

District Action Plan

for

Bandipora

**Address: District Disaster Management
Authority D C Office Bandipora**

DATE PREPARED: 28/07/2018

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Name: Deputy Commissioner Bandipora Phone: (01957-226085,)

EMERGENCY COORDINATORS:

Name: Executive Engineer R&B Bandipora Phone: (9419021119)

Name: Executive Engineer R&B Sumbal Phone (9419040271)

Executive Engineer R&B Gurez Phone: (9797399725)

Name: Executive Engineer I&FC Bandipora Phone: (9797222160)

Name: Executive Engineer I&FC Sumbal Phone: (9469016298)

Name: A D Fire and Emergency Services Bandipora: (9797888646)

Name: A D Food Civil Supplies and Consumer Affairs (9469055897)

Dy. Sp. SDRF: (9596767428)

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 01957-226633

PARAMEDICS: 01957-225551

POLICE: Bandipora- 01957-225200

Sumbal- 9596767427

Hajin- 9596767431

Gurez- 01957-255271

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: Bandipora: Ex. Engineer - 9906794916

Sumbal: Ex. Engineer -9906596333

Gurez: Ex. Engineer 9906794916

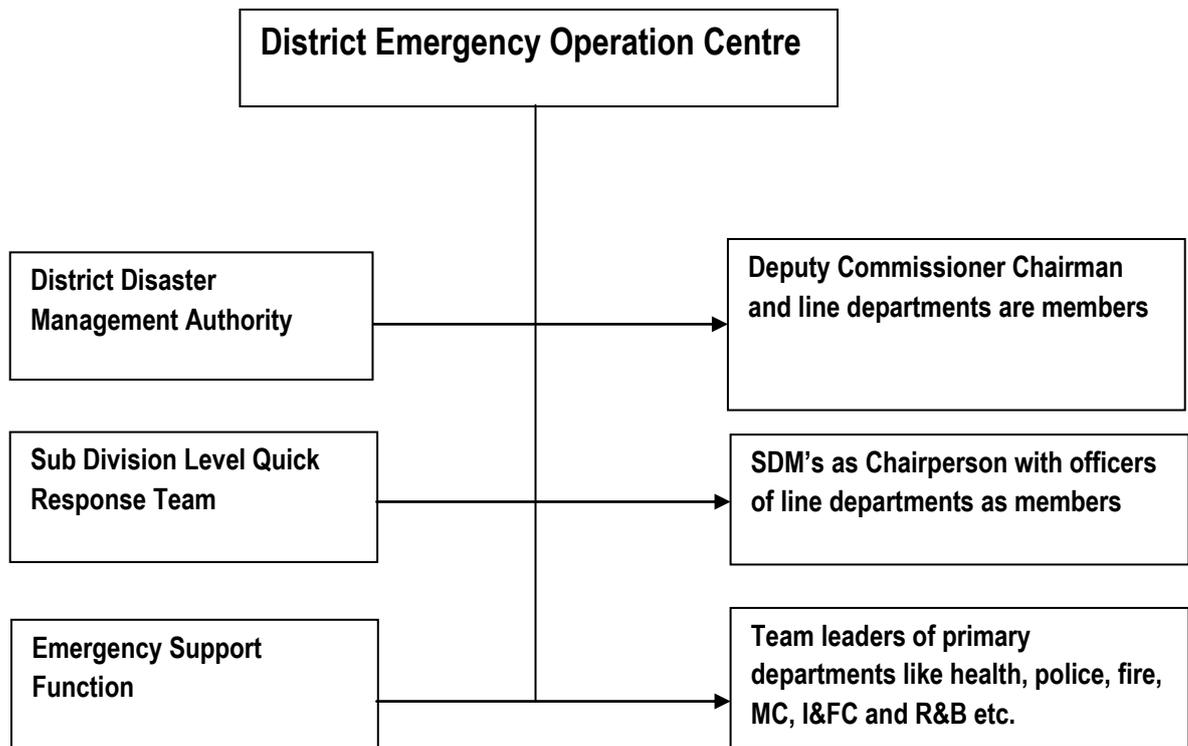
WATER: Bandipora: Ex. Engineer: 9797222160

Sumbal: Ex. Engineer: 9469570145

TELEPHONE COMPANY BSNL: 9419020101

1. DM ORGANIZATIONAL SETUP AT THE DISTRICT LEVEL

- I. Deputy Commissioner Chairperson
- II. Additional Deputy Commissioner Member/CEO
- III. Superintendent of Police Member
- IV. Chief Medical Officer Member
- V. Superintending Engineers of Members R&B, PHE, IFC, EM&RE, MED
- VI. Assistant Director FCS&CA Member
- VII. Deputy Controller Civil Defence Member
- VIII. Deputy Director Fire & Emergency Services Member
- IX. District Disaster Management Officer (HQA to DC) Member Secretary
- X. Executive Officer Municipal Committee Member
- XI. In-charge SDRF Component Member



2. Resources with line departments for Disaster Response

2.1. Public Health Engineering Department

Water tankers are available: 4 in Bandipora, and 5 in Sumbal Division.

2.2. Town Committee

Resources available; JCBs - 1, Loader – 3, Tipper – 3, Suckers – 2, Tractor – 4, Cubic Compector-1, Mobile Van-1 and Tata Hooper-4

2.3. BEACON (Border Roads Organisation)

Resources Available: Dozers – 06, JCBs – 2, tippers-42

2.4. Police Department

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

S.No.	Police Station	Position	Mobile No.	Landline
1.	P/S Bandipora	SHO	9596767411	
2.	P/S Pethakoot	SHO	9596767415	
3.	P/S Argam	SHO	9596767421	
4.	P/S Hajin	SHO	9596767431	
5.	P/S Sumbal	SHO	9596767441	
6.	P/S Gurez	SHO	9419948783	01957255271
7.	P/S Tulail	SHO	---	---
8.	PP Izmarg	I/C	---	--
9.	PP Baduab	I/C	---	---
10.	PP Aloosa	I/C	9596767416	
11.	PP Ajas	I/C	9596767452	
12.	PP Sumlar	I/C	9596767413	
13.	PP Nowgam	I/C	9596767457	

2.5. Irrigation & Flood Control

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

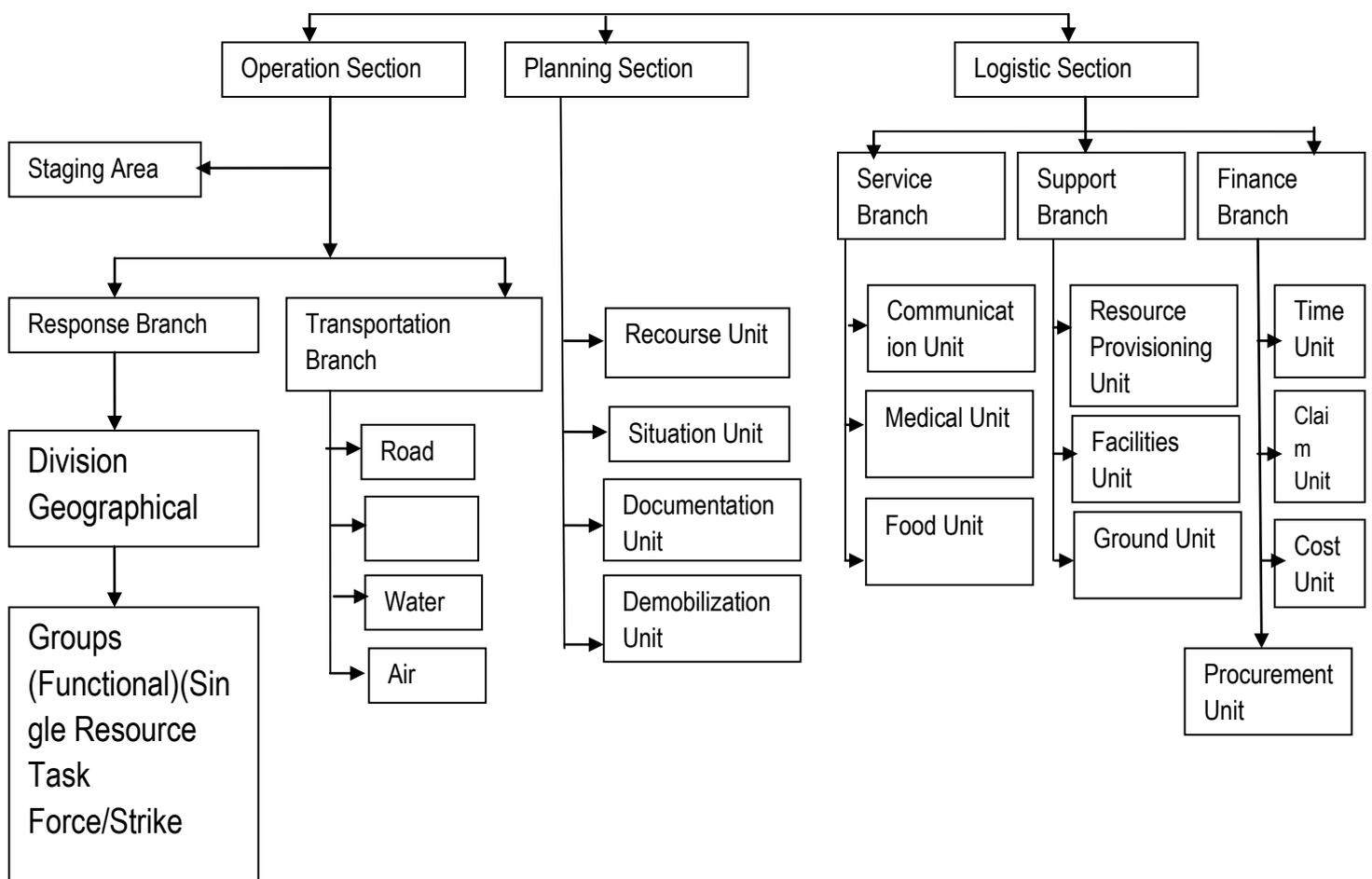
2.6. Resources with Community

District Bandipora: - JCB's (13), L&T's (7), Boats (594).

2.7. Various Buildings have been identified in the District for safe evacuation in case of disasters. The buildings are like: -

- School buildings.
- Panchayat Ghar.
- NTPHC Centres.
- Anganwadi Centres.
- Govt Sericulture Building.
- PHC.
- ITI building.
- Mini Secretariat Buildings.
- Food Store.

Incident Response System



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.

3.1. 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 out sourced 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 centres 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.

a. Logistics

i. 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

ii. 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 Bandipora 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.

1.3.3. Operations

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 (ARTO) 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.
- c. **Number of possible trips per vehicle = Period/ Round trip**
- d. 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.
- e. **Number of loads = Total Tonnage/ Vehicle Capacity**
- f. 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 fuel required for transportation

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

Total approximate number of litres of fuel required = Number of Kilometres travelled by a vehicle in a Round trip * Number of trips * Number of Vehicles / Average number of Kilometres per litre

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

2. 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.

4.1. Community Preparedness

4.1.1. 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 Service 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 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.

4.1.2. 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 engineering structures such as Protection bunds to control landslides for preventing damage to households or bank erosion of cultivable land to Nallahs.	Rural development through 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

4.1.3. 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

3. Response Teams:

5.1 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.

5.2. 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.

➤ **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 Gurez, Tulail. These VDRPs will be strengthened overtime with basic equipments required in Search and Rescue operations and trained properly.

➤ **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.

➤ **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.

➤ **Home Guards and State Disaster Response Force (SDRF):** SDRF and Home Guards shall be mobilised by the Police department for disaster response.

➤ **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:-

- National Service Scheme (NSS)
- National Cadet Corps (to be reactivated)

➤ **Central Reserve Police Force (CRPF):** The state government of Jammu & Kashmir may decide to deploy CRPF, if need be.

➤ **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'.

➤ **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.

6. 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 [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. Mitigation Measures for Hazards:

S.No.	Hazard Specific	Mitigation Measures	
		Structural	Non Structural
1.	Earthquake	<ul style="list-style-type: none"> • All buildings especially public buildings must have earthquake resilient features • Structural safety audit and retrofitting of critical lifeline structures • Building bye laws applicable for Zone IV and Zone V region should be followed • Retrofitting of weak buildings, rural unsafe house and public building • Licensing and certification of professionals • Compliance review by professionals of PRIs and ULBs. • Medical preparedness • Registration of trained and certified mason • Regular Mock-drills • Strict enforcement of guideline pertaining to seismic safety for 	<ul style="list-style-type: none"> • Awareness on Building bye laws applicable for Zone IV and V region should be followed • Development of Rapid Visual Screening procedures and Detailed Vulnerability Assessment • Public Awareness Campaigns • Techno-legal regime for ensuring compliance of earthquake-resistant

		government rural housing, urban development structure	
2.	Landslides	<ul style="list-style-type: none"> Retaining wall to be constructed Covering the slope surface with geofabrics made of natural as well as synthetic material Plantation at the vulnerable areas Proper drainage system along the roads. Retaining strictures at the land sliding area. 	<ul style="list-style-type: none"> Drainage system to be checked. Control of surface water and groundwater drainage is the most widely used and generally the most successful slope stabilization method Assessing the status of risk and vulnerability of the existing built environment. Identification of hot spots
3.	Snow Avalanches	<ul style="list-style-type: none"> Construction of snow avalanche control structures such as: Prevention Structures, Stepped Terraces, Avalanche control piles, snow cornice control structures, retaining walls, deflecting structures such as deflection berms and avalanche track mounds. Carry out drainage correction. Construction of breaker. Construction of snow sheds and tunnels in avalanche prone travel routes. 	<ul style="list-style-type: none"> Micro-hazard zonation. Strict implementation of avalanche measures.
4.	Floods/Flash Floods/ Cloud Burst	Covering the slope surface with geo- fabrics made of natural as well as synthetic material	<ul style="list-style-type: none"> Capacity building of volunteers and technicians Awareness generation on health hazards due to flooding
5.	Fire	<ul style="list-style-type: none"> Establishment of Fire stations as per Fire Safety Bye-laws All fire tenders should be equipped with wireless sets/ phones. 	<ul style="list-style-type: none"> Implementation of Fire safety measures and enforcement Updating basic infrastructure and adopting modern

			<p>technologies</p> <ul style="list-style-type: none"> • Improving outreach of fire services. • Provincialisation and formation of state level fire services • Making the fire services a multi-hazard response unit • Training of community members in fire-fighting techniques • Putting in place audit system • Compulsory fire hazard evaluation of all types of buildings old and new
6.	Forest Fire	Establishment of Fire stations as per Fire Safety Bye-laws	<ul style="list-style-type: none"> • Implementation of Fire safety measures and enforcement • Training of communities on forest fire management • IEC Material development
7.	Drought	<ul style="list-style-type: none"> • Water management including water harvesting and conservation • Development of Pasture land in common property, seed farms and trust land • Rain Water Harvesting storage tanks at household level and public buildings • Structures for water harvesting and recharging like wells, ponds, check dams, farm ponds, etc • Development of fodder plots/banks Repair and maintenance, desilting of water sources, check dams, hand pumps etc. 	<ul style="list-style-type: none"> • Drought-prone area delineation at block level based on rainfall, cropping pattern, available supplement irrigation, satellite derived indicators, soil map, groundwater availability map, cattle population and fodder demand and socioeconomic data • Afforestation through the National Afforestation Programme • Gradation of drought-prone areas based on the frequency of occurrence of droughts, sensitivity to rainfall variation and vulnerability of community • Monitoring of drought based on rainfall and other parameters, crop health, available ground water and migration and impact on community • Insuring of crops

			<ul style="list-style-type: none"> Farmer education to practice drought resistant crops and efficient water use. Set up control mechanism for regulated water use (ponds, small dams, check dams) on the early onset.
8.	Road Accidents	<ul style="list-style-type: none"> Redesign of roads at the accident hotspots Ensure adequate marking and Installation of reflection mirrors at blind curves 	<ul style="list-style-type: none"> Enforcement of traffic rules Awareness generation
9.	Industrial	<ul style="list-style-type: none"> Creation of appropriate infrastructure as mentioned in Off-site and On-site plans including Public Address system 	<ul style="list-style-type: none"> Enforcement of code of practices, procedures and standards Audits of On-site & Offsite Emergency plans at regular intervals Statutory inspection, safety audit and testing of emergency plans Safety Auditing Hotline telephone connection with nearby emergency services Awareness generation among community Training of specialized Medical First Aid Responders

8.1. Knowledge Management

8.1.1. 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.

7.1 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.

7.2. Media Management

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.

7.3. 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. Advise 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.

7.4. Debris Management

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.

12. 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.

What is the proposed use for this site?

1. Is it easily accessible by the types of vehicles transporting the debris?

2. Is it removed from obstructions such as power lines and pipelines?
3. Is the site considered a wetland area?
4. Is the general site topography conducive to the activity that will be conducted there?
5. Are there nearby occupied residences and/or businesses that will be inconvenienced or adversely affected by use of this site?
6. Is the size sufficient for its intended use?
7. Is the soil type suitable for its intended use?
8. Is the site located near water bodies such as rivers, lakes, or streams?
9. Does this site have access to a local fire department for availability of water in the event of a fire?
10. 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.)

7.5. 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.

10.1.4. Debris Management Approaches

7.6. 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 fuel wood.

7.7. Usage as Industrial Fuel

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

7.8. 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.

7.9. 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.

7.10. 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 land filled. 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.

7.11. 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.

7.12. 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.

8.16. 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.

8. Standard operating Procedures (SOPs):

The following SOPs are designed to guide and initiate immediate action. The DDMA and the District administration will initiate action and build and expand the scope of these actions based on unfolding situation.

7.2 Early Warning Management:

Actions	Responsibility
Obtain early warning inputs from IMD, CWC, MHA / NDMA /SDMA control rooms, GSI, Snow and Avalanche study centre.	In charge – DEOC
Notify the early warning to Chairman and the members of the DDMA, Nodal officers of the line departments, ADMs, SDM, Dy SPs.	In charge – DEOC
Disseminate early warning to divisions, blocks and Panchayats.	Addl. Deputy Commissioner/Sub Divisional Magistrate/Superintendent of Police
Flash warning signals on all television and radio networks.	District Information Officer

Establish disaster dash board on the official district website.	District Information Officer
Inform communities / public / villagers about the disaster warning using vehicles mounted with loudspeakers.	Tehsildars / Naib Tehsildars / Patwari
Use PA systems facilities at Temples, Mosques, Gurdwaras and Churches to announce about the impending disasters.	Tehsildars / Naib Tehsildars / Patwari
Share early warning information with educational information and instruct closure of institutions if required	Tehsildars / Naib Tehsildars / Patwari

7.3 Evacuation when there is early warning:

Actions	Responsibility
Obtain early warning inputs from IMD, CWC, MHA / NDMA / SDMA control rooms, GSI, Snow and Avalanche study centre	In charge – DEOC
Notify the early warning to Chairman and the members of the DDMA,, Nodal officers of the line departments, ADMs, SDM, Dy SPs	In charge - DEOC
Hold meeting to assess situation and make a decision whether to evacuate specific communities / population	Chairman DDMA
Communicate decision regarding evacuation to concerned Revenue and Police officers	Chairman DDMA
Evacuating people to safer places	Concerned SDMs and Tehsildars
Deploy teams for law and order maintenance, traffic management as wells as cordoning specific areas	District Superintendent of Police
Establish routes, shelters and other logistics arrangements	Revenue department
Establish information desk,	Revenue department

Establish helpline numbers	BSNL
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9.3. Evacuation when there no early warning:

Actions	Responsibility
Activation of the DEOC	In charge DEOC
Notify about the disaster event to Chairman and the members of the DDMA,, Nodal officers of the line departments, ADMs, SDM, Dy SPs	In charge DEOC
Hold a meeting to assess situation and make a decision whether to evacuate specific communities / population	Chairman DDMA
Communicate decision regarding evacuation to concerned Revenue and Police officers	Chairman DDMA
Evacuating people to safer places	Concerned SDMs and Tehsildars
Deploy teams for law and order maintenance, traffic management as wells as cordoning specific areas	District Superintendent of Police
Establish routes, shelters and other logistics arrangements	Revenue department
Establish information desk, helpline etc	Revenue department

9.4. Search and Rescue:

Actions	Responsibility
Activation of the DEOC	In charge DEOC
DDMA to review disaster situation and make a decision to deploy search and rescue teams in anticipation of a disaster	Chairman DDMA
Deploy district level search and rescue teams in identified locations	Chairman DDMA
Deploy Fire & Emergency Service teams for search and rescue	District Fire Officer

Deploy Home Guards rescue teams	District Commandant – Home Guards
Requisition of NDRF	Chairman DDMA
Establish on site coordination mechanism	ADM / SDM
Assign area of search and rescue responsibility for different teams deployed on site	ADM/ SDMA
Establish Staging Area for search and rescue resources	ADM/ SDMA
Establish Camps for the responders with adequate food, water, sanitation facilities	ADM/ SDMA
Deploy teams for law and order maintenance, traffic management as wells as cordoning specific areas	District Superintendent of Police
Identify nearest helipad and ensure it is in operating condition	ADM/SDM
Establish triage	CMO/ MO
Transport critically injured	CMO/MO/Red Cross
Establish onsite medical camps or mobile camps for first aid	CMO/MO
Establish information desk and dead body identification	ADM/SDM
Evacuating people to safer places	Concerned SDMs and Tehsildars
Deploy volunteers for supporting auxiliary functions such as crowd management, route management, first aid, information management	ADM/SDM
Rescue animals in confined spaces	CAHO – Animal Husbandry

9.5. Relief Operations:

Actions	Responsibility
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Undertake sub division wise / block wise / Tehsil wise relief needs assessment in terms of food, water, shelter, sanitation, clothing, utensils, medical and other critical items	Addl. Deputy Commissioner/SDM
Identify suitable and safe facilities and establish relief camps	Addl. Deputy Commissioner /SDM/Tehsildar
Establish adequate lighting arrangement at the relief camps	PDD Department
Ensure adequate security arrangement at the relief camps and for the affected communities	District Superintendent of Police
Ensure adequate water and sanitation facilities in relief camps and other affected communities	PHE Department
Set up RO plants / water purification plants or other suitable facilities for immediate water supply	PHE Department
Supply, procure and provide food to the affected communities	Tehsil Supply Officer
Airdrop dry and un-perishable food to inaccessible location safe drinking water	District Magistrate/Addl. District Magistrate/SDM
Provide essential items lost due to disasters such as utensils	Addl. District Magistrate /SDM
Supply, procure and provide water to the affected communities.	PHE Department
Make required shelter arrangements including temporary camps	Addl. District Magistrate /SDM/Tehsildar
Establish medical facilities at relief camps and at communities	CMO/MO / Red Cross
Ensure suitable vaccination to prevent disease outbreak	CMO/MO
Arrange for psychosocial support for victims at the camps	CMO/MO
Ensure child friendly food for the children in the camps	District Social Welfare Officer

Ensure nutritious food for pregnant and lactating mothers in the camps	District Social Welfare Officer
Ensure medical care facility for pregnant women for safe delivery	CMO/MO
Involve and coordinate NGO participation	SDM/Tehsildar
Put in place grievance handling mechanism to prevent discrimination	SDM/Tehsildar
Ensure adequate availability of daily need items such as food, medicine, consumables etc to ensure their access to affected Communities	Addl. District Magistrate /SDM/ District Social Welfare Officer
Provide adequate and weather, gender, culture appropriate clothing to the affected communities and especially address the needs of women, children, aged and physically challenged	Addl. District Magistrate /SDM/ District Social Welfare Officer
Ensure adequate transportation facility to transport relief items	ARTO
Maintain proper records of and documents of beneficiaries and relief distribution	Addl. District Magistrate /SDM/Tehsildar
Ensure adequate and appropriate heating facilities depending on the weather situation	Divisional Forest Officer
Supply fire wood, cooking gas, POL for the kitchen	District Social Welfare Officer / Divisional Forest Officer
Record and maintain documents of ex-gratia payments	Addl. District Magistrate /SDM/Tehsildar
Provide first aid and medical treatment to the injured animals	Veterinary Officer
Establish animal shelters wherever required	Chief Animal Husbandry Officer
Arrange fodder for animals	Chief Animal Husbandry Officer
Wherever required involve Animal Welfare Board and the Civil Society Organisations	Chief Animal Husbandry Officer

Establish banking facilities for people to withdraw cash	District Lead Bank
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10. 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

11 Checklist for Hospitals

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

Action Taken	Y/N	Details/Remarks
Radio communications established with <ul style="list-style-type: none"> • Emergency operations centre • Divisional commissioner / Magistrate • District control room • Hospitals • Private hospitals 		
The Civil surgeon designated as 'OFFICER-IN-CHARGE Health Services		
The following emergency medical equipment are stocked <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • Drugs required to treat burns and fight infections • Drugs needed for detoxication including breathing equipments 		
<ul style="list-style-type: none"> • Discharge of all ambulatory patients whose release does not pose a health risk to them. 		
<ul style="list-style-type: none"> • Non-ambulatory patients relocated within the hospital to safest areas 		
<ul style="list-style-type: none"> • Equipment supplies such as candles, matches, lanterns and extra clothing provided for the comfort of the patients 		
<ul style="list-style-type: none"> • Adequate supplies of anesthetic gases <i>for</i> surgery cases available 		
<ul style="list-style-type: none"> • The hospital water storage tanks were filled 		
An area of the hospital designated <i>for</i> receiving large number of casualties. <ul style="list-style-type: none"> • 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 <i>for</i> medical personnel <i>from</i> outside the area		
Public information centre established at the hospital		
The local police, rescue groups, and ambulance teams were made aware of the resources of each hospital		

12. 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

13. 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

14. 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.

15. 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

16. Check list 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

17. 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.

18. 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 casualties.
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

18. 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.

19. 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

20. 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

21. 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 aesthetic 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