

STANDARD OPERATING PROCEDURE

Uttarakhand State Disaster Management Authority
Dehradun



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1. Context

Uttarakhand is highly vulnerable state to various natural and man-made disasters. Apart from counteracting at the time of disasters, the State and District Disaster Management Authorities are also responsible for the reconstruction and re-establishment of work before and after the disaster. The state issues guidelines to all related department about the preparations work to be undertaken before the disaster and monitoring of completed work in the perspective of State Disaster Management. At the same time, Disaster Management Authority is responsible for strategic planning from state to village level based on identification, changes in their nature and consequences of disaster. This authority acts directly under the guidance of the Executive Committee, under the chairmanship of the Chief Minister, through which guidelines are also issued time to time. The Standard Operating Procedure of the Disaster Management Authority has been prepared by providing a systematic form of these guidelines, so that the activities in different stages of disasters can be carried out to the people in more accessible manner.

2. Objectives

The following are the purposes of creating standard operating procedures-

- To develop clarity of work and responsibilities among all the units from state to district level with regards to Departmental Disaster Management Plan.
- To develop coordination among different departments for immediate and effective relief and rescue work during the disaster.
- Reducing the damage caused by disasters through implementing activities during and post disaster.
- To develop capacity of department and community with respect to rescue measures of various disaster.

3. Preparatory Actions

The following activities will be undertaken by the department before disaster:

3.1. Determination of Organizational Role and Responsibilities

- The State Disaster Management Plans will be updated by state executive committee and approved by the State Disaster Management Authority In case of any disaster IRS team will be activated in the direction of the Additional Chief Executive Officer at state level and through district Magistrate at district level.

- District Disaster Management Authority will make plans, mobilize resources and provide training facilities for the identified training needs under the direction of the State Disaster Management Authority.
- The information exchange will be mutually shared in a meeting at district level by District Disaster Management Authority with District Emergency Operation Center, Police, Quick Response Team, Army, Paramilitary Force, NDRF / SDRF etc. and other chief agencies by the District Disaster Management Authority at regular interval before the monsoon.
- On the basis of previous experience, State Disaster Nodal Officer will update the State Disaster Management Plan in the month of April every year in the direction of Secretary (Disaster Management) and direct the District Disaster Management Authority to update District Disaster Management Plans.
- Additional Chief Executive Officer of SDMA will provide directions to officials in departmental meetings regarding technical assistance and inclusion of measures identified for disaster prevention and mitigation in their respective departmental schemes and programs.
- Officer-in-Charge (Disaster) will review the emergency action plans of District Disaster Management Authority, District Emergency Operation Center, Police, Quick response team and all other related departments and bodies in the month of April-May at the state-level so that disaster Relief and rescue work can be undertaken in effective manner.
- Additional Chief Executive Officer, under the direction of State Disaster Management Authority, will develop a network by contacting the officials of the neighboring states and the appropriate national-international agencies to deal with the situation of disaster. Similarly, at district level District Disaster Management Authority will develop network by contacting officials and various National Agencies of neighboring districts for dealing with emergencies.
- Disaster Management Officer of Disaster Management Authorities at District and state level will develop mechanism for the transmission of early warning information, maintain them properly and analyse them so that the correct information can be broadcasted in the public.
- The District Magistrates / In-Charge (Disaster) will provide guidelines to all departments and bodies at the district level to make their resources available for disaster related activities

3.2 Risk Assessment /Inspection

- Most disaster sensitive blocks / areas of most vulnerable districts will be identified in the state. Along with this, the possible disasters and related impacts will be assessed. For this purpose, Additional Chief Executive Officer, State Management Authority and District Magistrate (at district level) / Officer In-charge (Disaster) / District Disaster Management Authority will be responsible at the state and district level respectively.
- Identification of alternate routes to the affected areas and its entire map will be prepared by the concerned District Disaster Management Authority in coordination with the Forest Department, Public Works Department and Border Road Organization and provide it to various existing departments till March-April.
- The Additional Chief Executive Officer, under the direction of Disaster Management Authority will identify sensitive groups at Panchayat level and make their list available to the District Administration and State Disaster Management Authority.

3.3 Resource Mapping

- State / District Disaster Management Authority will identify the District Emergency Operation Center, building / place for meeting, so that in case of any damage in disaster office of Disaster Management Authority will be able to work from that alternative location.
- Under the direction of Additional Chief Executive Officer (SDMA), District Magistrates and the Officer-in-charge of the districts will analyze the essential equipments and materials at the appropriate location and assess the additional needs for the same. For this purpose, the concerned nodal officers of the department will give order for necessary action based on needs assessment and will write a letter to the State Disaster Management Authority for financial resources.
- Committee of State Disaster Management Authority will advise the State Government on the financial issues related to disaster management.
- District Disaster Management Authority, in coordination with the State Disaster Management Authority, will list down names, addresses and contact numbers of trained volunteers and AAPDA MITRA (swimmer, diver, navigators, skilled in first

aid etc.) and make it available to the State Disaster Management Authority through District Disaster Management Authority.

- District Disaster Management Authority under the direction of the State Disaster Management Authority will prepare a list of voluntary organizations / religious organizations / trusts / business organizations / unions etc. working at the district level, including their names, addresses, contact numbers, so that they can be used at the time of disaster.
- Temporary and permanent helipad and the runway will be maintained with the coordination of Public Works Department and civil aviation department according to the guidelines of updated IRS of State Disaster Management Authority.
- District Disaster Management Authority will compile the information and statistics of available basic infrastructure, physical and human resources in the prescribed format given in the state level departmental disaster management plan and update it on IDRN website.

3.4 Corrective Measures of Sensitive Sites

- All Departments / Bodies at state and district level, under the direction of the State Disaster Management Authority, will be encouraged to Safety Audit (Rapid Visual Screening) all the public buildings such as schools, hospitals, health centers, office buildings. Apart from this, it will also be directed to all agencies to ensure that their basic structures are built on the safety standards.
- State Disaster Management Authority will ensure that all the government, non-government, private buildings under the state will comply with the building construction code of the state. For this, they will follow the guidelines issued by the respective departments at the state level.
- District Disaster Management Authority, under the direction of the State Disaster Management Authority, will encourage the community to build disaster resistant buildings according to local tradition.
- The State Disaster Management Authority will direct the offices of all the departments at the state and district level and provide support to develop their own office disaster management plans.

3.5 Organizing Capacity Building and Mock Drill

- District Disaster Management Authorities under the direction of the State Disaster Management Authority will analyze the training needs of the volunteers, Police Department, Home Guards, Youth and Women's Mangal Parties, Disaster Friends and the staff associated with the main departments etc. and will be given training time to time.
- District Disaster Management Authorities will prepare a group of architects, engineers and masons, in the direction of the State Disaster Management Authority and train them about disaster resistant constructions.
- District Disaster Management Authority, under the instructions of the State Disaster Management Authority, will provide training on two important components of disaster management - search, rescue and first aid in the schools, colleges and other technical-non-technical institutes.
- District Disaster Management Authority, under the direction of the State Disaster Management Authority, will undertake awareness campaign in the community to encourage them to develop Village / Ward Disaster Management Plans on regular basis.
- District Disaster Management Authority, under the direction of the State Disaster Management Authority, will develop calendar for mock drills trainings and awareness generation activities in accordance with weather conditions and stakeholder's needs.
- District Disaster Management Authority, under the direction of the State Disaster Management Authority will run special training programs for officers of various level, staff and volunteer rescue workers in the district and establish coordination among them.

4. Guidelines and Coordination

Guidelines will be issued to all departments through State and District disaster management authority to deal with the disaster directly or indirectly time to time with regards to disasters so that departments are active enough in relief and rescue work and post disaster reconstruction and reestablishment work.

4.1 Response in Case of No Warning

- National Emergency Operations Center will notify State Emergency Operation Center, District Emergency Operation Center and other authorized officers based on the intensity of the disaster, for activating the emergency operation center established at the state and district level.
- State and Emergency Operations Centers will instruct administrative system from state to block level respectively to be ready to respond to disasters with their available human and other resources.
- Broadcasting of warnings to probable communities affected by disaster and their safe withdrawal from the affected area will be the first and foremost task.
- District Disaster Management Authority / District / Local Administration will be responsible to evacuate the people from site considering the possibility of disaster. For this, a comprehensive order will be issued at the state and district level, and in relation to this all necessary preparations will be ensured.
- After this, IRS will be reviewed at state level regarding preparedness of the system at all levels in case of disaster.

Activities to be undertaken during Disaster

- All Nodal Officers will coordinate the responses and establish coordination District Disaster Operation Center under the IRS.
- State disaster nodal officer and all officers will establish coordination with respective departments to ensure and effective response to reduce the impact of the disaster with the constituted team under IRS framework,
- District Disaster Management Authority will submit the report of the relief and rescue operations to the state emergency center on the daily basis (morning and evening) during the disaster.
- Information department will be responsible to disseminate accurate information through newspapers and media in order to prevent spreading rumors during the calamity.
- Necessary directions will be issued by the Additional Chief Executive Officer through Disaster Management Authority to establish relief camps during the disaster.
- Additional Chief Executive Officer will ensure that there is no discrimination in the ongoing relief and rescue operations.

Activities to be undertaken after Disaster

- After the disaster, District Collector / District Disaster Management Authority of all disaster-affected districts will analyze the relief and rescue operations of previous disasters, assess the work completed during the current disaster and document the observed learning. Disaster Management Plan will be updated and sent to the State Disaster Management Authority for approval.
- State Disaster Management Authority will take report District Disaster Management Authority and all the related departments on human and assets losses, affected communities, relief work undertaken etc. during the disaster from the.

7. Suggestions

- To construct multipurpose community places
- To develop village disaster management plans
- To develop office disaster management plan
- To develop hospital disaster management plan
- To Develop School Disaster Management Plan

Checklist

Disaster Preparedness

Work done	Yes/No	Comment
Determination of organizational role and responsibilities The IRS team has been reconstituted at the district level under the direction of District Magistrate in case of disaster.		
Updated State disaster management plan has been approved by the State Disaster Management Authority		
Coordination has been established by the State Disaster Management Authority with identified training institutes		
Communication systems have been established with the following departments/Agencies: <ul style="list-style-type: none"> • State Emergency Operations Center • Disaster Nodal Officer at all the departmental headquarters of the States • District Emergency Operation Center of all the districts • S.D.R.F • N.D.R.F. • Army / Para Armed Forces 		
Coordination has been established while preparing the list of all national, international, state level government institutions.		
Certification of information broadcast has been updated coordinating with the concerned organization.		
Risk assessment The analyzed reports on risk assessment have been obtained from District Disaster Management Authority and concerned departments.		
List of vulnerable groups (pregnant and lactating women, elderly, sick, small children, adolescents etc.) of all the districts have been prepared		
Resource mapping Alternate places have been identified and marked for establishing camps during disaster.		
Availability of additional materials has been ensured for sensitive areas through coordinating with concerned departments,.		
District Disaster Management Authorities have ensured the identification of safe locations.		
List of trained volunteers, disaster friends, sailors, divers etc. have been prepared in all the districts.		
A list of voluntary organizations, religious organizations, trusts, trade organizations, unions have been prepared in all the districts.		
List of all helipad coordinates has been prepared		

A communication plan has been developed with all concerned officials of the state / district level under the IRS system.		
Capacity Building and Mock Drill The need for capacity enhancement to reduce the impact of disasters has been assessed at the state level		
Structural and non-structural training related institutions have been identified at the state level.		
Instructions have been given to all districts to generate disaster awareness and encouragement		
The calendar has been developed for training, mock drill and awareness.		

During Disaster

Work done	Yes/No	Comment
Coordination with the IRS team of district level has been established by the state in case of disaster		
Coordination with the concerned nodal officers has been established to reach to the staging area.		
An alternate system has been established to strengthen the information system during the disaster.		
Coordination has been established to get the report on daily basis during the disaster.		
Directions have been issued for the operation of relief camps, as needed.		
Coordination among Army / SDRF / NDRF / Paramilitary Forces and Additional External Assistance has been established for getting support and progress report during the disaster.		
Guidelines have been issued to run the District Emergency Operation Center in all the districts efficiently.		

After Disaster

Work done	Yes/No	Comment
Damage estimation/assessment has been received from concerned departments.		
Analytical report for structural and non-structural structures reconstruction has been obtained from related departments / institutions.		
Resources for reconstruction have been made available as per the need .		