



DISASTER MANAGEMENT PLAN

2019



**SCHOOL & MASS EDUCATION DEPARTMENT
GOVERNMENT OF ODISHA**

Chapter- I

Introduction –

Odisha is situated in the eastern part of the country. The State has an area of 1, 55,707 km² and extends for 800 KMS from North to South and 500 kms from east to west. Its coast line is 480 kms long.

Odisha being in the sub-tropical littoral location is prone to tropical cyclones, storm surges and Tsunamis. The state is also vulnerable to floods from major river systems and severe drought incase failure of monsoon. Besides, the State is also vulnerable to earthquake as most parts of the State come under Earthquake Risk zone-II and Earthquake Risk zone-III.

The history of disasters substantiates the fact that about 80% of the State population is prone to one or more forms of natural disasters resulting to loss of life, life stock, crops and agricultural implements. Besides this, there is also manmade disasters.

1.1 Profile of the Department –

School & Mass Education Department was created as a separate Department in January 1993, to look into the issues pertaining to Elementary Education, Secondary Education, Teachers Training, Sanskrit Education, Computer Education, Special Education and Mass Education in the State. The provision of funds for the development of these sectors is being made keeping in view the availability of State resources for education sector and assistance from the Central Government under various schemes such as:-

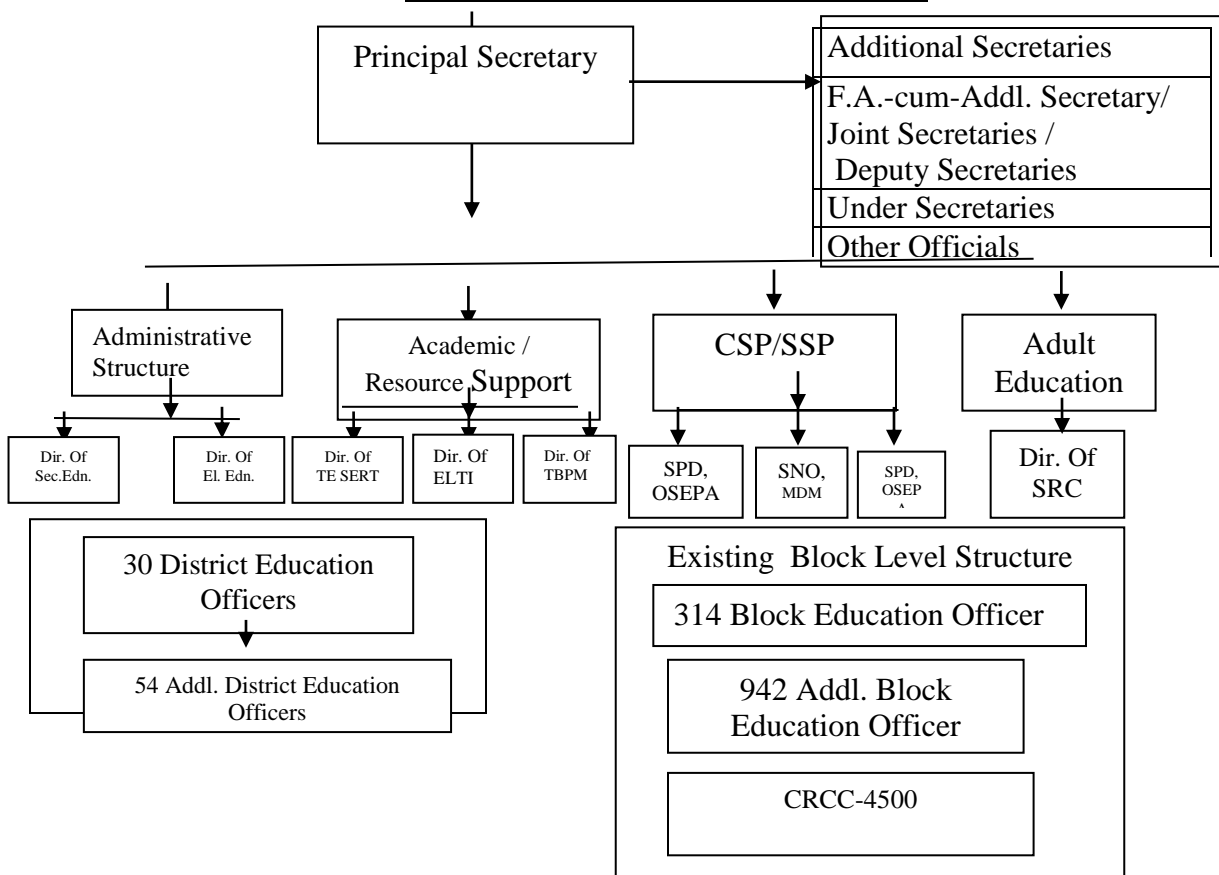
- a) Right to Education- Sarva Sikshya Abhiyan(RTE-SSA)
- b) Rastriya Madhyamika Sikshya Abhiyan (RMSA)
- c) Mid-Day Meal Programme (MDM)
- d) Sakshar Bharat
- e) Teacher Education
- f) Odisha Adarsha Vidyalaya

1.3

DISTNAME	Primary							Upper Primary							Secondary						
	S&ME	SC/ST	Aided	Pvt. Unaided	Pvt. Unrecognised	central + Others	Total	S&ME	SC/ST	Aided	Pvt. Unaided	Pvt. Unrecognised	central + Others	Total	S&ME	SC/ST	Aided	Pvt. Unaided	Pvt. Unrecognised	central + Others	Total
ANGUL	879	26	0	51	47	1	1004	523	15	36	65	28	1	668	133	4	113	28	1	3	282
BALASORE	1486	18	9	46	126	1	1686	771	19	245	98	100	6	1239	254	4	255	36	13	3	565
BARGARH	892	50	2	8	38	0	990	595	32	50	32	49	1	759	154	4	147	35	3	2	345
BHADRAK	1053	6	17	52	45	0	1173	539	2	92	70	43	1	747	177	1	140	29	2	6	355
BOLANGIR	1267	2	1	22	32	0	1324	795	26	15	64	18	3	921	202	7	150	36	1	4	400
BOUDH	490	6	0	13	10	0	519	277	5	1	23	7	0	313	44	3	30	4	0	2	83
CUTTACK	1348	8	10	18	144	1	1529	597	14	92	48	235	4	990	303	3	167	41	37	8	559
DEOGARH	338	0	0	4	23	0	365	199	7	17	10	4	0	237	41	1	44	5	1	2	94
DHENKANAL	804	13	0	11	59	0	887	523	21	65	57	26	3	695	146	4	107	15	5	2	279
GAJAPATI	695	20	1	10	15	0	741	432	33	4	28	9	1	507	123	16	20	9	1	4	173
GANJAM	2138	22	4	123	24	4	2315	957	19	82	238	25	1	1322	406	1	223	58	3	8	699
JAGATSinghPUR	884	0	8	22	66	1	981	335	2	67	94	58	1	557	166	1	122	19	5	3	316
JAJPUR	1247	4	34	44	84	0	1413	610	17	155	118	48	2	950	222	5	226	28	3	2	486
JHARSUGUDA	359	7	2	8	17	0	393	217	26	19	16	26	3	307	64	3	38	23	6	3	137
KALAHANDI	1569	1	0	13	56	0	1639	641	23	32	57	39	0	792	188	18	114	28	10	3	361
KANDHAMAL	1068	23	3	11	18	0	1123	613	74	6	17	11	0	721	109	32	66	14	0	3	224
KENDRAPARA	1103	5	23	37	51	3	1222	538	4	101	92	42	0	777	198	0	162	13	3	2	378
KEONJHAR	1641	4	3	34	97	0	1779	770	55	114	86	45	3	1073	216	27	198	60	14	5	520
KHORDHA	875	2	10	56	111	4	1058	424	15	52	195	141	7	834	192	2	99	71	16	15	395
KORAPUT	1562	62	21	22	20	26	1713	748	53	5	31	9	3	849	203	39	36	29	0	7	314
MALKANGIRI	860	1	2	13	0	0	876	343	54	4	20	0	0	421	85	18	25	6	0	5	139
MAYURBHANJ	2752	3	5	26	101	2	2889	1069	97	73	54	112	1	1406	309	52	226	20	45	9	661
NABARANGPUR	1184	4	10	16	10	0	1224	527	50	3	30	4	1	615	145	27	50	10	0	3	235
NAYAGARH	690	7	0	49	16	0	762	322	20	43	62	13	0	460	146	4	75	17	1	2	245
NUAPADA	540	8	0	11	10	2	571	380	30	24	24	13	1	472	69	8	69	11	6	4	167
PURI	1185	3	2	44	59	1	1294	600	4	118	95	53	2	872	192	1	145	31	5	4	378
RAYAGADA	1253	56	0	30	6	0	1345	519	47	1	45	9	0	621	151	30	26	24	0	3	234
SAMBALPUR	816	23	9	9	42	0	899	417	19	22	53	52	1	564	114	11	72	23	13	3	236
SONEPUR	549	2	0	11	26	0	588	322	8	21	27	22	1	401	69	1	48	23	3	2	146
SUNDERGARH	1410	60	134	51	92	21	1768	721	28	46	64	64	6	929	216	38	127	68	8	9	466
	32937	446	310	865	1445	67	36070	16324	819	1605	1913	1305	53	22019	5037	365	3320	814	205	131	9872

1.4 The business of the Department is mostly Governed under **Odisha Education Act 1969** and amendments thereof. Apart from above there are so many Rules, Notifications and Resolutions which are compiled in a book-let named as **Compendium of Important Circulars**.

**ORGANISATIONAL STRUCTURE
Minister School & Mass Education**



1.6 The S&ME Department is preparing updated Department Disaster Management Plan every year and get approval of OSMA.

Sl.No.	Mandate	Assigned to
1	Development of the plan	S&ME Deptt.
2	Approval of the plan	Secretary of S&ME Deptt.
3	Dissemination of plan to Stakeholders	S&ME Deptt.
4	Implementation	DEOs, DPCs & BEOs
5	Review and updating	S&ME Deptt.(ref. table-

SI No.	Activities to be done	Timeline
1	Consultation within the department and with important stakeholders	1 st week of January
2	Collection of all relevant information and preparation of the draft plan.	By 3 rd week of January
3	Chalking out the financial requirement for implementation of the plan and its incorporation in the Departmental Budget	Last week of January
4	Draft sharing at the department level	1 st week of February
5	Necessary modification and corrections	2 nd week of February
6	Finalization of the Departmental Disaster Management Plan at the Department level and submission of a copy to SDMA	Last week of February
7	Approval by State Disaster Management Authority (SDMA)	By March

CHAPTER-II

2.1

Sl. No .	Year	Disaster event / Incident	Location / Affected Districts / Area	Loss of Life	Damage to infrastructure	Other losses 1 (to be specified)	Other losses 2 (to be specified)
1.	1999	Super Cyclone	Name of the 14 Districts of Costal Odisha	No	Most of the School Buildings	Loss of Furniture's, Books	NA
2.	2013	PHAILIN	Ganjam, Gajapati, khurda, Puri	No	Most of the School Buildings	Loss of Furniture's, Books	MDM Food Stuff

2.2 Emerging concerns:-

- i. making school disaster free.
- ii. Safety of children in respect of in & out door hazards .
- iii. Barrier free education.

2.3 Hazards and Vulnerability mapping

2.3.2. Vulnerability of the Department to various hazards

Type of hazards	Area / Institutions
Natural Disasters	
Cyclone,	Mainly in coastal areas – affecting the educational institutions in the district like Balasore, Ganjam, Bhadrak, Puri , Jagatsinghpur, Khurda,Kendrapara, Jajpur, Gajapati.
TSUNAMI	Mainly in coastal areas – 08 districts as above
Flood	In the catch mate areas of major rivers flowing in the state as reflected above and in hilly districts like Malkangiri, Kalahandi, Koraput, Bolangir, Boudh, nayagarh,

	Sambalpur, Keonjhar, Mayurbhanj
Land Slide	In hilly areas like Malkangiri, Koraput, Kalahandi, Rayagada, Kandhamal, Keonjhar
Earth quake	In pockets of seismic zone II & III (Low & Moderate damages risk zone-Bhubaneswar, Cuttack, Angul, Sambalpur, Sundargarh, Dhenkanal etc.
Other Disasters	
Food Poisoning/ Adulteration/ Contamination	Applicable to educational institutions where running MDM
Collapse of unsafe building	Due to carelessness for using unsafe school buildings.
Drowning	Drowning in the ponds at the time of washing hands after MDM.
Fire	Applicable to educational institutions where

2.3.3. Risk analysis

Gaps in the existing capacity;

To provide safe building to each school, hygienic toilets, cleaned drinking water, fire proof equipments and regular health check up of the children, flagship programmes like SSA, RMSA, NRHM, and RMSA are meeting the needs every year and bridging the gaps.

1. **Risk Analysis** – calculating risk which various hazards / disaster can cause to department keeping in view its vulnerability and capacity.

The school buildings have been constructed strictly keeping in view GIS mapping and its vulnerability.

In collaboration with Health Department, regular health check-up of students are conducted in each school. The children are also given tips towards their health as preventive towards Malaria, Diarrhea & Dengue. Detailed guidelines called “Quality Midday Meal Protocol” has been issued to all concern to serve quality Midday Meal to the students. All precautionary measure are taken under MDM programme to check food poisoning.

The electricity Sub-Stations within the school campus and electric line running over the schools are being shifted by energy Department for safety of the children.

Similarly, instruction has been issued to shift the mobile tower from the school campus.

Chapter-III

Capacity-Building Measures

3.1 Gaps in the Existing Capacity of the department.

There is no specific and dedicated capacity building framework for District level and block level functionaries for Disaster Management. The capacity building of District level and block level staff will be planned.

3.2 Existing Human Resources in the department trained on Disaster Management (State, District & Block).

Sl. no.	Category	Total Staffs	No of trained personnel on DM			
			Basic	ToTs	MoTs	Total
1	Administrative Staffs/Officers	1420	Nil			
2	Project staff	300				
3	Accounts and Clerical Staffs	1742				
4	Support Staffs	868				

3.3 Capacity-Building Plans

Following tables are some indicative Capacity Building Plans of departments like (Agriculture, Health, Water Resources and Education). Concerned departments may chalk-out their CB plan as per the below table;

D). Education

Sl No.	Training Programmes on	Key Components/Topics	Target Audience
1	Importance of School safety and safe education	General orientation and sensitization on DM and DRR related issues. Safety in schools, School Safety plans, mock drills at schools (FA and S&A), IEC, DM in school curriculum, hands on training on operation of fire equipments.	Officials of Education departments , W&CD departments, teachers, students
2	Training of teachers and parents for effective inclusion of DRR and CCA in education	Awareness and sensitization of teachers and parents towards impacts of DRR and CCA and importance of its knowledge.	Officials of Education departments , W&CD departments, teachers, students
3	Need of DRR and CCA oriented education at all levels	Inclusion of DRR and CCA in general educational curriculum so that children are sensitized at all levels towards the impounding impacts of climate change and Disaster risks.	Officials of Education departments , W&CD departments, teachers, students
4	General awareness and sensitization on DM	General orientation and sensitization on DM, Safety of Institutions, survival skills, S&A and FA	Students, teachers, NCC, NSS volunteers, Scouts and Guide

3.3.1 Capacity- Building Programmes at different level

3.3.2 State level Capacity-Building Plans; **-State Project Office OSEPA**

SI No.	Training for	Programmes
1	Addl. Secy, Joint Secy, Dy. Secy, Under Secy, DO , SO, ASO, State Project Director, Additional Director, Deputy Directors, Assistant Directors and Coordinators/FCs/TCs	Training cum awareness programme at state level for better supervision, monitoring and taking preventive measures.

3.3.3 District Level Capacity-Building Plans; **(District Project Offices)**

SI No	Training for	Programmes
1	All DEOs/DPCs, All Intervention Heads of DPO, All BEOs, ABEOS	Training programmes on effective management of disasters like cyclone/floods/Earth Quakes.

3.3.4 Community level Capacity-Building Plans;

SI No.	Training for	Programmes
1	SMC & SMDC Members	Public awareness programmes. Distribution of relevant posters, leaflets, pamphlets in simple Odia language.

3.4 Training Need Assessment of the Department

SI. no.	Category	Types of Training Requires (To be Specified)	Training Institutions
1	Policy Makers	<ul style="list-style-type: none"> Recognition or identification of risks Ranking or evaluation of risks Responding to significant risks Implementation of activities to control disaster Resourcing controls Reporting & monitoring risk performance Reviewing the Risk Management framework 	State Institute of Educational Management & Training (SIEMAT), Unit-V, BBSR/ELTI/ Gopabandhu Academy of Administration/OSEPA
2	Technical Staffs	<ul style="list-style-type: none"> Implementation of activities to control disaster Resourcing controls Reporting & monitoring risk performance Reviewing the Risk Management framework 	
3	Administrative Staffs		
4	Project Staffs		
5	Accounts and Clerical Staffs		
6	Support Staffs		

3.5 Capacity-Building of Stakeholders and Beneficiaries of the department.

Directorates under S&ME Deptt. and District level Offices like DPCs / DEOs & BEOs

3.6 Requirement of funds for capacity-building programmes

Sl. No.	Training Programmes	Unit Cost	Total no. of Programmes	Total Cost
1	• Pre-incident training and testing	Rs. 30000/-	3	RS. 90,000/-
2	• Communicating and incident assessment	Rs. 30000/-	2	RS. 60,000/-
3	• Prevention	Rs. 30000/-	3	RS.90,000/-
4	• Preparedness measures	Rs. 30000/-	3	RS. 90,000/-
	Total		11	Rs.3,30,000/-

3.7 Annual training calendar of the department

Sl. No.	Name of the Course/ Training Programme	Partici pants	Duration of the Training Programme	Month of Organization	Training Institutions	Remar ks if any
1	<ul style="list-style-type: none"> • <u>Pre-incident</u> training and testing • Communicating and incident assessment • Prevention • Preparedness measures 	All Staffs	2	July /August	Department al	

3.8 Table top Exercises

Table top exercise at Block Level in presence of DEOs

3.9 Mock Drills

(Note: Details of Mock-drills of the department may be elaborated)

Sl. No.	Mock Drills on	Participants	Month of Organization	To be organized by	Remark s
1	After the capacity building of staffs	Resource group members	June	State Project Office	
2	District level Cyclone mock drills	All district staff	June	OSDMA	

N.B: Not conducted

Chapter – 4:

Prevention & Mitigation Measures

4.1 Prevention & Mitigation Measures

- Existing measures

There is a telephone directory of the Headmaster of each School which is readily available in the BEO Offices and DEO Offices. Simultaneously, the telephone numbers of BEOs and DEOs are also available with the HMs.

S&ME Deptt. has already placed a Toll Free number at state level called as Students Help Line which is written in the walls of each school. The telephone numbers of nearby Hospital/Medical, Police Station, Fire Station are to be available and noted by the HM of the school. This will help to get immediate assistance for any disaster in the School.

S&ME Department has already issued specific guidelines for construction of buildings with disaster resistant structure. The civil wing staff at district level is regularly supervising the construction buildings to ensure the structure disaster resistance. Provision of funds for prevention of disaster, mitigation, capacity-building and preparedness;

There is already provision of funds under SSA & RMSA for construction of school building, additional class room after declaring unsafe buildings wherever. This is also provision of funds under MDM for provision of running water taps for hand washing of the children and construction of separate Kitchen room for preparation of MDM. Instruction have also been issued for construction of fire proof buildings provision of fire extinguisher and other accessories to immediate prevent fire accident. The buildings are so constructed, so that the student can escape from the doors immediately after any disaster in the building.

The management of the private school have also been instructed accordingly.

1. Drawing up mitigation, preparedness and response plans, capacity building, data collection and identification and training of personnel in relation to disaster management ;
2. S&ME Department has already prepared a data base of each school through U-DISE Programme along with the GIS. However, training of personnel in relation to disaster management is being planned.

3. Review the enactments administered by it, its polices, rules and regulation with a view to incorporate therein the provisions necessary for prevention of disasters, mitigation or preparedness ;

The RCFCE Act 2009 provides all weather building having barrier free access, separate toilet for boys and girls, safe and adequate drinking water, MDM kitchen, boundary wall and fencing etc. for security of the children. This has been codified in the Schedule at para 2 of RTE Act.

1. Provision of emergency communication in the affected areas ;

Emergency No of Police Station, Fire Station, Ambulance, Health Officer and District Collector Control Room have been made available to the School along with the Toll Free Number of Student Helpline to have immediate communication in case of any disaster. There is also telephone directory of containing all officers from State level to Cluster level for any emergency call from without affected area

2. Such other actions as may be necessary for disaster management.

NCC, Boys Scouts and Girls Guide have been specifically trained to embark upon rescue and relief operation at the time of necessity.

- Drawing up of prevention & mitigation plans (disaster Specific)

Govt. in S&ME Deptt. has already placed BEOs in each Block, three Asst. BEOs to assist him and CRCC at cluster level to mitigate any disaster immediately in the Schools.

All the school teachers/BEOs/ABEOs/DEOs at Block level and district level are to be properly trained to face any disaster and to mitigate it.

4.2 Ways & Means to prevent or reduce the impact of various disasters:

Sl. No.	Activity/ Project	Starting	Date of	Cost	Funding	Out Come
						(persons to be benefited/ vulnerability reduction of area)
		date	completion		source	
1	Rebuilding the structure and retrofitting (OPEPA & RMSA)	1996 / 2012	Continue	Rs	CSP	Safety of children
2	Earthquake resistance provisions	1996 / 2012	Continue	Rs	CSP	Safety of children
3	Drainage system shall be enhanced.	1996 / 2012	Continue	Rs	CSP	Safety of children

(To be submitted later)

Structural Measures:

Non-structural Measures:

Sl · N o.	Activity/ Project	Starti ng	Date of	Cost	Funding	Out Come (persons to be benefited/ vulnerability reduction of area)
		date	comple tion		source	
1	Improve response capacity –and communication capacity –	June, 2019 to Dec,2019		500,000/ -	Budget under Samagra Shiksha Abhiyan	Creation of awareness. Establishment of disaster management equipments. Reduction of adverse effects
2	Improve post-disaster assessment					
3	Communicate risk and mitigation measures to various stakeholders					
4	Creation of awareness and policies for alternate safe housing technology along with rainwater harvesting structures.					
5	Continued awareness campaign and encouragement for disaster-proof habitat planning at community level including shifting/relocating from hazard prone areas to safer places.					
6	Disaster management may be included as a part of school, curriculum starting from primary level.					
7	Conducting research on alternative cropping to reduce adverse affect due to flood, water logging or drought.					

Hazard- Specific Mitigation Actions:

In addition to the multi-hazard mitigation actions the following hazard specific mitigation actions should be taken depending on the vulnerability of the village/ block/ district.

Hazard	Structural Mitigation	Non- Structural Mitigation
Flood	<ol style="list-style-type: none"> 1. Construction, maintenance and protection of flood control structures like embankments, ring bunds, etc. 2. Dams and levees can also be constructed which can be used as temporarily storing space which reduce the chances of lower plain getting flooded. 3. Critical buildings as well as private houses in flood-prone areas should be constructed on an elevated area and if necessary on stilts and platform. 4. Construction of tube wells on raised platforms. 5. Construction of seed bank on higher ground. 	<ol style="list-style-type: none"> 1. Well maintained boats available at all time at Gram Panchayat level. 2. Crops that can be harvested before the onset of monsoon/flood season and crops that are flood friendly should be grown in the region 3. Awareness on flood-proof habitat planning with long term goal of flood plain zoning and rehabilitating all to safer zones.
Earthquake	<ol style="list-style-type: none"> 1. All buildings especially public building must have earthquake resilient features. 2. Building bye laws applicable for the specific earthquake zone of therein should be followed. 	<ol style="list-style-type: none"> 1. Awareness on building bye-laws applicable for the specific earthquake zone.
Drought	<ol style="list-style-type: none"> 1. Construction of irrigation channels. 2. Existing ponds to be cleaned and more ponds to be dug as part of MGNREGA activities in village 3. Sluice gates to be linked with ponds 4. Tube wells and dug wells to be built in villages 5. Construction and maintenance of grain banks on safer locations 	<ol style="list-style-type: none"> 1. Promotion and support for rainwater harvesting. 2. Awareness on government subsidy on bore wells and tube wells for irrigation purposes
Fire	<ol style="list-style-type: none"> 1. Establishment of fire stations as per Fire Safety Bye-laws 	<ol style="list-style-type: none"> 1. Promotion of usage of fuel blocks during summers to minimize cases of fire during summer 2. Awareness campaign on fire hazard and strategies to prevent fire incidents

Chapter – 5: Preparedness

This section should describe, in general, the capabilities and processes the department has in place to implement the range of preventive/ protective actions that may be required for various hazards. The preparatory activities listed below are activities that may be required to implement preventive/ protective actions in response to certain types of hazards.

5.1 Nodal person

Sl No.	Name & Designation of the Nodal person for Disaster Management in the Department	Contact No.	
		Office	Mobile
1	Sri Gangadhar Sahoo, Joint Secretary to Govt.	0674-2322733	9438423585

5.2 Emergency Operation Center (S&ME Department) – Nodal Officer is the emergency Operation for the Deptt.

5.3 Contact details of the Heads of the Department/Division

SI No.	Name of the District/Division	Name of the Nodal /Head	Contact No	
			Office (with STD code)	Mobile
1	DEO DPC Telephone No	Nodal Officer		
2	Satchidananda Behera	Nodal Officer	Deoangul02@gmail.com	9437126757
3	Hrusikesh kandi		deobalasore02@gmail.com	9437303801
4	Prakash Ku joshi		deobargarh03@gmail.com	9937670101
5	Sangram Sahoo		deobhadrak04@gmail.com	9861411926
6	Subodha Kumar Dash		deobolangir05@gmail.com	9438202467
7	Sibasankar Pradhan			9437242407
8	Niranjan Behera		deocuttack@gmail.com	9438179283
9	Pradosh Kumar Nayak		deogarh08@gmail.com	9439390547
10	Sudhananda Parida		deodhenkanal@gmail.com	7735673402
11	Sanjib kumar singh		deogajapati10@gmail.com	9778644319
12	Sri Sanatana Panda		deoganjangam@gmail.com	9437114952
13	Prativa Manjari Das		deojagatsinghpur12@gmail.com	9437533544
14	KRUSHNA CHANDRA NAYAK		deojajpur13@gmail.com	9437089771
15	Mitrabhanu Kachhap		deojarsuguda@gmail.com	9437082963

16	pradeep Kumar Nag	deokalahandi15@gmail.com	943712064
17	Bikash Chandra Pradhan	deokhandhmal16@gmail.com	9438391484
18	Udayanath Majhi	rockpebbles2010@gmail.com	9437449490
19	Kapilendra Mishra	deokeonjhar18@gmail.com	9438081100
20	Brundaban Satpathy	bsatpathy.100@gmail.com	9437113521
21	MARKAT KESHARI RAY	mk_ray@yahoo.com	9438079460
22	Ranjan Kumar Giri	deomayurbhanj22@gmail.com	9439261878
23	M.K.Jena		9439554416
24	Chandrasekhar Panigrahi	deonabarangpur23@gmail.com	9437321123
25	Abhaya Kumar Malliack	deonayagarh24@gmail.com	9938343312
26	Laxman Bhoi	deonuapada25@gmail.com	9439394820
27	Salila Sethy	deopuri26@gmail.com	9778981862
28	Sri Purna Chandra Bariha	deorayagada27@gmail.com	9437354618
29	Dr. Pramod Kumar Panda	deosambalpur28@gmail.com	9437149271
30	Pushpa Minz	pushpaminz65@gmail.com	7978430043
31	Dhruba Charan Behera	dhrubacharanbehera@gmail.com	9437150042

5.4 Details of Human Resources trained on Disaster Management -NIL

SI No.	Staff Category	Total staff	No of trained personnel			
			Basic	ToTs	MoTs	Total
1	Administrative	404	90			90
2	Clerical & Financial					
3	Project/scheme					
4	Menial/Support					
Total		404	90			90

5.5 Resource

SI No	Type of Resource	Description (utility during Disaster & for preparedness)	Details	
			Name of the District/Division	Total (In Nos.)
1	Infrastructure			
a	All school buildings	Alternate use as shelter during any disaster	30	56110
b				
2	Support Equipment for DM			
a	Fire Extinguisher	To prevent Fire hazards	30	56110
b				
3	Human Resources			
a	Trained on DM-			Nil
b	untrained			
4	Others (Specify)			
a				
b				

5.6 Preparedness at Department level

5	.1 Important Contact Nos.		
SI No.	Name of the Agency/Department	Name of the Nodal Person	Contact details
1	UNICEF	Lalita Pattanaik, ES	9937064342
2	Save the Children	Abhijit	9937393417
3	BGVS	Blorin Mohanty	9437111204

- Ensure regular preparedness meetings (preferably quarterly)
- Develop & update Disaster Management Plan, carry out Hazard analysis
- Keep a list of Contacts of EoCs, Nodal officer of different departments, Important stake holders,
- Keep a list of infrastructure/equipment with Operation & Maintenance calendar
- Carry out operation & maintenance of infrastructure / equipment as per schedule
- Develop yearly capacity building calendar of stakeholders & volunteers
- Asses preparedness through Mock Drills for different disasters at district department, block & community level
- Adopt sustainable prevention & mitigation measures
- Integrate DM, DRR & CCA features in development programmes
- Disaster Management issues will be discussed in all meetings

Chapter -6: Response Plan and Relief

6.1 Public Warning System has been initiated in a pilot basis in 33 Schools, Blocks of 6 districts.

6.1.1 Existing arrangements of the department for information collection and dissemination

The field level officers are regularly reporting on the incidents received through toll free number and the same is reviewed regularly by the Commissioner-cum-Secretary, S&ME Department.

6.1.2 Existing system of Public Warning in the departments.

- State Project Office is connected to all 30 districts through district project Offices.
- Official correspondence is being done by Internet/Telephone/Postal and through Special messengers.
- Similarly all District Project Offices of Samagra Shiksha are connected to Block Education Offices, Cluster level Offices and Schools through Internet/Telephone/special messengers.
-

6.1.3 Establishment of control rooms at State and District level

Sl. No.	State/Districts	Contact Person	Contact no. of the control room	E-mail ID
1.	State Project Office, OSEPA	State Project Director/DD School Student Help line	18003456722 (Toll Free)	opepaedu@yahoo.co.in

6.2 Inter-Departmental Coordination (State Level / District Level)

Monitoring teams from Block Level to District level have been constituted to monitor the proper implementation of MDM programme. State level officers are also visiting districts regularly to monitor programmes in the schools.

All the Directors and Nodal Officer of different schemes have been exclusively earmarked to respond the situation immediately keeping the Commissioner timely informed.

6.2.3 Appointment of Nodal Officers to support Inter-departmental coordination

SI No.	Level	Name of the Nodal Officer	Contact No.	Alternative contact no.	Roles/Responsibilities
1.	State Level	Gangadhar Sahoo, Joint Secretary	9438423585	(0674)2322733	Nodal Officer

6.3 Incident Response Teams (IRTs)

All DEOs, DPCs & BEOs are the de-facto Incident Response Teams in their respective jurisdictions.

SI No.	Level	Head of the IRT	Team members	Roles / Responsibilities
1.	State	Director of State Project Office, Odisha.	DD, Administration	Coordinate with State Government and other line Departments.
			Civil	Ensure Reporting of the affected area and assess damage thereof.
			Technical Consultant (Engineering)	Ensure availability of funds at District and block level to meet contingency expenses.
			Additional Director, Planning	Plan and arrange necessary inputs for response measures
			Additional Director Planning and FA-CAO	Manage the fund and maintain financial records
			FA-cum-CAO	Maintain an inventory of all related guidelines, procedures, action plans, district maps and Contact numbers.
			Media Consultant, OSEPA	Develop the media messages up to date status of disaster mitigation and response work Document the lessons learnt.
			Planning Unit, OSEPA	Circulate printing material on Contingent and DM Plans.
				Formation of Guideline, instruction, organisation of committee meetings and documentation. Capacity Building
2.	District	District Project Offices	District Project Coordinator	To coordinate with Directorate, District Authorities and line departments at District level.
			Planning coordinator	To prepare and activate district disaster plan
			Planning Coordinator and Sr. TC, FC	To manage the overall response activities in the field
			IE Coordinator	To develop the media messages.
			Planning Coordinator/ CM Coordinator	To mobilize resources for response measures

			Finance Unit of District and Block	To collect and store disaster related information for post incident analysis.
			District Project Coordinator	Capacity Building
3	Block	Block Education Office	Block Education Officer	To supervise collection of disaster related information and report to the District IRT.
				To prepare and activate disaster plan at block level
				To coordinate with District Authority, AHO and Tahasildar/ BDO, PRI members etc
				To implement the plan
				To ensure availability of resources for response measures
				Capacity Building

6.4 Disaster Specific Response Plan of the Department

Sl No.	Natural Calamity	Responsibility	Response Time line	Who is responsible
1	Flood	Estimate of Area under Submergence/ inundation/ Sand Cast	5 days	Civil Unit- SSA
2		Assessment of Damage	After 7 days	-Do-
			of submergence/	
			receding of flood	
3	Cyclone/ Hailstorm/ Tidal waves	Area affected by submergence/ inundation/ sand cast/ lodging of crops etc	Immediate after occurrence	-Do-

6.5 Roles of NGOs and Voluntary Organization for better coordination

The self help groups, Parent Teachers Association, Mother Teacher Association, Nandi Foundation, Akshya Patra Foundation are all involving in School Management Programme and they are also trained for reporting for any incident in the school through Toll Free number **(18003456722)**.

6.6. Standard Operating procedure for different departments **(The list is Indicative & may be extended as per need & requirement)**

Name of the Department	On Receiving Warning	Response time	Post Disaster
School and Mass Education	<ul style="list-style-type: none"> ✓ Disseminate the alert to all concerned (Staff list) ✓ Arrangement of medicine, First aid kits & teams ✓ Convergence with Health Departments for Mobile Health units for inaccessible pockets 	All line departments will be informed.	<ul style="list-style-type: none"> • Ensure regular preparedness meetings (preferably quarterly) • Develop & update Disaster Management Plan, carry out Hazard analysis • Keep a list of Contacts of EoCs, Nodal officer of different departments, Important stake holders, • Keep a list of infrastructure/equipment with Operation & Maintenance calendar • Carry out operation & maintenance of infrastructure / equipment as per schedule • Develop yearly capacity building calendar of stakeholders & volunteers • Asses preparedness through Mock Drills for different disasters at district department, block & community level • Adopt sustainable prevention & mitigation measures • Integrate DM, DRR & CCA features in development programmes <p>Disaster Management issues will be discussed in all meetings</p>

6.7 Relief

- ✓ The Teachers are engaged in Relief operation as and when require.
- ✓ In case of emergency the field functionaries are instructed to utilize the available MDM food stuff as an immediate relief measure.

6.7.1 Reporting Procedures and formats for damage assessment and others

The damage assessment data are collected in a prescribed format of SRC.

6.7.2 Illustrative list of activities identified as of an immediate nature

- 24 hours Control Room is opened in the Department in which one Sr. Officer of the department remains in charge of the said control room. Similarly, control rooms are also opened at Directorate level to receive any eventuality and for any assistance.
- Field level officers instructed to open office for 24 hrs.
- Instructions are issued to the field functionaries for preparedness and to mitigate the impact of impending Disasters.
- The District Education Officers are declared as Nodal Officers in the district to coordinate the Disaster related activities with District administration as well as State administration. No field officers are allowed to leave head quarters.
- It is also instructed to utilize the services of teachers and staffs of S&ME Department at field level by the District administration as per requirement in case any eventuality.
- The buildings of S&ME Department are made available for the District administration for safe shelters and to utilize the resources available.
- Special cares are taken for the inmates of hostels under S&ME Department with storage of adequate food grains.

6.7.4 Minimum Standards of Relief

Utilization of available MDM food stuff.

6.6.3 Management of relief supplies/speedy management

- ✓ The Teachers are engaged in Relief operation as and when require.
- ✓ In case of emergency the field functionaries are instructed to utilize the available MDM food stuff as a immediate relief measure.

Chapter – 7 Restoration & Rehabilitation

Rehabilitation and restoration comes immediately after relief and rescue operation of the disaster. This post disaster phase continues until the life of the affected people comes to normal. This phase mainly covers damage assessment, disposal of debris, disbursement of assistance for houses, formulation of assistance packages, monitoring and review, cases of non-starters, rejected cases, non-occupancy of houses, relocation, town planning and development plans, awareness and capacity building, housing insurance, grievance redress and social rehabilitation etc.

The district is the primary level to respond to any natural calamity & take up restoration & rehabilitation activities wherein the role of the heads of the department play a vital role to evaluate, assess the quantum of loss & report the situation to the Special Relief commissioner/ State Government for assistance. Further, The Department must undertake all the steps for restoration & rehabilitation of all such infrastructure damaged in disaster by supplying essential commodities, group assistance to the affected people, damage assessment and administering appropriate rehabilitation and restoration measures.

However, for any assistance from the state government the requisition must reach the SDMA & SRC office in the prescribed format as detailed below for smooth & quick processing.

Damage & Loss Assessment

Sector		Damage in physical terms	Requirement of funds for repair of immediate nature	Out of (3), amount available from annual maintenance budget	Out of (3), amount available from related schemes/ programs/ other sources	Out of (3), amount proposed to be met from CRF/NCCF in accordance with list of works indicated in the Appendix to the revised items and norms
Roads & Bridges	PWD Roads	No. of breaches- Length of Road damaged – No. of culverts damaged – No. of culverts washed away –				
	Rural Roads	No. of Roads damaged – Length of Road damaged – No. of breaches – No. of CD/Bridge damaged– No. of CD/Bridge washed away –				
	Urban Roads	Length of drain damaged – Length of Road damaged No. of culverts damaged –				
	Panchayat Roads	No. of Roads damaged – Length of breaches – Length of Road damaged – No. of culverts damaged – No of culverts washed away				
	River/Canal Embankment Roads	No of Roads damaged in river embankments– Length of Road damaged in				

		river embankments – No of Roads damaged in canal embankments – Length of Road damaged in canal embankments –				
Drinking Water Supply	Rural Water Supply	No of Tube wells damaged – No of platforms damaged – No. of Rural pipe water supply system damaged -				
	Urban Water Supply					
Irrigation	River Embankment	No of breaches – Length of breach in Km – No of partial damage -				
	Canal Embankments	No of breaches – Length of breach in Km – No of partial damage -				
	M I projects	No of Minor Irrigation projects damaged -				
	Clearance of Drainage channels	Length of drainage channels congested with vegetative materials –				
Primary Education	Primary School Buildings	No of Primary School buildings damaged -	As per damage assessment will be done			
PHCs	PHCs	No of Primary Health Centres damaged -				
Community assets	Community Halls	No of Panchayat Ghar/Community Hall				

owned by Panchayats		damaged -				
	AWW Centres	No of Anganwadi Centres damaged -				
Power	Electrical lines	No of Primary sub-stations damaged – 33 KV lines damaged – 11 KV lines damaged – Distribution Transformers damaged – LT lines damaged –				
Total						

Chapter 8: Recovery:

A series of long term activities framed to improve upon the repaired activities in the Reconstruction & rehabilitation phase are covered under Recovery phase. Recovery includes all aspects of mitigation and also incorporates the continuation of the enabling process, which assists the affected persons and their families not only to overcome their losses, but also to achieve a proper and effective way to continue various functions of their lives. The Recovery process is therefore a long-term process in which everyone has a role – the Government including the PRI members, NGOs and especially the affected people, their families and the community.

The Role of the Departments are to explore the scope for

- Preparation of Recovery plan for displaced population, vulnerable groups, environment, livelihoods
- Organise initial and subsequent technical assessments of disaster affected areas and determine the extent of recovery works necessitated in addition to reconstruction & rehabilitation works.
- Evaluate the extent of works under SDRF/NDRF & other sources(damaged infrastructures)
- Explore opportunities for external aids like (International Agencies / Civil Society / Corporate Sector)
- Allocate funds for the stabilization of the repaired & reconstructed infrastructure.
- Integrate Climate change & Disaster Risk Reduction features in the recovery programmes

The heads of the department will be the co-ordinator of all Recovery activities under the department. The role of the Heads of the department will be to:

- Generally monitor the management of the recovery process;
- Ensure implementation of the recovery plan at the district level & below.
- Ensure Effective service delivery minimising overlap and duplication;

Chapter – 09:

Mainstreaming Disaster Risk Reduction (DRR) in developmental projects of the department

9.1 Identification of existing programmes of the Department

9.2 Devising plans for factoring Disaster Risk Reduction features into developmental programmes.

[Devise appropriate policy for “Sustainable development” by factoring disaster risk concerns, can help reduce disaster losses, protect existing development gains and avoid new risks. Identify national and other development programs connected with your department and induce strategic interventions for accomplishing “sustainable development” objectives.]

Mainstreaming DRR involves incorporating disaster risk reduction into development policy and practice. It means radically expanding and enhancing disaster risk reduction so that it becomes normal practice, fully institutionalized within an agency’s relief and development agenda.

Mainstreaming has three purposes:

- (a) To make certain that all the development programmes and projects, are designed with evident consideration for potential disaster risks and to resist hazard impact,
- (b) To make certain that all the development programmes and projects do not inadvertently increase vulnerability to disaster in all sectors: social, physical, economic and environment
- (c) To make certain that all the disaster relief and rehabilitation programmes and projects are designed to contribute to developmental aims and to reduce future disaster risk.

Mainstreaming DRR into the developmental plans is an important mandate of the Disaster Management Act 2005. Integration of disaster risk reduction measures into ongoing flagship programmes of the department is being used as an entry point for mainstreaming DRR in development plans. Steps for ensuring the incorporation of DRR into various ongoing programmes\plans are as follows:

- (a) Identification of key programme/projects of the department.
- (b) Identification of entry points within the programme for integration of DRR (structural, nonstructural and other mitigation measures) at various levels viz. state, district and local levels

- (c) Close coordination with concerned departments such as State Planning Commission and Finance Department for promoting DRR measures into development plans and policies
- (d) Allocation of dedicated budget for DRR within the departmental plans
- (e) Preparation of guidelines for integration of disaster risk reduction measures into development plans of the department at the district and sub-district level.
- (f) Review & Incorporation of DRR provisions in the policies, rules & regulations

Scope for integrating different schemes for Disaster Risk Reduction (DRR) activities:

Sl. No.	Scheme/ Project	Possible activities for DRR
1.	Construction of School Building	DRR activities are strictly followed as prescribed by the respective National and State Authorities.

Chapter -10: Provisions for financing the activities

As per the sub-section (2) of Section (40) of the DM act, every department of the state government while preparing the Departmental Disaster Management Plans shall make provision for financing the activities specified therein.

10.1 State Disaster Response Fund (SDRF)

As per the provisions of Disaster Management Act, 2005 sub-section (1)(a) of Section (48) and based on the recommendation of the 13th Finance Commission, the Government of Odisha has constituted the State Disaster Response Fund (SDRF) replacing the Calamity Relief Fund (CRF). The amount of corpus of the SDRF determined by the 13th Finance Commission for each year the Finance Commission period 2010-15 has been approved by the Central Government. The Central Government contributes 75% of the said fund. The balance 25% matching share of contribution is given by the State Government. The share of the Central Government in SDRF is released to the State in 2 installments in June and December respectively in each financial year. Likewise, the State Government transfers its contribution of 25% to the SDRF in two installments in June and December of the same year.

As per the Guidelines on Constitution and Administration of the State Disaster Response Fund (SDRF) laid down by the Ministry of Home Affairs, Government of India, the SDRF shall be used only for meeting the expenditure for providing immediate relief to the victims of cyclone, drought, earthquake, fire, flood, tsunami, hailstorm, landslide, avalanche, cloud burst and pest attack. The State Executive Committee (SEC) headed by the Chief Secretary, SEC decides on all matters connected with the financing of the relief expenditure of immediate nature from SDRF.

10.2 National Disaster Mitigation Fund

As per Section 47 of the DM Act 2005, Central Government may constitute a National Disaster Mitigation Fund for projects exclusively for the purpose of mitigation. This Section has not been notified by the Government so far. As mentioned earlier, the FC-XIV restricted its recommendation to existing arrangements on the financing of the already constituted funds (National Disaster Response Fund and State Disaster Response Fund) only, as per its terms of reference. The FC-XIV did not make any specific recommendation for a mitigation fund.

10.3 Recommendations of the Fourteenth Finance Commission

In regard to grants for disaster management, Fourteenth Finance Commission (FC-XIV) has adopted the procedure of the XIII FC and used past expenditures on disaster relief to determine the State Disaster Response Fund corpus. While making recommendations, XIV FC have taken note of the additional responsibility cast on States and their district administrations under the Disaster Management Act. XIV FC has also taken note of the location-

specific natural disasters not mentioned in the notified list, which are unique to some States.

10.4 Release of Funds to Departments and Districts:

Funds required towards pure relief to affected persons / families for natural calamities in shape of emergency assistance, organizing relief camp / free kitchen / cattle camp, agriculture input subsidy and other assistances to affected farmers, ex-gratia as assistance for death cases, grievous injury, house building assistance, assistance to fisherman / fish seed farmers / sericulture farmers, assistance for repair / restoration of dwelling houses damaged due to natural calamities are administered through the respective collectors.

Part funds towards repair / restoration of immediate nature of the damaged public infrastructure are released to the Departments concerned. On receipt of requisition from the Collectors / Departments concerned, funds are released after obtaining approval / sanction of S.E.C. However, funds towards pure relief are released under orders of Special Relief Commissioner / Chief Secretary and the same is placed before the State Executive Committee in its next meeting for approval. To save time, Collectors have been instructed to disburse the ex-gratia assistance from the available cash and record the same on receipt of fund from Special Relief Commissioner.

10.5 Allocation by Ministries and Departments

Section 49 provides for Allocation of funds by Ministries and Departments. It states that:

“(1) Every Ministry or Department of the Government of India shall make provisions, in its annual budget, for funds for the purposes of carrying out the activities and programmes set out in its disaster management plan.

(2) The provisions of sub-section (1) shall, *mutatis mutandis*, apply to departments of the Government of the State.”

10.6 Fund provision for disaster preparedness & capacity building of the department

Formats for provision of funds for disaster management in the annual budget of the department- NA **(Budget will be proposed in 2019-20 plan)**

SI No.	Categories	Sub-Categories	Total provision of funds in lakhs for the financial year 2017-18
1	Mitigation	Structural	
		Non-Structural	
2	Capacity-Building	Training Programmes	
		Mock drills	
		IEC materials	
3	Procurement	Materials	
		Resources	

10.6 Flexi Funds as a part of Centrally Sponsored Schemes

As per Department of Expenditure, Ministry of Finance, O.M No. 55(5)/PF-II/2011 dated 6.1.14, all Central Ministries shall keep at least 10 percent of their Plan budget for each CSS as flexi-fund (except for schemes which emanate from a legislation or schemes where the whole or a substantial proportion of the budgetary allocation is flexible. States may use the flexi-funds for the CSS to meet the following objectives:

- a) Provide flexibility to States to meet local needs and requirements within the overall objective of each program or scheme;
- b) Pilot innovations and improve efficiency within the overall objective of the scheme and its expected outcomes;
- c) Undertake mitigation /restoration activities in case of natural calamities in the sector covered by the CSS;

The utilization of flexi-funds for mitigation/restoration activities in the event of natural calamity must be in accordance with the broad objectives of the CSS. It is possible to combine flexi-fund component across schemes within the same sector but the flexi-funds of a CSS in a particular sector however, shall not be diverted to fund activities/schemes in another sector. The flexi-funds constitute a source of funding for mitigation activities within overall objectives of the particular National Disaster Management Plan 143 CSS(s) under which they are allocated and this would still leave a gap in terms of funding purely mitigation related projects especially those addressing cross cutting themes that cover multiple sectors.

Annexure- 1

Reporting formats of the department for SDRF norms

Sector	Damag e in Physica l terms	Requirement of funds for repair of immediate nature	Out of (3) amount available from annual budget	Out of (3) amount available from related schemes/ programmes / other sources	Out of (3) amount proposed* to be met from SDRF/NDRF as per the list of works indicated in the revised items & norms
1	2	3	4	5	6
Roads & Bridges					
Drinking water Supply works (Rural)					
Drinking water Supply works (Urban)					
Irrigation					
**Power					
Primary Health Centres					
Community assets in social sectors covered by Panchayats					

Annexure-2

Sector		Damage in physical terms	Requirement of funds for repair of immediate nature	Out of (3), amount available from annual maintenance budget	Out of (3), amount available from related schemes/ programs/ other sources	Out of (3), amount proposed to be met from CRF/NCCF in accordance with list of works indicated in the Appendix to the revised items and norms
Roads & Bridges	PWD Roads	No. of breaches- Length of Road damaged – No. of culverts damaged – No. of culverts washed away –				
	Rural Roads	No. of Roads damaged – Length of Road damaged – No. of breaches – No. of CD/Bridge damaged– No. of CD/Bridge washed away –				
	Urban Roads	Length of drain damaged – Length of Road damaged No. of culverts damaged –				
	Panchayat Roads	No. of Roads damaged – Length of breaches – Length of Road damaged – No. of culverts damaged – No of culverts washed away				

	River/Canal Embankment Roads	No of Roads damaged in river embankments – Length of Road damaged in river embankments – No of Roads damaged in canal embankments – Length of Road damaged in canal embankments –				
Drinking Water Supply	Rural Water Supply	No of Tube wells damaged – No of platforms damaged – No. of Rural pipe water supply system damaged -				
	Urban Water Supply					
Irrigation	River Embankment	No of breaches – Length of breach in Km – No of partial damage -				
	Canal Embankments	No of breaches – Length of breach in Km – No of partial damage -				
	MI projects	No of Minor Irrigation projects damaged -				
	Clearance of Drainage channels	Length of drainage channels congested with vegetative materials –				
Primary Education	Primary School Buildings	No of Primary School buildings damaged -				

PHCs	PHCs	No of Primary Health Centres damaged -				
Community assets owned by Panchayats	Community Halls	No of PanchayatGhar/ Community Hall damaged -				
	AWW Centres	No of Anganwadi Centres damaged -				
Power	Electrical lines	No of Primary sub-stations damaged – 33 KV lines damaged – 11 KV lines damaged – Distribution Transformers damaged – LT lines damaged –				
Total						

Format for working out the requirements under the head of repair of damaged infrastructure of immediate nature

Annexure-3

Animal Husbandry (Replacement of Animals)

Name of the Block	No of Livestock / Birds lost					No of animals qualifying for relief grant (i.e., subject to ceiling of 3 large Milch animal or 30 small Milch animals or 3 large draught animal or 6 small draught animal per household				Expenditure incurred (Milch animals @ Rs.30,000 for large animal , Rs.3000 for small animals & Draught animals @ Rs 25000 for large animal, Rs. 16,000 for small animals)				Poultry @ 50/- per bird subject to a ceiling of assistance of Rs.5000/- per beneficiary household.	Total expenditure (11+12+13+14+15)
	Milch Animal		Draught Animal		Poultry Birds	Milch Animal		Draught Animal		Milch Animal		Draught Animal			
	Buffalo/ Cow	Sheep/ Goat	Camel/ Horse/ Bullock	Calf/ Donkey/ Pony		Buffalo/ Cow	Sheep/ Goat	Camel/ Horse/ Bullock	Calf/ Donkey/ Pony	Buffalo/ Cow	Sheep/ Goat	Camel/ Horse/ Bullock	Calf/ Donkey/ Pony		
-1	-2	-3	-4	-5	-6	-7	-8	-9	-10	-11	-12	-13	-14	-15	-16

