



# Disaster Management Plan

Women & Child Development and Mission Shakti Department  
Government of Odisha



2019-20



# Preface

Odisha has been traditionally vulnerable to natural disasters on account of its unique geo-climatic conditions. Floods and cyclones have been recurrent phenomena. The super cyclone in Odisha in October, 1999 underlined the need to adopt a multidimensional endeavour involving diverse scientific, engineering, financial and social processes; the need to adopt multi disciplinary and multi sectoral approach and incorporation of risk reduction in the developmental plans and strategies.

The Disaster Management Plan (DMP) for Women & Child Development & Mission Shakti Department provides a framework and direction for all phases of disaster management cycle. The DMP is a “dynamic document” in the sense that it will be periodically improved keeping up with the emerging requirements, best practices and knowledge base in disaster management. It is in accordance with the provisions of the Disaster Management Act, 2005, the guidance given in the National Policy on Disaster Management, 2009 (NPDM), and the established national practices.

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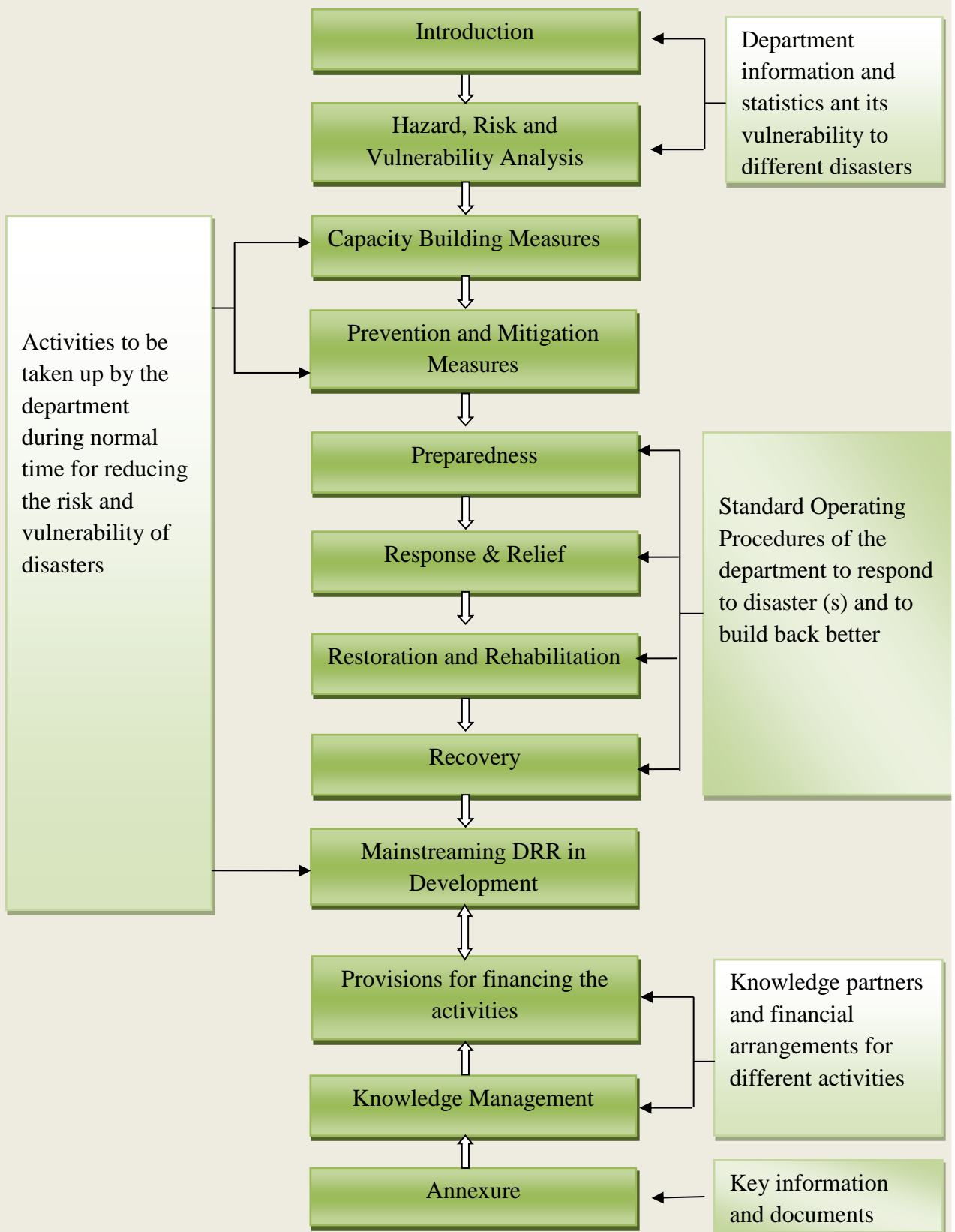
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# Abbreviations and Acronyms

<b>ADSWO</b>	<b>Additional District Social Welfare Officer</b>
<b>ANM</b>	Auxiliary Nurse Midwife
<b>ASHA</b>	Aggregate Social Health Activist
<b>AWCs</b>	Anganwadi Centres
<b>AWHs</b>	Anganwardi Helper
<b>AWW</b>	Anganwardi Worker
<b>BBSA</b>	Bhima Bhoi Bhinnakshyama Samarthya Abhiyan
<b>BDO</b>	Block Development Officer
<b>CCI</b>	Child Care Institutions
<b>CDMO</b>	Chief District Medical Officer
<b>CDPO</b>	Child Development Project Officer
<b>CHC</b>	Community Health Centre
<b>CPC</b>	Child Protection Committee
<b>DCPU</b>	District Child Protection Unit
<b>DM</b>	Disaster Management
<b>DMP</b>	Disaster Management Plan
<b>DRR</b>	Disaster Risk Reduction
<b>DWCD&amp;MS</b>	Department of Women and Child Development& Mission Shakti
<b>DSWO</b>	District Social Welfare Officer
<b>GKS</b>	Gaon Kalayan Samiti
<b>GoO</b>	Government of Odisha
<b>ICDS</b>	Integrated Child Development Services
<b>ICPS</b>	Integrated Child Protection Scheme
<b>IDNDR</b>	International Decade for Natural Disaster Reduction
<b>IEC</b>	Information, Education & Communication
<b>IGMSY</b>	Indira Gandhi Matritva Sahayog Yojana
<b>IGNDPS</b>	Indira Gandhi National Disabled Pension Scheme
<b>IGNOAPS</b>	Indira Gandhi National Old Age Pension Scheme
<b>IGNWPS</b>	Indira Gandhi National Widow Pension Scheme
<b>INGO</b>	International Non Governmental Organisation
<b>LSEOs</b>	Lady Social Educational Organizers
<b>MBPY</b>	Madhu Babu Pension Yojana
<b>MO</b>	Medical Officer
<b>MVSN</b>	Mahila Vikas Samabaya Nigam
<b>NDMA</b>	National Disaster Management Authority
<b>NFBS</b>	National Family Benefit Scheme
<b>NGO</b>	Non Governmental Organization
<b>ODRAF</b>	Odisha Disaster Rapid Action Force

<b>OSDMA</b>	Odisha State Disaster Management Authority
<b>P &amp; L</b>	Pregnant & Lactating
<b>PHC</b>	Primary Health Centre
<b>PRI</b>	Panchayat Raj Institution
<b>PwD</b>	Person with disability
<b>RD</b>	Rural Development
<b>RWSS</b>	Rural Water Sanitation & Supply
<b>SA</b>	Statistical Assistant
<b>SCPCR</b>	State Commissioner for Protection of Child Rights
<b>SCPD</b>	State Commissioner for Persons Disability
<b>SCW</b>	State Commission for Women
<b>SEO</b>	Social Educational Organizer
<b>SHG</b>	Self Help Group
<b>SNP</b>	Supplementary Nutrition Programme
<b>SRC</b>	Special Relief Commissioner
<b>SSWAB</b>	State Social Welfare Board
<b>SSWO</b>	Sub-divisional Social Welfare Officer
<b>UN</b>	United Nations
<b>VAS</b>	Vitamin A Supplementation
<b>VCA</b>	Vulnerability & Capacity Assessment

# How to use the plan



# Chapter – 1

## Introduction

### 1.1. Objective:

To effectively manage disasters in all stage thereby minimizing the human, property and environmental loss.

### 1.2. Scope of the Plan:

*The scope of the plan will majorly focus on the following components and activities:*

- ✓ Taking up of proactive measures to prevent disaster and mitigate its effects.
- ✓ Necessary policies and planning to reduce the loss of public and private property, especially critical facilities and infrastructure.
- ✓ Better management of future development to mitigate the effect of natural hazards.
- ✓ Convergence of different departmental schemes for disaster risk reduction.
- ✓ Enhance the capacity to respond to disasters.
- ✓ Development of standardized mechanism to respond to disaster situation to manage the disaster efficiently.
- ✓ Prompt relief, rescue and search support in the disaster affected areas and to build back better.

### 1.3. Over view of the Department (Departmental Statistic profile):

The Women and Child Development Department & Mission Shakti was created as a separate Department during 1994-95. Since inception, it has been working for the overall development of children and women through a host of specially designed schemes and programmes. The focus of activities continues to be on the empowerment and entitlements of children, women and adolescent girls.

Women and Child Development & Mission Shakti Department (WCD&MS) has a composite Directorate. It has an elaborate field structure with the District Social Welfare Officer (DSWO) in each District. Besides, there are Statistical Assistants (SAs) at the district/block level who assist the administration in implementing the social welfare programmes. In the districts, each ICDS project is headed by a Child Development Project Officer (CDPO). The project is further divided into Sectors. Each sector is headed by a Lady Supervisor, who oversees the work of 20-25 Anganwadi Centres (AWCs) functioning at the village level.



The Department also has five statutory bodies, viz (a) State Commission for Women (SCW) (b) State Council for Child Welfare (SCCW), (c) State Social Welfare Board (SSWB), (d) Mahila Vikas Samabaya Nigam (MVSN) and (e) State Commissioner for Protection of Child Rights (SCPCR).

#### 1.4. Acts, Rules and Policies governing the business of the department:

The flagship programme of the Department is the **Integrated Child Development Services (ICDS)** scheme through which a package of six services are provided to children up to 6 years of age, pregnant women and nursing mothers. Special focus is given to children and women with reference to their nutritional needs through **Supplementary Nutrition Programme (SNP)**. In pursuance to the orders of Hon'ble Supreme Court in WPC 196/2001, Government of Odisha has decentralized the process of procurement of all food stuff except rice and wheat under ICDS.

Supplementary Nutrition is one of the services provided under the Integrated Child Development Services (ICDS) Scheme which is primarily designed to bridge the gap between the Recommended Dietary Allowance (RDA) and the Average Daily Intake (ADI). Supplementary Nutrition is given to the children (6 months – 6 years) and pregnant and lactating mothers under the ICDS Scheme.

The provision of supplementary nutrition under ICDS Scheme prescribed for various categories of beneficiaries is as follows:

- Children in the age group of 6 months to 3 years: Food supplement of 500 calories of energy and 12-15 gms. of Protein per child per day as Take Home Ration (THR).
- Children in the age group of 3-6 years: Food supplement of 500 calories of energy and 12-15 gms of Protein per child per day. Since a child of this age group is not capable of consuming meal of 500 calories in one sitting, morning snack is provided along with a Hot Cooked Meal.
- Severely underweight children: Food supplement of 800 calories of energy and 20-25 gms of Protein per child per day in the form of Take Home Ration.
- Pregnant Women and Lactating Mothers: Food supplement of 600 calories of energy and 18-20 gms of Protein per day in the form of Take Home Ration.

Another centrally sponsored scheme viz., **Scheme for Adolescent Girls (SAG)** is being implemented in all the 30 districts of Odisha with the objective to improve the nutritional and health status of adolescent girl in the age group 11 - 14 years and empower them by providing life skill education, health and nutrition education etc., The focus of the Scheme is primarily on out of school girls.

**‘MAMATA’** is a state funded Scheme implemented by this Department for Pregnant & Lactating (P&L) women. It is a conditional cash transfer meant as a partial wage compensation during maternity and at the same time for fulfilment of conditions essential for ensuring safe delivery and improve mother and child care practices, especially exclusive breast feeding and complementary feeding of infants.

**Integrated Child Protection Scheme (ICPS)**, a Centrally Sponsored Scheme, introduced in 2009 - 10, aims at creating safe and secure environment for children in age group of 0-18 years who are in need of care and protection, children in conflict with law and other vulnerable children.

The Revised Integrated Child Protection Scheme made operational w.e.f 01.04.2014 is a centrally sponsored scheme based on the principles of “PROTECTION OF CHILD RIGHTS” and “BEST INTEREST OF THE CHILD” aimed at building a protective environment for children in difficult circumstances, as well as other vulnerable children, through Government-Civil Society Partnership so as to ensure protecting children from or against any perceived or real danger or risk to their life, their personhood and childhood and that no child falls out of the social security and safety net.

**Statutory reinforcement:**

- **CONSTITUTION OF INDIA:** Provisions of the Constitution of India confer powers and impose duties, under clause (3) of article 15, clauses (e) and (f) of article 39, article 45 and article 47, on the State Government to ensure that all the needs of children are met and that their basic human rights are fully protected
- **THE JUVENILE JUSTICE [CARE AND PROTECTION OF CHILDREN] ACT, 2015**
- **THE JUVENILE JUSTICE [CARE AND PROTECTION OF CHILDREN] MODEL RULES, 2016 and**
- **THE ADOPTION REGULATIONS, 2017** are some of the key statutes which govern the measures taken up for the welfare and rehabilitation of the children as aforesaid.

Economic empowerment of women through formation of Women Self Help Group and credit linkage with financial institutions is the hallmark of the successful programme '**Mission Shakti**' a State initiative launched in 2001. Mission Shakti has nearly 4.8 lakh groups encompassing 58 lakh women. DWCD also deals with other schemes relating to women like Domestic Violence, Dowry Prohibition, Trafficking, running of Shelter Homes etc.

The approximate number of beneficiaries and coverage by the department can be summed up as:

- 7.25 lakh Women (Pregnant & Lactating)
- 40 lakh Children (0-6 yrs) & 12000 (0-18 yrs in CCIs)
- 15 lakh Adolescent Girls
- 51,335 Villages

### 1.3.3. Infrastructure available with the department

The state has 72,587 sanctioned and operational AWCs spread across the total operational projects in the state. The following table presents an overview of the status of AWCs as on May, 2018.

**Table: 01**

Sl.no	District	Total AWCs					
			Own Building	School Building	Rented Building	Community Building	Others
1	ANGUL	1,654	969	362	38	148	137
2	BALANGIR	2,660	1,601	280	172	345	262
3	BALESHWAR	4,167	1237	743	91	1,261	835
4	BARGARH	2,899	1,262	278	100	741	518
5	BAUDH	717	487	177		29	24
6	BHADRAK	2,435	830	253	228	335	789
7	CUTTACK	3,318	976	1,473	178	589	102
8	DEBAGARH	788	556	30	50	77	75
9	DHENKANAL	2,200	1,528	201		339	132
10	GAJAPATI	2,375	1,029	112	12	775	447
11	GANJAM	5,141	2,118	1,359	998	394	272
12	JAGATSINGHAPUR	1,840	614	644	86	320	176
13	JAAPUR	2,806	824	739	28	1,085	130
14	JHARSUGUDA	957	633	152		143	29
15	KALAHANDI	2,258	1,515	140	397	70	136
16	KANDHAMAL	2,102	1,441	187	1	241	232
17	KENDRAPARA	2,147	522	966	45	377	237
18	KENDUJHAR	3,257	1,933	475	22	647	180
19	KHORDHA	2,554	880	798	294	332	250

20	KORAPUT	3,264	1,847	308	89	371	649
21	MALKANGIRI	1,250	1,159	4	30	3	54
22	MAYURBHANJ	4,880	3,420	233	565	429	233
23	NABARANGAPUR	2,221	1,608	35	429	33	116
24	NAYAGARH	1,584	469	716	15	256	128
25	NUAPADA	1,356	1,023	72	95	55	111
26	PURI	2,599	612	731	121	532	603
27	RAYAGADA	1,947	1,088	88	353	149	269
28	SAMBALPUR	1,846	1,407	84	87	237	31
29	SUBARNAPUR	1,556	825	283	27	257	164
30	SUNDARGARH	3,809	2,459	236	379	319	416
	<b>Total</b>	<b>72,587</b>	<b>36872</b>	<b>12159</b>	<b>4930</b>	<b>10889</b>	<b>7737</b>

The other institutions which are also a part of the W&CD Dept. are:

- **27 Anganwadi Worker Training Centres (AWTCs)**
- **262 Child Care Institutions (CCIs)**
- **19 State Adoption Agencies (SAA)**
- **5 Observation Homes**
- **13 Open Shelter**
- **19 Ujjawala**
- **71 Swadhar Gruha**

### 1.3.4. Human Resources

Table-02:

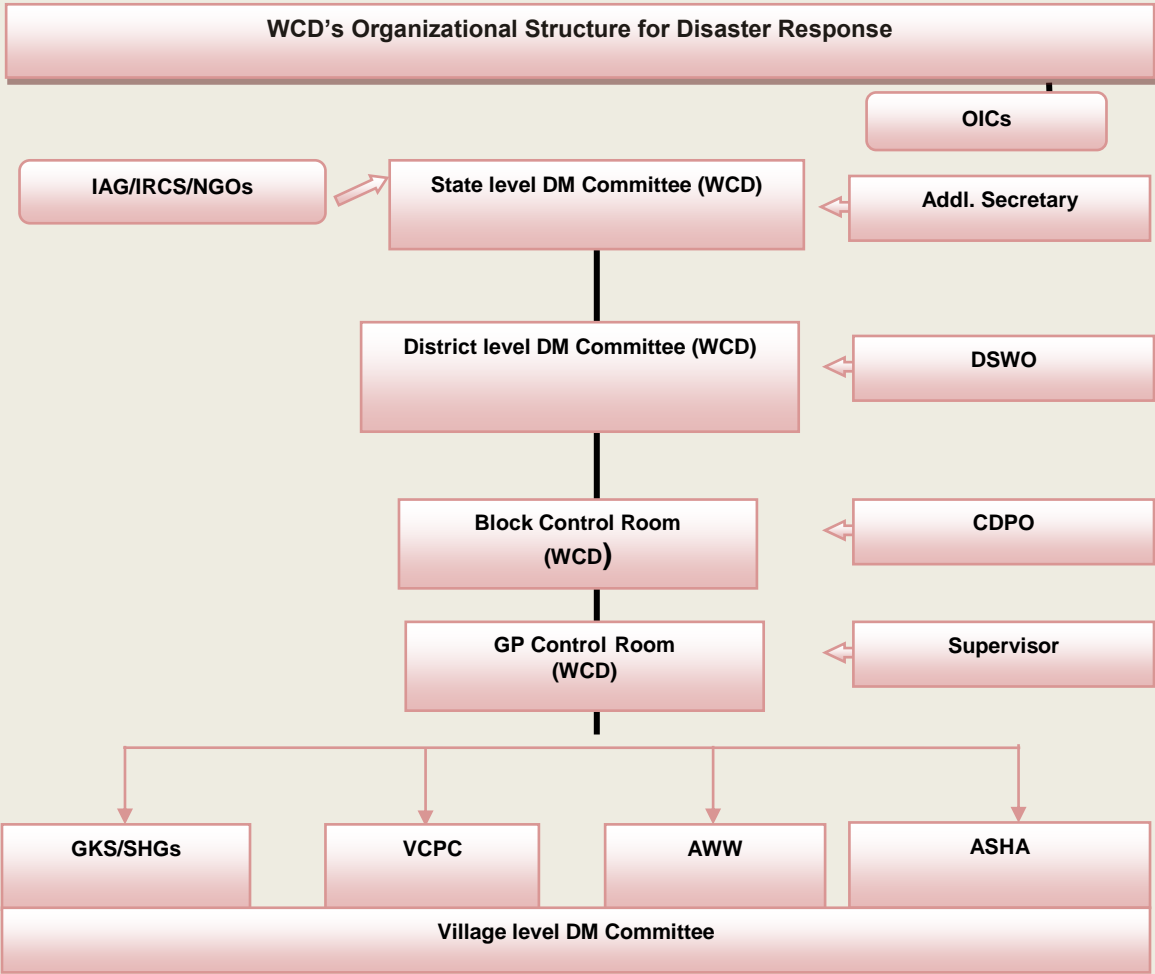
Functionaries	Sanctioned	Filled-up	Vacant
DSWO	35	35	0
CDPO/ACDPO	371	341	30
Supervisor	2808	2580	228
AWW	72587	69517	3070
AWH	62171	60199	172
SA	337	98	239
Sr. Clerk	328	227	101
Jr. Clerk.	351	276	75
Driver	322	166	161
Peon	351	222	129

Apart from this, the following contractual staffs are appointed by the Dept. under various Schemes and in the Child Care Institutions (CCIs):

Sl.No.	Scheme	State	District	Block
1	Nutrition Operation Plan	3	18	0
2	MAMATA/IGMSY	4	30	338
3	ICPS	12	233	0
4	Child Care Institutions		2620	
5	Observation Homes		16	
6	Specialized Adoption Agencies		156	

### 1.5 Institutional Arrangement for Disaster Management

(Organizational Structure)



## Roles and Responsibilities

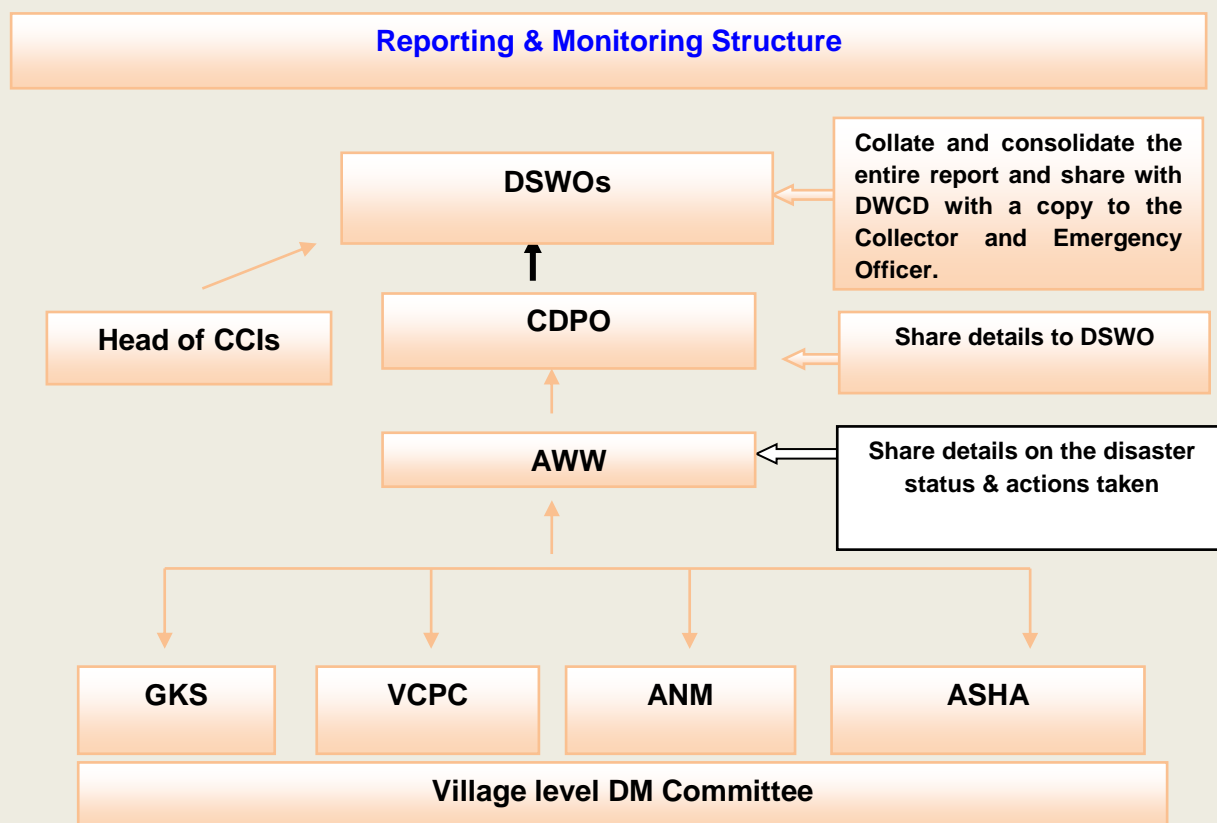
**State Level:** Addl. Secretary, Co-ordination to be the Nodal Officer to coordinate with OSDMA, related departments & media.

**District Level:** DSWO will be the point of coordination with Collector, Emergency Officer, NGOs, and Media and will function as interface between the department and district & block level functionaries.

**Block level:** CDPO will be the point of coordination with DSWO, block authorities, Block CPCs, AWWs, GKS & Village CPCs.

**GP Level:** Concerned Anganwadi Supervisors to coordinate with PRI members, AWW , ANM, Village CPC & GKS

**Village Level:** AWW ,Village CPC & GKS



## 1.6. Preparation and Implementation of the Departmental Disaster Management Plan.

The process of preparation/updating of the Departmental Disaster Management Plan begin in the month of January every year and is to be finalized and submitted for approval by the SDMA by the end of February.

As per section 40 (1. b) of the DM Act 2005 the Departmental Disaster Management Plan to be reviewed and updated annually.

As per section 40 (1. c) the department is to furnish a copy of the plan to the State Authority.

As per section 40 (2) - Every department of the State Government, while preparing the plan shall make provisions for financing the activities specified therein.

As per section 40 (3) - Every department of the State Government shall furnish an implementation status report to the State Executive Committee regarding the implementation of the disaster management plan referred.

As per section 18 (2-c) the State Disaster Management Authority to approve the disaster management plans prepared by the department of the Government of the State.

Table No: 03

Sl No.	Activities to be done	Timeline
1	Consultation within the department and with important stakeholders	1 <sup>st</sup> week of January
2	Collection of all relevant information and preparation of the draft plan.	By 3 <sup>rd</sup> 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 <sup>st</sup> week of February
5	Necessary modification and corrections	2 <sup>nd</sup> 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 – 2

## Hazard, Risk & Vulnerability Analysis

### 2. History/past disasters/losses in the department:

Table No. 04

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	Entire State of Odisha	10,000			
2	2007	Flash floods	15 districts			4 million people affected	In southern districts it was followed by epidemic cholera
3	2008	Floods	Seriously affected 21 districts, 9794 villages	110	2,58,155 houses damaged	5.2 million people affected	
4	2008	Kandhamal Violence	Kandhamal district	50	50,000 people forced out of their homes and into state-run relief camps		
5	2011	Mahanadi Floods 2011	Severe flooding in 8,466 villages across 21 districts of Odisha	81	Half a million hectares of agricultural land destroyed; Major breaches in 71 embankments	thousands of livestock killed by the floods, critical impact on food security and livelihoods	Total damage estimated 32, 5638 million INR
6	2013 2018	Phailin Titli	Very severe cyclonic storm hit coastal Odisha				



## 2.1. Emerging Concerns:

Table No: 05

Natural Disasters	Human Made Disasters	Epidemics
Flood	Building Collapse	Diarrhea
Cyclone	Fire Hazard	Measles
Earthquake	Civil Strife	Malaria/Dengue
Heat Wave		
Drought		

The impact of a disaster can be categorised as direct, indirect or tertiary. Apart from the public health and nutrition consequences of disasters, such as epidemics and the threat to the food supply, disasters also have negative economic consequences. There is a negative impact on the livelihood of the people thus reducing the livelihood sources in rural areas. Loss of income increases poverty levels which gives rise to the following social problems:

- a. Increase in trafficking of girls and women
- b. Increase in malnourishment and under nutrition
- c. Migration and mass exodus in search of income & livelihood
- d. Physical and mental abuse of women
- e. Reduction in family planning methods
- f. Increase in contagious diseases, skin infections, sexually transmitted infections etc.
- g. Increase in cases of missing children and women
- h. Separation of families
- i. Rise in crime rates

### Hazard analysis based on spread, and its effect by various hazards

As women & children are vulnerable to all sorts of disasters an attempt is made to find the outcome for each type of hazard which is compiled in Table-04.

The adaptive capacity like technology, infrastructure, information, knowledge, skill, social capital, economic wealth, institutional mechanism to cope up with potential outcomes is high in case of flood, heat waves and disease epidemics. But in case of cyclone and manmade disasters which may happen suddenly without any prior indication, it is low.

DWCD has good coordination and convergence with the Health & Family Welfare Department for medical support and referrals during the disasters and with Panchayat Raj Dept.

for relief & rehabilitation. The frontline human resources of both these departments particularly the AWWs, ANMs & ASHAs work in tandem alongwith the community level committees such as the Gaon Kalyan Samitis (GKS), Jaanch Committees/ Mothers Committees etc. to mitigate the situation.

**Types of disaster, its entity, stimulus and possible outcomes**

*Table No. 06*

Nature	Entity	Stimulus	Outcome
Flood	Flood prone areas	Increased frequency and intensity of rainfall	Damage to buildings; Feeding interruption; Affects health & nutrition of the beneficiaries; Disruption to road transport affects food procurement; Water borne diseases; Drowning and missing cases; Loss of property; Damage to Institute buildings.
Cyclone	Coastal Areas	Storm	Injury and loss of lives; Stress, psycho-social effects; Damage to buildings; Feeding Interruption.
Earth Quake	Seismic zones		Extreme damage to life and property; Severe injuries leading to disabilities, stress, psycho-social effects; Loss of livelihood; Feeding interruption.
Tsunami	Coastal belt	High tides	Loss of lives, food, homes, separation of family members, missing members, food insecurity, health hazards, feeding interruption.
Drought	Southern and Western Odisha	Less rainfall and water shortage	Food insecurity, water scarcity, malnourishment, migration.
Heat wave	Primarily Western Odisha	High rise of environment temperature	Heat strokes, public health problems, skin infections, health hazards particularly for children and old
Disease Epidemics	Anywhere in the State	Diarrhoea, malaria, dengue, measles, bird flu etc.	Loss of lives particularly those of children.
Building collapse	AWCs & Institutes	Severe rainfall, earthquake, poor infrastructural quality, old buildings	Loss of lives of inhabitants, injuries, damage to property.
Civil Strife	LWE infested areas	Socio-political	Loss of lives, stress, psycho-social effects, abuse and atrocities against women; Feeding interruptions.

## 2. Hazard & Vulnerability Mapping:

Various risks involved for the people particularly women, children and old aged, when exposed to different types of disasters are given in Table below.

### Types of risks to beneficiaries while exposed to different disasters

Table No. 07

Sl. No	Hazards/Disaster	Risk Category
1	Flood and Cyclone	High - Loss of lives, diseases, infrastructure damage, Injury to beneficiaries, Disruption in supplies, missing beneficiaries, separation of families, problems to PwDs/CWSNs, old & infirm, feeding interruption of both children & old aged persons.
2	Drought/ Heat wave	Moderate - Food and water scarcity, heat strokes & health problems
3	Disease epidemics	High- Loss of lives, ailments, fears of spread to larger area. Requires inter departmental and multi sectoral co-ordination & networking
4	Tsunami/ Earthquake	High risk but low prevalence.
5	Building Collapse/Civil Strife	High- Loss of lives, injuries, insecurity to women, children and old aged feeding disruptions.

The Hazard and risk vulnerability analysis has been prepared based on the available data and past experiences. Premier research institutions of the state like ORSAAC, OCAC and other such establishments have the capacity to undertake technology-driven risk assessment in the state. Similarly, each district may need to undertake district specific vulnerability analysis and tie up such analysis with the District Disaster Management Plans.

## Chapter-3

# Capacity-Building Measures

### 3.1 Gaps in the Existing Capacity of the department

Women & Child Development & Mission Shakti Department is having a well developed network for providing its services to the beneficiaries. But during natural calamity like flood, cyclone, earthquake and disease epidemic the institutional network get disrupted. Awareness and capacity building needs to be provided on subjects related to degree and intensity of disaster (limited to low and medium magnitude). In order to provide effective relief services, assistance from ODRAF, Voluntary agencies, H&FW, Panchayat Raj, Rural Development, Police etc. is required. Under the aegis of the Department, a large group of Self Help Group members are active at the community level. This 'Mission Shakti' platform will also be highly used & utilized for providing support and services to the women & children.

There is a need to prepare a standard and uniform disaster operation procedure in our department to deal in various situations. The department personnel are not adequately trained regarding management and mitigation of different type of disasters including relief, rescue and rehabilitation. Adequate financial powers are need to be vested to manage the crisis.

Capacity building would mean the facilitation of a target group to acquire a set of pre-designed knowledge, skill and attitude, which would result in their changed behaviour to tide over the identified deficiencies. A systematic approach to capacity building would therefore begin with analyzing the areas of shortfall from desired behaviour of the target group under a certain situation. This analysis would then lead to a designed input which would fulfil that gap resulting in the capacity building of the target group and help them move towards a desired behaviour. Having formed the various task forces or the DM teams, it is now necessary to enable them fulfil their desired tasks. Quite often people would not know the nature of tasks to be performed by them including their methods and processes. They must systematically learn the knowledge and skill required and must develop the right attitude for carrying out the assigned tasks in an effective manner. Generally speaking, capacity building is required at both functional and technical domains.

### **Functional capacities include:**

- a. Assessment, planning and implementation
- b. Capacity to engage with stakeholders i.e. to build and manage partnerships especially PRI and local governance
- c. Capacity to budget, manage and implement
- d. Capacity to advocate and mobilize resources from various available schemes, allocations and departments.
- e. Capacity to monitor and evaluate i.e. to monitor and measure progress, to evaluate planning, implementation and outcomes.

### **Technical capacities include:**

- a. Linking DRR with development plan
- b. Addressing underlying risks
- c. Public awareness tools
- d. Networking with other stakeholders
- e. Mainstreaming DRR into various sectors like agriculture, health, economic, infrastructures, sectors, land-use planning, etc.
- f. Addressing issue like Social inclusion and gender parity
- g. Develop social safety and protection networks
- h. Risk transfer and
- i. Information collection and sharing mechanism including for hazards and risk –based index.

In order to build up the capacity of a community for disaster mitigation, a number of interventions are necessary. These are discussed hereunder.

### **Mock Drill**

Public awareness must be an important part in disaster preparedness. The aim of public awareness programs is to promote an informed, alert and self-reliant community, capable of playing its full part in support of and in co-operation with the agencies and teams responsible for disaster management activities. An essential part of a disaster preparedness plan is the education of those who may be threatened by a disaster. Although television, radio and printed media can never replace the impact of direct instruction, sensitively designed and disseminated messages do provide a useful supplement to the overall process. Mock drill is an integral part of the disaster management plan, as it is a preparedness drill to keep the community alert. Search and Rescue

Teams at district and block level will carry out mock drills on various disasters situation annually. For floods/flash floods these will be carried before the monsoon period. For earthquakes, landslides etc., such drills will be done in the month of April/ May itself. Mock drills are to be organised in all villages to activate the village level committees and modification of the DM plan based on the gaps identified during such exercises. Basically this is a simulation exercise, which if practised several times, would help in improving the cohesiveness of the community during an emergency. The community's preparedness could be enhanced through mock drill exercise organised once in six months as per the seasonality calendar of natural disaster events that is likely to occur.

### **Before the Drill**

- ✓ Conducting different drills for different emergencies based on the vulnerability
- ✓ Making available "do's and don'ts" lists for various emergencies to stakeholders before planning a drill
- ✓ Keeping the District Administration, local hospital, fire brigade and police station informed of any planned drill
- ✓ Preparing a detailed event chart with time and activities (i.e. information of the event, warning dissemination, place of occurrence, effect/impact of disaster, de-warning and debriefing
- ✓ Preparing a safety plan before the drill.

### **During the Drill**

- ✓ Monitoring response time, to enable the community to learn how to minimize loss
- ✓ Ensuring proper coordination among various stakeholders during the drill
- ✓ Having a skilled safety team on standby for any emergency support
- ✓ Ensuring proper security arrangements are in place at the mock drill location
- ✓ Careful planning and implementation of mock drills can ensure preparedness for Disaster.

It is desirable to identify suitable villagers or community members/leaders that can receive the inputs with interest and can deliver at the time of need. Some of the local actors could be:

- State and District Officials
- Disaster Management Facilitation Centre- very crucial as they will lead the process with local community.

- ANM, AWW, ASHA, SHG members, school teachers, PRI leaders, village youth,
- Farmer club members or any other villager suitable for the inputs.
- Government front line departments
- Academic institutions/Schools
- NGOs
- Other stakeholders like corporate, local traders, bankers etc.

### **What are the inputs required and when?**

Different phases of disaster management pre-disaster, during and post disasters require different skill sets and diverse group of people. Some of the key proficiencies identified for capacity development to ensure resilient communities are summarized under:

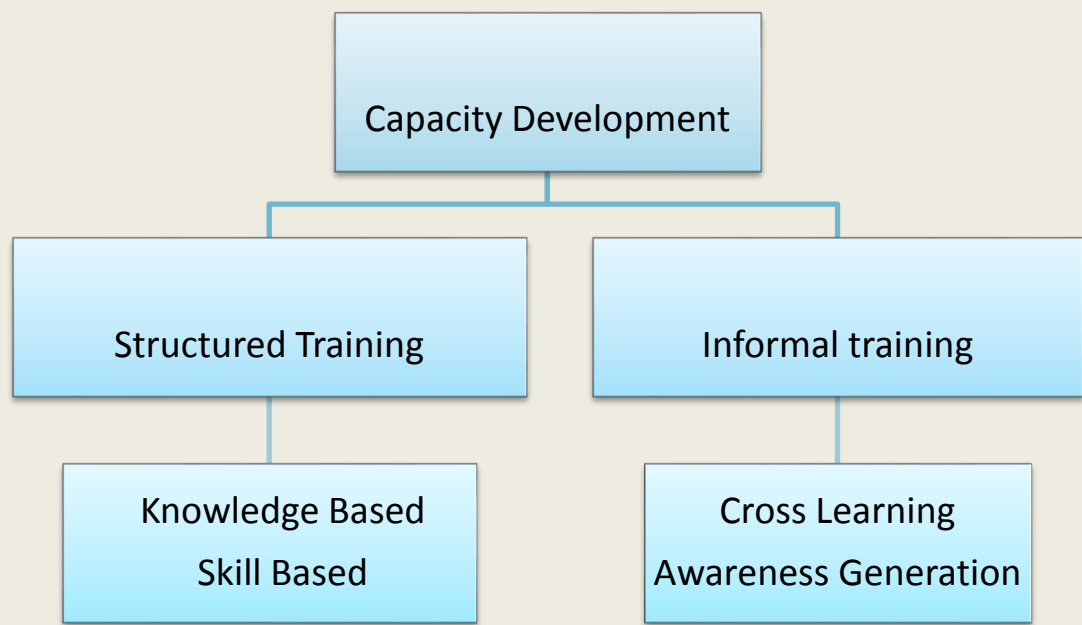
#### **Understanding Hazard, Risk (existing and potential) Vulnerability and Capacity**

- Planning based on local scenario understanding for preparedness, response and mitigation
- Climate-change Adaptation and Resilience Planning
- Understanding of the legislation and entitlements
- Understanding safe construction practices and retrofitting
- Risk Transfer
- Enhancing skills for response(search, rescue, first aid, critical care)
- Enhancing skills for relief management (shelter, water, sanitation, waste, food, rehabilitation) management
- Enhancing skills for Impact (Damage & Loss)and needs assessment
- Enhancing skills for Recovery (livelihood, environment, sustainability) planning
- Mainstreaming DRR into developmental planning
- Role and importance of different line departments in DRR

**Capacity development is much more than the transfer of knowledge and technical skills to the local community. This is also not “One time event” rather it is a “process” and ongoing.**

### Process of Capacity Development

Capacity development shall thus involve multiple activities including series of training programmes, administrative support and on the job facilitation.



### 3.2 Existing Human Resources in the department trained on Disaster Management

Table No.08

Sl. no.	Category	Total Staffs	No of trained personnel on DM			
			Basic	ToTs	MoTs	Total
1	Administrative Staffs	50	0	0	0	0
2	Project Staffs	338	0	0	0	0
3	Accounts and Clerical Staffs	500	0	0	0	0
4	Support Staffs	350	0	0	0	0



### 3.3 Capacity-Building Plans

#### 3.3.1 Capacity-Building Programmes at different level

##### State level Capacity-Building Plans

Table No.09

Sl No.	Training for	Programmes
1	Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretaries, SOs/ASOs	Training cum awareness programme at state level for better supervision, monitoring and taking preventive measures.

#### 3.3.2 District Level Capacity-Building Plans

Sl No.	Training for	Programmes
1	DSWOs, CDPOs, Supervisors, Superintendents of CCI's & other Institutions/Homes	Training programmes on effective management of disasters

#### 3.3.3 Community level Capacity-Building Plans

Sl No.	Training for	Programmes
1	AWWs, ASHAs, SHG members, GKS members, members of Jaanch Committee/Mother's Committee, village volunteers	Public awareness programmes. Distribution of relevant posters, leaflets, pamphlets in simple Odia language.

### 3.4 Training Need Assessment of the department

Sl. no.	Category	Types of Training Requirement	Training Institutions
1	Policy Makers	To have a good idea about the various types of disasters and to understand the basic principles of disaster management;.	OSDMA, Gopabandhu Academy
2	Technical Staffs	To provide the participants the knowledge and skills needed to render aid on-site to sick or injured persons, stabilize their condition and prepare them for transport to a medical facility	OSDMA, SIRD, MLTC
3	Administrative Staffs	Effective management of disasters through better supervision, monitoring and taking preventive measures	OSDMA, SIRD, MLTC

4	Project Staffs	Effective management of disasters through better supervision, monitoring and taking preventive measures	SIRD, MLTC
5	Accounts and Clerical Staffs	How to mobilise resources for response measures How to collect and store disaster related information for post incident analysis.	SIRD, MLTC
6	Support Staffs	Basics of disaster management, co-ordination skills	MLTC, AWTC

### 3.5 Requirement of funds for capacity-building programmes

Table No.10

Proposed Budget for Training and Capacity Building on Disaster Management for 2019-20							
Department:							
Sl. No.	Name of the Training Programme	Total no. of persons to be trained/ total no. of participants	No. of Batches (A)	Cost for Organising One Batch of training programme (B)	Total Cost (C= A x B)	Funds Required from OSDMA	Funds to be met out of the Departmental Budget.
1	Traing-1- State level	150	3	63,000	189,000	189,000	0
2	Trainng-2 - District Level	1200	30	40,425	1,212,750	1,212,750	0
	Total=	1350	33	103,425	1,401,750	1,401,750	0

### 3.6 Annual training calendar of the department

Table No.11

#### Proposal for Training Programme- 1(State level)

Sl. No.	Component	Details
01	Level of Training:	State
02	Name of the Training Programme:	State Level Training Programme on Disaster Management & DM Act-2005 and Department Specific preparedness, prevention and mitigation of Disasters
03	Objectives of the training programme:	i. Orient the functionaries on the departmental Disaster Management Plan ii. Training cum awareness among state level functionaries for better supervision, monitoring and taking preventive measures. iii. Awareness on better co-ordination and roles and responsibilities during disasters
04	Target Group/ Participants(participants	1. Commissioner cum Secretary, Director Social Welfare, Commissioner cum

	profile & Number):	<p>Director, Mission Shakti, Additional Secretary, FA, Deputy Secretary, Under Secretaries, SOs/ASOs, Consultants (Orientation programme) No. of Participants- 51 (1 batch)</p> <p>2. District level Master trainers ToT @3 participants per district – (1 PO, 1CDPO, 1Supervisor) and 10 AWTC Instructors in 2 batches No. of Participants- 100 (2 batches@ 50 per batch)</p> <p><b>Total Participants at State level- 151(rounded to 150)</b></p>		
05	Venue/ Place:	Conference Hall, Mission Shakti Bhawan, Bhubaneswar		
06	Duration of the training programme:	1 day		
07	No. of Batches to be organised:	3		
08	Timeline for Organising training programme (s):	May- June, 2019		
09	Topics to be covered:	<p>Session-I - Disaster Management &amp; DM Act-2005 Session –II- HRVA &amp;Department specific preparedness, prevention and mitigation. Session –III- Orientation on Departmental Disaster Management Plan Session –IV- Effective management of various disasters Session –V- Roles &amp; Responsibilities at different levels</p>		
10	Name and Designation of the Programme Coordinator for the training:	Shri Maheshwar Agasti Addl. Secretary to Govt. W& CD Department		
11	Resource Persons:	Experts from OSDMA & Department		
12	Budget:	Cost for Organizing one batch (A)INR	No. of batches to be organised (B)INR	Total Cost of(C) $C=A \times \text{BINR}$
		<b>63,000.00</b>	<b>3</b>	<b>1, 89,000.00</b>

13	Evaluation of Participants:	Pre and Post Test
14	Participants feedback:	Feedback format
15	Documentation and Reporting:	Department
16	Expected Outcomes:	<ul style="list-style-type: none"> <li>• Officers/Staff well versed on the Department specific preparedness, prevention and mitigation of disasters</li> <li>• Pool of master trainers created for district/sub district level trainings</li> </ul>

### 3.7. Proposal for Training Programme- 2 (District level)

*Table No.12*

Sl. No.	Component	Details
01	Level of Training:	District
02	Name of the Training Programme:	<i>District Level Training Programme on Disaster Management &amp; DM Act-2005 and Department Specific preparedness, prevention and mitigation of Disasters</i>
03	Objectives of the training programme:	<ul style="list-style-type: none"> <li>i. Orient the functionaries on the departmental Disaster Management Plan</li> <li>ii. Training cum awareness among district level functionaries for better supervision, monitoring and taking preventive measures.</li> <li>iii. Awareness on better co-ordination and roles and responsibilities during disasters</li> </ul>
04	Target Group/ Participants(participants profile & Number):	DSWO, CDPOs, AWTC Instructors, Supervisors, Consultants Total Participant- 40 per batch
05	Venue/ Place:	To be arranged at District level
06	Duration of the training programme:	1 day
07	No. of Batches to be organised:	1 per District
08	Timeline for Organising training programme (s):	July- August, 2019
09	Topics to be covered:	<p>Session-I - Disaster Management &amp; DM Act-2005</p> <p>Session –II- Different types of disasters and their Management, Department specific preparedness, prevention and mitigation.</p> <p>Session –III- Orientation on Departmental Disaster Management Plan</p> <p>Session –IV- Effective management of various disasters</p>

		Session –V- Roles & Responsibilities at different levels		
10	Name and Designation of the Programme Coordinator for the training:	District Social Welfare Officer W& CD Department		
11	Resource Persons:	DPO, OSDMA & Master Trainers		
12	Budget:	Cost for Organizing one batch (A) <b>INR</b>	No. of batches to be organised (B) <b>INR</b>	Total Cost of (C) <b>C=A x B INR</b>
		<b>40,425.00</b>	<b>30</b>	<b>12,12,750.00</b>
13	Evaluation of Participants:	Pre and Post Test		
14	Participants feedback:	Feedback format		
15	Documentation and Reporting:	DSWO		
16	Expected Outcomes:	<ul style="list-style-type: none"> <li>• Officers/Staff well versed on the Department specific preparedness, prevention and mitigation of disasters</li> <li>• Pool of master trainers created for sub district level trainings</li> </ul>		

### 3.8 Table top Exercises

*(Emergency situation may be created in the department and table top exercises may be conducted accordingly at least once in a year with support from OSDMA).*

## Chapter – 4

# Prevention & Mitigation Measures

### Measures for prevention of disasters

Prevention and mitigation plans will be evolved for vulnerable areas to reduce the impact of disasters. The following measures and investments shall be undertaken to minimize the collateral damage usually caused by the impact of any disaster.

### Measures required for minimizing the impact of disaster

Table No.09

Sl. No	Particulars	Measures required
1	Capacity building at all level in vulnerable areas flood/cyclone	One day training cum awareness programme will be organized at state level for better supervision, monitoring and taking preventive measures. Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretaries, SOs/ASOs shall accordingly, be oriented. This may be organised at GAA, Bhubaneswar.
2	Public awareness through IEC activities and display of DM plans in all AWCs & Institutions	<p>Mass awareness programme shall be conducted through different audio-visual media to sensitize the community as well as the functionaries.</p> <p>The DM Plan with responsibilities and checklists to be displayed in all AWCs and Institutions.</p>
3	Prepositioning of supplies and demarcation of areas and spaces where temporary services can be provided	<p>Disaster preparedness shall include preposition of food stocks including Take Home Ration (THR), emergency medicines, sanitary napkins, safe delivery kits, family planning kits etc. for sufficient number of days.</p> <p>Also spaces/areas shall be pre demarcated to provide services for new born care, emergency deliveries, safety &amp; security of women &amp; girls, conducive space for PwDs/CWSNs and old &amp; infirm.</p> <p>Each category of personnel shall be made aware of their responsibilities to avoid any kind of confusion during disaster</p>

		management.
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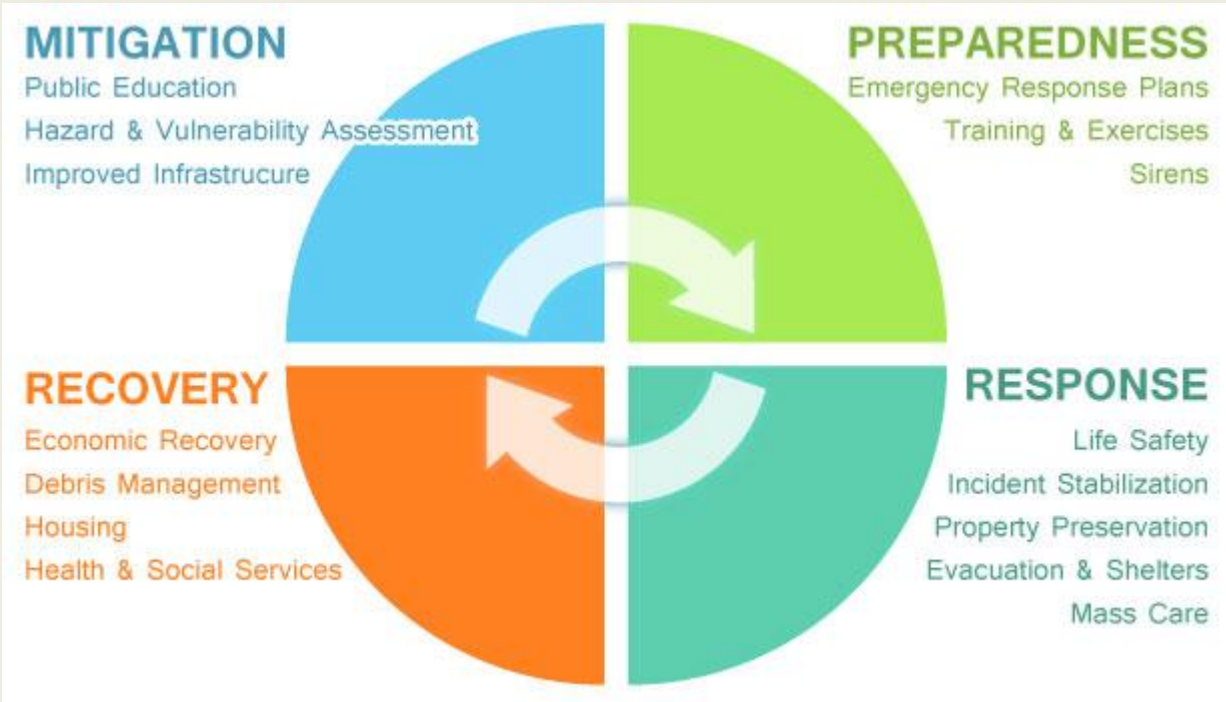
Integration into development plans and projects

The department would ensure that all its buildings like AWCs be constructed use resilient design and material. The buildings and space being currently used as AWCs must be checked for its resilience and safety regularly. Department will promote that the SHGs, GKS, Jaanch Committee and volunteers assist during emergency.

The departmental training centres like MLTCs, HETCs & AWTCs will integrate disaster management training in their training calendar. All IEC materials and programmes would ensure to integrate messages on disaster management. Steps will be taken for preparing information templates and monitoring checklists for monitoring and reporting.

Mitigation plan

The onset of emergency creates the need for time sensitive actions to save life and property reduce hardships and sufferings and restore essential life support and community systems, to mitigate further dame or loss and provide the foundation for subsequent recovery. Effective planning requires realistic identification of likely response functions, assigning specific tasks to individual response agencies and supply of goods, commodities and services to the response agencies for performing the assigned tasks.





## Chapter – 5

# Preparedness

ICDS is an extremely important service oriented programme. The services rendered under ICDS have very specific target group viz. the children up to six years of age, pregnant women, lactating mothers and adolescent girls. The people in the target group of the ICDS are also the most vulnerable in the disaster situation. Ergo, it is pertinent that the ICDS system right from village to the state level remains prepared to meet any eventuality in the time of any disaster

The objective of the disaster management plan for ICDS is that the effect of any disaster on the services to be rendered to the children, women and adolescent girls is minimized and the essential services go on unhindered. Since the services provided under ICDS do pertain to the nutrition and health of the target group, the sustainable ICDS would help the children, girls and women in also overcoming the ill effects of the disaster event.

### Alternative Plans in case of eventuality

There has to be a village level alternative ICDS plan to sustain the services of the programme in case of an eventuality. The components of the alternative plan are as follows:

- A group consisting of AWWs, ANM, ASHA and Jaanch Committee member would form a core group.
- In case of any eventuality at the AWC level, the group would ensure that the programme is shifted to the nearest Primary School to provide sustenance to the Supplementary Nutrition Programme.
- If any of the AWWs is not able to attend the AWC the core group would ensure to get an alternative person to be selected immediately for the purpose with the help of the PRIs.
- The group would discuss and identify in advance some alternative space for storing the ration, medicines and other essential things. A safe place shall also be identified to conduct the VHNDs.
- The group would also identify the alternative place of procurement of materials and also an alternative path way to carry them to the village.



- The core group would be regularly trained in measures to be taken to mitigate the effect of different disasters like flood, cyclone, fire, disease epidemic, drought, heat wave, cloudburst, earthquake, mass accident etc. The case studies would be developed on the high risk disaster for which a particular area is prone to, and the capacity of the core group would be built and regularly strengthened.
- The mock drills would be organized at the village level.
- In case of the events which have the long lasting effect like drought and floods, the provision would be made to enhance the number of days the services would be rendered in the programme. Like, the number of days on which SNP is made available to the children is enhanced by fifty days from the scheduled 300 days.
- The core group in consultation with other members of the community and the PRIs in the village would prepare an alternative ICDS plan for their village and discuss it in the meetings of Gram Sabha etc. so that all the people remain apprised of the measures to be taken at the time of ill event.
- The Lady Supervisors and CDPOs would facilitate the preparation of the village alternative ICDS plan and would ensure to make provisions for the same in advance.

#### 5.1 Nodal person at State level:

Sl No.	Name & Designation of the Nodal person for Disaster Management in the Department	Contact No.	
		Office	Mobile
1	Shri Maheshwar Agasti Addl. Secretary to Govt.	0674- 2396142	94374838442

#### 5.2 Contact details of the Nodal Officers at district level:

Sl. No.	District	Name of the DSWO	Telephone Number	
			Office	Mobile
1	Angul	Alam Barua	06764-231820	<b>7873751155</b>
2	Balasore	Susrita Tudu91/C Dy Collector)	06782-262406	<b>8895483309</b>
3	Baragarh	Nalini Balabantray	06646-247009	<b>8280003327</b>
4	Bhadrak	Ashalata Mohanty	06784-250164	<b>9437976499</b>
5	Bolangir	Binodini Pradhan	06652-235850	<b>9438251517</b>
6	Boudh	Sri Lakshyapati Bhoi	06841-222442	<b>9437367001</b>
7	Cuttack	Nirupama Behera	0671-2507822	<b>9437016505</b>
8	Deogarh	Ashru Tudu	06641-226845	<b>9437046780</b>
9	Dhenkanal	Ahalya Dhala	06762-224481	<b>9437153008</b>
10	Gajapati	Kuntala Mallik	06815-222025	<b>9438706704</b>
11	Ganjam	Monorama Reddy	06811-263968	<b>9437262651</b>

12	Jagatsinghpur	Jayanti Behera	06724-220865	<b>7008852715</b>
13	Jajpur	PO Jajpur (I/C)	06728-223075	<b>9437417597</b>
14	Jharsuguda	Suprava Seth	06645-270893	<b>9437564206</b>
15	Kalahandi	Jyotirmayee Jyotsnarani Patra	06670-230537	<b>9437168209</b>
16	Kandhamal	Manaswini Mishra	06842-253694	<b>9438663340</b>
17	Kendrapara	Chinmayee Rath	06727-232004	<b>9437497071</b>
18	Keonjhar	Swarnaprava Mishra	06766-255557	<b>9438492286</b>
19	Khordha	Mohini Sahoo	06755-221902	<b>9437217870</b>
20	Koraput	Harekrushna Pradhan	06852-251308	<b>9438009477</b>
21	Malkangiri	Swarnalata Biswas	06861-230521	<b>9437642987</b>
22	Mayurbhanj	Kusummala Mishra	06792-252268	<b>9437486515</b>
23	Nabarangapur	Nimai charan Swarnakar	06858-223122	<b>9438327774</b>
24	Nayagarh	Sri Bhuleswar Konhar	06753-253433	<b>9437973192</b>
25	Nuapada	Bijayalaxmi Rayaguru	06678-223549	<b>9437710881</b>
26	Puri	Kalyani Devi	06752-223350	<b>9178629920</b>
27	Rayagada	Wahida Begum	06856-224076	<b>9439567235</b>
28	Sambalpur	Gitanjali Mahapatra	0663-241557	<b>9437566123</b>
29	Sonepur	Smt. Puspanjali Mohapatra	06654-220403	<b>9437293454</b>
30	Sundargarh	Sri Kadambala Biswanath	06622-273161	<b>9437776548</b>
31	DSWO (HQ)	Parbati Panda		<b>9437952943</b>
32	DSWO (HQ)	Golap Manjari Das		<b>9040399665</b>
33	C.I., HETC, BBSR	Basanta Manjari Pahi		<b>8895687171</b>
34	CI, HETC, Barapali	Pravasini Nayak		<b>9439271323 8280182164 7064089272</b>

### 5.3 Preparedness at Department level

- ✚ 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
- ✚ Assess 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

## 5.4. Check List for Control Room:

Sl. No.	Activities	Pre Disaster	During Disaster	Post Disaster
1	Assignment of Duty	√	√	√
2	Maintain inventory of resources	√		
3	Identification of Weak and vulnerable points	√		
4	Proper setting up of the control room	√	√	
5	Provide information who need it	√	√	√
6	Service division and assign duties	√	√	√
7	Receive information on a routine basis and record	√	√	
8	Receive preparedness report from relevant dept.	√		
9	Basing on the information report to the state authority	√	√	√
10	Vulnerable area map displayed	√	√	
11	Imp. Phone numbers	√		

## 5.5. Preparedness Matrix

Sl. No	Action	Responsibility	Resources / Support	Deadline
1	Appoint an Disaster Focal Point to lead on early warning, alerts and state-level preparedness actions			
2	Identify principal hazards and vulnerabilities of the state and districts			
3	Maintain regular contact with other actors in the state (inc. government, INGOs and LNGOs) and develop joint strategies for preparedness and response			
4	Orient and train staff on disaster preparedness planning and the basics of disaster response			
5	Develop database of key contacts in government, UN and other NGOs/INGOs at state level			
6	Set up Rapid Response Team			
7	Maintain and update rosters of internal employees			
8	Develop state-level human resources contingency plans in advance of the monsoon season – e.g. identifying likely team leaders for disaster response and preparing for sharing of regular workloads if required			
9	Maintain stocks of standard first-phase			

	supplies (e.g. hygiene kits, child-friendly space kits, tarpaulins, first-aid kits) in at least one central location			
10	Ensure that each location has a first-aid kit and that staff are familiar with its contents			
11	Identify potential warehouse space for use in emergencies			
12	Ensure all vehicles have functioning front and rear seat belts, are fully road-worthy, with headlights, brakes and tyres in good condition, and are carrying a properly inflated spare tyre, a jack, a wrench, a fire extinguisher and a first-aid kit			
13	Train key staff on media management in emergencies			
14	Develop databases of local media contacts			
15	Create Child Friendly Space minimum standards, kit lists, standard job descriptions			
16	Develop Family Tracing and Reunification (FTR) kit and training			
17	Review and develop pre-stocked IEC materials for hygiene-promotion activities			
18	Establish links with organisations and individuals with technical WASH skills			
19	Develop standard dry and wet food packages, including micronutrients for children and pregnant/lactating women			
20	Develop guidance on training teachers on child-friendly approaches, psychosocial care and child protection			



## Chapter -6

# Response Plan

### Disaster Response Plan

All those actions taken immediately following a disaster when exceptional measures are required to meet the basic needs of survivors are called Disaster response. These are the measures undertaken to ensure survival and prevent further deterioration of the situation. These include Search and Rescue, immediate repair and restoration of critical facility and utility. The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can be of an immediate, short term or protracted duration.

The level of disaster response depends on a number of factors and particular situation awareness. Initial work demand gradually spreads and increases based on a wide range of variables including scale of disaster, vulnerability of affected area which in turn is affected by population density, site-specific conditions (e.g. exposure to hazardous conditions) and effects of cascading disasters resulting from inter-dependence between elements of critical infrastructure.

If a trained and equipped team is available within WCD to deal with disaster preparedness and response in a more organized and systematic manner then loss of lives and properties can be minimized.

### 6.1. Standard Operating Procedure (SOP)

*(Start Immediately on Receiving Cyclone / Flood Warning or Information about any Other Emergency from any Source)*

1. Officer in charge of EOC: Joint Secretary, Coordination, shall remain in charge of Control Room. S/he shall be personally responsible for implementing the SOP. S/he shall take all decisions as outlined below and sign on all reports mentioned below. S/he shall not wait for orders from anybody.
2. Alert all field officers: Early warning shall be issued to DSWOs, CDPOs, Supervisors and AWWs with information from SRC / OSDMA.
3. Call up the officers and ensure that they remain in headquarters.

4. Prepare a logbook for recording chronological sequence of events.
5. Make a thorough situation assessment and report to the respective authority.
6. Make a thorough assessment of relief items available in stock at different places.
  - a. *(Make a quick assessment of district needs and expectations from different agencies.)*
7. Place requisition as per local need assessment
8. Coordinate with Civil Society Organizations, other Govt. departments, PRI and Media.
9. Prepare Status report every day and submit to the relevant authority.
10. Keep vigilant eye on Child Protection issues in the area and coordinate with structures of OSCPS as required.
11. Keep spare copies of district maps. Jurisdiction maps of all ICDS divisions and AWCs shall be kept ready in good numbers.
12. Send daily situation report to District Collector, OSDMA & SRC.

## **6.2. Disaster Response Mechanism**

Following mechanism will be followed for responding any disasters by DWCD.

### **6.2.1. Assessment**

A rapid assessment would be launched after receiving instructions from the Collector as soon as possible but not later than 24 hours after the onset of any disaster. Following the assessment, immediate response plan will be prepared at district level under the guidance of Collector and supervised and compiled by DSWO in close coordination with Emergency Officer.

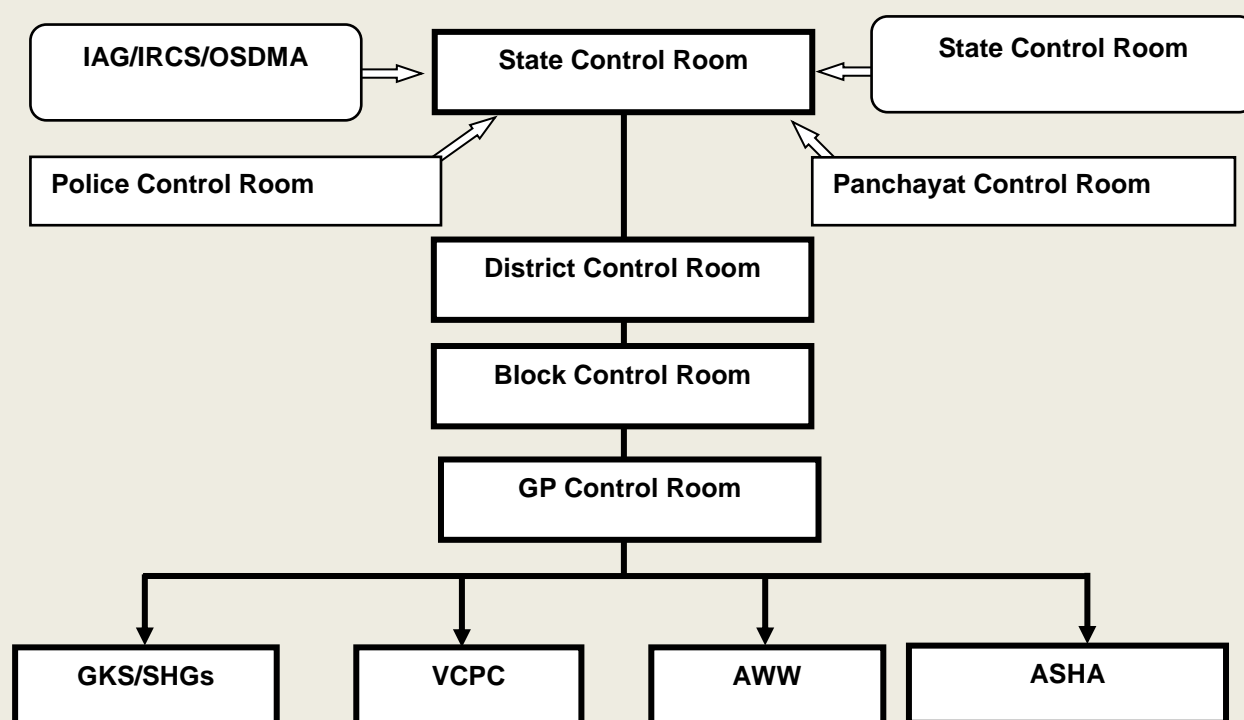
The rapid assessment would at least include, not limited to, the following:

- ✓ Loss of life
- ✓ Loss of Assets
- ✓ Damage to Infrastructure
- ✓ Loss of food materials, registers etc. of AWC & Institutions
- ✓ Situation of women and children in the community
- ✓ Issues of child protection
- ✓ Situation of old & infirm and PwDs
- ✓ Check up availability of food (THR and others) and kerosene/fuel at AWCs, block headquarters, SHGs and other inaccessible pockets.

### 6.2.2. Early Warning Dissemination and Response Plan:

Preparedness	Pre (after Warning)	During Disaster	Post Disaster
<b>WCD State Control Room</b>			
Setting up Control Room and ensuring round the clock functioning Assignment of duties to the District Level officials and DSWO/CDPO/ BDO Arrangement of vehicles and public announcement system Early warning to AWWs, CPC & GKS for further dissemination Ensure proper maintenance and functioning of warning s & communication systems	Coordination with District officials and DSWO/CDPO/ BDO Ensure the announcement system for warning dissemination Ensure proper maintenance and functioning of systems	Dissemination of information regarding status of the disaster & submission of report to state, and media.	Providing information about the precedence of disaster and information about the relief and rehabilitation programme undertaken by the district administration.
<b>WCD District and Block Control Room</b>			
Institution wise keep update record of children, pregnant women, Lactating women, PwDs, old & infirm etc. List out the staff with contact address Stock position of the food and other materials in AWCs ANMs / male health workers / volunteers/task	CDPOs, Supervisors, AWWs will be directed to join Head Quarter Settings o f a Control Room and Delegation of duties/Area distribution Request BDO for requisition o f vehicle To inform all its staff member s to report their	Arrangement of medical help Coordination of the information and keeping a strict vigil over the situation and act accordingly. Maintenance of record for information	Damage assessment Identification of areas for clearance Delegation of team Monitoring of work Proposal to the government

#### Flow of Early Warning Dissemination to all the Institutions



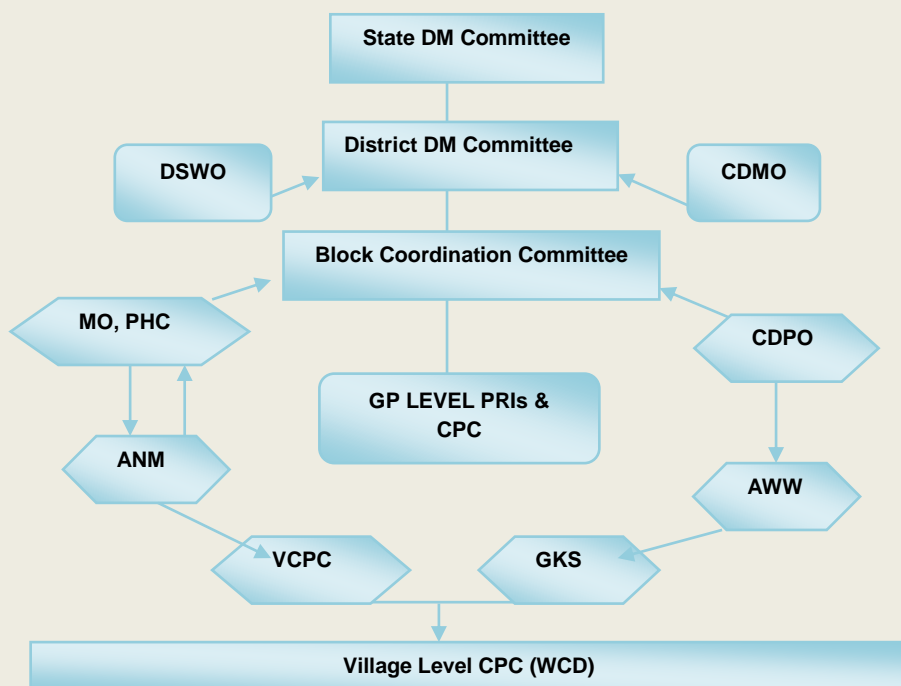


### 6.2.3. Health Response Plan:

Preparedness	Pre (after Warning)	During Disaster	Post Disaster
<b>WCD State Control Room</b>			
<p>Stock piling of Life saving drugs/ORS packets/Halogen tablets.</p> <p>Treatment and Transportation of the injured</p> <p>Disease surveillance and transmission of reports to the higher authorities</p> <p>Dis-infection of Drinking water sources. Identification of site operation camps.</p> <p>Support advance inoculation programme in the flood/Cyclone prone areas.</p> <p>Coordinate with CDMO, Health department to carry out the preparedness as cited above</p>	<p>Deployment of staffs with medicines.</p> <p>Check the stock and collect the required stock from district office</p> <p>Arrange emergency room ready</p> <p>Delegation of duty at CDPOs office for 24 hours services</p> <p>Meeting with the GKS/ ANM/AWW</p>	<p>Deployment of staffs in the cut off areas with medicine.</p> <p>Check the stock and collect the required stock from district office.</p> <p>Delegation of duty at CDPOs offices for 24 hours services</p> <p>Meeting with the GKS/ ANM/AWW and</p>	<p>Check the stock and collect the required from district office.</p> <p>Arrangement of medical help for the needy.</p> <p>Treatment of emergency cases and provision will be made to transfer the nearest hospital if necessary</p>
<b>WCD District and Block Control Room</b>			
<p>IEC activities on disaster management</p> <p>Ensure regular bleaching / use of disinfectants in the drinking water sources</p> <p>Information on disaster management to all the institutions and display</p> <p>Awareness building on drinking water and hand wash</p> <p>Long term mitigation strategies</p>	<p>Facilitate that Medical and Para Medical Staffs are available in their respective villages.</p> <p>Ensure status of medicine stock</p>	<p>Provide information of evacuees sheltered in different locations to the medical team.</p> <p>Ensure medicines are reached to the affected areas with the help of AWWs/ASHAs.</p> <p>Ensure proper treatment of the victims or injured</p>	<p>Facilitate and Co-ordinate with other stakeholders</p> <p>Record keeping.</p> <p>Inform PHC to take immediate action and seek the support of</p>



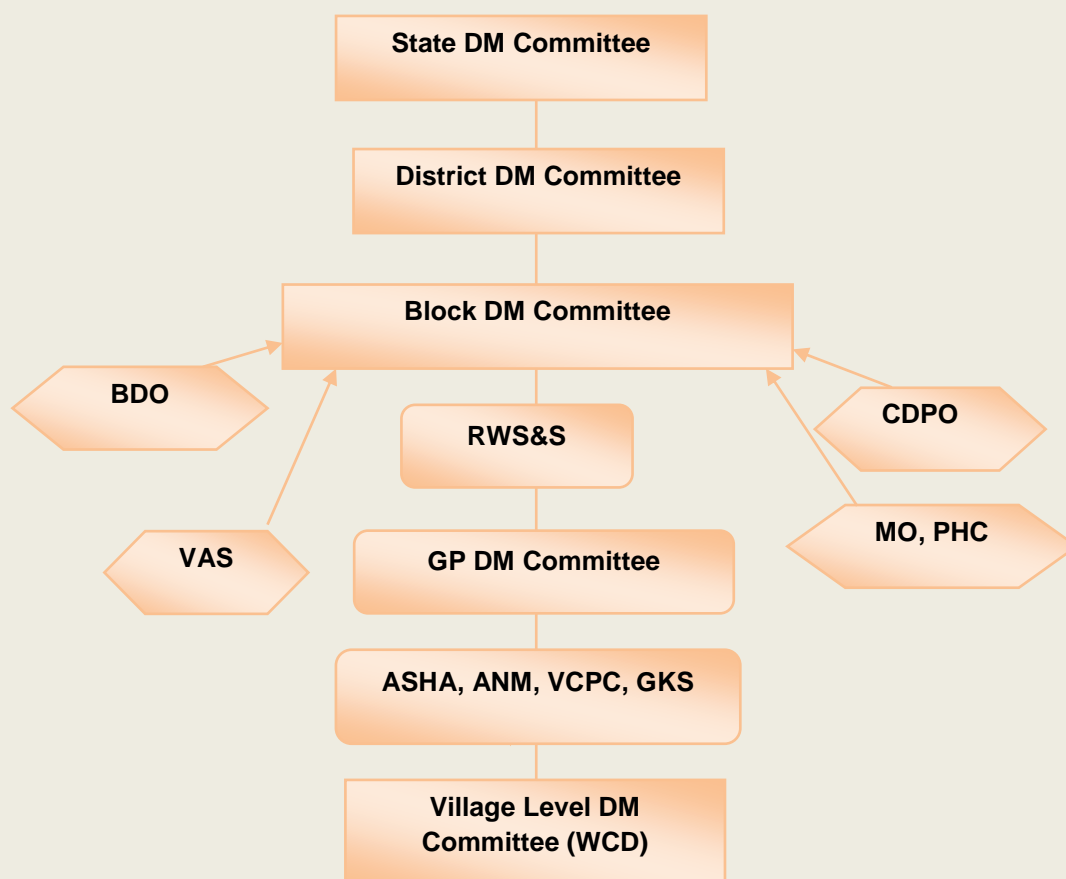
### Flow of information related to Health Response Plan



#### 6.2.4. Relief Operation Response Plan:

Relief Operation - Response			
Preparedness	Pre (after Warning)	During Disaster	Post Disaster
WCD State Control Room			
Procurement and transportation of Relief materials to affected pockets/areas/ people Assigning of free kitchen in the shelter camps affected areas. Assigning responsibilities to officials for distribution of emergent relief/running of free kitchen.	Assessment of Block wise/GP & village wise / requirement of relief Identification of district level & block level officers to remain in charge of storage godowns Purchase, organize or mobilize emergent relief and stockpiling Ensure stock piling of tents, delivery kits, sanitary napkins, medicines & kerosene oil in the strategic points. Concerned CDPOs will remain in charge of all relief operation	Grant emergency relief to all the marooned people and organize relief camps. Organize free kitchen centers Provision of basic amenities like drinking water , sanitation and public health care. A card system according to the number of children / women/families should be introduced Submission of daily situation reports	Closure of relief work , as per the ORC & SRC Daily situation report to Govt. Keeping record of damages done to home , individual person, dead and missing persons and assist Organise health programme both for people and animals by INGOs / NGOs / Charitable Organisations Meeting with all stake holders
WCD District and Block Control Room			

Relief Operation - Response			
Preparedness	Pre (after Warning)	During Disaster	Post Disaster
List out the staff with contact address Stock position of the subcenter and PHC/AWCs Prepare the plan and indent for stock Awareness generation for using bleaching Supply of drinking water during emergency IEC activities on disaster management Ensure regular meeting of NGO co-ordination cell	Stock pilling of delivery kits, sanitary napkins, medicines /disinfectants, dry food(Chhatua) in the risk prone areas Maintenance of Stock Register Supply of drinking water Supply of poly pack containing safe drinking water Distribution of ORS Packets	Provision of temporary medical relief Centers for pregnant women and children Distribution of medicines and halogen tablets Treatment of the victims and daily report to PHC control room Supply safe drinking water in the poly packs to people	Stop the relief activities & pla Supply safe drinking water to people Distribution of halogen Tablets Organize relief operations and/or free kitchen Centers. Keeping record of damages compensation.



### 6.3. Protocol in Relief Camps

- Facilities for privacy to be arranged for pregnant women, lactating mothers in the identified temporary shelters
- Stock adequate THR well in advance in the relief camps
- All relief dry food (THR) should reach women, children and the aged.
- Start distribution of cooked food as soon as possible
- Provision of safe drinking water and temporary toilets in coordination with RD Dept. in rural areas and with PH Dept in the urban areas
- Immediate first aid & medical care if required be provided in coordination with Health Dept.
- Delivery kits, sanitary napkins & emergency medicines be kept ready for pregnant women & adolescent girls. GKS funds may be used to maintain sanitation & hygiene to prevent epidemics.
- Protection of women against violence & abuse in co ordination with GKS/SHGs & Jaanch Committees
- Psycho, social care, support and counseling of the distressed
- Co-ordination with Health Dept. for Emergency Obstetrics & New Born Care
- AWW & CPC will keep a vigilant eye on the child protection issues for e.g. trafficking, physical and sexual exploitation, child labour etc.
- Care & support to old & infirm and PwDs/CWSNs as per their specific needs Volunteers /NGOs shall be encouraged to facilitate the same

### 6.4. Protocol for Missing Children

#### 6.4.1 Production

A missing/runaway child is usually accessed by the Police, concerned citizen/s, Child Helpline, Hospital authorities, NGO representatives and brought to the notice of the Child Welfare Committee (CWC).

The child/children should be produced before the CWC or any individual member of the committee within 24 hours (Section 32 (1), JJ (C&P) Act) excluding the travel hours. In case the child is unwell or hospitalized, relaxation can be granted with due information to the CWC.

#### 6.4.2 Ensure Safety

The child should be admitted to the nearest Shelter Home, CCI, Open Shelter for temporary care and treatment. In case the child is able to indicate his/her place of residence or provide some clue about the place of residence or parents:

CWC can issue an order to SJPU / POs / NGOs /Child Helpline to verify the information.

CWC can issue an order to SJPU/PO/NGO/ Child Helpline to escort the child to his place of residence and verify the information about the home and parents.

#### 6.4.3 Enquiry

If the child is not brought by the police, then the CWC needs to first verify if an FIR or missing complaint exists for the child. If not, then the CWC needs to ensure that a Police diary (within 24 hrs) with a photograph of the child is maintained at the nearest police station in order to trace the child's parents or relatives.

**Missing Child**  
A child found without any adult accompanying him/her. A missing child is usually unable to express verbally, non-verbally or otherwise his/her whereabouts and whose parents cannot be located.

To trace the family of the child, wireless messages should be sent to all the police stations, missing children's bureau etc. The photograph of the child must be published in at least one leading local and national newspaper. The CWC should also order a Television Order Memo (TVM) for police to advertise the abandoned child over the TV mass media. All these efforts should be in local language and concentrated in and around the local area and home state. Announcements should immediately be made at the place where the child has been located e.g. at railway stations as well as in religious places like temples, mosques etc. This should be done urgently, within a week, as the family is likely to be looking for the child especially if the child is a runaway or missing child. (List of CCIs enclosed in Annexure).

#### 6.4.4 Restoration

During the process of inquiry, if the parents are traced, the CWC shall give summons to them to appear before the CWC within a week.

The CWC will try and understand the causes for which the child was abandoned and assess whether the parents are fit to take responsibility of the child and if so, the parents/extended family will be counseled to assume responsibility of the child.

CWC should assess the case based on the documents produced by the claimants, the report of the police and the report of the PO recommending restoration of the child to the claimants. Based on this assessment, the committee should decide whether the parent/parents/guardians are fit to look after the child. If the parents and guardians are found to be fit individuals, then the CWC can pass an order that they find the parent/parents/guardian fit and handover the child to the parents/guardians (JJ (C&P) Act 39-3(a)). The parents/relatives/guardians have to sign an undertaking in Form-IX outlining their responsibility as parents.

#### **6.4.5 Documents of verification**

- ✓ Birth certificate of the child or his/her school leaving certificate or certificate from the Sarpanch and family photographs (if available).
- ✓ CWC should cross question the parents and verify using different means to establish the authenticity of the parents such as a telephonic call to the Sarpanch of the village etc.
- ✓ For identification of parent/parents/guardians Voter Id card, Ration card, BPL card, ADHAR card or letters from PRI members may be entertained.

#### **6.4.6 Exceptional Circumstances**

##### **6.4.6.1. If parents are not willing to take custody of the child**

Incase during the process of interaction, the CWC establishes that there is substantial evidence indicating that the parents/claimants are not fit individuals or unwilling to take responsibility of the child, the CWC can order to house the child in the Children's Home/Shelter Home/Open Shelter for not more than one year. The CWC should clearly indicate the reasons for the decision such as care, treatment, education and rehabilitation. The CWC should recommend counseling or other support services for the parents so that their capacities are enhanced to take care of the child and the child can be reintegrated with the family in the shortest possible time.

The CWC should review the decision of institutionalization of the child at least once in a year instructing the institutions to prepare the Individual Care Plan for each child. Each procedure should be recorded in writing.

##### **6.4.6.2. If the child does not have a claimant**

If parent/parents fail to respond to the advertisement issued in the regional and national newspaper, the TV announcements or are not located through the police or NGO missing person links, the CWC shall come to the conclusion that the child has been abandoned by the parents. Once the CWC is satisfied that all possible efforts have been made

to locate the parents/guardians, the CWC can declare the child legally free for adoption, and place the child in a Children's Home which is licensed as Specialised Adoption Agency (SAA) for placing children in adoption.

### **Procedure to be followed for a child missing/run away from an institution**

If a child is missing from an institution, the institution shall immediately inform the local police with a copy to the CWC. CWC will initiate an inquiry into the matter and as part of the inquiry take the statement of the staff in the institution and other children to understand the circumstances, reasons and details of the child's escape. CWC will submit the report to the Commissioner, WCD and SCPS. The CWC will also ensure that the matter has been reported to the police. In case the child has escaped from an institution and the child is found or returns back, the CWC shall be informed and the Superintendent of the institution shall send a report to the Commissioner, DWCD about the return of the child.

### **6.4.7 Restoration of missing children to another State**

If the child's residence is in a different State then after verification of the information given by the child, the Nodal department of the State, WCD / local Child Helpline should be informed of the details given by the Child. CWC can send the child to the CWC of the source district, with intimation to the nodal department (DWCD) with the support of the Child Helpline/DCPS/SJPU and police.

### **6.4.8 Repatriation of a Child to another Country**

If the child's residence is in a different country, the CWC should immediately contact with the State Department of Women and Child Development for his/her repatriation to the concerned country. The Diplomatic Mission and the High Commission's offices of both the sending and receiving countries are to be actively involved.

## **6.5 Protocols for Child with Special Needs (Mental & Physical)**

### **6.5.1 Production**

A) A child with special needs (mental and physical) is generally brought by the police, concerned citizen/s, child-line, hospital authorities, and NGO representatives.

B) The child is produced before the CWC or any or any individual member of the committee.

The child should be produced before the CWC within 24 hours (Section 32 (1), JJ (C&P) Act) excluding the travel

#### **Child with Special Needs**

**Children with identified disability, health, or mental health conditions requiring early intervention, special education services, or other specialized services and supports.**



hours. In case the child is unwell or hospitalized, relaxation can be granted with due information to the CWC.

### **6.5.2 Ensure Safety**

In case of urgent need for medical care, the CWC can write a letter to the concerned medical authority to provide medical facilities to the child. In both the cases the child should be admitted to the nearest children's home, specially meant for these children with required provisions for temporary care and treatment till the enquiry process is over. Extension of stay can also be made, if required. If the parents of the child are unwilling to take back the child, then the child will be considered as a surrendered child and the DOS will be executed.

In case the parents want to keep the child, the order will be executed vide Form VIII and the parents will give an undertaking vide FORM IX.

It is mandatory to give admission to each and every child round the clock by the authority responsible for the management of Children's Home meant for the children with special needs.

### **6.5.3 Enquiry**

If the child is brought by the parent/ parents then no enquiry will be executed. In all other cases an enquiry is mandatory.

If the child is not brought by police, the CWC needs to first verify if an FIR or missing complaint exists for the child. If not, then the CWC needs to ensure that a Police diary (within 24 hrs) with a photograph of the child is maintained at the nearest police station in order to trace the child's parents or relatives.

To trace the family of the child, wireless messages should be sent to all the police stations, missing children's bureau etc. The photograph of the child along with some identifying information must be published in at least one leading local and national newspaper. The CWC should also order a Television Order Memo (TVM) for police to advertise the abandoned child over the TV mass media. All these efforts should be in local language and concentrated in and around the local area and home state. Announcements should immediately be made at the place where the child has been located e.g. at railway stations as well as in religious places like temples, mosques etc. This should be done urgently, within a week, as the family is likely to be looking for the child.



#### **6.5.4 Restoration**

Depending on the report of the PO and efforts in tracing the family, the CWC must give its final decision, in writing.

If the family is in a position to take care of the child, and the child is willing, the child may be handed over after proper counseling of the parents.

In case the family is not traced out or the child does not want to go back to the family, a long term plan for rehabilitation through transfer to a fit institution that offers long-term care and is able to meet the developmental needs of the child.

Arrangements for individual care plan such as sponsorship, foster care, and adoption could also be made.

#### **6.5.5 Rehabilitation**

If the child is surrendered then the child must be placed in a children's/special home for care and it is the duty of the PO to draw an age- and ability - appropriate Individual Care Plan for the child with the help of a special educator or rehabilitation professional experienced in working with children with disabilities and the report to the CWC from time to time about progress of the child.

Staff and children of the children's home meant for these children must be sensitized on the needs of the child. Every effort must be made to treat the children at par with other children in the home. The child must not be discriminated on account of her/his ability.

An appropriate educational and rehabilitation programme needs to be initiated, in consultation with specialists such as special educators, occupational therapists, physiotherapists, speech and language therapists, communication therapists, counselors etc. Required aids and appliances should be provided for the child.

### **6.6 Protocol for women in relief camps**

- Facilities for privacy may be provided to women, lactating mothers and adolescent girls.
- Ensure supply of THR for pregnant and lactating mothers.
- Immediate medical care may be provided, if required.
- Sufficient toilets may be provided.
- Arrangements for proper lighting in relief camps to be made to ensure safety.
- Personal care products may be made available to women and adolescent girls.

- Sufficient care may be taken to protect women against violence and abuse in coordination with law enforcement agencies and SHGs.
- Services of district level SHG federation may be requested to oversee the well being of women in relief camps.
- Contact may be established with referral transport.

## **6.7 Protocol for children in relief camps**

- Safe drinking water to be provided
- Ensure sufficient supply Chhatua for children below six years of age.
- Cooked relief to be made available as per SRC guidelines.
- Psycho social care and support and counselling may be provided to the distressed children with the help of OSCPS staff.
- Services of CWC may be requested to look at the child protection issues in relief camps.
- Issues of missing/found children may be brought to the notice of Police, Child line or DCPO.
- Protocol for the old persons
- Ensure sufficient food.
- Medical care may be provided if required.
- Help may be provided to old and invalid persons as per their special need.
- Assistance of local NGOs may be solicited for this purpose.

## **6.8 Protocol for Persons with Disabilities in relief camps**

- Intellectual disability and Autism children should be kept separately along with family members
- Care giver or family members should be with them in the safe shelter to take care of them
- Take care of the disability certificate and other medical report of the person with disability.
- If anybody needs support Special support kindly coordinate with health personnel (AWW, ASHA, and ANM) or family members.
- If anybody has lost assistive devices, please ensure replacement of the lost assistive devices early.

## 6.9. Programme Management and Coordination:

Component	Who?	Resources
<b>Assessment</b> Deploy a rapid initial assessment team within 48 hours Where possible, coordinate assessments with other NGOs already been identified include these in the team Triangulate initial assessment findings with information from other sources (e.g. media, government, other NGOs) Procure detailed maps of the affected areas Plan and budget for a comprehensive multi-sector assessment within 6 weeks	State team	Rapid Assessment Template
<b>Coordination</b> Attend coordination meetings hosted by OSDMA Initiate coordination activities where there are no existing coordination arrangements Meet government officials to gauge their likely response and to share information (e.g. National and State Disaster Management Authorities, District Collectors, Block Development Officers)	Humanitarian Manager  State/district/block level team	Situation Report template
<b>Staff</b> Ensure staff clearly understand their roles and responsibilities and are appropriately equipped in terms of material support and training Orient key staff on disaster response guidelines / templates and core humanitarian and child protection standards.	State team	Code of Conduct
<b>Security</b> Ensure that field staff / offices are fully equipped as the situation requires (e.g. car Humanitarian kits, life jackets, contingency supplies, communications equipment)	State team	Security Guidance
<b>Programme Design, Monitoring and Evaluation</b> Establish monitoring tools and reporting systems (e.g. output tracker)	State team	Output Tracker
<b>Key Contact:</b>		

Human Resources	Who?	Resources
<b>Rapid Assessment Team</b> Mobilise Rapid Assessment Team for deployment within 48 hours for up to 8 days Try to ensure that the team includes people with the following expertise and experience: Previous needs assessments Programme management Logistics / IT / Security Child Protection Health and Nutrition Food and Livelihoods	State team	Rapid Response Team database  HR Placement Process Flow

<b>Media and Communications</b>  Try to ensure that the team is gender-balanced Ensure that the team has knowledge of local languages or, if not, that they are accompanied by translators Agree a team leader, team structure and lines of communication/reporting		Rapid Assessment Template  Code of Conduct
<b>Disaster Response Team Mobilisation</b> Designate a team leader in the field and ensure that his/her regular work can be adequately covered for the coming weeks/months Ensure all staff are fully briefed on their role, responsibilities, level of authority and reporting obligations Ensure all staff are oriented on the Preparedness Plan, the annexed formats.	State team	JDs & TORs
<b>Key contacts</b>		

<b>Logistics and Administration</b>	<i>Who?</i>	<i>Resources</i>
<b>Humanitarian Supplies and Procurement</b>  <i>Immediate Actions (following launch of initial assessment)</i> Identify the most likely additional relief supplies required and contact suppliers for quotes Initiate internal authorisation process for use of contingency stocks – these should be distributed to beneficiaries within 72 hours of a response being declared  <i>Response Actions (following commitment of funds)</i> Issue purchase orders for priority relief items, prioritising speed of delivery but also ensuring quality standards are met Establish pipeline plan to meet programme supply needs for the projected length of the response	Humanitarian Manager  State/district /block level team	Standard kit contents

<b>Operational Support</b> Ensure logistics needs are adequately assessed in the initial rapid assessment Ensure logistics and administration staff contribute to the development of programme strategies and budgets and that logistics costs are adequately covered in grant budgets		
<b>Dist &amp; block level</b> Assess quality of available facilities, considering size, cost, ease of access, electricity and water supply, security, extra works needed, lighting, cleanliness, kitchen, sanitation etc. Identify additional needs in terms of storage, accommodation, catering needs, equipment Ensure all new assets are tagged and recorded in an asset register Ensure all field staff are appropriately equipped		
<b>Warehousing, Stock and Distribution</b> <b>Locate and hire warehouse space</b> <b>Orient staff on stock-control guidelines, and templates</b> Orient and train staff, and volunteers for warehousing, security and distributions		<b>Stock control forms and templates</b>
<b>Communications</b> Ensure that all staff, including drivers have working phones / chargers and local SIM cards Ensure that all key staff have functional access to computers and internet connections		
<b>Transport</b> Identify personal and freight transport options and procure or hire vehicles or boats as required Ensure all rented and purchased vehicles have functioning front and rear seat belts, that they are fully road-worthy, including working headlights and brakes and tyres in good condition, and that they are carrying a properly inflated spare tyre, a jack, a wrench, a fire extinguisher and a first-aid kit Ensure all drivers (including hired drivers) are carrying working mobile phones and supplies of water (and THR packets, if required)		
<b>Key Contacts:</b>		
<b>Information &amp; Communication</b>	<b>Who?</b>	<b>Resources</b>
<b>Information</b> Designate focal points at the district / block level responsible for information collection and dissemination to all concerned staff at different levels Develop a framework for sharing appropriate information with beneficiaries Ensure that field-level information is available in local languages for beneficiaries Establish regular situation reports (Situation Reports), initially daily, then three per week, then weekly (clearly dated & marked)		

Compile distribution lists for different audiences		
<b>Communications</b> Incorporate communications activities (e.g. case studies, photography) in the initial rapid assessment Develop communications materials as required for different audiences for media briefings, website updates		Case Study Template
<b>Key Contacts:</b>		

## 6.10. Rescue

The rescue measures are to be taken within shortest possible time of occurrence of disaster. This can be undertaken in following ways as mentioned:

### Rescue Measures:

Sl. No	Major Disaster	How	Mobilization required
1.	<b>Flood</b>	Provision of temporary shelter after evacuating people from affected places.	Local Volunteers ODRAF NGOs
2.	<b>Cyclone</b>	Provision of temporary shelter after evacuating people from affected places.	Local Volunteers ODRAF NGOs
3.	<b>Drought/ Heat wave</b>	Provision of Medicines and safe water supply to the people.	Health & FW Dept RWSS Rural Development Panchayati Raj Dept.
4.	<b>Epidemics</b>	Provision of Medicines/ORS, ambulances, referral services.	Health Department, NGOs, Private Practitioners/Hospitals
5.	<b>Tsunami</b>	Provision of temporary shelter after evacuating people from affected places.	Local Volunteers ODRAF NGOs
6.	<b>Tornado/ Earthquake</b>	Provision of temporary shelter after evacuating people from affected places.	Local Volunteers ODRAF NGOs
7.	<b>Building Collapse</b>	Shifting to a safer place, emergency medical support.	Panchayati Raj , Health & FW, and PWD Department. Local volunteers

## 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
Anganwadi Centres owned by the Department	AWW Centres	No of Anganwadi Centres 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-terms 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 Department is 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 stabilisation of the repaired & reconstructed infrastructure.
- Integrate Climate change & Disaster Risk Reduction features in the recovery programmes

The Head of the department will be the co-ordinator of all Recovery activities under the department. The role of the Head 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

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 institutionalised 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	ICDS	Capacity building of functionaries
2	ICPS	Capacity building of functionaries



## 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 13<sup>th</sup> 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 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.



## Chapter – 11

# Knowledge Management

### **Documentation of lessons learnt and best practices:**

Disaster preparedness is achieved by developing strong knowledge base on the subject. Case studies on measures and best practices will be collected and documented. Articles on response, rescue, and rehabilitation will be collected from field staff, voluntary organizations and others. These articles and case studies would be compiled, documented and published for knowledge and experience sharing.

Attempts will be made to collaborate with agencies like United Nations Development Programme (UNDP) to organize seminar to share knowledge and best practices, coping mechanism including various disaster management approaches, and technologies in disaster management support among government agencies and other stakeholders. The State Incidence Response Team of DWCD&MS will collate and share field experiences on sector specific measures in the seminar.

The department is having a website [www.wcdodisha.gov.in](http://www.wcdodisha.gov.in) where all the plans, procedures, circulars, guidelines, documents, best practices, reports, trained human resources would be stored under the title 'Disaster Management'. This would be useful to support the future implementation of the DWCD&MS Disaster Management Plans.

Knowledge management on managing disasters can play a vital role through ensuring the availability and accessibility of accurate and reliable disaster response measures when required. Identification of key disaster knowledge factors will be an enabler to manage disasters successfully.

### **Knowledge Institutions and mechanism for knowledge sharing:**

There is a need to develop disaster management specific Knowledge Management Center. Although Gopabandhu Academy of Administration (GAA) is currently imparting training to State Government officials on disaster management, it needs further focus. The Training Institutes may integrate sector specific courses for staff of the DWCD&MS.

Information about disaster preparedness, dos’ and don’ts in emergency, disaster management plans, policies and guidelines available at various domains will be captured. OSDMA will be the leading institution to develop a portal for organizing the explicit knowledge and the codified tacit knowledge on handling of the vulnerable beneficiaries during disaster management for wider use. Intra network e-mail groups can also be moderated by OSDMA where people from all fields can participate.

The recent catastrophe ‘Phailin’, 2013 has been documented as ‘Government of Odisha’s Response to Phailin’ which is a detailed reference report on the preparedness, nature and scale of damages, actions taken, challenges faced, relief & rescue operations etc.

### 11.1 Best Practices & innovation in the Department

Thematic Area	Best Practice	Technology Intervention	Opportunity for replication

### 11.2 Process for Knowledge management

Technology Needs	Current State of Technology	Prioritization	Collaborating Institute (Address Contact person & details)

### 11.3 Knowledge partners

Details of Institutions With Address, Mail ID, Contact of Nodal Person			
District Level	State Level	Nation Level	International

Annexure- 1

Reporting formats of the department for SDRF norms

Sector	Damage in Physical 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					

