

No.31-29/2003-NDM.I  
Government of India  
Ministry of Home Affairs  
(NDM Division)

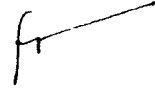
North Block, New Delhi  
Dated the 15<sup>th</sup> September,2003

### OFFICE MEMORANDUM

**Subject: Emergency Support Functions (ESF) Plan 2003.**

A meeting was held under the chairmanship of Secretary (BM) at 11.30 hrs. on 8<sup>th</sup> September, 2003 with the Central Government Ministries in connection with Emergency Support Function Plan for providing emergency support to MHA in the event of disasters.

2. Minutes of the meeting along with the draft format of the Emergency Support Function Plan are enclosed for further necessary follow up action.



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Distribution:

1. Ministry of Health & Family Welfare (Shri J.V.R. Prasada, Secretary)
2. Ministry of Railways (Shri R.K. Singh, Chairman, Railway Board)
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9. Ministry of Power (Shri R.V. Shahi, Secretary)
10. Deptt. of Drinking Water Supply (Shri P. Mohandas, Secretary)
11. Deptt. of Urban Employment & P.A. (Shri L.M. Mehta, Secretary)
12. Director General, India Meteorological Department (Dr. R.R. Kelkar)
13. Central Water Commission (Shri M.K. Sharma, Chief Engineer)
14. Director General, DGS&D

Copy to: Sr.PPS to HS/PPS to Secretary(BM)/JS(NDM)/Director(NDM-I)/ Master folder

**Brief record of discussions of the meeting held under the chairmanship of Shri Pratyush Sinha, Secretary (BM) at 11.30 hrs. on 8-9-2003 to review the formulation of Emergency Support Function Plan by the Ministries/ Departments concerned of the Government of India.**

A meeting was held under the chairmanship of Shri Pratyush Sinha, Secretary (BM) at 11.30 hrs. on 8-9-2003 to review the formulation of Emergency Support Function Plan by the Ministries/Departments concerned of the Government of India for providing emergency support to the Ministry of Home Affairs in the wake of natural or man made disasters.

2. The list of participants is annexed.
3. Initiating the discussions, Secretary (BM) said that the Ministry of Home Affairs is the nodal Ministry for coordinating relief and response in the event of disasters. Emergency support of other Central Ministries/Departments was necessary for effective and efficient coordination. He further stated that whereas the Ministries have their designated roles for certain types of disasters, the purpose of the present meeting was to underline their support functions for other types of disasters. He informed the participants that in order to facilitate the preparation of a response plan by various departments, the Ministry of Home Affairs had prepared a draft for an Emergency Support Function Plan. The draft was an illustrative and the Ministries could make some modifications to ensure that all necessary information and details were incorporated in it. The draft format was circulated in the meeting and was discussed. After deliberations the following action points emerged:-

- (a) The representatives of the Ministries agreed that the draft format of the Emergency Support Function Plan 2003 was quite comprehensive and that they would be able to complete the details within the given time frame.

- (b) As each Ministry has a different role and responsibility, the draft format could be modified to ensure that all information and details were incorporated into it.
  - (c) The Ministries will identify the resources which are required to be pre-contracted and incorporate those details also into the plan so that in the event of an emergency the supplies/deployment of resources could be ensured timely.
  - (d) The Ministry of Railways needed assistance of MHA in the event of railway accidents of a larger magnitude. A communication in this regard will be sent by the Railways separately to MHA.
  - (e) The Emergency Support Function (ESF) Plan, 2003 will be sent to the Ministry of Home Affairs by all Ministries/Departments concerned latest by 30<sup>th</sup> October, 2003.
4. Concluding the discussions, Secretary (BM) emphasized the need for preparedness on the part of the Central Government to meet any emergency and advised the representatives of the Ministries to prepare their plan as quickly as possible.
5. The meeting concluded with a vote of thanks to the Chair.

LIST OF PARTICIPANTS.

Annexure

Sl. No.	Name, Designation and Ministry/department.	
1.	Shri Pratyush Sinha, Secretary(BM), MHA.	Chairman
2.	Shri A.K Srivastva, JS(CS), MHA	
3.	Shri Arvind Joshi, JS(G), Ministry of Defence.	
4.	Shri Rakesh Behari, JS & Mission Director, Rajeev Gandhi National Drinking Water mission, Deptt.of Drinking Water Supply.	
5.	Shri S.K Swami, Director(NDM I)MHA	
6.	Shri Arun Arora, Director, Ministry of Railway.	
7.	Shri S. Jagannathan, Director Ministry of Food.	
8.	Shri R.C. Gupta, Executive Director, Air Port authority of India.	
9.	Shri. S.K. Jayaswal, Director, Ministry of Power.	
10.	Shri B.M Das, Director, EMR, Ministry of Health, Family & Welfare.	
11.	Shri S.K Agrawal, Chief Engineer (FM), Central Water Commission.	
12.	Shri P.Ganesh, DOT, Ministry of Communication.	
13.	Shri S.K Subramaniam, Deputy Director General, IMD.	
14.	Shri N.J Singh, Director(FMP), Central Water Commission.	
15.	Shri Arun Sahdeo, Deputy Commandant, CISF.	
16.	Shri V.P Pasrija, Assistant Director (NDM)	

**Government of India**  
**Ministry of-----**

**Subject: EMERGENCY SUPPORT FUNCTIONS (ESF) PLAN 2003.**

**Emergency Support Functions (ESF)**

1. The Ministry of----- will provide emergency support to the Ministry of Home Affairs in the event of natural or man-made disasters in regard to the following:-

(a)	
(b)	
(c)	
(d)	

**Nodal Officers**

2. The details of Nodal Officers and the Alternate Nodal Officers for the purpose of coordinating Emergency Support Functions with Ministry of Home affairs are as under:-

**Nodal Officer**

Name/Designation/Office address/Residential address	Phones with STD code e-mail
	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)

**Alternate Nodal Officer**

Name/Designation/Office	Phones with STD code
-------------------------	----------------------

address/Residential address	e-mail
	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)

### Quick Response Team (QRT) at the HQs

3. The Ministry has set up the Quick Response Team (QRT) at the HQs for emergency response and the details of the Team and the task assigned are given in the attached Form No. *ESF-02*

4. The Ministry has designated the following Field Offices for providing Emergency Support Functions:-

### Field Offices

S.No.	Location	Postal Address	Phone/Fax
1			
2			
3			

5. The details of the **Designated officers** in the above field offices who will be coordinating the emergency support functions are given in the attached Form No. *ESF-04*.

### Quick Response Teams (QRTs) at the Field Level

6. The Ministry has set up the Quick Response Teams (QRTs) at the field levels for emergency response and the details of the Teams and the task assigned are given in the attached Form No. *ESF-03*

## Resource Inventory

7. The Ministry will be in a position to make available the following type of equipment/material/ technical manpower and services :-

<b>Material/Description</b>	1
	2
<b>Equipment/Description</b>	1
	2
<b>Manpower</b>	1
	2
<b>Services</b>	1
	2

8. The details of the above resources are given in the attached Form No. **ESF-05**.

9. It is certified that the aforesaid resources (manpower, services, material and equipment) are considered adequate for accomplishing the Emergency Support Functions assigned to this Ministry.

10. It is certified that in addition to above resources this Ministry has entered in to pre-contracts for supply of resources are given in the attached Form No. **ESF-06**.

11. This Ministry has issued authorization vide Order NO.-----dated the -----, as at Form No.**ESF- 07** in favour of the nodal officers and the designated officers to deploy the resources in the event of disasters and in accordance with the requests received from the Ministry of Home Affairs

12. The Emergency Support Functions (ESF) Plan has been last updated on -----  
--(dd/mm/yy)

*Authorised signatory*  
*Name*  
*Designation*  
*Date*

**Government of India**  
**Ministry of-----**

**Quick Response Team (QRT) at the HQs**

<b>Name/Designation/Office address/Residential address</b>	<b>Phones with STD code e-mail</b>
<b>Team Leader</b>	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
<b>Alternate Team Leader</b>	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
<b>Member-1</b>	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
<b>Member-2</b>	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
<b>Member-3</b>	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
<b>Member-4</b>	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
<b>Member-5</b>	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)

**The task assigned are.....**



**Government of India**  
**Ministry of-----**

**Quick Response Teams (QRTs) at the Field Level**

Field Office \_\_\_\_\_ (separate for each field office and numbered as *ESF03.1*, *ESF03.2* so on)

Name/Designation/Office address/Residential address	Phones with STD code e-mail
<b>Team Leader</b>	(O)
	(R)
	(Fax)
	(Mobile)
<b>Alternate Team Leader</b>	(e-mail)
	(O)
	(R)
	(Fax)
<b>Member-1</b>	(Mobile)
	(e-mail)
	(O)
	(R)
<b>Member-2</b>	(Fax)
	(Mobile)
	(e-mail)
	(O)
<b>Member-3</b>	(R)
	(Fax)
	(Mobile)
	(e-mail)
<b>Member-4</b>	(O)
	(R)
	(Fax)
	(Mobile)
<b>Member-5</b>	(e-mail)
	(O)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
	(O)

**The task assigned are.....**

**Government of India**  
**Ministry of-----**

**List of Designated Officers of Field /Regional Offices**

S.No.	Field Office address	Name/Designation/Residential address	Phones with STD code e-mail
1			(O)
			(R)
			(Fax)
			(Mobile)
			(e-mail)
2			(O)
			(R)
			(Fax)
			(Mobile)
			(e-mail)
3			(O)
			(R)
			(Fax)
			(Mobile)
			(e-mail)
4			(O)
			(R)
			(Fax)
			(Mobile)
			(e-mail)
5			(O)
			(R)
			(Fax)
			(Mobile)
			(e-mail)
6			

Government of India  
Ministry of-----

Resource Inventory

S.No.	Men/Material/equipment/Services Description/specification	Qty in Nos	Qty in Wt./ Vol.	Availability Location
1	Manpower			
2	Services			
3	Material			
4	Equipment			



F.No. -----  
Government of India  
Ministry of -----

**ORDER**

**Subject: Deployment of resources in the event of disasters- authorization thereof as per the ESF Plan –2003**

The undersigned is directed to say that the Ministry of Home Affairs is the nodal Ministry for coordinating relief and response in the event of both natural and manmade disasters, as per the Allocation of Business Rules. In the event of a disaster, this Ministry is required to provide the emergency support to the Ministry of Home Affairs in regard to the functions listed in the ESF Plan –2003 of this Ministry.

It has accordingly been decided ,with the approval of the competent authority ,to authorize the nodal officers and the designated officers in the field offices of this Ministry to deploy resources in the events of disasters and in accordance with the requests received from the Ministry of Home Affairs as per ESF-Plan 2003.

In case the resources are likely to be deployed for a period exceeding 72 hours , then the officers concerned will obtain necessary approvals of the competent authority for continued deployment. In such a situation necessary approvals may also be obtained for procurement and deployment of pre-contract resources, as the need may be.

( )  
Deputy Secretary to the Govt. of India  
Phone: ..... (O)/.....®  
Fax: .....  
E.mail.....

**Distribution**

1. Nodal Officers
2. Designated Officers in the field offices.
3. Joint Secretary (NDM) and Central Relief Commissioner, Ministry of Home Affairs, North Block, New Delhi.

**Copy to:-**

PS to Minister In-charge of the Ministry.  
Sr.PPS to the Secretary of the Ministry.  
Other concerned Officers.