

Relief Commissioners Conference

26th May, 2011

F.No.32-4/2011-NDM-I
Government of India
Ministry of Home Affairs
Disaster Management Division

Lok Nayak Bhawan, New Delhi

Dated, the 3rd May, 2011

To

**The Relief Commissioner/Secretary,
Department of Disaster Management,
(All States/ UTs)**

Subject: Annual Conference of Relief Commissioners/ Secretaries Department of Disaster Management of States/UTs to review the state of preparedness for South West Monsoon 2011 – on 26th May 2011 in Hall No. 4 (FF) at Vigyan Bhawan, New Delhi.

Sir/Madam,

I am directed to state that this year Annual Conference of Relief Commissioners/ Secretaries, Department of Disaster Management of States/UTs, to review the status of preparedness for South West Monsoon 2011, will be held on 26th May 2011 in Hall No.4 (FF) at Vigyan Bhawan, New Delhi. A copy of the programme is **enclosed**.

2. The State Governments/ UTs are requested that a concerned senior officer from your State/ UT may please be nominated to participate in the said Conference and information on officer participating in the Conference as well as details of those officers who can be contacted during emergencies situation may also be provided. For this purpose, format has been devised and is **enclosed** which may kindly be completed and forwarded to the undersigned **by 10th May 2011** positively so that a consolidated list of participants could be compiled for the conference. The said information may also be sent through e-mail at the address: dirdm1@nic.in or todm@nic.in

3. A check list of on status of preparedness by the State Government/ UT in the context of preparedness for southwest monsoon 2011 is also **enclosed**. State Government/ UT are requested to provide necessary item-wise feedback thereon by 10th May 2011.

4. This is also uploaded on our website www.ndmindia.nic.in .

Yours faithfully,

(Dev Kumar)

Director (NDM-I)

Telefax : 24642853/ Fax: 24603033

[email: dirdm1@nic.in](mailto:dirdm1@nic.in)

Encl: As above.

Annual Conference of Relief Commissioners/ Secretaries, Department of Disaster Management of States/ UTs - 2011

Date : 26th May 2011

Time : From 0830 Hours

Venue: Vigyan Bhawan, Hall No. 4 (FF), New Delhi

Sl. No.	Item	Time
1	Registration	0830 – 0930
	Inaugural Session	
2	Welcome Address – JS (DM)	0930 -0935
3	Key Note Address – Secretary (BM)	0935 -0945
4	Inaugural Address – Union Home Secretary	0945 -0955
5	Presentation by JS (DM) on “Disaster Management in India and related issues to be addressed.	0955 – 1025
6	Tea Break	1025 -1040
7	Presentation by IMD on “ Forecast of South-West Monsoon 2011, Cyclonic system and IMD’s Future Plans for Enhancement of its Forecasting capabilities”	1040 – 1100
8	Presentation by CWC on “Flood Forecasting Warning Mechanism”.	1100 -1120
9	Presentation by Indian National Center for Ocean Information Service (INCOIS) on “Tsunami Forecasting and Warning mechanism”.	1120 – 1140
10	Presentation by M/o Statistics & Programme Implementation on “Submission of Disaster Statistics”.	1140 – 1155
11	Presentation by National Disaster Response Force (NDRF) on “Preparedness of NDRF for deployment for rescue & relief operation during disaster period, mock drills and raising Plan”.	1155 – 1210
12	Presentation by National Institute of Disaster Management (NIDM) on ‘Capacity Building for Disaster Management in the country regarding training of manpower, ATIs performances and others related issues.	1210 – 1230
13	Discussion & views of States/ UTs	1230 – 1310
14	Concluding remarks – Secretary (BM)	1310 – 1320
15	Vote of Thanks -	1320 – 1325
16	Lunch Break	1325 - 1400

Annual Conference of Relief Commissioners/Secretaries of Departments of Disaster Management of States/UTs -2011

Information on officer participating in the Conference as well as concerned officer handling Disaster Management in the State.

Name of the State/UT-----

S. No.	Item	To be filled up by States/UTs					
1.	Name and Designation of the Officer(s) who will be participating in the Conference	Name _____ Designation _____ Tele No: Office Ph. : ----- Fax : ----- Residence: ----- Mobile : -----					
2.	Name, designation, telephone number of the following officers who can be contacted during emergencies :						
		Name/ Address	Tel (O)	Tel (R)	Mobile	Fax No.	Email
	Chief Secretary						
	Relief – Commissioner/Secretary, Department of Disaster Management						
	Secretary (Revenue)						
	Nodal Officer						
3.	Telephone number, fax number of the Control Room at State HQrs.	Telephone No. _____ Fax No. _____ Email. _____					

Signature:
Name & designation of the officer

Check List for seeking information from the State Government in the context of preparedness for South Monsoon-2011.

1. Vulnerability Assessment

Whether a profile of the various districts vulnerable to different disasters has been prepared. This includes vulnerability assessment, past history, geographical feature and the impact and intensity as also the damage of the past disasters. Based on this, whether a list of most vulnerable village-district wise has been prepared.

2. Dissemination of Warning System:

Whether a review of the existing Warning and Forecasting System has been made in the context of floods, heavy rains, cyclone, landslides, avalanches and Tsunami in association with concerned Departments of the State Government and the Government of India office located in the State. This includes India Meteorological Department (IMD), Central Water Commission, Indian National Centre for Ocean Information Service (INCOIS), Geological Survey of India (GSI), Snow & Avalanche Study Establishment, All India Radio, T.V., Electronic media, local sirens and other traditional means.

3. Emergency Response Activities:

i) Coordination: Whether State and District level coordination Committees have met and reviewed the preparedness with all concerned.

ii) Rapid Damage Assessment: Whether the mechanism for rapid assessment of damage has been put in place. The rapid damage report is required to be prepared immediately and forwarded to all concerned including State Government and Control Room of Ministry of Home Affairs (MHA).

iii) Maintenance of Essential Services: During disasters like flood, heavy rains, cyclone, the first causality is the essential services line Power, Tele Communications, Roads. Whether coordination meeting has been organized with these Departments to ensure the immediate restoration of these services in the event of disruption due to floods, cyclone.

iv) Stocking of essential commodities: Whether adequate stocks of essential commodities like food grains, kerosene oil, salt, edible oil etc., have been made at different places.

v) Medicines: Whether review of availability of essential medicines, needed in the wake of floods and heavy rains for likely diseases like diarrhea have been adequately stocked at various vulnerable centres.

vi) Arrangements of Drinking Water: Whether position has been reviewed with all concerned for ensuring supply of safe drinking water during crisis period. This includes transportation of drinking water.

vii) Temporary Shelters/Relief Camps: A list of the shelters identified for organizing relief camps for persons evacuated from the low lying areas has been made. Whether adequacy of these shelters has been reviewed and Plan for putting up temporary shelters put in place. These include arrangements for organizing relief camps like provision of essential food, drinking water supply, sanitation, medicines etc. Whether provision of shelter material like tarpaulin, tents have been reviewed.

4. **Pre-Contract**: Whether a list of relief material required during emergency response phase has been prepared based on the past experience. This Ministry had advised the State

Government to enter into pre contract for the items which are not available with the State Government and required in bulk. This will ensure the timely availability of relief items.

5. **Evacuation Plan:** Based on the vulnerability assessment, whether evacuation plan for the persons residing in the low lying areas has been drawn up. These include identification of places, means of transportation, evacuation route.

6. **Activating of Control Rooms:** Whether Control Rooms at vulnerable districts and State Headquarters have been activated with adequate number of trained personnel and equipment.

7. **Search and Rescue Teams:** How many search and rescue teams in the State have been trained and equipped for floods/heavy rains. Whether the procedure for their deputation at short notice has been finalized. Whether Search & Rescue Teams of your State can be deputed to the neighboring State, during crisis period?

8. **Installation of Public Utility Four Digit Code Telephone:** The State Governments were requested to install Public Utility Four Digit Code Telephone at the office of the Relief Commissioner and District Collectors. The existing norms for assistance from CRF/ NCCF were modified to provide installation of Public Utility Four Digit Code Telephone (calls not metered) out of the corpus of CRF. The State Governments are requested to indicate the status of installation of these telephones at the State/district headquarters.

9. **Emergency Support Function (ESF Plan for Emergency Response in States/UTs):** Ministry of Home Affairs had requested all the States/UTs to draw up a ESF Plan based on the model ESF Plan formulated at National level. This Plan was required to be reviewed periodically. Whether State Government has formulated the ESF Plan, if yes, a copy of the same may be sent to the Ministry of Home Affairs (MHA). If not, the latest status in the matter may be indicated.

10. **Transparency in Relief Operations:** The Ministry of Home Affairs, had been requesting the State Governments that a list giving the details of the beneficiaries with their name and address along with quantity/volume and quality of relief distributed may be prepared and made available to the local representatives of the public in Panchayats and Municipalities. The consolidated list should also be maintained and displayed at the block level/ Taluka levels and made available to general public on demand on nominal charges of Rs.10/-. The State Governments are requested to indicate the action taken in the matter.

11. **Identification of Nodal Officers:** Whether a list of nodal officers in various concerned Departments of the State Governments and Government of India located in that State has been made. These list of required to made activity/sub-activity wise. The Name, Designation, Telephone Nos., Fax No. and E-mail address of identified nodal officer is to be prepared, printed and circulated to all concerned.

12. **Preparedness Drill:** The State Government is required to organize preparedness drill and to carry out mock exercise. Whether such exercises have been carried out by the State Government during current year based on the field experience and lesson learnt from previous disaster.

13. **Status of State Disaster Response Fund (SDRF):** In view of the provision of Section 48 of the Disaster Management Act, 2005 and the recommendation of 13th Finance Commission, Government of India has requested to all State Government for constitution and notification of State Disaster Response Fund (SDRF) by respective State.

- (i) Whether State Disaster Response Fund (SDRF) has been duly notified and constituted in the Public Account by the State Government in accordance with the Guidelines on Constitution and Administration of the State Disaster Response Fund issued by the Government of India under O.M. No. 32-3/2010 – NDM-I, dated 28th September 2010.
- (ii) Whether the creation of the SDRF duly certified by the Accountant General (A&E) of the State has been furnished by the State Government to the Government of India.

14. **Status of Capacity Building for Disaster Response Fund:**

- (i) Whether the SEC approved working annual plans and utilization of previous installment released has been sent to GOI, as per requisite format.
- (ii) Whether State has submitted SEC approved perspective plan for 2010-15 to the Ministry of Finance and Ministry of Home Affairs.
