

Standard Operating Procedures (SoPs) for Officers

Introduction

The Government of India in the DM Act-2005 provided for systematic devolving of roles and responsibilities at every level up to the local authority. At the state level, the SDMA and the Department of Disaster Management are the apex bodies for policy, planning and management of natural and man made disasters in the state. At the district, DDMA headed by the DC and line departments have been assigned the powers and functions for effective Disaster Management. The local bodies such as PRIs and ULBs are responsible for local level disaster management. However, provision for convergence in the matters of resources, coordination and response among various levels has been laid down. In this chapter the SOPs and Roles and responsibilities of various levels of functionaries are described.

Revenue Authorities

- 1) Activating DCR/EoC and Officers and Heads of Departments in the District
- 2) Setting up IRS and SoC
- 3) Activating of various NGOs/Voluntary Organizations for necessary materials.
- 4) Providing adequate compensation to loss of life and property.

To effectively manage the emergency without ambiguity, it is required to entrust individual responsibility and describe them in brief.

SOP FOR SECRETARY REVENUE (DISASTER MANAGEMENT)

The Secretary Revenue (DM) is the member secretary of the SEC (State Executive Council) and is overall incharge of DM in the state. He/She works has link between the DDMAs/ district administrations, the KSDMA, SEOC and other organizations responsible for DM. The Secretary Revenue Department (DM) is the Member Secretary. He/She has the responsibility for coordinating and monitoring the implementation of the National Policy, the National Plan and the State Plan as provided under section 22 of the Act. He/She shall give directions to the concerned department and district authority or other authority to take steps for rescue, evacuation, or providing immediate relief saving lives or property and direct to the departments make available resources for emergency response, rescue. He/She carry out the preparation of memoranda on loss and damage to be submitted to the GoI for claiming relief, compensation, and other support. He/She has to monitor the updation of DDMPs and ensure preparedness in all the districts.

**Principal Secretary , Revenue
Department (DM) Room No. 546-547, 5th
Floor, 2nd Stage M.S. Building,
Dr.B.R.Ambedkar Veedhi, Bangalore-
560 001
Ph No.: 080- 2235 3980, 2232 0582
Fax: 080- 22354321
e-mail: secyrelif-rev@karnatka.gov.in**

**State Emergency Operating Centre
Toll Free No. 1070 Website :
ksdma.co.in**

SOP FOR DEPUTY COMMISSIONER

The responsibility include initiating and maintaining co-ordination and co-operation with various agencies involved and provide prompt information, decisions and infrastructure facilities as requested. He/She should also mobilize, direct, and co-ordinate the emergency management staff during emergency.

Following are the main functions during any emergency

- Declaration of emergency after confirming the magnitude of the disaster.
- Activate the Emergency Control Room at Deputy Commissioner's office and make it functional.
- Co-ordinate and establish contact with all agency involved in the emergency actions.
- Ensure setting up of Local Emergency Control Room close to the scene of accident or at Taluk headquarters where the disaster has struck.
- Ensure actions have been initiated to contain the emergency.
- Have overall supervision of all the emergency relief operations.
- Initiate evacuation of people from affected area with the assistance of police, fire and other agencies.
- Depending on type of emergency, mobilize additional resources like heavy lifting gears line cranes, bulldozers for rescue and mitigation operation.
- Set-up safe shelters for evacuated people and ensure they are provided with food and medical attention as the need be.
- Monitor progress or disaster especially in case of natural disasters like cyclone or floods by getting information from various agencies involved and mobilize additional support to mitigate the effects of disaster.
- Keep the State Administration informed regarding the disaster and the steps taken to contain the same.
- Issue statement to the press (both print and electronic media) on the prevailing conditions and the steps being taken by the District Administration to mitigate effects of the disaster.
- Get mutual aid from neighbouring districts, the Major Hazard Industries or seek the assistance of voluntary organization.
- If required, set-up mobile first aid centre or temporary health centres in the affected area or in the safe shelters.
- Visit the scene of the disaster to have first hand information about the rescue or mitigative operations that are being carried out.
- In case of floods, carry out aerial survey of the affected area to have preliminary estimates of the extent of damage caused.
- To co-ordinate with the state government through Principal Secretaries of Depts. mobilize the help of Army/Navy/Air force or other agencies are requires.
- Call off emergency after confirming that all the actions have been taken to normalize the conditions and it is safe for people to re-enter the affected areas

Phase	Activities	Other officials to be involved	Resources/equipments to be procured from
Pre-Disaster	Preparedness before the disaster	All district level officials	The Secretary, Dept. of Disaster Management.
During- Disaster	Reviewing and analyzing the calamity situation in the district over the next one year through a meeting at the district level	All ACs; All Tahsildars; All Panchayats	Police/Fire/Fisheries/RTO/ Civil Defence.

	involving all the departments of the district as well as sub division and GP levels and the locally active NGOs/CBOs		
	Identifying disaster prone zones and strategies to stay prepared for the worst.	Field functionaries, District Information Officer.	Commandant/Co-Coordinator of NCC/NSS/NYKS
	Ensure IEC through Emergency section/ Panchayats/NGOs/AW centers/Street plays/ workshops	District Fisheries Officer Leading NGO/CBOs	
	Reviewing the DCR and making it functional as per SOP fixed by him (SOP to be prepared earlier)	NSS/NCC/NYKS/ Police	VHF from the Police/Mike set/ batteries/generators available in the district office from the private parties on requisition.
	Making the DCR well equipped and depute senior officers from time to time to review the receipt of information and dissemination.	Fire, Civil Defence	
	Calling a meeting of officers/NGOs/CBO co-ordination and discuss issue such as capacity assessment of different NGOs/CBOs and ask them to adopt certain vulnerable areas to avoid overlapping and duplicity.	All district level officials. All ACs/Tahsildars	
	Preparing a checklist (containing the dos and don'ts) and pass that on to the NGOs/CBOs.	All Panchayats District Fisheries Officer Leading NGOs Police	Power boats/country boats/ vehicle/rope/rescue kits and trained resource personnel from SRC/SSC/Army/unit/Civil Defense/Hired from the private parties according to the requirement.
	Ensuring/installing communication system to the in accessible villages	Police Fire Brigade, Leading NGO, Panchayats, Field functionaries programme co-	

		coordinators of NSS/NCC.	
	Checking stock of the public distribution system and arrangement of temporary godown. Checking the resources with other department such as Police, Fire and of NSS/NCC/NYKS.		ACs/Tahsildars, TPEO, DHO, CDPO, DDs, Panchayat Field functionaries Medical Officers, Police, KUWSDB, Municipality, RTO/ Leading NGO.
	<ul style="list-style-type: none"> ➤ Preparing a list of vehicles/ ambulance already deployed and/or to be deployed on hire during crisis. ➤ Keeping stock of road cleaning equipments and vehicles for relief operation. ➤ Assigning specific duties to different officers/ Sr. Officers at headquarters. ➤ Staying in constant touch with other line departments. ➤ Ensuring proper functioning of warning systems & communication systems. ➤ Ensuring mock drill of the rescue and relief teams ➤ Preparing a map showing the location of temporary shelter camps with accessibility. ➤ Identifying shelter/temporary shelter in high elevated places and arrangement of tents etc. ➤ Identifying and mapping of disaster (of all kinds) prone areas ➤ Ensuring formation of village level Disaster Management Committee through Block Development Officers 		Home guards, Police.
	<p>Dissemination of warning: -</p> <ul style="list-style-type: none"> ➤ Receiving warning from reliable sources and cross checking them for authenticity. ➤ Disseminating warning to District Level Officials/ Revenue/Field Functionaries/ PRIs and Co-ordination with the Revenue control room. ➤ Keeping the control room active round the clock. Disturbing duties to the 		

	<p>district level officials, ACs Panchayats and Field functionaries.</p> <ul style="list-style-type: none"> ➤ Arranging vehicles and public address systems for information dissemination. ➤ Establishing coordination with the NGOs/CBOs and the village communities and assigning them duties. ➤ Asking the people in the vulnerable areas to move to the shelters and to move their domesticated animals to safer places and to cooperate with the volunteers and other officials engaged in similar activities. 	
	<p>Search, Rescue and Evacuation:-</p> <ul style="list-style-type: none"> ➤ To coordinate with NGOs/ CBOs/Police for support. ➤ Arrangement & deployment of vehicles etc., for evacuation. Evacuating people from marooned areas and administer emergent relief ➤ Organizing trained taskforce members and deputing to be marooned and cut-off areas for evacuation. ➤ Deployment of police for maintaining discipline and peace keeping during evacuation. ➤ Mobilizing people to move to safe shelters. ➤ Deployment of police/Fire Brigade for search and rescue. Ensuring proper utilization of the rescue materials. ➤ Providing rescue kits at the affected areas. 	
	<p>Distribution of Relief Materials: -</p> <ul style="list-style-type: none"> ➤ Keeping a record of the affected area and people so as to account for the relief materials needed. ➤ Procurement and transportation of relief materials to affected areas. ➤ Arrangement of free kitchen in the shelter camps & affected areas and assigning the responsibilities to officials for proper distribution. Coordinating with the NGOs/ CBOs. ➤ Encouraging other voluntary organisations from outside for rescue and relief operation. ➤ Distribution of basic medicines and disinfectants to prevent epidemic. ➤ Ensuring health care activities by the CDMO in the shelter camps & through mobile units/temporary health in regular intervals. ➤ Ensuring cattle health activities by the 	

	<p>CDVO through Mobile units/ temporary health camps in the affected areas.</p> <ul style="list-style-type: none"> ➤ Ensuring that there is enough storage of food and pure water in the shelters. ➤ Monitoring all the activities in the affected areas. ➤ 	
Post Disaster	<p>Short term measures: -</p> <ul style="list-style-type: none"> ➤ Formation of special task force with required equipments Assigning responsibilities for specific areas. ➤ Emergency cleaning of debris to enable reconnaissance. Cleaning fallen trees and branches from the roads to facilitate local relief work. ➤ Forming a work team carrying emergency tool kits. ➤ Deployment of towing vehicles, earth moving equipments, cranes. Construction of temporary roads. ➤ Keeping national and other highways clear from disaster effects. <p>Assessment of damage.</p> <ul style="list-style-type: none"> ➤ Temporary supply of flood drinking water and medicines to the shelters and affected areas. ➤ Arrangement for safe shelter for animals. ➤ Providing the lighting facilities for shelter places. ➤ Deployment of home guards and constables to maintain law and order. ➤ Providing temporary arrangements for income generation for the affected people. ➤ Drought resistance short duration paddy seeds to be made available to farmers. ➤ Encouraging NGOs/INGOs from outside to carry out restoration and reconstruction works. ➤ Ensuring crop insurance. ➤ Supervising all the activities. 	
	<p>Long Term Measures: -</p> <ul style="list-style-type: none"> ➤ Immediate restoration of road communication, irrigation system, educational institutions, Government institutions, electrical installation, drinking water supply, construction of IAY houses for the BPL families and massive area plantation to maintain ecological balance. ➤ Meeting with district level officials/Officials at Headquarter and chalk out emergency plan with vulnerable areas and resource list. 	

	<ul style="list-style-type: none"> ➤ Co-ordination meeting NGOs/ PRIs and assignment of duties. Pre-positioning of staff in the likely cut off areas. ➤ Arrange food and other basic requirement for emergency response. Collect information from different areas and to act accordingly. ➤ Co-ordination meeting with officials at Headquarters by 12 hours intervals and 24 hours intervals with the field officials. ➤ Regular collection of situation report of the risk and vulnerable areas from the officers assign for the purpose. ➤ Provision for administering emergent relief and the other basic needs. ➤ Contact with SRC for supply of temporary shelter materials. ➤ Keeping in touch for supply of food articles procuring whole sellers. ➤ Deputation of volunteers to different probable affected areas. ➤ Helping the evacuees for returning to their houses. ➤ Immediate arrangement of free kitchen in the cut off and inaccessible areas. <p>Relief distribution.</p> <ul style="list-style-type: none"> ➤ Monitoring of relief distribution. ➤ Provision of drinking water. ➤ Provision of medical facilities. ➤ Repair/restoration of roads. ➤ Transportation of relief and human resources 	
--	--	--

SOP FOR SUPERINTENDENT OF POLICE (SP)

After receiving instructions from the Deputy Commissioner, the Superintendent of Police will rush to the ECR and establish contact with the local police station. He would then direct implementation of the action plan through the police station nearest to the scene of the disaster.

Phase	Activities	Other officials to be involved	Resources/equipments to be procured from
Pre-Disaster	<ul style="list-style-type: none"> ➤ Preparedness and warning dissemination of warning: - ➤ Reception of warning from the DCR. ➤ Communication establishment with district and sub-division/ GP control rooms and departments offices within the division. ➤ Alerting the team force for deployment at the time of calamity. ➤ To issue directive to police field functionaries to co-operate with revenue personnel in management of relief operation 	Home Guard/Police forces, AC/Tahsildars, SIS	VHF, other improved telecommunication Systems
During Disaster	<p>Rescue and Evacuation: -</p> <ul style="list-style-type: none"> ➤ Clearance of roads and other means of transportation. ➤ Traffic management and patrolling of all highways and other accessroads to disaster sites. ➤ Making sure that discipline is maintained. ➤ Assistance to district authorities for taking necessary action against hoarders, black marketers and those found manipulating reliefmaterials ➤ Co-ordination with fire personnel. ➤ Provision of security in transit camps/feeding centers/relief camps/cattle camps/co-operative food stores and distributioncenters. ➤ Safe guarding of belongings of evacuees. <p>Distribution of Relief: -</p> <ul style="list-style-type: none"> ➤ Maintaining laws and order at the shelters and the relief camps. Co-ordination with military service personnel in the area. ➤ Deploying officers/police personnel to record death cases. Assisting the community in organizing emergency transport. Assisting the District Officials/NGOs in distribution of relief materials. ➤ Providing escorts in transit of relief materials to the relief camps/affected areas. 	Home Guard/Police forces, AC/Tahsildars, SIS, NCC,NSS, Trained Volunteers local Youth,NGOs/CBOs	VHF, other improved telecommunication Systems Rescue kits, vehicles equipments for clearance of roads and other related stuffs

Post Disaster	<p>Short term measures: - FIR of the disasters, the damages and the death cases. Assisting in collection of damage statistics of private properties. Maintaining law and order</p> <p>Long term measures: - Close co-ordination with district administration and local/external NGOs in reconstruction and rehabilitation process. Assisting the district authority whenever the need arises. Periodical visits to the affected areas to ensure law and order</p>		Vehicle communication System
---------------	---	--	------------------------------

SOP FOR DISTRICT HEALTH OFFICER DHO

- 1) District Health Officer (DHO) will be overall in charge of health and medical services to be rendered at the site of emergency or at various rescue shelters, affected places, hospitals, pathology laboratories, etc.
- 2) On receiving the information from DC, he will contact all Hospital Superintendents, Drug Controller, Blood Banks for mobilization of required ambulances/Doctors/Nurses/Medicines/life saving drugs, blood etc.
- 3) Rush to the site, assess the extent of severity and establish adequate (Temporary Medical Centre). Ensure hygienic conditions at the rescue shelters cum rallying posts, temporary medical centers. Take appropriate action in shifting affected persons to proper hospitals and provide appropriate treatment.
- 4) Arrange for removal of dead bodies, if any, after post-mortem and disposal of the same.
- 5) Render advice on precautionary measures to be taken by public in affected sites/villages, rescue shelter cum rallying posts to prevent the outbreak of epidemic diseases.
- 6) If necessary, he should undergo training to handle the wireless apparatus for effective communications.

SOP FOR ASSISTANT COMMISSIONER

He will be the overall in charge of Rescue shelter/Rallying post and parking yards.

- 1) He will ensure adequate food and clothing in co-ordination with Dy. Director, Food and Civil Supplies, Voluntary Organizations, Individual Persons as deemed necessary in his option.
- 2) He will also ensure proper medical aid (first aid as well as shifting of affected persons to hospitals, etc) in co-ordination with District Health Officer and District Drug Controller.
- 3) He will ensure adequate security and safety in co-ordination with SP (Law & Order), and Dy. SP as the case may be.

In addition to these responsibilities, the AC will assist the DC and others in all other matters as the case may be. The concerned Assistant Commissioner is the Disaster Manager and he would rush to the Local Emergency Control Room (LECR) which is set up at the taluk headquarter of the affected taluk. He would function as the link between the affected area and

the District Disaster Manager based at the main ECR located in the Deputy Commissioner office at Shimoga.

Following are the main functions during any emergency: -

Set up the LECR at the concerned Taluk headquarters or at a safe place close to the scene of the disaster.

Depending on the nature of emergency, co-ordinate with the various agencies at local level.

Initiate the rescue operation with the help of local police, fire or other voluntary organisations and mutual aid members.

Have close interaction with the Site Controller to ensure proper actions have been taken.

Visit the affected area to gain first hand information of various steps being taken to mitigate the effects of the disaster.

Keep the main Emergency Control Room at district head quarters informed about the developments on a regular basis and request for additional help by way of resources or specialized manpower or equipment.

SOP FOR TAHSILDAR

He will look after all the facilities required at rescue shelter/rallying post like food, clothing, medical aid, water, electricity, sanitation and other basic necessities in co-ordination with respective Government Agencies as well as voluntary organizations.

- 1) He will manage and arrange for any other requirements on need basic at that point of time in co-ordination with respective government authorities.
- 2) He will alert all his sub ordinates and utilize their services to manage the rescue shelter/rallying post.
- 3) His actions will be in concurrence from AC/DC.

The Site Controller would be at the scene of the disaster or accident and would be reporting to the Disaster Manager located in the Local Emergency Control Room. He is the person who is dealing with the disaster directly in association with the various other emergency services. He would be in direct contact with the Disaster Manager based at the Local Emergency Control Room (LECR). His responsibilities vary widely depending on the type of emergency. It could be a natural disaster like flood the effects are wide spread where rescue work would be of main concern. It could be a road accident involving a tanker carrying hazardous chemical where quick action has to be taken to arrest the leakage, if any, followed by evacuation of people if required.

Following are the main functions any emergency

Take measures to mitigate the emergency in association with various emergency services like fire and police

Keep in constant touch with the Local Emergency Control Room at taluk headquarters with available means of communication and keep Disaster Manager informed about the developments on regular basis.

Request for additional help like specialized manpower or equipment to effectively handle the emergency.

Rescue and evacuate the people from affected area and shift them to safe shelters. Ensure setting up of safe shelters with basic amenities for food sanitation.

Mobilize medical professional with the help of ECR or LECR and ensure the affected persons are given medical attentions.

Arrange to shift the injured or sick to specialized hospitals if need be.

SOP FOR DEPUTY SUPERINTENDED OF POLICE

The DySP of the sub-division where the disaster has struck would get in touch with the nearest police station and ensure the police team is rushed to the scene of the emergency. His main function would be to act as link between scene of the accident and the Emergency Control Room

- On receiving information from the Emergency Control Room, he would rush to the site, assess the situation, obtain first hand information, take control of the overall situation.
- Alert district administration to mobilize Reserve Police personnel for deployment for traffic regulations, supervision of evacuation and security duties.
- Alert area District Commandant of Home guards to mobilize home guards, as necessary (and keep the SP informed).
- Arrange for necessary transportation vehicles for rescue operation in consultation with RTO. Arrange for necessary ambulances and other medical facilities for the affected persons in co-
- ordination with various government and non-governmental agencies.
- Arrange for removal of the dead bodies, identifications and proper preservation. Prepare list of missing persons and take immediate steps to trace them.
- Communicate the information to other agencies through police control room.
- Keep in constant touch with ECR to ascertain latest status and intimate police personnel with upto date information regarding response actions and further instructions.
- Arrange for relief to policemen handling the emergency situation.

SOP FOR CIRCLE INSPECTOR (LAW AND ORDER)

- 1) The office will be overall in charge of the functions of Police Department in case of offsite emergency. He will receive the communication and instructions from DC/SP from time to time.
- 2) On receiving the information about the emergency from DC/SP, the officer will rush to the incident spot and oversee law and order, organize for additional requirement of men and Home Guards if required.
- 3) Receive information from the site in charge and divisional fire officer or his deputy available at site for appropriate and necessary rescue operation.
- 4) Arrange for necessary transportation of vehicles in co-ordination with RTO and in charge of parking yard for evacuation of people as well as critical cases.
- 5) Ensure that adequate numbers of vehicle are provided, fitted with public address system and wireless to the convoy team.
- 6) Arrange for necessary ambulance/medical facilities in co-ordination with District Health Officer/Deputy Director, Animal Husbandry for evacuation of people and livestock respectively.
- 7) In confirmation with DC/SP, arrange for removal of dead bodies (if any) and will pass on the information to the relatives of the decease and will ensure disposal of dead bodies after conducting postmortem in co-ordination with DHO.

- 8) Arrange for maintaining law and order at the site of emergency, rescue shelter parking yards, main roads leading to emergency site, etc., pass on the information to the DC/SP about actions on various fields.

The Circle Inspector of the concerned area would also rush to the scene of the accident and direct the various operations like maintaining law and order, barricading and diversion of traffic away from the scene of accident. His main functions would include

- Maintain direct contact with the local police station through the police mobile van. Keep monitoring the progress of various rescue measures being undertaken.
- Ensure police personnel are given updated information for announcement during the emergency.
- Mobilize government and private buses through RTO for evacuation.
- Ensure that the bus/vehicle drivers are properly instructed regarding areas to be visited and routes to be taken during evacuation.
- Ensure security duty personnel are at their posts and that only authorised personnel/vehicles are allowed to enter the emergency/affected area with proper identity cards.
- Police Inspector will assume the charge of DSP in the absence of the DSP till such time the superior officer arrives at the place of accident and takes control then onwards, he will continue to receive the orders from the superior officers and act accordingly

SOP FOR INSPECTOR (TRAFFIC)

- 1) The SP(Traffic) will be the overall in charge of traffic management who is assisted by Dy. SP(Traffic) in case of offsite emergency.
- 2) Receive the communication of offsite emergency from CEC and disseminate the information to all the functionaries and mobilize required force and put them into action for managing various traffic points, routes, etc.
- 3) For each industry, separate routes are identified as normal route and emergency route.
- 4) Mobilize necessary police personnel/vehicles to man and control traffic on various roads identified as safe routes and also take measures to divert normal traffic away from the emergency routes identified.
- 5) Ensure available of adequate number of vehicles fitted with public address system/wireless etc. and directly supervise manning of routes and parking yards.
- 6) Initiate action to ensure adequate number of skilled drivers in consultation with RTO, KSRTC, Home guards and Truckers Association etc.
- 7) The SP will initiate action on his own only under exceptional circumstances; However, his action shall be communicated to his superiors and should be confirmed with CEC.
- 8) Any other action as deemed necessary base on the circumstances.

Depending on the type of disaster, the traffic police would take control of the traffic movement in the district. During a natural disaster like cyclone or floods the roads may be cut off for a longer period and hence traffic police play a very important role in handling any such emergencies. Their duties would include

Stop traffic approaching the affected area and advise the crew regarding the impending danger.

Ensure tankers containing hazardous chemicals are parked in safe places.

Check for alternate routes and divert the traffic in a controlled manner to prevent congestion in diversions.

Keep close liaison with other police agencies and assist in crowd control around the affected area.

Make way for emergency and relief vehicles on priority basis.

Monitor the condition of the blocked road and resume normal traffic only when the affected area is declared safe.

SOP FOR DY. DIRECTOR OF FACTORIES

.Factory Inspectorate plays an important role during any industrial and transportation disaster in which there is large-scale release of hazardous chemicals. In case of such disaster, the Dy. Chief Inspector of Factories or Sr. Inspector of Factories would position themselves in the ECR and help the District Administration by providing expert advice for minimizing the effect of such a disaster.

Main functions: -

- Ensure the on-site emergency management plan of the affected industry (in case of an industrial disaster) has been activated and the mitigative measures are taken to safeguard the people present in the premises.
- Visit the site of accident to ensure proper measures are taken to control the situation. Speed up help from mutual aid members, if required to contain the emergency.
- Mobilize the technical experts for advice if required. Inspect the area along with the tech. Co-coordinators and report to Deputy Commissioner for giving all clear signals.

SOP FOR THE DIVISIONAL FIRE OFFICER

He will place himself in the main Emergency Control Centre and maintain continuous contact on VHF with the Station Officer at the site. Depending on the need, the Divisional Fire Officer will place himself at the site and maintain contact with the Deputy Commissioner in the Main Emergency Control Centre.

The Station Officer/ Sub-Officer/Asst. Sub-Officer of the fire station closest to the scene of disaster will direct fire-fighting operations at the site and keep the Divisional fire officer/station officer informed of the developments at the site.

Main functions: -

- Initiate rescue and fire fighting operation with available means. Ensure that all fire fighters use proper personnel protective equipment while fighting a fire or controlling gas leak.
- Help the District Administration in evacuation of people from affected zones using escape routes decided in advance depending on the wind direction.
- Continuously evaluate the situation and decide the necessity to call in additional Fire Engines from neighbouring taluks/district.
- Mobilize the services of the home guards for fire-fighting through the police.
- He will advise the Deputy Commissioner on the extent of evacuation necessary. Preserve valuable evidences, which may be useful for investigation later on.
- Ensure availability of water and make arrangement for private water tanker carriers.
- When the emergency is over, carry out joint inspection of affected areas along with site controller and Technical experts to ensure the emergency is under control.
- Send the message of “SAFE” to DC/SP etc to enable him to officially call off the emergency.
- Take any other appropriate actions as deemed necessary in control of emergency.

SOP FOR FIRE STATION OFFICER

The Fire Station can cater to the immediate need of the plant, but certainly not adequate to manage the emergency assumed in this document. Therefore,

- 1) On receipt of fire call, rush to the site of incident with all crewmembers and equipment and start fighting the fire.
- 2) Immediately send distress call to all other fire stations for additional reinforcement. Contacts the Divisional Fire Officer and informs him about the severity of the fire, the kind of assistance required, etc.
- 3) Continue to receive the necessary information from his superior officers and the DSP and adhere to the instructions.
- 4) Assist the police, Home guards and other Rescue Team the rescue evacuation of persons, salvage, etc.
- 5) Continue to be inaction till such times the divisional fire officer or his deputy arrives at the place of incident and takes charge. From there onwards, he will continue to assist the officials.

SOP FOR HOME GUARDS COMMANDANT

District Commandant/Dy. Commandant will position themselves in the Emergency Control Room and assist the District Administration in mitigating the emergency. They would be continuous in contact with the field officer/units.

Main functions: -

- Assist the Police or Fire personnel in carrying out their duties.
- Carry out rescue and evacuation operation in close association with other emergency agencies. Evacuated areas would need to be guarded against theft

SOP FOR SUPERINTENDENT ENGINEER PUBLIC WORKS/HIGHWAY

Depending on type and location of the disaster, the in-charge of the PWD/Highway or Irrigation department representatives would make themselves available at the ECR and maintain close contact with their engineers who would be at the scene of the disaster.

Main functions: -

- Help the police to divert traffic away from the scene of accident along all the major roads. Ensure diversion routes are in good condition and traffic does not get jammed.
- Exhibit proper diversion signs conspicuously at suitable places.
- Provide the mobile crane/heavy earthmoving equipment for the purpose of salvage operation.
- Provide necessary assistance as required and directed by Deputy Commissioner/Superintendent of Police.

SOP FOR DEPUTY DIRECTOR OF ANIMAL HUSBANDRY

- 1) Deputy Director of Animal Husbandry will be the overall in charge for treatment of affected animals at site/hospital in co-ordination with police/voluntary organizations and revenue authorities.
- 2) On receiving information from DC, he will rush to the site and activate the Temporary Medical Centre (TMC) at appropriate places in consultation with DC.

- 3) Dy. Director will also co-ordinate with Assistant Commissioner/RTO/DCP /Inspector of Police (Traffic), for arranging necessary vehicles for shifting of animals, if required.
- 4) The officer will be provided with one Police Officer with adequate number of Police Personnel and Home guards to ensure the orderly treatment and management of the Temporary Medical Center.
- 5) The officer will identify the drug stores and ensure the supply of adequate and necessary drugs through the Drug Control Authorities.

SOP FOR RTO

- 1) The RTO will be the overall in charge for providing number of rescue vehicles like trucks, buses, cars or any other type of transportation vehicles to emergency site, rescue shelter cum rallying post etc., for transportation of human beings as well as animals.
- 2) Receive information from DC and act accordingly.
- 3) Mobilize all possible resources in arranging transportation vehicles in co-ordination with KSRTC, Truckers Association, Travel Agencies, etc, also ensure availability of adequate number of skilled drivers and advise the Inspector (Traffic).
- 4) Workout the requirement of heavy earth moving equipment like cranes etc., and mobilizes the same in co-ordination with such agencies/parties.
- 5) Depute adequate numbers of Motor Vehicle Inspectors for assisting Inspector of Police, Traffic (in charge of parking yard), and Rescue Shelter cum rallying post, at the site of emergency.

The transportation department plays an important role during any type of disaster as it would involve large-scale evacuation of people in the affected area. RTO/ARTO would be based at ECR and assist the District Administration in mitigating the emergency. Main functions Deploy required number of buses with drivers to evacuate people to safe shelters. Mobilize various earth moving equipment and other heavy machinery from different sources required for rescue operation. Provide mobile workshop if required for urgent repairs/breakdown. Provide assistance as required and directed by Superintendent of Police/Deputy Commissioner.

SOP FOR ENVIRONMENTAL OFFICER POLLUTION CONTROL BOARD

- 1) On receiving information from DC, the Environmental Officer will mobilize all possible resources at his disposal and keep the laboratory functioning for analysis of pollutants, emissions, etc.
- 2) Rush to the site, collect the samples, analyze the pollutants and the likely effect on human life/environment and inform the DC about the same and the corrective actions to be taken to prevent further damage.
- 3) Act as an expert and advice the DC about the kind of message to be disseminated to the public and press, etc, on pollution matters.

The representative of the Pollution Control Board would be based in the Emergency Control Room during any disaster and ensure the environmental damage is kept minimum.

Main functions: -

- Mobilize all possible resources at his disposal and keep the laboratory functioning for analysis of pollutants and emissions.

- Rush the team to the affected area for collection of samples and analyze the same.
- Keep the Emergency Control Room informed about the possible effect on human life as well as environment and corrective actions taken to minimize the same.

SOP FOR EXECUTIVE ENGINEER KPTCL

- 1) The Executive Engineer will be responsible for all electrical power supplies and illumination of places like site of incident, rescue shelter, rallying posts, parking yard, temporary medical centers, emergency route, etc.
- 2) In case of need to establish the temporary power supply points he will do so as advised by DC and ensure adequate continuous power supply.
- 3) Assist any other agency such as water works, PHE as and when needed.

SOP FOR EXECUTIVE ENGINEER OF PANCHAYAT RAJ ENGINEERING

- 1) The Executive Engineer will be over all in charge for providing adequate sanitation facilities such as dry latrines, soak-pits, etc. at the temporary rescue shelters.
- 2) Ensure maintenance of hygienic conditions at all such places including the site of incidence.
- 3) Ensure adequate supply of potable water to all places such as rescue shelters cum rallying post, parking yard, and temporary medical centers.
- 4) Assist other agencies as advised by DC as and when needed.

SOP FOR DY. DIRECTOR, FOOD AND CIVIL SUPPLIES

He would be based in the Emergency Control Room and assist the District Administration in running the safe shelters and relief centres set up during the disaster.

Main functions: -

- Will be overall in-charge of Relief and Rehabilitation activities.
- Identify the rehabilitation centre in advance and establish them in shortest possible time.
- Arrange for orderly transportation of population from the emergency zone and adjacent villages in case evacuation has been ordered by Deputy Commissioner.
- Co-ordinate with the other departments connected with relief measures.
- Provide basic amenities such as food, drinking water and sanitation at the rehabilitation centres.
- Distribute food packets at the affected areas to the people, emergency services agencies such as police, fire fighting personnel and others.
- Exercise any other powers to seek any assistance from the local authorities in achieving this objective.
- Establish contact with the voluntary organizations for assistance.
- To ensure that necessary arrangements are made for the orderly return of all villagers to their respective places once the Deputy Commissioner informs about the termination of the emergency.

SOP FOR DISTRICT INFORMATION OFFICER

The District Information Officer would be based in the Emergency Control Room during any disaster and assist the district authorities in smooth operation.

Main functions: -

- Upon receiving the information from District Administration, the information officer should co-ordinate with media for giving information regarding emergency.
- Co-ordinate with the affected victims' families for giving information of their dear ones if