

**FLOOD**  
**CONTINGENCY**  
**PLAN 2024**

**DISTRICT DISASTER**  
**MANAGEMENT AUTHORITY**  
**BAJALI**

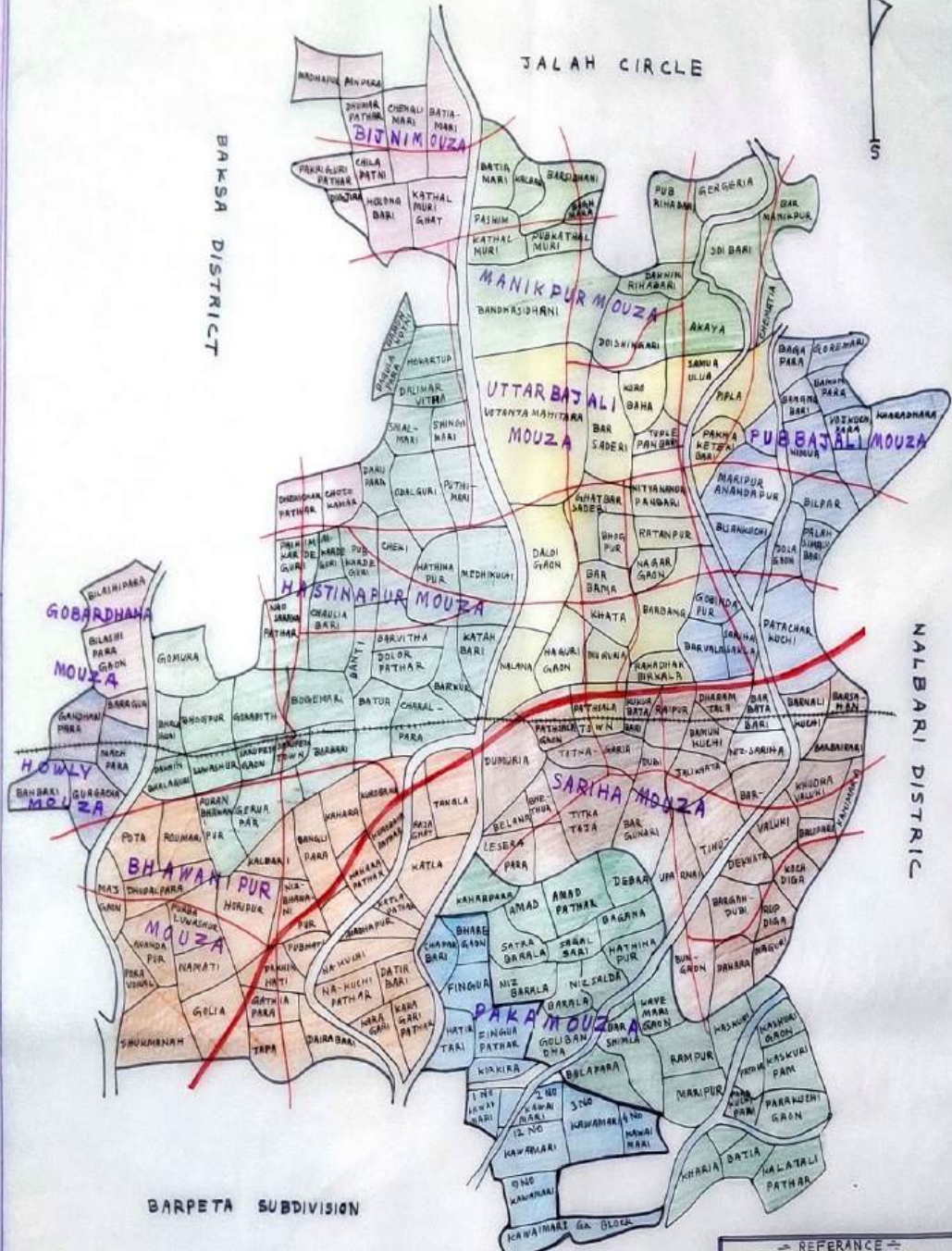
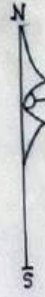
**Phone – 03666-1077**

**Mobile – 6000949830**

**E-mail-[ddmabajali@gmail.com](mailto:ddmabajali@gmail.com)**

# MAP OF BAJALI DISTRICT

(SCALE = 1" = 1 MILE)



BARPETA SUBDIVISION

= REFERENCE =

1. VILLAGE BOUNDARY	
2. MOUZA - do -	
3. RIVER	
4. N. H. WAY 31.	
5. RAIL WAY	
6. P.W.D. ROAD	

## FOREWORD

As we approach a new era, it is more and more obvious that the planet we live in is vulnerable to different emergencies and calamities. These disasters have become more frequent and more severe recently, which emphasizes the urgent need for comprehensive and efficient disaster management systems. In light of this fact, I'm proud to hand over the District Disaster Management Plan, a record of our unflinching dedication to preserving the lives and general wellbeing of our neighborhood.

This strategy has been painstakingly developed, taking into account the special difficulties and dangers that our district faces. It is the result of many hours of investigation, cooperation, and feedback from specialists, stakeholders, and community members alike. Its basic but important goal is to lessen the effects of disasters, reduce fatalities, and speed up the recovery process when trouble arises.

Natural calamities like floods, earthquakes, wildfires, and storms, as well as man-made emergencies including industrial accidents, traffic accidents, and public health crises, all occur frequently in our district. Although we have no control over how often these things happen, we do have influence over how we react to them. This plan's main goal is to offer a thorough framework for preparedness, response, and recovery.

\* This District Disaster Management Plan's main elements are as follows:

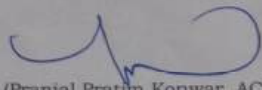
**Risk assessment:** A thorough examination of the dangers that might befall our district, highlighting vulnerable groups and high-risk regions. This will serve as a guide for our efforts to implement focused risk reduction strategies and allocate resources efficiently.

**Proactive measures:** Taking proactive steps to make sure that our district is well-prepared for emergencies. This entails creating early warning systems, launching public awareness campaigns, and boosting the capability of regional reaction teams, among other things.

However, the success of a strategy depends on how well it is carried out. I implore all parties involved in the implementation of this plan—including governmental organizations, neighborhood associations, for-profit businesses, and private citizens—to actively take part. It is up to us all to make sure it succeeds and to safeguard the district's wellbeing.

I want to convey my gratitude to everyone who contributed to the creation of this plan, including our hardworking disaster management teams, technical specialists, community leaders, and the countless others who offered priceless insights. This text now accurately reflects our common commitment to preserving life and forging a resilient future thanks to your contributions.

Any obstacle we face can be overcome if we work together. Together, let's go out on this journey of preparation, response, and recovery with tenacity, compassion, and steadfast commitment.



(Pranjal Pratim Konwar, ACS)  
Additional District Commissioner  
& CEO, DDMA, Bajali

## CHAPTER 1

This **flood contingency plan** is a comprehensive and systematic approach to prepare for, respond to, and recover from various types of disasters or emergencies. It is designed to minimize the impact of disasters on human lives, property, and the environment by establishing clear protocols and procedures. The primary goal of a disaster management plan is to ensure the safety and well-being of individuals, communities, and infrastructure during and after a disaster event.

Vulnerability of the Bajali District towards disasters, both natural and man-made is widely recognized. The district is vulnerable towards natural disasters like; floods, storms, droughts, earthquakes, fire accidents and the like. Losses caused by disasters continue to mount year after year. The need for an effective disaster management strategy to lessen disaster impact is being felt in many quarters and also for strengthening of organizational structure for disaster management. Along with, regular updating of Codes/Manual/Disaster Plans on the basis of experience gained and technological developments should be done.

It was felt that the generic categorization of disasters would help in preparing disaster management plans. This generic categorization of disasters is in no way intended to disturb handling of specific disasters by various departments.

Precise actions, procedures and responsibilities have to be laid down well in advance in order to ensure timely response in case of any disaster. Therefore, a mechanism that takes into account multiple hazards and basic preparedness has to be articulated in the form of Quick Response Teams, Quick Assessment Teams, Reporting Procedures, Checklist and Handbooks. The mechanism also lays down crucial parameters, requirements and organizational composition of Emergency Operations Centers and Incident Response Systems.

The **flood contingency plan** has been formulated starting from the village level up to the district level. The plan clearly indicates the role and responsibility of each player of the team. The District Commissioner in the district level and the Circle Officer in the Revenue Circle level will head the team. The GP President is the key player in GP level and the Community with guidance of Village Disaster Management committee formulates and carries out this plan in the village level. Civil society organizations also play a vital role during the implementation of this plan in the field.

For preparation of the Flood contingency plan covering all aspects of disaster, few workshops were organized with all the officers from the various line departments, Revenue Circle Officers and Block Development officers. They found that the existing flood plan was not a fully-fledged and comprehensive one. They felt that the DDMP should be prepared for all sorts of disasters.



The identified points were:

- i. Pre-positioning of men and material
- ii. Delegation of powers
- iii. Evacuation and rescue operation
- iv. Identification of Authorities in different field
- v. Coordination and monitoring system
- vi. Communication
- vii. Documentation
- viii. Post Calamity preparation
- ix. Relief Operation
- x. Formation of GP level Committee
- xi. Effective functioning of the DCR

### **Objective of Flood Contingency Plan:**

The objectives behind the preparation of the Flood contingency plan are -

- i. To mitigate impact of natural and man-made disasters through preparedness at District, Block, Gram Panchayat and Village level.
- ii. To provide effective support and resources to all the concerned individuals, groups and departments in disaster.
- iii. To identify all common elements of response.
- iv. To assist the line departments, block administration, communities in developing compatible skills for disaster preparedness and management.
- v. To disseminate factual information in a timely, accurate and tactful manner while maintaining necessary confidentiality.
- vi. To develop immediate and long-term support plans for vulnerable people in/during disasters.
- vii. To create awareness among the people about hazard occurrence and increase their participation in preparedness, prevention, development, relief, rehabilitation and reconstruction process.
- viii. To have response system in place to face any eventuality.
- ix. To affect or elicit the least possible disruption to the normal life process when dealing with individuals in disaster.
- x. To identify the available resources including manpower, material, equipment and adequate delegation of financial and administrative powers for successful operation of the DDMP.
- xi. To ensure active participation by the government administration, communities, NGOs, CBOs and volunteers at all levels making optimal utilization of human and material resources at the time of disaster.

## CHAPTER-II

### **District Profile**

#### **Overview of the District:**

The District of **Bajali** is located in the western part of Assam is a newly created district of Assam vide government notification no. GAG (B) 491/2019/107 dated 12<sup>th</sup> January 2021. It is bounded on the North by the Baksa District, on the East by the Nalbari District and West & South by the Barpeta District. This district (erst while a sub division) was carved out of the Barpeta District.

#### **Geography**

Bajali district occupies an area of 422.95 square kilometres (163.30 sq. mi), comparatively equivalent to the country of Barbados. There are numerous small rivers such as Kaldia, Pahumara, Deojara etc which flow from Baksa district. The district is mostly made up of plains, but there are a number of hills spread across the district. The climate of the district is characterized by excessive humidity during summer and moderately cold and foggy winters. Generally, the weather goes dry and moisture less from February to April. From May to September sufficient rainfall sweeps over the district with heavy moisture in the atmosphere. During the months of October and November, the weather becomes pleasant and the atmosphere gets foggy. Fogginess remains in the atmosphere till the end of January. Winter starts in the month of November and continues for about four months. The climate / atmosphere is somewhat dry and dusty during the months of February and March.

#### **Socio-Economy**

Agriculture is the mainstay of the economy of the people of the district. About 70% of the people of the district depend on agriculture. The soil and climatic condition of the district are good enough for agricultural activities. The rainfall is also sufficient to grow paddy, mustard, potatoes, jute, wheat and vegetables. The principal crops cultivated are Rice, Wheat, Maize, Jute, Potato etc. Forestry also plays a significant role in the economy of the district. A large portion of the people of the district depends on forests for firewood to cook their day-to-day meals and timber, bamboo, Ikra, thatch etc. to build their houses. The forests are generally evergreen in nature and consist of a host of tree species.

#### **Transport**

Bajali district is well connected by the both railway and road with the state headquarters as well as with the rest of the country. The NH-31 is passing through the district along with the State Highway 127 A which connects the district with the nation of Bhutan. Another important road connects Bhawanipur to Manas National Park. There are quite a number of arterial roads connecting the district headquarter with other important centers within and outside the district. The

district is also connected by Railways with stations at Pathsala, Sarupeta, NizSariha and Gowagocha.

## **Demographics**

According to the 2011 census Bajali district have a population of 324,739 roughly equal to the nation of The Iceland. The district has a population density of 768 inhabitants per square kilometer. Its population growth rate over the decade 2001-2011 was 21.43%. Bajali has a sex ratio of 1002 females for every 1000 males, and a literacy rate of 88.18%.

Assamese and English are the status of Official Language in this district with majority of the people primarily speaking Assamese. Apart from Assamese, other minority languages are spoken in the district are Bodo, Bengali. There are also few people from Marwari, Bihari community who form microscopic minority.

## **Administrative setup:**

The district at present comprises of 2 Revenue Circles (viz. Bajali & Sarupeta), 2 Development Blocks (viz. Bajali & Bhawanipur), 5 APs, 33 GPs, and 212 Revenue Villages. It has 2 Police Stations, 2 Municipal Boards (viz. Pathsala and Patacharkuchi).

SL. NO.	PARTICULARS	DETAILS IN FIGURE
1	Geographical Area	<b>422.95 Sq. Km.</b>
2	Population	3.95 Lacs (approx..)
	Literacy Rate	71.03 %. Male: 75.72 % & Female: 64.04 % (2011 Census)
4	No. Of Revenue Circles	02 nos. Bajali and Sarupeta
5	No. of Blocks	02 nos. Bhawanipur Development Block, Bajali Development Block.
6	No. Of Gram Panchayats	33 Nos.
7	No. of Towns	02 Nos. Pathsala & Patacharkuchi
8	No. Of Villages	212 nos.
9	Total Nos. of Police Stations	02 nos.
10	Major Rivers	02 nos. Kaldia & Pahumara
11	Communication Facilities	Bus, Railway and Airways.

## **TOPOGRAPHICAL DETAILS:**

Cumulative Rainfall – 2022: **Pathsala 2761.76 mm**

## **River Carrying Capacity:**

Sl.No.	Name of River	Gauge Station	Zero Level (In meter)	Danger Level (In meter)	High Flood level (In meter)
1	Pahumara	N.H.31 Crossing	38.90	43.47	45.85
2	Kaldia	N.H.31 Patacharkuchi	42.88	46.75	48.48

*(Source: EE, Water Resources Department, Barpeta)*

## **CHAPTER-III**

### **INSTITUTIONAL FRAMEWORK (District Level)**

#### **District Disaster Management Authority, Bajali**

1.	District Commissioner	Chairman
3.	ADC (Disaster Management)	C.E.O. & Member Secretary
4.	Superintendent of Police	Member
5.	Joint Director, Health & Family Welfare Service	Member
6.	Executive Engineer, PWD, Roads & Building	Member
7.	Executive Engineer, Water Resource	Member

## **Responsibilities of the District commissioner, Additional District commissioner, Project Officer (ASDMA), SP, Circle Officer and BDO's:**

### **Roles and Responsibilities of the District Commissioner:**

#### **PREPAREDNESS & MITIGATION MEASURES (AT NORMAL TIME)**

1. Once a quarter, check that the database for multi hazard state DM plan is updated. The nodal officer of state control room is to update the database & report to the State Relief Commissioner recurring, in a specified time.



2. Once a month check that all equipment in the District Emergency Operation Centre / Control Room is functional & the maintenance is carried out as per the maintenance manual of each equipment (each equipment like SAT phone, VHF-radio set, FAX, computer with printer & E-mail, generator, telephone, mobile phone & any other equipment in DEOC must have a maintenance manual & all record on maintenance up to date duly authenticated with sign of SEIO). All the boards, maps, charts, registers & documents are laid out as per the SOP (SOP must give out every aspect of DEOC in great details including duties & responsibilities of each functionary, clear guide lines for handling & maintenance of all equipment, check list of all maps, boards & charts, registers, documents & manuals etc.). An inspection register will be maintained for this purpose & the SEIO after each inspection will enter the date of inspection, name & sign.

3. Quarterly review meeting of all line departments in respect of all disaster preparedness & mitigation activities like strengthening of embankments, construction/strengthening of vulnerable roads, construction of multipurpose safe shelters, digging/renovation/repair of tube wells with raised platforms for drinking water, arrangements for stocking of relief materials, equipment, medicines, hygiene & chemicals before disaster season etc.

4. Fresh Training for all newly posted /refresher training of all old officials in disaster management who are part of state DMC & DMT to be carried out in a planned manner once a year. A register will be maintained in the DEOC where the names of trained personnel will be recorded giving the dates of training duly signed & authenticated by the SEIO. Whenever the officer is posted out a note to this effect will be recorded in his/her relieve order giving the details of training attended so that the person is available in the new location for disaster management & duplication of effort for training is avoided.

5. Training of officials who will man the DEOC in the 24-hour cycle for the entire disaster season to be completed in time.

6. The NGO/volunteers/NCC/NSS/NYKS/Scout & guide co-ordination meetings are held every month & their activity specially for DM is fully co-coordinated based on their experience & expertise. The area of each NGO should be clearly known to each NGO as well as district administration. The activities should be co-coordinated right till village level. The list of NGOs/specialized NGOs/Volunteers to be available in the area of operation from village to district & a master list giving details of each area to be maintained in the DEOC.

7. Lat-Long of vulnerable areas, schools/shelters, helipads & dropping zones should be available with the DEOC.

8. Awareness campaign strategy before the disaster season in terms of warning dissemination procedures, individual/house hold safety tips etc. planned.

9. Coordination meeting of stockists is held every quarter & emergency level of stocks to be maintained by each stockist for food stuff, mineral water, medicines, blood, kerosene, diesel, patrol, daily use house hold goods like candles, match boxes etc. are updated in the data base.

10. Meeting of transporters is held every quarter & database of transport requirement & the minimum vehicles to be provided by each transporter is up dated.

11. Media Management & awareness Campaign Strategy meeting to be reviewed every six months for co-ord & implemented before every disaster season & actual disaster periods.

### **PRIOR TO COMMENCEMENT OF DISASTER SEASON**

1. The multi hazard disaster management plans of the district to be complete in all respects with latest up to date database. Certified reports to be submitted by DCs with up-to-date database are ready.

2. Fully equipped & operational DEOC. Equipment are checked for functionality. Communications tested & established with IMD, Revenue DEOC, and departmental control room, District DEOC. All batteries are fully charged & generator at DEOC put to trial run for atleast for continuous 2 - 4 hours. Report to the extent that all actions are complete & the DEOC & its equipment are fully operational is given to District commissioner by SEIO.

3. All members of state DMC & DMT are fully trained & aware of their roles & responsibilities as per the DM plan.

4. All persons to man the DEOC are fully trained & aware of their responsibilities.

5. Duty roaster for DEOC prepared & all informed.

6. All storage godowns & safe shelters of all the vulnerability pockets are cleaned, maintained, fully stocked as per the DM plans. Certified fort-nightly reports to this effect given by DC in respect of all blocks and circles even villages.

7. Meetings of DMCs are conducted & all functionaries of different department are to be fully apprised of their roles as per the DM plans.

8. All equipment like boats, dozers, earthmovers, road clearance equipment etc. are operational & placed at most vulnerable points by the concerned line departments/SEIO in consultation with the state nodal officer for DM and Relief Commissioner as per the appreciation carried out in the DM plan.

9. Preparedness activities of all line departments like strengthening of embankments, sinking/repair of tube wells & ensuring raised plat forms/raised grounds so that they do not get submerged, stocking of medicines & allocation of medical/Para-medical staff as per the DM plan, operationalization flood gauges & rain gauges with communication facilities etc. are completed in all respects & certified completion report submitted to the Relief Commissioner.

10. For earthquake prone areas, the identification of risk and vulnerable structures, buildings, land slide prone areas, possible threat areas are to be done. Deployment of volunteers, doctors, nurses, beds, food materials with drinking water is to be arranged.

11. Mock drills conducted at all levels & report furnished to dist. collectors. (Some Govt. officers are designated for each mock drill who supervise & report to the authority with recommendations for any additions /deletions)

12. Co-ordinate with the NGO is complete & each NGO is aware of their areas of operation & level of participation.

13. Co-ord meeting of all the stockiest held & each one given the level of emergency stocks that they have to maintain during the disaster season (dry foods, kerosene, petrol, diesel. medicines, blood, candles, match boxes, daily house hold items etc.

14. Awareness campaign launched as per plan.

## **ON RECEIPT OF WARNING**

72 HOURS PRIOR (All are warned, normal activities to continue, movement of vulnerable community like fisher men are restricted if special warnings issued)

1. DEOC activated & made functional on 24-hour cycle. Message IN & OUT registers are maintained & SEIO kept informed on minute-to-minute basis.
2. Exact details of the implications of the warning checked from the IMD & state DEOC.
3. Warning with clear directions for the Govt. officials, NGOs especially for the vulnerable community are passed through the fastest means of communication & checked back for accuracy at the other end.
4. Duplicated communication is established with the important departments, IMD & all the districts, subdivisions and blocks.
5. Meeting of the DMC, line depts. & NGOs involved in DM is held & clear directions for each ones responsibilities are spelt out as per the DM plan
6. Warning issued to disaster managers to check their men, material & equipment as per the checklist & vulnerable communities check their response mechanism as per the household & individual checklist in accordance with DM plan.
7. Stocking of all safe shelters is checked & those NOT stocked are immediately stocked.
8. Strengthening of all individual & community houses completed.
9. Areas for animals cleaned & re earmarked if required. Animal fodder & feed stocking has to be done.

## **48 HOURS PRIOR TO DISASTER**

(Preparation to move by disaster managers& vulnerable community commences& out door movement in most vulnerable areas restricted if warnings received)

1. All the equipment of the DEOC especially the communication equipment are thoroughly checked & all back-up battery fully charged & positioned. Generators are re checked for functionality & fuel checked & stored properly.
2. Connectivity status of each district, police stations, wireless stations, vulnerable points rechecked & chart at DEOC up dated with information to state DEOC's. Duplicated communication including police channels tested.
3. All the stockiest are warned to keep assured level of stocks to move at short notice.
4. All transporters warned to keep the assured vehicles to be hired at short notice.
5. All rescue & Evacuation equipment moved to most vulnerable pockets located in far-flung areas.
6. All disaster managers complete preparations to move. Disasters managers with men, materials & equipment moved to inaccessible pockets.
7. All preparations for move to safe shelters by vulnerable community completed.
8. All dist. admin for mutual aid scheme complete preparations as per checklist to move men, material & equipment.
9. All NGOs/volunteers/NCC/NSS/NYKs/Scouts & guides personnel briefed about their area of operations & ready to move. Move to inaccessible pockets starts.

## **12 HOURS PRIOR**

(Move to safe shelters by vulnerability community, move of disaster managers & volunteers with complete equipment, material & men completed to designated vulnerable areas & out door movement restricted).

1. All vulnerable personnel are asked to shift to safe shelter.
2. All the task forces are put into operation.
3. All the NGOs & volunteers are put into operation as per their area of responsibility & their activities monitored through the concerned Govt. officials.
4. The stockiest warned to keep their stocks ready to move at short notice.
5. Media/public briefing systems activated on 6hourly basis.
6. The transports as per the plan are hired as per requirement. Other transport is kept warned for a state of readiness.
7. The progress is constantly monitored.
8. The dist. not likely to be affected & planned to provide mutual aid during disaster stage forward their resources & operationalize their support process.
9. In case of a warning that the cyclone has abated or changed course the same should be confirmed from authentic sources like the IMD or State Control room & information passed to all to stand down.
10. Information to National control room regularly.
11. In most vulnerable pockets OIC disaster site/incident commanders notified.

## **ACTIONS ON DISASTER**

1. Nominated incident commanders/OIC disaster site at each of the sites start operations to supervise rescue & Evacuation, relief & restoration operations.
2. Co-ordinate all activities through incident commanders/OIC disaster site.
3. Opening of site control room with dist. Admn.
4. Those requiring immediate medical treatment are moved to dist. /medical college hospitals as per the priority of evacuation spelt out by the attending doctors.
5. The incident commanders/OIC disaster site assisted by the Magistrates /NGOs carry out an immediate assessment after reconnoitre & survey to identify the damages, casualties, gaps/short falls in terms of food, water, medical aid, clothing, shelter & send the demand to the DEOC.
6. The men, material & resources are moved as per the requirements & priority lay out by the OIC/ incident commander & short falls are moved from the other dists/state.
7. Temporary shelters, kitchens, water points are organised & operationalised.
8. Sanitary checks & disease surveillance are put into operation.
9. Arrangements for animal camp & fodder organised.
10. Carcass disposal teams if required are activated.
11. A detailed assessment is carried out for damage, casualties, resource shortfall by deploying additional officers with support from the NGOs/Volunteers, PRI & community after reconnoitre & survey.

12. Regular review meeting with line departments, NGOs.
13. All DCs are to send daily SITREP from district DEOC on 6hrly basis.
14. Continuous flow of information & national authorities kept informed of latest details.

### **POST DISASTER ACTIVITIES**

(Depending on the situation but preferably after three days)

1. Compilation of departmental damage report and report from District authorities.
2. Assistance in terms of food material, medicines, and clothing, cooking utensils provided to the affected population controlled through DEOC & incident commander/OIC of the disaster site.
3. All stores & materials are moved as per the detailed assessment & distributed under the supervision of Govt. officers, volunteers & responsible representatives from the community.
4. Ensure of all drinking water sources are disinfected & activated by concerned dept.
5. Disinfections of the disaster site carried.
6. Disease surveillance to check occurrence of epidemic if any & preventive measures.
7. Trauma counselling if required is carried out for affected population.
8. A team of Govt. officials, NGOs/ local senior citizens consisting of specialists from all fields is immediately asked to prepare a detailed report starting from the activities from pre disaster season to the disaster & post disaster period bringing out all aspects of preparedness, response, restoration, rehabilitation, the detailed causes of damages &, casualties & deficiencies noticed in the plan. The detailed report must be completed in all respects & submitted within 30 days

### **POINTS FOR CONTINUOUS PLANNING, INNOVATIVE THINKING & IMPLEMENTATION**

1. All developmental plans approved by state / dist. authorities are considered from disaster mitigation angle.
2. Continuous planning & execution of plans for providing sustainable livelihood for most vulnerable communities.
3. Implementation of the coastal eco system management is continuously monitored & all violations checked.
4. Alternate safe housing technology along with rainwater harvesting structures is constantly encouraged & main streamed for long-term vulnerability reduction.
5. Continuous Awareness campaign & encouragement for Disaster proof Habitat planning at community level including shifting from low lying areas to safe raised places. grounds. (With some incentives if feasible).
6. Disaster management including first-aid & rescue & evacuation as a compulsory part of school, college, educational institutions (both techno-tech) curriculum starting from primary level.
7. Equipping each PHC/CHC/ hospitals to provide training in first-aid round the year & making it compulsory for all citizens to learn first –aid. (Test on first-aid compulsory for any entrance exam including entry into +2 level college/school, as part of test for driving license for two-wheeler upwards etc.)
8. One centre school/college in each GP, two at block & four at dist. equipped to provide training in rescue & evacuation round the year.



### Roles and Responsibilities of the Additional District commissioner (ADC):

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/EQUIPMENT REQUIRED	REMARKS
Pre-Disaster	<p>☀ Preparedness:</p> <ol style="list-style-type: none"> <li>1. Playing a second fiddle to the Collector in all aspects</li> </ol> <p>☀ Warning Dissemination:</p> <ol style="list-style-type: none"> <li>2. Ensuring proper dissemination of warning both downward and upward level improper interval of timing.</li> <li>3. Ensuring proper functioning of Control room</li> <li>4. Deployment of Office in charges of Collectorate in control room round the clock basis.</li> </ol>	<p>EO, POLICE, COs/BDOs,</p> <p>Other officials of the dist. office.</p>	<p>VHF, Telephone, HAM Internet Connection</p>	<p>Comprehensive planning and proper situational and hazard analysis</p>
During Disaster	<p>☀ Rescue and Evacuation:</p> <ol style="list-style-type: none"> <li>1. Arrangement of Vehicles</li> <li>2. Keeping the Police and Fire Personnel ready</li> <li>3. Keeping staffs at the DCR ready</li> <li>4. Deployment of additional staff if necessary</li> </ol> <p>☀ Distribution of Relief:</p> <ol style="list-style-type: none"> <li>1. Proper allocation of relief materials to the affected areas</li> <li>2. Allocation of officials for proper distribution of relief materials</li> <li>3. Supervision of relief distribution</li> </ol>	<p>RTO/MVI POLICE, COs/BDOs,</p> <p>Telecommunication, Other officials of the dist. office.</p> <p>Paramilitary forces, NCC/NSS NGOs/CBOs</p>	<p>Vehicles, Police personnel, Other staffs VHF, Telephone, HAM Internet Connection</p>	<p>Things to be done on war footing and with careful monitoring</p>
	<p>☀ Restoration:</p> <ol style="list-style-type: none"> <li>1. Keeping liaison with all line departments</li> <li>2. Restoration of roads, transport and communication systems</li> </ol>	<p>All BDOs/COs, Officials of Revenue Department</p>	<p>Reports on repairs/restoration</p>	<p>Careful listing of beneficiaries and proper distribution</p>

Post-Disaster	<ol style="list-style-type: none"> <li>3. Collection of progress report on restoration and reporting to the Govt./SRC/RDC</li> <li>4. Periodical visits to the affected areas to supervise the restoration works</li> </ol> <p>☀️ Distribution of Relief Materials:</p> <ol style="list-style-type: none"> <li>1. Procuring the list of the affected people and property from the BDOs/Tahasildars</li> <li>2. Preparing a comprehensive damage report</li> <li>3. Allotment of relief materials/financial assistance</li> <li>4. Monitoring to make sure that everything is at its place</li> </ol> <p>☀️ Coordination:</p> <ol style="list-style-type: none"> <li>1. Coordination with line departments and civil society organizations</li> <li>2. Supervision of restoration activities under taken by different voluntary agencies.</li> </ol>	NGOs/CBOs & Line department		
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**Roles and Responsibilities of SP:**

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/ EQUIPMENT TO BE PROCURED FROM	REMARKS
Pre-Disaster	<p>☀️ Preparedness and Dissemination of Warning</p> <ol style="list-style-type: none"> <li>1. Reception of Warning from the DCR</li> <li>2. Communication establishment with District and Block/Tahasil Control rooms and departmental offices within the division.</li> <li>3. Alerting the APR force for deployment at the time of calamity</li> <li>4. To issue directive to police field functionaries to co-operate with Revenue Personnel in management of Relief operation.</li> </ol>	Home Guard/Para military force/ APR forces EO, SIs	VHF, Other improved telecommunication systems SP signal.	

<p>During Disaster</p>	<p>☀️Rescue and Evacuation:</p> <ol style="list-style-type: none"> <li>1. Clearance of roads and other means of transportation</li> <li>2. Traffic management and patrolling of all highways and other access roads to disaster sites</li> <li>3. Making sure that discipline is maintained</li> <li>4. Assistance to district authorities for taking necessary action against hoarders, black marketers and those found manipulating relief material</li> <li>5. Co-ordination with fire personnel.</li> <li>6. Provision of security in transit camps/feeding centers/relief camps/cattle camps/cooperative food stores and distribution centers</li> <li>7. Safe guarding of belongings of evacuees</li> </ol> <p>☀️Distribution of Relief:</p> <ol style="list-style-type: none"> <li>1. Maintaining laws and order at the Shelters and the relief camps</li> <li>2. Coordination with military service personnel in the area</li> <li>3. Deploying officers/ police personnel to record death cases</li> <li>4. Assisting the community in organizing emergency transport</li> <li>5. Assisting the District officials/NGOs in distribution of relief materials.</li> <li>6. Providing escorts in transit of relief materials to the relief camps/affected areas.</li> </ol>	<p>-do- NCC, NSS Trained Volunteers Local Youth NGOs/CB Os</p>	<p>-do- Rescue kits, Vehicles Equipment for clearance of roads and water logging Boats and other related stuffs</p>	<p>No Scope for Complacency</p>
<p>Post-Disaster</p>	<p>☀️Short term Measures:</p> <ol style="list-style-type: none"> <li>1. FIR of the disasters, the damages and the death cases.</li> <li>2. Assisting in collection of damage statistics of private properties and distribution of</li> </ol>		<p>Vehicle communication systems.</p>	

	<p>assistance such as HB grant/sand-cast subsidies.</p> <p>3. Maintaining law and order</p> <p>☀ Long Term Measures:</p> <p>1. Close Coordination with district administration and local/external NGOs in reconstruction and rehabilitation process</p> <p>2. Assisting the District authority whenever the need arises</p> <p>3. Periodical visits to the affected areas to ensure law and order</p>			
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**Roles and Responsibilities of the Project Officer (ASDMA):**

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES	REMARKS
Pre-Disaster	<ol style="list-style-type: none"> <li>1. Making sure that everything stays at place in the control room.</li> <li>2. Seeing to it that the DDMP and the contingency plan for flood/cyclone reach all the line departments.</li> <li>3. Receiving the Warning from SRC/ASDMA and crosschecking them with IMD and in websites for authenticity</li> <li>4. Disseminating the warning to the block/Tahasil offices and asking them to disseminate further to reach each and every household.</li> <li>5. Deploying the staff of the control room for round the clock alertness.</li> <li>6. Making sure that all the shelters receive enough water and food stocks in advance</li> <li>7. Establishing contact with all the line depts. Over phone, email, wireless, sat phone and VHF</li> <li>8. Procuring all the required resources from all the possible sources.</li> </ol> <p>Regularly updating the information received from the blocks</p>	Cos/BDOs, NGOs/CBOs, DCR Staff.	VHF from the Police/ASDMA. HAM RADIO from ASDMA Mike-set /Batteries/Generators available in the district office/ from the Private parties on requisition	
During-Disaster	<ol style="list-style-type: none"> <li>1. Coordinating with all the line departments for rescue and evacuation.</li> </ol>	DC, ADC, SP, CDMO,	Relief Items, Food	

	<ol style="list-style-type: none"> <li>2. Checking the stocks with the DCR and asking for more if needed.</li> <li>3. Distributing the relief materials to all the places.</li> <li>4. Checking every bit of receipt and dispatch of relief items</li> <li>5. Establishing round the clock contact with all the depts., BDOs and Tahasildars and with the shelters.</li> </ol>	CDVO, BDOs, COs, NGOs/CBOs, DCR Staff, NGOs, Community level Volunteers	Stocks, Rescue and evacuation equipment, Vehicles,	
Post-Disaster	Receiving the list of beneficiaries from different blocks and GPs. Crosschecking the list of beneficiaries.	BDOs, Tahasildars, Beneficiaries		

### Roles and Responsibilities of Circle Officers/BDO's:

PHASE	ACTIVITIES	OTHER OFFICIALS TO BE INVOLVED	RESOURCES/EQUIPMENT TO BE PROCURED FROM	REMARKS
Pre-Disaster	<p>☀ Preparedness:</p> <ol style="list-style-type: none"> <li>1. Providing authentic information required by the DCR</li> <li>2. Preparing a record of previous disasters in the locality and analyzing the effects</li> <li>3. Preparing hazard maps of the Block./Tahasil &amp; the GPs in minute details</li> <li>4. Mapping the cut off areas with alternate route map.</li> <li>5. Identification of shelter places in the maps</li> <li>6. Keeping a List of storage Points &amp; facilities available, dealers of foodstuffs.</li> <li>7. Keeping a list of vulnerable people and area and weak points on embankments (if applicable)</li> <li>8. Creating a Control Room at the respective level and assignment of duties to the staff.</li> <li>9. Pre-positioning of staff for site operation centers.</li> <li>10. Uninterrupted communication with the DCR</li> <li>11. Arrangement of alternative communication/generator sets, etc.</li> </ol>	All the Block & Circle functionaries. Police/Fire personnel/RT O/ Village/GP level task force/trained volunteers Local NGOs/CBOs	Vehicles, Police personnel, Other staffs VHF, Telephone, HAM Rescue kits Mobile Vans, Boats (country& power)	If possible, prepare Contingency plan for all the Vulnerable GPs and Villages



	<p>12. Formation of GP/village level disaster committees and task forces</p> <ol style="list-style-type: none"> <li>1. Arrangement of boats on hire available locally.</li> <li>2. Deployment of Boat in the most vulnerable areas.</li> <li>3. Organizing awareness camps at GP/village levels</li> </ol> <p>☀️ Dissemination of Warning:</p> <ol style="list-style-type: none"> <li>4. Crosschecking with the DCR for the authenticity of the warnings</li> <li>5. Arrangement or requisition of Jeeps/Trekkers/ Auto Rickshaw to disseminate received warning information's to the population of vulnerable / weak places</li> <li>6. Dissemination of warning/ coordination with District control room.</li> <li>7. Warning the people about probable affected areas</li> <li>8. Mobilizing the people to leave for identified shelters with their domestic animals and personnel belongings.</li> </ol>			
During Disasters	<p>☀️ Rescue and Evacuation:</p> <ol style="list-style-type: none"> <li>1. Deployment of Police/Fire Brigade for search and rescue.</li> <li>2. Co-ordination with civil defence/NCC/NSS/Rajya Sainik Board for rescue operation.</li> <li>3. Ensuring availability of rescue materials.</li> <li>4. Guiding the evacuees in the identified shelter places and arranging all common needs for them.</li> <li>5. Provision of rescue kits.</li> <li>6. Clearance of roads and water logging for restoring communication to affected GPs/Villages.</li> <li>7. Assisting the District Team in every possible ways</li> <li>8. Coordinating with the NGOs/CBOs for rescue work</li> </ol>	-do-	-do- Food stocks and other indispensable items	

	<p>9. Mobilizing the local youth to help the rescue team</p> <p>☀️ Distribution of Relief:</p> <p>10. Keeping the record of everything at the shelters</p> <p>11. Arrangement of free kitchen in the shelter camps./worst affected areas.</p> <p>12. Deploying staff for proper distribution of relief materials</p> <p>13. Arrangement of communication system in the worst cut off areas.</p> <p>14. Ensuring supply of safe drinking water &amp; health facilities in the affected areas/shelter camps.</p> <p>15. Coordination with NGOs/Other voluntary organizations</p>			
Post-Disaster	<p>☀️ Restoration and Reconstruction:</p> <p>1. Collection of damage statistics of PR department properties /ICDS/school buildings etc.</p> <p>2. Ensuring just distribution of HB grants and other financial assistance</p> <p>3. Provision of temporary income generation activities for the worst affected people</p> <p>4. Supervision of Relief operation and restoration work in the affected areas.</p> <p>5. Restoring the transportation and educational institutions on high priority</p> <p>6. Helping the local economic activities to come back to normalcy</p> <p>7. Provision of grants/loans for the local traders and shop-keepers</p> <p>8. Keeping liaison with District administration and other line departments</p> <p>9. Ensuring coordination with the RI and G.P/Village committee.</p> <p>10. .Co-ordination with NGOs/Civil society organization etc.</p>	-do-	-do-	Careful assessment to be done for facilitating the reconstruction and restoration works

## **CHAPTER-IV**

### **DISTRICT EMERGENCY OPERATION CENTRE (DEOC) (CONTROL ROOM)**

#### **DEOC (Control Room):**

District Emergency Operation Centre will function as Control Room and has been set up to help the Disaster Management Team members to understand the structure and functioning of District Control Room. Following the important Three C's i.e., Command, Control and Communication for effective response in an emergency, we will be able to minimize the hardships of the community and improve the quality of the process of recovery. This control room will be able to provide timely, supported and well thought –of interventions to the grass root staff as well as volunteers as it will be the hub of three C's.

#### **Purpose of the Control Room:**

The District Control Room under the control of District commissioner will operate round the clock and will be the nerve center to

- Monitor
- Co-ordinate
- Implement the actions/activities for Disaster Management.

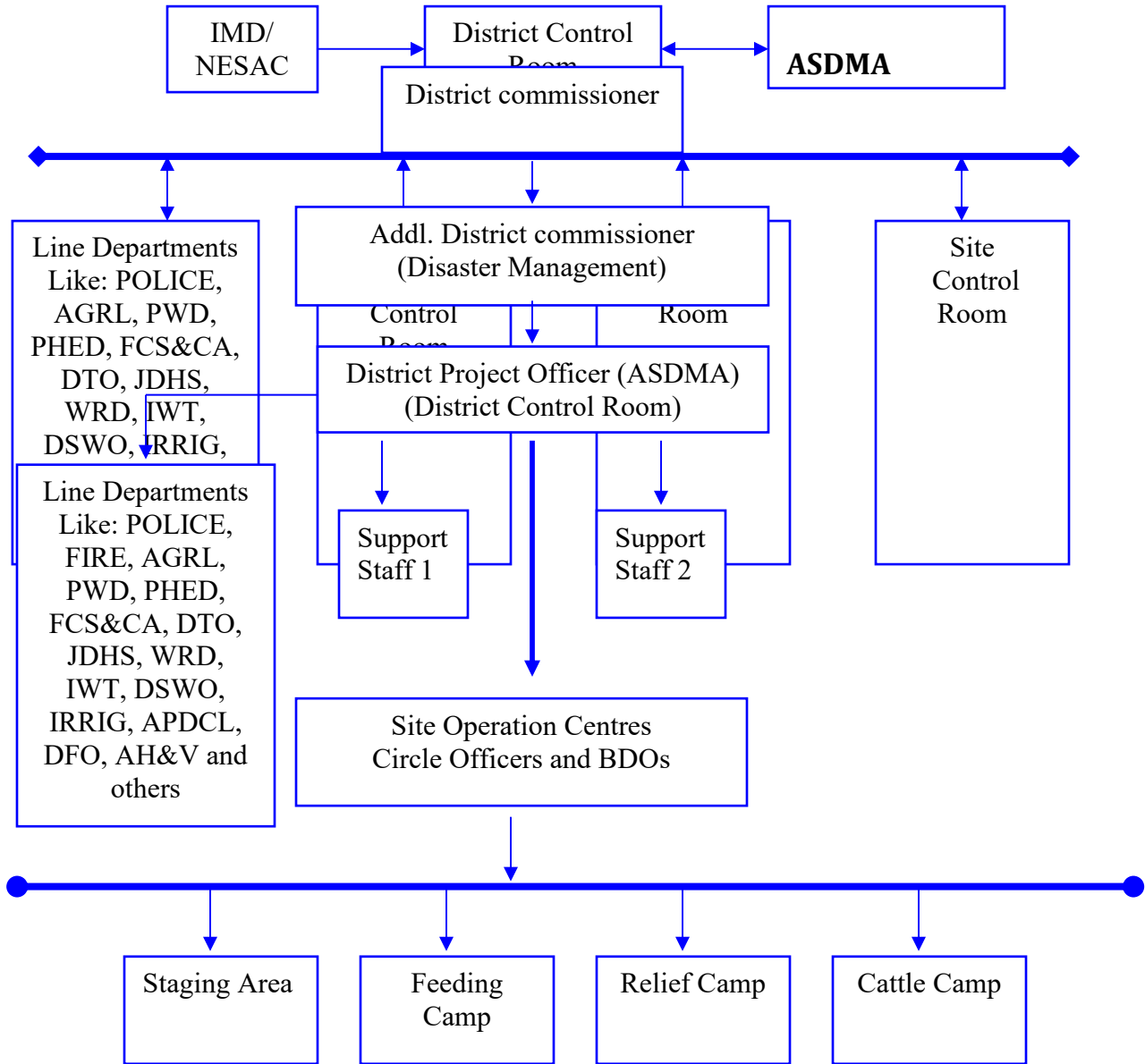
In a disaster time the District Control Room will operate under the central authority of the District commissioner, exercising emergency power to issue directives to all departments to provide emergency response service. He will also co-ordinate with the State Response Machinery like: State Relief Commissioner, Assam, Dispur and Assam State Disaster Management Authority for appropriate support and smooth flow of information. The Control Room should be manned round the clock. The District Control Room is placed in the DC's Office, Bajali.

#### **Disaster Management Information Centre:**

DEOC will also function as Information Centre. Disaster management information centre will work as the nerve centre for all emergency events and disasters and is the hub of all activities. The principal role involves collection of data, analysis and dissemination of information to all relevant organisations. It coordinates the flow of information with respect to activities associated with relief operations. During the normal times it maintains a systematic database of the resources available, important phone numbers, names and addresses of important government and non-government officials, international bodies, NGOs etc.

# Information Flow Chart

## Co-ordination Structure at District Emergency Operation Centre:



## Scope of Work of the District Control Room:

Time Frame	Activity
Normal Time	<ul style="list-style-type: none"> <li>i. Ensure that all warning and communication systems, instructions are in working condition</li> <li>ii. Receive information on a routine and regular basis from the departments on the vulnerability of the various Gram panchayats and Villages to disaster</li> <li>iii. Receive reports on preparedness from the relevant district level departments and other departments, as per as the formats. Based on these reports, the DCR will forward the Preparedness Measures details on behalf of the Collector to the Revenue Control Room, Special Relief Commissioner and ASDMA</li> <li>iv. Upgrade and update DCP according to changing scenarios in the district update data bank and maintain an inventory of resources.</li> <li>v. Update all information in the GIS.</li> <li>vi. Inform Revenue Control Room, Special Relief Commissioner and ASDMA of any changes including updating of data bank and annexure</li> <li>vii. Monitor preparedness measures including simulation exercises undertaken by various departments.</li> <li>viii. Ensure proper dissemination of DCP at the district level, local level and disaster-prone areas.</li> <li>ix. Identify appropriate NGOs/Private Sector Organizations, which can be assigned the task of community level preparedness.</li> <li>x. Organize post-disaster evaluation and update DCP accordingly</li> <li>xi. Prepare reports and documents on district level disaster events and submit the same to Revenue Control Room, Special Relief Commissioner and ASDMA</li> </ul>
Disaster Time	<ul style="list-style-type: none"> <li>i. Weather tracking and early warning dissemination</li> <li>ii. To collect and transmit information regarding matter relating to natural calamity.</li> <li>iii. Mapping of vulnerable areas</li> <li>iv. Database on civil society organizations and their activities</li> <li>v. Database on volunteers</li> <li>vi. Facilitate regular meetings of civil society organizations and issue updates</li> <li>vii. Flow of information to central control room in Relief Commissioner's office and ASDMA</li> <li>viii. District level training of officials and NGOs in emergency response</li> <li>ix. Men and material management in emergencies with proper inventorization.</li> </ul>





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## **Standard Operating Procedure for Flood Early Warning System:**

**Procedures to be followed at District level:**

**Role of District commissioner: -**

District commissioner on receipt of Flood Warning will direct CEO, DDMA to pass the information for taking necessary measures to-

1. Revenue Circle Officers
2. Superintendent of Police
3. Executive Engineer WR Deptt.
4. Executive Engineer PWD (roads)
5. Station Officer, Fire & Emergency Service Station & I/C State Disaster Response Force (SDRF)/ National Disaster Response Force (NDRF).
6. District commissioner will take periodic feedback on the development taking place.

**Role of C.E.O, DDMA, Bajali**

CEO, DDMA will inform

1. All the avobe mentioned officers
2. Superintendent of Police
3. Dy. Director, FCS&CA
4. Joint Director Health & Family Welfare Service
5. District Veterinary Officer

## CHAPTER-V

### HAZARD & VULNERABILITY & CAPACITY ANALYSIS:

#### Seasonality of Hazard:

Type of Hazards	Jan-Mar				April-June				July-Sep				Oct-Dec			
	H	C	A	I	H	C	A	I	H	C	A	I	H	C	A	I
Cyclone					*	*	*	*	*	*	*	*				
Flood						*	*	*	*	*	*	*				
Drought					*	*			*	*						
Earthquake	*		*	*	*		*	*	*		*	*	*		*	*
Sunstroke									*				*			
Fire	*			*									*			*
Chemical Accidents	*				*				*				*			
Boat capsizes					*				*							
Epidemic									*		*		*		*	
Accident	*				*				*				*			
Lightening	*		*		*		*									
Food Poisoning	*				*				*				*			
Bomb blasts etc.	*			*	*			*	*			*	*			*
Agricultural poisoning (pesticides)	*	*											*	*		

(\* mark indicate substantial threat and loss to the assigned category)

H: Human, C: Crop, A: Animals, I: Infrastructure

#### VULNERABILITY ANALYSIS:

##### Infrastructure Vulnerability against Hazards:

Vulnerability	Vulnerability against each hazard							
	Cyclone		Flood		Earthquake		Fire	
	Populat ion	Area name	Populat ion	Area name	Populat ion	Area name	Populat ion	Area name
Road network	*	*	*	*				
Water ways			*	*				
Water supply	*		*		*			
Sewage	*	*	*	*	*	*		
Hospital	*		*		*		*	
Food stocks & supplies	*		*		*		*	

Communication (System)	*	*	*	*	*	*		
Embankments			*	*	*	*		
Bridges			*	*	*	*		

(\* mark indicates substantial threat and loss to the assigned category)

**LIST OF VULNERABLE VILLAGES FOR FLOOD UNDER BAJALI REVENUE CIRCLE:**

SL No.	VERY VULNERABLE VILLAGES	VULNERABLE VILLAGES	LESS VULNERABLE VILLAGES
1	Barbhala	Dubi	Bangnabari
2	Sariha Chakla	Upornoi	Bagapara
3	Patacharkuchi Gaon	Bargunari	Bamunpara
4	Pipla	Dumuria	Garemari
5	Panara	Kanimara	Niz- Sathisamukha
6	Bargandubi	Balipara	Bhozkuchiayapara
7	Bangaon	Khudra Bhaluki	Kharadhara
8	Maguri	Bar Bhaluki	Bar Sadari
9	Tihudekhta	Niz-Sariha	Bhogpur
10	Rupdiga	Dharamtala	Ratanpur
11	Kochdiga	Barbatabari	Nagargaon
12	Bhethua	Silapatni	Ghatbar Sadari
13	Belona	Holangbari	Bar Bamakhata
14	Lecherapara	Pakriguri Pathar	Titka Taje
15	Nalipara	Digjira	Raipur
16	Kathalmurighat	Batiamari	Jalikhata
17	Chenglimari	Batiamari	Bamunkuchi
18	Geregeria	Pub- Rihabari	Pathsala Gaon
19	Barmanikpur	Bandhasidhani	Titka Garia
20	Chaibari	Pub-Kathalmuri	Kukuwa Batabari
21	Chemtia	Pachim-Kathalmuri	Barsidhani
22	Madhapur	Akaya	Baghmara
23	Dhumarpathar	Dakhin Rihabari	Daisingri
24	Panpara	Gobindapur	Kalbari
25	Barsahan	Bichankuchi	Pathsala Town
26	Barnalikuchi	Doligaon	
27	Bar Bairagi	Palah Simalubari	
28	Kharia	Maripur Anandpur	
29	Batia	Baniyagaon	
30	Parakuchi Pam	Bilpar	
31	Parakuchi Gaon	Nimua	
32	Kalatoli Pathar	Nityananda Panbari	
33	Balapara	Tuplai Panbari	
34	Barsimla	Pakha Ketekibari	
35	Kai Mari	Chumua Ulua	
36	Rampur	Bhotanta Mohitara	

37	Kawaimari Ga Block	Kurubaha	
38	Kashkuri Gaon	Doligaon	
39	Kashkuri Pathar	Rahadharbirkala	
40	Kashkuri Pam	Nalana	
41	Maripur	Hagurigaon	
42	Niz Barala	Muguria	
43	Kaharpara	Barbang	
44	Golibandha		
45	Satra Barala		
46	Amdah Pathar		
47	Amdah Gaon		
48	Chagalsari		
49	Hathinapur		
50	Bagona		
51	Niz Saldah		
52	Debara		
53	Barala		
<b>Total</b>	<b>53</b>	<b>44</b>	<b>24</b>

**LIST OF VULNERABLE VILLAGES FOR FLOOD UNDER SARUPETA REVENUE CIRCLE:**

<b>SI No.</b>	<b>VERY VULNERABLE VILLAGES</b>	<b>VULNERABLE VILLAGES</b>	<b>LESS VULNERABLE VILLAGES</b>
1	Medhikuchi	Katahbari	Darupara
2	Majgaon	Barvitha	Odalguri
3	Bilashipara Pather	Dolor pather	Sialmari
4	Bilashipara Gaon	Batua	Bamunkutni
5	Mechpara	Barkur	Hakartup
6	Gandharipara	Cheki	Dalimarbhitha
7	Niz Bhawanipur	Madhapur	Chotokamar
8	Datirbori	Nakuchi Gaon	Dhemsar Pather
9	Puthimari	Nakuchi Pather	Pub Kardaiguri
10	Hathinapur	Karagari Gaon	Pachim Kardaiguri
11	Charalpara	Karagari Pather	Madhyam Kardaiguri
12	Dakhinhati	Bangti	Naonsarka Pather
13		Chauliabori	Dakhin Bhalaguri
14		Kurobaha Gaon	Bhalaguri

15		Kurobaha Pather	Luwashur
16		Barbari	Gomura
17		Bagemari	Bhogpur
18		Kahara	Puran Bhawanipur
19		Banglipara	Bagulapara
20		Kahara Pather	Dairabari
21		Tangla	Barbhitha
22		Rajakhat	Kirkira
23		Katla Gaon	Hatirtari
24		Katla Pather	Fingua Gaon
25		Pota	Fingua Pather
26		Guwagacha	Chaparbari
27		Roumari	Bharegaon
28		Dhupalpara	Kawaimari Block-1
29		Anandapur	Kawaimari Block-2
30		Porabharal	Kawaimari Block-3
31		Sukmanah	Kawaimari Block-4
32		Namati	Kawaimari Block-9
33		Galia	Kawaimari Block-12
34		Purbaluasur	Kawaimari Block-Gha
35		Pubhati	
36		Tapa	
37		Gathiapara	
38		Bahbari	
39		Sarupeta Gaon	
40		Sarupeta Town	
41		Geruwapara	
42		Gorapith	
43		Haripur	
44		Kalbari	
45		Singimari	

### List of shelter places

Zone	Sl. No.	Name of Relief Camps	Address	Available Intake Capacity (No. Of Human)	No. Of Toilets	Drinking Water Facility (Y/N)	Electricity (Y/N)	Kitchen Available (Y/N)	Child Friendly Space Available (Y/N)	Camp In charge	Cont. No.	
1	2	3	3	7	8	9	10	11	12	13	14	
1 Pub Bajali	1	1043 No. Barbhala LP School	BARBHALA	25	4	1	yes	yes	YES	Anima Dutta	9101182165	
	2	Gobindapur LP School	GOBINDAPUR	20	2	yes	yes	yes	yes	Sashi Mohan Das	9678063212	
	3	N.H.College,Patac harkuchi	SARIHA CHAKLA	120	2	yes	yes	no	Yes	Bhupesh Sarma	6001882364	
	4	Bhattadev Madya Engraji Vidyalay	BICHANKUC HI	80	2	yes	yes	yes	yes	Niran Das	9401308176	
	5	640 No. Kuwara LP School	DALOIGAON	60	2	yes	yes	yes	yes	Roheswari Das	9957703214	
	6	913 No. Uttar Palah Simalubari LP School	PALAH SIMALUBARI	40	2	yes	yes	yes	yes	Mrinalini Choudhury	9435977019	
	7	Nityananda Vidya Bhawan High School	MORIPUR ANANDAPUR	320	2	yes	yes	yes	yes	Arunima Adhikary	7086322939	
	8	Pub Bajali Higher Secondary School	BHOJKUCHI APARA	Ganga Kalita		9678731570						
	9	337 No LP School, Niz Sathisamuka	NIZ SATHI SAMUKA	25	2	yes	yes	yes	yes	Himanshu Basumatary	9864936243	
	10	51 No. Kharadhara LP School.	KHARADHARA	30	2	yes	yes	yes	yes	Nagendra Bihari Brahma	8474822246	
2 Uttar Bajali	11	118 No. Nityananda Panbari GP Office	NITYANANDA PANBARI	80	2	Yes	yes	No	yes	Alakesh Thakuria	9957823816	
	12	19 No Tuplai Panbari LP School	TUPLAI PANBARI	30	2	Yes	yes	yes	yes	Doly Das	6001817129	
	13	Pakha LP School	PAKHA KETEKIBARI	25	nil	yes	yes	yes	yes	Pran Kishor Augasty	7002586730	
	14	21 No. LP School,Pipla,	PIPLA	50	2	yes	yes	yes	yes	Kamini Medhi	7578925674	
	15	714 No. Ujan Uluwa LP School	CHUMUA ULUA	30	2	yes	yes	yes	yes	Nandita Das	6000988539	
	16	Padmashri Chandra Prabha High School	BHATANTA MOHITARA	100	2	yes	yes	yes	yes	Ganesh Roy	8638763931	



	17	325 No Badankuchi LP School	BAR SADARI	48	1	Req uird	ye s	ye s	yes	Tapan Deka	9864557724
	18	778 No. Kurobaha LP School	KUROBAHA	20	2	yes	ye s	ye s	yes	Kanika Devi	7636963298
	19	Madhya Bajali High School	RATANPUR	60	1	Req uird	ye s	ye s	yes	Amulya Kalita	9101161661
	20	164 No. Ghatbar Halgirighat LP School	GHOTBAR SADARI	30	2	Req uird	ye s	ye s	yes	Narayan Talukdar	9957529073
	21	1817 No. Daloigaon Birbira LP School	DOLOI GAON	30	2	yes	ye s	ye s	yes	Pritirekha Barman	9101369441
	22	Dharamsala	PATHSALA TOWN (TOWN)	150	2	yes	ye s	ye s	yes	Ratul Roy	7086320261
	23	Muguria Adorxo LP School	MUGURIA	80	2	Req uird	ye s	ye s	yes	Mrinal Sarma	9954377900
	24	Nareswar Rana Higher Secondary School	BAR BAMAKHAT A	50	3	yes	ye s	ye s	yes	Himangshu Das	9613615108
	25	Choukhuty High School	BARBANG	30	3	yes	ye s	ye s	yes	Bipul Lahkar	8638559335
3 Sariha	26	91 No. Bargandubi LP School	BARGANDUB I	50	2	yes	ye s	ye s	yes	Baba Mani Das	6900583860
	27	35 No. Bangaon LP School	BAN GAON	100	2	yes	ye s	ye s	yes	Arunima Das	7002381616
	28	1246 No. LP School, Maguri	MAGURI	40	2	yes	ye s	ye s	yes	Haliram Medhi	9707172120
	29	Dakshin Bajali Balika Vidhalay, Helona	TIHU DEKHATA	60	2	yes	ye s	ye s	yes	Pradip Deka	9435481382
	30	843 No. Rupdiga LP School	RUPDIGA	40	2	yes	ye s	ye s	yes	Tarani Kalita	7635884936
	31	487 No. Kochdiga LP School	KOCH DIGA	40	2	yes	ye s	ye s	yes	Lalita Deka Pathak	6001878365
	32	Parihareswar ME School	DUBI	20	2	yes	ye s	ye s	yes	Bhaskar Das	8724927295
	33	458 No. UparnaI LP School	UPARNOI	40	Ni l	yes	ye s	ye s	yes	Umesh Kalita	9854453664
	34	455 No. Tepattari LP School	BARGUNARI	50	2	yes	ye s	ye s	yes	Jutika Devi Talukdar	9394006163
	35	1022 No. Titka Taje LP School	TITKATAJE	40	2	yes	ye s	ye s	yes	Menaka Rajbongshi	9957732746
	36	Dakshin Bajali Higher Secondary School	JALIKHATA	100	3	yes	ye s	ye s	yes	Swapna Choudhury	7086480361
	37	Dakshin Bamunkuchi LP School	BAMUNKUC HI	20		yes	ye s	ye s	yes	Rubul Barpujari	9957854537
	38	Bapuji Madhya Engraji school	BHETHUA	55	3	yes	ye s	ye s	yes	Pranita Baishya	9957162377
	39	Paka Sariha High School	LECHERA PARA	150	2	yes	ye s	ye s	yes	Sailen Dutta	9954081460

	40	Nalipara LP School	NALI PARA	40	2	yes	yes	yes	yes	Sima Saikia	6001373747
	41	Pachim Titka LP School	PATHSALA GAON	15	2	yes	yes	yes	yes	Junu Mani Das	9577954521
	42	Garisatra LP School	TITKA GARIA	Renuka Das		8486017848					
	43	148 No. Dumuria LP School	DUMURIA	40	2	yes	yes	yes	Yes	Ritanjali Devi	9435977161
	44	Kanimara High School Bigyan Bhawan	KONIMARA	100	Nil	yes	yes	yes	Yes	Guneswar Kalita	9954216064
	45	Bhaluki High School	KHUDRA BHALUKI	60	2	yes	yes	yes	Yes	Damodar Deka	9435677265
	46	2 No. Barsahan LP School,	BARSAHAN	40	1	yes	yes	yes	yes	Harish Sarma	9401916117
	47	Patacharkuchi Sarbodaya LP School	BARNALIKUCHI	35	1	yes	yes	yes	yes	Rijumani Goswami	8811988069
	48	Bar Bairagi LP School	BAR BAIRAGI	60	1	yes	yes	yes	yes	Madhuram Kalita	8471912130
	49	Nilima Roy Madhya Engraji Vidyalaya	NIZ SARIHA	60	2	yes	yes	yes	Yes	Kandarpa Roy	8638100307
	50	789 Marka LP School	DHARAMTALA	40	2	yes	yes	yes	Yes	Ratneswar Roy	9957608155
4 Bijni	51	1088/2 No. Madhapur LP School	MADHAPUR	40	2	yes	yes	yes	yes	Sanjulal Kherkatari	6001933947
	52	1045 No. Dhumar Pathar LP School	DHUMARPA THAR	50	2	yes	yes	yes	yes	Dipali Kalita	8011332163
	53	Uttar Panpara LP School	PANPARA	20	2	yes	yes	yes	yes	Ashraful Ali Ahmed	9365656177
	54	Chenglimari LP School	CHENGLIMARI	150	4	yes	yes	yes	yes	Jakir Hussain	7002866157
	55	Kathalmurighat High School	KATHALMURIGHAT	200	3	yes	yes	yes	yes	Girin Patgiri	9101443828
5 Manikpur	56	Batimari LP School	BATIAMARI	20	2	yes	yes	yes	yes	Phulen Kalita	9678523053
	57	5 No Barsidhani Mojoliya Vidyalay	BARSIDHANI	140	2	yes	yes	yes	yes	Narayan Sarma	6000957819
	58	Baghmara Higher Secondary School	BAGHMARA	120	2	yes	yes	yes	yes	Kusum Choudhury	9101306146
	59	121 No Maharani Nadipar LP School	BANDHA SIDHANI	30	2	yes	yes	yes	yes	Manoj Das	9508857583
	60	Pub Kathalmuri LP School	PUB-KATHALMURI	20	2	yes	yes	yes	yes	Narmada Roy	9957606417
	61	906 No. Balika LP School	DAISHINGRI	25	2	yes	yes	yes	yes	Kamal Kalita	6003055825
	62	Akoya High School	AKOYA	70	4	yes	yes	yes	yes	Gautam Dutta	9954040949

	63	Rihabari Higher Secondary School	DAKSHIN RIHABARI	100	8	yes	yes	yes	yes	Niranjan Goswami	8638545866
	64	62 No. Barmanikpur LP School	BARMANIKPUR	100	2	yes	yes	yes	yes	Dinabandhu Pathak	6002196204
	65	1723 No. Chaibari LP School	CHAIBARI	60	2	yes	yes	yes	yes	Aniruddha Das	9101830881
	66	Muslim Supa LP School	CHEMATIA	30	2	yes	yes	yes	yes	Manoj Deka	7002415872
6 Paka	67	Kalatoli LP School	Kalatoli Pathar	80	1	yes	yes	yes	yes	Harekrishna Deka	9577286940
	68	Madhya Paka GP Office	Balapara	300	2	yes	yes	Nil	Yes	Nasur Ali Amin Seikh	9954031511
	69	Barsimla High School	Barsimla	100	3	yes	yes	yes	yes	BIJAY CHANDRA DAS	7896246253
	70	Barsimala MV School	Barsimla	250	3	yes	yes	yes	yes	HARGOBINDA ROY	8011445768
	71	Koirattari LP School	Barsimla	100	3	yes	yes	yes	yes	BIRENDRA NATH BASUMATARY	9864476997
	72	Dighaldanga ME School	Barsimla	200	3	yes	yes	yes	yes	PARESH CH. BASUMATARY	9101009291
	73	Kawaimari LP School	Kai Mari	50	4	yes	yes	yes	yes	LEELABATI SWARGIARY	9957039225
	74	Ratikanta Mahabidyaly	Rampur	300	4	yes	yes	yes	yes	Gadaram Kalita	9101128522
	75	644 No Niz Barala LP School	Niz Barala	40	2	yes	yes	yes	yes	HAREN SARMA	9864786176
	76	588 No. Kaharpara Bongjuli LP School	Kahar Para	50	2	yes	yes	yes	yes	SAILEN DAS	7002084389
	77	Satrabarala LP School	Satra Barala	30	2	Nil	yes	yes	yes	MALINA BARO	9707838234
	78	Amdah ME School	Amda Gaon	30	2	Nil	yes	yes	yes	GADADHAR TALUKDAR	9864760982
	79	Amdah LP School	Amda Pathar	30	2	Nil	yes	yes	yes	Ganesh Roy	9101066297
	80	Sagalchari LP School	Chagal Chari	30	2	Nil	yes	yes	yes	BANESWAR SWARGIARY	8134907937
	81	Nandaram High School	Hathina Pur	200	2	Nil	yes	yes	yes	Kamal Roy Medhi	9854418181
	82	Bagana High School	Bagana	300	2	Nil	yes	yes	yes	Gitanjali Medhi	8812840146
	83	Niz Saldah High School	Niz Saldah	200	1	Nil	yes	yes	yes	HARESWAR KALITA	9854692600
84	Debra High School	Debara	200	2	Nil	yes	yes	yes	Dipak Chandra Barman	8721906695	

85	1270 No. Barala LP School	Barala	30	1	yes	yes	yes	Yes	Dipak Deka	9864570019
86	607 No. Maripur LP School	Maripur	250	4	yes	yes	yes	yes	Soneswar Deuri	9508030293

### FORMAT FOR RESOURCE INVENTORY

(Fire tenders and fire-fighting equipments, Recovery vehicles, Health & FW etc.)

#### Resource inventory list of Baghmara F&ESS, Bajali, Assam.

#### Personal Strength of Baghmara f&ess:

Sl. No.	Rank	Actual strength	Remarks
1	Sub/O	1	
2	LFM	3	
3	Fireman	7	
4	Driver	2	

#### Fire fighting appliances of Baghmara f&ess:

Sl No	Name of article	Quantity	Remarks
1.	Water tender (WTP) with pump	1 no	
2.	Portable pump	1 no	

#### Fire fighting, search & rescue equipments:

Sl No	Name of article	Quantity	Serviceable	Unserviceable	Remarks
1	A.F.F.F.	100 ltrs	100 ltrs		
2	Bill with handle	1 no	1 no		
3	Bolt cutter	1 no	1 no		
4	Basket stainer	1 no	1 no		
5	Battery charger set	1 no	1 no		
6	Crow bar	1 no	1 no		
7	Ceiling hook	2 nos	2 nos		

8	Delivery hose	10 nos	7 nos	3 nos	
9	Drag hook	3 nos	3 nos		
10	CO2 extinguisher	3 nos	2 nos	1 no	
11	DCP extinguisher	3 nos	2 nos	1 no	
12	Foam making branch pipe (FB no 2)	1 no	1 no		
13	Foam making branch pipe (FB 5x)	1 no	1 no		
14	Fireman axe	2 nos	2 nos		
15	Fire bitter	2 nos	2 nos		
16	Fire halmet	5 nos	3 nos		
17	Heat resistance eye wear	2 nos	2 nos		
18	Honda portable gent	1 no	1 no		
19	Iron katta hook	2 nos	2 nos		
20	Life jacket	1 no	1 no		
21	Life buoy	1 no	1 no		
22	Long branch pipe	1 no	1 no		
23	Hand control branch pipe	1 no	1 no		
24	Short branch pipe	1 no	1 no		
25	Metal stainer 75mm	1 no	1 no		
26	Metal stainer 100mm	1 no	1 no		
27	Pick axe	1 no	1 no		
28	Rescue lowering line	1 no	1 no		
29	Rechargeable emergency light	1 no	1 no		
30	Rubber hand gloves	2 pairs	2pairs		
31	Spade with handle	5 nos	5 nos		
32	Shovel	2 nos	2 nos		
33	Suction hose 75mm	4 nos	4 nos		
34	Fire proximity suit	2 nos	2nos		
35	Extension line	1 no	1 no		
36	Suction hose 100mm	4 nos	4 nos		

**Resource inventory list of Pathsala Fire & Emergency Services  
Station, Bajali, Assam**

**PERSONNEL STRENGTH OF PATHSALA F&ESS.**

Sl no	Rank	Actual strength	Remarks
1	Sub/Officer	2	
2	L.FM	2	
3	D.V. R	4	

4	Fire man	8	
5	SafaiKarmi	1	

### **FIRE FIGHTING APPLIANCES**

SL No	NAME OF ARTICLES	QUANTITY	REMARKS
1	Water Tender with pump	2nos.	
2	Mini water Tender with pump	1no.	
3	Quick RespodTender with pump	1no.	
4	Portable pump	2nos.	

### **FIRE FIGHTING, SEARCH -RESCUE EQUIPMENT:**

SI No	NAME OF ARTICLES	QUANTITY	REMARKS
1	A.F.F Extinguisher	5 Nos..	
2	Alabaster blanket	1 No.	
3	Bucket (water bucket)	16 Nos.	
4	Basket Strainer	6 Nos.	
5	B.A. Set with Cylinder	3 Set	
6	Bolt Cutter (Big-1, Small-2)	3 Nos.	
7	CO2 Gas Extng (Trally-1,4.5 KG-5)	6 Nos.	
8	Collecting Braching	1 No.	
9	Celling Hook	3 Nos.	
10	Crowbar	6 Nos.	
11	Chemical Foam Extinguisher.	1 No.	
12	Concrete Cutting Chain Saw Machine	1 No.	
13	Collecting Head	1 No.	
14	Diffuser Branch Pipe	4 Nos.	
15	Dividing Breaching	4 Nos.	
16	Delivery Hose	10 Nos.	
17	Drag hook	2 Nos.	
18	Door Breaker	2 Nos.	
19	D.C.P Extng (10 KG-3,5KG-33,4KG-2)	38 Nos.	
20	Extension and Rescue Lowering Line	6 Nos.	
21	Fog nozzle	1 No.	

22	Foam Making Branch Pipe	3 Nos.	
23	Flate Spray Nozzle	1 No.	
24	Fire Bucket	14 Nos.	
25	Fire Beater	14 Nos.	
26	First Aid Box	3 Nos.	
27	Fire Man Axe	21 Nos.	
28	Fire Entry Suit	4 Nos.	
29	Foam Extinguisher	11 Nos.	
30	Fire Fighter Helmat	4 Nos.	
31	Hand Control Branch Pipe	3 Nos.	
32	Helmat(Fiber)	10 Nos.	
33	H/Cutter	2 Nos.	
34	Heat Resistane Eye Wear	3 Nos.	
35	Half Mask with Gas Filter	4 Nos.	
36	Hospital Blanket	7 Nos.	
37	Honda Power Generator (Big)	1 No.	
38	Heavy Hummer	3 Nos.	
39	Heavy Axe	2 Nos.	
40	Inflatable Tower (Emgcy Light)	1 No.	
41	Long Branch Pipe	8 Nos.	
42	Life Buoy	10 Nos.	
43	Life Jacket	10 Nos.	
44	Low Level Strainer	1 No.	
45	Matel Strainer(75mm-2,100mm-6)	8 Nos.	
46	Multipurpose Nozzle	1 No.	
47	Oil Fire Nozzle	1 No.	
48	Pick Axe	5 Nos.	

## **Resource inventory list of Bajali F&ESS, Bajali, Assam**

### **FIRE FIGHTING APPLIANCE**

SL No	Name	Quantity	Remarks
1	Water Tender With Pump	02 NOS	
2	Mini Water Tender With Pump	01 NO	
3	Advance Rescue Tender	01 NO	
4	Tailor Pump	01 No	
5	Portable Pump	02 NOS	
6	Inflatable Rubber Board	06 NOS	

## MAJOR FIREFIGHTING AND SEARCH & RESCUE EQUIPMENT

### 1. Fire Fighting Equipment: -

SL NO	Particulars	Quantity	Serviceable	Un serviceable
	“A”			
1.	Asbestos Suit with Steel Box	1set	1set	
2.	A.F.F.F. Extinguisher 9 kg capacity	14	14	
3.	Alarm with Switch Board	04	04	
4.	Aluminium Extension Ladder	02	02	
5.	Aluminium Fire Proximity Suit	01	01	
6.	Asbestos Blanket	02	02	
7.	A.B.C. Extinguisher 1kg capacity	03	03	
8.	Adaptors (Suction Hose)	04	04	
9.	Adaptors (Delivery Hose)	01	01	
10.	A.F.F.F. Refill Pack	12	12	
	“B”			
1.	B.A. Set	04	04	
2.	B.A. Set	04	04	
3.	B.C.F. Extinguisher			
	(i) 25kg Capacity	02	02	
	(ii) 5kg Capacity	02	02	
	(iii) 1.25kg Capacity	03	03	
4.	Bucket (Round & Flat)	44		10
5.	Basket Strainer	08	08	
6.	Blanket	04	04	03
7.	Bolt Cutter	02	02	
8.	Battery Charger	05	05	
9.	Battery Charger	01	01	
	“C”			
1.	Collecting Head (D & S Hose)	04	04	
2.	Collecting Breaching	02	02	
3.	CO <sub>2</sub> Extinguisher			
	(i). 25kg Capacity	01		01
	(ii). 4.5kg Capacity	04	04	
4.	Copper Branch Pipe (Long)	10	10	
5.	Copper Branch Pipe (Short)	11	11	
6.	Crowbar	09	09	
7.	Ceiling Hook	10	10	
8.	Comb tools	01	01	
9.	Concrete Cutter	01	01	
10.	Charge Over Switch	01		
	“D”			
1.	Dividing Breaching	06		



2.	Diffuser Branch Pipe	04	04	
3.	D.C.P. Extinguisher			
	(i). 5kg Capacity	48	48	
	(ii). 2kg Capacity	02	02	
	(iii). 10kg Capacity	02	02	
4.	Delivery Hose	21	21	
5.	Delivery Hose Washer	30		
6.	Drag Hook	07	07	
7.	Door Breaker	02	02	
	“E”			
1.	Extending Line	06	06	
	“F”			
1.	Fog Nozzle Branch Pipe	01	01	
2.	Foam Making Branch Pipe			
	(i) F.B 2	01	01	
	(ii) F.B5X	01	01	
3.	Fireman Axe	32	32	01
4.	Foam Compound A.F.F.F.	40	40	
5.	Flat Nozzle Branch Pipe	01	01	
6.	Fire Beater	12	12	
7.	Fire Entry Suit	01	01	
8.	First Aid Box	02	02	
	“G”			
1.	Grease Gun	01		01
	“H”			
1.	Hand Control Branch Pipe	03	03	
2.	Hydrant Stand Pipe	01		01
3.	Hose Rods (Wooden)	03	03	
4.	Honda Power Generator	01	01	
5.	Heavy Hammer	04	04	
6.	Heavy Axe	03	03	
	“I”			
1.	Inflatable Tower Light	01	01	
	“J”			
1.	Jack	03	03	
	“K”			
1.	Kata Hook	03	03	
	“L”			
1.	Life Boy	10	10	
2.	Life Jacket	10	10	
	“M”			
1.	Metal Low Level Strainer	01	01	
2.	Metal Strainer 100 mm	11	11	
3.	Metal Strainer 75 mm	03	03	
4.	Maternal Flag	01	01	

	“N”			
1.	Nozzle Spanner	01	01	
	“O”			
1.	Oil Fire Nozzle	01	01	
	“P”			
1.	Pick Axe	13	13	
	“R”			
1.	Revolving Nozzle	01	01	
2.	Rubber Hand Gloves	19 pr	19 pr	
3.	Rope Ladder	01	01	
4.	Ring Bell	01	01	
	“S”			
1.	Suction Hose 100 mm	08	08	
2.	Suction Hose 75 mm	04	04	
3.	Sailing Ladder	01	01	
4.	Spade	15	15	
5.	Shovel	29	29	
6.	Suction Hose Washer 100 mm	25	25	
7.	Suction Wrench	16	16	
8.	Stretcher	09	09	
9.	Smoke Exhauster Set	01	01	
10.	Suction Hose Washer 75 mm	25	25	

## 2. Search & Rescue Equipment: -

SL NO	Particulars	Quantity	Serviceable	Un serviceable
	“A”			
	“B”			
1.	Bamboo Ladder (20ft)	01		
2.	Box of Misc Tools	01	01	
3.	Bucket Kit	03	03	
4.	Bandage Triangular	03	03	
5.	Bolt and Anchor	01	01	
	“C”			
1.	Cross Cut Saw(Two Handle)	01	01	
2.	Chain Tackle	01	01	
3.	Chain (6ft, 3ton lift)	01	01	
4.	Circular Saw With Extra Blade	01	01	
	“D”			
1.	Debris Basket	06	06	
2.	Dressing Sheet	06	06	
3.	Dressing First Field	06	06	
	“F”			
1.	Fibre Rope (100ft, 3inch)	01	01	

2.	Fibre Lashing Line (40ft, 1.5inch)	02	02	
3.	Fibre Rope (20ft, 1.5inch)	06	06	
4.	Fibre Rope (200ft, 3x4inch)	01	01	
5.	First Pouches	01	01	
	“G”			
	“H”			
1.	Heavy Round Files	02	02	
2.	Heavy Axe	01	01	
3.	Hand Saw (One Hundred)	01	01	
4.	Hurricane Lamp	02	01	01
5.	Hand Tool Box with Tools	01	01	
	“I”			
1.	Iron Shod Liver(10ft)	02	02	
	“J”			
1.	Jack with 5ton Lift	01	01	
2.	Jig Saw	01	01	
	“K”			
	“L”			
1.	Leather Gloves	02	02	
2.	Lifting Tackle(3ton)	01	01	
3.	Life Buoy	10	10	
4.	Life Jacket	22	22	
5.	Leader Water Torch	03	03	
	“P”			
1.	Patromax Lamp	02	02	
2.	Portable Acetylene Cutting Outfit with Asbestos Blanket	01	01	
	“W”			
1.	Wire Rope (100ft, 5/8inch)	01		
2.	Water Bottle with Sling	01		

### Hospital / Nursing Home Details:

Sl. No.	BPHC	Name of Hospital	Type of HI	Indoor Bed Status	ICU Status & No.	Available OT & No.	Name of Medical Officer incharge	Contact No.
1	Bhawanipur	MAJGAON Model Hospital	CHC	11	0	0	DR. MRINAL SAIKIA	9435713378
2	Bhawanipur	GAREMARI PHC	PHC	6	0	0	DR. HAFIZUR RAHMAN	8486457077
3	Bhawanipur	HOWLY SHC	PHC	0	0	0	DR. ABIDA BEGUM	9365396577
4	Bhawanipur	KAYAKUCHI PHC	PHC	6	0	0	DR. NILUFAR AHMED	7002681059
5	Bhawanipur	SARUTAPA MPHC	PHC	0	0	0	DR. NIKHILESH OJAH (I/C)	8135951037
6	Nityananda	PATHSALA SDCH	SDCH	50	0	1	DR. RANA DEKA	9365329862
7	Nityananda	BAGHMARA CHC	CHC	15	0	0	DR. MANJIT DAS	9435124489
8	Nityananda	AKAYA MPHC	PHC	1	0	0	DR. MAUCHAM DAS	9101023451
9	Nityananda	BARBANG MPHC	PHC	1	0	0	DR. KAILASH GOSWAMI	9954263823
10	Nityananda	BARHAMCHARI MPHC	PHC	1	0	0	DR. DIPANKA KALITA	6003646695
11	Nityananda	CHEKI MPHC	PHC	1	0	0	DR. ANIRBAN MALAKAR	7002923596
12	Nityananda	DHEMSA MPHC	PHC	1	0	0	DR. MAHBUBUR RAHMAN	7002260880
13	Nityananda	GOMURA MPHC	PHC	2	0	0	DR. BINOD BHARALI	8399002676
14	Nityananda	HELONA MPHC	PHC	2	0	0	DR. KULDEEP THAKURIA	7002288443
15	Nityananda	NITYANANDA BPHC	PHC	6	0	0	DR. CHAKRAPANI SARMA	9435123902
16	Nityananda	PATACHARKUCHI MPHC	PHC	2	0	0	DR. JAYANTA KHATANIAR	9435123257
17	Nityananda	PUTHIMARI MPHC	PHC	1	0	0	DR. JAHANOR ISLAM	7002894577
18	Nityananda	SADERI SD	PHC	1	0	0	DR. JHANABI DEKA	8486444924
19	Nityananda	SARUPETA MPHC	PHC	2	0	0	DR. MARAMI KALITA	7896280833

## CHAPTER VI

### Mitigation Plan

#### Department wise Vulnerability Reduction Measures:

Type of Sector	Sub-Sector	Mitigation Measures	Responsible Department/ Personnel	Time Frame
Infrastructure Development	IEC Activities	i. Distribution of leaflets, posters & wall painting ii. Awareness generation programme in schools and colleges, conducting	DIPRO & DDMA, Bajali	Throughout the year (With regular Intervals)

		<p>iii. Organizing staff development and refresher training to concerned dept., task force team NGO and CBOs</p> <ul style="list-style-type: none"> <li>• Conduct regular Mock Drill</li> </ul>		
Road	<ul style="list-style-type: none"> <li>• Identification/ repair of main and alternative routs</li> <li>• Repair of identified vulnerable points.</li> <li>• Conversion to pucca roads of all Village roads</li> </ul>	PWD , RD and Block	During normal Time & Immediately after disaster	
Embankment	<ol style="list-style-type: none"> <li>1. Strengthening and raising the height of weak embankments, points</li> <li>2. Storage of flood fighting materials like sandbags, bamboo's mats etc.</li> </ol>	Water Resource / Irrigation Dept.	During pre-flood Season	
Bridges	<ol style="list-style-type: none"> <li>3. Regular maintenance of Bridges</li> </ol>	PWD , (Road)	During normal Period	
Safe Shelters	<ol style="list-style-type: none"> <li>4. Ensure Maintenance of the Flood shelters</li> <li>5. Identification of places for preparation of mounds and cattle shelters</li> </ol> <ol style="list-style-type: none"> <li>1. Ensure multipurpose use of shelters by community, schools, NGOs, CBOs.</li> </ol>	COs, BDOs, Inspector of School, DEEO and NGOs	During normal Period	
Communication	<ol style="list-style-type: none"> <li>2. Ensure proper maintenance of Telephone, FAX, Wireless &amp; VHS sets.</li> </ol>	BSNL, ASDMA, SP Signal	April-May	

		<p>3. Ensure timely setting of Wireless Stations in District/ Block Office</p> <p>4. Installation of VHF / HAM Radio in all the Block Headquarters</p>		
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Infrastructure Development	Drinking Water & Sanitation	<p>i. Assessment of running /defunct Tube wells &amp; make necessary arrangements</p> <p>ii. Identification of scarce water pock etc.</p> <p>iii. Installation of water supply system</p> <p>iv. Arrangement of Tankers / Syntax Tank.</p> <p>v. Assessment of requirement of disinfectants and ensure its regular use.</p>	PHE	During normal time & immediately after disaster
	Power	<p>i. Ensure proper maintenance of Electric Sub Stations, Power grids</p> <p>ii. Complete electrification throughout the district.</p> <p>iii. Install Solar Lamps nears flood &amp; Cyclone shelters &amp; ensure its maintenance.</p>	AGM, APDCL	Throughout the year.

		iv. Ensure un-interrupted power supply to the district control room during disaster period		
Health & Animal Husbandry	IEC Activities distribution leaflets	<ul style="list-style-type: none"> <li>i. Distribution of leaflets, posters &amp; wall painting.</li> <li>ii. Conducting meeting / workshops, staff development training, orientation to village level volunteers, taskforce members</li> <li>iii. Awareness generation programme such as conducting rallies street plays etc.</li> </ul>	JDHS, DVO & NGO	Pre, during & post disaster period.
	Vaccination/ Disinfections	<ul style="list-style-type: none"> <li>1. Procurement &amp; stock piling of vaccines.</li> <li>2. Regular vaccination of domestic animals</li> <li>3. Regular disinfection of TWs, Wells &amp; Ponds</li> <li>4. Regular cleanliness of Medical / Hospital</li> <li>5. Procurement of a Refrigerator for Veterinary Hospital</li> </ul>	JDHS & DVO	Pre, during & post disaster period.
	Training	<ul style="list-style-type: none"> <li>1. Impart trainings on Health care, Sanitation, Insurance First Aids to Medical staff as well as volunteers</li> </ul>	JDHS	During normal period.

Livelihood Sector	IEC Activities	<ol style="list-style-type: none"> <li>2. Distribution of leaflets, posters &amp; wall painting,</li> <li>3. Conducting meeting workshops staff development training, orientation to village level volunteers &amp; to beneficiaries on EDP (Entrepreneurship Development Programme).</li> <li>4. Awareness generation programme such as conducting reliefs street plays etc.</li> </ol>	BDOs, DIC, Banks	During normal period.
	Agriculture	<ol style="list-style-type: none"> <li>1. Alternative cropping, Installation of L.I. Points</li> <li>2. Crop Insurance, Provision of Credit</li> <li>3. Facilities &amp; Cold Storage</li> </ol>	DAOs,	During normal period.
	Horticulture	<ol style="list-style-type: none"> <li>i. Providing nursing raising training &amp; Insurance facilities</li> </ol>	Dy. Director, Horticulture Department.	During normal period.
	Fishery	<ol style="list-style-type: none"> <li>ii. Providing fishery technology &amp; training</li> </ol>	DFDO	During normal period
Insurance	IEC Activities	<ol style="list-style-type: none"> <li>iii. Distribution of leaflets, posterings, wall painting</li> <li>iv. Conducting meeting workshops staff development training, orientation to line department, Block functionaries, NGOs, village level volunteers &amp; to beneficiaries on Insurance Schemes.</li> </ol>	Block, Insurance Companies, Agriculture Department, Bank, NGOs.	During normal period



		v. Awareness generation programmes such as conducting relies street plays etc.		
	Infrastructure	<ul style="list-style-type: none"> <li>• Maintenance of Roads / Building</li> <li>• Maintenance of Block Level / GP Level Storage godown</li> </ul>	PWD, (RD &B)	During normal period.
	Life & Livelihood	<ul style="list-style-type: none"> <li>• Insurance of life, livestock, Crop &amp; small business units etc.</li> </ul>	Block, Insurance Companies, Agriculture Department, Bank, NGOs.	During normal period.

Planning & Response	IEC, Relief & Rehabilitation Activities	<ul style="list-style-type: none"> <li>• Renewal of Block Contingency Plan at regular intervals</li> <li>• Aware Community through distribution of leaflets, posters &amp; wall painting.</li> <li>• Awareness generation programme such as conducting rallies, street plays etc.</li> <li>• Conducting meeting workshops staff development training, orientation to line department, GP functionaries, NGOs, village level volunteers &amp; to beneficiaries on Contingency Plans.</li> <li>• Regular mock drill at all level</li> <li>• Timely preparedness &amp; dissemination of warnings, carrying out search &amp; rescue,</li> </ul>	Block and all Line Departments, NGOs & CBOs.	
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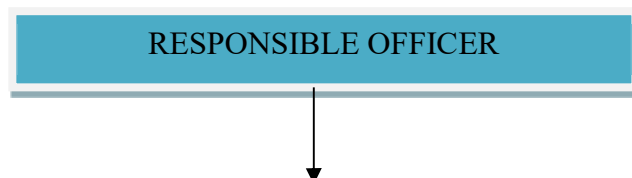
		<p>Evacuation</p> <ol style="list-style-type: none"> <li>1. Operations.</li> <li>2. Shelters to victims.</li> <li>3. Protection to livestock.</li> <li>4. Carry out emergency relief operation.</li> <li>5. Clearance of debris &amp; disposal of dead bodies &amp; maintenance of sanitation.</li> <li>6. Damage assessment.</li> <li>7. Taking care of Starvation Cases.</li> <li>8. Maintenance of law and order.</li> <li>9. Co-ordinance &amp; Sharing of information.</li> </ol>		
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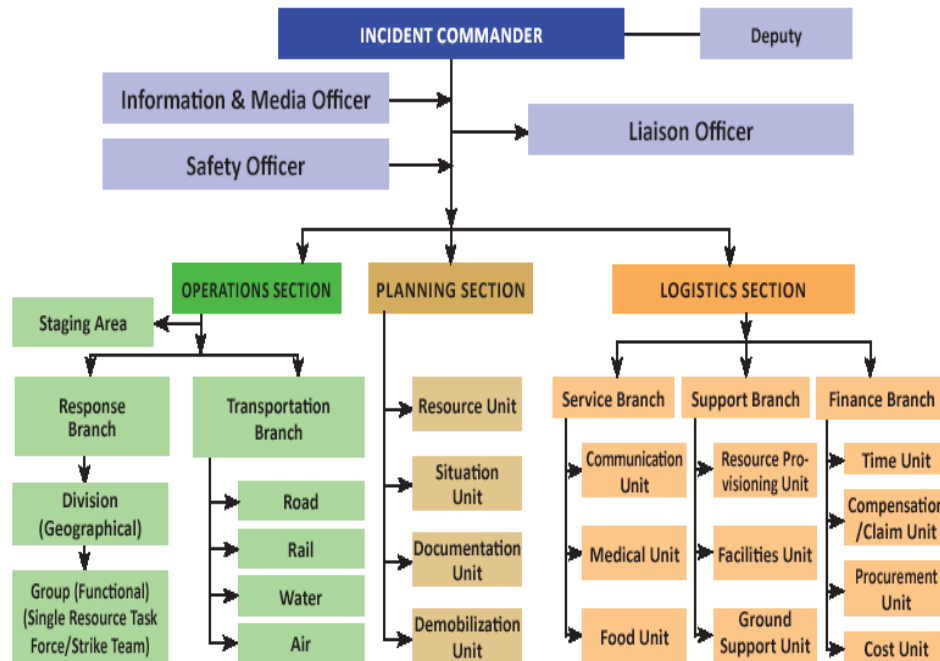
## CHAPTER VII

### Response Plan

#### INCIDENT RESPONSE SYSTEM

Incident Response System (IRS) is a mechanism which reduces adhocism in response through a well-conceived team. It incorporates all the tasks that may need to be performed during the response. It identifies and pre-designates officers to perform various duties and get them trained in their roles. It is also a flexible system and only those Sections / Branches may be activated in the team which is required to meet the disaster situation.





### **RESPONSIBLE OFFICER:**

The Responsible Officer (RO) is the senior most officer in the hierarchy of state and District Administration. At the state level, the chief Secretary (Chairperson of SEC) and at the District level, the District Magistrate/ District Collector (Chairperson of DDMA) will be the Responsible officer. Such officer is the overall In-charge in the management of emergency response at the respective administrative levels.

The suitable officers to man various positions of Command Staff in the incident Response Teams at different levels of District administration are as follows:

### **Roles and Responsibilities:**

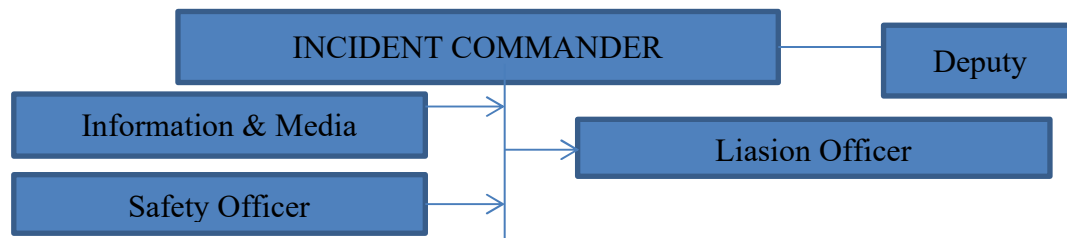
1. Ensure that IRTs are formed at District, Sub-Division, Tehsil/Block levels and IRS is integrated in the District DM Plan as per Section 31 of the DM Act, 2005. This may be achieved by issuing a Standing Order by the RO to all SDOs, SDMs and Tehsildars/BDOs;
2. Ensure web based / on line Decision Support System (DSS) is in place in EOC and connected with Sub-Division and Tehsil / Block level IRTs for support.
3. Ensure that toll free emergency numbers existing for Police, Fire and Medical support etc. are linked to the EOC for response, command and control. For e.g., if there is any fire incident, the information should not only reach the fire station but also the EOC and the nearest hospital to gear up the emergency medical service.

4. Obtain funds from State Government as recommended by the 13th FC (Annexure –XVI) and ensure that a training calendar for IRTs of District is prepared and members of IRTs are trained through ATIs and other training institutions of the District.
5. Delegate authorities to the IC.
6. Activate IRTs at District headquarter, Sub-Division, Tehsil / Block levels, as and when required.
7. Appoint / deploy, terminate and demobilise IC and IRT(s) as and when required.
8. Decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other.
9. Ensure that IAP is prepared by the IC and implemented.
10. Remain fully briefed on the IAP and its implementation.
11. Coordinate all response activities.
12. Give directions for the release and use of resources available with any department of the Government, Local Authority, private sector etc. in the District.
13. Ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required.
14. Ensure that when Armed Forces arrive in support for disaster response, their logistic requirements like camping grounds, potable water, electricity and requirement of vehicles etc. are sorted out.
15. Appoint a NO at the District level to organise Air Operations in coordination with the State and Central Government NO. Also ensure that all ICs of IRTs of the District are aware of it.
16. Ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner.
17. Deploy the District Headquarter IRTs at the incident site, in case of need.
18. Ensure that effective communications are in place.
19. Ensure that telephone directory of all ESF is prepared and available with EOC and members of IRTs.
20. Ensure provision for accountability of personnel and a safe operating environment.
21. In case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level RO.
22. Mobilise experts and consultants in the relevant fields to advise and assist as he may deem necessary.
23. Procure exclusive or preferential use of amenities from any authority or person.
24. Conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
25. Take other necessary action as the situation demands

### **INCIDENT COMMANDER:**

The incident Commander (IC) is the overall in-charge for the management of onstic response to any incident. He is appointed / designated by the RO (CS/DM/DC). The IC may have a deputy with him depending upon the magnitude and nature of the incident. For his assistance and management of the incident there are two sets of staff: a) Command staff and b) General staff. The

command staff comprises IC, Information & Media Officer (IMO), Safety Officer (SO), and the Liaison Officer (LO). Fig.1. gives the composition of Command staff in the IRS Organisation.



### **INCIDENT COMMANDER- ROLES & RESPONSIBILITIES:**

1. Obtain information on:
  1. Situation status like number of people and the area affected etc.
  2. Availability and procurement of resources;
  3. Requirement of facilities like Incident Command Post (ICP), staging Area, Incident Base, Camp, Relief Camp, etc;
  4. Availability and requirements of Communication system;
  5. Future weather behaviour from Indian Metereological Department (IMD); and
  6. Any other information required for response from all available sources and analyse the situation.
7. Determine incident objectives and strategies based on the available and resources.
8. Establish immediate priorities, including search & rescue and distribution strategies.
9. Assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with the help of the local police.
10. Brief higher authorities on the situation and request for additional resources, if required.
11. Establish appropriate IRS organisation with sections, Branches, Divisions and/or Units based on the span of control and scale of the incident.
12. Establish Incident Command Post (ICP) at a suitable place. There will be one ICP even if the incident is multijurisdictional. Even a mobile van with complete communication equipment and appropriate personnel may be used as ICP. In case of total destruction of buildings, tents, or temporary shelters may be used. If appropriate or enough space is not available, other Section can function from a different convenient location. But there should be proper and fail-safe contact with the ICP in order to provide quick assistance.
13. Ensure that the Incident Action Plan (IAP) is prepared.
14. Ensure that team members are briefed on performance of various activities as per IAP.
15. Approve and authorise the implementation of an IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members. IT will be reviewed every 24 hours and circulated to all concerned.
16. Ensure that planning meetings are held at regular intervals. The meetings will draw out an implementation strategy and IAP for effective incident response. The decision to hold this meeting is solely the responsibility of the IC. Apart from other members, ensure that PSC attend all briefing and debriefing meetings.

17. Ensure that all sections or Units are working as per IAP.
18. Ensure that adequate safety measures for responders and affected communities are in place.
19. Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved.
20. Ensure that computerised and web-based IT solutions are used for planning resource mobilisation and deployment of trained IRT members.
21. Ensure that computerised and web-based IT solutions are used for planning, resource mobilisation and deployment of trained IRT members.
22. Consider requirement and resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their Procurements.
23. Approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and units etc. and are properly utilised. On completion of assigned work, the resources will be returned immediately for utilization elsewhere or to the department concerned.
24. If required, establish contact with PRIs, ULBs, CBOs, NGOs etc. and seek their cooperation in achieving the objectives of IAP and enlist their support to act as local guides in assisting the external rescue and relief teams.
25. Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command.
26. Authorise release of information to the media.
27. Ensure that the record of resources mobilised from outside is maintained so that prompt payment can be made for hired resources.
28. Ensure that Incident Status Summary (ISS) is completed and forwarded to the RO (IRS form-002 is enclosed at Annexure-II).
29. Recommend demobilisation of the IRT, when appropriate.
30. Review public complaints and recommend suitable grievance redressal measures to the RO.
31. Ensure that the NGOs and other social organisations deployed in the affected sites are working properly and in an equitable manner.
32. Ensure preparation of After-Action Report (AAR) prior to the demobilisation of the IRT on completion of the incident response.
33. Perform any other duties that may be required for the management of the incident.
34. Ensure that the record of various activities performed (IRS Form-004 enclosed in Annexure-IV) by members of Branches, Divisions, Units/Groups are collected and maintained in the unit Log (IRS Form-003) enclosed at Annexure-III; and
35. Perform such other duties as assigned by RO.

### **INFORMATION AND MEDIA OFFICER (IMO) – ROLES & RESPONSIBILITIES**

The IMO is the point of contact to assist the IC for media briefing. He also initially documents ongoing activities of response. The roles and responsibilities of IMO are as follows.

1. Prepare and release information about the incident to the media agencies and others with the approval of IC;

2. Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the PS on its activation for incorporation in the IAP;
3. Ask for additional personnel support depending on the scale of incident and workload;
4. Monitor and review various media reports regarding the incident that may be useful for incident planning;
5. Organise IAP meetings as directed by the IC or when required;
6. Coordinate with IMD to collect weather information and disseminate it to all concerned;
7. Maintain record of various performed as per IRS form-004 (enclosed in Annexure-IV); and
8. Perform such other duties as assigned by IC.

### **LIAISON OFFICER (LO) ROLES & RESPONSIBILITIES**

The LO is the focal point of contact for various line departments, representatives of NGOs, PRIs and ULBs etc. participating in the response. The Lo is the point of contact to assist the first responders, cooperating agencies and line departments. The roles and responsibilities of LO are as follows.

1. Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations;
2. Carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Governments;
3. Monitor Operations to identify current or potential inter-agency problems;
4. Participate in planning meetings and provide information on response by participating agencies;
5. Ask for personnel support if required;
6. Keep the IC informed about arrivals of all the Government and Non Government agencies and their resources;
7. Help in organising briefing sessions of all Government and Non Governmental agencies with the IC;
8. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
9. Perform such other duties as assigned by IC;

### **SAFETY OFFICER (SO)-ROLES & RESPONSIBILITIES:**

The SOs function is to develop and recommend measures for ensuring safety of personnel, and to assess and/or anticipate hazardous and unsafe situation. The SO is authorised to stop or prevent unsafe acts. SO also give general advice on safety of affected communities. The roles and responsibilities of SO are as follows.

1. Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations review it regularly;
2. Ask for assistants and assign for preparation as required;
3. Participate in planning meetings for preparation of IAP;

4. Review the IAP for safety implications;
5. Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities;
6. Review and approve the site safety plan, as and when required;
7. Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
8. Perform such other duties as assigned by IC.

### **INCIDENT RESPONSE TEAM:**

The incident Response Team (IRT) is a team comprising of positions like incident Commander (IC), Operations section Chief (OSC), Planning Section Chief (PSC) and Logistic and Finance Section Chief (L&FSC). It is headed by Incident Commander (IC). The OSC helps to prepare different tactical operations as required. The PSC helps in obtaining different information's and preparing plans as required. The L&FSC assesses the availability and requirement of resources and takes action for obtaining them.

IRTs will function at State, District, Sub-Division and the Tehsil/Block levels. These teams will respond to all natural and man-made disasters.

The lowest administrative unit (Sub-Division, Tehsil or Block) will be the first responder as the case may be. If the incident becomes complex and is beyond the control of local IRT, the higher level IRT will be informed and they will take over the response management. In such cases the lower level IRT will merge with higher level IRT.

When a lower level of IRT (e.g., Block/Tehsil) merges with a higher level (e.g., Sub-Division, District or State) the role of IC of lower level of IRT will change. When the Block level IRT merges with Sub- Division level IRT, IC of the Block level may play the role of Deputy IC or OSC or any other duty that the IC of higher authority assigns. This process will be applicable at all levels.

The notified District Level Incident Response Team is at annexure-IV

### **OPERATIONS SECTION – ROLES & RESPONSIBILITIES**

The Operation Section (OS) deals with all types of field level tactical operations directly applicable to the management of an incident. This section is headed by an Operation Section chief (OSC) and selection of OSC will however depend on the type and kind of Division and Groups which assist the Operation Section Chief (OSC) / Incident Commander (IC) in the execution of the field operations.



The OSC will report to the IC. He will be responsible for activation, deployment and expansion of his Section as per Incident Action Plan (IAP). As the operational activities increase and because of geographical reasons, the OSC will introduce or activate and expand the Branch into Divisions for proper span of control and effective supervision.

At state level IRT, Principal Secretary/ Senior most Secretary, Home Dept. and at district level IRT, Superintendent of Police (SP) will be the Operation Section Chief (OSC).

### **OPERATIONS SECTION CHIEF (OSC) – ROLES & RESPONSIBILITIES**

1. Coordinate with the activated Section Chiefs, i.e. Planning Section Chief, Logistic section Chief
2. Manage all field operations for the accomplishment of the incident objectives;
3. Ensure the overall safety of personnel involved in the OS and the affected communities;
4. Deploy, activate, expand and supervise organisational elements (Branch, Division, Group, etc.) in his Section in consultation with Incident Commander (IC) and in accordance with the Incident Action Plan (IAP);
5. Request IC for providing a Deputy OSC for assistance, if required;
6. Brief the personnel in Operation Section at the beginning of each operational period, which should not be more than 24 hrs;
7. Ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
8. Prepare Section Operational Plan in accordance with the IAP; if required;
9. Suggest expedient changes in the IAP to the IC;
10. Consult the IC from time-to-time and keep him fully briefed;
11. Determine the need for additional resources and place demands accordingly and ensure their arrival;
12. Ensure record of various activities performed
13. Perform such other duties as assigned by RO/IC.

### **STAGING AREA (SA)**

The SA is an area where resources are collected and kept ready for deployment for field operations. These may include things like food, vehicles and other materials and equipment.

The SA will be established at a suitable area near the affected site for immediate, effective and quick deployment of resources.

More than one SA may be established if required. If resources are mobilised at other locations to be ultimately despatched to the affected areas, these locations are also known as SAs. The overall in-charge of the SA is known as Staging Area Manager (SAM) and he needs to work in close liaison with both the LS and PS through the OSC.

At state level IRT, Commissioner & Spl. Secretary PWD (Road) and at district level IRT, District Transport Officer (DTO) will be the Staging Area Manager (SAM).

## **STAGING AREA MANAGER (SAM) – ROLES & RESPONSIBILITIES**

1. Establish the SA with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc.;
2. Organise storage and despatch of resources received and despatch it as per Incident Action Plan (IAP);
3. Report all receipts and despatches to Operation Section Chief (OSC) and maintain their records;
4. Manage all activities of the Staging Area;
5. Utilise all perishable supplies expeditiously;
6. Establish check-in function as appropriate;
7. Request maintenance and repair of equipment at Staging Area, as needed;
8. Ensure that communications are established with the Incident Command Post and other required locations e.g., different SAs, Incident Base, Camp, Relief Camp etc.;
9. Maintain and provide resource status to Planning Section and Logistic Section;
10. Demobilise Staging Area in accordance with the Demobilisation Plan
11. Maintain record of various activities performed to Sections concerned; and
12. Perform any other duties as assigned by O
13. SC.

## **RESCUE & RESPONSE BRANCH**

Response Branch is the main responder in the field dealing with the situation and performing various functions. Depending on the scale of disaster, the RBD may have to expand the number of Groups which in turn may require creation of Division. This structure is meant for close supervision by the OSC in the management of a large incident.

The ideal span for supervision is 1:5, i.e., one Branch Director can supervise up to five Divisions, one Division Supervisor can supervise up to five Groups and one Group-in-charge can supervise five teams More Branches, Divisions, Groups may be formed as required.

In case of Natural Disaster at state level, Director, Fire & ES and at district level, Senior Station Officer, Fire & ES will be the Rescue & Response Branch Director (RBD).

In case of Epidemic & Health Hazard at state level, Director, Health & FW Dept. and at district level, Joint Director, Health & FW Dept. will be the Rescue & Response Branch Director (RBD).

In case of Manmade Disaster at state level, Addl. Director General of Police (ADGP), Law & Order and at district level, Superintendent of Police will be the Rescue & Response Branch Director (RBD).

### **RESCUE & RESPONSE BRANCH DIRECTOR (RBD) – ROLES & RESPONSIBILITIES**

1. Work under the supervision of the Operation Section Chief (OSC) and is responsible for the implementation of Incident Action Plan (IAP) as per the assigned role;
2. Attend planning meetings as required by the OSC;
3. Review Assignment Lists for Divisions or Groups under his Branch;
4. Assign specific tasks to Division and Groups-in-Charge;
5. Supervise Branch functions;
6. Resolve conflicts reported by subordinates;
7. Report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.
8. Provide Single Resource, Strike Team and Task Force Support to various operational areas;
9. Ensure that all team leaders maintain record of various activities performed relating to their field Operations and send to OSC, and
10. Perform any other duties assigned by the OSC.

### **DIVISION SUPERVISOR AND GROUPS-IN-CHARGE**

Except for the hierarchical difference, the roles and responsibilities of the Division Supervisors and the Groups-in-charge are the same.

Divisions are activated when there are supervisory requirements in an isolated and distant geographical area or for the purpose of a proper span of control when the number of functional Groups increases or for various specialized response. While Groups-in-charge are assigned to accomplish specific functions within the Branch, Divisions are created for effective supervision over a large number of Groups.

### **DIVISION SUPERVISOR AND GROUPS-IN-CHARGE – ROLES & RESPONSIBILITIES**

1. Implement Division or Group assignment list;
2. Assign resources within the Division or Group under them;
3. Report on the progress of Operations, and the status of resources within the Division or Group,
4. Circulate Organizational Assignment List (IRS Form-005) (Divisional/Group) to the leaders of the Group, Strike Team and Task Force;

5. Review assignments and incident activities with subordinates and assign tasks as per the situation;
6. Coordinate activities with adjacent Divisions or Groups, if required;
7. Submit situation and resource status to the RBD and the OSC;
8. Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC;
9. Resolve problems within the Division or Group;
10. Participate in the development of IAP for next operational period, if required;
11. Ensure that record of various activities performed (IRS Form-004) are collected and sent to the RBD/OSC.
12. Perform any other duties as assigned by the RBD/OSC.

### **SINGLE RESOURCE**

Single Resource includes both personnel and their required equipment to be deployed in a given incident, e.g., a fire tender with the required personnel, an ambulance with the required medical officer, paramedic and driver etc.

### **SINGLE RESOURCE LEADER – ROLES & RESPONSIBILITIES**

1. Take charge of necessary equipment and supplies;
2. Assess local weather and environmental conditions, law and order situation etc. in the assigned area and report to the in-charge;
3. Perform the assigned duty;
4. Keep contact with his supervisor; and
5. Perform any other duties that may be assigned by his supervisor.

### **STRIKE TEAM OR TASK FORCE**

A strike Team is a combination of same kind and type of Single Resource with a common communication facility and one leader.

A Task Force is a combination of different kinds and types of Single Resources. They are assembled for a particular tactical need, with a common communication facility and one leader.

A Strike Team may be needed when specific type of work, requiring specific expertise and resources are grouped under one leader.

### **STRIKE TEAM OR TASK FORCE LEADER – ROLES & RESPONSIBILITIES**

1. Review assignment with members of his team;
2. Report on work progress;

3. Coordinate activities with adjacent Single Resource, Strike Teams and Task Forces if assigned;
4. Establish and ensure communications;
5. Perform any other duties assigned; and
6. Maintain record of various activities.

### **TRANSPORTATION BRANCH (TB)**

The Transport Branch in the OS supports the response effort by transporting different resources, relief materials, personnel to the affected site and also transportation of victims if necessary.

Though there is a Ground Support Unit (GSU) in the LS which is responsible for providing all transportation and other related sources, the TB in the OS manages the actual deployment and utilisation of the transport at ground zero according to the needs of the IRT and the IAP.

All functional Groups (Road, Rail, Water and Air) of the TB are managed by the TBD. Since the air transportation is to be coordinated at the State and District levels, the TBD also needs to function in close coordination with RO, IC and NO for Air Operations. He will collect the details of all related flights from the concerned NO and organise the ground support requirement.

The TBD will also responsible for the activation and expansion of various functional Groups as per the IAP. At state level IRT, Commissioner, Transport and at district level IRT, District Transport Officer (DTO) will be Transport Branch Director (TBD).

### **TRANSPORTATION BRANCH DIRECTOR (TBD) – ROLES & RESPONSIBILITIES**

1. Activate and manage different Operations Groups like Road, Rail, Water and Air;
2. Coordinate with the LS for required resources, and activate Groups of his Branch;
3. Coordinate with railways, road transport, waterways and airport authorities for support as required;
4. Ensure that Organisational Assignment List (Divisional/Group) is circulated among the Group-in-charge(s) and other responders of his Branch.
5. Provide ground support to the air operations and ensure appropriate security arrangements;
6. Provide Road transport support to the Rail and Water Operations Group as required;
7. Ensure safety of all personnel of his Branch involved in the Incident Response activities;
8. Ensure that all units moving in the area are familiarised with route with the help of road maps or local guides;
9. Report to the Operation Section Chief (OSC) and Incident Commander (IC) about Progress of the TB.

10. Prepare transportation plan as per the Incident Action Plan (IAP), if required;
11. Determine the need for additional resources, their proper and full use and place demand accordingly in advance;
12. Resolve problems and conflicts, if any;
13. Ensure the maintenance of the status of hired resources, their full utilisation and timely release;
14. Ensure that the record of various activities performed by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned; and
15. Perform any other duties assigned by the Incident Commander (IC) or Operation Section Chief (OSC);

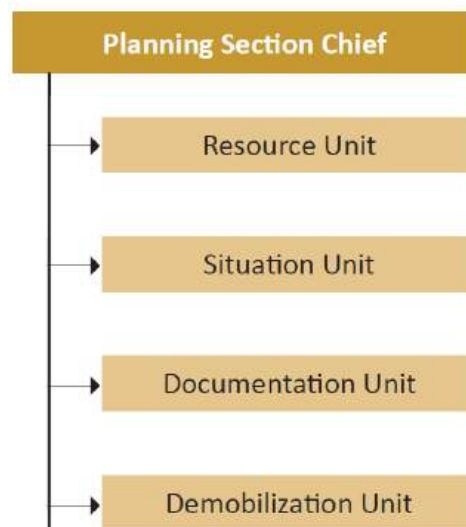
The TB may comprise four operational Groups such as Road, Rail, Water and Air. These groups may be activated as and when required.

Air Operations is an important transportation activity during disasters which requires coordination at the National, State and District level. For coordination of Air Operations, the Responsible Officer (RO) of the State will identify and designate a Nodal Officer (NO) for Air Operation.

**PLANNING SECTION**

Planning Section (PS) comprises Resource unit, situation Unit, Documentation unit and Demobilisation Unit (Ref the Figure). The Section is headed by a chief know as Planning Section Chief (PSC).

The Planning Section Chief (PSC) is responsible for collection evaluation, dissemination and use of information. It Keeps track of the developing scenario and status of the resources. In case of need, the PS may also have Technical Specialist for addressing the technical planning matters in the management of an incident. A list of such specialists will be kept available in the PS. The PSC reports to the Incident Commander (IC) and will be responsible for the activation of Units and deployment of personnel in his Section as per requirement.



**PLANNING SECTION CHIEF (PSC) – ROLES & RESPONSIBILITIES**

At state level IRT, CEO, ASDMA and at district level IRT, Addl. District commissioner (ADC), Development will be the Planning Section Chief (OSC).

The role & responsibilities of PSC are as follows:

1. Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC,
2. Ensure that decisions taken and directions issued in case of sudden disasters when the PS has not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
3. Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. The PS must have a databank of available resources with their locations from where it can be mobilised;
4. Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the operations by preparing the Incident Action Plan (IAP). The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives & organisation assignment list.

The major steps for preparing IAP are as follows—

1. Initial information and assessment of the damage and threat.
2. Assessment of resources required.
3. Formation of incident objectives and conducting strategy meetings.
4. Operations briefing.
5. Implementation of IAP.
6. Review of the IAP; and
7. Formulation of incident objectives for the next operational period, if required.
8. Ensure that Incident Status Summary is filled and incorporated in the IAP.
9. Ensure that Organisational Assignment List (Divisional/Group) is circulated among the Unit leaders and other responders of his Section.
10. Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the Incident Commander (IC) and Operation Section Chief (OSC).
11. Determine the need for any specialised resources for the incident management;
12. Utilise IT solutions for pro-active planning GIS for decision support and modelling capabilities for assessing and estimating casualties and for comprehensive response management plan.
13. Provide periodic projections on incident potential.
14. Report to the Incident Commander (IC) of any significant changes that take place in the incident status.
15. Compile and display incident status summary at the Incident Command Post (ICP).
16. Oversee preparation and implementation of Incident Demobilisation plan.

17. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain.
18. Ensure that record of various activities performed by members of Units are collected and maintained in the Unit Log
19. Perform any other duties assigned by IC.

### **SITUATION UNIT LEADER (SUL)**

At state level IRT, Project Manager (Response & Recovery), ASDMA and at district level IRT Project Officer DDMA will be the Situation Unit Leader.

Roles & Responsibilities of SUL—

1. Collect process and organise all incident information as soon as possible for analysis. For such purposes, he can take the help of members of the Single Resource, Task Forces, Strike Teams, field level Government officers and members of PRIs, CBOs. NGOs etc.
2. Prepare periodic future projections of the development of the incident along with maps (if required) and keep the Planning Section Chief (PSC) and Incident Commander (IC) informed.
3. Prepare situation and resource status reports and disseminate as required;
4. Provide authorised maps, photographic services to responders, if required;
5. Attend Incident Action Planning (IAP) Meeting with required information, data, documents and Survey of India map etc.;
6. Maintain record of various activities performed and send to section concerned and
7. Perform such other duties assigned by Planning Section Chief.

### **RESOURCE UNIT LEADER (RUL)**

At state level IRT, Project Officer (Response & Recovery), ASDMA and at district level IRT Project Officer DDMA will be the Resource Unit Leader.

**ROLES & RESPONSIBILITIES —**

1. Maintain and display the status of all assigned resources (Primary and Support) at the incident site by overseeing the check- in of all resources, and maintaining a resource status-keeping system. Primary resources are meant for responders and support resources are meant for affected communities.
2. Compile a complete inventory of all resources availability. RUL will also access information about availability of all required resources at other locations and prepare a



plan for their mobilisation, if required IDRN, CDRN and IDKN facilities will also be used for this purpose.

3. Ensure and establish Check-in function at various incident locations;
4. Update the Planning Section Chief (PSC) and Incident Commander (IC) about the status of resources received and despatched from time to time;
5. Coordinate with the various activated Branches, Divisions and Groups of Operation Section (OS) for checking status and utilisation of allotted resources.
6. Ensure quick and proper utilisation of perishable resources.
7. Maintain record of various activities performed and send to Section concerned and
8. Perform any other duties assigned by Planning Section Chief.

#### **DOCUMENTATION UNIT LEADER (DUL)**

At state level IRT, Project Officer (Awareness), ASDMA and at district level IRT Field Officer, DDMA will be the Documentation Unit Leader.

#### **ROLES & RESPONSIBILITIES**

1. Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units.
2. Compile all information and reports related to the incident.
3. Review and scrutinise the records and various IRS form for accuracy and completeness.
4. Inform appropriate Units of errors or omissions in their documentation, if any and ensure that errors and omissions are rectified.
5. Store files properly for post-incident analysis.
6. Maintain records of various activities performed and send to Sections concerned, and
7. Perform any other duties as assigned by the Planning Section Chief (PSC).

## **DEMOBILISATION UNIT LEADER (DEMOB. UL)**

At state level IRT, Administrative Officer, ASDMA and at district level IRT Field Officer/ Technical Officer, DDMA will be the Demobilization Unit Leader.

### **ROLES & RESPONSIBILITIES—**

In the management of a large incident, demobilisation can be quite a complex activity and requires proper and separate planning. When the disaster response is nearing completion, the resources mobilised for response need to be returned. This should be done in a planned and phased manner.

Demobilisation requires organising transportation of both equipment and personnel to a large number of different places both near and far away. The Demobilization Unit will prepare the demobilisation plan in consultation with Responsible Officer (RO), Incident Commander (IC) and Planning Section Chief (PSC). The plan should include the details of the responders to be demobilised, the date, mode of transport, location from where they will be demobilised, the destination where they have to finally reach etc. There will be a similar plan for out.

## **LOGISTIC SECTION CHIEF (LSC) – ROLES & RESPONSIBILITIES**

The section is headed by a chief known as the Logistic Section Chief (LSC). The activation of various Branches of the Logistic Section is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component Logistic Section.

At state level, Principal Secretary or Senior most Secretary, Food & Civil Supply Dept. will be the Logistic & Finance Section Chief (L&FCS) and at district level, Addl. District commissioner, Nazarat will be the L&FSC.

The roles & responsibilities of LSC are follows: -

1. Coordinate with the activated Section Chiefs.
2. Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad etc.
3. Participate in the development and implementation of the Incident Action Plan (IAP).
4. Keep Responsible Officer (RO) and Incident Commander (IC) informed on related financial issues.
5. Ensure that Organisational Assignment list is circulated among the Branch Directors and others responders of his Section.
6. Request for sanction of Impress Fund, if required.
7. Supervise the activated Units under his Section.
8. Ensure the safety of the personal of his Section.
9. Assign work location and preliminary work tasks to Section Personnel.

10. Ensure that a plan is developed to meet the logistic requirement of the Incident Action Plan (IAP).
11. Anticipate over all logistic requirements for relief Operations and prepare accordingly.
12. Constantly review the Communication plan, Medical Plan and traffic plan to meet the changing requirements of the situation.
13. Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC.
14. Provide logistic support for the victims as approved by the RO and IC.
15. Ensure release of resources in conformity with the number of victims.
16. Ensure that the hiring of the requisitioned resources is properly documented and paid by the Finance Branch.
17. Assign appropriate personal keeping their capabilities for the tasks to be carried out and maintain on duty officer list.
18. Ensure that cost analysis of the total response activities is prepared.
19. Ensure that record of various activities performed by member of Branches and unites are collected and maintained in the Unit Log.
20. Perform any other duties as assigned by RO or IC.

### **SERVICE BRANCH DIRECTOR (SBD) – ROLES & RESPONSIBILITIES**

At state level IRT, Commissioner & Secretary, Health & Family Welfare Dept. and at district level EAC Rank Officer of Nazarat will be the Service Branch Director (SBD).

The roles & responsibilities of SBD are follows: -

1. Work under the supervisor of Logistic & Finance Section Chief (L&FSC), and manage all required services support for the incident management.
2. Manage and supervisor various Units of the branch like Communication Unit, Medical Unit, Flood Unit and any other activated Unit.
3. Discuss with activated Unit leaders for the materials and resources required and procure the same through L&FSC.
4. Ensure proper despatch of personnel, teams, resources etc. as per the Incident Action Plan (IAP).
5. Prepare an assignment list, if required.
6. Keep the L&FSC informed about the progress of service Branch, from time -to-time.
7. Resolve Service Branch problems, if any.
8. Maintain record of various activities performed and send to sections concerned, and
9. Perform any other duties assigned by the Incident Commander (IC) and Logistic & Finance Section Chief (L&FSC).

## **Communication Unit Leader (Com. UL) -Roles & Responsibilities**

At state level IRT, Superintendent of Police, Assam Police Radio Communication (APRO) and at district level In-charge, APRO will be the Communication Unit Leader.

The roles & responsibilities of SBD are follows: -

1. Work under the direction of the Service Branch leader/ Director.
2. Provide communications facility as and when required.
3. Ensure that all communication equipments available are in working condition and that the network is functional.
4. Supervise Communication Unit activities.
5. Maintain the records of all communications equipment deployed in the field.
6. Recover equipment provided by Communication Unit after the incident is over. Ensure that it is properly liked with the IDP.
7. Ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their record.
8. Prepare an alternative communication plan for execution in case of possible failure of the normal communications network. The alternative communications network may have wireless, satellite phones, cell phones, HAM radios, etc.
9. Prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) with the local communications set up for management of large-scale disasters when they come to assist in the response effort.
10. Ask for and ensure adequate staffing support.
11. Ensure that the communications plan is supporting the Incident Action Plan (IAP).
12. Demobilise communications Centre in accordance with the IDP.

## **Medical Unit Leader (MUL) Roles & Responsibilities**

At state level IRT, Director, Health & Family Welfare Dept. and at district level CM & HO, Health & Family Welfare Dept. will be the Medical Unit Leader.

The roles & responsibilities of MUL are follows: -

1. Work under the direction of the Service Branch Director (SBD).
2. Prepare the Medical Plan and procurement of required resources as per Incident Action Plan (IAP), provide medical aid and ambulance for transportation of victims and maintain the records of the same, as given in IRS of the area from the PS for the ambulance services, transportation of medical personnel and victims.

3. Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the Service Branch Director (SBD) and Logistic & Finance Section Chief (L&FSC).
4. Maintain the list of medical personnel who could be mobilised in times of need;
5. Requisition more human resources as and when required to meet the incident objectives;
6. Prepare and circulate list of referral service centres to all medical team leaders;
7. Maintain record of various activities performed and send to SBD and
8. Perform any other duties assigned by the SBD and L&FSC

### **Food Unit Leader (FUL) – Roles & Responsibilities**

At state level IRT, Director, Food & Civil Supply Dept. and at district level IRT Director, Food & Civil Supply Dept. will be the Food Unit Leader.

The roles & responsibilities of FUL are follows: -

1. Work under the direction of the Service Branch Director (SBD)
2. Supply resources to various activities Sections, Branches, Unit and Groups of IRT as direction of the SBD.
3. Supply food to: a) Personal of IRT(s) at ICP, Camps, Incident Base, SA, etc. and b) Victims at the temporary shelters, relief camps etc.;
4. Request for assistants if the task becomes very large. The full may request the L & FSC to spilt the unit into two groups- one to supply food for personal and another for victims. Requisition transport for supply of food to incident base, relief camps and other facilities;
5. Determine food and drinking water requirements and their transportation, and brief the SBD and Logistic & Finance Section Chief (L& FSC);
6. Maintain an inventory of receipt and despatch of resources;
7. Supervise the Unit activities;
8. Maintain record of various activities performed and send to SBD; and
9. Perform any other duties assigned by the SDB and L&FSC.

## **SUPPORT BRANCH DIRECTOR (SUP. BD) – ROLES & RESPONSIBILITIES**

At state level IRT, Commissioner & Spl. Secretary, PWD (Building) Dept. and at district level IRT, SDO-Sadar or equivalent rank officer will be the Support Branch Director (Sup BD).

The roles & responsibilities of Sup. BD are follows: -

1. Work under the supervision of Logistic & Finance Section Chief (L&FSC), and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit;
2. Procure and despatch required tactical materials and resources for Operations with the concurrence of the Section Chief.
3. Participate in the planning meeting of the Logistic & Finance Section (L&FS).
4. Ensure that organisation assignment list concerning the Branch is circulated to Units under him.
5. Coordinate various activities of the Support Branch.
6. Keep the L&FSC informed about the progress of work.
7. Resolve problems within his unit, if any.
8. Maintain record of various activities performed and send to Section Concerned.
9. Perform any other duties as assigned by L&FSC.

## **Resource Provisioning Unit Ledged (RPUL)- Roles & Responsibilities**

At state level IRT, Chief Engineer, PWD (Road) Dept. and at district level IRT, Executive Engineer, PWD (Road) Dept. will be the Resource Provisioning Unit Leader (RPUL).

The roles & responsibilities of RPUL are as follows: -

1. Work under the supervision of Support Branch Director (Sup. BD);
2. Organise movement of personnel equipment and supplies
3. Receive and store safely all supplies required for the incident response;
4. Maintain the inventory of supplies and equipment,
5. Maintain the records of receipt and despatch of supplies including equipment and personnel;
6. organise repair and servicing of non- expendable supplies and equipment;

## **Facilities Unit Leader (Fac. UL) Roles & Responsibilities**

At state level IRT, Chief Engineer, PWD (Building) Dept. and at district level IRT, Executive Engineer, PWD (Building) Dept. will be the Facilities Unit Leader (Fac. UL).

The roles & responsibilities of Fac. UL are as follows: -

1. Prepare the layout and activation of incident facilities, e.g.; Incident Base, Comp(s), Relief Camp (s), ICP etc. and provide basic amenities to the responders.
2. Report to the Support Branch Director (Sup. BD).
3. Locate the different facilities as per the IAP;
4. Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the L&FSC;
5. Ask for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc.
6. Maintain record of various activities performed and send to Sup. BD and
7. Perform such other duties as assigned by the Sup. BD.

### **Ground Support Unit Leader (GSUL)- Roles & Responsibilities**

At state level IRT, Chief Engineer, Public Health Engineering (PHE) Dept. and at district level IRT, Executive Engineer, Public Health Engineering (PHE) Dept. will be the Ground Support Unit Leader (GSUL).

The roles & responsibilities of GSUL are as follows: -

1. Work under the supervision of the Support Branch Director (Sup. BD).
2. Provide transportation services for field operations to Transport Branch Director (TBD).
3. In case Air Operations are activated, organise and provide required ground support through TBD.
4. Provide maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and Logistic & Finance Section Chief (L & FSC).
5. Develop and implement the Incident Traffic Plan.
6. Inform Resources Unit about the availability and serviceability of all vehicles and equipment.
7. Arrange for and activate fuelling requirements for all transport including Aircrafts in consultation with the Sup. BD.
8. Maintain inventory of assigned, available and off road or out of service resources.
9. Ensure safety measures within his jurisdiction.
10. Maintain record of various activities performed and send to the Sup. BD and
11. Perform any other duties as assigned by the Sup. BD.

### **FINANCE BRANCH DIRECTOR (FBD) - ROLES & RESPONSIBILITIES**

The FB is responsible for managing all financial aspects of response management. The FB has been kept under the L & FS for quick and effective procurement. Due diligence is very important

in all financial transactions and proper procedure needs to be followed. Special precautions will be taken in selecting knowledgeable and experienced personnel conversant with the financial rules for functioning in this Branch.

At state level IRT, Commissioner & Secretary, Finance (ECII) Dept. and at district level IRT, SDO-Sadar or EAC Rank Officer will be the Finance Branch Director (FBD).

**The roles and responsibilities of the Finance Branch Director (FBD) are as Follows:**

1. Work under the Logistic & Finance Section Chief (L & FSC).
2. Attend planning meetings.
3. Prepare a list of resources to be mobilised, procured or hired in accordance with the IAP. Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay.
4. Ensure that time records of hired equipment, personal and their services are accurately maintained as per Government norms for payment.
5. Examine and scrutinise cost involved in the entire response activity including the demobilisation, analysis the cost effectiveness and keep the L & FSC informed.
6. Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD.
7. Brief the L & FSC or Incident Commander (IC) on all incident related financial issues needing attention or follow-up.
8. Maintain record of various activities performed and send to Section concerned; and
9. Perform any other duties as assigned by the L & FSC or IC.

### **Time Unit Leader (TUL) Roles & Responsibilities**

At state level IRT, Deputy Secretary, Finance (ECII) Dept. and at district level IRT, Nazir will be the Time Unit Leader (TUL).

**The roles and responsibilities of the Time Unit Leader (TUL) are as Follows:**

1. Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basic and according to government norms;
2. Examine logs of all hired equipment and personnel with regard to their optimal utilisation;
3. Ensure that all records are correct and complete prior to demobilisation of hired resources;
4. Brief the FBD on current problems with recommendations on outstanding issues, and any follow-up required;



5. Ask for additional support of human resources for assistance, if required;
6. Maintain record of the activities performed and send to Finance Branch Director (FBD) and
7. Perform any other duties assigned by the FBD.

### **Compensation / Claims Unit Leader (Com / CUL)**

DM Act 2005, Section 65 and 66 provides for payment of compensation. Payments are also to be made for requisitioned premises, hired services, resources and vehicles for the purpose of disaster response and rescue operations etc. The Government may also decide to make ex-gratia payments depending upon the magnitude and quantum of damage.

There are some benchmarks for quantifying the level of loss different scenarios like flood, drought, etc. While some states may have their own norms for such purposes the Govt has also laid down the CRF Norms which should be followed. If the incident is such that there may be a requirement of making payments concerning compensations and claims, the IC in consultation with the RO will activate a Compensation / Claims Unit and appoint a leader to collect and compile figures of loss of life and property etc. as provided by the relevant Government norms and directions of CRF norms. The leader in such cases should be advised to get photographs taken of the damages that may have occurred and even get the photographs of the dead victims and animals. He will also compile details of premises requisitioned services and resources hired for which payments have to be made. These details should be sent to RO through IC for further necessary orders and payments. At state level IRT, Deputy Secretary, Finance (ECII) Dept. and at district level IRT, Branch Officer, Relief Branch will be the Compensation & Claims Unit Leader (Com / CUL).

#### **The roles and responsibilities of Com. & CUL are as follows:**

1. Collect all cost data and provide cost estimates;
2. Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct data and time of such requisition.
3. Follow appropriate procedures for preparation of claims and compensation.
4. Requisition additional human resources, if required.
5. Maintain record of various activities performed and send to Finance Branch Director (FBD) and
6. Perform any other duties as assigned by the FBD.

### **Procurement Unit Leader (PUL) Roles & Responsibilities**

At state level IRT, Director, Finance Dept. and at district level IRT, Finance & Accounts Officer (FAO) will be the Procurement Unit Leader (PUL).

The roles and responsibilities of Procurement Unit Leader (PUL) are as follows:

1. Attend to all financial matters pertaining to vendors and contracts;

2. Review procurement needs in consultation with the Finance Branch Director (FBD).
3. Prepare a list of vendors from whom procurement can be done and follow proper procedures.
4. Ensure all procurements ordered are delivered on time.
5. Coordinate with the FBD for use of imp rest funds, as required.
6. Complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, Logistic & Finance Section Chief (L&FSC) and Incident Commander (IC).
7. Brief FBD on current problems with recommendations on outstanding issues and follow-up requirements.
8. Maintain record of activities performed and send to FBD and
9. Perform any other duties as assigned by the FBD.

### **Cost Unit Leader (CUL)- Roles & Responsibilities**

The CUL is responsible for collecting all cost data, and providing cost estimates. At the end of the response the CUL provides cost effectiveness analysis. The roles and responsibilities of CUL are as follows.

At state level IRT, Director, Finance Dept. and at district level IRT, Branch Officer, Relief Branch will be the Cost Unit Leader (CUL).

The roles and responsibilities of Cost Unit Leader (CUL) are as follows:

1. Develop incident cost summaries in consultation with the Finance Branch Director (FBD) on the basis of Cost Analysis Report.
2. Make cost-saving recommendation to the FBD.
3. Complete all records relating to financial matters prior to demobilisation.
4. Maintain record of various activities performed and send to FBD and
5. Perform any other duties as assigned by the FBD.

### **Line Department Response Plan:**

Sl. No.	Name of the Department	Action to be taken	Responsible person
1.	Health	1. Alert sub-ordinate officers and staff for emergency on receipt of warning.	Joint Director Health & Family Welfare Service.

		<ol style="list-style-type: none"> <li>2. Check vehicles, equipment, stores etc. and draw up tentative programme of action.</li> <li>3. Immediately visit the affected areas along with one medical relief team.</li> <li>4. Start measures for health relief in an institution located conveniently in the affected area.</li> <li>5. Make immediate arrangements to open additional camp dispensaries, if necessary.</li> <li>6. Utilize the services of Red Cross and other VOs.</li> <li>7. Frequently visit the affected areas and ensure effectiveness of health measures.</li> <li>8. Decide immediately on isolation of certain patients if necessary and arrange for isolation wards.</li> <li>9. Strengthening of drug supply system with powers for local purchase during LO.</li> <li>10. Situational assessment and reviewing the status of response mechanisms in known vulnerable pockets.</li> <li>11. Ensure adequate availability of personnel in disaster sites.</li> <li>12. Review and update precautionary measures &amp; procedures and apprise the personnel who will be implementing those.</li> <li>13. Disinfections of water bodies and drinking water sources.</li> <li>14. Immunization against infectious diseases.</li> <li>15. Ensure continuous flow of information.</li> </ol>	
16.	Water Resource	<ol style="list-style-type: none"> <li>1. Start vigorous patrolling along embankments, dykes and other flood protection structures as soon</li> </ol>	Executive Engineer, Water Resource

		<p>as the river reaches one metre of the danger level.</p> <ol style="list-style-type: none"> <li>2. Dissemination of flood warning.</li> <li>3. Ensure accurate dissemination of warning messages to District Administration, Project Officer (ASDMA), Circle Officers, GP officials &amp; BDO's with details of flow &amp; likely damage.</li> <li>4. Examine physical conditions of the embankments, dykes and ensure any leakage, seepage are promptly attended to.</li> <li>5. Take protective measures without loss of time in case of any sign of breach.</li> <li>6. Digging of link drains and other drains to drain outstanding floodwater after floodwater recedes.</li> </ol>	
7.	PHED	<ol style="list-style-type: none"> <li>1. Alert sub-ordinate officers and staff for emergency on receipt of warning.</li> <li>2. Check vehicles, equipment, stores etc. and draw up tentative programme of action.</li> <li>3. Visit the affected areas immediately along with team and start water supply measures.</li> <li>4. Disinfections and continuous monitoring of water bodies.</li> <li>5. Ensuring provision of water to hospitals and other vital installations.</li> <li>6. Carrying out emergency repairs of damaged water supply systems.</li> <li>7. Arrangement and distribution of emergency tool kits for equipments required for dismantling and assembling tube wells, etc.</li> </ol>	Executive Engineer, PHED
8.	Police	<ol style="list-style-type: none"> <li>1. Traffic management and patrolling of all highways and other access roads to disaster sites.</li> <li>2. Making sure that discipline is maintained.</li> </ol>	Superintendent of Police

		<ol style="list-style-type: none"> <li>3. Assistance to district administration for taking necessary action against hoarders, black marketers and those found manipulating relief material.</li> <li>4. Coordinate search, rescue and evacuation operations in coordination with the administration and Emergency traffic management.</li> <li>5. Maintenance of law and order in the affected areas.</li> <li>6. Security arrangements for relief materials in transit and in camps etc.</li> <li>7. Provision of security in transit camps/feeding centres/relief camps/cattle camps/ cooperative food stores and distribution centres.</li> <li>8. Safeguarding the belongings of evacuees.</li> <li>9. FIR of the disaster, the damages and the death cases.</li> <li>10. Assisting in collection of damage statistics of private properties and distribution of assistance such as grants or subsidies.</li> </ol>	
11.	FSC&CA	<ol style="list-style-type: none"> <li>1. Management of procurement.</li> <li>2. Management of material movement.</li> <li>3. Inventory management</li> </ol>	Deputy Director, FCS&CA
4.	Agriculture	<ol style="list-style-type: none"> <li>1. Alert all sub-ordinate officers and staff on receipt of warning.</li> <li>2. Arrange distribution of agricultural inputs in consultation with the district administration.</li> <li>3. Render technical guidance to the needy cultivators for salvage and protection of surviving crops and raising of such varieties of crops as may be suitable during the season or in the next crop season.</li> <li>4. Arrange for spraying of pesticides wherever necessary.</li> <li>5. Constantly visit the affected areas to ensure effectiveness of agricultural relief and rehabilitation measures.</li> <li>6. Management of control activities following crop damage, pest</li> </ol>	District Agricultural Officer

		<p>infection and crop disease to minimise losses.</p> <p>7. Collection, laboratory testing and analysis of viruses to ensure their control and eradication.</p> <p>8. Pre-positioning of seeds and other agro inputs in strategic points so that stocks are readily available to replace damage caused by natural calamities.</p> <p>9. Rapid assessment of the extent of damage to soil, crop, plantation, irrigation systems, drainage, embankment, other water bodies and storage facilities and the requirements to salvage, re-plant, or to compensate and report the same for ensuring early supply of seeds and other agro inputs necessary for re-initiating agricultural activities where crops have been damaged.</p> <p>10. Establishment of public information centres with appropriate and modern means of communication, to assist farmers in providing information regarding insurance, compensation, repair of agro equipments and restarting of agricultural activities at the earliest.</p>	
11.	Social Welfare	<p>1. Alert personnel on receipt of warning and kept constant touch with the district administration.</p> <p>2. Ensure that orphans, infirm and destitute accommodated in the relief/ evacuation centres are properly taken care of.</p> <p>3. Shift the destitute-to-destitute homes wherever necessary.</p> <p>4. Arrange for milk powder, baby food etc. as per nutrition programme.</p>	District Social Welfare Officer
5.	Telecommunication	<p>1. The Telecom District Manager shall make sincere efforts to restore telecommunication services in the affected areas immediately, so that there is no communication gap and he shall put all his available</p>	EE/SDE, BSNL

		manpower and machinery to use for restoration of communication services without delay.	
2.	Town & Country Planning	1. Town & Country Planning is required to have the list of all his officials working at different levels at different sites of the town/city and Nagar Parishad/Nagar Panchayat should be in a position to mobilize all its manpower along with material at shortest possible time period. Apart from performance of its traditional functions, the department would help the district administration during the period of crises.	Deputy Director, Town & Country Planning
2.	PWD (Roads & Building)	1. Restoration of communication is of utmost importance in such an eventuality and Executive Engineer is required to be well equipped with emergency plan in the event of disaster taking place. He should have complete information with regard to manpower, machinery and materials at all the places in the district, at his disposal and priority shall be given to re-open the blocked/closed roads and to provide the manpower in case of exigency. Govt. buildings/ Communicable roads should be inspected and necessary repairs to be got executed following standing hazards affected.	Executive Engineer, PWD Roads & Building
2.	Electricity	<ol style="list-style-type: none"> <li>1. Disconnect electricity after receipt of warning.</li> <li>2. Attend sites of electrical accidents and assist in undertaking damage assessment.</li> <li>3. Stand-by arrangements to ensure temporary electricity supply.</li> <li>4. Inspection and repair of high-tension lines /substations/transformers/poles etc.</li> <li>5. Ensure the public and other agencies are safeguarded from any hazards,</li> </ol>	EE, ASEB (APDCL)

		which may have occurred because of damage to electricity distribution systems.	
6.	Transport	<ol style="list-style-type: none"> <li>1. Provision of personal support services e.g., counseling.</li> <li>2. Supporting the administration in development of storage and in playing a key role and in the coordination of management and distribution of relief and rehabilitation Materials.</li> <li>3. Supportive role in reconstruction and recovery activities.</li> </ol>	District Transport Officer
4.	Fire & Emergency Service & State Disaster Response Force	<ol style="list-style-type: none"> <li>1. Respond to any incident as soon as received the information.</li> <li>2. Rescue of persons trapped in burning, collapsed or damaged buildings, damaged vehicles, including motor vehicles, trains and aircrafts, industries, boilers and pressure vessels, trenches and tunnels.</li> <li>3. Control of fires and minimising damages due to explosions.</li> <li>4. Control of other dangerous or hazardous situations such as oil, gas and hazardous materials spill.</li> <li>5. Protection of property and the environment from fire damage.</li> <li>6. Support to other agencies in the response to emergencies.</li> <li>7. Investigation into the causes of fire and assist in damage assessment.</li> <li>8. Keep close contact with the District Emergency Operation Centre.</li> </ol>	<ol style="list-style-type: none"> <li>1. Station Officers, Bajali, Pathsala</li> </ol>
2.	Home Guard & Army	<ol style="list-style-type: none"> <li>1. Act as Support agency for provision of first aid, search and rescue services to other emergency service agencies and the public.</li> <li>2. Act as support agency for movement of relief.</li> <li>3. Triage of casualties and provision of first aid and treatment.</li> <li>4. Work in co-ordination with medical assistance team.</li> </ol>	Commandant SSB & Rangia Army Camp & Home guard



		5. Help the Police for traffic management and law and order	
6.	P&RD	<ol style="list-style-type: none"> <li>1. Clearing of roads and establish connectivity. Restore roads, bridges and where necessary make alternate arrangements to open the roads to traffic at the earliest.</li> <li>2. Mobilisation of community assistance for clearing blocked roads.</li> <li>3. Facilitate movement of heavy vehicles carrying equipments and materials.</li> <li>4. Identification and notification of alternative routes to strategic locations.</li> <li>5. Filling of ditches, disposal of debris, and cutting of uprooted trees along the road.</li> <li>6. Arrangement of emergency tool kit for every section at the divisional levels for activities like clearance (power saws), debris clearance (fork lifter) and other tools for repair and maintenance of all disaster response equipments.</li> </ol>	Project Director, DRDA
7.	PRI	<ol style="list-style-type: none"> <li>1. Assist in road clearance.</li> <li>2. Assist in the assessment of the inmates of the relief camp</li> <li>3. Assist in the distribution of relief materials to the victims</li> <li>4. Provision of tree cutting equipments.</li> <li>5. Provision of building materials such as bamboos etc for construction of shelters.</li> </ol>	CEO & Chairperson Zila Parishad and BDOs.
6.	DIPRO	<ol style="list-style-type: none"> <li>1. Alert the staff for floods on receipt of warning and maintain close contact with the district administration.</li> <li>2. Check for personnel and equipment and arrange publicity through available means regarding flood</li> </ol>	District Information & Public Relation Officer

		<p>warning and instructions for evacuation etc. if necessary.</p> <ol style="list-style-type: none"> <li>3. Immediately visit the disaster affected areas and ascertain publicity requirements.</li> <li>4. Deploy fully equipped publicity units in the affected areas.</li> <li>5. Install PA systems in the evacuation/relief centres as may be required by the district administration.</li> <li>6. Issue press messages by all available means timely and regularly to the AIR, newspapers etc.</li> <li>7. Setting up of a control room to provide authentic information to public regarding impending emergencies.</li> <li>8. Arrange for photography and news reel coverage of disaster situation wherever necessary.</li> </ol>	
9.	AH & Vety.	<ol style="list-style-type: none"> <li>1. Alert the subordinate Officers and field staff on receipt of warning.</li> <li>2. Check and arrange personnel, stores, equipment, vehicles etc. and draw up tentative programme of emergency relief works.</li> <li>3. Visit the flood affected areas immediately with a veterinary relief team and start relief measures.</li> <li>4. Arrange with the help of district administration shifting of livestock to suitable high grounds.</li> <li>5. Open additional first aid centres and camps, dispensaries if necessary.</li> <li>6. Constantly visit the flood-affected areas and ensure effectiveness of the measures taken.</li> </ol>	District AH& Vety. Officer
7.	Education	<ol style="list-style-type: none"> <li>1. Ensure that the identified schools &amp; collages can be used as relief camp.</li> <li>2. School authorities will help the relief inmates in every possible way in consultation with the Circle Officers.</li> </ol>	Inspector of School & District Elementary Education Officer.

		3. Alternative learning place for the students will ensure if the relief camp stays for long period.	
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## CHAPTER VIII

### Department wise Recovery and Reconstruction Plan

Sl. No.	Name of the Department	Action to be taken	Responsible person
1.	Health	<ol style="list-style-type: none"><li>1. Continuation of disease surveillance and monitoring.</li><li>2. Continuation of treatment, monitoring and other epidemic control activities till the situation are brought under control and the epidemic eradicated.</li><li>3. Trauma counselling.</li><li>4. Treatment and socio-medical rehabilitation of injured or disabled persons.</li><li>5. Immunisation and nutritional surveillance.</li><li>6. Long term plans to progressively reduce various factors that contribute to high level of vulnerability to diseases of population affected by disasters.</li><li>7. Restore equipment and stores.</li><li>8. Repair or replace damaged equipments.</li><li>9. Arrange for disposal of unutilized medicines and disinfectants.</li></ol>	Joint Director Health & Family Welfare Service.
10.	Water Resource	<ol style="list-style-type: none"><li>1. Assess the damaged embankments.</li><li>2. Prepare DPR for reconstruction of the damaged embankments.</li><li>3. Ensure to repair/construct damaged embankments before the next flood season.</li></ol>	Executive Engineer, Water Resource
4.	PHED	<ol style="list-style-type: none"><li>1. Damage assessment of the water supply source</li></ol>	Executive Engineer, PHED

		2. Ensure the repair & reconstruction of the water supply sources	
3.	Agriculture	<ol style="list-style-type: none"> <li>1. Arrange for early payment of compensation and crop insurance dues.</li> <li>2. Facilitate provision of seeds and other agro inputs.</li> <li>3. Promotion of drought and flood tolerant seed varieties.</li> <li>4. Review with the community, the identified vulnerabilities and risks for crops, specific species, areas, which are vulnerable to repetitive floods, droughts, other natural hazards, water logging, increase in salinity, pest attacks etc. and draw up alternative cropping plans to minimise impacts to various risks.</li> <li>5. Facilitate sanctioning of soft loans for farm implements.</li> <li>6. Establishment of a larger network of soil and water testing laboratories.</li> <li>7. Establishment of pests and disease monitoring system.</li> <li>8. Training in alternative cropping techniques, mixed cropping and other agricultural practices that will minimize crop losses during future disasters.</li> </ol>	District Agricultural Officer
9.	Telecommunication	1. Restore & reconstruction of the damaged	EE/SDE, BSNL
2.	PWD (Roads & Building)	<ol style="list-style-type: none"> <li>1. Damage assessment of the infrastructure like roads, buildings etc.</li> <li>2. Prepare DPR for repairing/reconstruction of the damaged infrastructure.</li> </ol>	Executive Engineer
3.	Electricity	1. Restore & reconstruction of the damaged	EE, ASEB (APDCL)
2.	P&RD	1. Strengthening and restoration of infrastructure with an objective to	Project Director, DRDA

		<p>eliminate the factor(s), which caused the damage.</p> <ol style="list-style-type: none"> <li>2. Review and documentation.</li> <li>3. Sharing of experiences and lessons learnt.</li> <li>4. Training to staff.</li> <li>5. Development of checklists and contingency plans.</li> </ol>	
6.	PRI	<ol style="list-style-type: none"> <li>1. Assist the BDOs in the damage assessment of the kutchra roads and also the Govt. schemes like MGNREGA, IAY etc.</li> </ol>	CEO & Chairperson Zila Parishad and BDOs.

## CHAPTER IX

### Financial Arrangement

At the district level, there is no fund provision to implement the DM Plan as of now. The financial provision for implementation of the Flood contingency plan, Bajali is as follows:

Sl. No.	Disaster Management Phase	Funding Source	Remarks
1.	Preparedness & Mitigation (Capacity Building)	ASDMA	
2.	Response & Relief	Revenue & Disaster Management Department	Every year by May/June, a fund is placed to the District commissioner and the Sub-Divisional Officer to face the probable disaster in that particular year as that is the period of starting of flood as well.
3.	Rehabilitation & Reconstruction	<ol style="list-style-type: none"> <li>1. Revenue &amp; Disaster Management Department</li> <li>2. Departmental Fund</li> </ol>	<ol style="list-style-type: none"> <li>1. Every department prepares the damage assessment report of the concerned department with Detail Project Report and placed in the District Disaster Management Authority, Bajali. After scrutiny and verification the</li> </ol>

			<p>proper proposals are recommended for the State Govt. for sanctioning and accordingly the sanction is given by Govt. under State Disaster Response Fund.</p> <p>2. Every department has also a departmental fund to for rehabilitation &amp; reconstruction purpose.</p>
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*Annexure I*

**LIST OF IMPORTANT CONTACT NUMBERS OF BAJALI DISTRICT**

**The Members of the DDMA, Bajali :**

<b>Sl No.</b>	<b>Members</b>	<b>Designation</b>	<b>Contact no.</b>
1	District Commissioner, Bajali.	Chairman	9864049559
3	Addl. District Commissioner, DM	CEO	8638971992
4	Superintendent Of Police, Bajali	Member	8011044489
5	Joint Director of Health Service, i/c Bajali	Member	9101558217
6	EE, P.W.D. Road Div., Pathsala	Member	9435028075
7	Ex. Eng., Water Resource Sub-Div. Bajali	Member	8638379267

**All Stakeholders of the District with Their Contact Details:**

<b>Sl. No.</b>	<b>Designation</b>	<b>Name</b>	<b>Contact No.</b>
1	District Commissioner	Mridul Kumar Das, ACS	9864445670
2	District Development Commissioner	Dr. Ashraful Amin, ACS	9435156722
3	The CEO, Zila Parishad, Bajali	Arup Pathak, ACS	7002917153
4	ADC & CEO, DDMA, Bajali	Pranjal Pratim Konwar, ACS	8638971992
5	ADC, Bajali	Pallavi Gogoi, ACS	9864055226

6	ADC, Bajali	Urmi Medhi, ACS	8011161815
7	Election Officer, Bajali	Hiya Medhi, ACS	8473803619
8	Assistant Commissioner	Samujjal Jyoti Gogoi, ACS	9101531009
9	Assistant Commissioner	Gaurav Shekhar Das, ACS	8876716238
10	Assistant Commissioner	Pinky Devnath, ACS	7896544180
11	Revenue Circle Officer, Bajali	Masum Yusuf Ahmed, ACS	8179229837
12	Revenue Circle Officer, Sarupeta	Sontush Kumar Nath, ALRS	6001997519
13	Revenue Circle Officer (A), Sarupeta	Ila Bania, ALRS	7896121522
14	BDO, Bajali	Chandan Bezbaruah, ALRS	9365084182
15	BDO, Bhawanipur	Dilip Das	8638770131
16	Joint Director Health Service, i/c Bajali	Dr. Paresh Das	7896932428/ 9101558217
17	EE PWD Road Division, Pathsala	Monirul Islam	9435028075
18	EE PWD (Building)	Dinesh Sharma Medhi	9678428636
19	EE Water Resource, Bajali	Kamaljit Gayan	8638379267
20	Asstt. EE, Water Resource Sub-Division, Bajali	Nibir Bhuyan	8812017707
21	EE, PHE, Bajali	Sandeep Paul	9864078380
22	AEE, PHE, Bajali	Nitul Talukdar	8638136185
23	EE Tihu Irrigation Division, Tihu	Biswajit Sarma	8133039032
24	EE Bhawanipur Irrigation Division, Bhawanipur	Biswajit Sarma	8133039032
25	AGM, APDCL, Bajali	Chandan Borah	7896717979
26	District Transport Officer, i/c Barpeta	Bapan Kalita	9435121951
27	Inspector of School (IS), i/c Bajali	Ratul Das	9957392702
28	District Elementary Education Officer (DEEO), i/c Bajali	Ratul Das	9957392702
29	District Agricultural Officer, Barpeta	Pradip Kr Das	9954263587
30	Sub-Divisional Agricultural Officer, Bajali	Bhumidhar Dutta	9101263808



31	District Veterinary Officer, Barpeta	Dr. Prabin Kr. Das	8638870596
32	Sub-Divisional Veterinary Officer, Bajali	Tapan KumarMedhi	9864414380
33	District Fishery Development Officer, Barpeta	Pabitra Kr Pathak	9864753080
34	Sub-Divisional Fishery Development Officer, Bajali	Bhaskar Talukdar	9613663354
34	DIPRO, Barpeta	Mayusakhi Dutta	9508841810
35	The Dist Social Welfare Officer, Bajali	Jyotikumar Das	9401821333
36	Fire Station Master, Pathsala	Bipul Saharia	98644 10418
37	Inspector SDRF, Bajali	Bipul Saharia	98644 10418

*Annexure-II*

**Contact Details of Police Department of Bajali**

SL NO.	DESIGNATION	PHONE NO.
01	Police Control Room	9394877990
02	Superintendent of Police, Bajali	8011044489
03	Addl. Superintendent of Police, (HQ), Bajali	7002785020
04	Addl. Superintendent of Police, (B), Bajali	
05	DSP (HQ), Bajali	6026901253
06	OC, Patacharkuchi PS (Monalisha Madhab Bhakta)	7002687716
07	OC, Pathsala PS (Anup Jyoti Patiri)	9365799244
08	IC Bhawanipur, OP (Bishnu Pr Bhuyan)	6000085828
09	IC, Sarupeta OP, (Kishor Kr Sarma)	9365242247
10	IC, Baghmara OP, (Anil Kr. Pathak)	9365100715
11	IC, Dhumarpathar OP,(Sabin Talukdar)	9957160704

**District Disaster Management Teams (DDMTs), Bajali:****Early Warning Team:**

Sl. No	Members	Department / Agency
1	ADC (DM), Bajali	Administration
2	SP, Bajali	Police
3	DPO, ASDMA	Disaster Management
4	EE, Water Res Dept., Bajali	Water Resources
5	DIPRO, Bajali	DIPRO
6	AE, Manas Sub-Division, CWC	CWC
7	Circle Officer, Sarupeta Revenue Circle	Revenue
8	Circle Officer, Bajali Revenue Circle	Revenue

**Search & Rescue Team:**

Sl. No	Members	Department / Agency
1	SP, Bajali	Police
5	Station Officer, Pathsala Fire Station	Fire
6	EE, PWD BPST Div, Pathsala	PWD (RR)
8	EE, PWD (Bldg), Bajali Division	PWD (Bldg)
10	Platoon Commander, Home Guards	Home Guards
11	Youth Coordinator, NYK	NYK
12	DDMA Volunteers	NGOs

**First Aid Team:**

Sl. No	Members	Department / Agency
1	Jt. Director of Health Services, Bajali	Medical
3	Platoon Commander, Home Guards	Civil Defence
4	District Social Welfare Officer, Bajali	Social Welfare
5	District Veterinary Officer, Barpeta	Veterinary
6	DDMA Volunteers	NGOs

**Shelter Management Team:**

Sl. No	Members	Department / Agency
1	Project Director, DRDA Bajali	DRDA

2	ADC (DM), Bajali	Revenue
3	Additional SP, Bajali	Police
7	Circle Officer, Sarupeta Revenue Circle	Revenue
8	Circle Officer, Bajali Revenue Circle	Revenue
13	District Transport Officer, Bajali	Transport
14	Inspector of Schools, Bajali	Schools
15	District Elementary Education Officer, Bajali	Schools
17	AGM, APDCL, Pathsala	Electricity
19	District Sports Officer, Barpeta	Sports & Youth Affairs

**Water & Sanitation Team:**

Sl. No	Members	Department / Agency
1	Project Director, DRDA Bajali	DRDA
2	EE, PHED, Bajali	Public Health
3	EE, Irrign., Tihu Division	Irrigation
5	EE, Irrign., Bhawanipur Division	Irrigation
10	Chairman, Pathsala MB	Municipalpty
11	Chairman, Patacharkuchi MB	Municipalpty

**Relief & Coordination Team:**

Sl. No	Members	Department / Agency
1	ADC (Relief), Bajali	Administration
2	SP, Bajali	Police
3	Deputy Director Supply, Bajali	F&CS
4	Circle Officer, Bajali Revenue Circle	Revenue
7	Circle Officer, Sarupeta Revenue Circle	Revenue

**Damage Assessment Team:**

Sl. No	Members	Department / Agency
1	ADC (DM), Bajali	Disaster Management
2	Project Director, DRDA Bajali	Development
4	Circle Officer, Bajali Revenue Circle	Revenue
7	Circle Officer, Sarupeta Revenue Circle	Revenue

**Trauma Counselling Team:**

Sl. No	Members	Department / Agency
1	Jt. Director of Health Services, Bajali	Medical
2	Medical & Relief Coordinator, Red Cross	Red Cross
3	District Social Welfare Officer, Bajali	Social Welfare
4	Superintendent, Pathsala Civil Hospital	Medical

**Carcass Disposal Team:**

Sl. No	Members	Department / Agency
1	SP, Bajali	Police
2	Chairman, Pathsala MB	Municipalpty
3	Chairman, Patacharkuchi MB	Municipalpty

**Patrolling Team:**

Sl. No	Members	Department / Agency
1	SP, Bajali	Police / VDP
2	Chairman, Pathsala MB	Municipality
3	Chairman, Patacharkuchi MB	Municipality
12	Circle Officer, Bajali Revenue Circle	Administration
13	Circle Officer, Sarupeta Revenue Circle	Administration

**Circle level task force (Bajali Revenue Circle):**

Sl. No	Name	Designation	Post	Contact No.
1	Masum Yusuf Ahmed, ACS	Revenue Circle Officer	Chairperson	8179229837
2	Sri Chandan Bezbaruah, ALRS	BDO, Bajali Development Block	Member	6000506668
3	Smti. Bhawani Pegu, ALRS	BDO, Bhawanipur Development Block	Member	7635988014
4	Sri Anupjyoti Patiri	OC, Patacharkuchi Police Station	Member	9365799244
5	Sri Manoranjan Konwar	OC, Sarthebari Police Station	Member	8135073114
6	Sri Nibir Bhuyan	AEE, Water Resource Department, Bajali	Member	8812017707
7	Sri Ajit Nath	AEE, Bajali District territorial Building Sub-Div. Pathsala	Member	6002735394
8	Md. Abdul Rahman Choudhury	AEE, Jania, Baghbar, Sarukhetri, Chenga territorial Building Sub-Div. Sarthebari	Member	7002854059
9	Sri Khanin Ch. Boro	EE, PWRD, Bhawanipur, Patacharkuchi and Sarukhetri T.R. Div.	Member	8761812237
10	Sri Manchum Deka	AEE, Patacharkuchi Sub Div. Irrigation, Patacharkuchi	Member	9864146423
11	Sri Deepmoni Das	AEE, Sarukhetri Sub Div. Irrigation, Sarukhetri	Member	8638902195

12	Sri Munin Thakuriya	SDAO, Pathsala Sub Division	Member	7002355249
13	Dr. Diganta Choudhury	SDM & HO, Pathsala	Member	9435123621
14	Dr. Balen Medhi	SDM & HO, Nagaon	Mamber	9435484409
15	Sri Pabitra Pathak	SDFDO, Bajali Sub Division	Member	9864753080
16	Dr. Kalyan Talukdar	Veterinary Officer, Patacharkuchi	Member	8638302275
17	Sri Ratul Kr. Das	DEEO cum Inspector of School, Barpeta	Member	9957392702
18	Sri Nitul Talukdar	AEE, Bajali PHE Sub-Div	Member	8638136185
19	Sri Sisir Bharali	AEE, Barpeta PHE Sub-Div	Member	8822172657
20	Sri Brajen Kalita	SDE, Pathsala Electrical Sub- Div	Member	8486557658
21	Sri Siddhart Chhetri	SDE, Tihu Electrical Sub-Div	Member	8011563043
22	Smti. Kanan Talukdar	i/c District Social Welfare Officer, Bajali	Member	9435019220
23	Sri Shankar Nath	Field Officer (DM), Bajali Revenue Circle	Member Secretary	8721925372

### **Circle level task Force (Sarupeta Revenue Circle):**

SI. No	Name	Designation	Post	Contact No.
1	Modira Begum	Circle Officer	Chairperson	9101338088
2	Jonali Rabha	Circle Officer (A)	Executive Member	9365551226
3	Dilip Das	BDO, Bhawanipur Development Block	Executive Member	8638770131
4	Nibir Bhuyan	SDO, Water Resource Department, Bajali	Member	8812017707
5	Kusumbar Bhuyan	JE, PWD (Building), Barpeta Sub Division	Member	9435202279
6	Pabitra Das	JE, PWD (Roads), Barpeta Sub Division	Member	9101854248
7	Bimal Kalita	EE, Irrigation, Pathsala Division	Member	9435547732
8	Munin Thakuria	SDAO, Pathsala Agriculture Sub Division	Member	7002355249
9	Pabitra Kumar Pathak	SDFDO, Pathsala	Member	9864753080
10	Pankaj Patgiri	JE, PHE, Pathsala Division	Member	9101116152

11	Dr. Devajit Choudhury	SDM&HO , Bhawanipur BPHC	Member	9435481496
12	Dr. Chakrapani Sarma	SDM&HO , Nityananda BPHC	Member	9435123902
13	Dr. Satish Medhi	VO, AH & Veterinary Deptt., Bhawanipur	Member	8473991011
14	Paresh Ch. Sarma	BEEO , Bhawanipur	Member	9678580568
15	Bina Rani Devi	CDPO, Bhawanipur ICDS	Member	9678995487
16	Kangkana Goswami	CDPO (i/c), Bajali ICDS	Member	7002693404
17	Brajen Kalita	SDE, Pathsala ESD, APDCL	Member	8486557658
18	Dipti Gogoi	i/c Sarupeta Police Outpost	Member	8761800897
19	Kripananda Kalita	Sub Officer, Fire & ES, Pathsala	Member	6002867268
20	Satyajit Das	Field Officer (DM), Sarupeta Rev. Circle	Member Secretary	8402065980

## FIELD VISIT

