department of Relief/ Disaster Management shall be the Nodal Department for disaster management and Secretary of the Department /Relief Commissioner shall implement the decisions of the SEC pertaining to State level Response to natural disasters.

v. Disaster response being a multi-agency function, other Departments of the State Governments will provide emergency support in their relevant domains at the State/District levels.

Role of Other Departments/Agencies

i. On activation of State ESF Plan, the concerned Department/Agency shall depute the designated officials to SEOC for coordination of response measures.
ii. Departments/Agencies shall coordinate with their National counterparts and mobilize central assistances, such as specialized manpower, equipment, materials etc. to meet immediate needs in their respective sectors.

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iii. Departments/Agencies shall provide resources both in terms of men and material for assistance to the DDMAs.

District Level

6.3.1 Following shall be the sequence of action at the *District level:*

DEOC shall discharge the following functions:

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

District Disaster Management Authority (DDMA)

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

First Response

6.3.2 In disasters, where there are no early warning signals available, the community members will be the first responder. However, immediate support and assistance shall be available from other important first responders like the police, State Disaster Response Force (SDRFs), Fire and Medical Services. Other important responders will

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by the Civil Defence, Home Guards and youth organizations such as NCC, NSS and NYKS drawn from local units and also Aapda Mitra.

First Information Report

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

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

6.3.4 The First Information Report on occurrence of natural calamity shall be sent to SEOC and MHA Control Rooms, Government of India within maximum 24 hours of occurrence of calamity. A standardized format for the same is at **Annexure – V**.

Daily Situation Report

6.3.5 A standardized format for reporting of situation report on daily basis has been prepared for the District, State and National levels. This format will be used uniformly by all the States/ UTs **(Annexure – VI)**. The State Governments shall submit situation report to the MHA on six hourly basis during first three days after occurrence of disaster and thereafter daily till the situation becomes normal on National Disaster Management Information System (NDMIS).

Air dropping of food in inaccessible areas

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

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

Rapid Damage Assessment

6.3.8 Rescue & relief operations shall be based on ground assessment of damage and losses. Preliminary assessment shall be carried out immediately within 24 hours for planning the response. Teams shall be constituted of officials drawn from various sectors to make assessment on the basis of on the spot visits, aerial surveys and information collected from primary and secondary sources.

Immediate repair of infrastructure

6.3.9 The Departments/ Agencies of the State Government responsible for various infrastructural facilities such as electricity, drinking water, telecommunication etc. shall repair the damaged infrastructure, caused by the disaster and will take immediate steps to restore damaged essential services so that rescue & relief operations are conducted smoothly.

Disposal of dead bodies

6.3.10 The State Government/ District authorities shall earmark authorities responsible for disposal of bodies in event of mass causalities. The process of identification and handing over to next of kin shall be followed. Mass burial/ disposal of bodies shall be done as a last resort. Local religious & cultural practices shall be honoured while disposing dead bodies

Disposal of carcasses

6.3.11 The State Government/District authorities shall earmark authorities responsible for disposal of carcasses in event of mass destruction. The process to be followed for mass disposal of carcasses shall be decided by Department of Animal Husbandry.

Information and Media Management

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

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CHAPTER – 7

RELIEF

In the aftermath of disasters, the affected people must be looked after for their safety, security and the well-being and provided food, water, shelter, clothing, medical care etc. so as to ensure that the affected people live with dignity. State/ UT Governments shall be responsible for providing prompt and adequate relief assistance to the victims of disasters. The minimum standards of relief shall be as per the Guidelines provided by the National Disaster Management Authority.

Shelter

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

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

Relief Camp

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

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

kitchens, provision of education through the restoration of schools and anganwadis.

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

xi. The factors like terrain, climatic conditions at the site of disaster etc. will also impact the requirement and ability of the administration and other stakeholders to deliver relief. These constraints should also be kept in view while arranging minimum standards of relief.

xii. Minimum Standards in respect of Shelter, Food, Water, Sanitation, Medical Cover, Relief for Widows and Orphans, in Relief Camps: will be based on the Guidelines laid down by the NDMA.

Sanitation and Hygiene

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

Provision of Intermediate Shelters

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

Management of Relief Supplies

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

Transparency in relief

SDMAs/DDMAs shall take all appropriate measures for transparency in the relief operations. Affected people shall be apprised of the nature and quantum of relief admissible to them. Proper formats to be developed to acknowledge the receipt of relief materials and their further distribution. Relief assistance in case, wherever applicable shall be distributed through Direct Benefit Transfer (DBT)

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CHAPTER – 8

CRISIS SITUATION FALLING IN THE DOMAIN OF OTHER CENTRAL MINISTRY

Crisis Management Plan of Cabinet Secretariat has made different Central Ministries as Nodal for taking actions to deal with the crisis situations which fall in the domain of those respective Central Ministries/ Departments. Each Central Ministry is to prepare their CMP for dealing with the crisis situation falling in their domain. There are the crisis situations which do not fall in the domain of the MHA however, there is a need for deployment of men and resources of NDRF, CAPFs and Ministry of Defence to deal with such crisis situations. Crisis situations falling in the domain of the other Central Ministries, are given as under: -

i.	Major Accidents	:	Concerned Ministry/ Department (viz: for train accident Ministry of Railway)
ii.	Disaster in Mines	:	Ministry of Coal/ Ministry of Labour & Employment/ concerned Ministry
iii.	Forest Fire	:	Ministry of Environment, Forest & Climate Change
iv.	Chemical Disaster	:	Ministry of Environment, Forest & Climate Change
v.	Flood situation due to dam failure	:	Ministry of Water Resources.

Role of the central Nodal Ministry concerned: -

i. Each Ministry / Department shall designate a Nodal officer, not below the rank of Joint Secretary, for crisis management.

ii. On the occurrence of crisis situation falling in the domain of the Ministry / Department concerned, the Nodal Ministry would activate its control Room.

iii. The Central Nodal Ministry/ Department concerned will coordinate response & relief operations with all concerned for the crisis situation falling in their domain.

iv. A senior officer will be designated in-charge of the Control Room.

v. The Secretary of the concerned Nodal Ministry would inform/ provide update regarding incident to the Cabinet Secretariat and Prime Minister's Office (PMO) about the crisis situation.

vi. The Secretary of the central Nodal Ministry will ensure that prompt updates about crisis situation are brought to the Notice of NCMC.

vii. The Central Ministry/ Department concerned may requisition additional resources during the crisis situation to effectively deal with the situation.

viii. Every Ministry will put in place a Mechanism, so that the information about any crisis is promptly noticed.

Flow of Information: -

The flow of information will be from the incident site to the District and then from the District to the State Control Room. For the other crisis situation, the State EOCs shall inform the Control Room of the Central Ministry/ Department concerned, which is designate Nodal Ministry for the particular crisis situation.

On the occurrence of crisis, the field agencies of the concerned Ministry/ District administration are usually the first ones to know of the same. Thus, field agencies of the concerned Ministry as well as the District Control Room should send the first information.

The Nodal officer of the Central Ministry will immediately inform the concerned Secretary, and will get in touch with the State Control Room, District Control Room. The Central Ministry's Control Room/ Nodal Officer will regularly provide information/ updates to the MHA Central Control Room.

The Concerned Ministry will take necessary measures for use of all available technology including social media for flow of information to higher level in minimum possible time.

Role of MHA

MHA Control Room at North Block on receipt of information / report from the nodal Ministry's/ States/ UTs Control Room will promptly convey the information to the concerned Officers of the MHA, Cabinet Secretariat and Prime Minister's Office. As per the request of received from Central Ministry/ Department/ States/ UTs, NDRF Teams may be mobilized with all necessary relief & Rescue equipment. If disaster is of large magnitude, then resources of CAPFs/ Ministry of Defence may also be mobilized.

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ANNEXURE I

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

STANDARD OPERATING PROCEDURE (SOP) - 2021

FOR

ISSUING ALERTS AND ELECTRONIC MESSAGING IN THE EVENT OF DISASTER SITUATIONS

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STANDARD OPERATING PROCEDURE FOR ISSUING ALERTS AND ELECTRONIC MESSAGING IN THE EVENT OF DISASTER SITUATIONS

INTRODUCTION

1. MHA Control Room at North Block and National Emergency Operation Center (NERC) at NDCC-II Building has been set up in New Delhi, to handle disaster situations on a '24x7' basis. In the case of disasters such as cyclones, flood, avalanche, tsunami, etc, own early warning agencies would be able to render an advance warning, which would be followed by a 'watch' period. However, in the case of disasters like an earthquake or a rail accident, the event would be sudden and there will be no early warning or 'watch' period. To ensure that appropriate levels of the Government remain informed about impending or transpiring disaster events, as also to manage the response, the IOC has been made responsible for initiating 'Alert' messages using telephone(s), SMS, fax and e-mail messaging services to various senior level officers.

2. Aim: The aim of this SOP is to lay down standard guidelines and protocols to be followed for issuing Alert messages in disaster situations to senior officers at various levels of the Government.

3. Categorization of Alerts: While there is a need to keep appropriate levels of the Government informed, there is also a requirement to prevent 'information overload' at apex levels, as also thwart undue alarm. Hence, for the purpose of keeping the Prime Minister's Office (PMO) / Cabinet Secretariat and/or senior officers of the MHA / NDMA / NDRF / ESF / Ministries / States / UTs informed, a uniform system of Alerts has been devised. This system envisages the Alerts being categorized into 'Yellow', 'Orange' and 'Red' depending on the magnitude, severity and/or effect of each type of disaster.

4. Thus, when informing the IOC (MHA) about a disaster event, the concerned agency will not only intimate the type and other details of the disaster, but will also indicate the corresponding category of the 'Alert' (Yellow/ Orange/ Red) depending on the gravity of the situation. The concerned agency will issue a revised 'Alert' level as and when the disaster-related circumstances change.

5. Information Passage in Case of Other Contingencies: For any other unprecedented disaster-related event, 'Alert' messages to the PMO/Cabinet Secretariat will be sent only in consultation with, and after approval of the JS (DM)/ AS (DM), MHA.

6. The 'Emergency Support Function' (ESF) Ministries / Departments will be as follows: -
   i. Ministry of Health & Family Welfare.
   ii. Ministry of Defence.
   iii. Ministry of Power.
   iv. Ministry of Road, Transport& Highways.
   v. Ministry of Urban Development.
   vi. Department of Food & Public Distribution.
   vii. Ministry of Drinking Water & Sanitation.
   viii. Ministry of Information & Broadcasting.
   ix. Ministry of Petroleum & Natural Gas.
   x. Department of Communication.
   xi. Atomic Energy Regulatory Board.

7. The SOP and protocol for the Control Rooms of MHA for transmitting 'Alerts' to senior officers in the PMO/Cabinet Secretariat/ MHA/ concerned Ministries/States/UTs are iterated in subsequent paragraphs.

8. This SOP should be read in conjunction with the MHA's 'Crisis Management Plan 2021'.

SOP and Protocol for Transmitting Alerts

1. TSUNAMI - INCOIS

- **Early Warning / Forecasting Agency:** Indian Tsunami Early Warning Centre (ITEWC) -Indian National Centre for Ocean Information Services (INCOIS), Hyderabad.

- **Alert Categorization:**
  - Watch - **Yellow.**
  - Alert - **Orange.**
  - Warning - **Red.**

- ITEWC contains tsunami threat category (Warning / Alert / Watch) mapped equivalent to administrative area of respective coastal district / UT coastline
- The tsunami threat bulletin may contain YELLOW, ORANGE and RED categories all in one bulletin itself depending on which regions fall under WATCH, ALERT and WARNING category.
- Accordingly, the tsunami message will contain the respective mapped actions for each category

Category	Description	Stage	Alerts to be transmitted to:
Watch	When an undersea or near coast earthquake of greater than or equal to 6.5 is reported anda Tsunami Watch is received from ITEWC, INCOIS, Hyderabad.	**Yellow**	• JS (DM) & AS (DM). • Nodal Officers of NDMA & NDRF. • Concerned State/ UT Governments, with instructions to further transmit the alerts to the concerned / Districts authorities. • On instruction of JS (DM), be transmitted to HS, MHA.
Alert	When an undersea or near coast earthquake of greater than or equal to 6.5 is reported and a Tsunami Alert is received from ITEWC, INCOIS, Hyderabad.	**Orange**	• HS/ AS (DM)/ JS (DM) / PS to HM / PS to MoS. • Nodal Officers of NDMA & NDRF. • Concerned State/UT Governments with instructions to further transmit alerts to the concerned/ Districts authorities. • All designated officers in PMO/Cabinet Secretariat.
Warning	When an undersea or near coast	**Red**	• HS/ AS (DM)/ JS (DM)/ PS to HM/ PS to MOS, Nodal officers

	earthquake of greater than or equal to 6.5 is reported and/or when a change in water level after an earthquake is reportedand Tsunami Warning received from ITEWC, INCOIS, Hyderabad.		of NDMA& NDRF. • All designated officers in PMO/ Cabinet Secretariat. • ESF Ministries/ Departments. • Concerned States/ UTs with instructions to further transmit alerts to the concerned/ Districts authorities.

- ✓ Tsunami alert will be sent to senior officers only when Tsunami is likely to affect India or neighboring countries.

- ✓ All alerts messages will be followed by **Situation Reports (SITREP)** to be sent twice a day or more frequently depending on unfolding events.
- ✓ Timely bulletins will be communicated with updated information

- **Early Warning / Forecasting agency:** India Meteorological Department.

- **Alert Categorization:**
  - Cyclone Alert - **Yellow.**
  - Cyclone Warning - **Orange.**
  - Post Landfall Outlook - **Red.**

Category	Description	Stage	Alerts to be Transmitted to
Pre-Cyclone Watch	Special message on the development of a Low or Depression, its possible development into a cyclone over the Sea). Issued 72 hours prior to commencement of adverse weather over the coastal areas	---	• JS (DM) & AS (DM). • Nodal Officers of NDMA & NDRF. • Concerned State/ UT Governments, with instructions to further transmit the alerts to the concerned / Districts authorities. • On instruction of JS (DM), be transmitted to HS, MHA.
Cyclone Alert	Issued 48 hours before the commencement of bad weather and/or when a cyclonic system is located about 500 km or more away from the coast.	**Yellow**	• JS (DM) & AS (DM). • Nodal Officers of NDMA & NDRF. • Concerned State/UT Governments, with instructions to further transmit the alerts to the concerned / Districts authorities. • On instruction of JS (DM), be transmitted to HS, MHA.
Cyclone Warning	Issued about 24 hours before commencement of bad weather and are of a *"serious nature"*. The expected place & time of landfall and the districts along the coastal areas likely to be affected are clearly indicated in the	**Orange**	• HS/ AS (DM)/ JS (DM)/PS to HM/ PS to MoS. • Nodal Officers of NDMA & NDRF. • Concerned State/UT Governments with instructions to further transmit alerts to the

	warning messages. The location of the system at this stage may still be 300 km – 500 km away from the coast.		concerned/ Districts authorities. • All designated officers in PMO/Cabinet Secretariat.
Post landfall outlook:	Issued about 12 hours before actual landfall, this stage of warning is of a *"very serious nature"*. Includes details of the likely direction of movement of the cyclone after landfall and the areas expected to be affected.	**Red**	• HS/AS (DM)/ JS (DM)/PS to HM/PS to MOS, Nodal officers of NDMA& NDRF. • All designated officers in PMO/Cabinet Secretariat. • ESF Ministries/ Departments. • Concerned States/UTs with instructions to further transmit alerts to the concerned/ Districts authorities.

- ✓ All alerts messages will be followed by **Situation Reports (SITREP)** to be sent twice a day or more frequently depending on unfolding events.
- ✓ Alerts falling in **Orange stage** will be communicated with 03 hourly updates.
- ✓ Alerts falling in **Red stage** will be communicated with 1 hourly updates or at more frequent intervals as warranted by the situation.

3. **EARTHQUAKE (National Centre for Seismology)**

- **Warning Agency:** National Centre for Seismology, Ministry of Earth Sciences, New Delhi
- **Alert Categorization:**
  - Slight & Moderate - **Yellow.**
  - Strong - **Orange.**
  - Major, Great & Giant - **Red.**

Category	Description	Stage	Alerts to be Transmitted to
Small Moderate	Less than 5.0 5.0 – 5.9	**Yellow**	• JS (DM) & AS (DM). • Nodal Officers of NDMA & NDRF. • Concerned State/ UT Governments, with instructions to further transmit the alerts to the concerned / Districts authorities. • On instruction of JS (DM), be transmitted to HS, MHA.
Strong	6.0 - 6.9	**Orange**	• HS/ AS (DM)/ JS (DM) / PS to HM / PS to MoS. • Nodal Officers of NDMA & NDRF. • Concerned State/UT Governments with instructions to further transmit alerts to the concerned/ Districts authorities. • All designated officers in PMO/Cabinet Secretariat.
Major Great Giant	7.0 – 7.9 8.0 – 8.9 9.0 and above	**Red**	• HS/ AS (DM)/ JS (DM)/ PS to HM/ PS to MOS, Nodal officers of NDMA& NDRF. • All designated officers in PMO/ Cabinet Secretariat. • ESF Ministries/ Departments. • Concerned States/ UTs with instructions to further transmit alerts to the concerned/ Districts authorities.

✓ Alert messages will be followed by **Situation Reports (SITREP)** to be sent twice a day or more frequently depending on unfolding events.

4. **FLOOD.**

- **Early Warning / Forecasting Department:** Central Water Commission

- **Alert Categorization:**
  - Above Normal - **Yellow.**
  - Severe - **Orange.**
  - Extreme - **Red.**

Category	Description	Stage	Alerts to be transmitted to
Above Normal	Water level between Warning Level and Danger Level	**Yellow**	• JS (DM) & AS (DM). • Nodal Officers of NDMA & NDRF. • On instruction of JS (DM), be transmitted to HS.
Severe	Water level between Danger Level to the HFL* attained at that location	**Orange**	• HS / AS (DM) / JS (DM)/PS to HM/ PS to MOS. • Nodal Officers of NDMA & NDRF. • All designated officers in PMO/ Cabinet Secretariat. • Concerned State/ UT Governments
Extreme	Water level higher than the HFL* at that location	**Red**	• HS/AS (DM)/ JS (DM)/PS to HM/PS to MOS. • Nodal officers of NDMA& NDRF. • All designated officers in PMO/Cabinet Secretariat. • ESF Ministries / Departments & concerned States / UTs.

* Highest Flood Level: - The highest flood level of the river ever recorded at the place.

✓ Alerts messages will be followed by **Situation Reports (SITREP)** to be sent twice a day or more frequently depending on unfolding events.

✓ Alerts falling in **Orange stage** will be communicated with 06 hourly updates.

✓ Alerts falling in **Red stage** will be communicated with 03 hourly updates or at more frequent intervals as warranted by the situation.

5. FOREST FIRE.

- **Warning Agency:** Ministry of Environment, Forests & Climate Change.

- **Alert Categorization:**
  - Ordinary Fire - **Yellow.**
  - Medium Fire - **Orange.**
  - Major Fire - **Red.**

Category	Description	Stage	Alerts to be transmitted to
Ordinary fire	Localized fires which can be controlled by the concerned territorial Conservator of Forests.	**Yellow**	• JS (DM).
Medium Fire	Where large forest area is under fire, which can be controlled by the State Government and no Central intervention is sought by the State Government.	**Orange**	• HS/ AS (DM) / JS (DM)/PS to HM/PS to MOS. • Nodal Officers of NDMA & NDRF.
Major Fire	Large fire, which may result in substantial loss of human lives, massive environmental degradation or loss of wildlife	**Red**	• HS/AS (DM)/ JS (DM)/PS to HM/PS to MOS. • Nodal officers of NDMA& NDRF. • All designated officers in PMO/Cabinet Secretariat.

✓ All alerts messages will be followed by **Situation Reports (SITREP)** to be sent twice a day or more frequently depending on unfolding events.

✓ Alerts falling in **Orange stage** will be communicated with 03 hourly updates.

✓ Alerts falling in **Red stage** will be communicated with 1 hourly updates or at more frequent intervals as warranted by the situation.

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6. AVALANCHES:

- **Early Warning / Forecasting agency:** Snow& Avalanche Study Establishment, Chandigarh.

- **Alert Categorization:**
  - Low / Medium danger- **Yellow.**
  - High - **Orange.**
  - All Round - **Red.**

Category	Description	Stage	Alerts transmitted to
Low	Partly unsafe conditions. Small size triggering is possible on few extreme slopes. Valley movements are generally safe. Movement on slopes with care.	Yellow	-
Medium	Unsafe conditions. Triggering is possible from the most avalanche prone slope and may reach the valley in medium size. Avoid movement on slopes. Routes should be selected with care. Valley movement with precaution. Evacuate from unprotected settlements on/near the avalanche paths.	Yellow	• JS (DM)/AS (DM).
High	Highly unsafe condition. Triggering is possible from all avalanche prone slopes and may reach the valley in large size. Suspend all movements. Airborne avalanches likely. Evacuate from all settlements on/near the avalanche paths.	Orange	• AS (DM) / JS (DM)/PS to HM/PS to MOS. • Nodal Officers of NDMA & NDRF. • Concerned State/UT Governments. • On instruction of JS (DM), be transmitted to HS.
All round	Extremely unsafe condition. Numerous large avalanches are likely from all possible avalanche slopes even on moderately steep terrain. Airborne avalanche likely and may follow unexpected	Red	• HS/AS (DM)/ JS (DM)/PS to HM/PS to MOS. • Nodal officers of NDMA& NDRF. • All designated

	paths. Evacuate from avalanche prone areas.		officers in PMO/Cabinet Secretariat. • ESF Ministries/ Departments& concerned States/UTs.

➢ MHA Control Room will also communicate Avalanche warning to Border Security Force (BSF), Central Reserve Police Force (CRPF) and Indo–Tibet Border Police (ITBP).

7. **LANDSLIDES.**

- **Early Warning / Forecasting Agency:** Geological Survey of India.
- **Alert Categorization:**
  - Category-III - **Yellow.**
  - Category-II - **Orange.**
  - Category-I - **Red.**

Category	Description	Stage	Alerts to be sent
III	Landslides (Slides/ Falls/ Flows) and Subsidence that occur in the vicinity of inhabited areas and/ or any infrastructure that can adversely affect either humans or properties or any infrastructure. Landslides (Slides/ Falls/ Flows) and Subsidence that block smaller natural drainages and posing insignificant to limited risk to lives	Yellow	JS (DM).

	and properties. It may pose some amount of threat for future damage.		
II	Landslides (Slides/ Falls/ Flows) and Subsidence that occur and/or have damaging effects on inhabited areas, important and strategic infrastructures such as highways/ roads, pilgrimage routes, rail routes and other civil installations like any appurtenant structures of any hydroelectric/ irrigation/ multipurpose projects and that result either loss of lives or damage to any property.	Orange	• JS (DM) & AS (DM) • On instruction of JS (DM), be transmitted to HS. • Nodal Officers of NDMA & NDRF Concerned State/UT
I	Landslides (Slides/ Falls/ Flows) and Subsidence that occur and/or have effect on inhabited areas, important and strategic infrastructures such as highways/ roads, pilgrimage routes, rail routes and other civil installations like any appurtenant structures which result in significant losses of lives and properties.	Red	• HS/AS (DM)/ JS (DM)/PS to HM/PS to MOS, Nodal officers of NDMA& NDRF. • All designated officers in PMO/Cabinet Secretariat Concerned State/UT

	This category also includes large landslides that causes damming and blocking of major rivers leading to the possibility of breaching of dam and flooding of downstream low-lying areas (outcome of **Landslide Lake Outburst Flow** – LLOF)		

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Location of NDRF Battalions

Sl. No	Name of NDRF Battalion	Place and State of Location	Converted From
1.	1 Bn NDRF	Guwahati (Assam)	BSF
2.	2 Bn NDRF	Kolkata (West Bengal)	BSF
3.	3 Bn NDRF	Mundali (Odisha)	CISF
4.	4 Bn NDRF	Arakkonam (Tamil Nadu)	CISF
5.	5 Bn NDRF	Pune (Maharashtra)	CRPF
6.	6 Bn NDRF	Vadodara (Gujarat)	CRPF
7.	7 Bn NDRF	Bhatinda (Punjab)	ITBP
8.	8 Bn NDRF	Ghaziabad (Uttar Pradesh)	ITBP
9.	9 Bn NDRF	Bihta Patna (Bihar	BSF
10.	10 Bn NDRF	Krishna (Karnataka)	CRPF
11.	11 Bn NDRF	Varanasi (Uttar Pradesh)	SSB
12.	12Bn NDRF	Itanagar (Arunanchal Pradesh)	SSB
13.	NDRF Bn (under raising)	Jammu & Kashmir	Assam Rifles
14.	NDRF Bn (under raising)	Uttarakhand	ITBP
15.	NDRF Bn (under raising)	Himachal Pradesh	ITBP
16.	NDRF Bn (under raising)	Delhi NCR	BSF

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ANNEXURE III

LIST OF REGIONAL RESPONSE CENTRES (RRCs)

NDRF RRCs

Sl. No.	Present Locations	Name of States
1.	Aizwal	Mizoram
2.	Agartala	Tripura
3.	Pakyong, Gangtok	Sikkim
4.	Siliguri	West Bengal
5.	Kolkata	West Bengal
6.	Balasore	Odisha
7.	Port Blair	Andaman & Nicobar
8.	Chennai	Tami Nadu
9.	Thrissur/Ernakulum	Kerala
10.	Mumbai	Maharashtra
11.	Gandhinagar	Gujarat
12.	Nareli	Rajasthan
13.	Nurpur, Kangra	Himachal Pradesh
14.	Srinagar	Jammu & Kashmir
15.	Panchkula	Haryana
16.	Dwarka	Delhi
17.	R K Puram	Delhi
18.	Noida	Uttar Pradesh
19.	Jhajra, Dehradun	Uttarakhand
20.	Supaul	Bihar
21.	Ranchi	Jharkhand
22.	Bangalore	Karnataka
23.	Hyderabad	Telangana
24.	Vishakhapatnam	Andhra Pradesh
25.	Lucknow	Uttar Pradesh
26.	Gorakhpur	Uttar Pradesh
27.	Bhopal	Madhya Pradesh
28.	Dimapur	Nagaland

ITBP RRCs

Sl. No.	Present Locations	Name of States
1.	Gaucher	Uttarakhand
2.	Matli	Uttarakhand
3.	Kullu	Himachal Pradesh
4.	Sarhan	Himachal Pradesh
5.	Pithoragarh	Uttarakhand
6.	RekongPeo	Himachal Pradesh

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Emergency Support Functions (ESFs)

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

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

ESFs shall be responsible for the following:

1. They will coordinate directly with their functional counterpart in States to provide the Central Government assistance required. Request for assistance will be channeled from the district level through the designated State departments/agencies. Based on the identified requirements by the States, appropriate Central assistance shall be provided by an ESF Department/Agency to the state or at the state's request, directly to an affected area.

2. The designated authorities for each of the ESF shall constitute quick response teams and assign the specific task to each of the member.

3. The designated authorities for each of the ESF shall identify and earmark the resources i.e. manpower and materials to be mobilized during the crisis.

4. An inventory of all the resources with details shall be maintained by each of the designated authority for each of the ESF.

5. The designated authority for each of the ESF will also enter into pre-contracts for supply of resources, both goods and services to meet the emergency requirements.

6. The designated authority for each of the ESF will be delegated with adequate administrative, legal and financial powers for undertaking the tasks assigned to them.

Primary and Secondary Agencies

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

The 'Emergency Support Function' (ESF) Ministries / Departments will be as follows: -

i. Ministry of Health & Family Welfare.

ii. Ministry of Defence.
iii. Ministry of Power.
iv. Ministry of Road, Transport& Highways.
v. Ministry of Housing &Urban Affairs.
vi. Department of Food & Public Distribution.
vii. Ministry of Jal Shakti
viii. Ministry of Information & Broadcasting.
ix. Ministry of Petroleum & Natural Gas.
x. Department of Telecommunication.
xi. Atomic Energy Regulatory Board.

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ANNEXURE-V

Ministry of Home Affairs
(Disaster Management Division)
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Dos & DON'Ts on Disaster Response for use of District Magistrate on Natural Disaster where disasters occurs with early warning

Dos

Preparations required before the onset of Monsoon or any calamity:

1. Call the meeting of District Disaster Management Authority & discuss preparedness. Also discuss these Dos & DON'Ts.

2. Meeting with the Forecasting Agencies on weekly basis. It should start four weeks before monsoon and continue during the monsoon (June to Sept).

3. Ensuring updation of all kind of resources on IDRN portal and check their availability/ operability.

4. Advance coordination with neighboring districts for resources mobilization, if required.

5. Meeting with all the possible suppliers of relief and rescue materials who deal with the following: -

   (i) Equipment to restore telecommunications & mobile.
   (ii) Equipment to restore power supplies.
   (iii) Drinking water.
   (iv) Relief materials.
   (v) Heavy machines like cranes, loaders, excavators, earth movers.
   (vi) Equipment for removing the fallen trees and clearing the roads.

6. (a)Replenish the stock of medicines particularly Life Saving Drugs at the District Hospitals & Primary Health Centers.
   (b) Tablet like Biocullum & sanitrate be kept in sufficient quantity to take care of rotting carcasses.
   (c) Ensure all major hospitals are having Generator back up.
   (d) Ensure adequate medicines to take care of snake bites & dog bites.
   (e) Ensure availability of blood in the Blood Bank of the District.
   (f) Meeting with telecom service providers.
   (g) Conduct of large scale IEC/awareness generation activities to inform people.
   (h) Identification of the places for temporary shelters/relief camps for evacuation.

(i) Conduct of Mock Drill.
(j) Update Emergency contact numbers/telephone directory.
(k) Should refer to the National Disaster Management Plan.

7. Aapda Mitra, Civil Defence Volunteers and Home Guards be mobilized and mock drill should begin.

8. Status of fire engines /extinguishers to be checked and additional equipment requisitioned.

9. All PSUs, corporate houses and private sector including private hospitals, cinema houses, market associations schools be asked to ensure availability of required equipment and other resources like dewatering pump, earth mover machines, firefighting equipment, bleaching power etc.

10. Meeting with FCI & other Departments concerned for ensuring relief supplies and food items.

11. Maintenance and readiness of existing Helipads should be ensured and if required new may be constructed.

12. Draw up an inventory of available boats & tents in the District. If need be, additional Boats & tents may be purchased.

13. Executive Engineers of PWD, Electricity and Water Supply should be alerted and their teams should be constituted in advance for ensuring availability as and when required.

14. Railway Authorities should be alerted.

15. Carry out inspection of Flood embankments, Dams, culverts, etc and take immediate steps for their strengthening and dredging of waterways.

Three days Before the Approaching Calamity

(i) Adequate manpower and other resources in Control Room shall be ensured.

(ii) Relief camps and other facilities such as staging area, camp, base and helipad to be identified in the district and made operational with provisions of food, medicines, fire tenders/extinguishers, water tankers, DG Sets.

(iii) A vehicle Cell be set up & adequate number of buses, trucks & tractors be requisitioned to help in rescue, evacuation& transportation of relief materials.

(iv) Alert the nearest NDRF battalion, Armed Forces and CAPF establishments. Alert the Local Police, Home Guard &SDRF. Mobilize volunteers like Aapda Mitra, Civil Defence volunteers etc.

(v) Administration should issue alert through TV/Radio, social media, SMSs etc. and ask people to evacuate and move to Relief camps/ safer places. People should also be told about taking necessary precautions and rely on official information and avoid spreading rumors.

(vi) Call a meeting of PDS dealers, Market associations, Chambers of Commerce, Chemists and Druggists and suitably advise them to ensure availability of necessary items during the disaster.

(vii) The standard size of food packets should be prepared.

(viii) Ensuring pruning of trees and removal of bill boards.

(ix) If there is need to evacuate, then evacuation should be resorted to. Forcible evacuation should also be undertaken U/S 34 of the Disaster Management Act, 2005, if felt necessary.

(x) A meeting of all the Mobile Service Providers be called and asked them to ensure availability of adequate quantity of diesel/kerosene/petrol/ DG Set for operational continuity.

(xi) Meeting of all the Petrol Pump Dealers be called and they should be asked to ensure availability of adequate quantity so that there is no scarcity.

(xii) Satellite phones available with the State administration, SDRF/NDRF/local Defence establishment may be requisitioned and placed at strategic locations, preferably at district control room.

(xiii) Police should be deployed at the evacuated areas to ensure safety of the properties/ belongings of people evacuated to cyclone shelters/relief camps.

(xiv) Coordination with NGOs/ CSOs/ CBOs for relief supplies and maintenance of warehouses.

After Disaster

After disaster, the District Administration should respond in the following manner: -

(i) Ensuring immediate rescue & evacuation of stranded people to the relief camps. Priority should be given to elderly, sick, women, children and persons with disability.

(ii) Quick reaction Medical Teams (QRMTs) should be activated under the aegis of CMO with resuscitation equipment and lifesaving drugs.

(iii) Restoration of drinking water supply, power and Communication/mobile services on priority.

(iv) Dewatering pumps to be installed at important Government buildings, Govt & private hospitals and communication centers so that these can be made operational immediately.

(v) Disposal of dead bodies and carcass as per NDMA guidelines.

(vi) In case of flood/cyclone, immediate distribution of bleaching powder & chlorine tablets be ensured.

(vii) Regular press briefings shall be made by District Magistrate/Collector or his authorized representative at pre-designated time as a single source of information from District Administration.

After immediate rescue &relief operations during the first 72 hours, the District Administration may take following activities, if required: -

(i) Ex-gratia amount should be paid immediately to the next of kin of people who died in the calamity through Direct Benefit Transfer (DBT) only.

(ii) Clearing of roads for ensuring transportation of relief supplies. Priority must be given to fuel tankers, water tankers and trucks carrying LPG, oil, etc.

(iii) Relief in the form of dry ration should be distributed as per the State Government Directives.

(iv) Relief camps should be continued to be operational till such time as the State Executive Committee decided as per laid down norms.

DON'Ts

(i) Don't take the complaints of missing persons lightly as they may be victims of human trafficking.

(ii) Don't allow rumors to spread.

(iii) Don't let dead bodies of human beings and animals to rot.

(iv) Don't allow over supply of relief items which are not required by disaster victims.

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ANNEXURE VI

Format for First Information Report on occurrence of natural calamity

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

From: State ---------- Date. of Report ----------

To
JS (DM), MHA (fax : _____ ; email :_____)
I/c National Emergency Operations Centre, MHA (fax: _____; email:_____)

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

ANNEXUREVII

Format for Daily Situation Report

Flood /heavy rain fall report
[As on …….. at……hrs]

Name of State/UT-

		Till date (during current monsoon season)	During last 24 hours
i.	Rainfall		
ii.	No. of districts affected with name		
iii.	No. of village effected		
iv.	Population affected		
v.	Human lives lost (district wise)		
vi.	No. of missing		
vii.	No. of Injured		
viii.	Houses damaged	Fully- Partially-	
ix.	Animal deaths		
x.	No. of persons evacuated		
xi.	No. of relief camp opened		
xii.	Inmates in the relief camps		
xiii.	Relief material distributed		
xiv.	Total crop area affected (in hectares).		
xv	Infrastructure Damage		

Assistance provided by Government of India:

i.	NDRF	
ii.	Air Force, Navy & Army	
iii.	Other Central Government Ministry/Department	

Deployment of State Forces:

i.	SDRF	
ii.	State Police/Fire	
iii.	Boats	

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ANNEXURE VIII

LIST OF CONTACT NUMBERS OF MHA

Designation	Phone/Fax	E-mail
JS (DM)	23092722	jsdm@nic.in
DS (DM-I)	23438123	dirdm1@nic.in
NERC Control Room, DM Division, MHA	23438252 23438253 23438254 (F)	dresponse-nerc@gov.in
Control Room, MHA, North Block, New Delhi	23092885, 23092923 23092398 (F)	iocdm.mha@nic.in