



DISTRICT DISASTER MANAGEMENT PLAN- BARAMULLA VOLUME-2 DISTRICT DISASTER RESPONSE PLAN



DISTRICT DISASTER MANAGEMENT AUTHORITY
Baramulla, Jammu & Kashmir

Baramulla, Jammu & Kashmir

May, 2015

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This plan is developed by the District Disaster Management Authority, Baramulla with active support from Sphere India and other key agencies in the year 2015.

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I would like to appreciate the efforts of Sphere India for the execution of ideas and benchmarks set by the Advisory Bodies. I also like to place on record my gratitude and appreciation to all the individuals of various stakeholders group who have participated in various consultations and discussions and have given their inputs, comments and feedbacks as this Plan would not have possible without your ideas and knowledge and experience sharing. I anticipate that this Plan developed through you would be widely implemented by you all.

I sincerely hope that the DDMP for Baramulla would be widely implemented and constantly revised by all the stakeholders collaboratively and contribute in achieving a disaster resilient district.

Baramulla
May 2015

District Disaster Management Authority, Baramulla

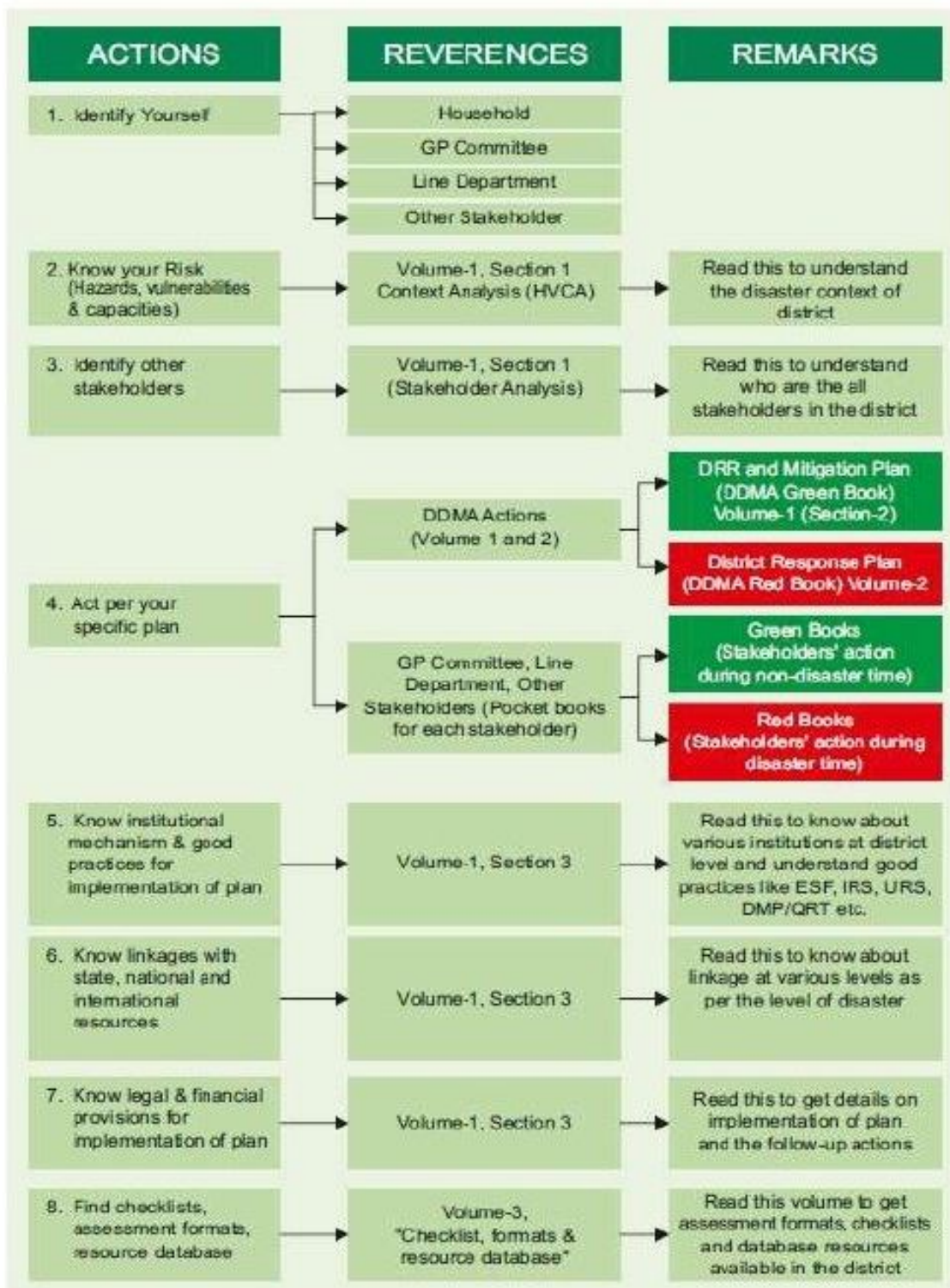
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HOW TO USE PLAN



DDMP is divided into the following main volumes:

Volume-1: DRR AND MITIGATION PLAN: This volume (also referred as Green Book) enlists the specific actions to be taken during non-disaster time for DRR and mitigation measures. This includes mainstreaming of DRR into development; capacity building; Functional continuity actions; and Emergency Preparedness. This also enlists various structural and non- structural as well as hazard specific mitigation measures and strategies.

This volume also give details in context of Baramulla district which includes general situation; Hazard, Vulnerability & Capacity Analysis; Problem Analysis; Micro analysis of villages' vulnerability; DDMP development Strategy; and Stakeholders analysis. This particular section is specifically useful to you if you are new to the district and like to understand the general situation, history, and broader context of the district.

It also covers details of the various institutions at district level & their roles / responsibilities in disaster management. This also gives information on good practices like ESF, IRS, URS, DMT and QRT etc. for coordination and integration among different stakeholders. This volume also describes the linkages with other districts, divisions, state and national level as per the level of disaster and the emerging needs. Implementation of plan; the responsibility and accountability; financial provisions; and follow-up actions at different levels are also described in this volume.

Volume-2: DISTRICT RESPONSE PLAN: This volume (also referred as Red Book) enlists the specific actions to be performed at district level in case of any disaster situation. The key response actions are divided into various phases including Actions on Receipt of Early Warning; Response Activation; Relief and Response; Deactivation of Response; and Recovery Actions along with enlisting disaster specific contingency actions. This also covers setting up of Field EOC.

Volume-3: CHECKLISTS, FORMATS AND RESOURCE DATABASE: There is a separate compilation of useful checklists, assessment formats and database of resources available in the district along with the contact lists etc. This can be referred as and when required.

Volume-4: SPECIFIC ACTION PLANS FOR DIFFERENT STAKEHOLDERS: Apart from the above main volumes, there are specific action plans prepared for different stakeholders at various levels. There are specific action plans for line departments, Gram Panchayat level committees, and other key non-govt stakeholders at district level. These action plans are compiled in two separate booklets for each stakeholder groups. These booklets are, (1) Red Book – for response actions during emergencies, and (2) Green Book – for DRR and mitigation actions during non-emergency period.

ABBREVIATIONS

BRGF	:	Backward Regions Grant Fund
BSNL	:	Bharat Sanchar Nigam Limited
CBO	:	Community Based Organizations
CE	:	Chief Engineer
CEO	:	Chief Executive Officer
CMO	:	Chief Medical Officer
CMRF	:	Chief Minister Relief Fund
CRPF	:	Central Reserve Police Force
CSO	:	Civil Society Organization
DEOC	:	District Emergency Operation Centre
DDMA	:	District Disaster Management Authority
DDMP	:	District Disaster Management Plan
DDC	:	Deputy Development Commissioner
DDRF	:	District Disaster Response Force
DMT	:	Disaster Management Team
DRR	:	Disaster Risk Reduction
ESF	:	Essential Service Functions
EWS	:	Early Warning System
FRT	:	First Response Team
GIS	:	Geographic Information System
GP	:	Gram Panchayat
GPS	:	Global Positioning System
HFA	:	Hyogo Framework for Action
HRVCA	:	Hazard Risk Vulnerability Capacity Analysis
HVCA	:	Hazard Vulnerability Capacity Analysis
IAF	:	Indian Armed Force
IAP	:	Immediate Action Plan
ICDS	:	Integrated Child Development Services
IMT	:	Incident Management Teams
IRS	:	Incident Response System
IRT	:	Incident Response Team
IAY	:	Indira AwasYojana
MARCOS	:	Marine Commandos
MGNREGS	:	Mahatma Gandhi National Rural Employment Guarantee Scheme
MLA	:	Member of Legislative Assembly
MP	:	Member of Parliament

MPLADS	:	Member of Parliament Local Area Development Schemes
NABARD	:	National Bank for Agriculture and Rural Development
NCC	:	National Cadet Corps
NDMA	:	National Disaster Management Authority
NDRF	:	National Disaster Response Force/Relief Fund
NGOs	:	Non- Government Organizations
NREGA	:	National Rural Employment Guarantee Act
NREGS	:	National Rural Employment Guarantee Scheme
NRHM	:	National Rural Health Mission
NSV	:	National Service Volunteer
NYK	:	Nehru Yuva Kendra
OEOC	:	Onsite Emergency Operational Center
PDS	:	Public Distribution Shop
PHC	:	Primary Health Center
PHED	:	Public Health Engineering Department
PMRF	:	Prime Minister Relief Fund
Q&A	:	Quality and Accountability
QRT	:	Quick Response Team
SDMP	:	State Disaster Management Plan
SDRF	:	State Disaster Response Force/Relief Fund
SHG	:	Self Help Group
SME	:	Small and Medium Enterprise
SOP	:	Standard Operating Procedure
SP	:	Superintendent of Police
SSA	:	Sarva Shiksha Abhiyan
UN	:	United Nations
URS	:	Unified Response Strategy
VKC	:	Village Knowledge Center
WASH	:	Water Sanitation and Hygiene

Introduction

Disaster management has been an evolving discipline particularly in India over last onedecade. With increasing frequency and intensity of disasters and large number of peoplecoming in their way, the subject needs a more systematic attention and a plannedapproach.

National disaster management Act, 2005 provides mandate for development ofcomprehensive disaster management plan at national, state and district level. Inparticular, there is a need to have a comprehensive plan at district level which is thecutting edge level for implementation of all policy guidelines and strategies.

A lot of efforts have been going on for development of plans at different levels bydiffernt agencies. In the absence of standard framework and process guidelines, theearly experiments with development of district disaster management plan have beenvery useful to build experience and validate it from the direct application duringdisasters. There is a lot of variation in the existing plans and the analysis of existing plansshows different plans has different strengths. They act as good source of informationabout the district collected in one place and is a rich source of knowledge on aspects ofdisaster management in the country. However, these documents largely remain limitedto knowledge and information manuals rather than practical action plans for thestakeholders. Further, since there have been little involvement of stakeholders indevelopment of these plans, there has been little awareness about them and itremained as an administrative document, rarely used in pre disaster or post disastersituation.

There has also been a significant change in our understanding of disaster managementfrom Global to grassroots levels in last few years. Hyogo Framework for Action and laterNational Disaster Management Act in 2005 brought a paradigm shift in disastermanagement from a reactive relief based approach to a more proactive disaster riskreduction approach. The evolving understanding of the subject of disaster management,lessons learnt from the existing plans and the mandate provided by National DisasterManagement Act, 2005 to DDMA's to develop comprehensive disaster managementplan provides an excellent opportunity to develop some modal plans and a standardprocess for development of district disaster management plans for replication indifferent parts of the country.

Sphere India, National Coalition of Humanitarian Agencies in the country, incollaboration with DDMA, SDMA initiated the process to develop a Disaster Management plan for Baramulla district of Jammu and Kashmir. The table below illustrates thetimeline and process followed for the same.

Process Timeline

Steps	Description	Timeline (to be finalized by DDMA)
1.	Consultation at District Level	8 th Jan
2.	Desk Research and Gap analysis	10 days
3.	HVCA Analysis	10 days
4.	DDMP Draft -1	30 days
5.	Online review and editing	7 Days

6.	DDMP Draft -2	7 Days
7.	Sharing of Draft version and including inputs	10 days
8.	Designing and Printing	7 Days
9.	Submission of DDMP to District Administration.	7 Days

Objectives of the Plan:

Vision: The vision of this plan is to enable disaster resilient development in Baramulla and continuity of services essential for life and dignity of citizens during disaster and non-disaster situations.

The key objectives of developing this plan are:

1. To analyze the geography, social, political and economic context of Baramulla from disaster management lens.
2. To analyze current development problems and it's linkage with past disasters and hazards in the state.
3. To identify areas vulnerable to different natural and manmade hazards
4. To know underlying risks and develop action plans for different stakeholders for risk reduction.
5. To build awareness among different stakeholders by their direct engagement with development of disaster management plan and establishing a process for regular up gradation of it in future.
6. To introduce innovation and good practice in institutional mechanism at state level to make it an integrated and coordinated plan at all levels.
7. To develop action plans for different stakeholders (Communities, Govt. Line departments and other stakeholder groups) for disaster risk reduction, emergency response and recovery actions.
8. To suggest mitigation measures to be adopted by different stakeholders for the risks identified in the district.

Objectives of the Plan:

PRINCIPLES OF PLANNING

As planning being a continuous process, the planners and authorities shall consider following principles in implementation and future revision of the plan:

1. **Comprehensiveness:** Take into account all hazards, all phases, all stakeholders and all impact relevant to disasters.
2. **Progressive:** Anticipate future disasters and take preventive and preparatory measures to build disaster resilient communities.

3. **Risk-driven:** Use sound risk management principles (hazard identification, risk analysis and impact analysis) in assigning priorities and resources.
4. **Integrated:** Ensure utility of efforts among all levels of government and other stakeholders.
5. **Collaborative:** Create and sustain effective relationships among individuals and agencies to develop a common platform for convergence of all stakeholders and common processes for unity of efforts by all stakeholders.
6. **Flexible:** Use creative and innovative approaches in solving disaster challenges.
7. **Professional:** Value a science and knowledge based approach based on education, training, experience, ethical practice, public stewardship, accountability and continuous improvement.

Who is this plan for?

The authority and responsibility for developing, implementing and regular up gradation of this plan lies with District Disaster Management Authority. However, the process is collectively owned by all stakeholder groups and advisory committees. The roles and responsibilities of these stakeholder groups are illustrated in separate volumes linked with this plan.

This plan is to be used by the key authorities and departments at district such as DDMA, DEOC, DDMC, the Line departments etc. Further, the plan as specific action plans for other stakeholders as well which include the Gram Panchayat committees and the key non-govt. stakeholders



Section I: District Response Plan

The response plan of Baramulla DDMA is divided into two major sections, one, the actions common for all disasters, and two, and specific contingency situation actions. The actions common to all disasters are further divided into various phases as below:

Actions common to all disasters

- Actions on receipt of early warning
- Actions for response activation
- Actions for Relief and Response
 - i. Search and Rescue
 - ii. Initial Assessment
 - iii. Relief Distribution
- Monitoring
- Deactivation of Response
- Recovery actions
- **Specific contingency situation actions**

1. Actions Common to All Disasters:

1.1. Actions on receipt of Early Warning

Objective: To monitor situation and disseminate EW information.

Key Actions	Done?		Who will do it?
	Yes	No	
1. Collect regular updates (twice a day) from the EOC regarding type, magnitude, location etc. and other relevant indicators of the possible disaster situation. The frequency of information updates can be increased based on the severity of the hazard.			
2. Validate the information from neighboring districts and the state (in case of floods, rising water level etc.).			
3. Activate information sources in cross-border districts (in Nepal) to get more real time information on rain, water level, release of water from barrages etc.			
4. Convene a joint meeting of ESF team leaders, DDMC, EOC officials and DDMA to discuss updates and required preparations			

nsincaseofapossible disaster.			
5. InstructtheIncidentCommandTeamandDeskofficialstogetreadyaspertheirstandardoperatingproceduresandthedirectionsoftheIncidentCommander.			
6. DisseminateearlywarningoralertinthemostproneareasthroughtheDMTsandblocklevelofficials.			
7. Disseminatehazardspecificprecautionaryinformationandmeasures tobetakenat variouslevels			
8. Review hazard specific contingency action plans and activate the EOC, DMTs,QRT,FRT,ESFsetc.asperthat.			
9. IncaseofdisasterslikeEarthquakewheresufficientEWisnotavailable,immediatelygetintoactivationactionsandalsorefer toearthquakecontingencyactions			
10. Incaseofslowonsetdisasters,likedrought,monitordroughtspecificindicatorsas mentionedindroughtspecificcontingencyactions			

1.2 ActionsforResponseActivation

Objective:ToactivatetheUnifiedEmergencyResponse

KeyActions:	Done?		Who will do it?
	Yes	No	
1. Assoonastheinformationofanyeventisreceived,activatetheEOC,DMTs,QRT,FRT,ESFsetc.			
2. Askalldeskofficers/teamleadersandIncidentCommandTeammemberstoimmediatelyreporttotheEOC.			
3. CollectinitialinformationoftheeventfromtheEOCandDMTs			
4. PasstheinformationtoDDMCmembersandESFteamleadersfortheirspecific actions			
5. DDMAandEOCtogetheranalyzetheinformationandtakeadecisiononthelevelofthedisaster(viz. Villagelevel,blocklevel,sub-divisionlevel,districtleveletc.).			
6. Activatetheemergencyresponseasperthelevelofthedisaster.			
7. Incaseofdisasteruptoblocklevel,theBDOtakeschargeoftheemergencyresponsecoordinationalongwiththeDMTs,QRTs,FRTsandESFs.			
8. TheBDOshallstayinregularcommunicationwiththeDDMAandEOCfor informationupdatesandresponseactions.			
9. Incaseofdisasteruptodistrictlevel,aseniorofficerofADMrankshallbegivenresponsibilityofemergencyresponsecoordination.He/sheshallcoordinatewith theEOC,DMTs,QRT,FRT,ESFsetc.			
10. OrganizeacoordinationmeetingwiththeESFteamleaders, DistrictIAG,andthe officials fromtheaffectedareas.IAGmemberrepresentativefromtheaffectedareasshouldalsobeinvitedtoshareupdatesandgroundlevelinformation.Thismeetingcan			

be organized in the affected areas (such as Block office) if required and feasible.			
11. Develop situation report of the affected areas and share with all stakeholders. This should also be updated on the DDMA website promptly to ensure its availability to other stakeholders. The situation report may also contain updates and information from the district IAG.			
12. Give direction to the concerned departments at the district level or any other authorities within the local limits of the district to take measures to respond effectively to the disaster situation			
13. Advise, assist and coordinate the activities of the ESFs, departments at the district level, statutory bodies and other governmental and non-governmental organizations in the district engaged in the disaster response			
14. Encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management			

1.3 Actions for Relief and Response

The actions for Emergency Relief and Response are divided into following sections:

- Search and Rescue
- Initial Assessment
- Relief distribution
- Monitoring

1.3.1 Search and Rescue

Objective:

To save lives by immediate and effective search, rescue and evacuation actions in case of disasters.

Key Actions	Done?		Who will do it?
	Yes	No	
1. Activate the search and rescue teams in the affected areas with immediate effect.			
2. The search and rescue efforts should focus on the most vulnerable people including old-aged, disabled, women, children, pregnant, sick, people living with HIV/AIDS.			
3. Take a decision on requirement and priorities of evacuation and organize the resources to execute the same			
4. If required, ask for external support from armed forces, other technical institutions for reach, rescue and evacuation operations.			

1.3.2 Initial Assessment:

Objectives:

1. To assess the needs of the affected people to plan immediate, short term and long term response actions.
2. To assess the damages for compensation to the affected people and recovery/reconstruction effort of household, community and state infrastructure.

Key Actions

the resources, activities and timeline of the response plan.

situation and coordinate response efforts as per the situation in consultation with affected people, stakeholder groups doing the response, block authorities, E

ent (or a learning exercise) to capture the learning from the response in the affected communities.

of the monitoring and evaluation exercises to all stakeholders and use the learning for improvement in the future incident on the DDMA website.

stakeholders and use the learning for improvement in the future incident

1.3.3 Relief Distribution:

Objectives:

1. To ensure joint planning and response by various ESFs to minimize gaps and overlaps.
2. To integrate responses of other stakeholders, apart from ESFs, in the emergency response to ensure effective and efficient response.

Key Actions	Done?		Who will do it?
	Yes	No	
1. Analyze the information produced from the assessment into immediate, short term and long term needs.			
2. The efforts should consider that the SC/ST and minority groups are not excluded from the search & rescue efforts and other response actions.			
3. The DEOC should develop maps on the affected areas, population, needs, geographical & sectoral response actions etc. and make them available on DDMA website for wider accessibility.			
4. The BDOs should be instructed to consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.			
• Develop a time based comprehensive plan for the priority interventions in the affected areas.			
5. Plan resources (human resources, financial resources and logistic materials) required for the implementation of the			

response plan			
6. The response maps should integrate efforts of other stakeholders (IAG members, corporate etc.) and the DEOC should give directions to these agencies on where and what response is needed.			
7. Ensure that ESFs focus on minimum standards in response to different needs and follow the relief codes for the same. Take daily update from the DEOC on the same.			
8. Develop comprehensive collaborative strategies and action plan for meeting minimum standards for identified needs. Divide clear roles and responsibilities among the ESFs and for strategic planning, resource allocation and implementation. Involve the IAG in the planning and implementation at all levels.			
9. In the initial phase of the disaster, take daily stock of the implementation of the action plans by the ESFs, IAG and other stakeholders.			
10. Make changes in the response plans wherever required as per the changing situation in the affected areas. This should be done in consultation with the DEOC, ESFs, IAG, DMT and other key agencies. This should also involve the BDOs and local officials from the affected areas.			
11. The ESFs, in consultation with the block level officials and the IAG, should analyze the damage information for compensation and recovery/reconstruction efforts. Based on this information, the DDMA shall take decisions on the recovery policy and compensation package for the affected population.			
12. Analyze the plans for early recovery submitted by the ESFs and take decisions on the recovery policy.			
13. Update the DDMA and Dept. of Disaster Management at state level on the disaster situation & response actions.			
14. Decide if any external help (out of district) is required for immediate priorities. If required, liaise with the state, national and international agencies for mobilization of additional resources.			
15. The SDDMA shall play the role of nodal agency for any external (out of district) agency coming for response in the district. The SDDMA will analyze the response matrix to identify the areas of gap and suggest the outside agencies for those respective geographical and sectoral areas.			

1.4 Monitoring

Objectives:

1. To ensure that the response plan and actions are going in right direction, and that, most vulnerable groups receive attention and required support from the responding agencies
2. To collate, document and analyze learning from the inter-agency response (Govt., IAG, other stakeholders) to the emergency and keep the learning for future references.

KeyActions	Done?		Who will do it?
	Yes	No	
1. Conduct periodic monitoring of the resources, activities and timeline of the response plan.			
2. Assess and monitor the changing situation and coordinate response efforts as per the situation in consultation with affected people, stakeholder groups doing the response, block authorities, ESF, DMTs etc.			
3. Conduct a multi-agency assessment (or a learning exercise) to capture the learning from the response in the affected communities.			
4. Publicize the reports, outcomes of the monitoring and evaluation exercises to all stakeholders and use the learning for improvement in the future incidents. Make the learning document published on the DDMA website.			

1.5 Deactivation of Response

Objective:

To deactivate emergency response and prepare to shift the focus towards recovery issues.

KeyActions	Done?		
	Yes	No	
5. Assess if all the immediate lifesaving measures are in place and there are no further risks of life in the affected areas due to the disaster. If adequate measures are in place, take steps to deactivate the emergency response.			
6. Ensure that the emergency facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.			
7. Initiate actions for the early recovery actions as per the needs are identified.			

1.6 Recovery Action

Objective:

To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

KEY ACTIONS

assessments are analyzed by the ESFs during response stage itself to start planning for early recovery actions.

Policy as per the recommendations from the sectoral damage assessment done by the ESFs.

Compensations and relief entitlements must reach all the affected people irrespective of any discrimination based on caste, creed, gender, or social/political/religious identity. Eligibility & awareness materials are put in place to make the community aware of their entitlements and compensations. The block offices, district offices etc.

Experts on developing disaster resilient and user friendly designs for reconstruction of damaged infrastructure and buildings etc. including all services.

Agencies, NGOs who are working on recovery and rehabilitation phase to follow disaster resilient designs and ensure build back better practices.

Efficient, efficient supply chain management (SCM) using local capacity where feasible. Involve local transporters, vendors, market etc. in the process.

Restore the local livelihood options of the affected community during the recovery and rehabilitation phase.

From the response and recovery action to the development planning agencies at district, state and national level so that this could be incorporated in future plan and new development programs and refer to DRR actions

2. Specific Contingency Situation Actions

2.1 Contingency actions for floods

FLOOD HISTORY IN BARAMULLA:

The district is surrounded by Wular Lake in North-east with Jhelum flowing middle of the district with a no of seasonal Nalas merging into it. The areas under river basin and low lying areas are prone to recurrent floods and had been witnessing floods almost every year. The recent flood/flash flood of year 2014 was very severe and caused major damage and loss.

ASSUMPTIONS FOR WORST CASE SCENARIO

In worst case scenario assumption, it is possible that heavy rains continue and all the rivers in the district are flooded. This may result in approximately 80% of the area flooded in the district causing huge damage to property, agriculture and livestock and human lives.

SPECIFIC ACTIONS:

Key actions and responsibilities during flood emergency response:

SI.	Key Actions	Responsibilities	Done?	
TIME FRAME : PRE FLOOD ACTIONS (PREPARATORY)			Yes	No
1.	Convening a meeting of the DDMA official, ESFs, DEOC and other concerned institutions to take stock of department wise preparations.	DDMA Chair		

2.	Take stock of functioning of the DEOC and Control Rooms;	DDMAChair		
3.	Closure of past breaches in river and canal embankments and guarding of weak points.			
4.	Rain-recording and submission of rainfall reports.	Water resource dept.		
5.	Communication of gauge-readings and preparation of maps and charts.	Water resource dept.		
6.	Assigning charge of flood Circles.	DDMAChair		
7.	Dissemination of weather reports and flood bulletins issued by the meteorological Centers, Central Water Commission, and Flood Forecasting Organization.	EOC		
8.	Deployment of boats at strategic points (most sensitive embankments).	DDMA		
9.	Arrangement and use of power / motor boats.	DDMA		
10.	Installation of temporary Police Wireless Stations and temporary telephones in flood-prone areas.	Police dept., BSNL		
11.	Arrangement for keeping telephone and telegraph lines in order.	BSNL		
12.	Storage of food in interior, vulnerable strategic and key areas and arrangements for their safety.	Food Supplies dept.		
13.	Arrangements of dry food stuff, essential medicines and other necessities of life.	Food Supplies dept., Revenue Dept.		
14.	Alternative drinking water supply arrangements.	PHED		
15.	Arrangements for keeping the drainage system desilted and properly maintained.	Water resource dept.		
16.	Appropriate measures for Health, Veterinary services etc.	Health & Animal & fishery dept.		
17.	Identification / Selection of flood shelters.	Revenue, DDMA		
18.	Advance arrangements for army assistance if required.	DDMA		
19.	Training of department employees in flood relief work.	DDMA		

Sl. No.	KeyActions	Responsibilities	Done? (Please tick mark)	
			Yes	No
TIME FRAME :POSTFLOODACTIONS (RESPONSE)				
20.	Report the occurrence of flood to DDMA, Heads of all line departments, ESF Nodal agencies, DDMC	EOC		
21.	Establish communication links by activating alternate communication equipments i.e. satellite phone, HF/ VHF set, HAM radio, VSAT etc.	EOC		
22.	Deploy mobile emergency communication unites to affected areas forestablishing communication link	EOC		
23.	Verify the authenticity of the flood event from agencies like IMD, ISR, block level officers, police and fire department etc.	EOC		
24.	Organize first meeting of duty officers	DDMAChair		

25.	Organizing and dispatch these search rescue team to the affected areas.	DDMA Chair		
26.	Ask for SDRF/NDRF/Army assistance as per requirement.	DDMA Chair		
27.	Relief measures by non-official and voluntary organizations may be listed as far as possible.	DDMA & EOC		
28.	Organize relief camps and flood shelters	Revenue dept.		
29.	Provision of safe drinking water to the affected communities	PHED dept.		
30.	Organizing controlled kitchen to supply food initially at least for 3 days.	Revenue & Food supplies		
31.	Provision of sanitation and hygiene facilities	Health Dept., PHED, NGOs and Community Groups		
32.	Provision of health assistance and medical services	Health dept.		
33.	Making necessary arrangements for air dropping of food packets in the marooned villages through helicopters.	DDMA Chair		
34.	Establish alternate communication links to have effective communication with marooned areas.	BSNL		
35.	Organizing cattle camps, if necessary, and provide veterinary care, fodder and cattle feed to the affected animals.	Animal and fisheries dept.		
36.	Grant of emergency relief to all the affected people.			
37.	Submission of daily reports and disseminate correct information through mass media and	Revenue Department		
38.	Rehabilitation of homeless people	EOC		
39.	Commencement of agricultural activities-desiltation, resowing.	Revenue Department		
40.	Repairs and reconstructions of infrastructural facilities such as roads, embankments, Resettlement of flood prone areas.	Agriculture Department		
41.	Maintain constant communication with the onsite EOCs	EOC		
42.	Initiate relief distribution and recovery actions (refer "Actions Common to All Disasters")	Revenue Department		

2.2 Contingency actions for earthquake

EARTHQUAKE HISTORY IN BARAMULLA:

The whole district comes under EQ zone V and is prone to high intensity EQ. In past, the district has faced severe EQs. Most recently in 2005 the district felt severe tremor of earthquake.

ASSUMPTIONS FOR WORST CASE SCENARIO:

In the worst case assumption, it is possible that the district faces a high intensity earthquake (more than 6.0 Richter scale) and approx. 50% houses are collapsed/damaged. In this situation, a population of at least 60-70% of the district gets affected directly or indirectly.

SPECIFIC ACTIONS:

Key actions and responsibilities during earthquake emergency response (First 72 hours)

No.	Key Actions	Responsibilities	Done (Please tick)
TIME FRAME : ADVANCE PREPARATORY ACTIONS			Yes/No
1.	Training of Personnel on EQ safety, precautions, prevention measures etc.	DDMA	
2.	Establishment of alternative means of mobile communications.	BSNL	
3.	Mobilization plan of Fire Services including auxiliary firemen.	Fire Service dept.	
4.	Plans of rescue of casualties trapped under-debris.	Fire Service, civil defense	
5.	Provision of hospital, medical and nursing staff.	Health Department	
6.	Medical plans for improvised first aid posts and emergency hospitals.	Health Department	
7.	Plan for removal of debris.	Fire service	
8.	Plan for emergency sanitation, alternative supplies of water	Water supply Department	
9.	Provision of welfare facilities e.g. of homeless, establishment of Games, information and guidance on essential matters, evacuation people, alternative of including food, clothing and shelter.	Social welfare dept. Revenue Department Food supplies dept.	
10.	Plan and arrangements for disposal of the dead and their identifications	Police dept., civil Defense	
11.	Mobilization of transport	Transport Department	
12.	Requisitioning of vehicles and issue of petrol, oil, lubricant, spare parts and repair facilities.	Transport Department	
13.	Plan for protection of properties including objects of art and things of cultural importance.	Building Department	
14.	Special measure for the protection/repair/restoration or essential service communications, industrial and vital plants.	DDMA	
15.	Publicity, information dissemination, awareness on EQ safety.	DDMA	

Sl. No.	Key Actions	Responsibilities	Done (Please tick mark)
TIME FRAME : 0 + 15 MINUTES			
16.	Report the occurrence of earthquake to DDMA, Heads of all line departments, ESF Nodal agencies, DDMC	Officer-in-charge of EOC	
TIME FRAME : 0 + 30 MINUTES			
17.	Establish communication links by activating alternate communication equipments i.e. satellite phone, HF/VHF set, HAM radio, VSAT etc.	Officer-in-charge of EOC	
18.	Deploy mobile emergency communication units to affected areas for establishing communication link	BSNL	
19.	Activate the DMTs, QRT, FRT, ESFs etc.	DDMA Chair	

20.	Ask all desk officers / team leaders and Incident Command Team members to immediately report to the EOC.	Officer-in-charge of EOC	
21.	Verify the authentic of the incident from agencies like IMD, ISR, block level officers, police and fire department etc.	Officer-in-charge of EOC	
22.	DDMA and EOC together analyze the information and take decision on the level of the disaster (viz. Village level, block level, sub-division level, district level etc.).	DDMA Chair	
23.	Organize first coordination meeting with the ESF team leaders, District, and the officials from the affected areas. IAG member representative from the affected areas should also be invited to share updates and ground level information. This meeting can be organized in the affected areas (such as Block office) if required and feasible.	Officer-in-charge of EOC	
TIME FRAME : 0 + 1 HOUR			
24.	Establish onsite Emergency Operation Center	EOC	
25.	Activate the emergency response as per the level of the disaster. <ul style="list-style-type: none"> In case of disaster up to block level, the BDO takes charge of the emergency response coordination along with the DMTs, QRTs, FRTs and ESFs. The BDO shall stay in regular communication with the DDMA and EOC for information updates and response actions. 	DDMA Chair	
26.	Activate the search and rescue teams in the affected areas with immediate effect.	EOC	
27.	If required, ask for external support from armed forces, other technical institutions for reach, rescue and evacuation operations.	DDMA	
28.	Collate and analyze the available initial information on damage and needs.	EOC	
29.	Ask District-IAG to share their assessment information with EOC.	EOC	

Sl. No.	Key Actions	Responsibilities	Done (Please tick mark)	
			Yes	No
TIME FRAME : 0 + 3 HOUR				
30.	Senior ADM level officer to be deputed to the affected areas	DDMA		
31.	Assess the condition of roads, rail route for quick mobilization of emergency teams and resources to the affected areas and take follow up actions	Transport Department, EOC		
32.	Establish media management / information cell for public information, guidance to volunteers and aid agencies and for rumor control	EOC, Information and Public relation Department		
33.	Contact public and private sector organizations and associations et al to assist in emergency rescue and relief operations	DDMA		
34.	If required, seek assistance from neighboring districts and state level.	DDMA		

35.	Provide security in affected areas and maintain law and order situation	Police Department		
36.	Mobilize medical response teams with orthopedic experts, first aid, cuts, wounds etc. to the affected areas.	Health Department		
37.	Mobilize SAR teams and equipments etc. to the affected areas.	EOC, DDMA		
38.	Maintain constant communication with onsite EOC	EOC		
39.	Alert all major hospitals to make necessary arrangements for treatment of injured.	DDMA, EOC		
TIME FRAME :0 + 12 HOUR				
40.	Open access routes and manage traffic for mobilization of equipment,machinery and volunteers to the affected areas	TransportDepartment		
41.	Establish information centers at arrival and departure points viz. Railways station, bus stops etc.	DDMA		
42.	Mobilize relief materials i.e. tents, food materials, water, essentialmedicines, blankets etc. to the	Revenue Department		
43.	Arrange to shift evacuated persons to temporary shelters and ensure provision of food, water & sanitation facilities, blankets, storage of relief materials etc.	Revenue Department		
44.	Set up field hospitals near the affected areas.	Health Department		
45.	Arrange to shift injured people to field hospitals.	Health Department		
TIME FRAME :0 + 24 HOUR				
46.	Develop situation report of the affected areas and share with allstakeholders.This should also be updated on the DDMAwebsite promptly to ensure its availability to other stakeholders.	EOC		
47.	Prepare press note twice a day with details of situation and response being made.	EOC		

SI. No.	KeyActions	Responsibilities	If one (tick mark)	
TIME FRAME :0 + 24 HOUR			Yes	No
48.	Depute additional officers and supporting staff to affected areas fromnon-affected areas	DDMA		
49.	Restore essential services i.e. power, water supply, telecommunicationfacilities of the EOC, HQ,AIR, Doordarshan, offices of key linedepartments, SP, Hospitals etc. on priority	PHED, BSNL, Energy Department		
TIME FRAME :0 + 48 HOUR				
50.	Plan for a multi sectoral damage and needs assessment of the affectedareas.The assessment team may comprise of various ESFs and members from IAG to have a multi-agency, multi-sect oral assessment.	EOC		

51.	Publish the assessment reports and other relevant information on the DDMA website.	EOC		
52.	Arrange for identification, photograph, post mortem, and record maintenance for disposal of dead bodies (Refer NDMA guideline on disposal of dead)	Police Department, Health dept.		
53.	Set-up an information center near the relief shelters for community, relatives, NGOs etc.	EOC, Information and Public relation		
54.	Arrange system to receive reports and complaints regarding missing people and other such losses and damages, and initiate search in hospitals, shelters and police records	EOC		
TIME FRAME :0 + 72 HOUR				
55.	Arrange for disposal of unidentified and unclaimed dead bodies	Police dept., Health Department		
56.	Arrange for transportation of injured people from local hospitals to district hospitals or to other specialized hospitals (if required)	Transport, Health Department		
57.	Initiate relief distribution and recovery actions (refer "Actions Common to All Disasters")	Revenue Department		

2.3 Contingency actions for Drought

ASSUMPTIONS FOR WORST CASE SCENARIO:

The worst case scenario for drought in the district may be considered as there is less snowfall / rainfall during the spring season and the rivers are dried up. In this condition, the water source in the district will be dried and agriculture system will be badly affected. The migration rate will become high and the women, children and old-aged, along with the cattle will be the most suffered.

SPECIFICATIONS:

Contingency planning for agriculture:

- Crop life saving measures
- The alternative cropping strategy
- Compensatory Cropping Programme
- Supply of Inputs
- Provision for irrigation. Souvenir
- Supply of Power

	Key Actions: Drinking Water		Done ?	Who will do it?
	Yes	No		
1.	A detailed contingency plan for supply of drinking water in rural areas to be formulated with technical help from the Central Ground Water Board (CGWB) and utilizing if need be, their goods and other capital equipment from the CGWB.			
2.	Make adequate plan to supply drinking water in urban areas through bores, tanker special trains and other suitable measures.			

3. Monitor continuously rural and urban drinking water availability in drought affected areas.			
Key Actions: Water Resources			
1. Prepare a water budget for each irrigation reservoir covering drinking water, kharif and rabi requirements and evaporation losses, after working out a trade-off between kharif and rabi benefits from the available water.			
2. Undertake repairs of tubewells to make all tubewells operational and install additional tubewells taking care at the same time to prevent over-exploitation of and damage to groundwater regime.			
3. Regulate supply to water-intensive industries, if necessary.			
4. Minimize evaporation losses in tanks and small reservoirs by using chemical treatments subject to Health clearance.			
Key Actions: Employment Generation			
1. Adequate scarcity relief work to be taken up to generate the required employment.			
2. The funds available under employment generation schemes like NREGA, NRLM and scarcity relief etc. should be dovetailed and integrated.			
3. Projects should be kept ready to be taken up for employment generation during drought.			
4. Drought proofing schemes to be identified and to be given higher priority.			
Public Health			
1. Disinfect drinking water sources to prevent the spread of water-borne diseases.			
2. Draw up plans to cope with likely epidemics.			
3. Constant surveillance of public health measures including immunization to be undertaken.			
Key Actions :Women,Children,Old Aged People			
1. The nutritional requirements of all the children, expectant mothers and nursing mothers should be taken care of.			
2. All old aged people should be given attention for their nutritional requirements.			
Key Actions: Fodder			
1. Assess fodder requirement in the district and locate areas where shortages are likely to occur and arrange for supplies from outside.			
2. Monitoring the prices of fodder in selected places/markets.			
3. Arrange to procure fodder from surplus districts/States.			
4. State Forest Departments to arrange for the cutting and bailing of grasses in the forests, wherever possible to meet the demand from fodder deficit districts.			

5. Foddercultivationtobeencouragedwhereverfeasible.			
6. Ensuresupplyofmolassestocattlefeedplants.			
7. ObtainfromNDDBandothersourcespremieredfeedandurea-molasses-brickstothe extentnecessary.			

2.4 Contingency Actions for Fire:

FIRE HISTORY IN BARAMULLA:

Fire incidents are more frequent in the rural settlements and generally occur during winter season. Most of the fire incidents occur from the mischief done by children, bukharis, LPG and electric short circuits. Forest fires are also caused by timber smugglers.

ASSUMPTIONS FOR WORST CASE SCENARIO:

In the worst case situation, fire incidents may happen in 4-5 locations in the same time putting the fire service stations on pressure. This may aggravate in the winter season and specifically during drought like situations.

SPECIFIC ACTIONS:

Fire awareness and education:

- Fire awareness and educational programmes should be developed and targeted to specific audiences and communities.
- Fire awareness and educational materials should be developed. They should be gender sensitive and should be in Kashmiri or more appropriately in symbolic, pictorial form.
- Awareness programmes may also consider oral presentation where printed material or local language barriers limit effective communication.
- Age-appropriate information and educational materials should be developed cooperatively by technical experts and educational specialists and provided to all levels, introducing ecological and fire management concepts into local schools.
- Primary and secondary schools, higher schools, colleges, non-governmental organizations and other institutions should be encouraged to develop locally and ecologically appropriate fire management programme for teachers and other educators, based on local conditions and beliefs.
- Data should be collected on a monthly and annual basis on frequency, specific causes and location of human-caused fires, reasons for starting the fires, and are burned in order to establish an effective prevention programme.

Fire Preparedness:

- Safety considerations, both for fire-fighters and the public, should be a key component

of any preparedness plan.

- A comprehensive fire prevention plan should be developed
- Prior to the start of the fire season, plans should be developed that provide for the management, resource-allocation, prioritization and other actions required during multiple incidents.

Fire Response:

- The fire service stations should be immediately activated to get into action in case of fire.
- The local police stations should be asked to reach the location and keep the crowd controlled so that additional damage, loss could be prevented.
- The local population should be encouraged to avoid cooking using country choolha and leaves as fuel etc.
- In case of chemical fire, the search and rescue team should have the instruments to extinguish chemical fire.

2.5 Crowd Management:

BACKGROUND:

Huge crowd is always a source of accidents. There is a need for effective planning mechanisms in order to deal with such events. Crowd control is important to prevent any type of disorder or prevention of possible riots.

District Baramulla has many places where huge crowd gathers during religious festivals and political demonstrations.

During such events of huge gathering, it is required for the police and local administration to access and anticipate the approximate number of people visiting and make proper arrangements. The police, administration and organizers are needed to work out on all the details about the event, number of people, the space available, proper entry and exit arrangements, emergency exit, volunteers for guiding the crowd, fire extinguishers and also keep medical aid at hand.

There are chances of mishaps due to lack in proper arrangements and loopholes in the management. The administration should see that if the organizers have failed to comply with these standards and safety measures, they should cancel the event.

Below are few guidelines for the management of crowd in where huge gathering is anticipated.

Location and structure of Idgahs and town centres:

- In case the road is less than 15 ft in width, a minimum passage of 4 ft need to be left unoccupied. In case the road is 15 ft to 30 ft wide, a minimum of 6 ft space has to be left open. In case the road is over 30 ft wide, a minimum passage of 10 ft has to be ensured.

- There must be 4ft clear open space on all sides from the property line of any building, boundary wall or any other permanent structure.
- The height of the superstructure can be no more than 40ft.
- Separate entrance and exit gates to be built in such a manner that in case of a fire or other exigencies, immediate measures can be taken.
- The gates shall measure at least 12ft by 14ft. The entry passage to the Idgah should be wide enough to allow access to a fire brigade without any obstruction.
- Idgah should not be constructed within 100 meters of a hospital or nursing home.
- Proper lighting must be ensured.
- There should be enough emergency exits. These should be free of obstruction.
- There must be a public address system.
- CCTV's must be installed at vantage points (entry, exit, inside circulation) for security reasons.
- Alternative sources of energy/generator must be available.
- Standby emergency light should be arranged.
- Display of banner/hoardings are not to be allowed within 50 meters of the important roads and intersection that may divert the attention of drivers or disrupt traffic.
- Enough police/home guards and other security forces must be deployed at the event.
- Each Idgah/organizers of such fares and events must have a disaster management plan for the event.

Fire Safety:

- No open flame can be lit within 200 yards of the main Idgah and no cooking arrangements would be allowed within that radius.
- Adequate quantity of water, sand filled buckets and fire extinguishers are required to be maintained.
- Only specific materials for construction of temporary shelters and tents should be used.
- Licensed electrical contractor should be engaged for lighting.
- Old or naked wire should not be used. Wire should not touch the cloth portion of the tents.
- Organizers must obtain NOC (or safety certification) from Fire Brigade and Police.
- No synthetic material/ropes should be used.
- No structures should be erected underneath live electrical lines.

- No combustible straw, sheaving, flammable, explosive chemical to be stored inside the tents.

Necessary arrangements for visitors:

- 75 percent of the space in the tent area must be kept free for crowd circulation.
- Tents must have proper ventilation.
- Proper drinking water arrangements must be made in the dhgah/ event area.
- Toilets (separate for ladies and gents) must be arranged.
- Organizers should engage sufficient number of volunteers. They should be trained in crowd circulation.
- Clear signage should be placed at each important point showing entrance, exit gates, emergency exits, location of fire extinguishers/water hydrants, first aid kit (or medical response unit) etc.
- Map/design of the dhgah place must be displayed at the entrance for the visitors.
- A health unit with doctors and necessary medicines must be deployed at the event for any emergency.
- There must be an information desk to give necessary information to the visitors and others.

Loudspeakers and Sound:

- Cutoff for sound pollution: 65 decibels. For crackers: 90 decibels, 5 meters from the point of origin.
- Limit the timing for loudspeakers (with sound box): Use sound limiter.

**2.6 Contingency action Plan for Landslide
4-stage warning system for Landslide**

1. Pre-Landslide Watch
The unexpected depressions/soil surface subsistence which can be noticed in the steep slopes could be considered as a warning for possibility of landslide. Heavy rainfall is the cause for landslide inducement in the state therefore status of rainfall could be monitored.
2. Landslide Alert/Warning
It can be issued at least 48 hours prior to commencement of the bad weather after examination of the weather forecast. Also, warning may be issued viewing the land subsistence and rock fall in the area.
3. Preparedness
If required, the habited landslide prone areas may be evacuated for safety measures. Appropriate signage on the roads to be installed by BRO/R&B/RDD warning the commuters for imminent danger of landslide.

4. Post landslide

Local EOC and DDMA along with line departments like Irrigation and Flood Control, R&B, RDD, PHE, Forest, Agriculture and Horticulture, Medical, Animal Husbandry, etc need to assess the damage and provide immediate support to the affected area.

Plan Activation

After the pre landslide watch and landslide warning is issued, the DDMA and concerned line departments need to immediately activate their respective DDMP and departmental plans.

End of Disaster Declaration

Once the situation is totally controlled and normalcy is restored, the DDMA Chairman declares End of Emergency and issues instructions to withdraw staff deployed in emergency areas.

Roles and Responsibility

Time Frame	Sr. No	Task	Responsibility	Activity
Time = -48 - 0hrs	1	Warning receipt and dissemination	IMD DDMA Line Deptts Local Authorities	<ul style="list-style-type: none"> Report the weather forecast, land subsistence and any other sign of slide activity. Alert all response teams in the area. Remain in constant touch with DEOC and SEOC.
Time = 0 hrs	1.	Review of situation and reporting	DDMA	<ul style="list-style-type: none"> Instruct all heads of departments of the key line departments to activate their departmental plan and DDMP
Time = 0 + 24 hrs	1.	Review of situation and reporting	DDMA	<ul style="list-style-type: none"> Work as per DDMP and departmental plan. Report to HODs and SSDMA on two hours basis.
Time = 24 + 48Hrs	1.	Review of situation and reporting		<ul style="list-style-type: none"> Work as per DDMP and departmental plan. Report to HODs and SSDMA on 6 hours basis.

Immediate relief to be provided to the affected population

Short-term Relief Measures

- **Search, rescue and medical assistance**
 - Identification of areas where SAR Teams to be deployed
 - Coordination of SAR teams for their quick deployment in allotted areas
 - Provision of quick transport of SAR teams to affected areas.

- The department of R&B, RDD, BRO, Army, CAPF to evolve a mechanism for clearing access routes in order to facilitate search and rescue operations.
- Mobilization of specialized equipments and machinery to affected areas.
- Cordoning of affected areas with control of entry and exit.
- Traffic Management by establishment of traffic points and check-posts.
- The Home Department to evolve a mechanism for providing security of properties of government and public in the affected areas.
- **Emergency relief (shelter, food, clothing, etc.)**
 - Establishment of Temporary shelters for evacuees.
 - Ensuring provision of essential services as under:
 - ❖ Arrangement for food, clothing, blanket/bedding, drinking water, sanitation and hygiene, lighting arrangements and essential medicines.
 - ❖ Deployment of mobile hospitals in affected areas for treatment of victims.
 - ❖ Providing counselling services to the victims and their relatives.
 - Ensure establishment of communication link between the affected people and their relatives outside.
- **The DDMA Chairperson to ensure the following in the relief camps:**
 - Special emphasis on Hygiene and sanitation aspects should be given in relief camp sites.
 - Separate area should be earmarked within the relief camp for storage of relief materials.
 - Adequate manpower and transport facilities for the camp site.
 - Arrangements to be made for trauma management.
 - Mobile medical units to be sent to remote areas with a view to provide medical assistance to the victims/injured.
 - Information center should be established by the administration.

Interim Relief Measures

- Arrangements to be made for quick identification and maintenance of the records of disposal of dead bodies in the affected areas (DDMA and Local Authorities).
- Arrangements to be made to record the complaints of all persons reported missing. Follow up action in terms of verification of the report also needs to be made. (DDMA)
- District Magistrates and sub-divisional magistrates to be empowered to exempt the requirement of identification and post-mortem in case of mass casualties
- Unclaimed/unidentified dead bodies to be disposed off with the help of pre identified voluntary Agencies at the earliest after keeping their records. (DDMA& Local Bodies)
- Regular meetings of the different stakeholders/departments should be organized at state/district level for sharing of information, developing strategies for relief operations. (DRC and DDMA Chairperson)
- IPR to coordinate with the media to play a positive role in disseminating appropriate information to public and the government in order to facilitate the speedy recovery.

Assessment of Damage/Loss and Relief needs

- The DRC to issue instructions to the district collectors to provide 'the need assessment' report. The Director SSDMA should consolidate the same and to prepare "states need assessment report".
- The DCR to issue instructions to the District Collectors to provide the damage and loss assessment report. The Director SSDMA to consolidate the same and to prepare "state's damage and loss assessment report" which will be useful in planning and implementing the relief operation after the disaster for the victims of the disaster.
- Adequate manpower, vehicles, stationery etc should be provided to supplement the efforts for need/loss assessment. (DDMA and DRC)
- The relief need assessment report should be provided by the Collectors. (Director SSDMA)
- Identification and demolition of dangerous structures in the affected areas to minimize further loss of life and injuries. (DDMA and Local Bodies)
- Arrangements for distribution of gratuitous relief and cash doles. (DRC, DDMA Chairperson, Local Authorities)
- Teams to be formed and dispatched to the affected areas for detailed assessment of houses and property damage assessment. (DDMA)

Section II

Setting up Field Emergency Operations Centre (EOC) or Coordination Mechanism

Baramulla District shall have an exclusively constructed Emergency Operation Centre (EOC) along with revenue control room at District Head Quarter. This shall be a 12 hours (7 am to 7 pm) fully functional and 12 hours (7 pm to 7 am) functional through duty officer and support staff set up with sufficient manpower & equipments. Considering the unique responsibility of the district Emergency Operation Centre, the equipments provided to it are not taken to any purpose other than disaster management. This center is intended to coordinate all disaster related activities in the district starting from preparedness to rehabilitation and reconstruction.

There is permanent sitting place for each Essential Support Functions (ESFs) in the EOC conference hall during emergency situation. Only the Nodal ESFs are to sit in the EOC and coordinate the disaster management activities in the district with their support agencies. There shall be dedicated telephonic lines and other communication facilities for the EOC.

Role of Emergency Operation Centre during Disaster

On the basis of the message received from the forecasting agencies, warning has to be issued for the general public and the departments, which play a vital role during emergencies. Issuing correct and timely warning would be one of the prime responsibilities of EOC. For effective dissemination of warning, the EOC should have a well-planned line of communication. The DM shall be the competent authority to disseminate a disaster warning. The warning on occurrence of a disaster will also be communicated to:

- All Essential Support Functions (ESFs)
- Members of DDMC
- Hospitals in the disaster area
- Office of District Magistrate
- State Relief Commissioner
- Emergency Operation Centre in the neighboring districts
- National/State Emergency Operation Centre
- People's representatives from the district

Apart from this, the District Emergency Operation Centre must arrange desks for the Essential Support Function in its complex for better coordination and help. Simultaneously the onsite EOCs are to be set up with the help of the district EOC. Constant communication between the State EOC, District EOC and Onsite EOC is mandatory for updates on the disaster, which happened.

Role of Emergency Operation Centre in Normal Time:

The District Magistrate is empowered to appoint an Administrative Officer as Officer-in-charge of EOC. He/she will be responsible for the effective functioning of the EOC. Responsibilities of the EOC-in-charge in normal time include:

- Ensure that all equipments in the EOC are in working condition.
- Collection of data on routine basis from line departments for disaster management.
- Develop status reports of preparedness and mitigation activities in the district.
- Ensure appropriate implementation of District Disaster Management Plan.
- Maintenance of data bank with regular updating and activate the trigger mechanism on receipt of disaster warning/occurrence of disaster.

Onsite Emergency Operation Centers:

Onsite Emergency Operation Centers (OEOC) are complimentary units to District Emergency Operation Centre in the district (EOC), which will operate close to the disaster sites and will be linked directly with the District Emergency Operations Centre. The concerned SDM/BDO will be the Commander-in-chief at this level and would be responsible for coordinating its functions as per the direction of the Incident Commander with the help of the Incident Management Teams (IMT), with him/her. The OEOCs are physically activated only in time of a disaster. The concerned SDM/BDO of the OEOC unit would be responsible to execute activities at disaster site; however the tasks would be controlled and coordinated from EOC through nodal desk officers.

