

# **STANDARD OPERATING PROCEDURE**

## **Department of Animal Husbandry**

**Dehradun, Uttarakhand**



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## 1. Context

Animal Husbandry is as an important sector in Uttarakhand. It is an integral part of rural economy of the state similar to other parts of the country. It contributes raising the domestic income and nutrition of the family besides providing the biomass and compost required for agricultural activities. Animal husbandry activity is undertaken in millions of homes in the state. This provides employment to marginal and landless farmers. While the hilly areas provide a suitable environment for animal husbandry, the state is being drawn in the list of potentially disaster-affected states due to the effects of climate change and human activities. The frequency of calamities like heavy rainfall, cloudburst, landslide, quick flood, avalanches in the state is increasing and definitely affecting animal husbandry sector. In order to reduce the loss of livestock from disasters, the efforts made during the disaster, along with the activities of the disaster preparedness, department and disaster relief efforts are very important. With respect to disaster, directions are issued by State headquarter and State Disaster Management Authority from time to time to the officers/staff working at the district and block level. The Standard Operating Procedure (SOP) of Animal Husbandry Department is a compilation of these guidelines.

## 2. Objectives

The following are the specific objectives of the Animal Husbandry Department to prepare standard operating procedures :

- To develop the clarity of work and responsibilities among all the units from state to village level in view of Departmental Disaster Management Plan.
- To minimize the loss of animals during the disaster
- To Strengthening livestock based livelihood by making specific planning for the disaster-prone areas

## 3. Preparedness Activities

The following activities will be undertaken under the preparedness by the department:

### 3.1 Determination of Organizational Role and Responsibilities

- The Nodal Officer will be appointed by April 15 after establishing Disaster Control Room at the state level on the basis of the instructions issued by the Director -Animal Husbandry. Again, the same process will be adopted from the Mandal to the Block level :
  - ✓ The additional director posted at the mandal level will be the nodal officer.
  - ✓ The chief veterinary officer will be the Nodal Officer at the district level.

- ✓ Veterinary Officer posted at the block level will be Grade-1 Disaster Nodal Officer.
- Chief Veterinary Officer / Veterinary Officer (Nodal Officer) at the district level will constitute departmental disaster team at the Block level for disaster prevention and inform about the same to the State headquarters till April-May. There will be one veterinary officer, two Livestock Extension officers and two fourth-class staff in this team.
- Disaster Nodal Officer will activate the Disaster Cell in their respective blocks till April-May under the instructions of the Chief Veterinary Officer.
- Veterinary Officer with the assistance of the Livestock Extension Officer and under the instructions of the Chief Veterinary Officer, the animals will be counted and the vaccination will be made by placing camps on the paths going to Bugyal.

### **3.2 Resource Mapping and Guidelines**

- Based on Pre assessment, list of Cattle feeders, especially in the disaster-prone areas will be made available at District Headquarter through Livestock Extension Officer till May under the instructions of the Chief Medical Officer.
- The Livestock Extension Officer will arrange shelter for animal at the safe place, under the instructions of the Chief Medical Officer.
- Cattle feed, seeds, compact feedbags, medicines, vaccine etc will be supplied at veterinary hospitals and livestock service centers on the instructions of chief veterinary officer before the disaster so that fodder and medicines are available in case of disaster.
- Animals Vaccine and medicines at the district level will be procured till February-March under the instructions of the State Headquarter and will be transported to the blocks by May-June. Considering the disaster 20 percent of the purchased medicines will be kept safe.
- The veterinary officers will make coordination with neighboring fodder banks to meet the fodder requirement for animals in emergencies.
- The Chief Veterinary Officer / Veterinary Officer under the instructions of the State Headquarter will issue guidelines that the f remaining crops that cannot be given to animals in normal time in the event of a long-standing disaster can be used through mixing 10-15% in normal fodder. .
- The Chief Veterinary Officer / Veterinary Officer under the instructions of the State Headquarter will issue guidelines for sugarcane-sown areas that agola/ dry leaves of the sugarcane can be used in the form of obsolete fodder by mixing it's 10-15% in normal fodder.

- All the resources and information related to the Chief Medical Officer's department will be updated on the SDRN / IDRN website at the district level through District Disaster Management Department.

### **3.3 Organizing Capacity building and Mock Drill**

- In order to respond to disaster from time to time, Chief Medical Officer will ensure his/her active participation in the mock drills held at the state and district level by State and District Disaster Management Authorities.
- Mock drills for the departmental officers/staff will be ensured to at the district and block level under the instructions of the State Headquarter.
- All the departmental institutions will be linked to the telecommunication system under the instructions of the State Headquarter, so that there is no hindrance in the exchange of information during the disaster.
- The Chief Medical Officer will organize awareness camps with the support of Livestock Extension Officer in the month of April, May and June under the direction of Chief Medical Officer. To generate awareness among the community regarding various diseases in the animals, people will be contacted and provided with the information about the first aid in emergency condition.

## **4. Information Flow and Operational Guidelines**

Clear guidelines will be issued at the department level, in order to deal with the situation of any disaster within the state, according to which :

- The control room will be established at every level from state to block.
- Reporting on daily basis will be developed from block to district level and further district to state headquarter till 15th May - 15th September.
- Livestock Extension officer will be the first responder in the event of a disaster who will be in the field level and responsible for instant treatment arrangement for animals from their level and notify the Chief Medical Officer accordingly
- The jurisdiction of each officer will be already determined and notification will be issued at the headquarter level from the State Headquarters for their respective jurisdiction and responsibilities.

## **5. Guidelines and Coordination**

Instructions will be issued by the Director (Animal Husbandry) at the departmental level till April 15 in order to deal with the situation of disasters in the state. In compliance with this, the preparations will be started at district and block level.

The department will be associated with the State / District Administration for the early warning from State to the Block level. The disaster control room established at the state level within the department will coordinate with the State Emergency Operations

Center, from where it will keep getting warnings related to the disaster. This information will be further broadcasted at each level and staff will start doing their assigned tasks at each level during the disaster. In addition to this, the department will work in coordination with SDM at Block level and with the District Emergency Operation Center at the district level at the time of the disaster.

Based on intensity, the level of functioning will be determined, L1, L2 and L3 level of functioning will be determined based on the intensity of the disaster. In order to counter the disaster, planning also needs to be done based on the above three levels. The planning will be based on the following levels:

### **Operation L1**

This is the minimum level of functionality. Only a few people are required at this level. The main task is to create plans, broadcast information, at this level. For example, broadcasting warnings or planning related to some low-level events etc. is included in this level.

### **Operation L2**

During this level of operation, more disaster rescue workers are required. In this level of disaster, the District Nodal Officer can conduct and coordinate all the operations.

### **Operation L3**

In L-3 level disasters, the activity and involvement of all the people associated with the department are necessary. This level is generally applied in that condition when the time of disaster is predetermined and the intensity of the disaster is high. In the operation of L3 level operation, the department will respond to the instructions of the Head of the department / Chief Engineer in coordination with State Emergency Operation Center.

## **6. Procedure to be undertaken during a disaster**

### **6.1 First Stage**

- Nominated nodal officers at the state level will be active as soon as they are informed and reach to the staging area in consultation with State Emergency Operation Center. Similarly, at the district level, the Chief Medical Officer / Nodal Officer will approach the District Emergency Operation Center and reach the staging area. The team formed at the Block level will be activated under the leadership of its Nodal Officer and will be working in the direction of the Sub-District Magistrate.
- The Disaster control room established at each level will be activated and the information exchange will be made at all levels during disaster. The Nodal Officer at the district level will provide the status of existing situation to the state disaster cell at 5 pm daily.

## 6.2 Second Stage

- Block level disaster team will reach the disaster-affected area immediately and start managing and treating the animals after getting the information of the disaster.
- The veterinary officer at the Block level and Livestock extension officer at village level will bring animals to safer places and make arrangement for their treatment.
- Animals will be treated in animal health camps for one or two hours at the disaster site, under the leadership of the veterinary officer. Thereafter, on the instructions of Chief Veterinary Officer, veterinary officer will visit door to door to affected community in neighboring villages along with one peon and some medicines to provide treatment facilities to the animals.
- Animal treatment camps will be organized at gram panchayat level in the affected areas under the leadership of veterinary officer.
- The veterinary officer will temporarily suspend veterinary centers/animal service centers in case of any kind of disaster and make camps at disaster-affected areas under the notification issued by the Head of Department at State Level For supplying drinking water, straw/fodder, etc during the disaster, Chief Veterinary Officer / veterinary officer will ensure the supply of dried stalk of maize, millets, etc. and lentil peel with the help of District Administration.
- Under the instructions of the chief veterinary officer, in coordination with the district administration and Department of Drinking Water, , the veterinary officers will e drinking water for animals on alternate days in water scarce areas.
- The Chief Medical Officer / Veterinary of chatan bhelli will try to make sufficient amount of bills available to the practitioners.
- The State Government on the spreading of diseases among animals will issue a notification. Chief Veterinary Officer, in collaboration with the veterinary officer will prohibit the movement of animals in the affected area with the help of police and revenue department. Animal fair or exhibition in such areas will also be prohibited.
- Simultaneously, a complete treatment system will be established for their treatments, a sample will be taken, its test will be done at the national level laboratories recognized by the Indian National Research Institute and monitoring work and survey will continue till the prevention of diseases.

## 7. Procedure to be undertaken after the Disaster

The following procedure related to accounting and other administrative work will be undertaken:

### 7.1 Administrative Work

- Veterinary camps will be organized to prevent degradation of animal's reproductive capacity during the long-standing calamity.
- Chief Veterinary Officer / Veterinary Officer will ensure the availability of fodder seeds in the month of September under instructions from the State Headquarter.
- Livestock Extension Officer, under the instructions of Chief Veterinary Officer / Veterinary Officer will encourage the cattle farmers to sow barley, lursan etc. in irrigated areas of adjoining canal in the form of fodder crops,
- Vaccination, insecticidal medicines, and medicines will be provided (October to December) to animals to prevent manifestation of diseases.

### 7.2 Accounting Work

- Veterinary doctors will dissect the dead body of animals which were found during a disaster, recording was done for missing animals, verify their livestock records and issue death certificate based on the catalog/record. Along with these, assessment the damage will be done and the same will be informed to the Revenue Department.
- Chief Medical Officer will write a letter to the Rural Engineer Service (RES) Department in order to assess damage to departmental buildings or other resources. Assessment report will be submitted to the head office through the Chief Medical Officer for the proposal of reconstruction work.

## 8. Suggestions



## 9. Checklist

### Disaster Preparedness

This form will be filled by the Nodal Officer (Animal Husbandry Department) and submitted to District Disaster Authority and State Headquarter (Animal Husbandry Department) :

Work done	Yes/No	Comment
<p><b>Determination of institutional role and responsibilities</b></p> <p>Communication arrangements have been established with the following agencies/institutions:</p> <ul style="list-style-type: none"> <li>• State emergency operation center</li> <li>• State disaster management authority</li> <li>• District emergency operation center</li> <li>• District disaster management authority</li> <li>• Departmental office (Under division)</li> <li>• District administration</li> </ul>		
A disaster management team has been formed at each level within the department from state to block level		
The nodal officer has been nominated to coordinate disaster situations at all levels		
Emergency medical devices have been stored as per requirement		
All Veterinary doctors and staff of the centers have been made aware of the disaster, its impact, and prevention		
An emergency supply of anesthetic drugs has been arranged		
The water storage tank has been filled in the hospitals		
A hospital area has been arranged for the treatment of a large number of injured animals during the disaster		
Emergency entry process system has been developed.		

Arrangements have been made to bring the critically injured animals to the veterinary aid centers and hospitals in the villages		
The following arrangements have been established at the disaster site- - Cattle camp - Additional animal treatment and support Centers		
The following arrangements have been made in a cattle camp - Water - Fodder - Animal Feed		
Sufficient hygiene has been taken care of in the context of the epidemic manifestation		
Public Information Center has been established		
Rescue groups and local police have been informed about the resources of each veterinary doctor		