

F.No.32-6/2009.NDM-I
Government of India
Ministry of Home Affairs
Disaster Management Division

North Block, New Delhi
Dated, the 25th March, 2009

To

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

Subject: **Annual Conference of Relief Commissioners/ Secretaries
Department of Disaster Management of States/UTs to
review the state of preparedness for South West
Monsoon 2009 – pre-review meeting at 1100 hours on
9th April 2009.**

Sir/Madam,

A Conference of the Relief Commissioners/Secretaries Department of Disaster Management of States/UTs is organized every year before the onset of Southwest Monsoon in order to review the state of preparedness as well as to address other disaster management related issues. The date and time alongwith venue for organizing this conference during this year will be intimated shortly.

2. As in previous years, it is proposed to organize a pre-review meeting basically to identify the important issues, in order to have focused discussions on major issues within limited timeframe of a day. Like last year, this year too it has also been decided to organize this pre-review meeting, under the chairmanship of Secretary (Border Management) through **video-conferencing on 9th April 2009 at 1100 hours onwards**. It is requested to make it convenient to participate in the proposed Video-conference. It is proposed to discuss the important issues relating to preparedness for south west monsoon 2009 as per **enclosed checklist**.

3. In addition, it is also proposed to (i) review of the status of implementation of CMP 2007 of MHA – cum - preparation of SoPs and (ii) views of the State / UT Govts on National Policy on Disaster Management.

4. The State Governments/UT administrations are requested to ensure that the video-conferencing system in their State/UT Headquarters is in operation. For this purpose, the technical assistance may be taken from the NIC Unit in your State/UT.

5. The State Governments/UTs are further requested to send a list of important issues, which they would like to discuss in the Conference, relating to state of preparedness for the ensuing Southwest Monsoon 2009 and management of disasters in their States/UTs based on the experience of previous years as well as new issues/suggestions on important Disaster Management related matters. For this purpose, formats have been devised and are enclosed which may kindly be completed and forwarded to the undersigned **by 2nd April 2009** so that a consolidated list of the issues could be compiled for the discussions in the meeting/conference. A copy of the same may also be sent at the email address dirdm1@nic.in.

6. This communication may be treated as MOST URGENT.

Yours faithfully,

Sd/-
(Dev Kumar)
Director (NDM-I)
Telefax: 23092696
dirdm1@nic.in

Encl: As above.

Check List for seeking information from the State Governments in the context of preparedness for South West Monsoon – 2009.

1. Vulnerability Assessment

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

2. Warning System

Whether a review of the existing Warning and Forecasting System has been made in the context of floods, heavy rains and cyclone in association with concerned Departments of the State Government and the Government of India office located in the State. This include India Meteorological Department (IMD), Central Water Commission, All India Radio, T.V., local sirens and other traditional means.

3. Emergency Response Activities

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

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

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

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

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

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

vii) **Temporary Shelters:** A list of the shelters identified for organizing relief camps for persons evacuated from the low lying areas has been made. Whether adequacy of these shelters have been reviewed and Plan for putting up temporary shelters put in place. These include

arrangements for organizing relief camps like provision of essential food, drinking water supply, sanitation, medicines etc. Whether provision of shelter material like tarpaulin, tents have been reviewed.

4) **Pre-Contract:** Whether a list of relief material required during emergency response phase has been prepared based on the past experience. This Ministry had advised the State Governments to enter into pre contract for the items which are not available with the State Government and required in bulk. This will ensure the timely availability of relief items.

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

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

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

8) **Procurement of Search, Rescue and Evacuation equipments:** The State Government had been informed about the decision of the Government to permit the procurement of essential search, rescue and evacuation equipment including communication equipment subject to a ceiling of 10 per cent of the CRF allocation of the year in accordance with spirit of the extant items & norms of assistance from CRF. State Government is requested to indicate the list of such equipments purchased out of CRF account.

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

10) **Emergency Support Function (ESF Plan for Emergency Response in States/UTs):**

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

11) **Transparency in Relief Operations:**

The Ministry of Home Affairs, had been requesting the State Governments that a list giving the details of the beneficiaries with their name and address along with quantity/volume and quality of relief distributed may be prepared and made available to the local representatives of the public in Panchayats and Municipalities. The consolidated list should also be maintained and displayed at the block level/Taluka levels and made available to general public on demand

on nominal charges of Rs.10/-. The State Governments are requested to indicate the action taken in the matter.

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

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

Annual Conference of Relief Commissioners/Secretaries of Departments of Disaster Management of States/UTs -2009

Format for information in the pre-review meeting- through video Conferencing – from 1100 hours on 9th April 2009

S.No. Item	Name of the State/UT---- To be filled up by States/UTs						
1.Name and Designation of the Officer(s) who will be participating in the pre- review meeting –through video conferencing	Name _____ Designation _____ Tele No: Office-----, Residence, Mobile						
2.Name, designation, telephone number of the following officers who can be contacted during emergencies :							
	Name	Tel (O)	Tel (R)	Mobile	Fax No.	Email	
Chief Secretary							
Relief – Commissioner/Secretary, Department of Disaster Management							
Secretary (Revenue)							
Nodal Officer							
3. Telephone number, fax number of the Control Room at State HQrs.	Telephone No._____ Fax No._____ Email _____						
4. Issues which the State would like to raise with the Central Ministries/Departments/ Organizations in the Conference of Relief Commissioners/Secretaries, Department Disaster Management.							
<p align="center">(i) With IMD</p>							

(ii) With CWC

(iii) With INCOIS, Hyderabad

(iv) With Ministry of Finance

(v) Any other Ministry(ies) concerned with proposed issue - indicate the name of the Ministry

(vi) Relating to Operation of GOI -UNDP project on Disaster Risk Mitigation

(vii) Relating to Operation of GOI -USAID Disaster Management Support Project

5. Issues relating to :-

(a) Status of preparedness for southwest monsoon 2009 (*accordance with enclosed checklist*)

(i)

(ii)

(b) Operation of Schemes of CRF/NCCF.

(i)

(ii)

(c) Status of uploading information on expenditure incurred from CRF/NCCF in the web based computerized system.

(d) Implementation of Disaster Management Act -2005

(i)

(ii)

(e) Status of updating Relief Manuals (A copy of the latest updated relief manual may please be provided during the Conference)

(f) Any other Issue

Signature:
Name & designation of the officer

