Kupwara District Draft PREPAREDNESS PLAN

About the Plan

Preparedness Plan is made to place systems and protocols in place to lead a coordinate response to disasters that are effective and efficient with the available resources. The plan identifies the stakeholders to be involved in the response, protocols for the involvement of external agencies, Roles and Responsibilities for the Incident Response System and for providing training programs to the local administration and communities to build their understanding on how to respond better.

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7. Preparedness Plan for Effective Response

7.1. Identification of Stakeholders for Disaster Response

7.1.1. Early Warning

The district administration shall set-up a District Emergency Operations Centre, District Disaster Management Authority (DEOC, DDMA) which shall act as a control room for disaster response anywhere in the district, besides space and seats for 11 heads of the primary agencies of the ESFs. A staff shall be appointed full time to manage the control room full time. The warnings will be shared by the DEOC with the officers, line departments and communities.

7.1.2. Quick Response Team

Major Stakeholders

The QRT is the most critical and central component around which the disaster response is concentrated. A number of stakeholders are involved as a part of QRT. These are:- Civil Defence (Village Disaster Response Party), Police, Forest Protection Force (Forest Guards), Home Guards, Youth Volunteer Groups (National Cadet Corps (formation and activation to be initiated), Fire & Emergency Services, State Disaster Response Force, Central Reserve Police Force, National Disaster Response Force, Indian Army and the Indian Air Force.

DEOC is required to maintain the contact information of all the POCs for the district level organisations along with their number of volunteers.

1. **Civil Defence**: Civil Defence trained volunteers will be the first institutional support line for disaster response that will help in quick evacuation, search, rescue and salvage service to save household items from being robbed while villagers are posted away in relief camps. The pre-designated volunteers for different purposes shall act the first responders (especially for disasters without warning) and may be formed as *Village Disaster Response Party* in all villages.

   In the first phase, teams will be formed in the most vulnerable villages that are prone to flash floods, landslides and snow avalanche, besides those are remote with limited access to civil administration. The remote areas will include Machil, Keran, Tangdhar and Teetwal. These VDRPs will be strengthened overtime with basic equipments required in Search and Rescue operations and trained properly.

2. **Police:** Police staff at field level in Police Stations & Outposts plays a crucial role by becoming the first institutional disaster responders. The staff shall include SHOs, Sub Inspector, ASIs, Head Constable, and Constable. The officers shall also be provided necessary training in diving, motor boats, search & rescue, etc. This is a very important arm for effective disaster response.
3. **Forest Protection Force:** Forest Guards will play an active role in Search and Rescue operations, besides sending out First Information Report after a disaster strikes.
4. **Home Guards and State Disaster Response Force (SDRF)**: SDRF and Home Guards shall be mobilised by the Police department for disaster response.
5. **Youth volunteer groups (VYG)**: The following will be deployed and function under the direction of Civil Defence for any such functions that Civil Defence also performs. The groups are:-
    1. National Service Scheme (NSS)
    2. National Cadet Corps (to be reactivated)
6. **Central Reserve Police Force (CRPF):** The state government of Jammu & Kashmir may decide to deploy CRPF, if need be.
7. **National Disaster Response Force (NDRF)**: When the above responders are unable to respond effectively owing to lack of resources and lesser skills, the centre government's NDRF shall be requisitioned for deployment if the level of disaster is declared as 'L3'.
8. **Army / Indian Air Force**: In case of the disaster being categorized as 'L3', the Army or the Air Force shall be requisitioned by the Deputy Commissioner.

7.1.3. Disaster Responders with Emergency Support Functions

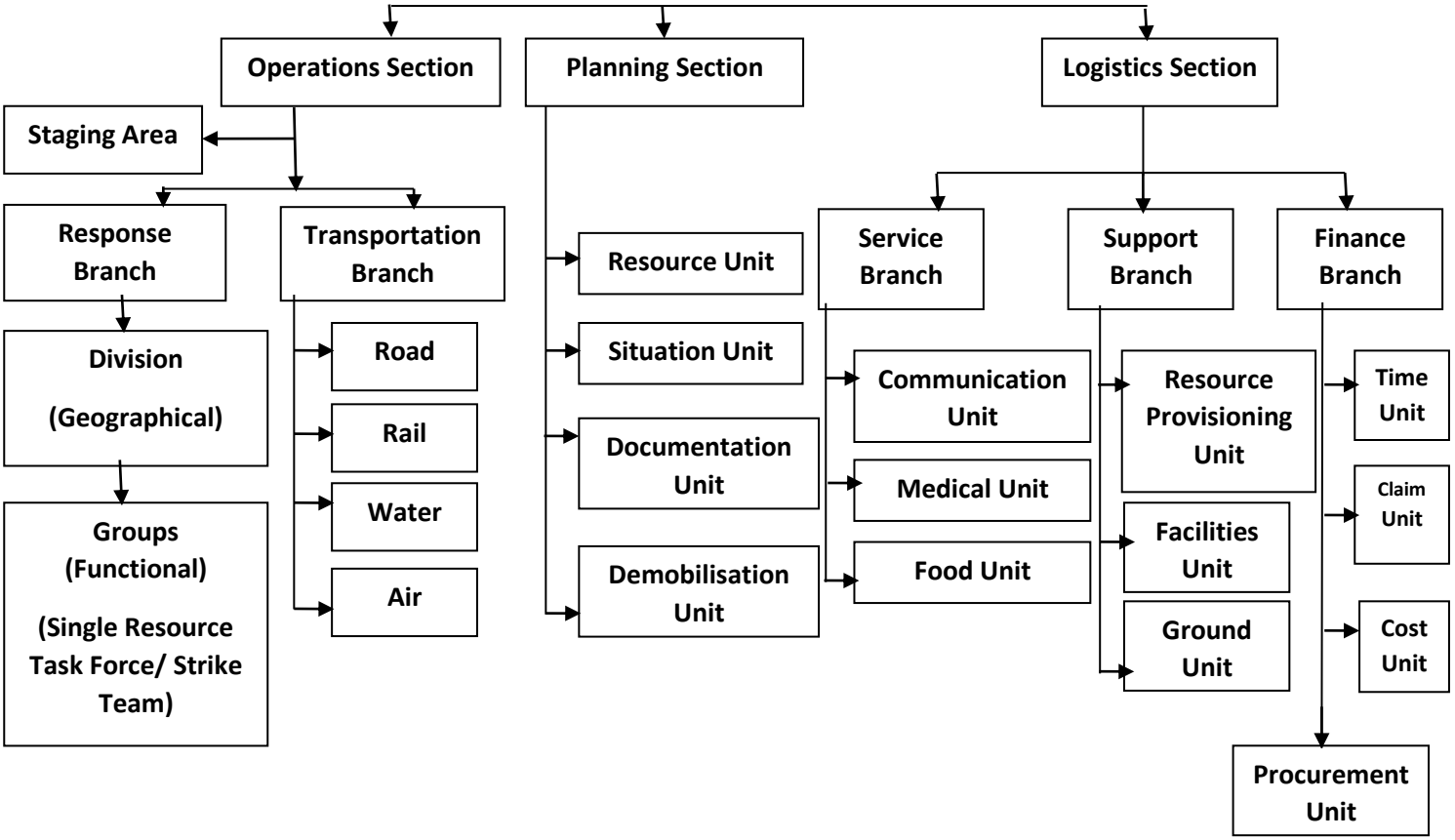
ESF No.	ESF Name	Primary Agency	Secondary Agency
1.	Search & Rescue	Police Department [Road Accidents, EQ, Landslides] Fire & Emergency Services [Fire]	1. Police [Fire] 2. Fire & Emergency Services [Road Accidents / Flash floods or Drowning] 3. Forest 4. SDRF 5. Home Guards

			6. ESF 7 **7. ESF 10** 8. BEACON 9. PWD (R & B) 10. Paramilitary force, CRPF 11. Municipality 12. NHAI 13. CRPF Level 3: NDRF, Air Force, Army, CRPF
2.	Relief Coordination	Staging Area Manager (OS) [District Social Welfare Officer or @ Sub-Division -BDO]	1. Food Unit Leader (CA & PD) of LS 2. Facility Unit Leader of LS (Tehsildar / BDO / Sub Inspector) 3. Resource Provisioning Unit Leader of LS (Tehsil Supply Officer) 4. Ground Support Unit Leader of LS (Transport); 5. Transportation Branch Director of OS (Police); 6. Resource Unit Leader of PS (ADDC) 7. PHED 8. Civil Defence 9. **ESF 4** 10. **ESF 7** 11. **ESF 9** 12. **ESF 10** 13. Red Cross 14. Local NGOs
3.	Engineering Services & Public Works	1. PWD (R & B) / Mechanical [Snowfall / EQ / Landslides] 2. I & FC Kupwara [Flash Floods] 3. PDD	BEACON [Snowfall / EQ / Landslides]
4.	Public Health &	Deputy Chief Medical	1. Police

	Medical Response	Officer (Medical Unit Leader)	2. Traffic Police 3. Red Cross QRT 4. Civil Defence 5. SDRF 6. NIC
5.	Water and Sanitation	PHED	
6.	Damage Assessment	ADC (Disaster Management)	1. Tehsildars 2. PWD (R & B) 3. BEACON 4. Health 5. Education 6. PDD 7. PHED 8. I & FC 9. Agriculture 10. Animal Husbandry 11. Sheep Husbandry 12. Town Committees
7.	Law & Order	Police	1. Paramilitary Services: CRPF 2. Traffic Police 3. Civil Defence 4. NCC
8.	Livestock Management	Animal Husbandry Sheep Husbandry	
9.	Transportation	Transport Ground Support Unit Leader of LS (ARTO, Transport)	1. Transportation Branch Director of OS (Police Inspector) 2. Traffic Police 3. PWD (R & B) 4. BEACON 5. SDRF 6. Municipal Corporation 7. NDRF
10.	Volunteer Management	Civil Defence	1. NCC 2. NYKS 3. NGOs
11.	Communications	BSNL	1. Police 2. Radio 3. Local TV Channels

7.2. Preparedness by General Staff

7.2.1. Structure of General Staff



7.2.2. Preparedness by General Staff

The Incident Response System is the backbone of disaster response that comprises of both command staff – for direction and control – and general staff for conducting actual field operations and operations and logistics management. It is the general staff that deals with various managerial functions like procurement, inventorying, transportation and distribution management. Preparedness to better manage these aspects is given below.

7.2.2.1.Procurement

1. Timely procurement of all relief materials that shall include food stocks like rice, dry fruits; emergency health resources like first-aid boxes and relief camp resources like polythene, tarpaulins, etc.
2. Supply Management: Supplies of the required resources can be both in-house (government) or outsourced to a supplier. It is essential to identify possible

suppliers well in advance. In case the contract is awarded to a particular supplier, a contingency supplier engagement must also be made.

3. Ensure procurement of Safety Stock: Safety Stock is the minimum levels of quantity that must be stored to provide relief in any eventuality.
4. Identification and listing of Local distribution centers is required to be done.
5. Facility Location: For setting up of new storage facilities, the facility locations must be selected in hazard safe areas. The objective must also be to find the most suitable place for inventory in the relief network.
6. Storage Capacity: Storage capacity in all the facilities of the district shall be pre-identified by keeping records of the size and the number of the facilities. Storage capacity forms the basis for planning for supply management.
7. Demand Management: To ensure preparedness, it is necessary to make predictions of needs before a disaster strikes in order to ensure timely availability of materials and capacities. It has to be done by considering the following:

   i) Forecasting of disasters using Early Warning System

   ii) Number of Inhabitants in the region for estimating logistic needs

   iii) Considering factors like recurring demand commodities like food, hygiene kits and One-time demand commodities like Tents for shelter.

7.2.2.2.Logistics

7.2.2.2.1. Inventory Management

Management of inventory at desirable levels ensures availability of required levels of stock, effective utilization of space in warehouses and optimum usage of money. The following will have to be considered for proper inventory management.

i) Managing the Inflow and Outflow of the relief materials

ii) Take a decision on Target Inventory Levels

iii) Minimum and Maximum Inventory Levels acceptable

iv) Minimum threshold before reordering for stock replenishment

v) Order Quantity

vi) Safety Stock Levels

vii) Perishable/Non-perishable materials

7.2.2.2.2. Distribution Management

For ensuring that the relief cycle is not just efficient but effective, the final distribution of the relief materials have to be ensured. The following shall be done:

i) District Disaster Management Authority (DDMA) of Kupwara shall finalise the process for distribution of relief and share it in pre-disaster scenario with the affected population.

ii) Collaborate with NGOs/ CBOs, Civil Defence and other volunteer institutions for distribution only after giving clear directions on the distribution process and procedures to be maintained.

iii) Prepare block and panchayat wise list of number of volunteers from various youth organisations for effective and easier localised distribution management.

7.2.2.3.Operations

7.2.2.3.1. Transportation Management

The effective transportation of all the resources from the warehouses from food stocks and relief materials stored in Block Emergency Support Centres has to be done by considering various factors and making required calculations for smooth transportation operations. The Assistant Regional Transport Officer (DTO) shall be responsible to prepare a plan based on the transportation infrastructure and resources available with the Transport Department and the number of outsourced transport vehicles that could be pushed in action in case of any contingency. They are as follows:

i. Calculation of the Number of Vehicles required

a) Number of vehicles capacity wise near the warehouse / stores

b) To decide on the number of possible tricks that can be made per vehicle, total time available for the transportation will have to be divided by time taken for a round trip.

Number of possible trips per vehicle **= Period/Round trip**

c) To decide on the number of rounds to be made to the relief camps near the disaster site, total weight or number of pieces to be transported will have to be

decided. To get the number of rounds required, total weight/ volume/ number of pieces will have to be divided by vehicular capacity.

***Number of loads* = Total Tonnage/ Vehicle Capacity**

d) To calculate the number of vehicles that shall be required, output of (c) shall be divided by output of (b).

No. of Vehicles required = Number of Loads/ No. of possible trips per vehicle

ii. **Calculation of approximate amount of diesel required for transportation**

This will be useful while tendering contract to transportation agencies or to monitor for internal fuel expenditures.

Total approximate number of liters of diesel required = *Number of Kilometers travelled by a vehicle in a Round trip * Number of trips * Number of Vehicles / Average number of Kilometers per liter*

For efficient transportation, route planning shall be done to identify different routes in case of disruption due to disaster in some of the routes.

7.3. Establishment of Emergency Operation Centre (EOC)

EOC is a central command and control facility responsible for carrying out the principles of disaster preparedness and disaster management functions at a strategic level in an emergency. The common functions of all EOC's are to collect, gather and analyze data; make decisions that protect life and property and disseminate those decisions to all concerned agencies and individuals.

The Deputy Commissioner is the focal point at the district level and assisted by Sub Divisional Officers, Line Departments, District Fire & Police stations, Tehsildars, and Block Development Officers and Mobile Teams (field reporting teams). In the wake of natural calamities, the District Emergency Operations Centre (DEOC) will be set up in the district for a day-to-day monitoring of rescue and relief operations on continuing bases.

7.3.1. Objectives of the District Emergency Operations Centre

To be the nerve centres for coordination and management of disasters. The objectives of the DEOCs shall be to provide centralized direction and control of any or all of the following functions:

1. Receive and process disaster alerts and warnings from nodal agencies and other sources and communicate the same to all designated authorities.
2. Monitor emergency operations.
3. Facilitate coordination among primary and secondary ESFs / Departments / Agencies.
4. Requisitioning additional resources during the disaster phase.
5. Issuing disaster/incident specific information and instructions specific to all concerned.
6. Consolidation, analysis, and dissemination of damage, loss and needs assessment data.
7. Forwarding of consolidated reports to all designated authorities.

7.3.2. Location of DEOC

The EOC will be set up at a suitable location and the building must be disaster resistant made by following Building Code norms strictly so as to withstand the impact of disasters, particularly earthquakes, and remain functional during the emergency phase. The EOCs/Control Rooms already in existence will have to be suitably upgraded.

7.3.3. Communication Network of EOCs

The EOC must be provided with a fail proof communication network with triple redundancy of NICNET of NIC, POLNET of Police and SPACENET of ISRO in addition to the terrestrial and satellite based communication to ensure voice, data and video transfer.

The DEOC has to be connected with the Jammu & Kashmir State EOC (SEOC) at Srinagar that will function on 24*7 basis right through the year.

The DEOC is required to communicate with SEOC, NDRF and MEOC (at disaster site).

7.3.4. Applications at the DEOC

A range of modules are under development for systemic management of data and information at pre, during and post disaster situations. District Disaster Management Authority, West Champaran will need to get in touch with NDMA through BSDMA for

setting up of these applications. These systems will become available for use in due course.

7.3.4.1.Pre-disaster Systems

1. Administrative Unit Module
2. Disaster Risk & Vulnerability Module
3. Directory Information module
4. Resource (Contingency Plan) module
5. Forecasting, Warning, Simulation Module

7.3.4.2.During-disaster System

1. Alert Messaging module
2. Incident Reporting module
3. Rescue operations module
4. Relief operations module
5. Relief Management Module
6. Damage Assessment & Fund Allocation System

7.3.4.3.Post-disaster Systems

1. Restoration & Rehabilitation monitoring System
2. Damage Analysis System
3. Feedback and Control module

7.3.5. Facilities at DEOC

The DEOC will have the following facilities along with the number of instruments:-

1. INMARSAT Satellite phones - 5
2. VSAT Terminal - 1
3. Laptops with encoding/streaming card - 2
4. Workstations - 5
5. Call center positions - 5
6. Projection System - 1
7. LCD based TV Scenes - 3
8. IP Phones - 5
9. Printer - 3

10. Scanner - 2
11. EPABX: 50 lines with requisite phones
12. LAN with severs to provide datacenter facility
13. Routers-LAN switches-wireless access point for access and connectivity
14. Hot Lines : VOIP (Voice over IP) connectivity via satellite as CUG
15. Power pack – Gen and UPS: Capacity 10 KVA & 8 KVA
16. Public address system
17. Connecting cables

Apart from these facilities, the EOC must have soft and hard copies of Emergency Response Plans & Disaster Preparedness, Restoration, Rehabilitation and Recovery Plans.

7.4. Coordination with Selected NGOs

District Disaster Management Authority will identify all such local NGOs that are committed to be a part of the response process in case of a local disaster in the district. The coordination meetings shall be arranged with such NGOs so as to have effective and efficient response & relief systems in place.

7.5. Community Preparedness

7.5.1. Community Warning System

As part of the Hazard mapping exercise of the district, all the panchayats at risk ranging from Very high to medium risk have been identified. The hazards include Flash floods / floods, Snow avalanche, and Landslides. Thus, on receipt of an early warning with the district administration, the communities in these areas have to be informed. The administration shall ensure that the communication is made to the PRIs of the appropriate areas. PRIs must be informed to broadcast the warning to the entire panchayat community. Use of local television channels, community radios or radios and newspapers. However, there is a definite need of targeted communication of quick warning and for that the Bulk Voice SMS services may be adopted. The following is required to be done to make it possible.

1. Creation of mobile number database of all the important stakeholders, as given below in the information dissemination format, at the Panchayat level in rural areas for early warning communication.
2. Identifying the fastest means of communicating the message in the most lucid manner so as to prevent spread of rumour and panic among the masses.

   Bulk Voice SMS S*ervice* is the best means of communication to large masses without any effort and within no time. A voice recorded message from the Deputy Commissioner from his/her official number shall be sent to the database of numbers identified for information dissemination. A number of private parties deliver Bulk Voice SMS service at very low cost that will have to be identified in pre-disaster stage.
3. All the members identified for information dissemination must be formally appointed for the task of spreading warning information irrespective of the time of the day and their availability. In case of change of their number, they must communicate this to the EOC coordinator and have the number updated in the database immediately.

7.5.2. Community Awareness Building

Disaster mitigation and preparedness to respond measures need to be taken with greatest vigour by the local communities to increase the reach and scale of such measures which are necessary for preventing, reducing and responding to disasters. This can only be achieved by enhancing community awareness on what interventions are required from them. This section provides what needs to be covered as part of IEC initiatives by the district administration and respective line departments.

S. No.	Aspects of Awareness Building	Departments Responsible
1.	Building acceptability and demand for increased land covered with Crop Insurance	Agriculture
2.	To prevent not to indulge in encroachment of land or clogging of stream channels	Naib Tehsildars, VLWs
3.	Promoting construction of disaster resilient houses	Rural Development
4.	Promotion the benefits of bioengineering measures over	Rural development through

	engineering structures such as Protection bunds to control landslides for preventing damage to households or bank erosion of cultivable land to nallahs	VLWs, Agriculture through AEOs and Soil Conservation Assistants
5.	To make community aware of the impact of increasing population growth on vulnerability to disasters	Health

7.5.3. Channels for building Community Awareness

Awareness building has to be done particularly for the communities that are often not aware of the facilities and provisions established by the district administration. They are also required to be made aware of various hazards and ways of escaping those or prevention mechanisms to avoid those. The various channels utilised to build community awareness are mentioned below.

i) Schools
   a) Cultural Groups
   b) Scouts & Guides
   c) Student Groups

ii) Colleges
   a) National Service Scheme
   b) National Cadet Corps

iii) Police personnel at ground/panchayat level
iv) Civil Defence volunteers
v) NGOs and CBOs
vi) PRIs

7.5.4. Civil Defence Volunteers Network

The capacity needs to be built of the community in order to better react to any disaster, besides supporting the civil administration or other institutional responder in the response process. To make this possible, Civil Defence has a very essential role to play. CD need to organise programs in schools and colleges, besides conducting innovative street shows to engage people in rural areas. CD needs to work in coordination with Education department and the Army to activate institutions like NCC to take up the responsibility of first responders. All the interested community members, including students, need to be prepared for undertaking different roles in case of a calamity. The areas they need to be prepared for include:

1. First-Aid: They need to be trained on giving first-aid and thereafter, assisting doctors in providing medical aid to the injured. A first-aid must be provided to these people at every village / panchayat level to equip them for what they are trained on.
2. Search and Rescue: The village party formed shall be the first responders to any disaster before institutional responders can take the initiative. Several people must be

formed part of the unit and made aware on the safety measures to take in case of a calamity, besides being trained on SAR. They must also be provided with certain equipments for response purposes like safety headgear with lights, ropes, cutter, hammer, etc.

3. Relief Camp Coordination: A relief camp may be set-up where temporary tents may have to be set-up, cooking of food may have to be done, serving of food and water has to be done. The civil defense shall share the scenarios that may arise and the pre-designated role that civil defense volunteers shall play to support the *Relief Camp Manager* and the civil administration team.
4. Law and Order: While Police has to the responsibility to ensure law and order is maintained in disaster sites, it is important to make some physically strong and mature people take up the role of maintaining order and coordinating with the local police. The contact numbers of such volunteers must also be shared with the local police by civil defense. The CD volunteers shall ensure security of relief supplies received for relief camps or being transported to forward villages via their villages. They shall also control crowds in relief camps, medical camps and local hospitals. For this purpose, these volunteers must be provided with a different dress as well.

The contact numbers of all such volunteers must be maintained by CD and they must be involved in activities from time-to-time to keep their involvement and motivation levels high at all times.

7.6. Institutional Capacity Building

Training in Disaster Management

Strengthening of institutions for effective disaster response is important. This section identified the various training needs of the institutions for leading an effective disaster response. Some of these trainings can be organised and planned within the district itself. The nodal officer of the district administration for Disaster Management or the District Project Officer, District Disaster Management Authority shall facilitate all departments and officers for indulging in receiving disaster response trainings. The same shall also organise some trainings itself at the district level.

S. No.	State Level / District Level	Training Subject	Participants
1.	District & State	Orientation course for first responders to disasters	Home Guards, Civil Defence volunteers, Forest Protection Force, Police

2.	State	Joint staff course in Disaster Response as per Incident Response System (IRS) for middle-level officers	Deputy Commissioner, Additional Deputy Commissioners, Sub-Divisional Magistrates, Superintendents of Police, Additional Superintendents of Police, Deputy Superintendents of Police
3.	State	Basic training for Paramedics and medical personnel of SDRF battalion	Medical officers and paramedics nominated
4.	State	Search & Rescue and Safe Evacuation	Civil Defence volunteers, SDRF, Forest Protection Force, Fire & Emergency Services, Home Guards, NSS, NCC
5.	State	Training of Trainers on Incident Response System (IRS)	4 key and resourceful officers
6.	State	Training on Incident Response System	Selected personnel of Response Staff and General Staff of IRS to train people identified for various roles in pre-disaster period
7.	State	Training of Trainers (TOT) on Earthquake Resistant Technology for Masons	Masons
8.	District	Hospital Preparedness & Mass Casualty Management including Hospital Management Plan	Doctors and Hospital Administrators
9.	District	Mass casualty management	Paramedics / Response Force (Police, Fire & Emergency Services, Civil Defence)

10.	District	Role of PRIs / ULBs in Disaster Management	PRIs and ULBs
11.	District	Training of teachers on School safety including School DM Plans and conduct of mock drills	Teachers
12.	District	Training for Village Disaster Response Party's	Civil defense volunteers at village / panchayat level
13.	State	TOT - Earthquake Resistant Technology for Engineers	Engineers, Trainers from technical institutes, colleges, etc.
14.	State	TOT - Rapid Visual Screening for Masonry Buildings	Junior Engineers (PWD (R&B))
15.	State	TOT - Role of PRIs / ULBs in Disaster Management	PRIs and ULBs
16.	State	State Disaster Resource Network (SDRN)	SDO (Civil), Revenue Circle Officers
17.	State	Application of GIS Mapping of Utilities	ADC, DPOs, Line Departments
18.	State	Damage and Needs Assessment	ADC or DPO, District Disaster Management Authority; CMO, Health Department; District Food & Civil Supply Officer, Project Director, DRDA; Exec. Engineer or Assistant Exec. Engineer, Public Health Engineering, Exec. Engineer, Public Works – Building & Roads, Town Committee and S.P. or A.S.P. or D.S.P.
19.	District	Shelter and Camp Management	Police Inspectors / SHOs; Consumer Affairs & Public Distribution

20.	District	Collapsed Structure Search and Rescue and Medical First Response	Civil Defence volunteers (SAR), Forest Protection Force, Fire & Emergency Services, Home Guards, SDRF
21.	District	Public Health in Emergencies (Safe drinking water, Alternative water resources identification during emergency conditions, Supply management).	Public Health Engineering department
22.	District	Snow avalanche rescue operations	Civil Defence volunteers and Police personnel

7.7. Resources with line departments for Disaster Response

7.7.1. Public Health Engineering Department

Water tankers are available: 7 in Kupwara, and 5 in Handwara

7.7.2. Public Works Department (R & B)

S. No.	Contractor Name	Contact No.	Location	Resources (with numbers)
1.	Abdul Jabar Sheikh	9906880856	R / O Dildar, Teetwal	JCB – 1, Stone Crusher -1, Tipper – 2, Tata Mobile - 1
2.	Mohd. Yasin Mir	NA	Khowerpora, Tangdar	JCB – 1, Stone Crusher – 1, Tipper – 2, Tata Mobile - 1
3.	Ravees Sheikh	849075659	Khowerpora, Tangdar	JCB – 1, Tipper -2

7.7.3. Town committee

Resources available: Tractors and its implements; JCBs - 1, Loader – 3, Tipper – 3, Suckers – 2, Gipsy – 1, Bolero – 1, Tata Magic – 1, Tractor – 2, Snow Clearance tools for tractor, Snow Cutter – 2

7.7.4. BEACON (Border Roads Organisation)

Resources Available: Dozers – 8, JCBs – 4, Track Excavators – 3

7.7.5. Police Department

The contact numbers of all Police Stations and Police Pickets in Kupwara District

S. No.	Police Station / Police Pickets	Position	Name	Mobile Nos.	Landline / Alternate
1.	P/S Kupwara	SHO	Insp. Mushtaq Ahmad	9697755365	01958-253339
2.	P/S Kralpora	SHO	Insp. Tanveer Ahmad	9797066094	7298110000
3.	P/S Trehgam	SHO	SI Sajad Asad	9906631555	9419009930
4.	P/S Sogam	SHO	Insp. Ashiq Hussian	9419003129	9797981777
5.	P/S Lalpora	SHO	Insp. Mod Abdullah	9906454185	9906454185
6.	P/S Karnah	SHO	Insp. Showkat Ah	9419032771	01958-245240
7.	P/S Keran	SHO	SI Ab Aziz	9622472529	
8.	PP Bazar Kup	I/C	SI Manzoor Ah	9906582049	
9.	PP Drugmulla	I/C	SI Pervaiz Ahmad	9622822126	7298010872
10.	PP Hatmulla	I/C	SI Gh. Mohi Ud Din	9697516706	

7.7.6. Irrigation & Flood Control

The division keeps preparedness for fighting any emergency during floods by utilizing the services of contractors at different vulnerable places/ zones.

S. No.	Location of Resources	Contract details	Resource Available
1.	From Marsari to Goffabal Zone 1st.	Tanveer Ahmad Wani S/o. Mohammad Ishaq Wani R/o. Gulgam,	Hydraulic Excavator = 2 Nos. Tippers = 2 Nos.

		Kupwara. Mb. 990644813	Loaders = 1 No. Labour = 50 Nos.
2.	From Goffabal to Kupwara/ Hyhama Area Zone 2nd	Ab. Hamid Khan S/o. Ahamadullah Khan R/o. Shatpora Hyhama Mb. : 9906699056	Hydraulic Excavator = 2 Nos. JCB = 1 No. Tippers = 3 Nos. Loaders = 1 No. Labour = 60 Nos.
3.	Lolab / Kalarooch Area upto Kupwara Confluence Point	Mohd. Maqbool Hajam S/o. Habibullah R/o. Sogam Mb. : 9419037621	Hydraulic Excavator = 2 Nos. Tippers = 2 Nos. Labour = 50 Nos.

7.8. Road Accident Preparedness

In order to be prepared for road accidents, awareness generation drives shall be organised for blood donation. Besides this, contact numbers of all BMOs and ambulance drivers shall be shared with the respective Police Stations. The inter-department coordination and actions required to be taken to improve blood donation is discussed in the table below.

Sr. No	Department Name	Actions to be taken
1.	Health	Blood donation camps to be organised in degree colleges. DDMA involve Health for conducting camps in NSSP.
2.	SDRF / Civil Defence	Sensitization on the importance and benefits of blood donation at the time of trainings for Civil defence volunteers and NCC & NSS groups of Education dept.
3.	Transport	Sensitization on the importance and benefits of blood donation at the time of Trial tests.
4.	Education	Activation of NSS, NCC and Scouts & Guides to undertake Blood Donation drives in **coordination with Health dept**.
5.	Civil Society,	A team of 200 volunteers will work in coordination

	Kupwara	

7.9. Knowledge Management

7.9.1. IDRN / SDRN

SDRN is an online inventory designed as a decision support system for the use of decision makers responsible for disaster management to take appropriate steps in a short time. The resource data includes information regarding vulnerable population within a specified area (Village, District), human resources and equipments in addition to a large data on parameters that help in prediction of losses (property as well human lives) in case of a disaster. Such predictions even though approximate, are useful to arrive at initial decisions regarding provisioning of relief materials and resources. SDRN data has proved an important in disaster preparedness, mitigation efforts as well as planning for setting-up of new infrastructure facilities such as schools, hospitals, etc. Jammu & Kashmir state SDRN is based on Census 2011 data. This data will be compounded by data and documents submitted by Circle Officers and SDO Civil from the district. These documents will be uploaded on the SDRN via DEOC.

7.9.2. Documentation of Lessons Learnt and Best Practices

Each of the Line Departments, Block Development Officers, Circle Officers and District Project Officer at DDMA, and others in the District administration shall be able to document lessons learnt and best practices after handling of every major disaster event. These documents will be useful in improving understanding of the district, its vulnerabilities, measures that need to be adopted in risk mitigation, improvement in response measures and recovery effort. DPO, DDMA shall communicate the need and importance of such documents to all the key stakeholders which could help build knowledge portfolio on the district.

7.10. Media Management

7.10.1. Interaction between Media & District Administration

The interaction will be headed by District Information Officer (DIO) or those appointed by the Deputy Commissioner. Besides this, an interaction between representative of District administration and media shall also happen at the time of sudden disaster such as Earthquakes, and warning of Flash floods and Snow avalanche.

7.10.2. Responsibilities of Media

The following are considered the responsibilities of the local media towards its readers and viewers.

1. Educating and making communities aware about disasters and important Dos and Don'ts to reduce risks.
2. Inform the public on various matters to raise their level of preparedness.
3. Inform the public about the current situation.
4. Advice the public on course of action appropriate to the event.
5. Inform the public on the actions being taken by authorities and aid groups.
6. Relay messages concerning the welfare of isolated groups within the community.
7. Maintain a reassuring presence.

7.11. Debris Management

7.11.1. Definitions

1. **Animal carcasses** – remains of animals killed by a disaster.
2. **Electronic debris** – devices or components thereof that contain one or more circuit boards and are used primarily for data transfer or storage, communication, or entertainment purposes, including but not limited to, desktop and laptop computers, computer peripherals, monitors, copying machines, scanners, printers, radios, televisions, camcorders, video cassette recorders (VCRs), compact disc players, digital video disc players, MP3 players, telephones, including cellular and portable telephones, and stereos.
3. **Emergency debris site –** a location that has been identified by the local government or state agency after due environmental impact assessment for the purposes of staging, reduction, or final disposal of disaster-generated debris.
4. **Metals** – (or scrap metals) bits and pieces of metal parts (e.g., bars, turnings, rods, sheets, wire) or metal pieces that may be combined together with bolts or soldering (e.g., radiators, scrap automobiles, railroad box cars), which when worn or superfluous can be recycled. Materials not covered by the definition of scrap metal include "residues generated from smelting and refining operations (e.g., drosses, slags, and sludges), liquid wastes containing metals (e.g., spent acids, caustics, or other liquid wastes with metals in solution), liquid metals wastes (e.g.,

liquid mercury), or metal-containing wastes with a significant liquid component, such as spent batteries.

5. **Municipal waste–** Residential and/or commercial solid waste.
6. **Vegetative Debris** – vegetative matter resulting from landscaping, maintenance, right-of-way or land-clearing operations, including trees and shrubbery, leaves and limbs, stumps, grass clippings, and flowers.
7. **Vehicles –** an automobile; motorcycle; truck; trailer; semitrailer; truck, tractor and semitrailer combination; or any other vehicle used to transport persons or property and propelled by power.
8. **Vessels** – any type of watercraft used, or capable of being used, as a means of transportation on the water.
9. **White goods** – discarded domestic appliances including, but not limited to, refrigerators, ranges, washers, freezers, dryers, air conditioning and heating units, freestanding ice makers, built-in stove surface units and oven units, and water heaters. White goods do not include small household appliances, such as, stand mixers, toasters, blenders, etc.
10. **Wood waste** – wood residue, cutoffs, wood chips, sawdust, wood shaving, bark, wood refuse, wood-fired boiler ash, wood ash, and plywood or other bonded materials that contain only polyurethane, phenolic-based glues, or other glues that are approved specifically by the administrative authority. Uncontaminated, un-treated, or un-painted lumber or wooden pallets are considered wood waste under this definition.
11. **Emergency construction and demolition (C&D) debris –** nonhazardous waste generally considered not water-soluble, including but not limited to, metal, concrete, brick, asphalt, roofing materials (shingles, sheet rock, plaster), or lumber from a construction, remodeling, repair, renovation, or demolition project that is authorized by the government to be necessary for a disaster. C & D debris does not include asbestos-containing material.

7.11.2. Finding the right location

When selecting a proposed emergency debris site, the local government should consider the answers to the following questions to be favourable before approving land to be used as debris disposal site.

1. What is the proposed use for this site?
2. Is it easily accessible by the types of vehicles transporting the debris?
3. Is it removed from obstructions such as power lines and pipelines?
4. Is the site considered a wetland area?
5. Is the general site topography conducive to the activity that will be conducted there?
6. Are there nearby occupied residences and/or businesses that will be inconvenienced or adversely affected by use of this site?
7. Is the size sufficient for its intended use?
8. Is the soil type suitable for its intended use?
9. Is the site located near water bodies such as rivers, lakes, or streams?
10. Does this site have access to a local fire department for availability of water in the event of a fire?
11. Ownership of site? If not government owned, the applicant needs to have secured access rights to the property. (Please note, it is up to the local government to ensure that they have the legal right to utilize the site for its intended purpose.)

7.11.3. Site Pre-Approval

In order for a location to be considered as an emergency debris site, the agency or local administration will need to take approval from Central Pollution Control Board, Jammu & Kashmir.

7.11.4. Debris Management Approaches

1. **Vegetative Debris Management**

   Every effort shall be made to consolidate material from fallen trees and other vegetative debris in an attempt to beneficially use as much of this material as possible. For example, some local industries can utilize the wood material for fuel, and should be encouraged to do so. Otherwise, locals be allowed to use this as fuelwood.

   Usage as Industrial Fuel

   There may be regulatory limitations for a facility who may utilize wood material as an industrial fuel source.

Disposal

To the extent possible and practicable, vegetative debris that cannot be beneficially used will be disposed in permitted landfills. The total volume of green and woody debris intended for final disposal in a landfill shall be reduced fifty percent (50%) by volume and fifty percent (50%) by weight prior to final disposal. This chipped or ground vegetative debris may be used as compost, a component of daily cover, ground cover, erosion control material, or as fuel. Vegetative debris shall not be disposed in a landfill as the first option, but may be used as a component of the cover system, road bed material, or a means for providing erosion control for a landfill.

2. **Electronic Debris**

   In order to contribute to increased recycling and to reduce the volume of waste disposed in landfills, electronic debris should be recovered. It is required that local administration contract with an electronics recycler or use the state recycling contractor to come and collect electronics for recycling and dismantling.

3. **White Goods**

   Local administration must contract with a metals/or scrap appliance dealer to come and collect white goods for recycling, as white goods are not landfilled. Mercury switches and refrigerant must be removed from appliances by the contractor. Appliances containing refrigerant, including refrigerators, freezers, and window air conditioner units, should have the refrigerant removed by refrigeration technicians.

4. **Metals**

   In order to contribute to an increase in recycling and to reduce the volume of waste disposed in landfills, metals should be recycled or salvaged. It is recommended that local governments contract with a recycler or sell the metal for scrap.

5. **Abandoned Vehicles and Vessels**

   Vehicles damaged in accidents or in human conflicts are often left on the road side as it is. They have to be properly managed in a manner that is not harmful to the environment.

Scrap vehicles shall be dismantled and properly recycled. The following materials shall be recovered: gasoline and diesel fuel, refrigerants, lubricating oils, mercury ABS switches, mercury convenience switches, lead acid batteries, brake and transmission fluid, antifreeze, and tires. Propane tanks and large appliances in recreational vehicles shall be removed.

Vessels deemed for scrap shall be crushed to reduce volume for easier handling and management, shredded, and properly recycled when possible. The following disposition for hull materials shall be followed: metal boat hulls shall be handled as scrap metal.

6. Latex Paint

Latex paint, if not recycled, may be hardened by adding an absorbent, such as cat litter or a commercial hardener and then sent to a municipal landfill.

Annexes

Annexure 1: Preparedness Checklists / Resources Required by Line Departments / District Administration

1.1. First Aid

Recommended contents for a First Aid Kit are listed below:

S. No.	Items
1.	Medical Equipment Carrying Box
2.	Adhesive tape (leucoplast, 2” & 4”)
3.	Antacid Tablets
4.	Antibiotic Ointment (Soframycin)
5.	Antiseptic Spray
6.	Artery Orceps
7.	**Aspirin tablets
8.	Bandages
9.	Burn Spray

10.	Calamine Lotion
11.	Cotton Roll
12.	Disposable Later or Vinyl Gloves (6" & 7")
13.	Eye Pads
14.	First aid guide
15.	Gauze pads – sterile cotton and Vaseline
16.	ORS sachets
17.	*Pain Spray
18.	Stainless steel scissors
19.	Stethoscope
20.	Sugar or glucose solution` 100 gm
21.	Thermometer – oral
22.	Tongue Depressor (disposable)
23.	Bite Sticks

* Shall be read as Analgesic Spray

1.2. Search, Rescue and Restoration Equipments: For Effective Disaster Response and Recovery

S. No.	Equipments	Use	Approx Cost (In Rupees)
Fire Equipments			
1.	Foam Tender (without Chasis)		NA
2.	Dry Foam Tender (without chasis)		Rs. 750 to 800 per Kg
3.	Portable High Press Back Pack (Water Mist Technology)	Relatively lesser amount of water is required to suppress fire	3 Lacs
4.	Oxygen Cylinder		4,500

5.	Portable Fire Extinguishers		2,800
6.	Fire Entry Suits		1 Lac
7.	Aluminized Fire Proximity Suits		40,000
8.	Self contained Breathing Apparatus	It is a device worn by rescue workers, firefighters, and others to provide breathable air in a hostile environment.	80,000
Personal Equipment			
9.	Eye protection equipments		5,000
10.	Ear protection equipment		1,000
11.	Protective Gloves for prevention from hot & cold		1,000
12.	Helmet		
13.	Knee Pads		
14.	Safety Whistle		
15.	Personal safety line (Sash Cord)		
16.	Water Gel Fire Burn Blankets	Gel-soaked Fire Blankets extinguishes flames on a victim, puts out smouldering clothes, relieves pain, cools the burn, and protects against airborne contamination. Can be used to put out fire or protect a rescue from heat and flames.	8,000
Search Equipments			
18.	Victim Location Camera	It's a waterproof camera that locates victims trapped in collapsed buildings.	12 Lacs
19.	Life Detector Type- I & II	To rapidly detect survivors buried under mud or in debris from	16 Lacs

		collapsed buildings.	
Rescue Equipments			
20.	Pneumatic Lifting Bags (10 to 15 Tons)	To free victims of car crashes or earthquakes by lifting vehicles or materials.	38,000
21.	Hammer Drill Concrete	To drill into concrete	25,000
22.	Gas Cutter (450 mm) with regulator		3,600
23.	Rescue Rams (HD)	Major accidents or off-road rescues	3 Lacs
24.	Hydraulic Cutters with complete power unit		4.5 Lacs
25.	Spreaders (Heavy Duty) with complete power supply		4.7 Lacs
26.	Power Cutter (HD)		4.5 Lacs
27.	Gas Masks		5,000
28.	RCC Cutter		1,200
29.	Self Powered wood saw		25,000
30.	Diamond saw	It is used for cutting concrete metals like in case of car and road accidents	3.75 Lacs
31.	Electric Chain Saw	For felling or pruning of trees	1.75 Lacs
32.	Heavy & Light Axe		
33.	Self powered Chain Saw		1 Lac
34.	Aluminium Extension Ladder (20')		20,000
35.	Karabiners	A metal loop with a strong loaded gate to quickly and reversibly connect components in safety-critical systems.	

36.	Ropes			
Communications Equipment				
37.	Satellite Phones			3 Lacs
38.	Base Station (25 Watts)			25,000
39.	Portable Radio Set			30,000
40.	Portable Shelters	10’ * 14’		36,000
		10’ * 23’		60,000
Equipments for Floods				
41.	Under Water Torch			35,000
42.	Under water video camera			78,000
43.	Diving Kit (‘Dive Skins’ suit, Breathing apparatus, weight belt, gloves)		These are used when diving in water temperature above 25 degree Celsius.	2.5 Lacs
44.	Life Saving Jackets			5,000
45.	Safety Boots (with steel toe and chemical resistance)			8,000
46.	Flood Rescue Boats			10 to 15 Lacs
Night Lighting Equipment				
47.	Light Inflatable Tower for emergency lighting at incident areas			2 Lacs
	General Equipments			
48.	Portable Generator with powerful light atop			-
49.	Light Weight Stretchers			3,000
50.	Heavy construction and demolition equipments like JCBs, Bulldozers		A heavy machine with hydraulically operated shovel on the front and an excavator arm on the back	

51.	Dumpers		
52.	Relief Shelter: Tarpaulin (12 ft * 12 ft)	A large sheet of strong, flexible, waterproof material such as canvas or polyester	

1.3. Checklist for SANITATION EQUIPMENT

1. Mobile chlorinator, mounted on truck or trailer with liquid chlorine cylinder
2. Mobile hypo chlorinator with solution tanks, hose and accessories
3. Mobile water purification unit with a capacity of 200-250 liters/min
4. Tank trucks for water, capacity of 7 m3
5. Portable elevated storage tanks with supporting tanks with supporting elements and accessories
6. Well-driving equipment and well points
7. Hand operated pumps for water capacity of 15-20 liters/min
8. Electric or diesel driven pumps, capacity of 200-250 liters/min
9. Pipes (cast iron, galvanised, asbestos cement) diameter 125-10 cm, with valves & fittings
10. Chlorinated lime (25-30%), stored in a cool, dry place and renewed every 6 months
11. Calcium hypo chlorite (60-70%), in powder or granule form, stored in a cool, dry place and renewed every 2 years
12. Alum, ferric chloride, and other chemicals for water treatment
13. Masonry tools
14. Carpentry tools
15. Truck mounted generators

1.4. Checklist for Hospitals

(To be filled in by the OFFICER-I N-CHARGE and submitted to district control room and the Department Head)

Action Taken	**Y/ N**	**Details / Remarks**
Radio communications established with • Emergency operations centre • Divisional commissioner / Magistrate • District control room • Hospitals • Private hospitals		
The Civil surgeon designated as 'OFFICER-IN-		

CHARGE • Heath Services.		
The following emergency medical equipment are stocked • Drugs used in treatment of cuts and fractures, such as tetanus toxoid, analgesics and antibiotics • Drugs used for the treatment of diarrhoea, water-borne diseases and flu (including oral rehydrating supplies) • Drugs required to treat burns and fight infections • Drugs needed for detoxication including breathing equipments		
Discharge of all ambulatory patients whose release does not pose a health risk to them.		
Non-ambulatory patients relocated l within the hospital to safest areas		
Equipment supplies such as candles, matches, lanterns and extra clothing provided for the comfort of the patients		
Adequate supplies of anesthetic gases *for* surgery cases available		
The hospital water storage tanks were filled		
An area of the hospital designated *for* receiving large number of casualties. • Emergency admissions • Procedures developed • Records maintained • Work schedules to ensure availability of adequate staff		
In-house emergency medical team to ensure that adequate staff available at all times to handle emergency' causalities		
Emergency accommodation provided *for* medical		

personnel *from* outside the area		
Public information center established at the hospital		
The local police, rescue groups, and ambulance teams were made aware of the resources of each hospital		

Contact Details of Doctors in District Hospital, Kupwara

S. No	Name of the Doctor	Contact Number

Contact Details of Doctors in CHCs / PHCs / MPHCs

S. No	Name of the Doctor	Name of the Health Center	Contact Number

List of Specialised Doctors:

S. No	Name of the Doctor	Specialisation

1.5. Checklist for District Control Room

1. Vulnerability map of the Block.
2. Resource Inventory, Capacity analysis.
3. List of cut off areas with safe route map for communication.
4. List of storage facilities, dealers of food.
5. Control room setup / assignment of control room duty.
6. Pre-positioning of staff for site operation centers.
7. Arrangement of alternative communication/generator sets etc.
8. Arrangement of vehicles of for evacuation.
9. Dissemination of warning / coordination with District control room

1.6. Checklist for SDM

1. Vulnerability map of the Block.
2. List of cut off areas with safe route map.
3. List of storage facilities, dealers of food.
4. Control room setup/assignment of control room duty.
5. Pre-positioning of staff for site operation centers.
6. Arrangement of alternative communication/generator sets etc.
7. Arrangement of vehicles/boats of for evacuation.
8. Dissemination of warning/ coordination with District control room.
9. Ensuring coordination with the PRIs

1.7. Checklist for BDO

1. Vulnerability map of the Block.
2. List of cut off areas with safe route map.
3. List of storage facilities, dealers of food.
4. Control room setup/assignment of control room duty.
5. Pre-positioning of staff for site operation centers.
6. Arrangement of alternative communication/generator sets etc.
7. Arrangement of vehicles/boats of for evacuation.
8. Dissemination of warning/ coordination with District control room.
9. Ensuring coordination with the PRIs.

1.8. Checklist for Irrigation Department

1. Communication establishment with District and Block Control Rooms and departmental offices within the district.
2. An officer to be appointed as nodal officer.
3. Activation of flood monitoring mechanism
4. Methods/ communication arrangement of alerting officers on various sites established
5. Identification of materials required for response operations.
6. Repairs/under construction activity are well secured
7. Water level gauges marked
8. Inlet and outlet to tanks are cleared
9. Watch and ward of weak embankments & stock piling of repair materials at vulnerable points
10. Guarding of weak embankments
11. All staff informed about the disasters, likely damages and effects

1.9.Checklist for Power Development Department

1. Communication establishment with District and Block control rooms and departmental offices within the division
2. An officer to be appointed as nodal officer

3. Standby arrangements for temporary electric supply or generators
4. Inspection and repair of high-tension lines/substations/transformers/poles etc.
5. Clearing of damaged poles/salvaging of conductors and insulators
6. Identification of materials required for response operations.
7. All staff informed in-formed about the disasters, likely damages and effects

1.10. Checklist for AGRICULTURE Department

1. Communication establishment with District and Block Control Rooms and departmental offices within the division
2. An officer to be appointed as nodal officer
3. Information provided about the disaster and likely damages to crop and plantation
4. Organized transport, storage and distribution of seeds/fertilizers/pesticides
5. Cleaning operation carried out to avoid water-logging and salinity
6. Surveillance for pests and diseases being carried out.
7. Establishment of public information centers requirements for salvage or replantation assessed damage
8. Identification of different areas to be affected by different hazard
9. Listing of irrigation sources with status.
10. All staff informed in-formed about the disasters, likely damages, and effects.

1.11. Checklist for POLICE Department

1. Communication establishment with District and Block Control rooms and departmental offices within the division.
2. An officer to be appointed as nodal officer
3. Overall traffic management and patrolling of all highways and other access roads to disaster sites
4. Identification of antisocial elements
5. Provision of security in transit camps/feeding centers/relief camps/cattle camps/cooperative food stores and distribution centers.
6. Assistance to district authorities for taking necessary action against hoarders, black marketers and those found manipulating relief material.
7. Coordination with military service personnel in the area being carried out.
8. Officers made available to inquire into and record of deaths
9. Assisting the community in organizing emergency transport or injured
10. All staff informed in-formed about the disasters, likely damages and effects
11. Communication establishment with District and Block control rooms and departmental offices within the division
12. An officer to be appointed as nodal officer
13. Stockpiling of live saving, anti-diarrheal drugs, de-toxicants, anesthesia, and adequate drinking water.
14. Arrangement of ambulance/generators

15. In-house emergency medical teams to ensure that adequate staff available at all times to handle emergency causalities.
16. Listing of private health facilities
17. Strengthening of disease surveillance
18. Formation of mobile units and ensure communication with them.
19. Identification of sites in probable disaster areas for site operation areas Awareness generation
20. All staff informed in-formed about the disasters, likely damages and effects

1.12.Checklist for PUBLIC WORKS DEPARTMENT

1. Communication establishment with District and Block control rooms and departmental offices within the division
2. An officer to be appointed as nodal officer
3. Arrangement of extra vehicles/ heavy equipments, such as front-end loaders/towing vehicles/earth moving equipments /cranes etc.
4. Inspection and emergency repair for roads/road bridges/ underwater inspection /piers/concrete and steel work.
5. Emergency inspection by mechanical engineer of all plant and equipments.
6. Route strategy for evacuation and relief marked
7. Clearance of blocked roads.
8. Community assistance mobilized for road clearing.
9. All staff informed about the disasters, likely damages and effects.

1.13.Checklist for TELECOMMUNICATION

1. Communication establishment with District and Block control rooms and departmental offices within the division
2. An officer to be appointed as nodal officer
3. Standby arrangements for temporary electric supply or generators
4. Inspection and repair of poles etc.
5. Identification of materials required for response operations.
6. All staff informed about the disasters, likely damages and effects

1.14.Checklist for PUBLIC HEALTH ENGINEERNG Department

1. Communication establishment with District and Block control rooms and departmental offices within the division
2. An officer to be appointed as nodal officer
3. Arrangement of water tankers and other temporary means of distribution and storage water
4. Adequate arrangement to provide water to relief camps/affected villages, alternate water supply arranged in feeding centers/cattle camps etc
5. Disinfections of water bodies
6. Identification of appropriate potable water supply.

7. All staff informed in-formed about the disasters, likely damages and effects

1.15.Checklist for ANIMAL HUSBANDRY DEPARTMENT

1. Communication establishment with District and Block Control Rooms and departmental offices within the division
2. An officer to be appointed as nodal officer
3. Listing of animal population with category
4. Stock piling of emergency medicines and medical equipments
5. Arrangement of anesthetic drugs/vehicle for transport of injured animals
6. Identification of places for opening of operational sites
7. Stock piling of water, fodder, animal feed.
8. All staff informed in-formed about the disasters, likely damages, and effects