



Government of Sikkim

# Sikkim State Disaster Management Plan

## VOLUME 4: SPECIFIC ACTION PLAN FOR LINE DEPARTMENTS AND OTHERS NON-GOVT. STAKEHOLDERS



**STATE DISASTER MANAGEMENT AUTHORITY**  
Government of Sikkim

**Published by:**

State Disaster Management Authority  
Gangtok, Sikkim

September, 2015

**For more information, please contact:**

Secretary/Relief Commissioner,  
Land Revenue & Disaster Management Department  
Government of Sikkim  
Gangtok (Sikkim)

Phone: +91-3592-202664

Fax: +91-3592-201145/ 202932

E-mail: [ccs-lr-sik@nic.in](mailto:ccs-lr-sik@nic.in)/ [sikkimsdma@gmail.com](mailto:sikkimsdma@gmail.com)

This plan is developed by UNDP/ State Disaster Management Authority, Sikkim with active support from Sphere India, WAP, Cordaid and other key agencies in the year 2014.

# Table of Contents

---

Chief Ministers Message	VI
Foreword	VII
Acknowledgment	VIII
Introduction	IX
How to use plan	X
Abbreviations	XI
Objectives of the Plan	XV
Who is this plan for?	XVI

## **LINE DEPARTMENTS**

	<b>Page</b>
1. Mines and Geology Department	18
2. Food & Civil Supplies and Consumer Affairs Department	24
3. Gangtok Municipal Corporation	32
4. Animal Husbandry, Livestock, Fisheries and Veterinary Department	39
5. Forest Environment & Wildlife Management Department	48
6. Food Security and Agriculture Development Department	55
7. Horticulture & Cash Crop Development Department	62
8. Labour Department	69
9. Science and Technology Department	76
10. Information and Public Relation Department	82
11. Police Department	89
12. Roads and Bridges Department	96
13. Indian Metrological Department-IMD	103
14. Social Justice, Empowerment and Welfare Department	108
15. Irrigation & Flood Control Department	115
16. Postal Office Directorate	121
17. Urban Development and Housing Department	127
18. Commerce & Industries Department	134
19. Energy & Power Department	142

20. Rajya Sainik Board	148
21. Finance Revenue and Expenditure Department	151
22. Rural Management and Development Department	157
23. Bharat Sanchar Nigam Limited	163
24. Building & Housing Department	170
25. Tourism & Civil Aviation Department	177
26. Home Department	183
27. Transport Department	191
28. Cooperation Department	198
29. Fire and Emergency Services Department	206
30. Water Security & PHE Department	212
31. Health & Family Welfare Department	219
32. Cultural Affairs and Heritage Department	226
33. Department of Economic Statistics & Monitoring	233
34. Human Resource Department	240

#### **OTHER NON-GOVT. STAKEHOLDERS SPECIFIC ACTION PLANS:**

35. Academic Institutions	248
36. Architects, Engineers, Diploma Holders and Masons	250
37. Artisans, Craftsmen Group	253
38. Business Groups	255
39. Scheduled Caste and Scheduled Tribe Association	258
40. Ex Servicemen and Retired Professionals Association	261
41. Civil Defence, NYK, Youth Group, NSS, NCC, Scouts and Guides Group	263
42. Health Association (Medical association, Chemist and Druggist Association, RVC, Nurses)	265
43. Sikkim State Inter Agency Groups	268
44. Local and International Media	276
45. Local NGOs, International NGOs, UN Agencies, Red Cross, National NGOs	279
46. SHG, Women, Farmers, JEEVIKA Group	282
47. Transporters (Road and Helipads )	285

<b>Annexures</b>	<b>288</b>
------------------	------------



Alok K. Shrivastava, IAS  
CHIEF SECRETARY

New Secretariat  
Government of Sikkim  
Gangtok-737101, Sikkim  
Phone : 03592-202315 (Off.)  
03592-205577 (Res.)  
Fax : 03592-204323  
Email: cs-skm@hub.nic.in

### FOREWORD

Formulation of State Guidelines on Disaster Management is the primary mandate of Sikkim State Disaster Management Authority (SSDMA). The Sikkim State Disaster Management Act, 2007 mandates the State level authorities to develop a Comprehensive Disaster Management Plan. The SSDMA adheres to the core principle of fostering multi-stakeholder participatory approach in preparing the Plan through strengthening of communities, elected local bodies and cultivating local administrative response and preparedness. It is envisaged that State Disaster Management Plan ensures local ownership, addresses the local needs, promotes volunteerism and mutual support to prevent and mitigate risk reduction and thus minimum damage is caused.

I appreciate the sincere efforts of various multi-stakeholders in partnership with Sphere India for drafting the Guidelines in line with the guiding principles through proactive participation. I would also like to put on record, the guidance of key state officials and other subject experts in this endeavor.

I am extremely pleased with the deep involvement, support and cooperation of various stakeholders from the community, line departments and other important groups in the preparation of the SSDMP.

I am hopeful that the Sikkim State Disaster Management Plan would enable the State Government and stakeholders to better prepare for Disaster, manage the same, mitigate risk and minimize its adverse impact.

Gangtok  
18<sup>th</sup> September, 2015.

  
( Alok K. Shrivastava, IAS )



**C.T Wangdi, IAS**  
**State Relief Commissioner-cum-Secretary**

**Land Revenue and Disaster  
Management Department  
Government of Sikkim  
Phone: 03592-202664(O)  
Phone: 03592-237502(R)  
e-mail: secy\_lrdd@sikkim.gov.in**

### **ACKNOWLEDGEMENT**

At the outset, I would like to express my sincere gratitude to all the members of the State and District Advisory Bodies and other stakeholders for their valuable contribution and whole hearted co-operation in developing the State Disaster Management Plan. Without their technical inputs and active guidance it would not have been possible to formulate this plan for holistic Disaster Management in Sikkim.

I would also like to express my deep sense of gratitude to Prof. V.K. Sharma, Executive Vice Chairman, Sikkim State Disaster Management Authority (SSDMA) for his guidance and technical inputs in preparing the SDMP.

I would also like to appreciate the efforts of SPHERE India, Inter Agencies Group & UNDP Sikkim for the execution of ideas and benchmark set by the Advisory bodies.

I also like to place on record my gratitude and appreciation to the Officers and staff of SSDMA, members of various stakeholders, groups who have participated and contributed immensely in the consultative process leading to the formulation of this Plan.

I sincerely hope that the State Disaster Management Plan would be widely implemented to achieve a Disaster Resilient Sikkim.

  
**STATE RELIEF COMMISSIONER CUM SECRETARY**

## INTRODUCTION:

Disaster Management has been a new discipline in Sikkim over the last few years. With increasing frequency and intensity of disasters and large number of people coming in their way, the subject needs a more systematic attention and a planned approach. State Disaster management Act, 2007 mandates the development of comprehensive disaster management plan at the state level.

A lot of efforts have been going on for development of plans at different levels by different agencies. The documents largely remain limited to knowledge and information manuals rather than practical action plans for the stakeholders. There has also been a significant change in our understanding of disaster management from National to the grassroots levels in the last few years. Hyogo Framework for Action and later National Disaster Management Act 2005 brought a paradigm shift in disaster management from a reactive relief based approach to a more proactive disaster risk reduction approach.

The evolving understanding of the subject of disaster management, lessons learnt from the existing plans and the mandate provided by State Disaster Management Act, 2007 to DDMA's for developing comprehensive disaster management plan provides an excellent opportunity for modelling plans and a standard process for development of district disaster management plan for replication in different parts of the country.

Sphere India, National Coalition of Humanitarian Agencies in the country, in collaboration With SSDMA and technical support from GOI-UNDP and its member agencies like IAGs initiated the process to develop the state plan. The figure below illustrates the timeline and process followed for the same.

## HOW TO USE PLAN

ACTI	REFERENCES	REMARKS
1. Identify Yourself	<ul style="list-style-type: none"> <li data-bbox="515 339 911 400">Household</li> <li data-bbox="515 421 911 482">Municipal/Ward Committee</li> <li data-bbox="515 502 911 564">Line Departments</li> <li data-bbox="515 584 911 645">Other Stakeholder</li> </ul>	
2. Know your Risk (Hazards, vulnerabilities & capacities)	Volume-1, Context Analysis (HVCA)	Read this to understand the disaster in context of Sikkim State
3. Identify other stakeholders	Volume-1 (Stakeholder Analysis)	Read this to understand who are the stakeholders in the state of Sikkim.
4. Act per your specific plan	SDMA Actions (Volume 1 and 2)	<div style="background-color: #008000; color: white; padding: 5px; text-align: center;"> <b>DRR and Mitigation Plan (SDMA Green Book) Volume-1</b> </div>
		<div style="background-color: #ff0000; color: white; padding: 5px; text-align: center;"> <b>State Disaster Response Plan (SDMA Red Book) Volume-2</b> </div>
	Line Department, Other Stakeholders	<div style="background-color: #008000; color: white; padding: 5px; text-align: center;"> <b>Green Section (Stakeholders' action during non-disaster time)</b> </div>
		<div style="background-color: #ff0000; color: white; padding: 5px; text-align: center;"> <b>Red Section (Stakeholders' action during disaster time)</b> </div>
5. Know institutional mechanism & good practices for implementation of plan	Volume-1	Read this to know about various institutions at district level and understand good practices like ESF, IRS, URS,
6. Know linkages with state, national and international resources.	Volume-1	Read this to know about linkage at various levels as Volume-1, per the level of disaster
7. Know legal & financial provisions for implementation of plan	Volume-1	Read this volume to get assessment formats, checklists and database resources available in the State.
8. Find checklists, assessment formats, resource database	Volume-3, "Checklist, formats & resource database"	Read this volume to get assessment formats, checklists and database resources available in the State.

**1. Volume-1: DRR AND MITIGATION PLAN:** This volume (also referred as Green Book) enlists the specific actions to be taken during non-disaster time for DRR and mitigation measures. This includes mainstreaming of DRR into development; capacity building; Functional continuity actions; Partnership with other stakeholders; Process on Rehabilitation & Reconstruction; Emergency Preparedness and Plan maintenance. This also enlists various structural and non-structural as well as hazard specific mitigation measures and strategies.

This volume also gives details of context on Sikkim which includes general situation; Hazard, Vulnerability & Capacity Analysis; Problem Analysis; SDMP development Strategy; and Stakeholders analysis.

This particular section is specifically useful to you if you are new to the State and like to understand the general situation, history, and broader context of the State. It also covers details of the various institutions at State level & their roles /responsibilities in disaster management. This also gives information on good practices like ESF, IRS, URS, DMT and QRT etc. for coordination and integration among different stakeholders.

This volume also describes the linkages with other districts, divisions, state and national level as per the level of disaster and the emerging needs.

**2. Volume-2: STATE DISASTER RESPONSE PLAN:** This volume (also referred as Red Book) enlists the specific actions to be performed at divisional level in case of any disaster situation. The key response actions are divided into various phases including Actions on Receipt of Early Warning; Response Activation; Relief and Response; Deactivation of Response; Recovery Actions along with enlisting disaster specific contingency actions. This also covers setting up of Field SEOC.

**3. Volume-3: CHECKLISTS, FORMATS AND RESOURCE DATABASE:** There is a separate compilation of useful checklists, assessment formats and database of resources available in Sikkim with the contact lists etc. This can be referred as and when required.

**4. Volume-4: SPECIFIC ACTION PLANS FOR DIFFERENT STAKEHOLDERS**  
Apart from the above main volumes, there are specific action plans prepared for different stakeholders at various levels. There are specific action plans for line departments and other key non-govt. stakeholders at the State level. These action plans are compiled in two separate sections for each stakeholder groups. These sections are (1) Red Section – for response actions during emergencies, and (2) Green Section– for DRR and mitigation actions during nonemergency period.

## ABBREVIATIONS

AAI	Airport Authority of India
BIS	Bureau of Indian Standard
BPL	Below Poverty Line
BRGF	Backward Regions Grant Fund
CBO	Community Based Organizations
CAPF	Central Armed Police Force
CE	Chief Engineer
CEO	Chief Executive Officer
CMO	Chief Medical Officer
CMRF	Chief Minister Relief Fund
CSO	Civil Society Organization
CBOs	Community Based Organizations
CBRN	Chemical, Biological, Radiological and Nuclear
CWC	Central Water Commission
DEOCs	District Emergency Operation Centres
DM	Disaster Management
DDMP	District Disaster Management Plan
DDRF	District Disaster Response Force
DM	District Magistrate
DMT	Disaster Management Team
DRR	Disaster Risk Reduction
DPR	Detailed Project Report
DRC	Disaster Response Commissioner
DDMA	District Disaster Management Authority
EOC	Emergency Operation Centre
ESF	Essential Service Functions
EWS	Early Warning System
FRT	First Response Team
GIS	Geographic Information System
GoS	Government of Sikkim
Gol	Government of India
GSI	Geological Survey of India
GP	Gram Panchayat
GPS	Global Position System
HoD	Head of Department
HFA	Hyogo Framework for Action
HRVCA	Hazard Risk Vulnerability Capacity Analysis

HVCA	Hazard Vulnerability Capacity Analysis
ICT	Information and Communication Technology
IDRN	India Disaster Resource Network
IEC	Information Education Communication
IMD	Indian Meteorology Department
INSAT	Indian National Satellite System
IAF	Indian Armed Force
IAG	Inter-Agency Group
IAP	Immediate Action Plan
ICDS	Integrated Child Development Services
IMT	Incident Management Teams
IRS	Incident Response System
IRT	Incident Response Team
IYA	Indira AwasYojana
LCG	Local Crisis Management Group (state, district, local group to be constituted)
LEOCs	Local Emergency Operation Centers
LSG	Lower Selection Grade
MGNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme
MLA	Member of Legislative Assembly
MP	Member of Parliament
MPLADS	Member of Parliament Local Area Development Schemes
MFRs	Medical First Responders (to be constituted)
MHA	Ministry of Home Affairs
NCC	National Cadet Corps
NDRF	National Disaster Response Force
NEC	National Executive Committee
NABARD	National Bank for Agriculture and Rural Development
NCC	National Cadet Corps
NDMA	National Disaster Management Authority
NDRF	National Disaster Response Force/Relief Fund
NGOs	Non- Government Organizations
NREGA	National Rural Employment Guarantee Act
NREGS	National Rural Employment Guarantee Scheme
NRHM	National Rural Health Mission
NSV	National Service Volunteer
NYK	Nehru Yuva Kendra
NGO	Non-Government Organization
NIDM	National institute of Disaster Management

OEOC	Onsite Emergency Operational Center
PMO	Prime Minister's Office
PHED	Public Health and Engineering Department
PPP	Public Private Partnership
PDS	Public Distribution System
PHC	Primary Health Center
PHED	Public Health Engineering Department
PMRF	Prime Minister Relief Fund
QRMT	Quick Reaction Medical Team
QRT	Quick Response Team
Q&A	Quality and Accountability
R&B	Roads & Bridges Department
SCG	State Crisis Management Group
SCMC	State Crisis Management Committee
SDMA	State Disaster Management Authority
SDMP	State Disaster Management Plan
SDRF	State Disaster Response Force
SDRN	State Disaster Response Network
SEOC	State Emergency Operation Centre
SMS	Short Messaging Service
SOP	Standard Operation Procedure
SSDMA	Sikkim State Disaster Management Authority
SWAN	State Wide Area Network
SDRF	State Disaster Response Force/Relief Fund
SHG	Self Help Group SME Small and Medium Enterprise
SOP	Standard Operating Procedure
SP	Superintendent of Police
SSA	Sarva Shiksha Abhiyan
SDMP	State Disaster Management Plan
SEOC	State Emergency Operating Centre
UN	United Nations
URS	Unified Response Strategy
UD&HD	Urban Development & Housing Development
UNDP	United Nations Development Programme
WAN	Wide Area Network
WASH	Water Sanitation and Hygiene

## **INTRODUCTION:**

Disaster management has been a new discipline in Sikkim over the last few years. With increasing frequency and intensity of disasters and large number of people coming in their way, the subject needs a more systematic attention and a planned approach. State Disaster management Act, 2007 provides mandate for development of comprehensive disaster management plan at state level.

A lot of efforts have been going on for development of plans at different levels by different agencies. The documents largely remain limited to knowledge and information manuals rather than practical action plans for the stakeholders. There has also been a significant change in our understanding of disaster management from National to grassroots levels in last few years. Hyogo Framework for Action and later National Disaster Management Act in 2005 brought a paradigm shift in disaster management from a reactive relief based approach to a more proactive disaster risk reduction approach.

The evolving understanding of the subject of disaster management, lessons learnt from the existing plans and the mandate provided by State Disaster Management Act, 2007 to DDMA's to develop comprehensive disaster management plan provides an excellent opportunity to develop some modal plans and a standard process for development of district disaster management plans for replication in different parts of the country.

Sphere India, National Coalition of Humanitarian Agencies in the country, in collaboration with SSDMA, and its member agencies like IAGs with support from UNDP initiated the process to develop the state plan. The figure below illustrates the timeline and process followed for the same.

## **Objectives of the Plan:**

Vision: The vision of this plan is to enable disaster resilient development in Sikkim and continuity of services essential for life and dignity of citizens during disaster and non disaster situations.

The key objectives of developing this plan are:

1. To analyze the geography, social, political and economic context of Sikkim from Disaster Management lens.
2. To analyze current development problems and it's linkage with past disasters and hazards in the state.
3. To identify areas vulnerable to different natural and manmade hazards.
4. To know underlying risks and develop action plans for different stakeholders for risk reduction.
5. To build awareness among different stakeholders by their direct engagement.
6. Development of disaster management plan and establishing a process for regular upgradation of it in future.
7. To introduce innovation and good practice in institutional mechanism at state level to make it an integrated and coordinated plan at all levels.
8. To develop action plans for different stakeholders (Communities, Govt. Line departments and other stakeholder groups) for disaster risk reduction, emergency response and recovery actions.
9. To suggest mitigation measures to be adopted by different stakeholders for the risks identified in the state.

## Objectives of the Plan:

### PRINCIPLES OF PLANNING

As planning being a continuous process, the planners and authorities shall consider following principles in implementation and future revision of the plan:

1. **Comprehensiveness:** Take into account all hazards, all phases, all stakeholders and all impact relevant to disasters.
2. **Progressive:** Anticipate future disasters and take preventive and preparatory measures to build disaster resilient communities.
3. **Risk-driven:** Use sound risk management principles (hazard identification, risk analysis and impact analysis) in assigning priorities and resources.
4. **Integrated:** Ensure utility of efforts among all levels of government and other stakeholders.
5. **Collaborative:** Create and sustain effective relationships among individuals and agencies to develop a common platform for convergence of all stakeholders and common processes for unity of efforts by all stakeholders.
6. **Flexible:** Use creative and innovative approaches in solving disaster challenges.
7. **Professional:** Value a science and knowledge based approach based on education, training, experience, ethical practice, public stewardship, accountability and continuous improvement.

### Who is this plan for?

The authority and responsibility for developing, implementing and regular up gradation of the plan lies with State Disaster Management Authority. However, the process is collectively owned by all stakeholder groups represented in Inter Agency Group, Sikkim. The roles and responsibilities of these stakeholder groups are illustrated in separate volumes linked with this plan.

This plan is to be used by the key authorities and departments at state such as SDMA, SEOC, SDMC, the Line departments etc. Further, the plan has specific action plans for other stakeholders as well include the Gram Panchayat committees and the key non-govt. stakeholders.

## LINE DEPARTMENTS

Emergency Response & Recovery Actions

DRR & Mitigation Actions

# 1. MINES AND GEOLOGY DEPARTMENT

---

## BRIEF INTRODUCTION OF THE DEPARTMENT

The department of Mines, Minerals and Geology is one of the oldest departments of the state Government which was established in the year 1976. The main function/objective is Minerals investigation, geological studies of unstable areas, disaster prone areas of the state and to regulate mining activities in the state. Since mandate of the department is mainly scientific studies and associated works, it is manned by geologists, mining engineers, chemists, surveyors, research assistants and scientific assistants supported by administrative and accounts staff. There are three wings in the department, v.i.z Geology, Mining and Laboratory.

The Geologists are engaged in investigation of various mineral resources of the state, Geological studies of unstable areas, drilling, Geo- engineering works, Geo-technical investigation and consultancy services, mainly for control of landslides and erosion. The Mining Engineers are engaged in contour survey and regulation of minerals. The laboratory is the backbone of Geologists and Mining Engineers where chemical analysis of Rock, Minerals, Soil and water sample is carried out. The Laboratory is also engaged in physio-chemical and bacteriological analysis of water samples.

## COMPOSITION (STRUCTURE AND CAPACITY):

- Principal Director cum Secretary
- Director
- Addl. Director
- Joint Director

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective:

To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- To direct officers in the department for high level preparedness ensuring safety of all govt. buildings and other assets.
- To appoint a Nodal officer for coordinating with the SDMA.
- To direct officers at all level in the department for supporting the District level Officers.
- Informing the relevant offices and people about dos and don'ts in case of a disaster.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information centre at state and district level before the seasonal floods.
- Establish coordination with Landslide information centre at state and district level.
- Establish coordination with Earthquake information centre at state and district level.

## **1.2 Actions on activation of Unified Response to Emergency:**

**Objective:**

- To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for
- coordination with SEOC, ESF nodal and support agencies and other departments.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC declares an emergency and Unified Response is activated, information should be disseminated to all staff, key stakeholders etc.
- Call for a coordination meeting of key officers to take stock of the situation.
- Divide the work amongst staff members for normal situations and emergency period.
  
- Organize initial assessment of damages. Project short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## **1.3 Actions for Unified Response to emergency:**

**Objective:**

To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

- Coordinate with respective municipal disaster management committee, search and rescue committee to shift the office equipments, documents and people to the safe places.
- Availability of electrical and power generation equipments and resources at safe and comfortable places so that the damaged parts could be easily replaced.
- Presence of engineers in the affected areas.

- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil on the areas not affected by disaster.

#### **1.4 Actions for deactivation of Unified Emergency Response:**

##### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure. Provide status report to SEOC and ESF nodal agencies.
- Evaluate Emergency response in consultation with community, ESF nodal agencies, SEOC and other stakeholders. Document response activities and learnings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster losses to the department and proceed for immediate recouping of resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### **1.5 Recovery Actions:**

##### *Objective:*

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government and implement recovery plans.
- Ensure the departmental resources like equipments, laboratory, resource materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plans for this department are divided into following sections:

### **2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development Plans**

- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

**2.1 Mainstreaming DRR into Development Plans:**

*Objective:*

To ensure disaster risk reduction is mainstreamed in key activities of the department.

*Key Actions:*

Key Activities of the Department	Mainstreaming DRR Actions
<ol style="list-style-type: none"> <li>1. Geo-technical investigation/studies</li> <li>2. Landslide/vulnerable slope mitigations by various geo-engineering methods.</li> <li>3. Land stability zonation mapping of major township areas of Sikkim.</li> <li>4. To carry out geo-technical studies of Flood behavior of the two major river systems v.i.z Teesta and Rangit rivers of Sikkim.</li> <li>5. Support on identifying vulnerable areas to landslide, flood behavior relevant to Sikkim by Geological &amp; Geo-technical investigation.</li> </ol>	<ul style="list-style-type: none"> <li>• Categorization of stability rating of construction sites of all the buildings are resistant to earthquake, landslide and flood within the control of UD&amp;HD.</li> </ul>

**2.2 DRR Priority Actions:**

*Objective:*

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

*Key Actions:*

- Establish a flood and drought warning cell in the department and designate a nodal officer for disaster management.
- Coordinate with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Ensure that food supplies are safe from any adulteration and any sort of intended poisoning or damage.

- Coordinate with Food & Civil Supplies Department to ensure that all safety measures are in place for proper storage, transportation and distribution of supplies.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

*Objective:*

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

*Key Actions:*

- Maintain the roster of all resources (Human, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time on DRR.
- Organize periodic mock drills of the departments staff and key stakeholders for different contingency situations.
- Take part in state and district level mock drills and capacity building programs organized by state and district authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over the next few years.
- Create mechanism for regular inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### **2.4 Functional Continuity Actions:**

*Objective:*

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during a disaster situation.

*Key Actions:*

- Define Rules and regulations for functioning of the department especially during disasters.
- All department staff shall nominate his/her friend to take on the additional activities of his/her friend, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.

- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## 2.5 Emergency Preparedness Actions:

### *Objective:*

To identify potential emergency situations and be prepared for response.

### *Key actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Identifying safe and secure site for construction of building and various preventive measure to conserve water.
- Ensuring the availability of equipments used for investigation of various mineral resources of the state, Geological studies of unstable areas, Drilling, Geo- engineering works, Geo-technical investigation and consultancy services, mainly for control of landslides and erosion.
- Identifying the vulnerable areas and slope to landslide, earthquake and flood to avoid any damage to the building and road connectivity.
- Stockpile and preposition other necessary repairing material at safer places for immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Impart awareness to officials for the safety of life, material, equipments and for the placement of the items at safe places.

### *Coordination and Integration:*

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### *Accountability:*

The head of the department, officers at various levels and the nodal officer appointed for disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 2. FOOD & CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT

---

The Food & Civil Supplies and Consumer Affairs Department has been entrusted with the responsibility of procurement, storage and distribution of grains and other essential commodities throughout the State of Sikkim. The Department procures foodgrains from the Food Corporation of India Depots at Rangpo in East Sikkim and Jorethang in South Sikkim. The main items for the distribution are wheat, sugar, rice, salt and petroleum which include LPG and subsidized Kerosene Oil.

The Department has 27 food godowns and 2 sub-godowns all over the State. There are all together 1400 Fair price Shops through which food grains are issued to the general public.

The Legal Metrology Cell/Unit of the Department headed by an Additional Secretary looks after the consumer affairs.

### **COMPOSITION (STRUCTURE AND CAPACITY):**

- Secretary
- District Civil Supply Officer
- Food In-charge

### *Emergency Response and Recovery Actions:*

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

### **1.1 Actions on receipt of Early Warning:**

#### *Objective:*

- To monitor the situation, develop and disseminate information on early warning.

#### *Key Actions:*

- Monitor the situation and collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities.
- Support in dissemination of Early Warning information once approved by SDMA.
- Ensure that all godowns, offices, PDS shops etc. have received and understood the early warning information.
- Disseminate precautions related to the safety of the godowns, PDS shops, other storage locations etc. to be taken in case of emergency.
- In case of disasters like Earthquake where sufficient EW is not available, immediately get activated and also refer to Earthquake Contingency Actions.
- Prepare and update the list of vulnerable groups who need additional food and nutrition support.

- Direct the officers of all levels in the department for high level preparedness for any required response in godowns, PDS shops etc.
- Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- Ensure that important contacts numbers, transport means, labours, loader, unloaders etc. are available at the time of need.
- Appoint a departmental person as a nodal officer to coordinate with the SEOC.

## **1.2 Actions on activation of Unified Response to emergency:**

### *Objective:*

- To activate the Unified Emergency Response and take necessary actions for immediate response.

### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, godowns, PDS shops, key stakeholders etc.
- Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level Food & Nutrition committee and other key stakeholders.
- Divide work among the current staff to take care of normal activity and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organize initial assessment for impact on the PDS systems, godowns and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response for food and required supplies through PDS (if possible) as per immediate, short term and long term needs.

## **1.3 Actions for Unified Response to emergency:**

### *Objective:*

To implement the plans for immediate, short term and long term response needs.

### *Key actions:*

- Ensure availability of required funds for repair and retrofitting of all godowns, infrastructures etc. after proper assessment of damage.

- If SDDMA is conducting multi-sectoral assessment, ensure that food, nutrition and consumer protection are part of it.
- Ensure availability and transportation of food supplies to relief / rehabilitation centers.
- Provide food material to the identified groups which require specific nutritional support such as sick people, pregnant and breast feeding women, old aged persons, physically challenged etc.
- Ensure that the community kitchen is in safe and clean area.
- Ensure that the people are preparing the food in safe and appropriate manner.
- Ensure that safe and appropriate infant and young child feeding is being provided and are meeting appropriate standards.
- Make arrangements for special rationing and for sale of food materials from open market to ensure availability of required food materials to the affected communities.
- Take adequate steps to prevent illegal stocking and black marketing of food materials by businessmen and ensure availability of supplies at normal prices.
- Coordinate with respective SDDMA for monitoring the status of food supplies and services in the affected communities and ensure community participation and ownership of monitoring and maintenance activities.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Keep track of the changing situation, keep the DDMA, SDDMA and the concerned ESF team updated.
- Keep a vigil also on the areas not affected by disaster.

#### **1.4 Actions for deactivation of Unified Emergency Response:**

##### **Objective:**

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### *Key Actions:*

- Check if all the immediate measures of uninterrupted supply of food and required services are in place.
- Ensure the emergency food supply and services & facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, food & nutrition committee, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Finance) to normal time activities.
- Initiate planning to recover the disaster losses to the department for immediate recouping of resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

## 1.5 Recovery Actions:

### **Objective:**

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources are accounted and recouped as soon as possible.
- Ensure that the damage assessment has been done and reported for adequate compensation to the affected families.
- Ensure that the affected community gets the benefits or any grant/compensation from the state.
- Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- Strengthen supplies and distribution of required food and materials through PDS.
- Make a long term planning to restore the livelihood of the affected community.
- Ensure that there is regular monitoring and assessment of the food storages, natural environment, source of livelihood etc.
- Promote disaster resilient cropping system, alternate source of earning, and mainstreaming DRR in the livelihood schemes.
- Put efforts for quick sanction and release of required financial support for repair, reconstruction works in the godowns, offices etc.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## 2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

#### **Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

*Key Actions:*

<b>Key Activities of the Department</b>	<b>Mainstreaming DRR Actions</b>
<ul style="list-style-type: none"><li>• <b>Supply of food grains and other items at subsidized rate to the Above Poverty Line (APL), Below Poverty Line (BPL) and Antyodaya families to ensure food security to poor people.</b></li><li>• <b>Supply of free food grains to old destitute under Annapurna scheme.</b></li><li>• <b>To control price, black marketing and hoarding of essential commodities.</b></li><li>• <b>To control adulteration of Petrol and Diesel.</b></li><li>• <b>To ensure proper distribution of Liquid Petroleum Gas (LPG).</b></li><li>• <b>Protection of consumer's rights and their welfare.</b></li><li>• <b>Supply of subsidized Kerosene Oil to the consumers.</b></li></ul>	<ul style="list-style-type: none"><li>• Ensure that all godowns, constructions are earthquake resilient and safe from flood water (constructed at high platforms) and fire etc.</li><li>• Ensure that old godowns and constructions are retrofitted to make them disaster resilient through structural mitigation activities (following national building codes/laws).</li><li>• Ensure that petrol, diesel, kerosene, LPG distribution centres are safe from any possible disasters and have adequate measures in place to prevent any kind of man-made or accidental disasters.</li><li>• Assess disaster risks due to any new construction or maintenance activity.</li><li>• Improve inter-departmental coordination to reduce risk of negative impacts of development activities by the department.</li></ul>

## **2.2 DRR Priority Actions:**

### **Objective:**

- To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### *Key Actions:*

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Ensure that food supplies are safe from any adulteration and any sort of intended poisoning or damage.
- Ensure that the expired gas cylinders are replaced from the system.
- Ensure that all safety measures are in place for proper storage, transportation and distribution of supplies.

- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the rooster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings.
- Organize periodic mock drills of the department staff and key stakeholders for different contingency situations.
- Take part in block and district level mock drills and capacity building programs organized by district authorities from time to time.
- Analyze past experiences of the department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over the next few years.
- Create mechanism for regular inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### **2.4 Functional Continuity Actions:**

#### **Objective:**

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### *Key actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her friend to take on the additional activities of his/her friend, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.

- Identify safe building/location for operational work and meetings of the key department Staff if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## 2.5 Emergency Preparedness Actions:

### **Objective:**

- To ensure that the department is able to quickly recover from the impact of disaster and remain functional during disaster time.

### *Key actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her friend to take on the additional activities of his/her friend, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.
- To identify potential emergency situations and be prepared for response.
- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Ensure enough food and other necessary supplies are available in disaster prone areas.
- Ensure availability of at-least one spacious godown in each block to keep enough food and necessary supplies.
- Ensure that enough food stock is available in the PDS shops in each Panchayat, and that the stock can be used in emergency situations also.
- Ensure enough vehicles are available during the disaster time for transport of food materials. This arrangement can be done in advance.
- Prepare action plan for emergency transportation and distribution of food supplies.
- Prepare action plan for adequate safety (and relocation if required) of food materials stored in the godowns in case of flood or other disasters.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for the placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department. The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan

### 3. GANGTOK MUNICIPAL CORPORATION

---

The Gangtok Municipal Cooperation (GMC) was formed on May, 2010. It constitutes of 17 Municipal Wards that spread over 19 sq. km in areas with population of 100286 (Census 2011) Apart from other few functions devolved to it, one of the important function of the Corporation is Solid Waste Management of Gangtok city. As per the recommendation of the state government, GMC has taken up issuance of trade license to the traders in the state.

The 17 municipal ward committees headed by the concerned councillor acts as a key responder at the time of emergency to the disaster affected communities.

1. Municipal Disaster Management Committee
2. Municipal Shelter Team
3. Municipal WASH Committee
4. Municipal Search and Rescue/Chain Rescue Team
5. Municipal Early Warning Committee

#### COMPOSITION (STRUCTURE AND CAPACITY):

- Municipal Commissioner
- Deputy Commissioner
- Municipal Finance Officer
- Assistant Engineer
- Assistant Municipal Commissioner
- Bazaar Officer
- Senior Inspector

#### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections.

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Unified Emergency Response for Municipal Disaster Management.

#### Committee 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

##### Objective:

To monitor the situation, develop and disseminate information on early warning.

##### Key Actions:

- Monitor the situation.

- Collect information from different sources, community based Early Warning system, TV/Radio, internet, Block/district/state authorities on the situation.
- Disseminate information on Early Warning to all people in a manner that ensures everyone receives the information and understands it.
- Disseminate precautions that are related to food and shelter at household, community institutions, municipal/ward and GP levels to all concerned.
- Refer to hazard specific contingency action plans.
- In case of disasters like Earthquake where sufficient EW is not available, immediately get activated and also refer to Earthquake Contingency Actions.
- In case of other disasters monitor as mentioned on specific contingency actions plan.

**Objective:**

1.2 Actions on activation of Unified Response to emergency:

To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- Share the situation report with other Municipal committees and Essential Support Function(ESF) nodal agency at the block/ward level to decide whether there is an emergency situation or not.
- In case of emergency situation, the Municipal DMC must disseminate activation information to all concerned committees and ward members at Village/Ward.
- Organize the first coordination meeting, ensuring that there is a representation from affected areas.
- Ensuring that the affected communities participate in the assessment.

1.3 Actions for Unified Emergency Response for Municipal Disaster Management Committee

The actions for Unified Emergency Response for ward members have been divided into following sections:

- 1.3.1 Initial Assessment Actions
- 1.3.2 Unified Response Planning and Coordination Actions
- 1.3.3 Monitoring the Response Actions
- 1.3.4 Law and Order

**1.3.1 Initial Assessment:**

**Objectives:**

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/ reconstruction efforts of household, community and state infrastructure.

*Key Actions:*

- Take the leadership and in coordination with other committees, plan and conduct initial assessment as per the assessment format and questionnaires.
- Ensuring that the assessment is done through standard format in affected areas.
- Develop specific information on most urgent needs of most vulnerable people especially aged, physically challenged, children, pregnant and lactating mothers, sick, people living with HIV/AIDS, SC/ST and minority groups.
- Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

**1.3.2 Response Planning:**

**Objectives:**

- Life saving needs of the affected population is met.
- Precise planning, design, management and maintenance of the facilities.
- There is optimal use of resources.

*Key Actions:*

- Analyse the information as per the immediate, short term and long term needs.
- Analyse immediate public health risks and plan actions.
- Analyse the damage information for compensation and recovery/reconstruction efforts.
- Activate Search and Rescue (SAR) efforts in consultation with Ward members, assess if external help is needed, inform ESF agencies, block and district authorities accordingly.
- Revaluation of the work of the Disaster Management Teams (DMTs).
- Take updates from ward members.
- Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- Develop a time based comprehensive plan for priority interventions.
- Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- Coordinate with Ward DMC, ESF nodal and support agencies and other non-government agencies for mobilization of above resources and implementation of the plans.

**1.3.3 Monitoring the response action:**

**Objectives:**

- The response actions are moving in the right direction.
- Each section of the society is being focused upon.
- There is optimal use of resources.

*Key Actions:*

- To set accountability of the ward members.
- Monitor the work of Search and Rescue and other Disaster Management Committees (DMCs).
- Ensuring the transportation of resource material to the safer sites.

- Assess and monitor the changing situation and coordinate response efforts as per the situation in consultation with affected people, stakeholder groups, block, district and state authorities.
- Identify vulnerable groups (women, pregnant women, mothers with infants, old age, people with disabilities, People living with HIV/AIDs etc), ensure their safety and see their most urgent needs are met first.
- Ensure the marginalised groups, minorities, excluded groups are consulted, represented and included in response efforts.
- Ensuring Disaster Management Teams are functional.

#### **1.3.4 Law and order:**

##### **Objectives:**

- There is peace during response action.
- There is no loss of life and personal property.

##### **Key Actions:**

- The DMC must ensure that no untoward incident takes place.
- Ensuring there is enough protection to the people and properties.
- Ensuring that the antisocial elements have been kept away from the key locations.
- Ensuring that there is presence of force to control riots.

#### **1.4 Actions for Deactivation of Unified Emergency Response:**

##### **Objective:**

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### **Key Actions:**

- Check if all the immediate life saving measures is in place and there are no further risks of increase in mortality and morbidity. If not adequate, coordinate with other committees and report to Municipality.
- Ensure the emergency facilities have been completely owned and maintained by community and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and learning.
- In consultation with other committees deactivate emergency response and prepare for shifting the focus to recovery issues.

#### **1.5 Recovery Actions:**

##### **Objective:**

- To ensure affected people recover from the disaster impact area and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

##### **Key Actions:**

- The Municipal DMC must ensure that the damage assessment has been done and reported to the local administration.
- The Municipal DMC must ensure that the affected community gets the benefits or any grant from the state.

- Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- The Municipal DMC must advise the ward for a long term planning to restore the livelihood of the community.
- The Municipal DMC must make a proposal which include long term intervention for the disaster affected community and they must mention in the annual plan of the Ward Panchayat.
- The Municipal DMC must advise the ward for the promotion of disaster resistant technology.

## **2. DRR and Mitigation actions:**

The action plan for the ward member is divided into following sections:

- 2.1 Disaster Risk Reduction (DRR) Priority Actions
- 2.2 Capacity Building Actions
- 2.3 Functional Continuity Actions
- 2.4 Emergency Preparedness Actions

### **2.1 Disaster Risk Reduction actions:**

#### **Objective:**

- To ensure disaster risk reduction is mainstreamed in the activities.
- The disaster risk reduction priorities of the Disaster Management Committee (DMC) is implemented and documented.

#### **Key Actions:**

- Ensure all ward level committees and working groups are functional during non disaster times.
- The Municipal DMC must advise the members of the Ward for the induction of disaster resilient technology.
- The DMC is a disaster specific body in the Municipal therefore it must emphasize on the mainstreaming of disaster risk reduction in plans and policies of the Municipalities.
- The DMC must initiate the risk and vulnerability assessment in the whole Municipal Body.
- The DMC must coordinate with other committees, stakeholders and other agencies for conducting the DRR awareness programme.
- Define Minimum Standards for all sectors in consultation with Essential Support Function (ESF) Nodal and support agencies and in reference to national and state level standards.
- The DMC must ensure that there is no adverse impact on the local natural environment in wards and Municipality while implementing any plan.

### **2.2 Capacity Building Actions:**

#### **Objective:**

- To build sufficient capacities in the Panchayat and other stakeholder to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

**Key Actions:**

- Develop a calendar for mock drills, trainings and awareness building exercises as per seasons and needs of the stakeholders for the Municipality.
- Organize awareness exercises to ensure that all people in the Municipal ward are aware of probable disasters and the minimum things they need to know and do at household level to prevent sufferings and loss due to disasters.
- Ensure that the people of different wards are trained in the specific functions they need to perform in addition to basic awareness training.
- Ensure there are sufficient numbers of people in the Municipality who have received intermediate/ advance level of training on disaster management.
- Coordinate with block, districts, state and national authorities and other institutions to keep track of the training and capacity building events and ensure participation of representatives from the wards.
- Organize at least two exercises in a year. (One before the monsoon as a mock drill to test the plan and one after the disaster event to record learning from the disaster and response).

**2.3 Functional Continuity Actions:****Objective:**

- To ensure that the office of the Municipal DMC recover from the impact of disaster and remains functional during disaster time.

**Key Actions:**

- Define Rules and regulations for functioning of office especially during disaster time.
- All ward members nominate his/her replacement in case of any eventuality and/or absence of the ward member.
- Define protocol on convening the meetings in the absence of convenor.
- Identify safe building/location for operational work and meetings of the office.
- Secure important files and information of the office. Create backups if possible.
- Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

**2.4 Emergency Preparedness Actions:****Objective:**

- To ensure all stakeholder groups are prepared for Unified Response to any emergency situation.

**Key Actions:**

- Organising meetings with the stakeholders at Municipality Ward level.
- Coordinate with block level ESF nodal and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- Nominate a subgroup for regular monitoring of information on Early Warning from different sources.
- Create mechanisms for quick dissemination of Early Warning information to all people.

- Monitor the preparedness of various Disaster Management Teams (DMTs).
- The DMC must ensure that the Disaster Management Team is well equipped.
- The DMC must organize the data of the local resource persons, NGOs and other agencies.
- The DMC must ensure that the supply chain management (SCM) is functional in the Ward.
- Ensure that the DMC is in touch with the Block and ESF agencies.

### **Coordination and Integration:**

The committee shall appoint a nodal person for coordination with other Committees. He shall essentially coordinate and consult with the Inter Agency Groups (IAGs), State Emergency Operation Center (SEOC), Essential Support Function(ESF) nodal and support agencies, officer in charge of Incidence Response System (IRS)sections and community level committees and other important stakeholders of the department especially in affected areas.

### **Accountability:**

The head of the committee, members and the nodal persons appointed for the disaster management by the committee shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The committee shall submit periodic reports to Municipal DMC.

## 4. DEPARTMENT OF ANIMAL HUSBANDRY LIVESTOCK FISHERIES AND VETERINARY SERVICES

---

### **BRIEF ABOUT THE DEPARTMENT:**

The Department of AHLF&VS deals with the livestock wealth of the state wherein 70% of the house hold owns livestock in one form or the other. The department endeavours upon the livelihood sustenance of small & marginal livestock holder. The animal husbandry plays a pivotal role among the rural population where the Agriculture and Animal Husbandry exists side by side. The rural population depends on agriculture but also rearing of cows, poultry, pigs and goat rearing goes along. As the state is declared as an organic state therefore the use of artificial and chemical manure is prohibited so the animal manure becomes equally essential for production of agriculture products. Moreover, as the state has a hilly terrain stretched throughout the bulls can only be used for draught purpose. It is known that the state has a 76% of the population as meat eaters, some by religion and some by choice, the production of meat producing animals are in high demand. The demand of meat is so high that out of the total demand in the state almost 50% of the animals are imported for meat within the state from the nearby state like West Bengal. The state also has a sufficient demand of Milk and its products and eggs as well. The state has to import most of the items from outside the state. This enables the State Department to explore more and more in the Animal Husbandry Sector which can later be a sustainable and reliable source of income for the rural population. The state is very rich in fodder plants, where new technologies also have impeded in better and quality fodder plantation.

### **The Department has the major activities as under:**

1. Livestock and Animals Treatment prevention and control.
2. Breeding of all Livestock both through Artificial Insemination and Natural Services.
3. Extension, Awareness and training activities to all stake holder related to livestock
4. Fodder Activities related to training, supplementing Fodder seedlings and saplings to all livestock rearers
5. Disease Investigation activities wherein diseases of both zoonotic and non-zoonotic importance are taken care of, Prevention and control of outbreaks in livestock etc.
6. Free Distribution of various livestock animals
7. Fish farming within the state with providing technical knowhow, dolling out fish lings and assisting them in rearing, and pond constructions in the farmers' premises.
8. Being a conduit among the Farmers and market by selling their major product like milk and financially benefitting them.

## **STRUCTURE OF THE DEPARTMENT**

- Directors
- Addl. Directors
- Joint Director
- Deputy Directors

The State Department of AHLF&VS is headed by the Secretary, who is assisted by two Directors undertaking activities of Veterinary Services and Animal Husbandry separately. The Additional Directors are in-charge of different programmes and Schemes. Each District is headed by a Joint Director, the Deputy Directors & veterinary officers are in-charge of Hospitals in all four district. The Livestock Inspectors and Livestock Assistants are in charges of dispensaries.

The State has about 13 Veterinary Hospitals (*Veterinarian is stationed*), 92 Dispensaries and Livestock Centers are available (*Trained Technical Inspectors and Livestock Assistant are stationed*) with almost 11 farms and 4 check posts. Almost all the Villages in the state have Animal Husbandry Institutions.

## **KEY ACTIVITIES DURING DISASTER RISK REDUCTION**

The Department emphasizes on the safety and security of all livestock during the DRR.

The department possess four multi-utility vehicle allocated in all the four district hospitals of Gangtok, Gyalzing, Namchi & Mangan. This vehicle is well equipped with all the necessary emergency medicines. During emergency these vehicles shall be plying to places with veterinary doctors and Livestock Assistants as Second Response Team. The Flow of information on every aspect of Disaster is designed as under during emergency:

1. At the Disaster struck Place: The Veterinary Dispensary or the Livestock Assistant Center shall response at this place and the Second Response Team or the Hospital is informed.
2. The First Response Team shall intimate upon the severity and the support requirement at this place to the District Veterinary Hospital. In this case the Second Response Team will play to the disaster struck place for further assistant and also will simultaneously co-ordinate with the District Disaster Management Authority and SDMA.
3. The Second Response Team shall requisite for further support equipment and HR to the HOD and directors who shall response to different sections like; central veterinary medicine store, district heads for Manpower requisite and Accounts for financial support.
4. The assessment of damage on livestock will be performed by the 2<sup>nd</sup> Response Team and intimate to the HOD and Directors for compensations where HOD will co-ordinate with the SDMA finally.

## **CAPACITY & HR (DURING EMERGENCY)**

At the Disaster Site:

Veterinary Dispensaries have at least two to three technically trained manpower as First Response Team in all the areas of the state. The 2<sup>nd</sup> Response Team will have a Veterinarian (District Veterinary Hospital Incharge, *available*), Livestock Inspectors (*available*) and Livestock Assistant (*available*). They will response to the place with a Multi-utility Vehicle (*available*) with a driver already attached. The vehicle has a set of all minimum requirements of emergency veterinary medicines and equipment's.

## **SPECIFIC ROLES**

*EARLY WARNING*: The First Response Team shall be the one to spread awareness and spread information to the locality verbally, telephonically in co-ordination with the Panchayat and VLWs, Aganbari Workers, ATMA workers and ICDS In-charges.

## **TO ACTIVATE RESPONSE TO EMERGENCY AND COORDINATION WITH OTHER AGENCIES**

The First Response Team available in all the villages or closest, in the state. The flow of information shall be done by this team to the 2<sup>nd</sup> Response Team. The 2<sup>nd</sup> response team shall intimate the District In-charge Animal Husbandry (AH) and the District Disaster Management Authority or DC. The District In-charge AH shall intimate about the support requirement to the HOD and Directors. The Director AH shall be responsible to coordinate to Chief Pay & Accounts Officer ,AH, Central Veterinary Medicine Stores, suppliers and Addl Secretary Animal Husbandry for manpower requisite to the area.

## **ACTION DURING UNIFIED RESPONSE**

The required treatment, assessment of damages, advises, flow of right information to the higher ups, providing support, manpower management, delegation of responsibilities at the site shall be the responsibility of the First and Second Response Team.

## **DRR PHASE**

### **DRR PRIORITY ACTIONS**

1. Ensuring the Correct flow of information through the proper channel as prescribed
2. Treatment,
3. Evacuation,
4. Rehabilitation,
5. Support for fodder, feed and Shelter to livestock
6. Assessment of Damages and deaths,
7. Prioritizing on emergencies and Treatment

## **ACTIONS FOR CAPACITY BUILDING**

1. Training to Veterinary Field personnel on First Aid and emergency response, and types of emergency. *(It is to be carried out with the help of DDMA)*
2. Required trainings to all concerned veterinarians and Livestock Assistants and Inspectors on Roles and Responsibilities “during and before Disaster”. *(It is to be carried out with the help of DDMA)*
3. Training to HODs on how to make support accouterment available *(It is to be carried out with the help of DDMA)*
4. Training to personnel of accounts for quick response and support providence. *(It is to be carried out with the help of DDMA)*

## **EMERGENCY PREPAREDNESS ACTIONS**

- Identification of areas with major livestock population (need to work)
- Veterinary Store stashing sufficient emergency veterinary medicines (need to work)
- Locating areas with sufficient fodder grasses and pastures (need to work)
- Insurance coverage of maximum livestock populace (ongoing)
- Trained manpower (need sufficient training)
- Accounts section to be made aware (need to work)
- Animal Lifting Equipments, pullies, casting ropes (not available)
- First Aid Kits and equipment like torch lights, gloves, emergency lights, aprons, tents, stretchers, gum boots, Personnel protection kits, utensils, polythene pipes etc. (not available)

### **Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

1.1 Actions on receipt of early warning

1.2 Actions for activation of Unified Response to Emergency

1.3 Actions for Unified Response

1.4 Actions for deactivation of Unified Response

1.5 Recovery Actions

#### **1.4 Actions on receipt of Early Warning:**

##### **Objective:**

- To monitor the situation, develop and disseminate information on early warning.

##### **Key Actions:**

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.

- To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- To ensure adequate supply of fodder, medicines etc. for animals.
- Construction of shelter on safer places to evacuate the animals.
- Identification of water sources for animals in case of drought situation.

## **1.2 Actions on activation of Unified Response to emergency:**

### **Objective:**

- To activate the Unified Emergency Response and take necessary actions for immediate response

### **Key Actions:**

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## **1.3 Unified Emergency Response Actions:**

### **Objective:**

To implement the plans for immediate, short term and long term response needs.

### **Key Actions:**

- Coordinate with respective Municipal /Panchayat disaster management committee and community level health, search and rescue committee for the Evacuation of livestock and fodder to the safer places.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- The search and rescue team under the guidance of TVO must provide vaccination and immediate medical facility to the evacuated livestock during flood or any other disaster.
- Find out the left or lost livestock and to provide shelter facility.

- To ensure adequate supply of fodder, medicines in the affected areas.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Ensuring community support in disposing the dead bodies of livestock and to take appropriate cleaning measures to control an epidemic hazard.
- Keep a vigil also on the areas not affected by disaster.

#### **.4 Actions for deactivation of Unified Emergency Response:**

##### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### **Key Actions:**

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to SEOC and ESF nodal agencies.
- Ensure the maintenance of livestock, fodder needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, health committee, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### **.5 Recovery Actions:**

##### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### **Key Actions:**

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipment (medicines, fodder etc.), materials, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.

- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction into Development
- 2.2 Disaster Risk Reduction Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

### **2.1 Mainstreaming DRR into Development:**

#### **Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

### **2.2 Disaster Risk Reduction (DRR) Priority Actions**

#### **Objective:**

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

#### *Key Actions:*

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Renovation of the fish ponds and ox-bow lakes.
- Animal Breeding Programme and Vaccination must be done after doing the awareness programmes in the Panchayat's since most of the people remain unaware of the schemes, Schemes such as control of FMD, control of liver fluke disease should be done after giving information to the communities.
- Training and exposure to fish farmers in scientific aquaculture, Renovation of water bodies through Panchayat's, Awareness on marketing for the fish farmers
- Setting up of model farms in the districts and the exposure visit of the Panchayat's so that they gain knowledge
- Poultry farms and cattle farms should be clean and availability of water and fodder should be throughout the year
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

6. Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
7. Coordinate with DDMA, IAGs and other agencies for nomination of the department staff I in the specialist trainings being organized from time to time by different agencies.
8. Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
9. Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
10. Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
11. Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
12. Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### **2.4 Functional Continuity Actions:**

#### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Vaccination before the seasonal disasters such as flood to be held regularly.
- Supply of life saving vaccines in advance and safe storage for them.
- Identification of the safe place in the Panchayat with the help of community and field staff of the department.
- Fodder storage at safe places.
- Ensuring that the protection has been provided to the fish ponds.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipment and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 5. FOREST, ENVIRONMENT & WILDLIFE MANAGEMENT, DEPARTMENT

---

The department is mainly engaged in the protection and conservation of Forest, Environment and Wildlife in the State of Sikkim. About 82% of the state's geographical area is under the administrative control of this department.

*Roles and Responsibilities:* Patrolling the forest areas and check the illicit felling and illegal movement, issue of transit permit of forest produce including the permit for extraction of sand and stone from river beds, issue of marking order, extraction of timber, collection of forest revenue. Forest Department is also engaged in promotion of ecotourism, planting of trees, thinning, production of planting materials, creation and maintenance of nurseries, protection of wildlife, their captive breeding, maintenance and protection of Khangchendzonga National Parks, zoo, sanctuaries, parks and public gardens, check illicit transit of wildlife products & other non timber forest produce, detection of forestry and wildlife offences with appropriate follow up actions according to existing laws. It is also the duty of the department to see the RF boundary encroachment, eviction of illegal occupation, detect forest fire and extinct. The department also carries out the work of EIA/EMP for the projects for obtaining the environmental clearance from the Ministry through FCA division and pollution control board. Department is also involved in protective works of soil in landslide areas in addition to catchment area treatment and wetland conservation.

### **COMPOSITION (STRUCTURE AND CAPACITY):**

- Principal Secretary – cum –PCCF
- Principal Chief Conservator of Forest (PCCF)
- Principal Director of Forest
- Chief Conservator of Forest (CCF)
- Conservator of Forest (CF) – [Nodal Officer – CF(T)]
- Director of Forest
- Additional Director of Forest
- Joint Director of Forest
- Divisional Forest Officer (DFO)
- Assistant Conservator of Forest (ACF)
- Range Officer (RO)
- Block Officer (BO)
- Forest Guard (FG)

## **CAPACITY IN TERMS OF HR AND EQUIPMENT ETC.**

- *Principal Secretary – cum –PCCF*: Overall administrative supervision and competent authority for according administrative, technical and financial approval of all departmental works.
- *Principal Chief Conservator of Forest (PCCF)/ Principal Director of Forest*: Overall supervision of various functions of Territorial/ Wildlife/ Environment & Soil Conservation circles of the department and recommend work items for approval.
- *Chief Conservator of Forest (CCF)*: Supervision of various roles and responsibilities of the department.
- *Conservator of Forest (CF)/ Director/ Addl. Director/ Joint Director*: Supervise and monitor various work items executed under various divisions
- *Divisional Forest Officer (DFO)*: Execution of various work items
- *Assistant Conservator of Forest (ACF)*: Assist DFO in all work items.
- *Range Officer (RO)*: Execute and inspect all work items at the field level
- *Block Officer (BO)*: Inspect all works of head forest guards and forest guards
- *Forest Guard (FG)*: To patrol and execute actions at the field with available equipment's.

### **Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of Early Warning:**

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

##### **Key Actions:**

- To direct the officers of all levels in the department, for high level preparedness to insure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- Identification of forest fire prone areas in the state.

#### **1.2 Actions on activation of Unified Response to emergency:**

##### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### **1.3 Unified Emergency Response Actions:**

**Objective:**

To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

- Coordinate with respective disaster management committee and community level health and search and rescue committee for the Evacuation of livestock and fodder to the safer places.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Find out the left or lost livestock and to provide shelter facility.
- To ensure adequate supply of fodder, medicines in the affected areas.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Ensuring community support in disposing the dead bodies of livestock, wildlife and to take appropriate cleaning measures to control an epidemic hazard.
- Keep a vigil also on the areas not affected by disaster.

### **1.4 Actions for deactivation of Unified Emergency Response:**

**Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of Forest, Environment and Wildlife department. Give status report to SEOC and ESF nodal agencies.
- Ensure the maintenance of livestock, fodder needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.

- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

## **1.5 Recovery Actions:**

### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipment (medicines, fodder etc.), materials, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction into Development
- 2.2 Disaster Risk Reduction Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

### **2.1 Mainstreaming DRR into Development:**

#### **Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

### **2.2 Disaster Risk Reduction (DRR) Priority Actions**

#### **Objective:**

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

#### *Key Actions:*

- Establish a flood, fire and landslide warning cell in the department and a nodal officer for disaster management.

- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Renovation of the fish ponds and ox-bow lakes.
- Animal Breeding Programme and Vaccination must be done after doing the awareness programmes in the Panchayat's since most of the people remain unaware of the schemes, Schemes such as control of FMD, control of liver fluke disease should be done after giving information to the communities.
- Training and exposure to fish farmers in scientific aquaculture, Renovation of water bodies through Panchayat's, Awareness on marketing for the fish farmers
- Setting up of model farms in the districts and the exposure visit of the Panchayat's so that they gain knowledge
- Poultry farms and cattle farms should be clean and availability of water and fodder should be throughout the year
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

#### Objective:

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### Key Actions:

Key Activities of the Department	Mainstream DRR Actions
<ul style="list-style-type: none"> <li>• Detect and control forest fire</li> <li>• Landslide and soil erosion treatment</li> <li>• Preparation of Environment Impact Assessment (EIA) and Environment Management Plans (EMP) of developmental projects</li> <li>• Plantation and conservation activities.</li> <li>• Pruning/ felling of potential dangerous trees, removal of felled trees.</li> <li>• Pollution abatement</li> </ul>	<ul style="list-style-type: none"> <li>• Set up forest fire fighting team at dry and fire prone areas</li> <li>• Ensure qualitative planting materials and quantitative plantation of indigenous plants for soil retention.</li> <li>• Ensure environment friendly and sustainable developmental approach with disaster risk assessment.</li> <li>• Mobilize forest rescue team for removal of felled trees/ pruning activities and ensure minimal damages to property.</li> <li>• Improve inter-departmental coordination to reduce risk of negative impacts of development activities by the department.</li> </ul>

5. Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
6. Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
7. Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
8. Take part in district and state level mock drills and capacity building programs organized by State/District authorities from time to time.
9. Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
10. Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
11. Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## **2.4 Functional Continuity Actions:**

### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

#### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.

- Supply of life saving vaccines in advance and safe storage for them.
- Identification of the safe place in the state with the help of community and field staff of the department.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipment and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan

## 6. FOOD SECURITY AND AGRICULTURE DEVELOPMENT DEPARTMENT

---

### **About Food Security and Agriculture development department:**

The department looks after certain tasks such as agriculture growth, crop production, crop management, soil health, plant production measures and trading & extension, soil conservation, water management, Emanuel of soil, reclamation of soil, soil testing, soil survey, agriculture research, agricultural marketing and soil strategies for prevention of soil being eroded from the earth's surface by soil erosion, water erosion, landslides or landslips.

### **Composition (Structure and Capacity):**

- Secretary
- Principal Director
- Director-NRM (Natural Resource Management)
- Additional Director
- Joint Director
- Deputy Director
- Assistant-ADO ( Agricultural Development Officers)

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of Early Warning:**

#### **Objective:**

To monitor the situation, develop and disseminate information on early warning

#### *Key Actions:*

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the districts officers, sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.

- Establish coordination with flood information centre at state level before the seasonal floods.
- Establish coordination with flood information at centre at districts level before seasonal floods.

## **1.2 Actions on activation of Unified Response to emergency:**

### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments.
- Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with districts level officers and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## **1.3 Actions for Unified Response to emergency:**

### **Objective:**

To implement the plans for immediate, short term and long term response needs.

### *Key Actions:*

- Coordinate with respective district officers, ADO and BDO to shift the agriculture equipments, seeds, etc. to the safe places during floods.
- Storage of seeds and other agriculture resources at safe and comfortable places so that the damaged storage could be easily rehabilitated.
- Assessment of the damaged crops, dams, drainage system, water resource etc. and arrangement of the resources to make them functional. By doing this, the irrigation and cropping mechanism will start again.
- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.

- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

#### **1.4 Actions for deactivation of Unified Emergency Response:**

##### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to SEOC and ESF nodal agencies.
- Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by districts level agencies and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, districts health center ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### **1.5 Recovery Actions:**

##### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government. Implement recovery plans.
- Ensure the departmental resources like equipment, seeds, food, organic fertilizer, agriculture resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks. life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to SEOC and ESF nodal agencies.
- Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, health centers, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.

- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment

## 2. DRR and Mitigation Actions:

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction into Development

2.2 Disaster Risk Reduction Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

### 2.1 Mainstreaming DRR into Development:

#### Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

#### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• The agriculture department looks after the agriculture growth and promotes new technologies, seeds, cropping pattern.</li> <li>• The department strategies for prevention of soil being eroded from the earth's surface or acidification, or other chemical soil contamination. The principal approaches these strategies take are: choice of vegetative cover, erosion prevention, acidity control, encouraging health of beneficial soil organisms prevention and remediation of soil contamination mineralization and other ways are : no till farming, contour plowing, wind rows, crop rotation, bio-fertilizer, bio-pesticide, resting the land.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all construction is earthquake And floods resilient.</li> <li>• Agriculture extension centers must be flood and earthquake resistant.</li> <li>• Ensure the seeds storage is disaster resistant.</li> <li>• Identification of land which is resistant to floods, landslide, hailstorms, frost, cold wave, drought, crop diseases and other disasters.</li> <li>• Installation of plants must be disaster resistant.</li> <li>• Protection of embankments of the ponds and rivers.</li> <li>• Ensure that the enough measures have been taken to prevent the soil erosion.</li> </ul>

<ul style="list-style-type: none"> <li>• Marketing of organic agricultural produces.</li> <li>• Training &amp; Extension activities like new agricultural technology.</li> <li>• Distribution of agricultural inputs like seeds, organic input, bio-pesticide etc.</li> <li>• Agricultural Mechanization.</li> <li>• Construction of agricultural stores and centers like village level workers center, seed input stores &amp; input stores.</li> </ul>	
--	--

## 2.2 DRR Priority Actions:

### Objective:

To ensure disaster risk reduction priority actions are carried out during non -disaster times.

### Key Actions:

- Establish a flood, drought, cold wave, windstorms, hailstorms and landslide warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood, drought, cold wave, windstorms, hailstorms and landslide information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Seed and organic fertilizers storage at safe places, the block agriculture office must provide the technical advisor to the farmers, Regular supply of organic fertilizers from the state to the block level.
- The crop demonstration programme.
- Awareness on the organic fertilizer management, promoting the bio-fertilizer programme by the Food Security and Agriculture Department.
- Training in adopting new agriculture practices, farmer's exposure visit to centers of excellence, institutes, training in cropping practices and use of modern technology.
- Agriculture office must initiate for the Silt Detention Dams.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block, district and state level mock drills and capacity building programs organized by State and District authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### **2.4 Functional Continuity Actions:**

#### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Ensuring there is sufficient stock of seeds and other agriculture resources in disaster prone areas. Also there is availability of preventive measures.
- Functioning of Rainfall measurement centers to be checked and ensuring there insufficient stock of equipment's and tools for the repairing of non-functional machines and equipment's.
- There must be monitoring and research on the required rainfall for the crops every day, this will help in forecasting the situation of drought.
- Identifying the crops which are vulnerable to flood, hailstorms, cold wave, windstorms, landslide, drought, water logging, pests and developing the alternate cropping system to mitigate the risk of crop destruction.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipment and for the placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department. The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 7. HORTICULTURE AND CASH CROP DEVELOPMENT DEPARTMENT

---

The department looks after certain tasks such as fruit development, vegetable, spices, medicinal plant, plastic culture, floriculture, tissue culture in the state of Sikkim using bio- fertilizers.

### Composition (Structure and Capacity):

- Secretary
- Principal Director
- Director
- Joint Director
- Deputy Director
- Block Development Officer

### 3. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

##### Objective:

To monitor the situation, develop and disseminate information on early warning

##### Key Actions:

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the districts officers, sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information centre at state level before the seasonal floods.
- Establish coordination with flood information at centre at districts level before seasonal floods.

## **1.2 Actions on activation of Unified Response to emergency:**

### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments.
- Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with districts level officers and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## **3.3 Actions for Unified Response to emergency:**

### **Objective:**

To implement the plans for immediate, short term and long term response needs.

### *Key Actions:*

- Coordinate with respective agencies like districts nodal officers, ADO & BDO to shift the agriculture equipments, seeds, etc. to the safe places during floods.
- Storage of seeds and other agriculture resources at safe and comfortable places so that the damaged storage could be easily rehabilitated.
- Assessment of the damaged crops, dams, drainage system, water resource etc. and arrangement of the resources to make them functional. By doing this, the irrigation and cropping mechanism will start again.
- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

## **1.4 Actions for deactivation of Unified Emergency Response:**

### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to SEOC and ESF nodal agencies.
- Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by districts level agencies and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, districts health centre ESF nodal agencies, SEOC and other stakeholders. Document response activities and learnings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

**1.5 Recovery Actions:**

**Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

*Key Actions:*

- Analyze the damage assessment and recovery package announced by the government. Implement recovery plans.
- Ensure the departmental resources like equipments, seeds, food, organic fertilizer, agriculture resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks. life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to SEOC and ESF nodal agencies.
- Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, health centres, ESF nodal agencies, SEOC and other stakeholders. Document response activities and learnings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment

#### 4. DRR and Mitigation Actions:

The action plan for this department is divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction into Development
- 2.2 Disaster Risk Reduction Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

##### 2.1 Mainstreaming DRR into Development:

Objective: To ensure disaster risk reduction is mainstreamed in key activities of the department.

*Key Actions:*

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"><li>• <b>The horticulture department conducts research in the fields of plant propagation and cultivation, crop production and plant physiology. The work particularly involves fruits, berries, nuts vegetables, flowers, trees, shrubs, and turf. Horticulturalists work to improve crop yield, quality, nutritional value, and resistance to insects, diseases, and environmental stresses.</b></li></ul>	<ul style="list-style-type: none"><li>• Water harvesting &amp; natural spring at perennial sources.</li><li>• Take measures to reduce erosion risks.</li><li>• Assess area and crop wise from any disaster risks due to any new construction or maintenance activity.</li></ul>

##### 2.2 DRR Priority Actions:

###### Objective:

To ensure disaster risk reduction priority actions are carried out during non -disaster times.

*Key Actions:*

- Establish a flood, drought, cold wave, windstorms, hailstorms and landslide warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood, drought, cold wave, windstorms, hailstorms and landslide information.
- Establish and practice protocols for Early Warning approval and dissemination.

- Seed and organic fertilizers storage at safe places, the block agriculture office must provide the technical advisor to the farmers, Regular supply of organic fertilizers from the state to the block level.
- The crop demonstration programme.
- Awareness on the organic fertilizer management, promoting the bio-fertilizer programme by the Food Security and Agriculture Department department.
- Training in adopting new agriculture practices, farmer's exposure visit to centers of excellence, institutes, training in cropping practices and use of modern technology.
- Agriculture office must initiate for the Silt Detention Dams.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block, district and state level mock drills and capacity building programs organized by State and District authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## **2.4 Functional Continuity Actions:**

### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Ensuring there is sufficient stock of seeds and other agriculture resources in disaster prone areas. Also there is availability of preventive measures.
- Functioning of Rainfall measurement centers to be checked and ensuring there is sufficient stock of equipment's and tools for the repairing of non-functional machines and equipment's.
- There must be monitoring and research on the required rainfall for the crops every day, this will help in forecasting the situation of drought.
- Identifying the crops which are vulnerable to flood, hailstorms, cold wave, windstorms, landslide, drought, water logging, pests and developing the alternate cropping system to mitigate the risk of crop destruction.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department. The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 8. LABOUR DEPARTMENT

---

The Labour Department of Sikkim Government was established to protect the interest of the workers, in both the sectors i.e. organized and unorganized sectors and to implement laws related to the subject.

### **Composition (Structure and Capacity):**

- Joint Commissioner
- Deputy Labour Commissioner
- Assistants Labour Commissioner
- Labour Inspector

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for Deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of Early Warning:**

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

##### *Key Actions:*

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the districts officers, sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information centre at state and district level.
- Establish coordination with flood information sub centre at local.

#### **1.2 Actions on activation of Unified Response to emergency:**

##### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### **1.3 Actions for Unified Response to emergency:**

**Objective:** To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

- Coordinate with respective nodal officers for disaster management and shift the labours to the safe places during floods, chemical and industrial disaster etc.
- Storage of resources at safe and comfortable places so that the damaged storage could be easily rehabilitated.
- Assessment of the damages to the labours and addressing their grievances.
- Protect the vulnerable groups like women, children from any kind of exploitation and sexual harassment
- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring bonded/force (labour associations) in the affected areas.
- Identify disaster resilient livelihood options for the affected labours.
- Provide disaster resilient evacuation shelter to the labours.
- Ensure that the labours are getting minimum wages and adequate time to rest.
- Provide free medical care to the labours under ESI Corporation.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

## **1.4 Actions for deactivation of Unified Emergency Response:**

### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of labour department. Give status report to SEOC and ESF nodal agencies.
- Ensure the safety of vulnerable groups, and must be reunited with their families.
- Ensure the implementation of law and order and adequate monitoring mechanism are in place to check any exploitation of labours.
- Evaluate Emergency response in consultation with community, DMT, ESF nodal agencies, SEOC and other stakeholders. Document response activities and learning.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

## **1.5 Recovery Actions:**

### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments, and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

## 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

### Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Implementation of Labour Laws.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement the law on use of hazardous chemicals and materials and permissible standard of work place to reduce the risk of exposure to harmful chemical.</li> </ul>
<ul style="list-style-type: none"> <li>• Social Security measures</li> </ul>	<ul style="list-style-type: none"> <li>• Provide financial security to the vulnerable groups like widowed, orphan, aged.</li> <li>• Provide disaster resistance to the vulnerable labours .</li> </ul>
<ul style="list-style-type: none"> <li>• Interventions in matters of labour exploitation, like bonded labour and migrant and child labour</li> </ul>	<ul style="list-style-type: none"> <li>• Find out the most vulnerable groups at work place and take preventive measures to protect them from any exploitation.</li> </ul>
<ul style="list-style-type: none"> <li>• Creation of skilled labour force by imparting training through I.T.I.s.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide training and awareness on fire safety, First Aid and other preventive measures to the labours</li> <li>• Finding and promoting alternative disaster resilient livelihood options to the people.</li> </ul>
<ul style="list-style-type: none"> <li>• Medical care of workers insured on the ESI Corporation</li> </ul>	<ul style="list-style-type: none"> <li>• Cover the health problems which may cause due to any emergency under the ESI Corporation.</li> </ul>

## 2.2 Disaster Risk Reduction (DRR) Priority Actions:

### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

- Establish an emergency warning cell in the department and a nodal officer for disaster management.

- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Ensure to keep the hazardous materials in safe places to ensure the safety of the labours, the block officer must provide technical and legal advice to the labours,
- Provide training and awareness among the labours on safety measures.
- Awareness on the management of hazardous substances, promoting the rules and regulations on minimum standard at work place.
- Training in adopting modern and disaster resilient technology.
- Find out the vulnerable groups at work places and take measures to protect them from any exploitation.
- Ensure effective implementation of law on abolition of child labour to reduce the risk of exploitation of children during any emergency.
- Risk and vulnerability analysis of the work places and allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the rooster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## **2.4 Functional Continuity Actions:**

### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Ensure to check the firefighting safety measures and other safety measures are being followed by the factories, industries etc.
- Ensure that there is a safe evacuation site or shelter at the work place so that the workers can take shelter in case of any emergency.
- Ensuring there is sufficient stock of resources to support the labours in case of any need.
- Identifying the vulnerable groups which are more vulnerable to exploitation, harassment and make an action plan to protect them.
- Find out the risk and vulnerability of the work places and suggest preventive measures accordingly
- Make an arrangement to address the grievance of the labours.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipment and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan

## 9. SCIENCE AND TECHNOLOGY DEPARTMENT

---

### **About Science and Technology Department:**

The department of science and Technology of Sikkim Government was established to develop science and technology and to make policy on the subject concerned. The department takes survey, research and design in subject related to science and technology and also provides technical training and education.

### **Composition (Structure and Capacity):**

Additional Director

Deputy Director

### **The Emergency Response and Recovery Actions are divided into following sections:**

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of Early Warning:**

##### **Objective:**

- To monitor the situation, develop and disseminate information on early warning.

##### *Key Actions:*

- Monitor the emerging emergency situation with the help of remote sensing and Aerial photography and build information on early warning, Share the information with SDMA for approval.
- Informing the relevant offices and people about daily update and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with the flood information center at the district level and sub divisional level share information with them.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

#### **1.2 Actions on activation of Unified Response to emergency:**

##### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

##### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments.
- Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.

- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level embankment protection committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### **1.3 Actions for Unified Response to emergency:**

#### **Objective:**

· To implement the plans for immediate, short term and long term response needs.

#### *Key Actions:*

- Coordinate with respective nodal officer for disaster management at community level to state level for monitoring and ensure community participation and ownership of maintenance activities.
- Assess the damage by using remote sensing and aerial photography and provide map to estimate the damages and plan out response accordingly.
- Suggest and if possible then provide latest and efficient technology like GPS system for search and rescue.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- The scientists, researchers and researchers shall contribute their technical abilities to other services as required.
- Regularly monitor the security of the embankments, irrigation channels, bridges, culvert, etc. during the emergency time with the help of technology.
- Keep a vigil also on the areas not affected by disaster.

### **1.4 Actions for deactivation of Unified Emergency Response:**

#### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

#### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of science and technology department. Give status report to SEOC and ESF nodal agencies.
- Ensure that adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, ESF nodal agencies, SEOC and other stakeholders. Document response activities and learning's.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.

- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

### 1.5 Recovery Actions:

#### Objective:

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

#### Key Actions:

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipment and resource materials, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

The action plan for this department is divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

#### Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

#### Key Actions

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Survey, research and design in subject related to Science &amp; Technology like Glacier monitoring.</li> <li>• Biotechnology: Studies on medicinal plant.</li> <li>• Transfer of technology appropriate to rural people.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the disaster vulnerable areas, undertake extensive research in scientific technology to reduce the Disaster risk like use of satellite technology for land survey and forecasting of flood and designing of early warning system, flood monitoring system etc.</li> <li>• Design of micro zonation and risk</li> </ul>

	assessment in disaster prone areas.
<ul style="list-style-type: none"> <li>• Interdepartmental coordination in the subjects related to Science &amp; Technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish coordination to reduce the disaster risk, like Geology, metrology to assess, monitor the risks like avalanches, landslides, cold wave, and floods to disseminate early warning</li> </ul>
<ul style="list-style-type: none"> <li>• Technical Education and Training to stakeholders related to climate change.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical education and training to the stakeholders on the use of scientific and technology in DRR.</li> </ul>

## 1.2 Disaster Risk Reduction (DRR) Priority Actions:

### Objective: •

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

- Establish an emergency warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Design technology to detect the probability of disasters and to disseminate information, disaster resilient technology and equipment to be use in search and rescue.
- Initiation of micro zonation and risk assessment in disaster prone areas and generate information and data for the development of mitigation and response plan by using
- Remote sensing and GIS applications.
- Establish and practice protocols for Early Warning approval and dissemination.
- Training in adopting and use of modern and disaster resilient technology among the community.
- Carry out extensive research on the intensity and frequency of the disasters in the past and prepare a strong database to find out the probability of an occurrence of any disaster if possible and find out the risk and hazard vulnerability of an area.
- Make best use of Arial photography to identify the resources and analyze it to identify the risk to important resources like forest.
- Provide scholarships and assistance to the young researchers to promote the risk reduction research.
- Assess the vulnerable points in the infrastructure, and take measures like timely repairs etc.
- Scope the budget for the maintenance of infrastructure etc. under different categories.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### **2.4 Functional Continuity Actions:**

#### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- The director of the district must ensure that he has the resources and geographic profile of the district in detail.
- The social security department must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- The social security department must have the arrangement (specific vehicles and equipment) to move the persons with disabilities, older persons, and destitute during emergencies.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipment and for the placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 10. INFORMATION AND PUBLIC RELATIONS DEPARTMENT

---

It is the nodal agency of the Government of Sikkim for disseminating information on various activities of the Government to the people through the media and providing feedback to the Government on important matters reflected in the media. Information and Public Relation Department plays a vital role in building courage and capacity of general public to face any emergency situation. It helps in generating the feeling of responsibility among public to support the affected people. The department is expected to play following roles in managing any emergency.

### **Composition (Structure and Capacity):**

- Secretary
- District Information Officer (DIO)

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of Early Warning:**

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

##### *Key Actions:*

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the state emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the districts, sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with floods, landslides, Avalanches, cold wave, hailstorms, windstorm information center at state level before the seasonal floods.
- Establish coordination with floods, landslides, Avalanches, cold wave, hailstorms, windstorm information sub center at local level before seasonal floods and others weather and climate related information.

## **1.2 Actions on activation of Unified Response to emergency:**

### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non - emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## **1.3 Actions for Unified Response to emergency:**

### **Objective:**

To implement the plans for immediate, short term and long term response needs.

### *Key Actions:*

- Coordinate with respective block to district disaster management nodal officers and search and rescue team to shift the equipment, people, resource material etc. to the safe places during floods.
- To ensure the disseminating news should show the actual situation of the affected areas and does not aggregate the community unnecessarily.
- To disseminate the information and orders available from the disaster management department.
- To arrange field trip of the media persons to identify the newspaper and other means to disseminate the information effectively.
- To give reliable information of the needs of relief materials in the affected areas and motivating the general public for their support.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

## **1.4 Actions for deactivation of Unified Emergency Response:**

### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of Information and PR department. Give status report to SEOC and ESF nodal agencies.
- Ensure the maintenance of rural infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

## **1.5 Recovery Actions:**

### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipment and resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

### 3.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

#### Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

#### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Liaison with the press, Issue of press notes, bulletins to the press, review of the tone and temper of Hindi, English and Nepali news papers published in the state, Submission of daily press clipping government activities on policy and planning programme in appearance about the policy of Hindi, English and Nepali newspapers published in the state.	<ul style="list-style-type: none"> <li>• Ensure the extension offices are earthquake and flood resilient.</li> <li>• Ensuring there is power back up for the printing, recording and communications.</li> </ul>
Visit of press representatives to different areas, arrangement of press conference, publication and display of classified advertisements in newspapers and payment of bills thereof.	Hi tech/ disaster resilient instruments for Communication.
Publication of public literature, i.e. pamphlet, poster, hoarding brochure etc. In different languages regarding the achievements and development programmes of the state govt, Publicity of the achievements of the state govt. within and outside the state through hoarding and broucher, Publicity of the cultural and economic development of in different languages through magazines like Sikkim Sikkim Today (Quarterly Magazine) published from Gangtok in English, Hindi, Nepali and Sikkim Herald weekly published from Gangtok in English, Hindi and Nepali.	Ensuring Hoardings, pamphlet etc. are water proof and can withstand harsh climate

· To ensure disaster risk reduction priority actions are carried out during non disaster times.

#### Key Actions:

- Establish a flood, cold wave, hailstorm, avalanches and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.

- Establish and practice protocols for Early Warning approval and dissemination.
- Disseminating the early warning to the villages through the media and telecommunication systems. For this the department must have liaison with the private and govt. media, private telecommunication companies, film industries etc.
- Training of State and district staff in DRR knowledge, maintenance of websites regularly.
- The department must ensure the right information is being exchanged between the community and govt.
- The department must ensure the information on public schemes is being shared with the public through the websites and other means, disseminating the information on preparedness and DRR to the villages/community through the media and telecommunication systems. For this the department must have liaison with the private and govt. media, private telecommunication companies, film industries etc. The documentary or any research on hazard and vulnerability must be shared with other departments.
- Office plan for its operation during emergency times, the department must ensure the media goes to the interior to gather any information, while doing any research the media and other PR agencies must involve the ULB (Urban Local Bodies).
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block, district and state level mock drills and capacity building programs organized by State authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standard and develop a plan to acquire it over next few years.

- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## **2.4 Functional Continuity Actions:**

### **Objective:** ·

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

· To identification potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- To ensure the safety of own building and property.
- To disseminate the information regarding the do's and don'ts of disaster among the general public.
- IPR Department must highlight the vulnerable areas in their documentary.
- To collect the information from the IMD, CWC, and GSI and disseminate the signs of any alertness and warning.
- To collect the weather bulletins and disseminate the same to keep the general public aware of the actual situation during flood.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

## 11. POLICE DEPARTMENT AND STATE DISASTER RESPONSE FORCE (SDRF)

---

### **About Police department:**

Sikkim Police Department is one of the major establishments of Government of Sikkim. It protects the rights of the citizen, maintenance of Law & Order, collection of intelligence, investigation of crime, VIP security and disaster response.

At the time of disaster event except nuclear disaster, the State Disaster Response Force (SDRF) comprising of Sikkim Police, Sikkim Armed Police, IRBn 2<sup>nd</sup> and Home Guard & Civil Defence undertake Search and Rescue operation. SDRF was constituted after the 18<sup>th</sup> Sept. 2011, Earthquake Vide Notification No. 70/Home/2012 dated 19.09.2012 comprising of four platoons consisting 35 personnal in each platoon.

### **Composition (Organization Structure)**

- Director General of Police (DGP), Director Civil Defence
- ADGP, HQ
- ADGP, CID
- ADGB, Home guard & Civil Defence
- ADGP, Fire & Emergency Services, Communication & Planning.
- DIG & IGP, Law & Order,
- IGP, Armed Police
- SSP, CID,
  
- Joint Director ( Supdt. of Police- Home Guards & Civil Defence)
- District Superintendent of Police
- Addl. Superintendent of Police, East
- Sub-Divisional Police Officer
- Station House Officer (SHO)

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt o Early Warning:**

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- Support in dissemination of Early Warning information once approved by SDMA.
- Informing the relevant offices and people about law and order and also issuing the press bulletin on this matter.
- Establish emergency operating centre at state level on receipt of any warning.
- Establish sub centre at local level and involve the community in maintaining law and order.
- Appointing a departmental person as a nodal person to coordinate with the SEOC. keep regular contact with Superintendent of Police , District Magistrate, Sub-Divisional Officer and to provide support to the local government and disaster management team.
- Activate the wireless facilities to transmit the information related to disaster.

**1.2 Actions on activation of Unified Response to emergency:**

**Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies. Training and Capacity Building. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with districts and community level committees on law and order and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

**1.3 Actions for Unified Response to emergency:**

**Objective:**

To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

- Participate in search and rescue, evacuation operation in close coordination with local administrative.
- Provide extra force to maintain law and order, safety of relief materials, people and damaged important buildings and vulnerable areas in the disaster affected areas.

- Make arrangement for emergency transportation facility and help the local administration in rescuing the injured people and to dispose the dead bodies.
- Keep an eye on the anti national elements and support the local administration in operations against profit makers, black marketing and protecting the interest of the poor.
- Regularly monitor the security of the vulnerable groups against exploitation and violation of human rights.
- Ensure to make arrangement to reunite the families.
- Maintain law and order during distribution of relief materials and ensure safety of people in the relief camps
- Take measures to combat the rumors during disaster situation.
- Keep a vigil also on the areas not affected by disaster.

#### **1.4 Actions for deactivation of Unified Emergency Response:**

##### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment under the responsibilities of police department. Give status report to SEOC and ESF nodal agencies.
- Ensure that the law and order is maintained at a community level and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, ESF nodal agencies, SEOC and other stakeholders. Document response activities and learnings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### **3.5 Recovery Actions:**

##### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement actions to maintain law and order during recovery period.
- Ensure that there is no discrimination while distributing recovery packages.
- Ensure the departmental resources like equipments (weapons etc), materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.

- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.

**2. DRR and Mitigation actions:**

Mainstream DRR into departmental functions and programs and refer to DRR actions to minimize future risks.

The action plan for this department are divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Maintaining law and order</li> <li>• Protecting human rights of the citizen</li> <li>• Prevention and detection of crime</li> <li>• Creating work environment and work ethic</li> <li>• Search and Rescue to any kind of disaster expect nuclear in the State/others state.</li> <li>• Dead Body Management at the time emergencies/disasters</li> <li>• Identification of Dead body by DNA profiling.</li> <li>• Listing of Missing &amp; Found persons.</li> <li>• Organise training program to stakeholders, Police, HG &amp; CD, NGOs, Panchayats, Student etc in Disaster Management.</li> <li>• Assist District Police in case of serious Law &amp; Order.</li> <li>• Developing training modules, undertake studies and documentation in Disaster Management.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the risk to law and order for any emergency situation.</li> <li>• Ensure effective and adequate force is available to maintain the law and order in case of any emergency</li> <li>• Train the force to tackle the possible human right violation that can emerge during any emergency situation.</li> <li>• Assess the vulnerable groups (children, women, aged) and make an action plan to protect them.</li> <li>• Detect the extremist and anti-national activities that can take advantage during disaster and take preventive measures to combat such elements.</li> <li>• Organise mass campaign to promote humanism, work ethics to reduce the risk the of exploitation of poor and other vulnerable groups.</li> </ul>

## **2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:**

**Objective:** To ensure disaster risk reduction is mainstreamed in key activities of the department.

*Key Actions:*

### **2.2 Disaster Risk Reduction (DRR) Priority Actions:**

**Objective:**

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

*Key Actions:*

- Establish an emergency warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies to develop early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Assess the vulnerable areas, people to safeguard their interest.
- Maintenance of law and order to protect the rights of the citizen.
- Scope the budget for the maintenance of law and order.
- Define standards/ benchmarks to measure departments' performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Conduct regular mock drill and ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

**Objective:** To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

*Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block, district and state level mock drills and capacity building programs organized by District authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster. Creating work environment and work ethic

organise mass campaign to promote humanism, work ethics to reduce the risk the of exploitation of poor and other vulnerable groups.

- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

#### **2.4 Functional Continuity Actions:**

##### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

##### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

#### **2.5 Emergency Preparedness Actions:**

##### **Objective:**

To identify potential emergency situations and be prepared for response.

##### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Identify the most vulnerable areas to fire and other disasters and prepare the police force for emergency search and rescue operation.
- Provide regular training in primary health care and in evacuation, search and rescue to the police force to make them alert.
- Ensure adequate number and trained forces are available with adequate and modernized weapons and equipments.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.

- Awareness to the officials on the safety of life, human rights violation, material, equipments and for this placement of the items at safe places.
- Deploy State Disaster Response Force at right place for search and rescue work under the State Police Force.
- Identify the important establishment of police force in the vulnerable areas and take necessary steps to protect them.
- Identify the vehicles for road and water transportation and prepare to send them in affected areas during any emergency time.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan

## 12. Roads and Bridges Department

---

The main function of the Roads and Bridges department is to plan and develop road network throughout the state. It also maintains the road network that has been created in the past years for the smooth flow of both passengers and goods. Apart from constructing new roads and maintaining the existing road network the department is also engaged in up-gradation of the existing road network and bridges. These involve modification of vital parts of the bridges, replacement of old and weak bridges, widening / improving the grade as well as strengthening the surface of different roads that require such up-gradation works.

Composition (Structure and Capacity):

- Principal Chief Engineer Cum Secretary
- Chief Engineers ( North/East and South West)
- Superintending engineers
- Divisional Engineers
- Assistant Engineers

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective:

To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- Support in dissemination of Early Warning information once approved by SDMA.
- In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- Direct the officers of all levels in the department for high level preparedness for any required response.
- Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.

- Ensure that important contacts numbers, transport means, drivers, conductors, etc. are available at the time of need.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

### **1.2 Actions on activation of Unified Response to emergency:**

Objective:

· To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, and people concerned.
- Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for impact on the department functions, vehicles, human resource etc. and plan immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response as per immediate, short term and long term needs.

### **1.3 Actions for Unified Response to emergency:**

Objective:

· To implement the plans for immediate, short term and long term response needs.

*Key actions:*

- If SDMA is conducting multi-sectoral assessment, ensure that transportation and logistics is part of it and analyzed.
- Coordinate with the SDMA and respective GMC disaster management committee for monitoring the safety issues of transport in affected areas, and ensure community participation and ownership of monitoring and maintenance activities.
- Activate the emergency plan for safety of staff, vehicles, drivers, conductors etc.
- Make available sufficiently required number of vehicles to the administration for relief, rescue, and transportation of relief materials and goods etc.
- Support the government and local authorities in all kind of recovery and rehabilitation

activities and keep it continued till the normal situation.

- Ensure availability of required funds for repair and retrofitting of the vehicles, motors etc. after proper assessment of damage.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Keep track of all the changing situation, keep the GPDMC, Panchayat and BDMA and the concerned ESF team updated.
- Keep a vigil also on the areas not affected by disaster.

#### 1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if the requirement of vehicles, drivers etc. by district administration for providing relief and rescue services in the affected communities are met and are being continued.
- Check if all the measures of safety of vehicles, drivers are in place.
- Ensure that community is involved in the transport, vehicle management activities and that, adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, Ward level committees, ESF nodal agencies, SEOC and other stakeholders, document response activities and learnings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### 1.5 Recovery Actions:

Objective:

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

*Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments and resource materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.

- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department is divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

*Key Actions:*

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Developing road network throughout the state and maintaining the existing road network the department is also engaged in up-gradation of the existing road network and bridges.</li> <li>• Modification of vital parts of the bridges, replacement of old and weak bridges, widening / improving the grade as well as strengthening the surface of different roads that require such up-gradation works.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all construction is earthquake, landslide and floods resistant structure.</li> <li>• Adoption of Modern technology suitable to the climate of the area.</li> </ul>

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

*Key Actions:*

- Establish an emergency warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop urban flooding early warning information.

- Establish and practice protocols for Early Warning approval and dissemination.
- Vulnerability and risk analysis of the buildings and identifying the weak buildings and doing the retrofitting to such buildings. Also identifying such buildings which are needed to be destroyed.
- Protection of Life line buildings and important structures like roads and bridges, water supply systems and ensuring they are disaster resistant.
- Construction of sewage and drainage system to reduce the risk of urban flooding in the vulnerable areas.
- Poverty alleviation measures like generation of employment opportunity to reduce the risk to vulnerable groups.
- Ensure to construction of disaster resistance schools, community hall, panchayat ghar etc under various schemes like BRGF
- Scope the budget for the maintenance of life line buildings etc under different categories.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Induction of earthquake and other disaster resistant technology in different projects at different levels.
- Encourage and assist the local government in implementing disaster risk reduction measures in developmental works.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

#### Objective:

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block and district level mock drills and capacity building programs organized by District and State authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.

- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## 2.4 Functional Continuity Actions:

### Objective

- To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### *Key Actions*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## 3. Emergency Preparedness Actions:

### Objective:

- To identify potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Identify the most vulnerable areas to flood, earthquake and other disasters and prepare for emergency search and rescue operation.
- Periodically inspect the life line buildings and ensure they are earthquake resistance, repair the needed one and destroy them when needed.
- Ensure the drainage, sewerage and other sanitation measures are working effectively.
- Ensure adequate stock of basic needs like drinking water.
- Ensure that the people in the vulnerable areas are relocated to safer sites.
- Stockpile and preposition sufficient resources to repair the buildings.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Arrange the equipments for search and rescue in urban area.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to EOC as listed in DRR action plan and Emergency action plan.

## 13. INDIA METEOROLOGICAL DEPARTMENT (IMD)

---

Brief introduction of the department

India Meteorological Department (IMD) is the National Meteorological Service of the country and the principal government agency in all matters relating to meteorology, seismology and allied subjects.

### 1. Structure of the department in the state Sikkim

- Meteorologist-In-Charge
  - Scientific Assistant
- 
- Presently, under the control of this meteorological center, Gangtok two departmental observatories, one at Gangtok and another at Tadong along with three part-time observatories located in agricultural farms of Mangan (North District), Mazitar (East District) and Namthang (South District) are functioning.
  - In addition, nine numbers of hydro-meteorological stations located at Kabi, Singhik, Sankalan, Shipgear, Lachen and Lachung, Yuksom, Dantem and Chhaten are also available in the state of Sikkim.
  - The observatories have been equipped with various meteorological equipments to record timely and daily observations at these stations.
  - More recently, India Meteorological Department approved installation of 04 numbers of Automatic Rain guage Stations (ARG) at Yuksom, Soreng, Namthang and Ravangla and 04 numbers of Automatic Agro Weather stations (AGRO AWS) located at Tadong(East Sikkim), Namchi(South Sikkim), Gyalshing(West Sikkim) and Mangan(North Sikkim) in the state of Sikkim.
  - Moreover, the India Meteorological Departments has also approved installation of 14 numbers of snow gauges at various strategic locations in the state of Sikkim covering the glacial regions in the North and East Districts. Three more snow guage stations were also proposed in the West District so that the entire state would be covered.

### 2. KEY ACTIVITIES OF THE DEPARTMENT:

- To take meteorological observations and to provide current and forecast meteorological information for optimum operation of weather-sensitive activities like agriculture, irrigation, etc.
- To warn against severe weather phenomena like tropical cyclones, dust storms, heavy rains and snow, cold and heat waves, etc., which cause destruction of life and property.

- To detect and locate earthquakes and to evaluate seismicity in different parts of the country for development projects.

### 3. CAPACITY (IN TERMS OF HR AND EQUIPMENT ETC.):

As mentioned in contingency plan

Equipments installed at various observatories of IMD in the state Sikkim:

- **Double Stevenson Screen:** Self-recording Thermograph, self-recording Hygrograph along with various thermometers Viz. Maximum, Minimum, Dry Bulb & Wet Bulb.
- **Single Stevenson Screen:** Only the various thermometers Viz. Maximum, Minimum, Dry Bulb & Wet Bulb.
- **Open Pan Evaporimeter:** USA Class A type to measure daily evaporation from free water surface.
- **Ordinary Rain gauge:** For manual recording of amount of daily rainfall.
- **Self-Recording Rain gauge:** For automatic and continuous recording of rainfall.
- **Wind Vane:** Wind Direction
- **Cup Anemometer:** Wind speed
- **Sunshine Recorder:** To measure daily hours of sunshine.
- **Soil Temperature:** Recorded various depths 5, 20, 50 & 100 CM.
- **Pyranometer:** Daily incoming solar radiation measurements. The data is analyzed through data logger.
- **Kew Pattern Barometer:** For taking pressure readings.
- **Self-recording Barograph:** Recording atmospheric pressure.
- **Automatic Weather Station**
- **Automatic Rain Gauge**

### 4. SPECIFIC ROLES DURING:

Severe weather phenomena like tropical cyclones, Western Disturbances, Dust storms, Heavy rains and snow, cold and heat waves.

Response phase: Already mentioned In Contingency Plan

- Early warning
- To activate Unified Response to Emergency and coordination with other agencies
- Actions during Unified Response
- Actions for deactivation of Unified Response
- Recovery Actions

DRR phase:

- DRR priority actions
- Actions for Capacity building : NIL
- Emergency preparedness actions : N/A

## CONTINGENCY PLAN IMD IN SIKKIM FOR 2014

Contingency plan of Meteorological Centre, India Meteorological Department, and Gangtok for 2014 follows:

1. Daily Weather Report for the state Sikkim consisting of mainly past weather observation for last 24-hours, Rainfall Activity, Weather Forecast and weather warning (for next seven-days), if any, is sent regularly through e-mail to District Collectors of all the four districts of Sikkim, Sikkim State Disaster Management Authority, Gangtok, Department of Environment Forest & Wild Life, Govt. of Sikkim, Gangtok, Army Authorities, various departments of Govt. of Sikkim and other end users including NGOs. The same is also displayed on our local website [www.imdsikkim.gov.in](http://www.imdsikkim.gov.in).
2. Local Weather Forecast/ City Forecast of Gangtok and Tadong valid for the next seven days which also includes Weather Warning, if any, are also sent through e-mail to all the parties as mentioned above. The same is also available on the websites [www.imdsikkim.gov.in](http://www.imdsikkim.gov.in) and [www.imd.gov.in](http://www.imd.gov.in)
3. Tourism Weather Forecast of Mangan, Gyalshing and Namchi valid for the next seven days which also includes Weather Warning, if any, are also sent through e-mail to all the parties as mentioned above. The same is also available on the websites [www.imdsikkim.gov.in](http://www.imdsikkim.gov.in) and [www.imd.gov.in](http://www.imd.gov.in)
4. 5-days' District Level Forecast for the four districts of Sikkim are regularly incorporated in the bi-weekly Composite Agro-Meteorological Advisory Bulletins for Sikkim issued by M.C. Gangtok on every Tuesday & Friday of a week; which are sent by e-mail to the different stake holders especially Food Security and Agriculture Development Department, Horticulture and Cash Crop Development Department, Govt. of Sikkim and Sikkim State Disaster Management Authority, Gangtok. The same is also available on the websites [www.imdsikkim.gov.in](http://www.imdsikkim.gov.in) and [www.imdagrimet.gov.in](http://www.imdagrimet.gov.in)
5. Rainfall Statistics for the state of Sikkim as a whole and separately for all the four districts of Sikkim consisting of Weekly & Seasonal rainfall (departure from the normal values) for East district of Sikkim are sent on every Wednesday to Sikkim State Disaster Management

Authority, Gangtok & Department of Environment Forest & Wild Life, Govt. of Sikkim, Gangtok. The same is also displayed on our local website [www.imdsikkim.gov.in](http://www.imdsikkim.gov.in).

6. Bi-weekly Composite Weather based Agro-Meteorological Advisory Bulletins for Sikkim is regularly sent to through e-mail Agriculture Development Department and Horticulture and Cash Crop Development Department, Govt. of Sikkim. The same is also available on the websites [www.imdsikkim.gov.in](http://www.imdsikkim.gov.in) and [www.imdagrimet.gov.in](http://www.imdagrimet.gov.in)
7. Local Weather Report and Daily Weather Forecast of Gangtok city is readily available on toll free number 18001801717.
8. As a measure of preparedness, this office has been maintaining SMS based Warning System, disseminated on mobile phones as and when necessary (in case of Hailstorm, Thunder-squall, heavy rainfall and very heavy rainfall) during both Pre-monsoon & Monsoon seasons to the District Collectors of all the four districts of Sikkim, Sikkim State Disaster Management Authority, Gangtok, Department of Environment Forest & Wild Life, Govt. of Sikkim, Gangtok, Army Authorities, Food Security and Agriculture Development Department, Horticulture and Cash Crop Development Department, Govt. of Sikkim and other departments of Govt. of Sikkim and various end users including NGOs of Sikkim and North Bengal.

**State Level Disaster Management Team (s) of India Meteorological Department, Gangtok**

Name of the DMT Member (Indicate within bracket e.g. IC, if he/she is the 1 <sup>st</sup> Incident Commander)	Designation	Phone & Mobile	E-mail ID	Place of duty	Experience in managing disaster (High /Medium/Low)	Very briefly that Role he/she will take in case of a disaster	Remarks
<b>Dr. G.N. Raha (IC)</b>	Meteorologist-In-Charge	Office: 03592-203427/429 Mob: 9434307618	itsraha@gmail.com & gangtokmet@gmail.com	Meteorological Centre, Gangtok	NIL	Forecasting, in case of impending extreme weather events over Sikkim.	-
<b>Mr. S. Kumar</b>	Scientific Assistant	Office: 03592-203427/429 Mob: 9475086603	saurabhkr@hotmail.com & gangtokmet@gmail.com	Meteorological Centre, Gangtok	NIL	Dissemination of daily forecast/ weather report/ information in case of impending extreme weather events over Sikkim.	-

## 14. Social Justice, Empowerment and Welfare Department

---

The **Social Justice, Empowerment and Welfare Department** envisage and implements schemes and programme to uplift the vulnerable sections of the society. Categorically, the schemes and programmes pivots around the Scheduled Tribes, Schedules Caste, Other Backward Classes, women and children, geriatrics, improvised, orphans, juvenile delinquents and the physically challenged. To oversee the execution of the schemes and programmes, the Department is divided into three sections, they are; Welfare Division, Women and Child Development Division and Social Welfare Division.

Composition (Structure and Capacity):

- Principal Secretary
- Special Secretary Cum Project Director
- Joint Director
- Deputy Director
- Welfare Officers
- Inspectors

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections;

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective: To monitor the situation, develop and disseminate information on early warning.

Key Actions:

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information centre at state level before the seasonal floods.
- Establish coordination with flood information centre at districts level before seasonal floods.

- Establish coordination with landslide information centre at state level and identifying highly landslide prone areas.
- Establish coordination with landslide information centre at districts level and identifying highly landslide prone areas.

### 1.2 Actions on activation of Unified Response to emergency:

#### Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

#### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with district level authorities and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in nonemergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs

### 1.3 Actions for Unified Response to emergency:

#### Objective:

- To implement the plans for immediate, short term and long term response needs.

#### *Key Actions:*

- Coordinate with SDMA, respective district authorities disaster management committee and search and rescue committee to shift the equipments, people, resource material etc. to the safe places during floods.
- Identifying the safe place and shifting the persons with disabilities, older persons, and destitute to alternate safe places.
- Arrangement of WASH, food and shelter for the persons with disabilities, older persons, and destitute.
- The physical, social, economic and psychological rehabilitation of Persons with disabilities.
- Generating employment opportunities for the displaced people or people who have lost their means of livelihood.

- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

#### 1.4 Actions for deactivation of Unified Emergency Response:

##### Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of social security department. Give status report to EOC and ESF nodal agencies.
- Ensure the maintenance of social security infrastructure has been owned by trusts, private bodies and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

##### Recovery Actions:

##### Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## 2. DRR and Mitigation actions:

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective:· To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Social-economic and educational development of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minority Communities.</li> <li>• Implementing Tribal Sub-Plan for Scheduled Tribes and Scheduled Castes Sub-Plan for Scheduled Castes, wherein, twenty nine State Government Departments pool in their budget resources in proportion to the population of the Scheduled Castes &amp; Scheduled Tribes and ensure schemes and projects for their benefits.</li> <li>• Monitoring the Prime Minister’s 20 points programs for development of Scheduled Castes and Scheduled Tribes and implementation of the SC/ST Prevention of Atrocities Act, 1989.</li> <li>• The Women and Child Development Division endeavours to protect children who are alienated, deprived and marginalized irrespective of caste, creed, colour, gender or religion by facilitating them with opportunities for a wholesome growth within a community setting, thereby enabling them to be productive and economically self-reliant and socially responsible citizen..</li> <li>• The locus of the Social Welfare Division revolves around the Welfare of the Handicapped/Physically Challenged Persons/Children, rehabilitation of the disabled, the Aged, Infirm and Destitute and funding of Voluntary Organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all construction is earthquake resilient.</li> <li>• Earthquake and flood resistant technology in the construction of old age homes, day care centres and induction of disaster resistant mobile Medicare units.</li> <li>• Assess disaster risks due to any new construction or maintenance activity.</li> <li>• Earthquake resistant structures must be promoted in the housing schemes to rehabilitate the poor people and beggars.</li> </ul>

Key Actions:· To ensure disaster risk reduction priority actions are carried out during non-disaster times.

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.

- Training of departmental staff in DRR knowledge.
- Ensuring that the monetary assistance and pension is given to the weaker section regularly.
- Regular follow-up of the old age homes, day care centers etc.
- Location of old age homes, day care centers at safe places.
- The social security department must ensure there is inclusion of DRR features in old age homes, day care centers and mobile Medicare units.
- Under various schemes the state government must propose for trainings in DRR to the persons with disabilities, older persons, and destitute.
- The social security department must train or arrange trainings for the dos and don'ts.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

#### Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state and district level mock drills and capacity building programs organized by State District authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### 2.4 Functional Continuity Actions:

#### Objective:

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

*Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

2.5 Emergency Preparedness Actions:

Objective:

- To identification potential emergency situations and be prepared for response.

*Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- The director of the district must ensure that he has the resources and geographic profile of the district in detail.
- The social security department must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- The social security department must have the arrangement (specific vehicles and equipments) to move the persons with disabilities, older persons, and destitute during emergencies.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

## 15. Irrigation & Flood Control Department

---

The Irrigation and Flood Control Department is the nodal department of the Government of Sikkim for taking up various flood management schemes and minor irrigation channel. The Flood management schemes include river training, flood protection, anti-erosion works including management and control of drainage and jhora training works.

Composition (Structure and Capacity):

- Principal Chief Engineer Cum Secretary
- Chief Engineer
- Additional Chief Engineer
- Superintending Engineer (South/West and North/East)
- Divisional Engineers

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- Monitor the flows and levels of important rivers and channels to build information on flood and drought early warning, Share the information with SDMA for approval.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish flood information centre at district level before the seasonal floods.
- Establish flood information sub centre at local level before seasonal floods.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

#### 1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- Keep flood information and control centre functional for 24 hrs.
- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level embankment protection committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

1.3 Actions for Unified Response to emergency:

Objective:

- To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

- Coordinate with respective disaster management committee and district and level embankment protection committee for monitoring embankments and ensure community participation and ownership of embankment monitoring and maintenance activities.
- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- The engineers of the department namely chief engineer, additional engineer, executive engineer, assistant engineer shall contribute their technical abilities to other services as required.
- Regularly monitor the security of the embankments, irrigation channels, bridges, culvert, Control centre etc. during the emergency time.
- Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of water resources department. Give status report to SEOC and ESF nodal agencies.
- Ensure the protection and maintenance of embankments, channels etc have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, embankment protection committees, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

*Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments (sandbags etc), materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. Mainstreaming DRR into Development:

The action plan for this department are divided into following sections:

- 3.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 3.2 Disaster Risk Reduction (DRR) Priority Actions
- 3.3 Capacity Building Actions
- 3.4 Functional Continuity Actions
- 3.5 Emergency Preparedness Actions

## 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

### Objective:

- To ensure disaster risk reduction is mainstreamed in key activities of the department.

### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Repair &amp; restoration of minor irrigation schemes, catch water drain, storm water drainage and flood management work.</li> <li>• Conduct of census of minor irrigation schemes as per guidelines of Ministry of Water Resource.</li> <li>• Preparation of Detailed Project Report (DPR) on flood management schemes and minor irrigation channel under Accelerated Irrigation Benefit Programme (AIPBP).</li> <li>• Proposal for flood protection work and minor irrigation scheme are also taken up under National Bank of Agriculture and Rural Development (NABARD), Border Area Development Programme (BADP), North-Eastern Council (NEC) which are not cover under Flood Management Programme (FMP) and AIBP.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all construction is earthquake and landslide resilient.</li> <li>• Earthquake and landslide resistant structures must be promoted in the various development programme</li> <li>• Ensure natural drainage is not blocked by development activity of other departments/ Projects.</li> <li>• Assess disaster risks due to any new construction or maintenance activity</li> </ul>

## 2.2 Disaster Risk Reduction (DRR) Priority Actions:

### Objective:

- To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Assess the vulnerable points in the infrastructure, especially embankments and take measures like timely repairs etc.
- Maintenance of sluice gates etc and construction of channels for distributing river waters to ponds.
- Scope the budget for the maintenance of embankments, sluice gates, lock gates etc under different categories.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.

- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

#### Objective:

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state and district level mock drills and capacity building programs organized by District authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### 2.4 Functional Continuity Actions:

#### Objective:

· To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.

- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

#### 2.5 Emergency Preparedness Actions:

##### Objective:

- To identification potential emergency situations and be prepared for response.

##### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Periodically inspect the embankments for cracks, holes and other potential wear and tear.
- Stockpile and preposition sufficient number of sandbags to repair the cracks in the embankments.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

#### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

#### **Accountability**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 16. POST OFFICE DIRECTORATE

---

About post and telegraph department:

The department of Posts comes under the Ministry of Communications and Information Technology. For providing postal services, the whole country has been divided into twenty two postal circles. Besides these twenty two Circles, there is another Circle, called Base Circle, to cater to the postal communication needs of the Armed Forces. Each Circle is further divided into Regions comprising field units, called Divisions (Postal / RMS Divisions). In the Circles and Regions there are other functional units like Circle Stamp Depots, Postal Stores Depots and Mail Motor Service. The department provides following services:

Speed Post, Business Post, Direct Post, Bill Mail Service, Express Parcel Post, etc.  
Money Transfer – Money Order, Instant money order, MO Videsh, Indian Postal Order, etc.  
Post Office Savings Bank- Small Savings Schemes and Savings Certificates.  
Postal Life Insurance and Rural Postal Life Insurance.

Composition (Structure and Capacity):

- Director Postal Services
- Assistant Superdental of Post Office (ASP)
- Post Master
- Deputy Post Master
- Sub Post Master

1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

1.1 Actions on receipt of Early Warning:

Objective: To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.

- Establish coordination with flood, windstorms, hailstorms and thunderstorm information centre at state level before the seasonal flood, windstorms, hailstorms and thunderstorm.
- Establish coordination with flood, windstorms, hailstorms and thunderstorm information centre at local to districts level before seasonal flood, windstorms, hailstorms and thunderstorm.

### 1.2 Actions on activation of Unified Response to emergency:

Objective: To activate the Unified Emergency Response and take necessary actions for immediate response.

#### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community to district level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non -emergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### 1.3 Actions for Unified Response to emergency:

Objective: To implement the plans for immediate, short term and long term response needs.

#### *Key Actions:*

- Coordinate with SDMA, respective Municipal Disaster Management Team and search and Rescue team, Shelter Team to shift the equipments, people, resource material etc. to the safe places during floods and any other natural calamities.
- Provide the banking and insurance services to the affected people.
- Provide the services of e-posts, electronic transfer of money, other services to the affected people.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Ensuring that the affected communities are able to contact their relatives in distant places.
- Keep a vigil also on the areas not affected by disaster.

#### 1.4 Actions for deactivation of Unified Emergency Response:

Objective: To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of post department. Give status report to SEOC and ESF nodal agencies.
- Ensure that the department of post and telegraph is functioning normally.
- Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### 1.5 Recovery Actions:

Objective: · To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments and resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

#### 2. DRR and Mitigation actions:

The action plans for this department are divided into following sections:

##### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

##### 2.2 Disaster Risk Reduction (DRR) Priority Actions

##### 2.3 Capacity Building Actions

##### 2.4 Functional Continuity Actions

##### 2.5 Emergency Preparedness Actions

#### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective: To ensure disaster risk reduction is mainstreamed in key activities of the department.

## Key Actions

Key Activities of the Department	Mainstreaming DRR Actions
<p>Mails Services - Letters, postcards, Inland letter cards, book packets, value payable post, parcels, Flat Rate Box, Logistics Post, e Post,</p> <p>Speed Post, Business Post, Direct Post, Bill Mail Service, Express Parcel Post,</p> <p>Sale of postage stamps and postal stationery etc</p>	<ul style="list-style-type: none"> <li>• Ensure all the post offices or any establishment is earthquake resilient.</li> <li>• Earthquake and flood resistant technology in the construction of rural and urban post offices.</li> <li>• Assess disaster risks due to any new construction or maintenance activity.</li> <li>• The flood specific designing of the post offices which are located in the flood prone areas or low lying areas.</li> </ul>
<p>Money Transfer – Money Order, Instant money order, MO Videsh, Indian Postal Order</p> <p>Small Savings Schemes and Savings Certificates</p> <p>Postal Life Insurance and Rural Postal Life Insurance</p>	<ul style="list-style-type: none"> <li>• Installation of alternate sources of energy for the power back up.</li> </ul>

### 2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective: · To ensure disaster risk reduction priority actions are carried out during non-disaster times.

#### *Key Actions:*

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Training of departmental staff in DRR knowledge.
- Ensuring that the power back up is there for the continuation of the work.
- Computerization of rural and remote post offices.
- Sending the e- message to the govt. department in emergencies.
- Location of public documents such as insurance papers, postal orders, important parcels at safe places.
- The post and telegraph department must ensure there is inclusion of DRR features in rural post offices.

- Functioning of post office from safe building in order to provide the unhindered banking services to the people.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

Objective: · To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction an emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in district and districts level mock drills and capacity building programs organized by State District Management Authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### 2.4 Functional Continuity Actions:

Objective: · To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department

staff, if the department offices and working premises become inaccessible due to disaster.

- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## 2.5 Emergency Preparedness Actions:

Objective: · To identify potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- To ensure the safety of own building and property.
- The post and telegraph department must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- The post and telegraph department must have the arrangements (vehicles, boats, generator and equipments) to move parcels, packets or sending e- posts.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, municipal and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

## 17. URBAN DEVELOPMENT AND HOUSING DEPARTMENT

---

### About Urban Department:

The Urban Development and Housing Department works with an aim to fulfill the demands and need of urban life. The Department performs obligatory functions such as solid waste management, storm water drainage, public toilets, etc. apart from enforcement of Building Byelaws, maintenance and construction of public buildings, roads and market places, issue and control of licenses for any trade, entertainment, etc. in all the urban areas of the State.

There are two aspects in the Department. One remodeling of old towns by decongesting and augmenting facilities and the other – development of new urban centers, keeping long-term view of urban life complexities and problems. Since 1994 the department of Urban Development and Housing has come a long way in improving the living standards of the urban masses by putting in place the requisite urban infrastructures and bringing about progressive reforms in Urban Governance.

### Composition (Structure and Capacity):

- Pr. Chief Engineer-cum-Secretary
- Special Secretary
- Chief Engineer
- Addl. Secretary
- Addl. Chief Engineer
- Addl. Joint Chief Town Planner
- Joint Secretary
- Superintending Engineer
- Joint Chief Town Planner
- Joint Director
- Deputy Secretary
- Divisional Engineer
- Sr. Architect
- Bazaar officer
- Assistant Director
- Under Secretary
- Assistant Engineer
- Assistant Town Planner

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

### 1. Emergency Response and Recovery Actions:

### 1.1 Actions on receipt of Early Warning:

Objective: · To monitor the situation, develop and disseminate information on early warning.

#### *Key Actions:*

- Monitor the situation to build information on Earthquake, landslides, flood and other disaster early warning, Share the information with SDMA for approval.
- Informing the relevant offices and people about daily updates and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish emergency information center.
- Establish emergency information centre at district and local level.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

### 1.2 Actions on activation of Unified Response to emergency:

Objective: · To activate the Unified Emergency Response and take necessary actions for immediate response.

#### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at State level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with Urban Local Bodies (ULBs) and community level disaster management teams and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### 1.3 Actions for Unified Response to emergency:

Objective: · To implement the plans for immediate, short term and long term response needs.

#### *Key Actions:*

- Coordinate with respective municipal disaster management team and community level for monitoring development and ensure community participation and ownership, monitoring and maintenance activities.
- Support with search and rescue, evacuation programs etc by connecting with nodal

agencies for different essential support functions.

- Assess the damaged and vulnerable buildings and destroy them to safe guard from further harm and provide safe shelter to the affected people.
- Ensure to coordinate with the water resource department to provide sufficient supply of drinking water
- Regularly monitor the security of the vulnerable infrastructure during the emergency time.
- Support in dissemination of Early Warning information once approved by DDMA.
- Establish coordination with flood information centre at district level before the seasonal floods.
- Establish coordination with flood information sub centre at local level before seasonal floods.

#### 1.4 Actions for deactivation of Unified Emergency Response:

Objective: · To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### *Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of urban development department.
- Nominate one communication officer in the department to coordinate and give status report to SEOC and ESF nodal agencies.
- Ensure the protection and maintenance of infrastructure and have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, developmental committees, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### 1.5 Recovery Actions:

Objective: · To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments and resource materials, finances etc used for emergency purpose are accounted and recouped as soon as possible.

- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## 2. DRR and Mitigation actions:

The action plan for this department is divided into following sections:

### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

#### 2.2 Disaster Risk Reduction (DRR) Priority Actions

#### 2.3 Capacity Building Actions

#### 2.4 Functional Continuity Actions

#### 2.5 Emergency Preparedness Actions

### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective: · To ensure disaster risk reduction is mainstreamed in key activities of the department.

#### *Key Actions:*

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Town and Country Planning, Construction and survey and Slum Development.</li> <li>• Issue/Renewal of Trade Licenses for Sikkim.</li> <li>• Levy of fees and taxes from bazaar areas in the State.</li> <li>• Allotment of sites, collection of Site Salami, Ground Rent.</li> <li>• Development and improvement of bazaars and Municipal areas in Sikkim.</li> <li>• Control over all building construction of bazaars and all along the roads in the State.</li> <li>• Collection of entertainment tax.</li> <li>• Urban local bodies/Municipalities/Nagar Palika Act, 1993.</li> <li>• Urban Housing.</li> <li>• Poverty Alleviation including slum development</li> <li>• Employment generation and imparting skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Include the DRR measures in planning like construction of sewerage and drainage system to mitigate the impact of urban landslide and flooding, development of rules and regulations for earthquake resistance buildings, risk and vulnerability analysis of the buildings and retrofitting the weak buildings according to building by laws etc.</li> <li>• Ensure that any new planning has mechanism to adopt/implement DRR</li> <li>• Ensure that the new constructions are disaster resilient and assess the hazard vulnerability of the buildings.</li> <li>• Relocation of the slums to less vulnerable areas</li> <li>• Construction of earthquake and flood resistance houses</li> <li>• Ensure slum development measures like relocation of slums to less vulnerable areas does not aggravate further risk like communal riots with the native people etc.</li> </ul>

## 2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective: · To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### *Key Actions:*

- Establish an emergency warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop urban flooding early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Vulnerability and risk analysis of the buildings and identifying the weak buildings and doing the retrofitting to such buildings. Also identifying such buildings which are needed to be destroyed.
- Protection of Life line buildings and important structures like roads and bridges, water supply systems and ensuring they are disaster resistant.
- Construction of sewage and drainage system to reduce the risk of urban flooding in the vulnerable areas.
- Poverty alleviation measures like generation of employment opportunity to reduce the risk to vulnerable groups.
- Ensure to construction of disaster resistance schools, market places, buildings etc under various schemes like Rajiv Awas Yojana.
- Scope the budget for the maintenance of life line buildings etc under different categories.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Induction of earthquake and other disaster resistant technology in different projects at different levels.
- Encourage and assist the local government in implementing disaster risk reduction measures in developmental works.
- Ensure sufficient preparedness is there for emergency response.

## 2.3 Capacity Building Actions:

Objective: · To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

### *Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.

- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block and district level mock drills and capacity building programs organized by State Disaster Management Authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

#### 2.4 Functional Continuity Actions:

Objective · To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

##### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

#### 2.5 Emergency Preparedness Actions:

Objective: · To identify potential emergency situations and be prepared for response.

##### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Identify the most vulnerable areas to flood, earthquake and other disasters and prepare for emergency search and rescue operation.
- Periodically inspect the life line buildings and ensure they are earthquake resistance, repair the needed one and destroy them when needed.
- Ensure the drainage, sewerage and other sanitation measures are working effectively.
- Ensure adequate stock of basic needs like drinking water.

- Ensure that the people in the vulnerable areas are relocated to safer sites.
- Stockpile and preposition sufficient resources to repair the buildings.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Arrange the equipments for search and rescue in urban area.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.
- The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

### **Coordination and Integration:**

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to SEOC as listed in DRR action plan and Emergency action plan.

## 18. COMMERCE & INDUSTRIES DEPARTMENT

The commerce & industries department is the nodal agency to plan, promote and develop industries in the state. Important functions of the department include - Formulation of Industrial policy; Industries; Research and Co-ordination relating to Industries; Liaison with all kinds of Industrial and Commercial Institutions; Industrial premises, Industrial Area and District Industries Centres; Management, Supply, Parametrical, Packaging Products, Liquor/Beer, Food Processing Industries and Tea Industries, Industrial Liaison Office outside the State; Industrial Sales Centre within the State and outside the State; etc.

Composition (Structure and Capacity):

- Secretary
- Director
- Joint Secretary
- Deputy Director
- Deputy Secretary
- General Manager
- Joint Director
- Deputy Director
- Under secretary

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- Support in dissemination of Early Warning information once approved by SDMA.
- Ensure that all industries, development projects etc. have received and understood the early warning information.
- Disseminate precautions related to the safety and security at industrial locations to be taken in case of emergency.
- If evacuation is required, ensure quick action on the same and safety of all staff, workers,

etc. in all industrial locations.

- Ensure that all measures are in place for safety of the hazardous chemicals, raw materials etc.
- In case of industrial/chemical disaster, ensure that the specialized self-protection warning is disseminated to all communities in least possible time.
- In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- Prepare and update the list of vulnerable groups who need additional support.
- Direct the officers of all levels in the department for high level preparedness for any required response
- Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- Ensure that important contacts numbers, transport means, doctors, etc. are available at the time of need.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

#### 1.2 Actions on activation of Unified Response to emergency:

Objective:

- To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with EOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, institutions, ICDS centers, shelter homes etc.
- Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level social protection committee and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organize initial assessment for impact on the institutions, ICDS, shelter homes, special schools etc. and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response as per immediate, short term and long term needs.

### 1.3 Actions for Unified Response to emergency:

#### Objective:

- To implement the plans for immediate, short term and long term response needs.

#### *Key actions:*

- If SDMA is conducting multi-sectoral assessment, ensure that safety of industrial areas, chemicals, storage etc. are part of it and analyzed.
- Coordinate with the SDMA and respective district disaster management authorities for monitoring the safety issues of industries, chemicals etc. in the affected areas and ensure community participation and ownership of monitoring and maintenance activities.
- Activate the emergency plan for safety of staff, workers, industrial equipments, storage places etc.
- Support the government and local authorities in all kind of recovery and rehabilitation activities and keep it continued till the normal situation.
- Ensure availability of required funds for repair and retrofitting of the industrial buildings, storage units etc. after proper assessment of damage.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Keep track of the entire changing situation, keep the DDMC, panchayat and SDMA and the concerned ESF team updated.
- Keep a vigil also on the areas not affected by disaster.

### 1.4 Actions for deactivation of Unified Emergency Response:

#### Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

#### *Key Actions:*

- Check if all the immediate measures of safety of industrial installations are in place.
- Ensure that community is involved in industrial safety measures and activities and that, adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, social protection committee, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

### 1.5 Recovery Actions:

#### Objective:

· To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

*Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources are accounted and recouped as soon as possible.
- Ensure that the damage assessment has been done and reported for adequate compensation to the affected families.
- Ensure that the affected community gets the benefits or any grant/compensation from the state.
- Establishment of properly documented procedures for economic, social and medical rehabilitation.
- Reconstruction and restoration of industrial infrastructure shall be achieved at the earliest.
- Ensure that the accident victims (in case of chemical/industrial disasters) receive support from the Environment Relief Fund (ERF).
- Ensure the provision of counseling by psychologists and psychiatrists for those suffering from mental trauma out of chemical/industrial disaster.
- Ensure audits for compliance, measurement of performance, implementation of corrective actions; investigation, reporting and follow up of each incident (in case of chemical/industrial disasters, or in case of damage to industrial infrastructures).
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Share learning on industrial disaster management and use the documentation, lessons learnt, follow up and research programmes as feedback for future improvement.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plan for this department are divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

Objective: To ensure disaster risk reduction is mainstreamed in key activities of the department

*Key Actions:*

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Development of international level of basic infrastructure to attract more and more domestic and foreign investment.</li> <li>• Ensuring availability of land for establishment of industries and for other development projects.</li> <li>• Creation of marketing potential for sales of the products of Small, Micro, Rural units, Handicrafts, Handloom, Khadi etc. in order to ensure their development.</li> <li>• Simplification and transparency in all kinds of allotments, grants and entrepreneurs related procedures and provision of online services as much as possible.</li> <li>• Establishment of industrial parks by Estate for setting up of micro, new medium and small scale industries in rural and urban areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all new projects, industries are established only after assessment of disaster risk arising out of the new developments, and that, measures are taken to minimize these risks.</li> <li>• Ensure that all new projects &amp; industries are disaster resilient and are safe from any accidental, man-made mis-happenings.</li> <li>• Ensure that provision of land for development projects and industries is done only after through assessment of environmental, social, economic impacts on the local community.</li> </ul>

2.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

· To ensure disaster risk reduction priority actions are carried out during non-disaster times.

*Key Actions:*

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination
- Ensure that department staff, officers are aware of potential risks to industries during disasters; and are taking preparedness actions at their level.
- Ensure that department staff, officers are aware of potential risks that might arise out of any accidental or man-made disaster in the industries; and are taking preparedness actions at their level.
- Ensure that all the workers employed in an industry have a sufficient induction period for training prior to the actual job and they are aware of safety and precaution measures in

case of any emergency.

- New industries should be established in such a manner that clustering of similar chemical- based units are evolved together in the same geographical area.
- Process safety code of management practises based on principles of safety in design according to sound engineering practises; built, operated and maintained properly and periodically reviewed for conformity.
- Ensure that all Major Accidental Hazard installations have taken third-party insurance policies for providing relief to accident victims due to a chemical accident On-Site (Public Liability Insurance Act, 1991)
- Formulate guidelines on transportation, storages and in all other identified areas for instituting self-regulation models in industries.
- An incident command and technical coordination system for industrial/chemical disastrous situations should be identified, made available, tested and incorporated in the state DM Plan.
- Ensure that an effective and simplified communication network is available as a dedicated fail-safe communication system to the important stakeholders.
- Ensure that district representatives of Indian industry associations and federations namely, CII, ASSOCHAM, FICCI, ICC, AMAI etc., shall volunteer for R&D work and also for further transcending information to industries in augmenting safety measures.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

*Key Actions:*

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Ensuring formation of emergency response plans in all the agencies working under the department
- Train community level volunteers in emergency management and prepare them to support the department led response during the emergency. Provide emergency stock and equipments to them.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Ensure that all people/staff in the department, and in the industries, development projects are well aware of national guidelines on management of chemical and industrial disasters and are able to use them in preparedness and emergency time.

- Organize educational programmes in the form of symposia & exhibitions to aware all stakeholders on chemical and industrial disaster management.
- Use electronic and print media to increase further awareness on safety and precautions in case of chemical and industrial disasters.
- Train / aware communities on the do's and don'ts (how to react on receipt of specialized self-protection warning from industries, department) in case of industrial/chemical disaster.
- The civil defence and home guards can be effectively utilised in chemical/industrial emergency management after some basic training.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in district and state level mock drills and capacity building programs organized by State and District authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

#### 2.4 Functional Continuity Actions:

Objective: · To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

##### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

#### 2.5 Emergency Preparedness Actions:

Objective:

- To identify potential emergency situations and be prepared for response.

*Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Coordinate with SDMA, state and national level and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- Create mechanisms for quick dissemination of EW information to all people.
- Provision of adequate quantity of foam and any other suppressant for control of vaporization of spill or leak of compressed gas.
- Ensure availability of a sufficient quantity of fire extinguishers at various locations
- Availability of well-equipped emergency medical rooms with requisite number of ambulance van(s) sufficient to shift On-Site casualties.
- Include local welfare associations and Panchayati Raj institutions in the emergency Preparedness programme.
- A kit containing antidotes to various toxicants and resuscitation drugs need to be prepared.
- Ensure that list of most vulnerable groups and communities are updated.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He/she shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexes of DRR action plan and Emergency action plan

## 19. ENERGY & POWER DEPARTMENT

---

The department of Energy & Power Department carries out generation of the electricity through hydroelectric plants, maintenance of transmission & distribution of network in the State, assessment and collection of revenue, trading of power, monitoring of Independence Power Producer (IPP) projects.

Composition (Structure and Capacity):

- Principal Chief Cum Secretary
- Principal Chief Engineer
- Chief Engineer
- Additional Chief Engineer
- Superintending Engineer- Circle
- Executive Engineer
- Assistant Engineer
- Junior Engineer

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective:

- To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of all govt. departments and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about dos and don'ts in case the disaster happens.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information centre at district level before the seasonal floods.
- Establish coordination with flood information sub centre at local level before seasonal floods.

## 1.2 Actions on activation of Unified Response to emergency:

### Objective:

To activate the Unified Emergency Response and take necessary actions for immediate response.

### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organise initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## 1.3 Actions for Unified Response to emergency:

### Objective:

- To implement the plans for immediate, short term and long term response needs.

### *Key Actions:*

- Coordinate with respective disaster management committee, search and rescue committee to shift the office equipments, documents and people to the safe structure.
- Availability of electrical and power generation equipments and resources at safe and comfortable places so that the damaged parts could be easily replaced.
- Presence of engineers in the affected areas.
- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

## 1.4 Actions for deactivation of Unified Emergency Response:

### Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of energy department. Give status report to EOC and ESF nodal agencies.
- Evaluate Emergency response in consultation with community, ESF nodal agencies,
- EOC and other stakeholders. Document response activities and leanings.
- In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

- To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

*Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments, construction material, energy/ electricity resource material, finances etc used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

2. DRR and Mitigation actions:

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

2.1 Mainstreaming DRR into Development:

Objective: · To ensure disaster risk reduction is mainstreamed in key activities of the department.

## Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Electricity generation, transmission & distribution.	<ul style="list-style-type: none"> <li>• Ensure all construction is resilient to floods, landslide &amp; earthquake.</li> <li>• Repairing and retrofitting of the old power generation units and adopting disaster resilient technology in the process.</li> </ul>

## 2.2 DRR Priority Actions:

### Objective:

- To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Identification and assessment of power generating units at the panchayat level, district level and state level.
- To promote the schemes on non- conventional energy sources.
- Location of such units away from the water logging areas.
- Installation of bio gas units or wind mill at safe places in the villages.
- Taking measures to check the soil erosion and water logging when laying canal for the purpose of electricity generation.
- The department must identify the power units which are located in disaster prone areas and arrange proper route connectivity for relief, emergency logistic and also provide alternate connectivity to reduce damage.
- Based on latest or previous emergency or crisis experience the department should frame an outline of future action plan including disaster risk reduction preventive measurements.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

## 2.3 Capacity Building Actions:

### Objective:

- To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

### *Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organise periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block and district level mock drills and capacity building programs organized by State and District authorities from time to time.
- Analyse past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## 2.4 Functional Continuity Actions:

### Objective:

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.

- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## 2.5 Emergency Preparedness Actions:

### Objective:

To identification potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Ensuring there is sufficient stock of construction material in disaster prone areas. Also there is availability of preventive measures.
- Availability of vehicle to transport the electric equipments.
- The executive engineer must ensure the temporary construction work has taken place before the disaster forecast (flood, storm etc).
- Ensuring the availability of equipments like cables, wire, transformers, generators etc. at key locations.
- Identifying the power units which are vulnerable to flood, earthquake, water logging and developing the plan to avoid any damage to the building.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 21. RAJYA SAINIK BOARD

---

The Rajya Sainik Board (RSB) is under the administrative control of home department to advice the state government on various welfare measure with respect to ex-servicemen, dependent and widows of defense forces as per the policies initiated by the central government and the state government and ensure implementation of various polices and guidelines issues by central government as well as state government from time to time for the welfare of retired personal, families and the World war to retries and widows in the state. The Rajya Sainik Board also look after the administrator of various Zila Sainik Board (ZSB) of the all the four districts in Sikkim.

Composition (Structure and Capacity):

- Brigadier/ Colonel ( RSB is headed by retired army officer of the Indian Army)
- Colonel/ Lt. Colonel ( ZSB is headed by retired army officer of the Indian Army)

Key Activities of the department:

- Constant liaising with various departments under the state government in term of implementation of policies.
- To advice the state government on formation of new policies regarding welfare /cash incentive/grand/ which require to be implemented so as to keep patch with the progress made by other state.
- Carry out recruitment of unemployed educated youth in the armed forces.
- Carry out quality pension tour throughout the state.
- Disbursement of relief in the case of emergency like flood, landslide and earthquake etc.

Ensure the Ex-Servicemen are looked after by ex-servicemen contributory health scheme (ECHS)

Role:

The association has educated and skilled people from various background. They raise the social issues and build the coping capacity of the community by providing knowledge, awareness and expertise from their respective field.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality during reconstruction phase.

## **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all stakeholders in your circle in a manner that ensures everyone receives the information and understand it.
- ✓ Immediate guidance and support to the sector teams which they are representing.
- ✓ Disseminate and take precautionary measures. Focus on live saving measures for yourself, your family, stakeholders.
- ✓ Participate in coordination meeting of your association or network.
  
- ✓ Immediate support of logistics, technical guidance to the DMTs in the community.
- ✓ Logistic and technical support to the SDMA.
- ✓ During recovery phase, supporting the community in planning.

### **1. DRR and Mitigation actions:**

The Disaster Risk Reduction key actions for these groups are:

The association shall:

- ✓ Understand the disaster risks in Sikkim and raise such issues with govt. Representatives and create awareness among the community.
- ✓ May support the govt. and panchayat in logistics and technical guidance for the development for planning.
- ✓ May train the volunteers in DRR, search and rescue, first aid etc and share its experiences with the community and DMTs.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on their infrastructure. They shall also analyse other potential hazards that may impact their work.
- ✓ Temporary construction work or retrofitting to the school, office building, recreational building or any infrastructure belonging to the association.
- ✓ Having the expertise in various fields, ensuring the capacity building of community in the rural areas regarding DRR.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their work.
- ✓ Organise formal and informal seminars or discussions in their networks and associations on reducing disaster risks.
- ✓ Participate as a trainer for other organisations in DRR, search and rescue, first aid etc.
- ✓ Participate in training and capacity building activities organised by SDMA, government, non-government agencies, corporate associations etc.
- ✓ Keep backups for important accounts and office information and/or store files in safe places free from any potential disaster risks.

- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response within the association.

**Coordination and Integration:**

The association can be an important part of the disaster management system at district level. Having got the skills and expertise the representatives of the association can coordinate and integrate with the search and rescue, shelter, water and sanitation teams working at the community level. Any senior retired professional may also advise and contribute to the SDMA.

**Accountability:**

The association representatives shall be accountable for implementation of all agreed decisions in sector teams where they represent. They are also accountable to existing law of the country.

## 22. Finance Revenue and Expenditure Department

---

About the Finance Revenue and Expenditure Department:

The Finance Revenue and Expenditure Department is responsible for management of finances of state government starting from the mobilization of resources (tax/non-tax) revenue control of expenditure by effective/efficient use of the resources and its management.

Composition (Structure and Capacity):

The department is headed by Secretary who is from IAS service while the controller of the accounts is the senior most from the State Finance and Accounts Service. The district administrator is headed by the rank of the Additional Director.

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning

**Objective:**

To monitor the situation, develop and disseminate information on early warning.

**Key Actions:**

To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.

- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, state magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information center at district level before the seasonal floods.
- Establish coordination with flood information sub center at local level before seasonal floods.

#### 1.2 Actions on activation of Unified Response to emergency

Objective:

To activate the Unified Emergency Response and take necessary actions for immediate Response.

*Key Actions:*

The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.

- Develop periodic situation report and share with SEOC and SDMA.
- If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### **1.3 Actions for Unified Response to emergency:**

**Objective**

To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

Coordinate with respective GP disaster management committee and planning and development committee to identify the safer evacuation sites and formulate plan to evacuate the affected people, livestock to the safer sites.

- Storage of material resources at safe and comfortable places so that the damaged storage could be easily rehabilitated
- Assessment of the number of affected people and execute a plan to arrange food, shelter and other basic necessity.
- Assessment of the damaged dams, drainage system, water channels, government buildings etc. and implement plan to arrange the resources to make them functional.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas
- Developing the plan for reconstruction of the damaged structures and establishments.
- Keep a vigil also on the areas not affected by disaster.

## **1.4 Actions for deactivation of Unified Emergency Response**

### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

### **Key Actions:**

Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal planning and development department. Give status report to SEOC and ESF nodal agencies.

- Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, DMT, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

## **1.5 Recovery Actions**

### **Objectives:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

### *Key Actions:*

Analyze the damage assessment and recovery package announced by the government.

- Implement recovery plans.
- Ensure the departmental resources like equipment, seeds, food, fertilizer, agriculture resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plans for this department are divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

## 2.1 Mainstreaming DRR into Development:

### Objectives:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Prepare budget, re-appropriation, supplementary, surrender and saving.</li> <li>• Internal audit on account of expenditure incurred from public fund to ensure accountability.</li> <li>• Treasury administration including district pay and account offices.</li> <li>• Administration of taxes through commercial tax division.</li> <li>• Resource mobilisation through loan by open market borrowings and management of public debt.</li> <li>• Finances concurrence and advice.</li> <li>• Compilation of financial Codes, Rules and Procedures.</li> <li>• Fiscal Responsibility and Budgetary Management Adulterator.</li> <li>• Finance Commission Adulterator.</li> <li>• State Lotteries Adulterator</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all the building structure is floods and earthquake resistant.</li> <li>• Ensure all the new construction in safer area and location following the building bylaws and safety norms to any kinds of disasters.</li> <li>• Training of departmental staff in DRR knowledge and safety measure in case of any disasters.</li> <li>• Allocation of separate fund for disaster management.</li> </ul>

## 2.2 DRR Priority Actions:

### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

Establish an emergency warning cell in the department and a nodal officer for disaster management.

- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop early warning information.
- Incorporate the risk reduction measures in the entire plan.
- Inclusion of risk reduction measures in the ongoing developmental projects.
- Establish and practice protocols for Early Warning approval and dissemination.
- Store the material resources at safe places.
- Awareness on the inclusion of risk reduction measures so that all concerned departments can incorporate the risk reduction measures in all the developmental works.

- Training in adopting modern and disaster resilient technology to the departmental staffs, community people etc.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### **Key Actions:**

Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.

- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state level mock drills and capacity building programs organized by State authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### **2.4 Functional Continuity Actions:**

#### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### *Key Actions:*

Define Rules and regulations for functioning of the department especially during disaster time.

- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.

- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### *Key Actions:*

Identify potential emergency situations. Make references to contingency specific action plans for the same.

- Ensuring there is sufficient stock of material resources and infrastructure in the disaster prone areas.
- Ensuring there is sufficient equipments and tools for the repairing of non-functional machines and equipments.
- Identifying the on-going projects which are vulnerable to any disaster and take structural mitigation measures to reduce the risk.
- Identify the sites which are safe to evacuate the people in case of any emergency.
- Identify the less vulnerable areas and formulate plan to relocate the people living in vulnerable areas.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

## 23. Rural Management and Development Department

---

### **About the department:**

Rural Management and Development Department (RMDD) has traditionally been the principal organ at the State level to oversee the implementation of the anti-poverty programmes of the Ministry of Rural Development. Created originally for implementation of Integrated Rural Development Programme (IRDP), the RMDD As was subsequently entrusted with a number of programmes, both of the Central and State Governments. Since inception, the administrative costs of the RMDD (Rural Management and Development Department) were met by setting up State fund aside a part of the allocations for each programme. Of late, the number of programmes had increased and several programmes have been restructured with a view to making them more effective.

### **Composition (Structure and Capacity):**

- Secretary
- Special Secretary and Chief Engineer
- Additional Secretary and Additional Chief Engineer
- Joint Secretary and Superintending Engineer
- Deputy Secretary and Divisional Engineer
- Under Secretary and Assistant Engineer
- Office Superintend and Junior Engineer
- Supporting Staff

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of Early Warning:**

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

##### **Key Actions:**

To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.

- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, state officials, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.

- Establish coordination with flood information center at state level before the seasonal floods.
- Establish coordination with flood information sub center at local level before seasonal floods.

## **1.2 Actions on activation of Unified Response to emergency:**

### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

### *Key Actions:*

The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.

- Develop periodic situation report and share with EOC and SDMA.
- If EOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## **1.3 Actions for Unified Response to emergency:**

### **Objective:**

To implement the plans for immediate, short term and long term response needs.

### *Key Actions:*

Coordinate with respective state disaster management authority and search & rescue committee to shift the equipments, people, resource material etc. to the safe places during floods.

- Identifying alternate sources of water during drought.
- Regular monitoring of the embankments and other key points and immediate repairing through various programmes of the department.
- Generating employment opportunities for the displaced people or people who have lost their means of livelihood.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

## **1.4 Actions for deactivation of Unified Emergency Response:**

### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

### **Key Actions:**

Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of rural department. Give status report to EOC and ESF nodal agencies.

- Ensure the maintenance of rural infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, DMT's, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

## **1.5 Recovery Actions:**

### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

### **Key Actions:**

Analyze the damage assessment and recovery package announced by the government.

Implement recovery plans.

- Ensure the departmental resources like equipments and resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

### **3.1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:**

#### **Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Construction of the rural community buildings, village roads under the PMGSY and other Infrastructural works under the MNAREGA and Indira Awas Yojana.	<ul style="list-style-type: none"> <li>• Ensure all construction is earthquake resilient.</li> <li>• All weathered roads.</li> <li>• Earthquake and flood resistant technology in the construction of houses.</li> </ul>
Management of BPL Families under the Swarnajayanti Gram Swarojgar Yojna (SGSY)	<ul style="list-style-type: none"> <li>• Identification of safe land.</li> <li>• Take measures to reduce erosion risks.</li> <li>• Assess disaster risks due to any new construction or maintenance activity.</li> </ul>
Generate employment in rural areas, enhancing people's participation in wasteland development, a forestation and pasture development leading to equitable sharing of benefits and sustainable development.	<ul style="list-style-type: none"> <li>• Any construction regarding Water channels, ponds must be disaster resilient.</li> <li>• Plantation of specific trees which help in protection from disasters.</li> </ul>

## 2.2 Disaster Risk Reduction (DRR) Priority Actions:

### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

Establish a flood and drought warning cell in the department and a nodal officer for disaster management.

- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- The DoRD should prioritize area of development with the area of interest. Under the MNAREGA work, embankment must be reinforced, sustainable and resistive plantation and periodically siltation dug out and settlement.
- The use of flood and earthquake resistant techniques/ structures in the construction of roads, community center, rural building etc.
- Maintenance of water channels and water drainage system.
- Initiation for the Silt Detention Dams under different programmes.
- Guidance and helping the DM committees in developing the disaster management plan.
- Capacity building of community in the rural areas regarding DRR.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.

- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building Actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### **Key Actions:**

Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.

- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state level mock drills and capacity building programs organized by State authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### **2.4 Functional Continuity Actions:**

#### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### **Key Actions:**

Define Rules and regulations for functioning of the department especially during disaster time.

- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### **Key Actions:**

Identify potential emergency situations. Make references to contingency specific action plans for the same.

- Ensuring there is sufficient stock of construction material is available in disaster prone areas. Also there is availability of preventive measures.
- Temporary construction work or retrofitting to the vulnerable buildings.
- Plantation, repairing of drainage system, small canals, embankments etc.
- Protection of the ponds and water bodies.
- Stockpile and reposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 24. Bharat Sanchar Nigam Limited

---

About BSNL:

Bharat Sanchar Nigam Limited (BSNL) was incorporated on 15th Sept. 2000. It took over the business of providing of telecom services and network management from the erstwhile Central Government Departments of Telecom Services (DTS) and Telecom Operations (DTO), with effect from 1st October'2000 on going concern basis. It is one of the largest & leading public sector units providing comprehensive range of telecom services in India. BSNL has installed Quality Telecom Network in the country & now focusing on improving it, expanding the network, introducing new telecom services with ICT applications in villages & winning customer's confidence.

BSNL serves its customers with a wide bouquet of telecom services namely Wireline, CDMA mobile, GSM mobile, Internet, Broadband, Carrier service, MPLS-VPN, VSAT, VoIP, IN Services, FTTH, Global Conferencing etc.

Composition (Structure and Capacity):

- General Manager
- Deputy General Manager
- Assistant General Manager (AGM)
- Sub-Divisional Engineer
- Junior Telecom Officers
- Telecom Technical Assistant
- Telephone mechanic

### 2. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective:

To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.

- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the state officers, state magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the electronic message on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Issuance of early warning to the society through the means of telecommunications.
- Establish coordination with flood information center at state level before the seasonal floods.
- Establish coordination with flood information sub Centre at local level before seasonal floods.

## 1.2 Actions on activation of Unified Response to emergency:

### Objective:

To activate the Unified Emergency Response and take necessary actions for immediate response.

### *Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## 1.3 Actions for Unified Response to emergency:

### Objective:

To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

- Coordinate with SDMA, respective DDMA and search & rescue committee to maintain the information and communication system.
- Provide the updates and information through telecommunication.
- Provide setup for the web-conferencing or audio conferencing for the district administration.
- Weather forecast on phones or through other means of telecommunication.
- Immediately restore the communication system in the affected area.
- Provide and maintain the telegraph services.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Ensuring that the affected communities are able to contact their relatives in distant places.
- Keep a vigil also on the areas not affected by disaster.

1.4 Actions for deactivation of Unified Emergency Response:

Objective:

To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of BSNL office. Give status report to SEOC and ESF nodal agencies.
- Ensure that the maintenance of communication system etc. has been owned by private companies, community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

1.5 Recovery Actions:

Objective:

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

*Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipment and resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.

- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

**2. DRR and Mitigation actions:**

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction into Development
- 2.2 Disaster Risk Reduction Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

**2.1 Mainstreaming DRR into Development:**

**Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

*Key Actions:*

Key Activities of the Department	Mainstreaming DRR Actions
The company provides telecom services namely Wire line, CDMA mobile, GSM mobile, Internet, Broadband, Carrier service, MPLS-VPN, VSAT, VoIP, IN Services.	<ul style="list-style-type: none"> <li>• Ensure all the BSNL offices or any establishment is earthquake resilient.</li> <li>• Earthquake and flood resistant technology in the construction of BSNL towers or setups.</li> <li>• Fire resistant cables and instruments.</li> <li>• Assess disaster risks due to any new construction, installation or maintenance of towers or any other setup.</li> <li>• Ensure all the towers and poles are setup at landslide resistant location.</li> </ul>
Planning, installation, network integration & maintenance of switching & transmission networks. Telecom Training.	<ul style="list-style-type: none"> <li>• Installation of alternate sources of energy for the power back up.</li> <li>• Fire resistant switches and network devices.</li> </ul>

**2.2 DRR Priority Actions:**

**Objective:**

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

**Key Actions:**

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Training of departmental staff in DRR knowledge.
- Identification of safe areas before installing the BSNL towers or setting-up a unit.
- Ensuring that the power back up is there for the continuation of the work.
- Computerization of rural and remote extension offices.
- Insertion of DRR features in telecom training which is provided by the BSNL.
- Taking initiative in starting SMS services to update the society on weather forecast.
- Sending alert messages during emergencies.
- Location of equipment, wires at safe places to rectify the technical problems in time.
- The BSNL Company must ensure there is inclusion of DRR features in telecom instruments and services.
- Functioning of BSNL office from safe building in order to provide the unhindered telecom services to the people.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

**2.3 Capacity Building Actions:****Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

**Key Actions:**

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block and district and state level mock drills and capacity building programs organized by District authorities from time to time.

- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction

## **2.4 Functional Continuity Actions:**

### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### **Key Actions:**

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **3.1 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### **Key Actions:**

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- To ensure the safety of own building and property.
- Regular monitoring of the line department's telecom infrastructure.
- The BSNL Company must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- The BSNL department must have the arrangements (vehicles, cables, generator and equipment) to check and rectify the problem.
- Power backup for the continuation of the uninterrupted telecommunication signals.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.

- Awareness to the officials for the safety of life, material, equipment and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 25. Building & Housing Department

---

### About Department:

Before the year 1982, Road Construction, Building Construction and Rural Engineering Organization were all under the Public Works Dept. (PWD). In the administrative view, Public Works Dept. was split into three different departments named: Road Construction Dept., Building Construction Dept. and Rural Engineering Organization.

The department constructs the govt. buildings, museums, house allotment work of Government Building, Public and Private Building in the state of Sikkim and provides the architectural support in the construction. The department provides all necessary services and facilities to the govt. buildings, public building and private building site evaluation and assessment, structural assessment and renovation options.

### Composition (Structure and Capacity)

#### Civil

- Principal Chief Engineer Cum Secretary
- Chief Engineer
- Additional Chief Engineer
- Superintending Engineer
- Divisional Engineer
- Assistant Engineer
- Junior Engineer
- Technical Supervisor

#### Administration

- Principal Chief Engineer cum Secretary
- Special Secretary
- Joint Secretary
- Deputy Secretary
- Under Secretary

### 1. Emergency Response and Recovery Action Plans:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

##### Objective:

To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of all govt. departments and other assets.
- To appoint one communication officer to coordinate with the emergency control room of disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, state magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about dos and don'ts in case the disaster happens.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information center at state level before the seasonal floods.
- Establish coordination with flood information sub center at local level before seasonal floods.

**2.1 Actions on activation of Unified Response to emergency:**

**Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If EOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

**2.2 Actions for Unified Response to emergency:**

**Objective:**

To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

- Coordinate with respective district disaster management authority, shelter and search and rescue committee to shift office equipment, documents and people to the safe structure.
- Alternate arrangements for govt. storages and buildings.
- Provide temporary shelters to the district authorities.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

### **2.3 Actions for deactivation of Unified Emergency Response:**

**Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of building department. Give status report to SEOC and ESF nodal agencies.
- Ensure the maintenance of buildings has been owned by govt. departments and community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, health committee, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

### **2.4 Recovery Actions:**

**Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

*Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipment, construction material, building resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

### 3. DRR and Mitigation Actions:

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

#### 3.1 Mainstreaming DRR into Development:

##### Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

##### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
The department constructs the govt. buildings, museums, house allotment work of Government Building etc. and provides the architectural support in the construction	<ul style="list-style-type: none"><li>• Ensure all construction is earthquake resilient and landslide resilient site.</li><li>• Museums and govt. buildings must be earthquake resistant.</li></ul>
The department provides all necessary services and facilities to the govt. buildings, site evaluation and assessment, structural assessment and renovation options	<ul style="list-style-type: none"><li>• Adoption of Modern technology suitable to the climate of the area.</li></ul>
Planning and designing building network to provide optimized connectivity to residential and non-residential govt. buildings of different departments	<ul style="list-style-type: none"><li>• Retrofitting to the govt. buildings at block level, panchayat level and district level.</li></ul>
Construction, renovation, upgradation and maintenance of residential and nonresidential govt. buildings of different departments	<ul style="list-style-type: none"><li>• Retrofitting to the govt. buildings at block level, panchayat level and district level</li></ul>

#### 3.2 Disaster Risk Reduction (DRR) Priority Actions:

##### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

##### Key Actions:

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.

- Establish and practice protocols for Early Warning approval and dissemination.
- Identification and assessment of all departments building at the Panchayat level, block level, district level and state level.
- The demonstration of the earthquake and flood resistant structures at the panchayat, block, district and state level.
- Availability of construction material at block, panchayat, district and state level.
- Training to govt. employees at district and state level in DRR knowledge.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure departments' performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### *Key Actions:*

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state and district level mock drills and capacity building programs organized by state authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### 2.4 Functional Continuity Actions:

#### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

*Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

**2.5 Emergency Preparedness Actions:**

Objective:

To identification potential emergency situations and be prepared for response.

*Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Ensuring there is sufficient stock of construction material in disaster prone areas. Also there is availability of preventive measures.
- Identification of the safe building (govt.) in the panchayat and block. The safe places must be identified as per the disasters (flood, earthquake).
- The executive engineer must ensure the temporary construction work has taken place before the disaster forecast (flood, storm etc.).
- Identifying the buildings which are vulnerable to flood, earthquake, water logging and developing the plan to avoid any damage to the building.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipment and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

## 26. Tourism & Civil Aviation Department

---

### **About the Department:**

Tourism & Aviation is responsible for promotion of Tourism, Tourism Marketing and setting up of Tourist Infrastructures in the state of Sikkim. Socio-economic development of the communities and environment safeguards are also its major concern. For the implementation of programmes, Department has different sections like, Information & Publicity, Hospitality, Land Records, Assets etc. There are tourist information centers with the helpdesks for the tourist at different places in the state as well as at New Delhi, Kolkata, Bagdogra and Siliguri. The department has full-fledged Engineering cell which is responsible for infrastructural developments.

### **Composition (Structure and Capacity):**

- Secretary
- Additional Secretary
- Chief Engineer
- Joint Secretary
- Additional Chief Engineer
- Deputy Secretary
- Divisional Engineer

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of Early Warning:**

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

##### **Key Actions:**

- Monitor the situation to build information on earthquake, flash flood, landslide and other disaster early warning, Share the information with SDMA for approval.
- Informing the relevant offices and people about daily updates and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish emergency information center.
- Establish emergency information sub center at local level.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

#### **1.2 Actions on activation of Unified Response to emergency:**

##### **Objectives:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

##### **Key Actions:**

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level embankment protection committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as share it with EOC and other key stakeholders.
- In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### **1.3 Actions for Unified Response to emergency:**

#### **Objectives:**

To implement the plans for immediate, short term and long term response needs.

#### **Key Actions:**

- Coordinate with respective state disaster management committee and community level developmental committee for monitoring development and ensure community participation and ownership, monitoring and maintenance activities.
- Support with search and rescue, evacuation programs etc. by connecting with nodal agencies for different essential support functions.
- Assess the damaged and vulnerable buildings and destroy them to safe guard from further harm and provide safe shelter to the affected people.
- Ensure to coordinate with the water resource department to provide sufficient supply of drinking water
- Regularly monitor the security of the vulnerable infrastructure during the emergency time.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with earthquake/landslide/flood information center at state level before any disaster.

### **1.4 Actions for deactivation of Unified Emergency Response:**

**Objective:** To deactivate emergency response and prepare to shift the focus towards recovery issues.

#### **Key Actions:**

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of urban development department.
- Nominate one communication officer in the department to coordinate and give status report to SEOC and ESF nodal agencies.

- Ensure the protection and maintenance of infrastructure and have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, developmental committees, ESF nodal agencies, SEOC and other stakeholders. Document response activities and learnings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

## **1.5 Recovery Actions:**

### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

### **Key Actions:**

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments and resource materials, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## **2. DRR and Mitigation actions:**

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

### **2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:**

#### **Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

## Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Adventure sport like Trekking, Mountaineering, Mountain Biking, Para Gliding, River Rafting for the tourist.	<ul style="list-style-type: none"><li>• Forewarned of the prevailing weather condition.</li></ul>
Providing home stay for the tourist which is looking after by the village tourism department for the tourist.	<ul style="list-style-type: none"><li>• Insured that the village tourism site is in safer location from landslide, avalanches and others major hazard.</li><li>• Ensured all the home stay houses are earthquake and flood resistant building.</li></ul>

## 2.2 Disaster Risk Reduction (DRR) Priority Actions:

### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

- Establish an emergency warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop urban flooding early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Vulnerability and risk analysis of the buildings and identifying the weak buildings and doing the retrofitting to such buildings. Also identifying such buildings which are needed to be destroyed.
- Protection of Life line buildings and important structures like roads and bridges, water supply systems and ensuring they are disaster resistant.
- Construction of sewage and drainage system to reduce the risk of urban flooding in the vulnerable areas.
- Poverty alleviation measures like generation of employment opportunity to reduce the risk to vulnerable groups.
- Ensure to construction of disaster resistance schools, community hall, panchayat ghar etc. under various schemes like BRGF
- Scope the budget for the maintenance of life line buildings etc. under different categories.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Induction of earthquake and other disaster resistant technology in different projects at different levels.
- Encourage and assist the local government in implementing disaster risk reduction measures in developmental works.
- Ensure sufficient preparedness is there for emergency response.

## 2.3 Capacity Building Actions:

### Objective:

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

**Key Actions:**

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block and district level mock drills and capacity building programs organized by state authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

**2.4 Functional Continuity Actions:**

**Objectives:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

**Key Actions:**

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

**2.5 Emergency Preparedness Actions:**

**Objectives:**

To identify potential emergency situations and be prepared for response.

**Key Actions:**

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Identify the most vulnerable areas to flood, earthquake and other disasters and prepare for emergency search and rescue operation.
- Periodically inspect the life line buildings and ensure they are earthquake resistance, repair the needed one and destroy them when needed.
- Ensure the drainage, sewerage and other sanitation measures are working effectively.
- Ensure adequate stock of basic needs like drinking water.
- Ensure that the people in the vulnerable areas are relocated to safer sites.
- Stockpile and preposition sufficient resources to repair the buildings.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Arrange the equipments for search and rescue in urban area.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to SEOC as listed in DRR action plan and Emergency action plan.

## 27. Home Department

---

### **About the Department:**

Home department is the key department pertaining to overall administration of the State. The main functions of the Home department are maintenance of Law and order, Crime control, Police administration, Administration of Justice, Internal Security matters, Liaison with the Central Government and other State Governments and the Army authorities. The department has a Protocol Division to look after Ceremonial State functions and visiting dignitaries and State guests. The requirements of the Council of Ministers are looked by the Home department. Matters such as the Swearing-in of Governor, Chief Minister, Chief Justice and Council of Ministers are also its responsibility.

### **Composition (Structure and Capacity):**

- Chief Secretary
- Principal Secretary, Home
- Pr. Resident Commissioner
- Special Secretary, Home
- Special Secretary, Confdl
- Additional Secretary, Adm
- Additional Secretary, Protocol
- Additional Secretary, Confdl
- Addl R.C, Sikkim House, N. Delhi
- Joint Secretary, Protocol
- Pr. Private Secretary to C.S
- Pr. Private Secretary to Pr. Secretary, Home
- Pr. Private Secretary to Administrative Advisor
- Deputy Director, ChintanBhawan
- Deputy Secretary, Adm
- Deputy Secretary, Confdl
- Deputy Secretary, Protocol
- Sr. Accounts Officer
- Manager/Circuit House
- Under Secretary, Adm
- Protocol Officer
- Assistant Engineer(M)
- ARC, Sikkim House, Guwahati
- Pr.P.S/Sr.P.S/P.S

## Ministerial Staff:

- Office Superintendent
- Sr. Accountant
- Jr. Engineer(m)
- Assistant Programmer
- Head Assistants
- Stenographers
- P.A
- UDC/Confidential Assistant
- Receptionist
- LDC
- Accounts Clerk
- Liaison Assistant
- Supervisor, EPABX
- Telephone Operator
- Maintenance Supervisor
- Sr. Restorer
- Daftary
- Despatch Rider
- Driver
- ACHA
- Peon
- Safaikarmachari
- Chowkidar
- Cook
- Bearer/Waiter
- Painter
- Pump Operator
- Plumber
- Masalchi
- Mali

## **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

## 1.1 Actions on receipt of Early Warning

### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

### **Key Actions:**

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information center at state level before the seasonal floods.
- Establish coordination with flood information sub center at local level before seasonal floods.

## 1.2 Actions on activation of Unified Response to emergency

### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

### **Key Actions:**

- The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with EOC and SDMA.
- If EOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### **1.3 Actions for Unified Response to emergency:**

#### **Objective:**

To implement the plans for immediate, short term and long term response needs.

#### **Key Actions:**

- Coordinate with respective disaster management committee and planning and development committee to identify the safer evacuation sites and formulate plan to evacuate the affected people, livestock to the safer sites.
- Storage of material resources at safe and comfortable places so that the damaged storage could be easily rehabilitated
- Assessment of the number of affected people and execute a plan to arrange food, shelter and other basic necessity.
- Assessment of the damaged dams, drainage system, water channels, government buildings etc. and implement plan to arrange the resources to make them functional.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas
- Developing the plan for reconstruction of the damaged structures and establishments.
- Keep a vigil also on the areas not affected by disaster.

### **1.4 Actions for deactivation of Unified Emergency Response**

#### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

#### **Key Actions:**

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal planning and development department. Give status report to EOC and ESF nodal agencies.
- Ensure the maintenance of seeds, food, grains, manure needs etc. have been owned by state level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with state, DMT, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

### **1.5 Recovery Actions**

#### **Objective**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

**Key Actions:**

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments, seeds, food, fertilizer, agriculture resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

**2. DRR and Mitigation actions:**

The action plan for this department is divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

**2.1 Mainstreaming DRR into Development:**

Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

**Key Actions:**

Key Activities of the Department	Mainstreaming DRR Actions
Formulation of state five year plan, coordination with five 5 year plan and annual plan.	<ul style="list-style-type: none"><li>● Formulate risk reduction measures like installation of early warning systems at all levels, disaster resistance buildings five year etc. in the state plan.</li><li>● Assess the vulnerability of the state and coordinate with the committees working on five year plan and annual plan in introducing risk reduction measures in the plans e.g. find out the risk of existing embankments and incorporate the reparation, retrofitting and construction of disaster resilient embankments in the plans.</li></ul>
Carry out developmental projects	<ul style="list-style-type: none"><li>● Construction of disasters resilient infrastructure etc. in the developmental projects like housing.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure that the developmental work carrying out doesn't aggravate any hazard.</li> </ul>
Assessment and allocation of resources for the Plan	<ul style="list-style-type: none"> <li>• Assess the hazard vulnerability of the areas and allocate resources for the formulation of plan to carry out risk reduction measures.</li> </ul>
Regional development and State Plans	<ul style="list-style-type: none"> <li>• Inclusion of disaster risk reduction measures like construction of disaster resilient buildings, bridges etc. in the regional development and state plans.</li> </ul>
Empowered Committee and Externally Aided Projects.	<ul style="list-style-type: none"> <li>• Assist the committees and externally aided projects working on DRR.</li> </ul>

## 2.2 DRR Priority Actions:

### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

- Establish an emergency warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop early warning information.
- Incorporate the risk reduction measures in the entire plan.
- Inclusion of risk reduction measures in the on-going developmental projects.
- Establish and practice protocols for Early Warning approval and dissemination.
- Store the material resources at safe places.
- Awareness on the inclusion of risk reduction measures so that all concerned departments can incorporate the risk reduction measures in all the developmental works.
- Training in adopting modern and disaster resilient technology to the departmental staffs, community people etc.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

## 2.3 Capacity Building Actions:

### Objective:

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

**Key Actions:**

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state level mock drills and capacity building programs organized by State authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

**2.4 Functional Continuity Actions:****Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

**Key Actions:**

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

**2.5 Emergency Preparedness Actions:****Objective:**

To identification potential emergency situations and be prepared for response.

**Key Actions:**

- Identify potential emergency situations. Make references to contingency specific action plans for the same.

- Ensuring there is sufficient stock of material resources and infrastructure in the disaster prone areas.
- Ensuring there is sufficient equipments and tools for the repairing of non-functional machines and equipments.
- Identifying the on-going projects which are vulnerable to any disaster and take structural mitigation measures to reduce the risk.
- Identify the sites which are safe to evacuate the people in case of any emergency.
- Identify the less vulnerable areas and formulate plan to relocate the people living in vulnerable areas.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with EOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to EOC as listed in annexure of DRR action plan and Emergency action plan.

## 28. Transport Department

---

About the Department:

The Sikkim transport department has two divisions:

1. Sikkim Nationalized Transport Division (SNTD) deals to operate departmental and commercial vehicles like Buses, Truck and Tanker generating the resource of the department.
2. Motor Vehicle Division (MVD) deals with various transport related matters like driving licenses, registration of motor vehicles, grant and renewal of permits, collection of taxes / fees, and all the other regulatory and enforcement functions assigned to it under provisions of the Motor Vehicles Act, 1988.

Composition (Structure and Capacity):

- Secretary
- Principal Chief Engineer Cum General Manager (SNTD) and Special Secretary, MVD
- Chief Engineer (Mechanical, Planning & Store) and Chief Engineer (Operations) of fleet such as Bus service, truck and tankers.
- Additional Chief Engineer ( Mechanical/ Store)
- Joint General Managers ( Mechanical and Store )
- Deputy General Manager( Mechanical and Store )

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.2 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective:

To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- Support in dissemination of Early Warning information once approved by SDMA.
- In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- Direct the officers of all levels in the department for high level preparedness for any required response.

- Direct the officers of all level in the department to provide support and regular help to the sub division officers, state officials, disaster management agencies and other local administration.
- Ensure that important contacts numbers, transport means, drivers, conductors, etc. are available at the time of need.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

### 1.2 Actions on activation of Unified Response to emergency:

Objective:

To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, and people concerned.
- Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for impact on the department functions, vehicles, human resource etc. and plan immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response as per immediate, short term and long term needs.

### 1.3 Actions for Unified Response to emergency:

Objective:

To implement the plans for immediate, short term and long term response needs.

*Key actions:*

- If SDMA is conducting multi-sectoral assessment, ensure that transportation and logistics is part of it and analyzed.
- Coordinate with the SDMA and respective district disaster management authority for monitoring the safety issues of transport in affected areas, and ensure community participation and ownership of monitoring and maintenance activities.
- Activate the emergency plan for safety of staff, vehicles, drivers, conductors etc.

- Make available sufficiently required number of vehicles to the administration for relief, rescue, and transportation of relief materials and goods etc.
- Support the government and local authorities in all kind of recovery and rehabilitation activities and keep it continued till the normal situation.
- Ensure availability of required funds for repair and retrofitting of the vehicles, motors etc. after proper assessment of damage.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Keep track of all the changing situation; keep the Municipal DMC, Panchayat, DDMA and SDMA and the concerned ESF team updated.
- Keep a vigil also on the areas not affected by disaster.

#### 1.4 Actions for deactivation of Unified Emergency Response:

Objective:

To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if the requirement of vehicles, drivers etc. by state administration for providing relief and rescue services in the affected communities are met and are being continued.
- Check if all the measures of safety of vehicles, drivers are in place.
- Ensure that community is involved in the transport, vehicle management activities and that, adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, district level committees, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### 1.5 Recovery Actions:

Objective:

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

*Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Share learning of emergency transport management and use the documentation, lessons learnt, follow up and research programmes as feedback for future improvement.

- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

**2. DRR and Mitigation actions:**

The action plan for this department are divided into following sections

- 1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 1.2 Disaster Risk Reduction (DRR) Priority Actions
- 1.3 Capacity Building Actions
- 1.4 Functional Continuity Actions
- 1.5 Emergency Preparedness Actions

**1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:**

**Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

**Key Actions:**

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Registration of Motor Vehicles</li> <li>• Fitness Certification of the Vehicles</li> <li>• Collection of Motor Vehicle Tax</li> <li>• Grant and Renewal of Permit for Passenger/Carrier Vehicles</li> <li>• Grant and Renewal of Motor Vehicle Driving Licenses, and Conductor's Licenses</li> <li>• To educate the general people and to inculcate awareness among them regarding road safety</li> <li>• To Provide Cheap Traffic Facilities to the communities</li> <li>• To control the pollution out of motor vehicles</li> <li>• Taking over the vehicles during Elections, Natural Calamities and other Emergencies to provide proper assistance to the General</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all vehicles are in good working condition before coming on the road.</li> <li>• Ensure that there is disaster risks arising out of motor vehicles are assessed and measures are taken to minimize those risks.</li> <li>• Ensure that measures are taken to minimize pollution from motor and vehicles</li> </ul>

<p>Public regarding security of their lives and properties</p> <ul style="list-style-type: none"> <li>• Deployment of truck for transporting of essentials commodities to affected area.</li> <li>• Transport of petroleum product by tankers from depot to affected areas.</li> </ul>	
--	--

## 1.2 Disaster Risk Reduction (DRR) Priority Actions:

### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### *Key Actions:*

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination
- Ensure that department staff, officers are aware of potential risks of non-functioning of vehicles and motors during disasters; and are taking preparedness actions at their level.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

## 1.3 Capacity Building Actions:

### Objective:

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

### *Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Ensuring formation of emergency response plans in all the agencies working under the department.
- Train state, district and community level volunteers in emergency management and prepare them to support the department led response during the emergency. Provide emergency stock and equipment to them.

- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state and district level mock drills and capacity building programs organized by State authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

#### 1.4 Functional Continuity Actions:

##### Objective:

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

##### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

#### 1.5 Emergency Preparedness Actions:

##### Objective:

To identify potential emergency situations and be prepared for response.

##### *Key actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.

- Coordinate with SDMA, state and national level and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- Create mechanisms for quick dissemination of EW information to all people.
- Ensure that sufficient numbers of vehicles are available to be deployed in emergency response if required.
- Keep the list of drivers, conductors, vehicles etc. updated for use in emergency.
- Identify the safe routes for transportation of goods and materials.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipment and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He/she shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexes of DRR action plan and Emergency action plan.

## 29. Cooperation Department

### About the Department:

It's the head quarter of cooperation department and 80+ employed males and females. Under this department four districts office located in east, west, north and south. Cooperation department supervised all the government work and nodal agencies between government and districts for implementation of government policies and directives.

### Composition (Structure and Capacity):

- Secretary
- Account Section: Account Office, Drawing and Deserving Officer and
- Administrative Section: Register and Deputy Secretary
- Joint Register
- Deputy Register

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

##### **Key Actions:**

- Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- Support in dissemination of Early Warning information once approved by SDMA.
- Ensure that all industries, development projects etc. have received and understood the early warning information.
- Disseminate precautions related to the safety and security at industrial locations to be taken in case of emergency.
- If evacuation is required, ensure quick action on the same and safety of all staff, workers, etc. in all industrial locations.
- Ensure that all measures are in place for safety of the hazardous chemicals, raw materials etc.
- In case of industrial/chemical disaster, ensure that the specialized self-protection warning is disseminated to all communities in least possible time.

- In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- Prepare and update the list of vulnerable groups who need additional support.
- Direct the officers of all levels in the department for high level preparedness for any required response
- Direct the officers of all level in the department to provide support and regular help to the state officers, district magistrate, disaster management agencies and other local administration.
- Ensure that important contacts numbers, transport means, doctors, etc. are available at the time of need.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

## **1.2 Actions on activation of Unified Response to emergency:**

### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

### **Key Actions:**

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If EOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, institutions, ICDS centers, shelter homes etc.
- Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with state & district level social protection committee and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for impact on the institutions, ICDS, shelter homes, special schools etc. and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response as per immediate, short term and long term needs.

## **1.3 Actions for Unified Response to emergency:**

### **Objective:**

To implement the plans for immediate, short term and long term response needs.

**Key Actions:**

- If SDMA is conducting multi-sectoral assessment, ensure that safety of industrial areas, chemicals, storage etc. are part of it and analyzed.
- Coordinate with the SDMA and respective disaster management committee for monitoring the safety issues of industries, chemicals etc. in the affected areas and ensure community participation and ownership of monitoring and maintenance activities.
- Activate the emergency plan for safety of staff, workers, industrial equipments, storage places etc.
- Support the government and local authorities in all kind of recovery and rehabilitation activities and keep it continued till the normal situation.
- Ensure availability of required funds for repair and retrofitting of the industrial buildings, storage units etc. after proper assessment of damage.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Keep track of the entire changing situation; keep SDMA & DDMA and the concerned ESF team updated.
- Keep a vigil also on the areas not affected by disaster.

**1.4 Actions for deactivation of Unified Emergency Response:****Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

**Key Actions:**

- Ensure that community is involved in safety measures and activities and that, adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, social protection committee, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

**1.5 Recovery Actions:****Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

**Key Actions:**

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources are accounted and recouped as soon as possible.
- Ensure that the damage assessment has been done and reported for adequate compensation to the affected families.
- Ensure that the affected community gets the benefits or any grant/compensation from the state.
- Establishment of properly documented procedures for economic, social and medical rehabilitation.
- Reconstruction and restoration of industrial infrastructure shall be achieved at the earliest.
- Ensure that the accident victims (in case of chemical/industrial disasters) receive support from the Environment Relief Fund (ERF).
- Ensure the provision of counseling by psychologists and psychiatrists for those suffering from mental trauma out of chemical/industrial disaster.
- Ensure audits for compliance, measurement of performance, implementation of corrective actions; investigation, reporting and follow up of each incident (in case of chemical/industrial disasters, or in case of damage to industrial infrastructures).
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Share learning on industrial disaster management and use the documentation, lessons learnt, follow up and research programmes as feedback for future improvement.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

**2. DRR and Mitigation actions:**

The action plan for this department is divided into following sections:

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

**2.1 Mainstreaming DRR into Development:**

**Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

**Key Actions:**

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"><li>• The cooperation department facility working towards furthering the cooperative movement in the State.</li><li>• To organize, promote cooperative</li></ul>	<ul style="list-style-type: none"><li>• Ensure that all new projects are established only after assessment of disaster risk arising out of the new developments, and that, measures are taken to minimize these risks.</li></ul>

<p>societies, provide management guideline; conducts audit of the cooperatives and settle disputes.</p> <ul style="list-style-type: none"> <li>• Registration and auditing of cooperative societies.</li> <li>• Promote the societies and MPCS (Multi-purpose cooperative societies).</li> <li>• Implementation of government policies correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all new projects &amp; industries are disaster resilient and are safe from any accidental, man-made mishappenings.</li> <li>• Ensure that provision of land for development projects and industries is done only after through assessment of environmental, social, economic impacts on the local community.</li> </ul>
--	--

## 2.2 Disaster Risk Reduction (DRR) Priority Actions:

### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

- Establish a flood, earthquake, landslide warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, state and national agencies especially to develop flood, earthquake, and landslide early warning information.
- Establish and practice protocols for Early Warning approval and dissemination
- Ensure that department staff, officers are aware of potential risks to industries during disasters; and are taking preparedness actions at their level.
- Ensure that department staff, officers are aware of potential risks that might arise out of any accidental or man-made disaster in the industries; and are taking preparedness actions at their level.
- Ensure that all the workers employed in an industry have a sufficient induction period for training prior to the actual job and they are aware of safety and precaution measures in case of any emergency.
- Process safety code of management practices based on principles of safety in design according to sound engineering practices; built, operated and maintained properly and periodically reviewed for conformity.
- An incident command and technical coordination system for industrial/chemical disastrous situations should be identified, made available, tested and incorporated in the state DM Plan.
- Ensure that an effective and simplified communication network is available as a dedicated fail-safe communication system to the important stakeholders.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

**Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

**Key Actions:**

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Ensuring formation of emergency response plans in all the agencies working under the department.
- Train community level volunteers in emergency management and prepare them to support the department led response during the emergency. Provide emergency stock and equipments to them.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Ensure that all people/staff in the department, and in the industries, development projects are well aware of national guidelines on management of chemical and industrial disasters and are able to use them in preparedness and emergency time.
- Organize educational programmes in the form of symposia & exhibitions to aware all stakeholders on chemical and industrial disaster management.
- Use electronic and print media to increase further awareness on safety and precautions in case of chemical and industrial disasters.
- Train / aware communities on the do's and don'ts (how to react on receipt of specialized self-protection warning from industries, department) in case of industrial/chemical disaster.
- The civil defense and home guards can be effectively utilized in chemical/industrial emergency management after some basic training.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state & district level mock drills and capacity building programs organized by State authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## **2.4 Functional Continuity Actions:**

### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### **Key Actions:**

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identify potential emergency situations and be prepared for response.

### **Key Actions:**

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Coordinate with SDMA, state and national level and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- Create mechanisms for quick dissemination of EW information to all people.
- Provision of adequate quantity of foam and any other suppressant for control of vaporization of spill or leak of compressed gas.
- Ensure availability of a sufficient quantity of fire extinguishers at various locations
- Availability of well-equipped emergency medical rooms with requisite number of ambulance van(s) sufficient to shift On-Site casualties.
- Include district level and local welfare associations in the emergency preparedness programme.
- A kit containing antidotes to various toxicants and resuscitation drugs need to be prepared.
- Ensure that list of most vulnerable groups and communities are updated.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He/she shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and district level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexes of DRR action plan and Emergency action plan.

## 30. Fire and Emergency Service Department

---

The fire and emergency service department is established to protect and maintain an efficient and effective operational to fire and emergency services. The fire fighters not only rescue the life and property during fire breaks but they also offer help in search and rescue during any other disaster such as Landslide, floods and earthquake etc.

### Composition (Structure and Capacity):

- Director Fire
- Chief Fire Officer
- Deputy Chief Fire Officer
- Fire Station Officer
- Sub-Fire Officer
- Assistant Sub-Fire Officer
- Leading Fire Men
- Fire Men and Fire Women
- Driver Operator

### Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective:

To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- Monitor the level of disaster to build information on early warning, Share the information with SDMA for approval.
- As soon as the warning comes, every group of the firefighting services should be alert.
- Informing the relevant offices and people about daily update.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information center.
- Establish coordination with flood information sub center.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.

### **1.3 Actions on activation of Unified Response to emergency:**

#### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

#### **Key Actions:**

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### **1.3 Actions for Unified Response to emergency:**

#### **Objective:**

To implement the plans for immediate, short term and long term response needs.

#### **Key Actions:**

- Coordinate with respective state and district disaster management authority and community level fire service committee for monitoring and ensure community participation and ownership of monitoring and maintenance activities.
- Support with search and rescue, relief programs, transportation of injured and pumping out the water from the food stores and other important departments etc.
- Support the local administration in evacuating the people from damaged buildings, vehicles, trains, factories etc.
- Provide resources and technical support to control the dangerous situations arising from petroleum, gas and other hazardous substances.
- Keep a vigil also on the areas not affected by disaster.

### **1.4 Actions for deactivation of Unified Emergency Response:**

#### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

#### **Key Actions:**

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of fire department. Give status report to SEOC and ESF nodal agencies.
- Ensure the protection and maintenance of buildings etc. and have been owned by community level committees and adequate monitoring mechanisms are in place.

- Evaluate Emergency response in consultation with community, fire safety committees,
- ESF nodal agencies, SEOC and other stakeholders. Document response activities and learning.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to demolish the damaged and vulnerable buildings.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### **1.4 Recovery Actions:**

##### **Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### **Key Actions:**

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like firefighting equipment, materials, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

#### **2. DRR and Mitigation Actions:**

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

##### **Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
Protect the life and property from fire break and other disasters like floods and earthquake.	<ul style="list-style-type: none"> <li>• Ensure to install fire safety measures like fire alarm, hydraulic pump, sprinkler etc.</li> <li>• Ensure that the fire fighters are equipped with effective and modernized weapons, safety measures like fire proof gloves and suits etc.</li> <li>• Train the fire fighters to tackle during CBRN and other disaster specifically.</li> <li>• Identify the vulnerable areas, buildings etc. and</li> </ul>
Promotion of fire safety standards	<ul style="list-style-type: none"> <li>• Assess the risk vulnerability of the areas and promote fire safety measures according to the need.</li> </ul>
Organizing awareness and training	<ul style="list-style-type: none"> <li>• Conduct regular mock drill, training and awareness camp on fire safety measures and DRR to the fire fighters and among the masses.</li> </ul>

3.2 Disaster Risk Reduction (DRR) Priority Actions:

Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

*Key Actions:*

- Establish a fire warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Assess the vulnerable points in the infrastructure, especially hazardous industries and take measures like timely repairs etc.
- Maintenance of firefighting equipment etc. and installation of fire alarm and water pumps like hydraulic, sprinkler etc.
- Scope the budget for the maintenance of firefighting equipment and structural measures etc. under different categories.
- Define standards to measure departments' performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure to keep the force alert and sufficient preparedness is there for emergency response.

## 2.5 Capacity Building Actions:

### Objective:

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

### *Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in State and district level mock drills and capacity building programs organized by State authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipment and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## 2.6 Functional Continuity Actions:

### Objective:

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## 2.7 Emergency Preparedness Actions:

### Objective:

To identification potential emergency situations and be prepared for response.

*Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Identify the most vulnerable areas to fire and other disasters and create awareness and training among the people on fire safety measures, prepare the force for emergency search and rescue operation.
- Implementation of fire safety measures in the private, government and own buildings and establishments.
- Provide regular training in primary health care and in evacuation, search and rescue to the fire brigades to make them alert.
- Periodically inspect the vulnerable areas like hazardous chemical and other industries.
- Stockpile and preposition sufficient number of firefighting equipments and vehicles to combat any emergency.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.
- To involve in disaster management activity, identify the voluntary workers from NGOs, Educational institutions and provide them training.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

**About PHED department:**

The PHED department aims at improving the public health and sanitation in the state. The department adopts specific engineering practices while implementing various activities such as safe drinking water, solid waste management, sanitation etc.

**Composition (Structure and Capacity)**

- Executive Engineer (EE) at State level.
- Sub Divisional Engineer (SDO/SDE) at Sub-division level.
- Junior engineer

**1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 2.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

**1.1 Actions on receipt of Early Warning:****Objective:**

To monitor the situation, develop and disseminate information on early warning.

**Key Actions:**

To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.

- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the sub division officers, State officials, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information center at state level before the seasonal floods.
- Establish coordination with flood information sub center at local level before seasonal floods.

## **1.2 Actions on activation of Unified Response to emergency:**

### **Objectives:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

### **Key Actions:**

The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.

- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular don't compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## **1.3 Actions for Unified Response to emergency:**

### **Objectives:**

To implement the plans for immediate, short term and long term response needs.

### **Key Actions:**

Coordinate with respective disaster management committee and water and sanitation committee to analyze the information as immediate, short term and long term needs for each of the WASH areas: Water, Sanitation, Hygiene promotion, Solid Waste Management.

- Identify the appropriate water sources like Hand pumps, bore wells, Wells, Water bodies etc. considering the quantity of water required and the time for which dependency is going to be high on this water point.
- Establish the mechanism to deliver the minimum requirements such as 15 Liters per person per day average consumption of water, two containers of 10-20 liters capacity for each family.
- Supply of family hygiene kits.
- Send technical teams in disaster affected areas to repair and maintain hand pumps and other drinking water sources.
- Ensure provision of pure drinking water by tankers and other means if the general water supply system in the disaster affected areas has been collapsed/ damaged.
- Ensure cleaning and disinfecting all the water sources in the disaster affected areas.

- Supply safe drinking water to the hospitals and other life line buildings/places.
- Ensure distributing sufficient quantity of bleaching powder in the relief camps/shelters.
- Ensure early restoration of all the hand pumps and other drinking water supply systems in the disaster affected areas.
- Measures for vector control like use of chemical spray, clearing and/or modifying vector breeding/resting sites, fly control measures etc.
- Steps for the immunization against tetanus, hepatitis B and other diseases.
- Establish a system for the collection and disposal of solid waste.
- Measures for the dignified disposal of the dead bodies and animal carcass.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

#### **1.4 Actions for deactivation of Unified Emergency Response:**

##### **Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

##### **Key Actions:**

Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of animal and fisheries department. Give status report to SEOC and ESF nodal agencies.

- Ensure the maintenance of water and sanitation infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, health committee, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

#### **1.5 Recovery Actions:**

##### **Objectives:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

##### **Key Actions:**

Analyze the damage assessment and recovery package announced by the government.

- Implement recovery plans.
- Ensure the departmental resources like equipments, bleaching powder, other chemicals and PHED resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.

- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## 2. DRR and Mitigation actions:

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

### 1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

#### Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department

#### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<p>Drinking water supply.</p> <p>Repairing of non-functional and damage water resource.</p> <p>Supply of bleaching powder, Chlorine and Halogen tablets.</p>	<ul style="list-style-type: none"> <li>• Ensure all water structures are earthquake resilient.</li> <li>• PHED extension centers must be flood and earthquake resistant.</li> <li>• Identification of safe areas for laying pipelines or boring wells, hand pumps or establishing tap system.</li> </ul>
<p>Sanitation facility.</p> <p>Design and implementation of solid waste disposal program.</p>	<ul style="list-style-type: none"> <li>• Construction of flood and earthquake resistant toilets and sewage system.</li> <li>• Identification of safe solid waste management sites.</li> <li>• Take measures to reduce erosion risks.</li> <li>• Assess disaster risks due to any new construction or maintenance activity.</li> <li>• Protection of embankments of the ponds and rivers.</li> </ul>
<p>Construction of toilets and installing hand pumps or other water resource structure</p>	<ul style="list-style-type: none"> <li>• The hand pumps should be installed on raised platforms.</li> <li>• The toilet should be constructed on elevated grounds or raised platform.</li> </ul>

## 2.2 Disaster Risk Reduction (DRR) Priority Actions:

### Objectives:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

### Key Actions:

Establish the flood and drought warning cell in the department and a nodal officer for disaster management.

- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Establish mechanisms for the delivery of safe drinking water, halogen tablets, and bleaching powder in the relief camps/shelters in disaster probable areas.
- Establish a contingency fund in the department.
- The Department must try to construct hazard specific sanitation so that the available services can be utilized in a proper manner.
- Identification of suitable land for solid waste management and awareness in the community on this subject.
- Most of the diseases during the emergency are water born vector diseases, keeping community healthy and hygiene could only be possible through safe drinking water supply and eco-friendly sanitation facility.
- The department must also stress for the provision for management of issues like disposal of solid/liquid waste.
- Raise prior awareness amongst the community about how to treat water sources, using chlorine tablets, store safe water etc.
- While construction of sanitary facility or hand pumps the PHED should also keep genders and disabled community in their technical operation.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

## 2.3 Capacity Building Actions

### Objective:

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

### Key Actions:

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.

- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state level mock drills and capacity building programs organized by State authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## **2.4 Functional Continuity Actions:**

### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### **Key Actions:**

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### **Key Actions:**

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Identify disaster affected areas in the state and install/repair sufficient number of hand pumps to ensure regular supply of pure drinking water among the community.
- Measures to protect the solid waste management sites.

- Review the stock of hand pump repair tool kits and bleaching powder at every quarter and ensure pre-positioning of sufficient stock in the department.
- Promote usage of low cost sanitary toilets in the disaster affected areas in the district.
- Preposition sufficient stock of hand pump and low cost sanitary toilet models to be distributed and used in the relief camps and shelters.
- Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this, placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 32. Health Department

---

### **Background on Health Department:**

The Health Department of Government of Sikkim is working towards providing primary health care services “to the last household and to the last person of the state”, and is totally committed in building healthy people and community not only by making available quality medicare facilities at the door step of every citizen in the remotest corner of the state, but also by providing medical facilities of the highest order, keeping pace with rapid technological developments in the field of medicine.

### **Composition (Structure and Capacity):**

- Chief Medical Officer
- Deputy CMO
- Chief Medical Superintendent
- Project Officer
- Medical Officers
- CHC In-charge
- PHC In-charge

### **I. Emergency Response and Recovery Actions are divided into following sections :**

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of early warning:**

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

***Key Actions:***

- Direct the officers of all levels in the department for high level preparedness for any required health response.
- Direct the officers of all level in the department to provide support and regular help to the sub- division officers, district magistrate, disaster management agencies and other local administration.
- Ensure that important contacts numbers, transport means, first aid box, essential drug kits, delivery kits and medical equipment and supplies, stretcher etc are available in sufficient quantity.
- Support in dissemination of Early Warning information once approved by SDMA.
- Appointing a departmental person as a nodal person to coordinate with the SEOC.
- Ensure that all families including the families of under five children, pregnant and lactating women, and sick have received and understood the early warning information.
- Instruct the community to be ready with their family level health kits.

**1.2 Action on activation of Unified Response to Emergency:**

**Objective:**

- To activate the Unified Emergency Response and take necessary actions for immediate response.

***Key Actions:***

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments.  
Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If EOC at district level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with community level health committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non emergency areas.
- Organize initial assessment for impact on health and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions for essential health services as per immediate, short term and long term needs.

### **1.3 Actions for unified response to Emergency:**

#### **Objectives:**

To implement the plans for immediate, short term and long term response needs.

#### **Key Actions:**

- Coordinate with respective disaster management committee and community level health committee for monitoring health situation in the affected communities and ensure community participation and ownership of monitoring and disease surveillance activities.
- Support with search and rescue, relief programs etc by connecting with nodal agencies for different essential support functions.
- Organize health camps, mass vaccination campaigns etc. in the affected populations to meet the health needs in emergency.
- Educate and mobilize the community for communicable diseases (like tuberculosis, diarrheal diseases, malaria and fever etc) prevention and control measures (Creating awareness about the Do's and Don'ts of diseases among the community).
- Implement disease specific prevention measures.
- Establish a disease EWARN (early warning) surveillance and response system.
- Ensure to implement the outbreak investigation and control response plan.
- Ensure to deploy trained health care staff and community health workers to detect and report potential outbreaks.
- Provide essential newborn care to all newborns according to Integrated Management of
- Pregnancy and Childbirth guidelines.
- Integrated with primary healthcare, implement preventive, responsive and remedial measures to reduce the risk of sexual violence, in coordination with other relevant sectors and committees.
- Ensure implementation of MISVP, services for clinical management of sexual violence, including mental and psychosocial support and legal assistance, availability of clean delivery kits to the women in their third trimester, availability of common contraceptive methods etc.
- Ensure to provide psychological first aid to people in acute distress.
- Keep track of the entire changing situation, keep the Municipal DMC, Panchayat and SDMA and the concerned ESF team updated.
- Keep a vigil also on the areas not affected by disaster.

### **1.4 Actions for deactivation of Unified Emergency Response:**

**Objectives:**

To de-activate emergency response and prepare to shift the focus towards recovery issues.

**Key Actions:**

- Check if all the immediate life saving measures are in place and there is no further risk to health and life due to immediate disaster situation. Give status report to SEOC and ESF nodal agencies.
- Ensure that monitoring of health issues and disease surveillance activities have been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, health committees, ESF nodal agencies, SEOC and other stakeholders. Document response activities and learnings.
- In consultation with SEOC and ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster losses to the department, immediate recouping the resources (materials and finances) used during the emergencies.

**1.5 Recovery Actions:****Objectives:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

**Key Actions:**

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like medicines, vaccines, equipments, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Take steps for the early restoration of health and nutritional service deliveries to the community.
- Support the government in quick dissemination of compensation, gratuitous, monitor all affected get the right compensations and address the grievances if any.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## 2.DRR and Mitigation Actions:

The action plan for this department is divided into following sections:

- 1.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 1.2 Disaster Risk Reduction (DRR) Priority Actions
- 1.3 Capacity Building Actions
- 1.4 Functional Continuity Actions
- 1.5 Emergency Preparedness Actions

### 2.1 Mainstreaming DRR into Development:

#### Objectives:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

#### Key actions:

Key activities of the Department	Mainstreaming DRR actions
To improve the availability and access of quality health care by rural people.	<ul style="list-style-type: none"><li>• Ensure efficient and resilient systems for public health management and service delivery are in place.</li><li>• Ensure all constructions and infrastructures are disaster resilient.</li></ul>

### 2.2 DRR Priority actions:

#### Objective:

To ensure disaster risk reduction priority actions are carried out during non disaster times.

#### Key actions:

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Ensure effective integration of health concerns with determinants of health like sanitation, hygiene, nutrition, and safe drinking water through the district health plan.
- Prepare and Implement inter-sectoral District Health Plan including drinking water, sanitation & hygiene and nutrition.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.

- Ensure sufficient preparedness is there for emergency response.

### **2.3 Capacity Building actions:**

#### **Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

#### **Key actions:**

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with DDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in block and district level mock drills and capacity building programs organized by District authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department. Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.  
Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

### **2.4 Functional Continuity Actions:**

#### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

#### **Key Actions:**

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non affected areas and emergency activities

in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.

- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### **Key actions:**

- Ensure that vaccination of all children, pregnant women etc. is done before the seasonal disasters such as flood.
- Ensure that life saving vaccines is available in enough quantity in advance and are stored safely.
- Ensure stockpiling and preposition of medicines, vaccines, equipments etc. before the flood season.
- Ensure that no doctors, staffs are on leave during emergency situation.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

### **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He/she shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

### **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same. The nodal officer shall submit periodic reports to SEOC as listed in annexes of DRR action plan and Emergency action plan.

## 33. Cultural Affairs and Heritage Department

---

### **About the Department:**

The Cultural Affairs and Heritage Department (CA&HD), as the custodian of the culture and heritage of the State, has been making sincere efforts towards the preservation and promotion of culture, art and heritage of the State. The Department has been extending financial assistance to different NGOs and Associations for organizing culturally significant fairs and festivals. Similarly, Grant-in-Aid is also being given to different institutions such as gumpas, chortens, mandirs etc. for renovation and repairs.

The CA & HD is the custodian of the tradition and the promoter of contemporary Art and Culture in the State. The CA & HD has three sections under it-

- The Archives, Archaeology and Museum Section
- Songs & Drama Unit
- The State Libraries

### **Composition (Structure and Capacity):**

- Commissioner Cum Secretary
- Special Secretary I & Special Secretary II
- Additional Secretary
- Curator, Joint Director and Deputy Secretary
- OSD, Senior AO, Agrolological Officers and Under Secretary
- Liberians, Senior Attendance, Inspector and OS

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### **1.1 Actions on receipt of Early Warning:**

##### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

##### **Key Actions:**

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.

- To direct the officers of all level in the department to provide support and regular help to the state level officers, sub division officers, district magistrate, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by SDMA.
- Establish coordination with flood information center at district level before the seasonal floods.
- Establish coordination with flood information sub center at local level before seasonal floods.

## **1.2 Actions on activation of Unified Response to emergency:**

### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

### **Key Actions:**

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with state level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular don't compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

## **1.3 Actions for Unified Response to emergency:**

### **Objective:**

To implement the plans for immediate, short term and long term response needs.

**Key Actions:**

- Coordinate with respective disaster management committee and search and rescue committee to shift the equipments, people, resource material etc. to the safe places during floods.
- To ensure the disseminating news should show the actual situation of the affected areas and does not aggregate the community unnecessarily.
- To disseminate the information and orders available from the disaster management department.
- To arrange field trip of the media persons to identify the newspaper and other means to disseminate the information effectively.
- To give reliable information of the needs of relief materials in the affected areas and motivating the general public for their support.
- Support with search and rescue, relief programs etc. by connecting with nodal agencies for different essential support functions.
- Ensuring adequate facility of efficient and monitoring force in the affected areas.
- Keep a vigil also on the areas not affected by disaster.

**1.4 Actions for deactivation of Unified Emergency Response:****Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

**Key Actions:**

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of Information and PR department. Give status report to EOC and ESF nodal agencies.
- Ensure the maintenance of rural infrastructure has been owned by community level committees and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

**1.5 Recovery Actions:****Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

**Key Actions:**

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments and resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

**2. DRR and Mitigation actions:**

The action plan for this department are divided into following sections

- 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development
- 2.2 Disaster Risk Reduction (DRR) Priority Actions
- 2.3 Capacity Building Actions
- 2.4 Functional Continuity Actions
- 2.5 Emergency Preparedness Actions

**2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:**

**Objective:**

To ensure disaster risk reduction is mainstreamed in key activities of the department.

**Key Actions:**

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"><li>• The department deals with subject pertaining to CA &amp; HD like preservations of ancient monuments, cultural shows within the country and internationally, compilation of folk song etc.</li><li>• Organize of programme like Kavi Sammelans, Bharat Utsavs, Theater Workshops, Fine Arts Exhibition and Workshops every year.</li><li>• The CA &amp; HD is the custodian of the tradition and the promoter of contemporary Art and Culture in the State.</li></ul>	<ul style="list-style-type: none"><li>• Ensure the department's building is earthquake resilient.</li><li>• Assess disaster risks due to any new construction or maintenance activity.</li><li>• Installation of alternate sources of energy for the power back up. Water resistant and fire resistant infrastructure in the office.</li></ul>

**Objective:**

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

**Key Actions:**

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, state level committees, other state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Disseminating the early warning to the villages through the media and telecommunication systems. For this the department must have liaison with the private and govt. media, private telecommunication companies, film industries etc.
- Training of state staff in DRR knowledge, maintenance of websites regularly.
- The department must ensure the right information is being exchanged between the community and govt.
- The department must ensure the information on public schemes is being shared with the public through the websites and other means, disseminating the information on preparedness and DRR to the districts through the media and telecommunication systems. For this the department must have liaison with the private and govt. media, private telecommunication companies, film industries etc. The documentary or any research on hazard and vulnerability must be shared with other departments.
- Office plan for its operation during emergency times, the department must ensure the media goes to the interior to gather any information, while doing any research the media and other PR agencies must involve the panchayat.
- Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

**2.3 Capacity Building Actions:****Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

**Key Actions:**

- Maintain the roaster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.

- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state level mock drills and capacity building programs organized by State authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## **2.4 Functional Continuity Actions:**

### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### **Key Actions:**

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

**Key Actions:**

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- To ensure the safety of own building and property.
- To disseminate the information regarding the do's and don'ts of disaster among the general public.
- The Zilla Sampark Adhikari must highlight the vulnerable areas in their documentary.
- To collect the information from the Metrological department and disseminate the signs of any alertness and warning.
- To collect the weather bulletins and disseminate the same to keep the general public aware of the actual situation during flood.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and state & district level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 34. DEPARTMENT OF ECONOMIC STATISTICS MONITORING & EVALUATION

---

### About the Department:

The Directorate has to play a vital role in compiling macro parameters for monitoring of the State Economy as envisaged under the System of National Account propounded by the United Nation Statistical Commission under operational guidelines of the Central Statistical Office, Government of India. It has also to create data-base for this purpose as well as existing and emerging data requirement of the State Government and that of the Central Government, various services like BPL, survey, national sample survey, caste survey to include in tribal and Ad-hoc.

The major activities of Department of Economics Statistics Monitoring & Evaluation state are as follow:-

- Economic & Miscellaneous Statistics
- National Account propounded by the United
- Nation Statistical Commission
- State Domestic Product
- Employed Census
- Ad-hoc Survey and Census
- Publication & Training (data processing, training to research scholar etc.)

### Composition (Structure and Capacity):

- Director General
- Director
- Additional Director
- Joint Director
- Deputy Director
- Assistant Director
- Statistical Officer
- Statistical Inspector
- Statistical Investigator
- Statistical Assistant

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

### **1.1 Actions on receipt of Early Warning:**

#### **Objective:**

To monitor the situation, develop and disseminate information on early warning.

#### **Key Actions:**

- To direct the officers of all levels in the department, for high level preparedness to ensure the safety of buildings of department and other assets.
- To appoint one communication officer to coordinate with the emergency control room of the disaster management department.
- To direct the officers of all level in the department to provide support and regular help to the state officers, disaster management agencies and other local administration.
- Informing the relevant offices and people about daily weather and also issuing the press bulletin on this matter.
- Support in dissemination of Early Warning information once approved by DDMA.
- Establish coordination with flood information center at district level before the seasonal floods.
- Establish coordination with flood information sub Center at local level before seasonal floods.

### **1.2 Actions on activation of Unified Response to emergency:**

#### **Objective:**

To activate the Unified Emergency Response and take necessary actions for immediate response.

#### **Key Actions:**

- The nodal officer for disaster management in the department shall be responsible for coordination with EOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with EOC and SDMA.
- If EOC at state level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officer to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /EOC, coordination with state level committees and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for damages and immediate, short term and long term needs as per the format enclosed and share it with EOC and other key stakeholders.
- In consultation with EOC and ESF nodal and support agencies, plan response actions as per immediate, short term and long term needs.

### **1.3 Actions for Unified Response to emergency:**

#### **Objective:**

To implement the plans for immediate, short term and long term response needs.

**Key Actions:**

- Coordinate with SDMA, respective disaster management committee and delivery of official statistics for decision making and research both within government and by the community.
- Provide the statistics of resources available in that area to the govt. dept. and relief agencies.
- Ensuring the availability of relevant, timely, easily comprehensible and accessible good quality official statistics.
- Providing the agriculture and allied statistics and the economic data of the affected area to the govt. departments and other humanitarian organizations.
- Make available “labour and employment statistics, Crop area and production statistics”.
- Keep a vigil also on the areas not affected by disaster.

**1.4 Actions for deactivation of Unified Emergency Response:****Objective:**

To deactivate emergency response and prepare to shift the focus towards recovery issues.

**Key Actions:**

- Check if all the immediate life saving measures is in place and there is no further risk to life, property and environment due to infrastructure and responsibilities of statistical department. Give status report to EOC and ESF nodal agencies.
- Ensure that the department of statistical is functioning normally.
- Evaluate Emergency response in consultation with community, DMTs, ESF nodal agencies, EOC and other stakeholders. Document response activities and leanings.
- In consultation with EOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

**1.5 Recovery Actions:****Objective:**

To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

**Key Actions:**

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources like equipments and resource material, finances etc. used for emergency purpose are accounted and recouped as soon as possible.

- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## 2. DRR and Mitigation actions:

The action plan for this department is divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

### 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

#### Objective:

To ensure disaster risk reduction is mainstreamed in key activities of the department.

#### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Creating Statistical data of the rural and urban establishments.</li> <li>• Economic and miscellaneous statistics</li> <li>• Civil registration system.</li> <li>• Ad -hoc survey and census.</li> <li>• Publication and training.</li> <li>• House Numbering.</li> <li>• UID (ADHAR)</li> <li>• Socio Economic Census</li> <li>• Retail Price Collection Weekly</li> <li>• Building Cost Index</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the statistical department's building is earthquake resilient.</li> <li>• Assess disaster risks due to any new construction or maintenance activity.</li> <li>• Installation of alternate sources of energy for the power back up. Water resistant and fire resistant infrastructure in the office.</li> </ul>

### 2.2 Disaster Risk Reduction (DRR) Priority Actions:

#### Objective:

To ensure disaster risk reduction priority actions are carried out during non-disaster times.

**Key Actions:**

- Establish a flood and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Training of departmental staff in DRR knowledge.
- Ensuring that the power back up is there for the continuation of the work.
- For accurate and up to date statistics, improved technology in computer section and data collection must be inducted as they are essential for obtaining an objective picture of a country's/state's/ district's economic and social condition.
- The statistical department must ensure there is inclusion of DRR features in the infrastructure of the office.
- Functioning of statistical office from safe building in order to provide the unhindered statistical services to the line departments, private organizations and the NGOs.
- Identifying the vulnerable geographical locations and its demographic data and producing the statistical information for the same.
- Allocation of separate fund for disaster management so that the essential reconstruction work can be started early after any emergency situation.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

**2.3 Capacity Building Actions:****Objective:**

To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

**Key Actions:**

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in state level mock drills and capacity building programs organized by state authorities from time to time.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.

- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## **2.4 Functional Continuity Actions:**

### **Objective:**

To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### **Key Actions:**

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc. for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become in accessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## **2.5 Emergency Preparedness Actions:**

### **Objective:**

To identification potential emergency situations and be prepared for response.

### **Key Actions:**

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- To ensure the safety of own building and property.
- Producing the statistics in various fields (agriculture and allied statistics, economic and miscellaneous statistics, civil registration system, Ad -hoc survey and census etc.) for planning, monitoring and evaluation.
- The statistical department must ensure that the temporary construction work or retrofitting has been done to the vulnerable buildings.
- Collection of Rainfall data and sharing with the other departments.
- Creating the statistical data regarding Area and Production of Horticulture Crops,
- Irrigation Statistics in flood and drought prone areas.
- Keep the equipments, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.

**Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at state level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

**Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## 34. Human Resource Department

---

Education is the catalyst which generates human resource development. Education facilitates socio-economic progress and uplifts the standard of living of the people of the State. Within the past years since Sikkim's merger into the Indian Union in 1975 there has been an unprecedented growth and evolution in educational activity.

The State Government has all along sought to comply with the National Education Policy and has adopted a strategy to fulfill the dual objectives of universalisation of Elementary Education (UEE) and Quality Education.

### Composition (Structure and Capacity)

- Commissioner -cum- Secretary- Final Authority
- Special Secretary
- Chief Engineer,
- Director, School Education
- Director, Language/Textbook, Coordination
- Director, Higher Education & Additional Secretary
- Additional Secretary
- Additional Director, Elementary Education
- Additional Director, School Education
- Additional Director, Scholarship/Examination
- Joint Secretary (Adm)

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery Actions are divided into following sections:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of Early Warning:

Objective: To monitor the situation, develop and disseminate information on early warning.

*Key Actions:*

- Monitor the situation and Collect information from different sources, community based EW system, TV/Radio, internet, district/state authorities on the situation.
- Support in dissemination of Early Warning information once approved by SDMA.
- Ensure that all schools, colleges, academic institutions, relevant offices have received and understood the early warning information.
- Disseminate precautions related to school safety and education in emergencies to be taken at the schools, colleges, institutes etc. and also at household level.
- If required (based on the type of EW), ensure evacuation of schools, colleges at the earliest.
- In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- Direct the officers of all levels in the department for high level preparedness for any required response in schools, colleges etc. for safety of the students & teachers.
- Direct the officers of all level in the department to provide support and regular help to the sub division officers, district magistrate, disaster management agencies and other local administration.
- Ensure that important contacts numbers, transport means, first aid box in each school are available and ready to use.
- Appointing a departmental person as a nodal person to coordinate with the State EOC.

## 1.2 Actions on activation of Unified Response to emergency:

Objective: To activate the Unified Emergency Response and take necessary actions for immediate response.

*Key Actions:*

- The nodal officer for disaster management in the department shall be responsible for coordination with SEOC, ESF nodal and support agencies and other departments. Appoint additional staff to support him as required for the situation.
- Develop periodic situation report and share with SEOC and SDMA.
- If SEOC at State level declares it as an emergency situation and Unified Response is activated, disseminate the information to all staff, key stakeholders etc.
- Call for a coordination meeting of key officers to take stock of the situation, impact of disaster on department capacity, immediate actions for response like need and damage assessments, coordination with ESF and Incident response system /SEOC, coordination with community level education committee and other key stakeholders.
- Divide work among the current staff to take care of normal time work and emergency work. In particular do not compromise preventive and preparedness actions in non-emergency areas.
- Organize initial assessment for impact on education systems and immediate, short term and long term needs as per the format enclosed and share it with SEOC and other key stakeholders.
- In consultation with SEOC and ESF nodal and support agencies, plan response in terms of education systems and services as per immediate, short term and long term needs.

### 1.3 Actions for Unified Response to emergency:

Objective: To implement the plans for immediate, short term and long term response needs.

*Key Actions:*

- Ensure availability of required funds for repair and retrofitting of all the school and college buildings after proper assessment of damage.
- If SDMA is conducting multi-sectoral assessment, ensure that education is part of it.
- As required, handover the schools and colleges to the local administration to be used as relief and rehabilitation centers.
- Support the local administration in search and rescue and recovery efforts by sending pre-trained teachers/children and volunteers.
- If schools building/premises are damaged or being used as relief/rehabilitation centers, ensure that alternative measures are taken for continuity and quality of education activities in all phases of the emergency.
- Coordinate with respective Municipal disaster management committee and community level education committee for monitoring the status of education services in the affected communities and ensure community participation and ownership of monitoring and maintenance activities.

### 1.1 Actions for deactivation of Unified Emergency Response:

Objective: To deactivate emergency response and prepare to shift the focus towards recovery issues.

*Key Actions:*

- Check if all the immediate measures of education in emergencies are in place.
- Ensure the emergency Education services & facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, education committee, ESF nodal agencies, SEOC and other stakeholders. Document response activities and leanings.
- In consultation with SEOC and other ESF nodal agencies deactivate the emergency response actions.
- Reallocate the departmental resources (Human, Materials and Financial) to normal time activities.
- Initiate planning to recover the disaster loses to the department, immediate recouping the resources (materials and finances) used during the emergencies.
- Initiate planning for early and long term recovery actions as per the damage assessment.

## 1.5 Recovery Actions:

Objective: To ensure the damage and losses of the department due to disaster are recovered in a planned, sustainable and more resilient way.

### *Key Actions:*

- Analyze the damage assessment and recovery package announced by the government.
- Implement recovery plans.
- Ensure the departmental resources are accounted and recouped as soon as possible.
- Ensure early restoration of normal educational activities in the district.
- Ensure to organize appropriate psychosocial support for children (and teachers if required).
- Put efforts for quick sanction and release of required financial support for repair, reconstruction works in the schools, colleges etc.
- Support recovery and rehabilitation efforts to help communities recover from the disaster impact and in build back better.
- Incorporate lessons learnt into future planning and preparedness actions.
- Mainstream DRR into new development programs and refer to DRR actions to minimize future risks.

## 2. DRR and Mitigation Actions:

The action plans for this department are divided into following sections:

2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development

2.2 Disaster Risk Reduction (DRR) Priority Actions

2.3 Capacity Building Actions

2.4 Functional Continuity Actions

2.5 Emergency Preparedness Actions

## 2.1 Mainstreaming Disaster Risk Reduction (DRR) into Development:

**Objective:** To ensure disaster risk reduction is mainstreamed in key activities of the dept.

### Key Actions:

Key Activities of the Department	Mainstreaming DRR Actions
<ul style="list-style-type: none"> <li>• Provide educational infrastructure; sufficient number of schools.</li> <li>• Promote the quality of elementary education by investing in infrastructure and faculty, promoting academic reforms, improving governance and institutional restructuring towards the inclusion of the yet deprived communities.</li> <li>• Provide greater opportunities of access to higher education with equity to all the eligible persons and in particular to the vulnerable sections.</li> <li>• To remove the present imbalances, extend access by supporting existing institutions establishing new institutions, supporting government and non-government organizations, civil society to supplement public efforts.</li> <li>• Initiate policies and programs for strengthening research and innovations and encourage institutions – public or private - to engage in extending the boundaries of knowledge.</li> <li>• Mid-Day Meal Scheme implementation and observation</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that new school constructions in are done after taking risk and vulnerability analysis of the area.</li> <li>• Ensure that all new constructions are disaster resilient and old constructions are retrofitted for disaster resilience through structural mitigation activities (following national building codes/laws).</li> <li>• Assess disaster risks due to any new construction or maintenance activity.</li> <li>• Improve inter-departmental coordination to reduce risk of negative impacts of development activities b y t h e department.</li> <li>• Ensure multi-stakeholder coordination to improve safe &amp; non-discriminatory access of all eligible persons and in particular the vulnerable groups.</li> <li>• Ensure that policies and program include measures of DRR.</li> </ul>

## 2.2 Disaster Risk Reduction (DRR) Priority Actions:

**Objective:** To ensure disaster risk reduction priority actions are carried out during non disaster times.

*Key Actions:*

- Establish a flood, Landslide and drought warning cell in the department and a nodal officer for disaster management.
- Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood, Landslide and drought early warning information.
- Establish and practice protocols for Early Warning approval and dissemination.
- Ensure disaster management be part of curriculum in all schools, colleges.
- Ensure that school buildings are constructed with appropriate standards and guidelines and provide safety during school time and safe exit in case of emergencies.
- Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.
- Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.
- Ensure sufficient preparedness is there for emergency response.

### 2.3 Capacity Building Actions:

Objective: To build sufficient capacities within the department staff and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

*Key Actions:*

- Maintain the roster of all resources (Human, Programs, Finances and Materials) of the department that could be used for disaster risk reduction and emergency response activities.
- Coordinate with SDMA, IAGs and other agencies for nomination of the department staff in the specialist trainings being organized from time to time by different agencies.
- Organize periodic mock drills of the Department Staff and key stakeholders for different contingency situations.
- Take part in district and state level mock drills and capacity building programs organized by District and State authorities from time to time.
- Organize trainings on disaster management for students and teachers (Especially from disaster prone areas).
- Organize annual mock-drill exercises and disaster preparedness activities in the schools, colleges in disaster prone areas.
- Analyze past experiences of the Department to know what went well and what could have been done better for risk reduction and emergency response by the department.
- Document it as lessons learnt annually and after every disaster.
- Develop a minimum inventory list required for achieving desired performance standards and develop a plan to acquire it over next few years.
- Create mechanism for regular Inspection and maintenance of equipments and acquisition of new equipment as per your minimum inventory list for disaster risk reduction.

## 2.4 Functional Continuity Actions:

Objective: To ensure that the department is able to quickly recover from the impact of disaster and remains functional during disaster time.

### *Key Actions:*

- Define Rules and regulations for functioning of the department especially during disaster time.
- All department staff shall nominate his/her buddy to take on the additional activities of his/her buddy, in case of any eventuality and/or absence of the member.
- Define protocols for normal time activities in non-affected areas and emergency activities in disaster affected areas, sharing of the work load for above arrangement, special measures like additional budgets, human resources etc for disaster times.
- Identify safe building/location for operational work and meetings of the key department staff, if the department offices and working premises become inaccessible due to disaster.
- Secure important files and information of the department. Create backups, wherever possible.
- Develop mechanism for quick sharing of information among department staff. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies like Ham radio, community networks etc.

## 2.5 Emergency Preparedness Actions:

Objective: To identification potential emergency situations and be prepared for response.

### *Key Actions:*

- Identify potential emergency situations. Make references to contingency specific action plans for the same.
- Ensure that all furniture of the schools, colleges are strong enough and can be used as hiding places in case of earthquake.
- Ensure that all classrooms have 2 big doors (entry and exit).
- Ensure that all staircases are sufficiently big to provide escape routes.
- Place sign boards, marks indicating nearest exit routes, safe places, first aid, and other necessary services.
- Keep the equipment, telephone, telex, wireless etc. functional and ready.
- Awareness to the officials for the safety of life, material, equipment and for this placement of the items at safe places.

## **Coordination and Integration:**

The department shall appoint a nodal officer for coordination with other agencies. He shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, Inter agency group, and community level committees especially in affected areas and other important stakeholders of the department.

The departmental efforts integrate with overall planning and actions at district level through mechanism like Incident Response System (IRS) and Unified Response of Inter Agency Group.

## **Accountability:**

The head of the department, officers at various levels and the nodal officer appointed for the disaster management by the department shall be responsible for all plans and implementation of plans and decisions taken from time to time for the same.

The nodal officer shall submit periodic reports to SEOC as listed in annexure of DRR action plan and Emergency action plan.

## OTHER NON-GOVT. STAKEHOLDERS SPECIFIC ACTION PLANS

### 35. Academic Institutions

---

#### **About this Group:**

Academic institution is an institution dedicated to education and extensive research in different fields. The academic institutions strive to provide primary, secondary, higher education, diplomas and technical/ non- technical in different fields to the community. The academic institution can be private, government/public and parochial.

#### **Role:**

The academic institution serves an important role in creating awareness during emergency and building the capacity of the community by providing qualitative education and academic facility.

#### **Objectives:**

This group shall be engaged in emergency response and recovery planning and activities at the state level with following

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.

#### **1. Emergency Response and Recovery Actions:**

The emergency response and recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- ✓ Disseminate information on EW to all in a manner that ensures everyone receives the information and understand it.
- ✓ Disseminate and take precautionary measures. First focus on life saving measures for yourself, institution, stakeholder and vulnerable among your indirect stakeholders. If possible, take responsibility for your community as well.
- ✓ Disseminate information on do's and don'ts during disaster.
- ✓ Participate in coordination meeting of your institution or network.
- ✓ After disaster, on activation of response, assess the situation and its likely impact on the lives of direct stakeholders and in discharging of its function.
- ✓ Take immediate life saving measures with support from respective community level committees.
- ✓ After securing lives and act as per contingency plans for quick recovery of its function.

#### **2. DRR and Mitigation actions:**

The Disaster Risk Reduction key actions for these groups are:

The institution shall:

- ✓ Understand the disaster risks in Sikkim shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the district.
- ✓ Analyze the impact of identified hazards on institution, shall also analyze other potential hazards that may disrupt their function.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Organize seminars, debate, workshops on DRR in the institutions.
- ✓ Organize a training, programme and workshop on DRR for the teachers, administration and create awareness on DRR among the students.
- ✓ Organize play, poster making competitions on Disaster to create awareness on the do's and don'ts of any disaster.
- ✓ Held periodic hazard specific mock drill in the institution in coordination with DMT nodal agencies.
- ✓ Participate in training and capacity building activities organized by SDMA, government, non-government agencies etc.
- ✓ Encourage the teachers, students to take part in discussions in all lectures, refreshers courses related to management of hazard specific risks.
- ✓ Network with state and national level academic institutions and join the seminars, programmes organized by them on DRR related.
- ✓ Ensure that the institutional building is disaster resilient and proper measures for safe drinking water and toilet facility.
- ✓ Ensure adequate fire safety measures have been taken in the institution.
- ✓ Ensure that there is a safe place like play ground to evacuate the students and staffs in case of any need.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their functions.
- ✓ Keep backups for important accounts and information and/or store files in safe places free from any potential disaster risks.
- ✓ Create some budget for disaster preparedness, risk reduction and response activities.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans, test and validate them.

### **Coordination and Integration:**

The academic institution plays an important part in the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA, SDMA and other important structures.

### **Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

## 36. Architects, Engineers, Diploma Holders and Masons

---

### **About this Group:**

This group provides services to the private individuals or govt. organizations in the construction of private buildings, museums, houses, construction work of Government Building etc. and provides the architectural support in the construction. The group provides all necessary services and facilities to the private individuals, govt. buildings, site evaluation and assessment, structural assessment and renovation options.

The other major activities include Planning and designing building network to provide optimized connectivity to residential and non-residential buildings, Planning and designing building, Construction, renovation, up-gradation and maintenance of residential and nonresidential. This group includes engineers, diploma holders having the background of electrical, mechanical, civil engineering.

### **Role:**

The role of this group is very important since they are connected directly to the private individuals in the society. They guide the general public in designing construction, installing electrical and mechanical units. They guide the people to setup or construct the disaster resilient structure.

### **Objectives:**

This group shall be engaged in emergency response and recovery planning and activities at the district level with following.

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To recover and make their systems disaster resilient or reducing impact of disasters on their functionality.

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/ state authorities on the situation.
- ✓ Identify the safe and vulnerable buildings and disseminate information to the community.
- ✓ Immediate coordination with the ESF agencies and IAG for further action.
- ✓ Transportation of resource material or human resource to the affected areas.
- ✓ Integrate with the district committees for responding in different sectors (WASH, health, shelter).
- ✓ Integrate the response action with the ESF agencies.
- ✓ Disseminate the information regarding the do's and don'ts in disaster situation in the community.

- ✓ After securing lives and live support services take measures to preserve business operations and act as per contingency plans for quick recovery.
- ✓ Adopt and promote disaster resilient technology and means while retrofitting and reconstruction of the buildings and structures.
- ✓ Identify the weak buildings damaged by the disaster and shall require demolition.

## 2. **DRR and Mitigation actions:**

The Disaster Risk Reduction key actions for these groups are:

The Group shall:

- ✓ Understand the disaster risks in Sikkim, the group shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the district.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyze the impact of identified hazards on their business operations. They shall also analyze other potential hazards that may impact their business operations.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their business.
- ✓ Spread awareness in the society on the disaster risks and actions to be taken by them to reduce them.
- ✓ Ensure that all construction work which takes place in the society is earthquake resilient.
- ✓ Adoption of Modern technology suitable to the climate of the area.
- ✓ Organize formal and informal seminars or discussions in their networks on reducing disaster risks.
- ✓ Participate in training and capacity building activities organized by SDMA, government, non-government agencies, corporate associations etc.
- ✓ Ensure the office buildings and infrastructures have earthquake and flood resilient structures.
- ✓ Encouraging the individuals to adopt disaster resilient technology in the construction of houses or installing of any industrial unit.
- ✓ Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response.

**Coordination and Integration:**

These groups make an important part of the disaster management system at state level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples engineers and architects dealing in WASH supplies shall link with WASH ESF coordinated by PHED) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, SDMA and other important structures.

**Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country and shall attempt to create mechanisms by which they can be accountable to clientele they serve during normal times. This may help in building their goodwill and economic interests in long term.

## 37. Artisans, Craftsmen Group

---

### **About the Group:**

These groups constituted skilled workers and play a vital role in the economic growth of the community and generate livelihood option within the community from the locally available raw materials.

The artisans and craftsmen are the persons engaged in or occupied by the practice of art and craft and produce products like Painting, clothing, household items, decorative pieces etc.

### **Role:**

The groups generates livelihood options from the locally available materials by producing and trading of art and crafts and are vital for the economic growth of the district.

### **Objectives:**

This group shall be engaged in emergency response and recovery planning and activities at the state level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To reconstruct and make their systems disaster resilient or reducing impact of disasters on their functionality.

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery key actions for these groups are.

- On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- Collect information from different sources like community based EW system, TV/Radio, internet, district/state authorities on the situation.
- Disseminate information on EW in a manner that ensures everyone receives the information and understand it properly.
- On receipt of early warning, if adequate time is available than shift the products like paintings etc. to safe place.
- Disseminate and take precautionary measures. First focus on live saving measures for yourself, your family, direct stakeholders and vulnerable among your indirect stakeholders. If possible, take responsibility for your community as well.
- Participate in coordination meeting of your association or network.
- Coordinate with the respective community level committees to take life saving measures.
- After securing lives and live support services take measures for restoration of work.

### **2. DRR and Mitigation actions:**

The Disaster Risk Reduction key actions for these groups are:

The Group shall:

- Understand the disaster risks in Sikkim, the group shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the state.
- Analyze the impact of identified hazards on their work and business. They shall also analyze other potential hazards that may impact their work.
- Take measures to mitigate the impact of these risks.
- Ensure all construction work like stalls, shops, are earthquake and flood resilient.
- Ensure to store the materials and products like paintings in the disaster resilient houses.
- Promote art and craft among the community to generate livelihood.
- Be aware of Early Warning mechanisms, what the EW means to their lives and on their work.
- Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- Spread awareness to their important stakeholders on the disaster risks and actions to be taken by them to reduce them.
- Promote art and craft among the community as a means to earn their livelihood.
- Organize seminars, workshops or discussions in their networks and associations on reducing disaster risks.
- Network with state and national level art and crafts associations and join seminars and training activities organized by them.
- Participate in training and capacity building activities organized by SDMA, government, non-government agencies, etc.
- Network with state and national level art and crafts associations and join seminars and training activities organized by them.
- Be prepared for response in case the disaster strikes. Develop contingency actions plans.
- Create some budget for disaster preparedness, risk reduction and response.
- Apart from your work interests take similar risk reduction measures at your household level for preserving lives of your family and also for some vulnerable stakeholders engaged with you (or not) as part of your social responsibility.

### **Coordination and Integration:**

These groups make an important part of the disaster management system at state level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, SDMA and other important structures.

### **Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

## **37. Business Groups (Private sector to include Corporate, Industry, SMEs, traders) and Markets and Market Associations**

---

### **About this Group:**

This group is an important part of the society. They are not only the drivers of the economic growth but also make an important part of the supply chain system to ensure essential life support and welfare needs are available to all citizens.

The business group includes all small and large traders, merchants, shop owners, retailers, vendors, small and medium enterprises, mills, industries, corporate etc. who are engaged in economic production, storage, transportation and distribution activities.

The markets and market associations' makes the conglomerates where in these entities come together for their common interests. They may be physically collocated units to call it a market or are associations trading in common commodities.

### **Role:**

These groups serve the important role to ensure entire supply chain system to include production, processing, storage, trading and distribution of essential commodities to the society and are vital to economy of the state.

### **Objectives:**

This group shall be engaged in disaster risk reduction, emergency response and recovery planning and activities at the state level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing further impact of disasters on their functionality.

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, district/state authorities on the situation.
- ✓ Disseminate information on EW to all direct and indirect stakeholders in your business in a manner that ensures everyone receives the information and understand it.
- ✓ Ensure the safety of the hazardous materials and substances.
- ✓ Disseminate and take precautionary measures. First focus on live saving measures for yourself, your family, direct stakeholders and vulnerable among your indirect stakeholders. If possible, take responsibility for your community as well.
- ✓ Participate in coordination meeting of your association or network.

- ✓ After disaster, on activation of response, assess the situation and its likely impact on the lives of direct stakeholders and the business operations.
- ✓ Take immediate life saving measures with support from respective community level committees.
- ✓ Ensure the operation of market for the basic needs of the people are available.
- ✓ Ensure that prices are reasonable in the market and also check the options for providing on subsidy for the needy and affected people.
- ✓ After securing lives and live support services take measures to preserve business operations and quick recovery.
- ✓ Ensure safe disposal of hazardous substances, if damaged by the disaster.
- ✓ Shall adopt disaster resilient technology or methods while retrofitting and reconstruction of industries, mills, markets etc.

## **2. DRR and Mitigation actions:**

The Disaster Risk Reduction key actions for these groups are:

The business owners shall:

- ✓ Understand the disaster risks in Sikkim, all business owners shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the state.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyze the impact of identified hazards on their business operations. They shall also analyze other potential hazards that may impact their business operations.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their business.
- ✓ Spread awareness to their important stakeholders on the disaster risks and actions to be taken by them to reduce them.
- ✓ Organize formal and informal seminars or discussions in their networks and business associations on reducing disaster risks.
- ✓ Participate in training and capacity building activities organized by SDMA, government, non-government agencies, corporate associations etc.
- ✓ Network with state and national level chapters of SMEs clusters, trade and business associations etc. and join seminars and training activities organized by them.
- ✓ Ensure all business facilities like shops, warehouses, factories, etc. have earthquake and flood resilient structures.
- ✓ Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response.
- ✓ Insure important business components to transfer risks in case of any eventuality.
- ✓ Apart from your business interests take similar risk reduction measures at your household level for preserving lives of your family and also for some vulnerable stakeholders engaged with you (or not) as part of your social responsibility.

**Coordination and Integration:**

These groups make an important part of the disaster management system at state level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples all industries dealing in WASH supplies shall link with GP/Municipal WASH Committee and WASH ESF coordinated by PHED) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, SDMA and other important structures.

**Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country and shall attempt to create mechanisms by which they can be accountable to clientele they serve during normal times. This may help in building their goodwill and economic interests in long term.

## 39. Scheduled Caste and Scheduled Tribe Association

---

### **About this association:**

Despite the continuous impediments in achieving equity monitoring in disaster response, humanitarian standards do not currently require providers of humanitarian assistance to respond to caste discrimination with a grounded understanding of the nature and causes of caste based discrimination. This is reflected in a number of ways such as (i) lack of explicit recognition of caste-based discrimination and related exclusion in their policies and guidelines (ii) Emphasis on management of disaster response programmes without an understanding of the societal processes of caste-based exclusion at work in communities at all times (iii) lack of awareness and acknowledgement of the fact that large numbers of people affected by disasters are excluded due to various forms of vulnerabilities created by social stratification and discrimination imposed by caste.

The lack of internationally accepted rights-based guidelines or standards for operations, evaluation, monitoring and accountability during the Relief and Rehabilitation phase often leads to what one disaster expert calls “programmes (that) inevitably become paternalistic in nature or end up serving the needs of the donors and the agencies rather than the needs of the victims” (World Disasters Report, 2002).

It is therefore important for this association to address the issues of caste discrimination suffered by scheduled caste and scheduled tribe through rights based approach integrated into the DR-DRR programmes.

### **Role:**

The association plays a vital role in securing the interest of the scheduled caste and scheduled tribe and other minority groups and in prevention of discrimination on the basis of caste in case of any.

### **Objectives:**

This group shall be engaged in disaster risk reduction, emergency response and recovery planning activities at the district level with following objectives:

- To ensure a truly inclusive disaster preparedness mechanism (recognize discrimination that exists by default, and thereby make it imperative for state and its agencies to have a special focus on the inclusion of Dalits and other marginalized communities).
- To get in place a just system of emergency response and Recovery.

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ The association to reach out to the vulnerable scheduled caste and scheduled tribe communities in disasters through scheduled caste and scheduled tribe representatives and volunteers. For this it is important to formally integrate local, decentralized organizations into preparedness activities and response plans such as community based organizations.
- ✓ The associations to try establish such units, as Women and Children unit, during the intervention period in villages, and/or involve experts or organizations working on

- excluded and marginalized communities' women and children to identify pre-existing vulnerabilities and current to design accurate need based programmes for disaster response.
- ✓ The association and other stakeholders assist the volunteers in identifying caste issues in their localities which act as impediments in accessing the relief from government and humanitarian agencies. These issues can be those relating to protection and social security; caste based practices; development policies; service delivery; location vulnerability; political representation and so on. This will establish and strengthen an interface of the communities with the concerned authorities who are ultimately accountable and liable to the people.
  - ✓ Have such groups that will be able to cater to the needs of Scheduled Caste and Scheduled Tribe separately (if scheduled caste and scheduled tribe have no issues in the region of intervention) and directly in disaster.
  - ✓ With the information generated from the pre-disaster vulnerability mapping, the association and other stakeholders to target their Disaster Response and rehabilitation processes towards reducing caste discrimination.
  - ✓ Engage existing social service providers to prepare for and respond in case of disasters, rather than depending solely on specialized emergency personnel.
  - ✓ Special care taken to ensure that the relief guidelines on Water, Sanitation and Hygiene (WASH), Medical aid, Drinking Water and Food take cognizance of caste based discrimination and specially include the caste discriminated and socially excluded as a vulnerable group.
  - ✓ Identify water demand requirement of evacuees and the purification and treatment process to be applied.
  - ✓ Encourage representation and participation of scheduled caste and scheduled tribe women and men in planning and managing the areas where they can easily access water and the various physical, cultural, economic and social barriers they may face in accessing these services in an equitable manner also need to be addressed.
  - ✓ Institute water sources in areas easily accessible to the members of scheduled caste and scheduled tribe communities where practices of caste discrimination hinder their access to such sources.
  - ✓ Distribute WASH kits (hygiene, water, household cleaning kits) regularly.
  - ✓ Maintain and share the segregated data base of the beneficiaries and information in plans which give self-evidence on assessments / distribution / disbursement of relief and rehabilitation schemes have reached the discriminated communities. Disaggregation should also include factors of caste/ethnicity, age, sex, any disability found, assistance provided and satisfaction of the community.
  - ✓ Disseminate reports of their good practices on initiative made for inclusion of excluded groups for effective advocacy with the authorities and wider civil society organizations for wider replication.
  - ✓ Have 'Ombudspersons' to look into grievances related to exclusion of caste affected communities in disaster response and risk reduction programmes. Adequate guidelines and procedures should be laid down and administrative facilities provided for such committees to fulfill their functions effectively.

## **2. DRR and Mitigation actions:**

The Disaster Risk Reduction key actions for these groups are:

The association shall:

- ✓ Scheduled Caste and Scheduled Tribe association to (map) be aware of the social vulnerabilities of the communities, the areas that are prone to disasters (this would include the place of their dwelling, eg.-proximity to the embankment; source of livelihood; village structure; accessibility to common resources in the village, roads etc.; physically immobile persons, women and children ratio etc.).
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyze the impact of identified hazards on their association. They shall also analyze other potential hazards that may impact their functions.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Pilot studies on vulnerability mapping first be undertaken to equip oneself with the local settings and scenario.
- ✓ Constitute task forces in the regions prone to natural disasters, at local levels comprising volunteers, preferably scheduled caste and scheduled tribe youth and community members including representatives of local governance with proportionate representation of women.
- ✓ Existing social service providers, community based organizations and likeminded agencies, together with the capacitated community members should be able to conduct needs assessments.
- ✓ Network with state and national level chapters of SMEs clusters, trade and business associations etc. and join seminars and training activities organized by them.
- ✓ Participate in training and capacity building activities organized by SDMA, government, non-government agencies, corporate associations etc.
- ✓ Create awareness and promote education among the scheduled caste and scheduled tribe communities.
- ✓ Conduct WASH drive in the communities to create awareness on the significance of WASH.
- ✓ Create some budget for disaster preparedness, risk reduction and response.
- ✓ Be prepared for response in case of any disaster.

### **Coordination and Integration:**

These groups make an important part of the disaster management system at state level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, SDMA and other important structures.

### **Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

## 40. Ex Servicemen and Retired Professionals Association

---

About this Group:

The association promotes the intellectual and knowledge-based growth of ex servicemen fraternity. The ex servicemen and retired professional have the experience and expertise in the specific fields. The retired professionals are from different backgrounds like police, professors, engineers, armed forces etc.

The association also raises social issues for the benefit of the society.

Role:

The association has educated and skilled people from various background. They raise the social issues and build the coping capacity of the community by providing knowledge, awareness and expertise from their respective field.

Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality during reconstruction phase.

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on EW to all stakeholders in your circle in a manner that ensures everyone receives the information and understand it.
- ✓ Immediate guidance and support to the sector teams which they are representing.
- ✓ Disseminate and take precautionary measures. Focus on live saving measures for yourself, your family, stakeholders.
- ✓ Participate in coordination meeting of your association or network.
- ✓ Immediate support of logistics, technical guidance to the DMTs in the community.
- ✓ Logistic and technical support to the SDMA.
- ✓ During recovery phase, supporting the community in planning.

### **3. DRR and Mitigation actions:**

The Disaster Risk Reduction key actions for these groups are:

The association shall:

- ✓ Understand the disaster risks in Sikkim and raise such issues with govt. Representatives and create awareness among the community.
- ✓ May support the govt. and panchayat in logistics and technical guidance for the development for planning.
- ✓ May train the volunteers in DRR, search and rescue, first aid etc and share its experiences with the community and DMTs.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyse the impact of identified hazards on their infrastructure. They shall also analyse other potential hazards that may impact their work.
- ✓ Temporary construction work or retrofitting to the school, office building, recreational building or any infrastructure belonging to the association.
- ✓ Having the expertise in various fields, ensuring the capacity building of community in the rural areas regarding DRR.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their work.
- ✓ Organise formal and informal seminars or discussions in their networks and associations on reducing disaster risks.
- ✓ Participate as a trainer for other organisations in DRR, search and rescue, first aid etc. .
- ✓ Participate in training and capacity building activities organised by SDMA, government, non-government agencies, corporate associations etc.
- ✓ Keep backups for important accounts and office information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response within the association.

#### **Coordination and Integration:**

The association can be an important part of the disaster management system at district level. Having got the skills and expertise the representatives of the association can coordinate and integrate with the search and rescue, shelter, water and sanitation teams working at the community level. Any senior retired professional may also advise and contribute to the SDMA.

#### **Accountability:**

The association representatives shall be accountable for implementation of all agreed decisions in sector teams where they represent. They are also accountable to existing law of the country.

## 41. Civil Defence, NYK, Youth, NSS, NCC, Scouts and Guides Group

---

### **About this group:**

The youth group forms a large section of the total population and works for the social development of the community voluntarily.

The youth group includes Youth Associations, NYK, Civil Defence NSS, NCC, Scouts and Guides etc. who are engaged in providing leadership and dedicated to provide voluntary support for the community in all aspects of life.

The youth's groups and association is a platform where all the youth gets an equal opportunity to build their capacity and share their interest with their own age groups people and play an assertive and constructive role in the regeneration of their communities.

### **Role:**

Human resource of organized, trained and motivated youth, to provide leadership in all walks of life and be always available for the service.

### **Objectives:**

This group shall be engaged in disaster risk reduction, emergency response and recovery planning and activities at the state level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery key actions for these groups are:

- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, district/state authorities on the situation.
- ✓ Disseminate information on EW to all direct and indirect stakeholders in your business in a manner that ensures everyone receives the information and understand it.
- ✓ Take precautionary measures to save yourself, your family and if it's possible then for your community.
- ✓ After disaster, on activation of response, assess the situation and its likely impact on the lives of the community.
- ✓ Coordinate with the respective nodal agency in evacuating men and materials to the safer sites.
- ✓ Coordinate with respective nodal ESF to provide support in search and rescue, relief programmes.
- ✓ Provide support in removing debris, clearing of roads etc.
- ✓ Coordinate with the nodal agency in identifying the weak buildings and destroy them.
- ✓ Provide support the security force in guarding the important buildings and in maintaining law and order.
- ✓ After securing lives and live support services take actions as per contingency plans for quick recovery.

## **2. DRR and Mitigation actions:**

The youth groups shall:

- ✓ Understand the disaster risks in Sikkim and shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the district.
- ✓ Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- ✓ Analyze the impact of identified hazards on their voluntary operations. They shall also analyze other potential hazards that may impact their voluntary operations.
- ✓ Take measures to mitigate the impact of these risks.
- ✓ Formulation of SOPs/Plans, updating data and revision of Plans SOPs pertaining to their given area.
- ✓ Establish and practice protocols for Early Warning approval and dissemination and make a check list of warning system and be aware of EW mechanisms.
- ✓ Build the capacity of the unit, youth/cadets and train them in search and rescue, first aid and other lifesaving technique.
- ✓ Participate in training and capacity building activities organized by SDMA, government etc.
- ✓ Built physical preparedness to prevent loss due to disaster.
- ✓ Organize regular mock drill in the educational institutions/group of cadets and rehears on the Do's and Don'ts of disasters.
- ✓ Network with state and national youth groups and participate in the trainings, seminars and mock drills organized by them.
- ✓ Ensure that the buildings of training centers and other structures are earthquake and flood resilient.
- ✓ Support the community in building disaster resilient buildings.
- ✓ Keep backups for important accounts and information and/or store files in safe places free from any potential disaster risks.
- ✓ Prepare a check list of items needed in disaster situation and ensure sufficient men power and stock to be available for any emergency.
- ✓ Encourage the community youth in acquiring higher education and skill to earn their livelihood and to influence the decision makers to adopt the risk reduction measures in developmental projects.

### **Coordination and Integration:**

These groups make an important part of the disaster management system at state level especially in search and rescue and evacuation programme. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples all youths groups dealing in Search and Rescue shall link with S&R ESF) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, SDMA and other important structures.

### **Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

## 42. Health Association (Medical association, Chemist and Druggist Association, RVC, Nurses)

---

### About this Group:

Health association is an association formed by the member belongings to different branches of medical profession which looks after the interest of the medical professionals as well as the wellbeing of the community at a large to improve the public health and medical education.

The health associations includes doctors from Private Sector, Government Institutions, Nursing Homes, and includes general practitioners, specialists, super specialists in all fields of medicine, surgery etc., Nurses from govt. and non govt. hospitals, clinics and druggist, chemist owners etc. who are engage in health activities .

The members of the health associations share common interest and involve in the events like mass scale vaccinations, health checkup camps, measles and pulse polio programme etc.

### Role:

Promotion of health and health facility to improve the public health, ensure availability of medicines and medical equipments.

### Objectives:

This group shall be engaged in emergency response and recovery planning and activities at the state level with following objectives:

- To make their systems disaster resilient or reducing impact of disasters on their functionality.
- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.

### 1. Emergency Response and Recovery Actions:

The Emergency Response and Recovery key actions for these groups are:

- On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- Collect information from different sources, community based EW system, TV/Radio, internet, state authorities on the situation.
- Disseminate information on EW to all in a manner that ensures everyone receives the information and understand it.
- Disseminate and take precautionary measures. First focus on live saving measures for yourself and then on public health and their live saving measures.
- After disaster, assess the situation and its impact on health, health facility and on discharging of its function.
- Arrangement of adequate medical aid to the affected people in coordination with
- Health ESF nodal agency and respective community's committee.
- Check and monitor any spread of diseases in the affected areas.
- Participate in coordination meeting of your association or network.

- After securing lives and live saving services take measures for permanent restoration of health function and act as per contingency plans for quick recovery.

## **2. DRR and Mitigation actions:**

The Disaster Risk Reduction key actions for these groups are:

The association shall:

- Understand the disaster risks in Sikkim, shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the state.
- Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- Analyze the impact of identified hazards on public health and on their function, shall also analyze other potential hazards that may disrupt their function.
- Take measures to mitigate the impact of these risks.
- Be aware of Early Warning mechanisms, what the EW means to their lives and to their functions.
- Spread awareness to their important stakeholders on the disaster risks and actions to be taken by them to reduce them.
- Participate in training and capacity building activities organized by SDMA, government, non-government agencies etc.
- Organize programme and training on public health, health risk from hazards and in essential emergency health care including psychological health care.
- Encourage the members to attend and take part in discussions in all general, clinical meetings, lectures, demonstrations, refresher course related to management of hazard specific health risks.
- Organize mass campaign and periodic drill on health, hygiene and sanitation, mitigation and prevention measures and do's and don'ts during any disaster and build awareness among the communities and other key stakeholders on potential risk and measures to reduce the risk ensure the building, chemist shops are disaster resilient.
- Ensure all health and health services are disaster resilient to remain functional during disaster period.
- Store the medicines and medical equipments in a safe and disaster resilient storage.
- Ensure Safe and timely disposal of medical wastes.
- Define Minimum Standards for health and health services in consultation with DMT ESF Nodal, state Health committee.
- Keep backups for important accounts and information and/or store files in safe places free from any potential disaster risks.
- Be prepared for response in case the disaster strikes. Develop contingency actions plans for health operations, test and validate them.
- Identify funds for procuring the lifesaving advance equipments and drugs; create some budget for disaster preparedness, risk reduction and response activities.

**Coordination and Integration:**

These groups make an important part of the disaster management system at state level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples all associations dealing in health supplies shall link with Health ESF) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, SDMA and other important structures.

**Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country.

## 43. Sikkim Inter Agency Group

---

### About Inter-Agency Group:

Inter-Agency Group (IAG) Sikkim is a state level coalition of humanitarian agencies working in Sikkim. The members of the IAG include NGOs and civil society organizations working on disaster related issues in the state. The membership of the State IAG – Sikkim extends to the state offices of national NGOs and to the representation from other stakeholder groups including state government.

IAG-Sikkim seeks to promote and facilitate collaboration and coordination among various NGOs and the different stakeholder groups concerned with disaster management issues in the state.

Structure:

The state IAG has the following structure for its functioning:

- Chairperson (Mr. )
- Convener (Mr. )
- Coordinator (Vacant)
- IAG hosting agency (Secretariat)
- Member agencies

### 1. Emergency Response and Recovery Actions:

- 1.1 Actions on receipt of early warning
- 1.2 Actions for activation of Unified Response to Emergency
- 1.3 Actions for Unified Response
  - 1.3.1 Unified assessment
  - 1.3.2 Unified response planning
  - 1.3.3 Joint Monitoring and Evaluation
- 1.4 Actions for deactivation of Unified Response
- 1.5 Recovery Actions

#### 1.1 Actions on receipt of early warning:

Objective:

- To monitor situation and disseminate EW information.

*Key actions:*

- Monitor the situation.
- Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities and state and national level sources, if applicable, on the situation.
- Disseminate information on EW to all people in a manner that ensures everyone receives the information and understand it.
- Disseminate precautions related to the specific emergency situation to all concerned.
- Refer to hazard specific contingency action plans.
- In case of disasters like Earthquake where sufficient EW is not available, immediately get into activation actions and also refer to Earthquake Contingency Actions.
- Developing and disseminating Situation Reports (Sitreps) on the disaster.

1.2 Actions for activation of Unified Response to Emergency:

Objective:

- To activate the Unified Emergency Response.

*Key actions:*

- Organize Emergency Coordination Meeting to analyze the situation, collect more specific information and plan for joint assessment of the affected areas.
- In case of emergency situation, immediately coordinate with EOC, SDMA and extend all possible support as required.
- Disseminate activation information to all concerned.
- Ensure that the secretariat is functional round the clock and is accessible by SDMA, other stakeholders and agencies coming from outside the state.

1.3 Actions for Unified Response:

1.3.1 Unified assessment:

Objective:

- To assess the needs of the affected people to plan immediate, short term and long term response actions.
- To assess the damages for compensation to the affected people and recovery/ reconstruction efforts of household, community and district infrastructure.

*Key actions:*

- Plan and conduct initial assessment as per the standard assessment format and questionnaires and in coordination with SDMA, SEOC and key agencies.
- Promote use of Common Assessment Formats to facilitate collation/compilation of need and damage surveys of different agencies.
- Ensure that the assessment is multi-agency and multi-sectoral to identify the need and damage in all sectors in a single assessment mission.

- Develop specific information on most urgent needs of most vulnerable people especially aged, disabled, children, pregnant and lactating mothers, and sick, people living with HIV/AIDS, SC/ST and minority groups.
- Ensure participation and consultation with representatives of all vulnerable groups and social groups of the community including SC/ST and minorities.

### 1.3.2 Unified response planning:

#### Objective:

- To ensure joint planning by different agencies to minimize gaps and overlaps.
- To ensure joint response by civil society organizations to achieve optimum utilization of available resources.
- To assist Govt. in meeting the gaps in their response in specific areas which are identified through analysis of agency and sector wise presence and the proportionate need in the affected areas.

#### *Key actions:*

- Collecting latest information on damages and needs from the govt. and sharing it with all agencies.
- Analyze the information as per the immediate, short term and long term needs.
- Collation and mapping of agency intervention areas to identify gaps in the response and avoid duplication of resources.
- Planning joint response by member agencies to avoid gaps and overlaps and to reach to the maximum number of most vulnerable people in the affected communities.
- Consult representatives of all vulnerable groups and social groups including SC/ST and minorities on the design and acceptability of the relief items and facilities being planned.
- Develop a time based comprehensive plan for the priority interventions.
- Plan resources (human resources, financial resources and logistic materials) required for the implementation of the response plan.
- Coordinate with SDMA, ESF nodal and support agencies and non-government agencies at state & national level for mobilization of above resources and implementation of the plans.
- Extend networking support, volunteer support for IAG and member agencies to the SDMA and other concerned departments as required.
- Ensure that all vulnerable groups receive special attention and priority response by all agencies who are responding.

### 1.3.3 Joint Monitoring and Evaluation:

#### Objective:

- To ensure that the response plan and actions are going in right direction, and that, most vulnerable groups receive attention and required support from the responding agencies and Govt.
- To collate, document and analyze learning from the inter-agency response (Unified response) to the emergency and keep the learning for future references.

#### *Key actions:*

- Conduct periodic monitoring of the resources, activities and timeline of the response plan.
- To fix accountability of members and other stakeholders on the implementation of the joint response plan.
- Assess and monitor the changing situation and coordinate response efforts as per the situation in consultation with affected people, stakeholder groups doing the response, block, district and state authorities.
- Conduct a multi-agency assessment (or a learning exercise) to capture the learning from the IAG response in the affected communities.
- Publicize the reports, outcomes of the monitoring and evaluation exercises to all stakeholders and use the learning for improvement in the future incidents.

### 1.4 Actions for deactivation of Unified Response

#### Objective:

- To deactivate emergency response and prepare to shift the focus towards recovery issues.

#### *Key actions:*

- Check if all the immediate life saving measures is in place and there are no further risks of increase in mortality and morbidity. If not adequate, coordinate with SDMA, SEOC and other stakeholders and share the situation update.
- Ensure the emergency facilities have been completely owned and being maintained by community and adequate monitoring mechanisms are in place.
- Evaluate Emergency response in consultation with community, other committees and other stakeholders and document response and leanings.
- In consultation with SDMA and other stakeholders, deactivate emergency response and prepare for shifting the focus to recovery issues.

### 1.5 Recovery Actions:

#### Objective:

- To ensure affected people recover from the disaster impact and move from emergency facilities to their original habitat conditions or reconstructed shelter and settlement.

*Key actions:*

- The IAG must ensure that the damage assessment has been done and reported to the local administration.
- The IAG must ensure that the affected community gets the benefits or any grant from the state.
- Establish a coordinated, efficient supply chain management (SCM) using local capacity where feasible.
- The IAG must advise the SDMA for a long term planning to restore the livelihood of the community.
- The IAG must advise the SDMA for the promotion of disaster resistant technology.
- To take stock and coordination of recovery and rehabilitation activities.

2. DRR and Mitigation actions:

Disaster Risk Reduction Key Actions:

- 1.1 Inter-Agency Coordination Actions
- 1.2 Training and Capacity Building Actions
- 1.3 Information and Knowledge management Actions
- 1.4 Collaborative Advocacy Actions
- 1.5 Functional Continuity Actions
- 1.6 Emergency Preparedness Actions

1.1 Inter-Agency Coordination Actions:

Objective:

- To establish effective coordination mechanism among the members, other stakeholders and SDMA towards effective emergency preparedness and response.

*Key actions:*

- To provide platform for GO-NGO coordination and dialogue interface.
- Serving as a platform for discussing common concerns.
- Highlighting the common concerns to the district govt. or relevant authorities.
- Ensure that the IAG core committee meets at a regular interval to discuss the key disaster management issues in the district and to plan actions for them.
- Ensure prompt and effective communication among IAG members.
- Facilitating thematic/cluster coordination among agencies.
- Develop a process of collaboration based on core beliefs and agreed principles at all levels and enable building disaster resilient communities in the district.
- Work closely with the SDMA and other line departments in the areas of common interest and nominate members to district level NGO Task Force of SDMA.

## 1.2 Training and Capacity Building Actions:

### Objective:

· To build sufficient capacities in the State IAG, Member agencies & their partners and other stakeholders to be able to better perform the roles and responsibilities for disaster risk reduction and emergency response and achieving desired objectives.

### *Key actions:*

- Conduct a periodic training needs analysis for the member agencies and partners and other stakeholders.
- Plan, mobilize resources and facilitate trainings on the identified needs.
- Build a trainers inventory (database of trainers/resource persons) on various themes in the district.
- Identifying common needs and facilitating trainings for agencies.
- Develop a calendar for mock drills, trainings and awareness building exercises as per seasons and needs of the stakeholders.
- Organize awareness exercises and campaigns to make people aware of probable disasters and the minimum things they need to know and do to prevent sufferings and loss due to disasters.
- Coordinate with block, district, state and national authorities, agencies and other institutions to keep track of the training and capacity building events and ensure participation of representatives from the IAG in it.
- Organize at least two exercises in the year. One before the flood season as a mock drill to test the preparations and one after the disaster event to record learnings from the disaster and response. These should be done in coordination with SDMA and other stakeholders.

## 1.3 Information and Knowledge Management Actions:

### Objective:

- To ensure collation, processing, research, analysis, development and dissemination of information, knowledge and learning resources related to disaster management.

### *Key actions:*

- Develop IAG members' database for the state.
- Map the NGOs working in the state at different locations and in different sectors to understand which agency works where and on what particular sector.
- Collate and share information on the activities of different members in the group and to outside stakeholders including SDMA.
- Map the resources and capacities in the members.
- Publicize the plans, activities, reports, outcomes and achievements of IAG.
- Enhance use of electronic media, social media, websites etc. to make reach to maximum number of people, stakeholders and disseminate information using these media.

#### 1.4 Collaborative Advocacy Actions:

##### Objective:

- To provide platform for inter-agency collaborative advocacy for humanitarian issues in the state.

##### *Key actions:*

- Provide neutral space to Civil Society Organizations to put key issues and concerns for debates and advocacy for policy development and implementation.
- Advocacy on the rights of the affected communities.
- Working to strengthen disaster management setup in the district and support SDMA in doing so.
- Undertake research and analysis on specific issues of development and disaster management in the district and take advocacy initiatives to raise the issues to appropriate forums.
- Effectively engage media in various stages in disaster management (awareness, sensitization, early warning dissemination, Do's & Don'ts information etc.).
- Lead people centered campaigns on key issues in the state.
- Network with key agencies working on advocacy at district and state level.

#### 1.5 Functional Continuity Actions:

##### Objective:

- To ensure that the State IAG Secretariat and its activities recover from the impact of disaster and remain functional during disaster time.

##### *Key actions:*

- Define Rules and regulations for functioning of IAG Secretariat especially during disaster time.
- Elect Chairperson/Convener and a Vice-Chair to ensure the leadership continuity in the absence of either of the two.
- Appoint a coordinator for coordination of IAG activities and processes (including processes of emergency response and recovery phase) especially during disaster times.
- Define protocol on convening the meetings in the absence of convener.
- Identify alternative offices (from member agencies) for operational work and meetings of the IAG. The secretariat may be shifted to the most accessible, safe, equipped office especially during disaster time.
- Secure important files and information of the secretariat. Create backups if possible.
- Develop mechanism for quick sharing of information among members. If working on mobile networks, develop alternative mechanism/s for exchange of information especially during emergencies.

#### 1.6 Emergency Preparedness Actions:

##### Objective:

- To ensure all member agencies and stakeholder groups are prepared for Unified Response to any emergency situation in the district.

*Key actions:*

- Organize emergency preparedness meeting of IAG members to take stock of agency wise preparedness, prepositioning, and plan of action for any possible disaster.
- Share the preparedness and prepositioning information of the IAG to the SDMA and other relevant authorities.
- Coordinate with SDMA, SEOC, ESF and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.
- Nominate a subgroup for regular monitoring of information on EW from different sources.
- Create mechanisms for quick dissemination of EW information to all people.
- Collation of pre-positioning data, mapping available agency geographic and sector specific resources and capacities.

**Coordination and Integration:**

The State IAG Convener shall keep close coordination and information loop with the member agencies. He/she shall essentially coordinate and consult with SEOC, ESF nodal and support agencies, officer in charge of IRS sections, and other important stakeholders groups in the state.

The IAG shall integrate the efforts with the overall planning and actions at state level through SDMA and shall extend advisory role to the SDMA.

**Accountability:**

All IAG members shall be jointly responsible for all plans and implementation of plans and decisions taken from time to time for the same. They abide by the Red-Cross code of conduct and follow the non-negotiable principles as mentioned in the IAG charter.

## 44. Local and International Media

---

### **About this Group:**

Media refers to various means of communications for example television, radio, cinema, newspapers, magazines, and Internet etc which influence a wide amount of people. The media disseminate the information related to various issues to a large people simultaneously and cost effective.

While the international media aims to reach a very large audience such as entire population from one or more country, local media broadcast to a smaller population and area, and generally focuses on regional and local news.

### **Role:**

The media plays vital role in forewarning and is one of the part of early warning system. It has overall information of the stakeholders, their tasks and the areas where they are functioning. Most importantly every person gets to know about the current affairs of the state and other parts of the world through media only. The international media may share global experiences in environment and natural disasters with the stakeholders and local media.

The role of media is also to raise the social issues to benefit the society. The media plays an important role in holding a debate on national and local issues.

### **Objectives:**

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and recovery key actions for these groups are:

- ✓ Collect the information from the Metrological department and disseminate the signs of any alertness and warning.
- ✓ On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- ✓ Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- ✓ Disseminate information on early warning, probable impact in the society and ensure everyone receives the information and understand it.
- ✓ Disseminate information on different stages of disaster and their extensive information.

- ✓ Shall coordinate with ESF, GP Committees and disseminate information about them and facilities like safe shelter, health camps etc.
- ✓ To disseminate the information regarding the do's and don'ts of disaster among the general public.
- ✓ To give reliable information of the needs of relief materials in the affected areas and motivating the general public for their support.
- ✓ After securing lives and live support services take measures to preserve business operations and act as per contingency plans for quick recovery.
- ✓ The international media disseminates the information in the international community to get resources.

## 2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The Media shall:

- ✓ Understand the disaster risks, and shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the district.
- ✓ Analyse the impact of identified hazards on the office operation. They shall also analyse other potential hazards that may impact the office operation.
- ✓ Disseminate information on hazard profile to create awareness among the people.
- ✓ Be aware of Early Warning mechanisms, what the EW means to their lives and to their profession.
- ✓ Disseminate information on Disaster Risk Reduction to the villages via consulting and holding debate with experts.
- ✓ Spread awareness in the society on the disaster risks and actions to be taken by them to reduce them.
- ✓ Updating of websites regularly about the hazards, DRR and schemes and do's and don't of disaster to reach out to a larger population.
- ✓ To create awareness through print media like newspapers, books, magazines for are easily available to the people.
- ✓ Organise formal and informal seminars or discussions in their networks on reducing disaster risks
- ✓ Participate in training and capacity building activities organised by DDMA, government, non government agencies, corporate associations etc.
- ✓ The media must ensure the right information is being exchanged between the community and govt.
- ✓ Through media, the information related to weather, crop pattern, agro related technology, dos and don'ts must be disseminated in the community.
- ✓ Office plan for its operation during emergency times, the media must ensure that it goes to the interior to gather any information, while doing any research the media and other PR agencies must involve the panchayats.
- ✓ Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- ✓ Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- ✓ Create some budget for disaster preparedness, risk reduction and response.

**Coordination and Integration:**

These groups make an important part of the disaster management system at community, district and state level. The media group representatives can coordinate and integrate by: a) being part of GPs b) being part of the Inter Agency Group (IAG) c) other stakeholders. They can further integrate with ESF agencies, Incident Response System, SDMA and other important structures.

**Accountability:**

The media shall be accountable for disseminating the important information of GPs, ESFs, DDMA, SDMA, IAG or any other institution. They are also accountable to existing law of the country and must raise the issues of the community impartially.

## 45. Local NGOs, International NGOs, UN Agencies, Red Cross, National NGOs

---

### **About this Group:**

This group promotes the humanitarian principles and values, disaster response, disaster preparedness, raising social issues, environmental awareness, health and care in the community etc.

The other major activities include hospital services, blood bank, HIV/ AIDS programme, home for disabled servicemen, vocational training centres, tracing activities, maternity, child and family welfare, nursing, preparedness and prevention of communicable and infectious diseases, relief operations in fire, railway and other accidents and events.

The NGOs have expertise in different fields, they have the resources (local and foreign) therefore they can contribute at the grassroots level in the society. They work parallel to the govt. during the emergency times and support the govt. remarkably.

### **Role:**

It promotes the humanitarian principles and values, raises social issues and helps the govt. during disasters. It supports the society and provides basic needs during emergencies and prepares the society for quick recovery.

### **Objectives:**

This group shall be engaged in Emergency Response and Recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

#### **1. Emergency Response and Recovery Actions:**

- The Emergency Response and Recovery key actions for these groups are:
- On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- Collect information from different sources, community based EW system, TV/Radio, internet, Block/district authorities on the situation.
- Disseminate information in the society and ensure everyone receives the information and understand it.
- Bring the human resources available in the organisation and from other districts and states if required.

- Integrate with the GP committees for responding in different sectors (WASH, health, shelter, food and nutrition).
- Disseminate the information regarding the do's and don'ts in disaster situation in the community.
- After securing lives and live support services take measures to preserve business operations for quick recovery.

## 2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The Group shall:

- Understand the disaster risks in Sikkim, the group shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the state.
- Shall preparing the hazard profile of the gram panchayats, their vulnerability to flash floods, landslide, forest fire and earthquake etc.
- Analyse the impact of identified hazards on the office operation. They shall also analyse other potential hazards that may impact the office operation.
- Take measures to mitigate the impact of these risks.
- Shall prepare a list of volunteers and build their Capacity in search and rescue, first aid, gender sensitization and protection etc.
- Be aware of Early Warning mechanisms, what the EW means to their lives and to their profession.
- Spread awareness in the society on the disaster risks and actions to be taken by them to reduce them.
- Organise formal and informal seminars or discussions in their networks on reducing disaster risks.
- Participate in training and capacity building activities organised by SDMA, DDMA, government, on-government agencies, corporate associations and IAG Sikkim etc.
- Ensure the office buildings and infrastructures have earthquake and flood resilient structures.
- Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- Create some budget for disaster preparedness, risk reduction and response.

**Coordination and Integration:**

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples all NGOs dealing in WASH supplies shall link with WASH ESF coordinated by PHED) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, SDMA and other important structures.

**Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country and shall attempt to create mechanisms by which they can be accountable to clientele they serve during normal times. This may help in building their goodwill and economic interests in long term.

## 46. SHG, Women, Farmers, JEEVIKA Group

---

### **About this Group:**

This group is formed by the community people, which have specific number of members like 15 or 20. In such a group the community people who share common interest come forward and form a group to protect their interest.

These groups mainly constitute women and poor people from rural areas which are formed to develop creative solutions to local challenges and to promote sustainable livelihood options. The farmer groups are formed to perform beneficial function to facilitate and improve farming ventures as well as to protect the interest of the farmers.

### **Role:**

The group serves an important function for building capacity of the community by providing sustainable livelihood options within the community and creating awareness among the members to safeguard their own interest and community at a large.

### **Objectives:**

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery key actions for these groups are:

- On receipt of early warning, assess and anticipate the situation. Make references to contingency plan as required.
- Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- Disseminate information on EW to all stakeholders in your circle in a manner that everyone receives the information and understand it.
- Immediate guidance and support to the sector teams which the group is representing.
- Disseminate and take precautionary measures. Focus on live saving measures for yourself, your family, stakeholders and if possible then take a responsibility for community at a large.
- Participate in coordination meeting of your association or network.
- Assess the likely impact after the disaster on livelihood and others important sectors where they are functioning.
- Take immediate support from the respective community level committee for live

saving measures.

- Immediate support of logistics, technical guidance to the DMTs in the community.
- During recovery phase, supporting the administration in planning, guiding etc.
- Follow the contingency action plan for quick recovery of respective function.

## 2. DRR and Mitigation actions:

The Disaster Risk Reduction key actions for these groups are:

The group shall:

- Understand the disaster risks in Sikkim, shall consider disaster risk reduction a priority.
- Analysis the likely impact of identified hazard on their infrastructure, livelihood, shall also analysis other potential hazards which can disrupt their function.
- Take measure to mitigate the impact of these risks.
- Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- Identify disaster resilient livelihood option in the community itself.
- Encourage the vulnerable people like women, poor and disabled to acquire skills to earn their livelihood and to take a leadership in influencing the decision makers to adopt the risk reduction measures in developmental projects.
- Create awareness among the members and organize workshops to build the Capacity of women, poor and other vulnerable to avoid any exploitation and harassment during any disaster.
- Promote an environment where the rights of women, children and other vulnerable group should be respected.
- Identify government schemes in their sector and integrate DRR measures.
- Participate in training and capacity building activities organised by DDMA, SDMA, government, non-government agencies etc.
- Organize mass campaign on health and hygiene, mitigation and prevention measures and do's and don'ts during any disaster.
- Sensitize the colleagues on gender and children specific issues.
- Keep backups for important accounts and information and/or store files in safe places free from any potential disaster risks.
- Be aware of Early Warning mechanisms, what the EW means to their lives and to their functions.
- Ensure sufficient preparedness is there for emergency response.
- The farmer groups shall identify disaster resilient food crops and disaster resilient storage houses.

**Coordination and Integration:**

These groups make an important part of the disaster management system at district and state level. The group being a part of community can play a vital role in building coordination between the community and the nodal agencies, the representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, DDMA, SDMA and other important structures.

**Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions, where they represent. They are also accountable to existing law of the country.

## 47. Transporters (Road and Helipads)

---

### **About this Group:**

This group provides the infrastructure for commutation and transporting the material, essential commodities and other resources. It plays an important part in the life of private individuals, general public, govt. organisations and provides the travelling facilities.

The essential commodities are supplied through the transportation from different states. The good transport system at any place ensures that the inflation rate is low and the person is able to get the things cheap. People travel to their destination in time and the administration of the area also becomes efficient. This group provides vital support to the govt. in transportation of the machine and essential commodities.

This group includes private transporters, taxi services owners, Helipads services owners etc.

### **Role:**

The role of this group is very important as the transport system is a life line of any place. They help the govt. and general public in supplying the goods to the market, hospitals and industries. An efficient transport system at any place reduces the effects of any disaster. They help the community in maintaining the supply chain management during disasters.

### **Objectives:**

This group shall be engaged in emergency response and recovery planning and activities at the district level with following objectives:

- To engage their capacities for emergency response, if there is a need.
- To ensure that they recover quickly from the impact of disaster and become operational for their vital role as soon as possible.
- To make their systems disaster resilient or reducing impact of disasters on their functionality.

#### **1. Emergency Response and Recovery Actions:**

The Emergency Response and Recovery key actions for these groups are:

- On receipt of early warning, assess and anticipate the situation. Make references to contingency plans as required.
- Collect information from different sources, community based EW system, TV/Radio, internet, Block/district/state authorities on the situation.
- Disseminate information on EW to all direct and indirect stakeholders in your business in a manner that ensures everyone receives the information and understand it.
- Participate in coordination meeting of your association or network.

- Provide the transport infrastructure to the govt (Extending help in search, rescue and evacuation to the existing administration, transporting food and relief material in the disaster affected areas).
- Transportation of resource material or human resource to the affected areas.
- Integrate the response action with the ESF agencies.
- After disaster, on activation of response, assess the situation and its likely impact on the lives of direct stakeholders and the business operations.
- After securing lives and live support services take measures to preserve business operations and act as per contingency plans for quick recovery.

## 2. DRR and Mitigation actions:

The disaster risk reduction key actions for these groups are:

The Group shall:

- Understand the disaster risks in Sikkim, the group shall consider disaster risk reduction a priority and integrate with different government, non-government disaster management system in the district.
- Strengthen their own interest groups, networks and associations to deal with potential disaster risks.
- Analyse the impact of identified hazards on their business operations. They shall also analyse other potential hazards that may impact their business operations.
- Take measures to mitigate the impact of these risks.
- Be aware of Early Warning mechanisms, what the EW means to their lives and to their business.
- Spread awareness in the society on the disaster risks and actions to be taken by them to reduce them.
- Taxi services owners should be in direct contact with the SDMA and other ESF nodal agencies at the state level.
- Develop mechanism for the regular weather update.
- Organise formal and informal seminars or discussions in their networks and business associations on reducing disaster risks.
- Participate in training and capacity building activities organised by SDMA, DDMA, government, non-government agencies, corporate associations etc.
- Network with state and national level chapters of SMEs clusters, trade and business Associations etc and join seminars and training activities organised by them.
- Ensure the office buildings and infrastructures have earthquake and flood resilient structures.
- Encouraging the groups and sub groups to adopt disaster resilient features in the manufacturing of vehicles, boats or any industrial unit.
- Keep backups for important accounts and business information and/or store files in safe places free from any potential disaster risks.
- Be prepared for response in case the disaster strikes. Develop contingency actions plans for business operations, test and validate them.
- Create some budget for disaster preparedness, risk reduction and response.
- Insure important business components, vehicles, boats mechanical parts to transfer

risks in case of any eventuality.

- Apart from your business interests take similar risk reduction measures at your household level for preserving lives of your family and also for some vulnerable stakeholders engaged with you (or not) as part of your social responsibility.

### **Coordination and Integration:**

These groups make an important part of the disaster management system at district level. The group representatives and subgroups can coordinate and integrate by: a) being part of support agencies of different ESFs (for examples transporters dealing in WASH supplies shall link with WASH ESF coordinated by PHED) b) being part of the Inter Agency Group (IAG). Through IAG and Unified Response Strategy, they can further integrate with Incident Response System, SDMA and other important structures.

### **Accountability:**

The group representatives shall be accountable for implementation of all agreed decisions in ESFs and IAG where they represent. They are also accountable to existing law of the country and shall attempt to create mechanisms by which they can be accountable to clientele they serve during normal times. This may help in building their goodwill and economic interests in long term.

## **Annexures**

- Annexure 1:** Hazard, Vulnerability, Risk, Capacity And Resource Assessment Questionnaire
- Annexure 2:** INDIA – RAPID Needs Assessment Format -DISTRICT (Sphere India)
- Annexure 3:** INDIA – RAPID Needs Assessment Format - VILLAGE (Sphere India)
- Annexure 4:** Format for Damage & Loss Assessment (Sikkim Government)
- Annexure 5:** Multi Hazard Risk Vulnerability Assessment of Sikkim (Sikkim Government)
- Annexure 6:** Damage Assessment and Compensation for Animal Welfare (WAP)
- Annexure 7:** Check List for Natural Disaster Impact Assessment (Sikkim Government)
- Annexure 8:** Norms of assistance of NDRF and SDRF( Sikkim Government)
- Annexure 9:** Guidance Note- Village & District Level Assessment Formats (Sphere India)
- Annexure 10:** TOR Template- RAPID Needs Assessment Format (Sphere India)
- Annexure 11:** INTIAL RAPID ASSESSMENT FORMAT (IASC)
- Annexure 12:** INTIAL RAPID ASSESSMENT FORMAT GUIDANCE NOTE (IASC)
- Annexure 13: Minimum Standards in Humanitarian Response in India**

- A-** Minimum standards for immediate relief under Food and Nutrition
- B-** Minimum standards to be followed under immediate relief under WASH Sector
- C-** Minimum standards to be followed under immediate relief under Shelter Sector
- D-** Minimum standards to be followed under immediate relief under Protection and Education Sector
- E-** Minimum standards to be followed under immediate relief under Health Sector

### **Annexure 14:**History of disasters in Sikkim

- Earthquake
- Fire (Including Forest Fires)
- Landslide

### **Annexure 15:**Do's and Don'ts for various Hazards

### **Annexure 16:** Hazard wise alert and warning mechanism.

**\*\* These annexures are available in the vol-3 "Checklists, formats and resource database"**

Secretary/Relief Commissioner, Land Revenue & Disaster Management  
Gangtok (Sikkim)

Phone: +91-3592-202664|Fax: +91-3592-201145/ 202932| E-mail: [ccs-lr-sik@nic.in](mailto:ccs-lr-sik@nic.in)