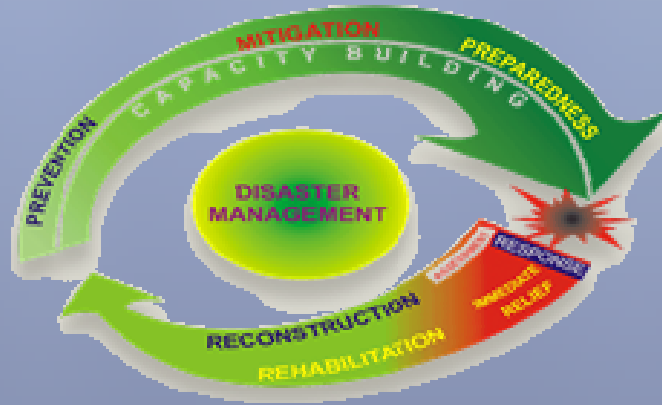




सत्यमेव जयते



# Standard Operating Procedure – Hydrometeorological Disaster

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## STANDARD OPERATING PROCEDURES (SOP) FOR RESPONDING TO MONSOON- FLOODING, LANDSLIDE

### INTRODUCTION

This Standard Operating Procedure is dealing with the situations that arising from monsoon-related flooding and landslides in ANI. It enumerates broad responsibilities of the different Stakeholders and Line Departments in this regard, and lays down the sequence of actions to be taken by these departments and the institutional mechanism for the co-ordination of their actions.

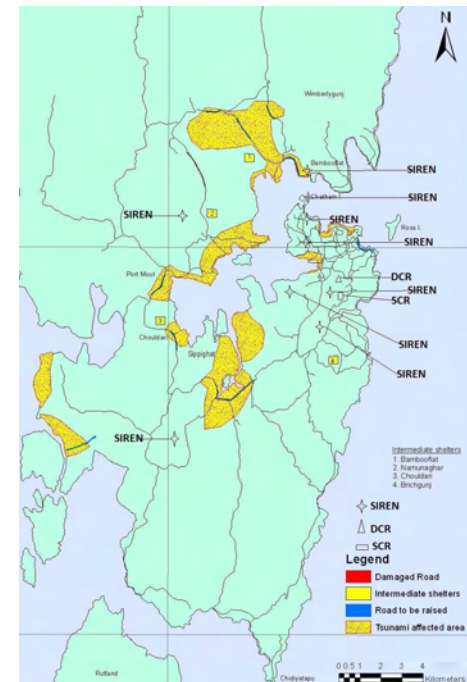
The system for responding to monsoon-related flooding rests with coordination in a tripod manner of agencies viz. is Public, Media and Government Organisations. This SOP also lays down the mechanics of these partnerships.

### VULNERABILITY MAPPING

Pre-Monsoon period all the Grey Area where chances of water logging may arise has to be identified and vulnerability mapping has to be conducted. The problem of monsoon causes due to flooding and long term and annual disaster mitigation measures, such as broadening and deepening of rivers and nallas, upgrading and cleaning of storm water drains, water logging areas construction of anti-landslide retainer walls, relocation of vulnerable settlements, repair/reconstruction of dilapidated buildings, improvement of solid-waste management Introduction and transport infrastructure and services, installation of Doppler Weather Radar System, setting up of rainfall monitoring stations, setting up of Automated Weather Stations etc. Such measures are beyond the scope of this SOP.

The structure of the SOP is as follows:

- (1) IRTs and their responsibilities;
- (2) Coordination and supervision mechanism;
- (3) Pre-monsoon preparations;
- (4) Monsoon period measures; and
- (5) Alert notification and subsequent action. Police agencies



**INCIDENT RESPONSE TEAMS (IRTs) AND THEIR RESPONSIBILITIES**

The overall responsibility lies with District Administration where the Deputy Commissioner will be the Responsible Officer (RO) for each Districts and in case of situation is worsened and will have its affect in larger area as per the table below then the Chief Secretary, A&N Administration will be the (RO).

Disasters have been classified as minor, L1, L2 or L3 as per the order of the Administration issued vide No. 796 dated 12.8.2005.



<b>Disaster Type</b>	<b>Features (Extent of Damage)</b>	<b>Authority competent to declare the level</b>
<b>Minor</b>	(a) The spread of disaster does not exceed five villages or (b) No loss of human lives is reported or (c) The loss of property does not exceed value of ₹ 50 lakhs.	<b>Assistant Commissioner</b>
<b>L1</b>	(a) The spread of disaster does not exceed 10 villages or (b) Loss of human lives does not exceed 20 or (c) The value of property loss exceeds ₹ 50 lakhs but less than ₹ 10 Cr.	<b>Deputy Commissioner</b>
<b>L2</b>	(a) All Districts are affected by L1 or (b) Loss of human lives exceeds above 20 or (c) Loss to property exceeds ₹ 10 Cr. (d) The District authority asked for assistance from Defence forces or (e) Is declared to be large scale disaster without assistance from GOI by A&N Admn.	<b>Relief Commissioner/Chief Secretary</b>
<b>L3</b>	Large Scale Disaster in these Islands wherein direct intervention from GOI has to be sought	<b>Relief Commissioner, MHA, GOI.</b>

The situation will be monitored by the State Control Room and information will be disseminated to all the members of Union Territory Disaster Management Authority and to the chairman is the Hon'ble Lt. Governor, A&N Islands. Time to time advisories will also be issued after proper evaluation of the situation and the information and will be issued from the SEOC to IRTs and QRTs and other agencies such as SAR teams, MFR teams and Electronic and Print Media. Ask for any assistance as required by the Chief Secretary (RO) will be put forward to the Andaman and Nicobar Command. Timely SITREP also be intimated to ANC/JOC/MRCC/Coast Guard from SEOC for awareness of the situation.

The main IRTs required to respond to monsoon and their related flooding in ANI are as follows:

- I. India Meteorological Department (Regional Office).

- II. Dr. Bheem Rao Ambedkar Information and Technology
- III. Port Blair Municipal Council.
- IV. A&N Police and Fire Services
- V. Traffic Police
- VI. Andaman Public Works Department
- VII. Electricity Department /agencies
- VIII. Environment and Forest Dept.
- IX. Directorate of Shipping Services
- X. Directorate of Health Services
- XI. Home Guards and Civil Defence
- XII. Civil Supplies and Consumer Affairs/ Cooperation
- XIII. IP& T Department
- XIV. Social Welfare and Rural Development
- XV. Department of Animal Husbandry and Veterinary Sciences
- XVI. BSNL and other Phone /Mobile Service Providers
- XVII. Electronic and Print Media
- XVIII. City Cable Operators
- XIX. Doordarshan
- XX. All India Radio and FM Channel.

### **COORDINATION AND SUPERVISION MECHANISM**

#### **1. INDIA METEOROLOGICAL DEPARTMENT (IMD) (REGIONAL OFFICE).**

Weather forecasting by IMD, Kolkatta on daily basis receives at 1330 hrs and at 1730 hrs from IMD Port Blair is to be monitored regularly by State Emergency Operation Centre and disseminates information to all the Emergency Operation Centres of the Islands, PCR, AFLOAT, DSS, PMB and to the Electronic and Print Media, Doordarshan, AIR with advisories to take precautionary measures by the general public during Monsoon and the Port Warnings as per the advice and direction of the IMD.

##### **1. District Administration:**

As soon as the information so received from IMD and or from SEOC, the district administration is to regulate and trigger all the available resources as per District Disaster Management Plan (DDMP) towards mitigation efforts. Response time is to be checked. All the Rescue Strike Teams to put on alert with their rescue equipment in advance in the Staging Areas so identified prior to monsoon. It is the responsibilities of the Coordinating Officers of line department to present in the district EOC with their Action Plan for its implementation with the direction of the Deputy Commissioner (RO). All the Asst. Commissioners, tehsildars, Patwari, Surveyor and Chowdhury must be present in their respective areas for immediate action. All the PRI members, Pradhans also be ready in their respective areas with Community Task Teams to meet any eventualities as per the Village Contingency Plan. All other line departments also be ready and in touch with District Administration with their available tactical resources for rescue efforts. The Coordinating Officer of the Medical Strike Team /MFR Teams ready with Ambulance with survival kit. The Department of the Civil Supplies and Consumer Affairs will be ready with immediate Relief Response in coordination with cooperation department.

### **PRE-MONSOON PREPARATIONS**

In order to be able to discharge its stipulated responsibilities effectively, every Department/Public agency will identify, assemble and train the required personnel and store adequate materials not later than 30th May of each year in Coordination and supervision mechanism under Pre-monsoon preparations.

The names and office and residential addresses and **telephone numbers of the key personnel** identified by each public agency will be communicated to the Emergency Operations Centre and State Emergency Centre by 30th April of each year.

Similarly, a complete inventory of the **relief materials stocked, availability of Rescue Equipment its efficiency is to be checked alongwith tactical resources** available location wise has to be prepared by each government agency will be communicated to the Emergency Operations Centre and State Emergency Centre by 30th April of each year.

Where it is planned to use **vehicles, excavators trucks water tankers, (Raw and Drinking) other rescue equipment**, etc. sourced from private agencies, each public agency will communicate to the Emergency Operations Centre and State Emergency Centre by 30th April of each year. List of these private suppliers, specifying what is to be sourced and the quantities thereof by 30th April of each year.

Public-private partnerships will effectively responding to monsoon-related flooding. The best way to secure such partnership is to suitably involve **Non-Government Organisations (NGOs)** in the activities of public agencies. Each public agency will identify the Non-Government Organisations relevant to its responsibilities and establish a dialogue with them well in advance of the on-set of monsoon. **A list of Non-Government Organisations** thus identified, containing their names, addresses, telephone numbers and the names of their representative functionaries, will be prepared and communicated to the Emergency Operations Centre and State Emergency Centre by 30th April of each year.

### **MONSOON PERIOD MEASURE**

A ward-wise, tehsil wise, village wise, sub-divisional wise list of locations prone to monsoon-related flooding is to be prepared. The list will be reviewed by the Commissioner and an updated list of such locations will be communicated to the State Emergency Operations Centre at and the various public agencies by 30th April.

Taking into consideration the monsoon-related flood-prone locations identified and the personnel and relief materials staged in Relief Shelter/Godown, each government /public agency will formulate a detailed Action Plan, spelling out in particular the deployment of manpower and positioning of material resources and the modus operandi to be adopted. The Action Plan will be submitted for the review of the UT Disaster Management Committee by 30th April.

The line department control room will also depute their Monsoon period measures representatives with their **DM Card** to the State Emergency Operation Centre which will function as the nerve centre.

During the period from June 1<sup>st</sup>, to September 30<sup>th</sup>, the India Meteorological Department's Regional Office will submit reports of rainfall (actual and forecast) twice daily to the State and Emergency Operations Centre, and other control rooms of PCR,ANC, PBMC, APWD.

If IMD's assessment indicates heavy rainfall, IMD will submit reports of rainfall at 6-hour intervals (or sooner, if necessary). The Incharge, IMD will follow up these reports by telephone calls to the Chief Secretary Commissioner-cum-Secretary (RR&DM) and the Police Department.

### **NOTIFICATION OF ALERT AND SUBSEQUENT ACTION.**



If the I.M.D. report indicates heavy rainfall and likely to cause floods, the State Emergency Operation Centre issues alerts and advices to other EOCs and Control Rooms and subsequently will alert all the relevant public agencies required to respond to the flood situation, whereupon the said agencies will take all necessary actions to discharge their stipulated responsibilities, for which they will be fully and solely accountable.

On alert being sounded by the State Emergency Operation Centre, the Control Rooms of the various public agencies will be in continuous communication link with the Emergency Operation Centres for Notification of alert and subsequent action through their representatives located in the SEOC.

On the notification of alert, the identified public agencies personnel will immediately report to their assigned work stations and remain on duty throughout the alert period. All non-medical leave of such personnel will stand automatically cancelled and no non-medical leave will be sanctioned during the alert period. General decisions of closure of offices/establishments, if any, will not apply to such personnel.

During the alert period, the Municipal Control Room, Fire Brigade Control Room, Transport Control Room, Health Department Control Room, and Police Control Room will submit to the State Emergency Operations Centre at daily report in the prescribed proforma vide **Annexures XV to XX**.

The daily reports aforesaid will be consolidated by the State Emergency Operations Centre in the prescribed proforma (vide **Annexure XXI**) and placed before the UT Disaster Management Committee for review and decision and directions as may be necessary.

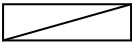
Quick dissemination of relevant and accurate information among the public is central to effective response to monsoon related flooding. It is necessary to forge a mutually Advantageous partnership with the media in this regard. As will be seen from **Annexures I to XII**, every public agency is expected to set up an information centre to organise sharing of information with the media. This is a mandatory requirement. At the same time, in order to enable the media to secure information about different aspects of the management of disaster resulting from monsoon-related flooding from a single window, during the alert period, the Director , Information and Public will set up a room and a media briefing room in the SEOC, Directorate of Disaster Management office . This Information Officer and the Media Centre will be headed by the Director and will work in conjunction with the State Emergency Operations Centre. It will be the responsibility of the Media Centre to pro-actively disseminate relevant and accurate information among the public through the media, including DD, DT, Electronic and Print Media, cable television, ham radio, etc.



**Operation of State Emergency Operation Centre, Directorate of Disaster Management.**

## **DUTIES AND RESPONSIBILITIES OF INCIDENT RESPONSE TEAMS FOR COMBATING MONSOON:**

The following are the triggering mechanism by each departments and districts:

AGENCY/DEPT.	ROLES AND RESPONSIBILITIES
<p><b>State Emergency Operation Centre, DDM</b></p>	<ol style="list-style-type: none"> <li>1. Observing, Monitoring, Analyzing, Evaluating of incidents and Dissemination of Advisories Direction of the Chief Secretary A&amp;N Admn.(RO).</li> <li>2. Disseminate information with advisories to Tour Operators and Tourists through their registered mobile numbers in IP&amp;T.</li> <li>3. Ensure Action as per IAP prepared by the IC of State and or Districts.</li> <li>4. Coordinate all efforts with in the response time and check the Response Mechanism of UTDMA.</li> <li>5. Check the deployment of SAR Teams, QRTs consists of Police , Police Fire Services, IRBns, Home Guards, Civil Defence and Village Voluntary Task Teams (VVTS).</li> <li>6. Check the deployment of MFR/Paramedics with sufficient resources.</li> <li>7. Ensure the facilities of the nearby Relief Shelters and their route map for evacuation and civic amenities</li> <li>8. Make sure the Gender Issues</li> <li>9. Ensure the availability of proper Transpiration.</li> <li>10. Ensure availability of emergency relief items like food, utensils, tentages, power backups, lightings, drinking water supplies.</li> <li>11.</li> </ol>
<p><b>Deputy Commissioners of District Administration</b></p>	<ol style="list-style-type: none"> <li>1. Vulnerability Mapping of flood area and setting up of Incident Action Plan (ICP)  Symbol of IAP</li> <li>2. Observe website of IMD and MOSDAC or message from SCR</li> <li>3. Analyses of information and intimate to the higher authorities</li> <li>4. Disseminate alert/warning to departments/agencies/public.</li> <li>5. Mapping of Evacuation Sites/staging areas in nearby identified relief shelters, high rise areas or in the refuge area.</li> <li>6. To prepare Incident Action Plan (IAP).</li> <li>7. Assess the Incident Report from affected areas.</li> <li>8. Requisition accommodation, vehicles and equipment for relief operations.</li> <li>9. Set up transit camps and arrange food distribution.</li> <li>10. Arrange for dry ration and family kits for cooking.</li> <li>11. Arrange for clothing.</li> <li>12. Provide gratuitous relief.</li> <li>13. Set up information centre for sharing of information with the media and the public.</li> </ol>

	<ol style="list-style-type: none"> <li>14. Activation of Standard Operating Procedure</li> <li>15. Ensure activation of EOCs concerned in consultation with SCR.</li> <li>16. All EOCs to be in touch with all other Control Rooms established by the Line Depts.</li> <li>17. Direction for evacuation, if necessary.</li> <li>18. Establishment of Incident Command Post equipped with all communication equipment viz. SAT Phones, VHF etc.</li> <li>19. Ensure Air and Ship Ambulances.</li> <li>20. Request for involvement of other agencies for evacuation viz- Air support, Ship support etc.</li> <li>21. Ensure deployment of SAR teams viz. NDRF Police, Fire, MFR (Medical),VTF, APWD, Electricity, Forest, PMB, PBMC, PRIs , Tribal Council Members, representatives of Public and other Agencies</li> <li>22. Ensuring Law &amp; Order, Traffic Management and Guidance &amp; Assistance.</li> <li>23. Arrange for the area of operation to be cordoned off at each site under their jurisdiction.</li> <li>24. Establishment of MFR Centre.</li> <li>25. Ensure activation of Hospitals.</li> <li>26. Ensure Gender Issue and their arrangements</li> <li>27. Ensure facilities available at Refuge areas, Relief Shelters.</li> <li>28. Ensure immediate dispatch of Relief Materials and Equipment to the site of operation.</li> <li>29. Reports at regular intervals to RO/IC and/or to the SCR.</li> <li>30. Ensure logistic arrangements at Relief Shelters.</li> <li>31. Assessment of Damage.</li> <li>32. Restoration of essential services and arrangement of food for task teams and relief shelters.</li> <li>33. All EOCs have to maintain events reports and submit final report to SCR</li> </ol>
<b>A&amp;N Police</b>	<ol style="list-style-type: none"> <li>1. On receipt of the alert/warning, disseminate information to all police officers/personnel and ensure action is initiated in each District as per the SOP.</li> <li>2. SP to prepare IAP in coordination with Deputy Commissioner.</li> <li>3. SP to maintain law and order situation during evacuation.</li> <li>4. Police department to make sure the area suitability for action by the Task Teams.</li> <li>5. DGP to furnish regular reports to Chief Secretary (RO) and a Coordinating Officer to report to Commissioner-cum-Secretary (RR&amp;DM) (UT level IC).</li> <li>6. Take stock of the situation and monitor the deployment of Quick</li> </ol>



	<p>Response Team (QRT) for SAR operations.</p> <ol style="list-style-type: none"> <li>7. Arrangement to receive the incident reports from the incident site.</li> <li>8. Overall supervision of the action taken up by the Police and Fire Services.</li> <li>9. Police Coordinating Officer (DM) to supervise the following: - <ol style="list-style-type: none"> <li>i. PCR to open their VHF Channel 7 exclusively for the use of disaster management purposes.</li> <li>ii. All other communication channels and SAT phones to be operationalized.</li> <li>iii. Trigger the mechanism to activate all the task forces immediately.</li> <li>iv. Cordon off the flood affected site</li> <li>v. Make arrangement for deployment of Gemini boats in the flood affected areas.</li> <li>vi. Ensure Law and order</li> <li>vii. Traffic should be diverted from the flood affected area</li> <li>viii. Immediate deployment of QRTs and SAR Teams to the flood affected areas.</li> <li>ix. Leader of QRTs and SAR teams to intimate the position of the area immediately to the State Control Room.</li> <li>x. The leader of QRT will assist the NDRF in SAR &amp; MFR.</li> <li>xi. Assess the situation and spontaneously intimate the requirement.</li> <li>xii. Make a note of victims: males, females and children intimate to SCR.</li> <li>xiii. Extricate and stabilize the victims</li> <li>xiv. Evacuate with the assistance of SAR team and or the VTFs identified by the district Admn. and/or the NGOs.</li> </ol> </li> <li>10. Maintain/send events management reports to SCR for updating sequential report to the RO/IC and submit the authenticated final report to RO.</li> <li>10. Wait for all clear messages before demobilizing the personnel in operation in shift wise.</li> </ol>
<p><b>A&amp;N Police Fire Services</b></p>	<ol style="list-style-type: none"> <li>1. Chief Fire Officer/officer-in-Charge Fire Service move immediately as per the direction to the spot with all flood rescue equipment and follow SOP.</li> <li>2. Deploy Fire Service Ambulances on the spot.</li> <li>3. Intimate the action from time to time to SEOC.</li> <li>4. Coordinating Officer (DM) Fire to report to IC/RO.</li> <li>5. Initiate action as per IAP</li> <li>6. Rescue persons.</li> <li>7. Transport injured persons to hospitals.</li> <li>8. Evacuate persons from the affected areas.</li> </ol>

	<ol style="list-style-type: none"> <li>9. Ensure safety from electrical installations or power supply at the disaster site.</li> <li>10. Clear roads or path-way of uprooted trees.</li> <li>11. Carry out salvage operations.</li> <li>12. Officer-in-Charge after assessing the situation will intimate to SCR regarding additional requirement of tactical resources, if any.</li> <li>13. Fire Service Secure the scene. Identify the affected area and cordon off the area with scene tape.</li> <li>14. Identify potential victims</li> <li>15. Stabilize the victims</li> <li>16. Extricate the victims</li> <li>17. Evacuate victims with the assistance of Tehsildars and NGOs</li> <li>18. Move injured to nearest hospital by ambulance/other vehicles.</li> <li>19. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>Health Services.</b>	<ol style="list-style-type: none"> <li>1. After receipt of the distress disaster alert, the Coordinating Officer (DM) (Health) immediately alerts all the staff concerned and ensure that action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) (Health) to report to IC/RO.</li> <li>3. Initiate action as per IAP.</li> <li>4. Check the availability of sufficient stock of medicines.</li> <li>5. Medical First Responder Team consisting of a Doctor, Nurses and Ward Boy with first aid equipment.</li> <li>6. Organise on-site treatment of injured with tagging and triage and their transport to hospitals.</li> <li>7. Provide treatment to the injured at hospitals.</li> <li>8. Organise post-mortem examination and corpse disposal.</li> <li>9. Undertake epidemic prevention measures.</li> <li>10. Involve and coordinate with Government and private hospitals and medical entities in the discharge of above functions.</li> <li>11. Set up Information Centre for sharing of information with the media and the public. Triage Action. <ol style="list-style-type: none"> <li>a) Green-Ambulatory</li> <li>b) Yellow-Serious</li> <li>c) Red-Critically injured</li> <li>d) Black-Dead or fatally injured</li> </ol> </li> <li>12. First Aid in the ICP</li> <li>13. Move injured to nearest hospital by ambulance/other vehicles.</li> <li>14. Ensure availability of emergency medicines.</li> <li>15. Call the off duty Doctors, Staffs, Nurses and other staff as per requirement.</li> <li>16. Make suitable arrangements of Doctors and paramedical staff &amp; first aid equipment at incident site</li> <li>17. Coordinating officer (Health) to make note of the victims</li> </ol>

	<p>location-wise.</p> <ol style="list-style-type: none"> <li>18. Ensure safe evacuation after first aid.</li> <li>19. Activate Hospitals (both Govt. &amp; Private)</li> <li>20. Special Ward for Victims</li> <li>21. ICU activation &amp; create Surgery Capacity/Capability at all hospitals</li> <li>22. Open up trauma centre for the victims</li> <li>23. Wait for alert status green before demobilising the teams from the operation.</li> <li>24. Maintain events reports and final report and submitted to SEOC.</li> </ol>
<b>Transport Department</b>	<ol style="list-style-type: none"> <li>1. Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per their SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO</li> <li>3. Initiate action as per IAP</li> <li>4. Provide information to the public regarding cancellation, re-routing and delays in operation of buses, location of temporary shelters and the measures being undertaken to restore normalcy of service.</li> <li>5. Deploy additional buses along certain routes to clear passenger traffic.</li> <li>6. Organise transport for stranded passengers, particularly for children from schools.</li> <li>7. Set up information centre for sharing of information with the media and the public.</li> <li>8. Call on duty and all the off duty staff as per requirement</li> <li>9. Ensure immediate arrangement of transportation for evacuation of flood affected people from the affected site to the Relief Shelters.</li> <li>10. Restoration of Transport Services at the affected site.</li> <li>11. Maintain events management reports and submit final report to SCR</li> </ol>
<b>Shipping Services</b>	<ol style="list-style-type: none"> <li>1. Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC.</li> <li>3. Initiate action as per IAP</li> <li>4. DSS Control Room to watch for any SOS/ Distress Call and if so take necessary action.</li> <li>5. Intimate SOS calls so received to SEOC through VHF in International Channel No. 16.</li> <li>6. Request for any additional requirement, if necessary.</li> <li>7. Restoration of Shipping Services.</li> <li>8. SITREP Report from time to time regarding location of the out</li> </ol>

	<p>ships on regular intervals to SEOC by the Port Towers,</p> <ol style="list-style-type: none"> <li>9. Provide ship support for deployment of task forces and essential commodities to affected Islands.</li> <li>10. Provide Ship support for evacuation.</li> <li>11. Wait for alert status green before demobilising the teams in operation.</li> <li>12. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>Port Management Board</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to issue immediately alert to all staff and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP</li> <li>4. In case of cyclone alert all the PMB towers in the islands for dissemination of alert warning to nearby boats/ships to be stationed away from the shore side till the threat status green has not been issued by the SCR.</li> <li>5. PMB Control Room to watch for any distress alerts/SOS and take necessary action. Intimate SOS calls so received to SCR.</li> <li>6. Request for any additional requirement, if necessary.</li> <li>7. Restoration of ports, wharfs and jetties Services.</li> <li>8. Provide support for deployment of task forces and essential commodities to affected Islands at ports, wharfs and jetties.</li> <li>9. Provide support for evacuation.</li> <li>10. Wait for alert status green before demobilising the teams in operation.</li> <li>11. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>APWD</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. All the staff of the APWD to report on duty immediately.</li> <li>4. Keep blasting sirens and release of DAM water ,if DAM is about to overflow.</li> <li>5. Drain flood waters and remove impediments to movement from all roads under its control.</li> <li>6. Repair, restore and maintain all roads, storm water drains, etc. under its control.</li> <li>7. Supplement and coordinate the disaster management activities of various public agencies.</li> <li>8. Set up information centre for sharing of information with the media and the public.</li> </ol>

	<ol style="list-style-type: none"> <li>9. Take information regarding disaster sites from SEOC and activate their available resources and/ or the tactical resources of the agencies for rescue operation.</li> <li>10. Initiate action as per IAP.</li> <li>11. List of available resources to be provided to the IC/RO</li> <li>12. Ensure Water Supply, Sanitation in the Refuge areas, Relief Shelters and Relief Camps.</li> <li>13. Restoration of Services by APWD Task Force.</li> <li>14. Clearance and restoration of road at affected sites.</li> <li>15. All tactical resources to be moved to the incident sites to assist SAR team.</li> <li>16. Assessment of damage and request for additional support if required.</li> <li>17. Maintain events management reports and submit final report to SCR.</li> </ol>
<p style="text-align: center;"><b>Port Blair Municipal Council</b></p>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP.</li> <li>4. Drain flood waters and remove impediments to movement from all roads under its control.</li> <li>5. Repair, restore and maintain all roads, storm water drains, etc. under its control.</li> <li>6. Repair, restore and maintain all other municipal infrastructure, services, facilities, amenities, etc.</li> <li>7. Rescue persons.</li> <li>8. Transport injured persons to hospitals.</li> <li>9. Transport and dispose of corpses</li> <li>10. Transport/shift/ evacuate stranded/affected persons.</li> <li>11. Organise temporary shelters with food and water supply.</li> <li>12. Issue passes/identification stickers for vehicles on relief duty.</li> <li>13. Issue passes/identity cards to persons on relief duty.</li> <li>14. Coordinate the activities of NGOs and other private entities engage in relief work.</li> <li>15. Aid and supplement efforts and activities of all other departments and agencies with regard to disaster management.</li> <li>16. Town Plan Map to be present before the IC/RO.</li> <li>17. Seepage map alongwith low lying area map is to be ready for IAP.</li> <li>18. Clearance and restoration of road at affected sites in municipal area.</li> <li>19. To assist SAR team.</li> </ol>



	<ol style="list-style-type: none"> <li>20. Deployment of Task Team to the affected sites.</li> <li>21. Restoration of Water Supply, Sanitation in the Refuge Areas, Relief Shelters and Relief Godowns.</li> <li>22. Restoration of Services by PBMC Task Force.</li> <li>23. Timely Assessment of Damage is to be undertaken.</li> <li>24. Wait for alert status green before demobilising the teams in operation.</li> <li>25. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>Electricity Services</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP.</li> <li>4. Shutdown power where necessary and intimate to SEOC</li> <li>5. Deployment of Task Team at the affected sites.</li> <li>6. Provide power backup at SEOC, EOCs, Incident Command Post (ICP), Hospitals, Relief Shelters, Refuge Areas and Relief Godowns.</li> <li>7. Restoration of Power Supply at appropriate stage.</li> <li>8. Wait for alert status green before demobilising the teams in operation.</li> <li>9. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>Civil Supplies &amp; Consumer Affairs</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP.</li> <li>4. Ensure sufficient stock of edible items.</li> <li>5. Immediate supply of emergency relief supplies to the Refuge Areas and Relief Shelters after confirming the requirement from districts.</li> <li>6. Pre-contractual Arrangement is to be made with shops for emergency release of food and other immediate required products under immediate relief in isolated areas.</li> <li>7. Procurement of additional requirement for emergency relief stores and its deployment/dispatch to other required stations as per the requirement generated from districts.</li> <li>8. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>Education</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to</li> </ol>

	<p>immediately alert all the staff &amp; schools concerned and ensure action is initiated in each District as per the SOP/School DM Plan in respective schools.</p> <ol style="list-style-type: none"> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP</li> <li>4. Ensure safe evacuation of students from the affected areas.</li> <li>5. Ensure operation of Relief Godowns, Refuge Area and Relief Shelters identified in schools of ANI.</li> <li>6. Make reports regarding casualties and damages.</li> <li>7. Coordinate all the work in support for rescue operation.</li> <li>8. Ensure arrangements in the Relief Shelters for basic civic amenities.</li> <li>9. Time to time report of action and requirements may be intimated to SCR.</li> <li>10. Ensure damage assessment of schools from the heads of the institutions reaches immediately.</li> <li>11. Maintain events reports and submit final report to SCR.</li> </ol>
<b>Fisheries</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP.</li> <li>4. Dissemination of Tsunami warning to fishermen and fishing vessels/boats,</li> <li>5. Ensure not to move fishing vessels/boats/trollers into deep sea during rough weather and sloppy sea.</li> <li>6. Report casualties and damage in fisherman settlement areas.</li> <li>7. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>Social Welfare</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP</li> <li>4. Arrangement to be made for trauma counselling/psycho social support at relief camps/shelters.</li> <li>5. To extend all support to District Administration for shelter management.</li> <li>6. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>Information, Publicity and</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is</li> </ol>

<b>Tourism</b>	<p>initiated in each District as per the SOP.</p> <ol style="list-style-type: none"> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP</li> <li>4. Prepare and release information about the incident to the media/agencies/persons/officers with the approval of Relief Commissioner/IC.</li> <li>5. Disseminate of warnings in all Tourist places in ANI and to all local Tour Agencies/Operators.</li> <li>6. Proper dissemination of information through SMS to tour operators and tourists if necessary</li> <li>7. To extend support to District Administration for safe evacuation of tourists from affected sites.</li> <li>8. To undertakes Media Management and to assist RO in this regard.</li> <li>9. Obtain information from all agencies including Media regarding the incident that may be useful to incident planning..</li> <li>10. Display and keep updating incident status for information of public.</li> <li>11. Coordinate with IMD to collect weather information and pass it to all concerned.</li> <li>12. Perform such other duties as instructed by IC.</li> <li>13. Maintain records of various activities performed.</li> <li>14. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>BSNL</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) BSNL to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC.</li> <li>3. Initiate action as per IAP</li> <li>4. All action for disseminating alerts with advisories to a particular location which comes under the surveillance of BSNL Tower of that location.</li> <li>5. Assessment of damage and restoration of communication network.</li> <li>6. Ensure all communication equipment installed at SCR, EOCs is functioning.</li> <li>7. Ensure other available means for failsafe communication channels between SCR, EOCs and important emergency support functionaries.</li> <li>8. One JTO to be stationed at SCR and EOCs.</li> <li>9. Maintain events management reports during Mock Exercise and submit final report to SCR.</li> </ol>
<b>Animal Husbandry &amp; Veterinary Services</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Initiate action as per IAP.</li> <li>4. Make arrangements for taking stock of livestock.</li> <li>5. Prepare area wise report and submit to SCR.</li> <li>6. Disposal of carcasses.</li> <li>7. Maintain events management reports and final report will be submitted to SCR.</li> </ol>
<b>Agriculture</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP</li> <li>4. Make arrangements for taking stock of damage to crops and food grains.</li> <li>5. Prepare area wise report and submit to SCR.</li> <li>6. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>IT Department</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP.</li> <li>4. Coordinating Officer (DM) to check with SCR and EOCs the situation regarding communication links available for rescue and relief operations and assist in this regard.</li> <li>5. Maintain events management reports and submit final report to SCR.</li> </ol>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated in each District as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. To assist in procurement and making fund available where ever necessary.</li> <li>4. In accordance with IAP Prepare list of resources to be procured / outsourced, obtain orders of competent authority as per financial rules and take steps for their procurement without procedural delay.</li> <li>5. Ensure that time records of hired equipment, personnel and their services are accurately computed as per government norms for payment.</li> <li>6. Examine / Scrutinize cost involved in the disaster management operations keep IC/RO informed.</li> <li>7. Ensure that all obligation documents initiated at the incident are properly prepared, verified, completed and signed by appropriate authority.</li> </ol>

	<ol style="list-style-type: none"> <li>8. Brief on all incident –related financial issues needing attention or follow-up.</li> <li>9. Perform such other duties as instructed by RO / IC ;and</li> <li>10. Maintain records of various activities performed.</li> </ol>
<b>Airport Authority of India, Port Blair</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the Coordinating Officer (DM) to immediately alert all the staff concerned and ensure action is initiated as per the SOP.</li> <li>2. Coordinating Officer (DM) to report to the IC/RO.</li> <li>3. Initiate action as per IAP</li> <li>4. Assess situation at air strip/airport and intimate it to SCR.</li> <li>5. Ensure accesses of the SAR, MFR teams and other disaster managers.</li> <li>6. Ensure the air strip functions and arrange for landing of emergency operation teams from mainland with relief materials.</li> <li>7. Periodical situation report be given to SCR.</li> </ol>
<b>PRIs</b>	<ol style="list-style-type: none"> <li>1. After receipt of the disaster alert, the PRI Members to issue alert immediately to concerned communities and ensure action of Village Voluntary Task Forces.</li> <li>2. PRI members intimate the readiness of VTF with the concerned Deputy Commissioner (District Level Responsible Officer) or Assistant Commissioner (Incident Commander).</li> <li>3. PRIs to ensure clearance and restoration of road at affected sites to assist approach of SAR team.</li> <li>4. Ensure restoration of water supply, sanitation in the Refuge Areas, Relief Shelters and Relief Godowns.</li> <li>5. Ensure assistance for assessing damage of their concerned area.</li> <li>6. Request to District level Responsible Officer/Incident Commander for additional requirement, if any.</li> <li>7. Ensure safety and security of the VTF and community.</li> <li>8. Maintain events management reports and submit final report to District Level RO/IC.</li> </ol>
<b>Community</b>	<ol style="list-style-type: none"> <li>1. Community Task Forces after activation of alert/warning should report to the nearest incident site and assist in smooth evacuation, if damage has occurred.</li> <li>2. Pre-Identified Voluntary task teams must report to the Incident Command Post and divide themselves as per the expertise in the field of Search and Rescue, Evacuation Team, First Aid Team and coordinate with MFR teams, NDRF teams and Quick Response Teams in the rescue operation.</li> <li>3. Demobilisation of their task team must be reported in Incident Command Post.</li> </ol>
<b>NGOs</b>	<ol style="list-style-type: none"> <li>1. After the disaster alert, all NGOs will engage themselves in SAR</li> </ol>

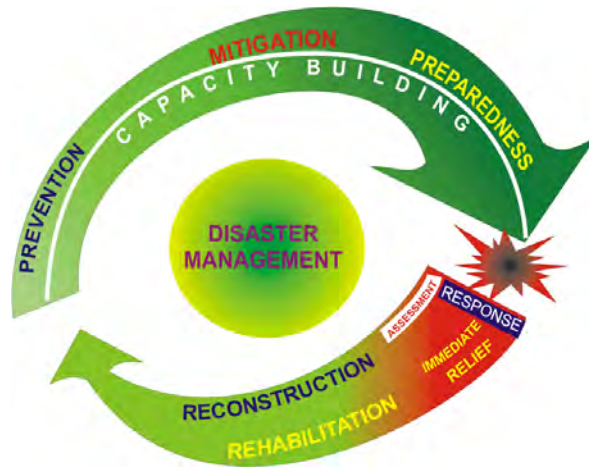


	<p>operation as per the directions of the RO/IC/SCR.</p> <ol style="list-style-type: none"> <li>2. Assist informing all concerned for smooth evacuation and in maintaining law and order.</li> <li>3. Reports regarding affected area to be given to SCR/EOC.</li> <li>4. Assist SAR &amp; MFR Teams.</li> <li>5. Details of participants must be recorded in the Incident Command Post.</li> <li>6. Demobilisation of their task team must be reported in Incident Command Post.</li> </ol>
<p><b>National Disaster Response Force</b></p>	<ol style="list-style-type: none"> <li>1. NDRF personnel to be deployed for SAR ops at affected sites as per the directions so received from the RO/IC/SCR.</li> <li>2. Commandant, NDRF (stationed at Port Blair) will act as Coordinating Officer and report to RO from time to time.</li> <li>3. The team after receiving the orders will activate their Standard Operating Procedures in coordination with quick response team of Police.</li> </ol>

## Glossaries

AH&D	Department of Animal Husbandry & Dairying
AIR	All India Radio
CRZ	Coastal Regulation Zone
CRS	Cargo Related Services
CBDP	Community Based Disaster Preparedness
SCR	Control Room
DDMA	District Disaster Management Authority
DM	Disaster Management
DMO	Disaster Management Officers
DRR	Disaster Risk Reduction
DRM	Disaster Resource Management
DMP	Disaster Management Plan
DMS	Disaster Management Server
DM	District Magistrate
DDMA	District Disaster Management Authority
DOS	Department of Space
DOT	Department of Telecommunication
EIA	Environmental Impact Assessment
EW	Early Warning
EOCS	Emergency Operation Centre
ESF	Emergency Support Functions
GIS	Geographic Information System
GPS	Ground Positioning System
IRS	Incident Response System
IRT <sub>s</sub>	Incident Response Teams
IMD	Indian Meteorological Department
INCOIS	Indian National Centre for Oceanic Information Services
ITEWS	Indian Tsunami Early Warning System
I&B	Ministry of Information & Broadcasting
IC	Incident Commander
IMD	India Meteorological Department
IO	Information Officer

IEC	Information Education and Communication
MHA	Ministry of Home Affairs
MOD	Ministry of Defence
Mw	Movement Magnitude Wave
MoA	Ministry of Agriculture
MoD	Ministry of Defence
MFR	Medical First Responder
NDRF	National Disaster Response Force
NDMA	National Disaster Management Authority
NIDM	National Institute of Disaster Management
NRSA	National Remote Sensing Agency
NIOT	National Institute of Ocean Technology
NDMA	National Disaster Management Authority
NDRF	National Disaster Response Force
NEC	National Executive Committee
NIDM	National Institute of Disaster Management
PBMC	Port Blair Municipal Council
PDS	Public Distribution System
PRI	Panchayati Raj Institutions
RD	Department of Rural Development
SCR	Control Room
SAR	Search & Rescue Team
SOP	Standard Operating Procedures
SDRF	State Disaster Response Fund
SDRF	State Disaster Response Force
SCR	State Control Room
SHG	Self Help Group
UTDMA	Union Territory Disaster Management Authority
UTDMEC	Union Territory Disaster Management Executive Committee
UNDP	United Nations Development Programme
VCP	Village Contingency Plan
VVTF	Village Voluntary Task Force
VHAI	Voluntary Health Association of India



*Chance favours the prepared mind*

**Save Seconds Save Lives**

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