No.32-1/2014-NDM-I
Government of India
Ministry of Home Affairs
Disaster Management Division

'C' Wing, 3rd Floor, NDCC-II,
Jai Singh Road, New Delhi
Dated, the 1st April, 2014

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 status of preparedness for South West Monsoon 2014 – on 27th May 2014 in Hall No. 4 (FF) at Vigyan Bhawan, New Delhi.

Sir/ Madam,

I am directed to state that the Annual Conference of Relief Commissioners/ Secretaries, Department of Disaster Management of States/UTs to review the status of preparedness for South West Monsoon 2014, will be held on 27th May 2014 in Hall No. 4 at Vigyan Bhawan, New Delhi. A copy of the programme is **enclosed.**
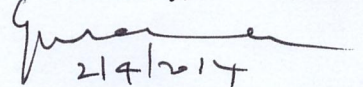
2.   You are requested to nominate to participate in the said Conference. It is also requested updated contact information on officers dealing with disaster response could also be indicated. A proforma in this regard is **enclosed,** which may kindly be completed and forwarded to the undersigned **by 10th April 2014** positively. The said information may also be sent through e-mail at the address: dirdm1@nic.in and todm@nic.in

3.   A check list of on status of preparedness by the State Government/ UT in the context of preparedness for southwest monsoon 2014 is also **enclosed.** State Government/ UT are requested to provide necessary item-wise feedback thereon by 10th April 2014.

4.   You are also requested to note that the afternoon session will be devoted to 'disaster recovery'.

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

Yours faithfully,

2|4|2014

(G.V.V. Sarma)
Joint Secretary (DM)
Ph.: 23438087/ Fax: 23438106

Encl: As above.

Annual Conference of Relief Commissioners/ Secretaries, Department of Disaster Management of States/ UTs - 2014

Date: 27th May 2014
Time: From 0830 Hours
Venue: Vigyan Bhawan, Hall No. 4 (FF), New Delhi

Tentative Programme

Sl. No.	Item	Time
1	**Registration**	0830 – 0930
	Inaugural Session	
2	Welcome Address – JS (DM)	0930 -0935
3	Key Note Address – Secretary (BM)	0935 -0945
4	Inaugural Address – Union Home Secretary	0945-0955
5	Presentation by JS (DM) on 'Disaster Management in India: Challenges in Response' followed by discussion.	0955-1020
6	**Tea Break**	1020 -1050
7	Presentation by IMD on "Forecast of South-West Monsoon 2014, Cyclonic system and IMD's Future Plans for Enhancement of its Forecasting capabilities"; Discussion.	1050 -1120
8	Presentation by ISRO on 'Disaster Management Support Programme initiates'; Discussion.	1115 – 1130
9	Presentation by National Disaster Management Authority (NDMA); Discussion.	1130 -1145
10	Presentation by CWC on "Flood Forecasting and Warning Mechanism"; Discussion.	1145 – 1200
11	Presentation by Indian National Center for Ocean Information Service (INCOIS) on "Tsunami Forecasting and Warning mechanism"; Discussion.	1200 – 1210
12	Presentation by National Disaster Response Force (NDRF) on "Preparedness of NDRF and raising of State Disaster Response Force (SDRF) by States for deployment for rescue & relief operation during disaster period, mock drills and raising Plan"; Discussion.	1210 – 1225
13	Presentation by Geological Survey of India (GSI) on "Landslide Forecasting and Warning Mechanism"; Discussion.	1225-1240
14	Presentation by Ministry of Defence on "Role of Armed Forces in disasters Management-Ministry of Defence"; Discussion.	1240 – 1255
15	Suggestions of States/ UTs – Other issues.	1255 – 1305
16	Concluding remarks – Secretary (BM)	1305 – 1310
17	**Vote of Thanks -**	1310 – 1315
18	**Lunch**	1315 - 1415
19	Progress of recovery Programmes; Presentation by the States/ UT:-	1415 – 1445
(a)	Tamil Nadu - Tsunami of 2004	
(b)	Puducherry UT – Tsunami of 2004	
(c)	Sikkim - Earthquake of 2011	
(d)	J & K - Earthquake of 2013	
(e)	Uttarakhand – flash flood/ landslides/ cloudburst of 2013	
(f)	Odisha – Cyclone 'Phailin' of 2013	
20	Presentation by Planning Commission on "An outline of recovery programmes in Uttarakhand and Odisha"; Discussion.	1445 - 1500
21	Presentation on mainstreaming of Disaster Risk Reduction (DRR) in development schemes; Discussion.	1500 – 1530
22	Consultation on National Disaster Recovery Framework; Discussion.	1530 – 1600
23	**Tea Break**	1600 - 1615

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Annual Conference of Relief Commissioners/ Secretaries of Departments of Disaster Management of States/UTs -2014

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

Name of the State/UT----------------------

S. No.	Item	To be filled up by States/ UTs
1	Name and Designation of the Officer(s) who will be **participating** in the Conference	Name _____ Designation _____ Tele No: Office Ph. : ------------------- Fax : ------------------- Residence : ------------------- Mobile : -------------------

2. Name, designation, telephone number of the following officers who can be **contacted during emergencies** :

		Name/ Address	Tel (O)	Tel (R)	Mobile	Fax No.	Email
	Chief Secretary						
	Relief – Commissioner/ Secretary, Department of Disaster Management						
	Secretary (Revenue)						
	Nodal Officer						

S. No.	Item	To be filled up by States/ UTs
3.	Telephone number, fax number of the Control Room at State HQrs.	Telephone No. _____ Fax No. _____ Email. _____

Signature:
Name & designation of the officer

Check List for seeking information from the State Governments/ UTs in the context of preparedness for South-West Monsoon-2014.

1. **Status of State Disaster Management Plan (SDMP) and District Disaster Management Plans (DDMPs) as required by DM Act, 2005.** The State Governments are requested to furnish the latest status in the matter.

2. **Vulnerability Assessment:**

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

3. **Dissemination of Warning System:**

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

4. **Emergency Response Activities:**

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

   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 fist causality is the essential services line Power, Tele Communications, Roads. Whether coordination meeting has been organized with these Departments to ensure the immediate restoration of these services in the event of disruption due to floods, cyclone.

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

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

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

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

5. **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.

6. **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.

7. **Dissemination of forecasting/ warning Plan:** Based on the forecasting agencies, whether dissemination of these forecasting / warning etc. plans for the persons residing in the l areas likely to be affected has been drawn up. These include identification of forecasting agencies, means of dissemination of warning to the end users etc.

8. **Plan to Regulate flow of people:** Based on the forecasting agencies, whether any plan have been drawn up to regulating the pilgrims/ tourist in the wake of any eventuality in the religious / tourist places for the persons residing/ visiting in the areas. These include identification of regulating agencies, evacuation/ alternative route etc..

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

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

11. **Transparency in Relief Operations:** The Ministry of Home Affairs, has 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 of required to made activity/sub-activity wise. The Name, Designation, Telephone Nos., Fax No. and E-mail address of identified nodal officer is to be prepared, printed and circulated to all concerned.

13. **Preparedness Drills:** The State Governments are required to organize preparedness drills and to carry out mock exercises. Whether such exercises have been carried out by the State Governments during current year based on the field experience and lesson learnt from previous disaster.

14. **Progress of utilization of Capacity Building Grant awarded by 13th Finance Commission:** The State Governments are requested to furnish updates on this and highlight issues, if any.

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