

STANDARD OPERATING PROCEDURE FOR ACTIONS TO BE INITIATED ON RECEIPT OF FLEWS

WARNINGS

- The North Eastern Space Application Centre issues flood alerts to the State Emergency Operation Centre (SEOC) and Regional Meteorological Centre (RMC), IMD, Guwahati
- On receipt of the Flood Alerts at the SEOC, the same is disseminated to the following officials through bulk SMS services and email:
 - ❖ **At State Headquarter:** Chief Secretary to Govt. of Assam; Addl. Chief Secretary (P&RD, Agriculture); Addl. Chief Secretary (Revenue & DM Deptt); Addl. Chief Secretary (WRD, Environment & Forest); Addl. Chief Secretary (CMO, Home); Addl. Chief Secretary (P&D Deptt, APDCL,APGCL, ASEB);CEO,ASDMA; Principal Secretary, Health & Family Welfare; Secretary, Health & Family Welfare; Commissioner & Secretary, Food & Civil Supplies; Commissioner & Secretary, Home; Director General, Home Guards; Director, Fire & ES; Commandant, NDRF; PS to Revenue Minister; Secretary, Water Resources Department.
 - ❖ Posting of the flood alerts in ASDMA's website and dissemination of the same to the public through media houses
- **At District Level:** Deputy Commissioner; CEO,DDMA; Superintendent of Police; District Project Officer, DDMA; Executive Engineer, WRD; Concerned Revenue Circle Officer; Concerned Sub Divisional Officer; SDRF (F&ES).
- After receiving the Flood Warnings the concerned officials will take necessary actions as listed below:

Deputy Commissioner on receipt of Flood warning will communicate the warning expeditiously to the following officers for alerting the people and other local authorities.

- a) The concerned SDO(Civil)
 - b) Revenue Circle Officer /Officers
 - c) Superintendent of Police
 - d) Executive Engineer Water Resource Department.
 - e) Executive Engineer, PWD(Roads)
 - f) Station Officer-Fire Service Station & I/C of State Disaster Response Force (SDRF) /National Disaster Response Force (NDRF) if stationed in the district.
- In giving flood warning the revenue or police officers should keep in mind that no unnecessary panic is created among the people.
 - **Deputy Commissioner** will take periodic feedback on the development taking place.

CEO DDMA, on receipt of the warning will also inform

- a) All the above mentioned officers.
- b) Superintendent. of Police
- c) Deputy Director, Food & Civil Supplies
- d) Joint Director Health Services
- e) District Veterinary Officer to take necessary measures so that if necessary assistance can be provided in short notice to the affected areas.
- f) DIPRO, if required, to give public announcement for evacuating people from vulnerable areas.

Circle Officer Concerned

- **Circle Officers of the concerned Revenue Circle** on receipt the information from field or FLEWS will immediately mobilize Lot Mondals, Gaon Burah, SDRF and other agencies & resources available under his jurisdiction without waiting for order from Deputy Commissioner or SDO(Civil) to initiate the action.
- Further, in case of probability of high intensity flood, Circle Officer will also take action for evacuation of people from the vulnerable reaches to pre-identified safe locations & preposition Men & Resources (**SDRF/NDRF/Police Force / Sand bags/ Boats / Tarpaulin etc.**) available under his jurisdiction as per the map and location specified by NESAC in its flood warning.
- Circle Officer will initiate his response on receipt of Flood Warning without waiting for order from Deputy Commissioner/SDO (Civil).
- Circle Officer will lead the rescue and evacuations operation as per Disaster Management Plan.
- Circle Officer will keep DC/SDO (Civil) informed on hourly basis about the situation on the ground level and may request for additional resources of men, material & machines if required from DC or SDO (Civil).
- Circle officer will also inform BDO, so that BDO can inform PRI representatives for appropriate action.
- Circle officer may also inform GP Secretary and GP President for appropriate action.
- Lot Manadal & Gaon Burah will go to the specific location immediately & inform the villagers on the probability of any flood event and ask them to take necessary precautionary measures.

Superintendent of Police:

- SP will immediately direct Officer-in-charge of the concerned Police Station to assist the Circle Officer in rescue, evacuation & rehabilitation process.

Executive Engineer, Water Resource Department:

- Executive Engineer, WR Department will instruct *Khalasis* to keep constant vigil on Water Levels & inform Executive Engineer on any increase in the water level. Executive Engineer, WR will also take necessary temporary measures to avert any breaches in embankments.

Executive Engineer, PWD (Roads) Department:

- Executive Engineer, PWD (Roads) Department will take adequate measures to ensure that the road communication is not disrupted. He will immediately repair any breaches of road if the same is required for evacuation and supply of relief to the affected people.

Joint Director, Health Services:

- On receipt of information, Joint Director (Health) will direct SDMHO and I/C of the PHC of the concerned area to form a team of doctors equipped with necessary medical equipment and move to the affected places or evacuation camp as required by the Circle Officer.
- If situation so demands, Medical Boat Clinic will be send for medical response to marooned areas and river islands.

Station Officer, Fire & Emergency Services

- On receipt of alert from Deputy Commissioner or SP or Circle Officer, the Station officer will immediately mobilize SDRF under him to the affected areas. He will also coordinate with NDRF team/QRT etc for the operation.

FLOW CHAR FOR DISSEMINATION FLEWS ALERTS

