

CHECK LIST FOR FLOOD PREPAREDNESS BY DEPUTY COMMISSIONER

Before Floods

1. Convene the first meeting of the Sub-Divisional Relief Committee by 15th February every year.
2. Prepare , publish and share the District Flood Contingency / Response Plan with specific **ANNEXURES on**
 - a. List of vulnerable areas/ villages (refer the flood hazard atlas of your district given by ASDMA)
 - b. Identify raised platform, relief centre considering drinking water sources, sanitary facility etc.
 - c. Inventory list of Rescue boats given by State Government , Country boats along with boatman and operational status
 - d. List of emergency contact nos
 - e. Map of Vulnerable areas / villages
3. Convene meeting with Deputy Director, F & CS, Local Chamber of Commerce and Industry and FCI officials and take stock of required relief material availability, call for tender and fix the rates of essential items including fodder (Rice bran and wheat bran) in advance.
4. Designate one Nodal Officer for Flood Control Room
5. Operationalize Flood control Room (24 X 7) during the notified flood season i.e. 15th May to 15th October every year.
6. Prepare roster duty chart and arrange for deputation of personnel for control room operation :-at least one In charge, two LDA / UDA, one peon , one chowkidar for control room operation
7. Train control room personnel on Flood reporting format and ensure submission of daily flood report at specific time i.e. by 12:00 noon every day during the flood season.
8. Convene coordination meeting with NGOs and prepare list of volunteers along with their expertise for rescue and relief operation
9. Coordinate with designated SDRF/ NDRF officials for flood rescue operation and pre-position them if required
10. Ensure preparation of Emergency management and preparedness plan by PWD Roads, A. H. & Vetty. Deptt, Agriculture, Health and Family Welfare, Water Resource Deptt. Social Welfare, PHED, DRDA, Power, Irrigation, Police, Inspector of Schools, Fishery Deptt, IWT , Transport Deptt.(DTO) etc. and issue directions to undertake preventive measures.
11. Undertake measure to make the concerned departments accountable in case of occurrence of avoidable incidents during flood due to lack of proactive steps by such Departments.
12. Work out communication strategy for transportation, information dissemination etc.
13. Update list of LR Staff, Gaon Buhars etc for relief operation, Early warning dissemination etc.
14. Ensure that officials to function as in-charge of relief camps have been provided adequate training on management of relief camps (please add from Assam DM Manual).

15. Ensure that rates and agencies for the items admissible under SDRF guidelines for the victims of Disasters are finalised well in advance.
16. Issue clear-cut directions that village level functionaries like school teachers, Anganwadi Workers, ASHA workers, ANMs etc. camp at the operational relief camps (if the villagers have shifted to the Relief Camps) without waiting for orders from above.
17. Ensure that Education Dept. and social welfare Dept. have prepared contingency plan for taking care of the children in Relief Camps.
18. Have a clear-cut strategy for the evacuation of differently abled persons, pregnant women, old persons and infants.
19. Involve VLMCCs and WDMCs.

Roles and Responsibilities of Deputy Commissioners & various departments have clearly been defined in Assam Disaster Management Manual-2015

Section 63 of Disaster Management Act 2005 provides that:

Powers to be made available for rescue operations— Any officer or authority of the Union or a State, when requested by the National Executive Committee, any State Executive Committee or District Authority or any person authorised by such Committee or Authority in this behalf, shall make available to that Committee or authority or person, such officers and employees as requested for, to perform any of the functions in connection with the prevention of disaster or mitigation or rescue or relief work.

Section 65 (1) of Disaster Management Act 2005 provides that:

Power of requisition of resources, provisions, vehicles, etc., for rescue operations, etc.— (1) If it appears to the National Executive Committee, State Executive Committee or District Authority or any officer as may be authorised by it in this behalf that—

- (a) any resources with any authority or person are needed for the purpose of prompt response;
- (b) any premises are needed or likely to be needed for the purpose of rescue operations; or
- (c) any vehicle is needed or is likely to be needed for the purposes of transport of resources from disaster affected areas or transport of resources to the affected area or transport in connection with rescue, rehabilitation or reconstruction,

such authority may, by order in writing, requisition such resources or premises or such vehicle, as the case may be, and may make such further orders as may appear to it to be necessary or expedient in connection with the requisitioning.

During Floods

1. Evacuate vulnerable people if high flood early warning is received
2. Set up relief camps and designate camp in-charge
3. Ensure maximum transparency in damage assessment and identification of beneficiaries for RG by involving VLMCCs and sharing the information with community.
4. Start relief works and ensure fare distribution of relief materials to the affected people as per govt. norms
5. Monitor rescue and relief operation
6. Ensure health and sanitation service in the relief camps, flood affected communities
7. Ensure safety and service to persons with special needs, children, expecting mothers, lactating mothers, elderly persons etc.
8. Ensure safe drinking water for the flood affected people
9. Ensure protective works for bunds, embankments, roads, public infrastructure etc.
10. Start multi sectoral need assessment for the flood affected people while ensuring coverage of all types of community based on socio economic condition, resiliency, vulnerability etc.

Section 33 of Disaster Management Act 2005 provides that:

Powers and functions of District Authority.—(1) The District Authority shall act as the district planning, coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the district in accordance with the guidelines laid down by the National Authority and the State Authority.

(2) Without prejudice to the generality of the provisions of sub-section (1), the District Authority may—

- (i) prepare a disaster management plan including district response plan for the district;
- (ii) coordinate and monitor the implementation of the National Policy, State Policy, National Plan, State Plan and District Plan;
- (iii) ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the local authorities;
- (iv) ensure that the guidelines for prevention of disasters, mitigation of its effects, preparedness and response measures as laid down by the National Authority and the State Authority are followed by all departments of the Government at the district level and the local authorities in the district;
- (v) give directions to different authorities at the district level and local authorities to take such other measures for the prevention or mitigation of disasters as may be necessary;

- (vi) lay down guidelines for prevention of disaster management plans by the department of the Government at the districts level and local authorities in the district;
- (vii) monitor the implementation of disaster management plans prepared by the Departments of the Government at the district level;
- (viii) lay down guidelines to be followed by the Departments of the Government at the district level for purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance therefor;
- (ix) monitor the implementation of measures referred to in clause (viii);
- (x) review the state of capabilities for responding to any disaster or threatening disaster situation in the district and give directions to the relevant departments or authorities at the district level for their up gradation as may be necessary;
- (xi) review the preparedness measures and give directions to the concerned departments at the district level or other concerned authorities where necessary for bringing the preparedness measures to the levels required for responding effectively to any disaster or threatening disaster situation;
- (xii) organise and coordinate specialised training programmes for different levels of officers, employees and voluntary rescue workers in the district;
- (xiii) facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organisations;
- (xiv) set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public;
- (xv) prepare, review and update district level response plan and guidelines;
- (xvi) coordinate response to any threatening disaster situation or disaster;
- (xvii) ensure that the Departments of the Government at the district level and the local authorities prepare their response plans in accordance with the district response plan;
- (xviii) lay down guidelines for, or give direction to, the concerned Department of the Government at the district level or any other authorities within the local limits of the district to take measures to respond effectively to any threatening disaster situation or disaster;
- (xix) advise, assist and coordinate the activities of the Departments of the Government at the district level, statutory bodies and other governmental and non-governmental organisations in the district engaged in the disaster management;
- (xx) coordinate with, and give guidelines to, local authorities in the district to ensure that measures for the prevention or mitigation of threatening disaster situation or disaster in the district are carried out promptly and effectively;
- (xxi) provide necessary technical assistance or give advise to the local authorities in the district for carrying out their functions;
- (xxii) review development plans prepared by the Departments of the Government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation;

- (xxiii) examine the construction in any area in the district and, if it is of the opinion that the standards for the prevention of disaster or mitigation laid down for such construction is not being or has not been followed, may direct the concerned authority to take such action as may be necessary to secure compliance of such standards;
- (xxiv) identify buildings and places which could, in the event of any threatening disaster situation or disaster, be used as relief centers or camps and make arrangements for water supply and sanitation in such buildings or places;
- (xxv) establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice;
- (xxvi) provide information to the State Authority relating to different aspects of disaster management;
- (xxvii) encourage the involvement of non-governmental organisations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management;
- (xxviii) ensure communication systems are in order, and disaster management drills are carried out periodically;
- (xxix) perform such other functions as the State Government or State Authority may assign to it or as it deems necessary for disaster management in the District.

Section 50 of Disaster Management Act 2005 provides that:

Emergency procurement and accounting.—Where by reason of any threatening disaster situation or disaster, the National Authority or the State Authority or the District Authority is satisfied that immediate procurement of provisions or materials or the immediate application of resources are necessary for rescue or relief,—

- (a) it may authorise the concerned department or authority to make the emergency procurement and in such case, the standard procedure requiring inviting of tenders shall be deemed to be waived;
- (b) a certificate about utilisation of provisions or materials by the controlling officer authorised by the National Authority, State Authority or District Authority, as the case may be, shall be deemed to be a valid document or voucher for the purpose of accounting of emergency, procurement of such provisions or materials.

Section 51 of Disaster Management Act 2005 provides that:

Punishment for obstruction, etc.—Whoever, without reasonable cause—

- (a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

CHECK LIST FOR FLOOD PREPAREDNESS & MANAGEMENT FOR THE DEPUTY COMMISSIONERS

Sl.No.	Activities to be undertaken	Timeframe
Pre Flood		
1	Preparation of departmental Flood Management & Response plan by the concerned line departments to be submitted to the District Disaster Management Authority (DDMA) for incorporation in the District Flood Contingency / Response Plan.	First week of January
2	<p>Prepare , publish and share the District Flood Contingency / Response Plan with specific ANNEXURES on</p> <ul style="list-style-type: none"> a. List & maps of vulnerable areas/ villages (refer the flood hazard atlas of your district given by ASDMA & also cross check with the WR department) b. Identify <ul style="list-style-type: none"> 1. Raised platforms 2. Places for opening Relief centre considering drinking water sources, sanitary facility etc.(refer the district map on utilities provided by ASDMA) c. Prepare Inventory list of <ul style="list-style-type: none"> 1. Rescue boats given by State Government check and their operational status. 2. Private country boats & machine boats along with the contact details of boatmen and check their operational status 3. Available generator sets for the relief camps. d. List of emergency contact details of concerned officials, doctors, paramedics, pharmacies, electrician, plumbers, mechanic, trained volunteers etc. 	Last week of January
3	<ul style="list-style-type: none"> a. Convene meeting with Deputy Director, F & CS, Local Chamber of Commerce and Industry and FCI officials and take stock of required essential & relief material's availability (food items, fodder, tarpaulin, kerosene, candle etc.) b. Call for tender and fix the rates of essential items including fodder (Rice bran and wheat 	First week of February

	bran) in advance.	
4	<p>Convene the first Flood Preparedness Review meeting at the District & Sub-Divisional level.</p> <p>Following issues will be discussed in that meeting:</p> <ol style="list-style-type: none"> 1. Roles and responsibilities of the various line departments. 2. Stock of essential commodities. 3. Availability of medicines in the district. 4. Status of Embankments in the district. 5. Availability of bleaching powder & halogen tablets. 6. Measures to be undertaken by various line departments. 7. Share District Flood Contingency / Response Plan. 8. Coordination with Army/Air force (Contact details with contact procedure is enclosed herewith, but the same needs to be updated at least twice in a year) 	Last week of February
5	<p>Operationalizing Flood Control Room:</p> <ol style="list-style-type: none"> A. Designate ADC & CEO, DDMA as the Nodal Officer for Flood Control Room as well as for contacting on any issues regarding flood & issue necessary notification. B. Prepare a roster duty chart & arrange for deputation of personnel for control room operation (at least one In charge, two LDA / UDA, one peon, one chowkidar for control room operation) & issue necessary notification and orders. C. Make a space ready with following facilities: Computer, Printer, Fax, Telephone, Internet Connection & Operational toll free number 1077 D. Train control room personnel on Flood reporting format and ensure submission of daily flood report at specific time i.e. by 12:00 noon every day during the flood season. E. Operationalize Flood control Room (24 X 7) during the notified flood season i.e. 15th May to 15th October every year. 	March-April

6	<p>A. Convene coordination meeting with NGOs and prepare list of volunteers /VDP personnel along with their expertise for rescue and relief operation.</p> <p>B. Convene coordination meeting with the local units of Army & Air Force.</p>	
7	Settle all outstanding bills of related to the previous year's flood.	April
During Flood		
8	<p>A. Districts covered under the Flood Early Warning System(FLEWS) ,on receipt of Flood Warning will disseminate information & response as per the Standard Operating Procedure Annexed at A</p> <p>B. Nodal officers of other districts that are not covered under FLEWS, will watch rainfall forecast & monitor water levels in the rivers during rainy days and will disseminate information & response as per the Standard Operating Procedure Annexed at B</p>	
9	Send daily flood report to the State Disaster Response & Information Centre vide Fax (0361-2237011) & email soft copy of the approved report to the email address statedmcontrolroomassam@gmail.com by 12 noon without fail.	
10	Coordinate with designated SDRF/ NDRF officials for flood rescue operation and pre-position them if required.	
11	Set up relief camps and designate camp in-charge	
12	Start relief works and ensure fare distribution of relief materials to the affected people as per govt. norms.	
13	Monitor rescue and relief operation.	
14	Ensure health and sanitation service in the relief camps, flood affected communities.	

15	Ensure safety and service to persons with special needs, children, expecting mothers, lactating mothers, elderly persons etc.	
16	Ensure safe drinking water for the flood affected people.	
17	Ensure protective works for bunds, embankments, roads, public infrastructure etc.	
18	Start multi sectoral need assessment for the flood affected people while ensuring coverage of all types of community based on socio economic condition, resiliency, vulnerability etc.so that State can furnish details to the Government of India during flood without any delay.	
19	Display in a board in each relief camp about the GR materials issued to the public.	
For FLEWS		
20	Update list of LR Staff, Gaon Burahs etc. for relief operation, Early warning dissemination etc.	Last week of January
21	Disseminate information and respond to an alert as per the Standard Operating Procedure provided by the State.	In case of any warning
22	Inform State Disaster Response & Information Centre about occurrences of flood/changes in the water levels in the rivers specified in the alert after alert period is over.	In case of any warning