

District Disaster Management Plan 2020

Jalpaiguri



District Disaster Management Authority

Jalpaiguri

O/o the District Magistrate, Jalpaiguri

West Bengal

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FOREWORD

Many types of disaster occur in different times. It is pertinent to know the meaning of disaster before going deep into it. The term disaster is derived from the French word “disastre” meaning a bad evil star. To us Disaster stands for a Catastrophe, Calamity, Tragedy, ruin, adversity etc. It can also be defined as a crisis situation causing widespread damage which far exceeds our ability to recover, it suffocates our ability to react and very often the community undergoes a severe damage and incurs huge losses. In the District of Jalpaiguri such disaster is mainly caused by Flood, Cyclone, Thunderstorm and Earthquakes.

The district, with an area of 3386.18 Sq. Km. is situated in the foothills of the Himalayas and falls under seismic zone IV is prone to Disaster like Flood and Earthquake.

The District Disaster Management Plan has been prepared after successful conduct of Flood Co-ordination meeting with all stakeholders to meet any exigencies in the event of any such disaster and also to evolve ways and means of minimizing the damages due to such disasters, by coordinating and ensuring timely intervention by different departments. The plan also tries to establish policies and procedures for assuring maximum and optimum utilization of the resources of the District with a view to minimize the loss of life and property and injury to the people.

I do hope that the District Disaster Management Plan will help all the stakeholders in mitigating any eventualities of disaster.

***District Magistrate
Jalpaiguri.***

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The name *Jalpaiguri* comes from the Bengali word *jalpai* meaning “olive” because of the olives which grew in the district and were seen even in the 1900s. The suffix *guri* means a place. The name can also be associated with Jalpesh (Shiva), the presiding deity of the entire region. Jalpaiguri is a part of West Bengal which is situated in North Bengal. The district is situated in the northern part of West Bengal having international borders with Bhutan and Bangladesh in the North and South respectively and district borders with Darjeeling hills in the West and Northwest and Alipurduar and Cooch Behar district in the East. National protected areas include the Gorumara National Park and Chapramari Wildlife Sanctuary.

The agricultural area of Jalpaiguri is over 2530.63 square kilometres. The dominant agricultural products of Jalpaiguri district are jute and tobacco. Paddy rice is also grown before and after the rainy season. Common plantation crops are areca nut, coconut and black pepper. Vegetables, mustard plant and potato cultivation are increasing. In order to support agriculture, special programs have been taken for the production of sunflowers, maize and ground nuts. Revolutionary methods are being used in Boro paddy and potato cultivation. Tea Industry / Cultivation also place an important role in the economy of the district.

Jalpaiguri district earlier had three sub-divisions- Jalpaiguri Sadar, Mal and Alipurduar sub-division. Alipurduar district was created in June 2014 and the district was left with two sub-divisions- Jalpaiguri Sadar and Mal.

District Disaster Management Authority working under the aegis of Office of the District Magistrate (Revenue) Jalpaiguri, is primarily responsible for disaster management in Jalpaiguri, West Bengal. The District Authority is responsible for planning, coordination and implementation of disaster management and to take such measures for disaster management as provided in the guidelines. The District Authority also has the power to examine the construction in any area in the district to enforce the safety standards and also to arrange for relief measures and respond to the disaster at the district level.

The District Disaster Management Plan, as an essential part of the public safety network of Jalpaiguri, will be the leader in emergency management, helping people to prepare for, respond to and recover from emergencies and disasters.

The aim of the DDMP is to provide a brief document in case of any disaster that can be used for taking effective and efficient decisions. It will be having clear role and responsibilities for each officer.

- Utilizing disaster mitigation as a tool for location and area specific planning using scientific and technological advances in Remote Sensing, GIS etc.

- Pre-planning a proper sequence of response actions to minimize the impact of disasters in terms of human, physical and material loss.
- Allocation of responsibilities to the participating agencies.
- Developing codes and standard operating procedures for various departments and relief agencies involved.
- Inventorying of existing facilities and resources to make it an exercise in capacity building.
- Mechanisms for effective management of resources.
- Co-ordination of all relief activities, including those of NGOs, to ensure a coordinated and effective response.
- Co-ordination with the State response machinery.
- Monitoring, evaluation and proper documentation of actions taken during rescue, relief and rehabilitation.

The basic objective of the District Disaster Management Plan of Jalpaiguri District is to protect all the residents of the district and all property from all sorts of untoward incidents through the following sectoral objectives:

- I. Institutionalization of Disaster Management in District Administration.
- II. Encouraging a culture of Disaster Preparedness in the district.
- III. Vulnerability Reduction and disaster mitigation through better planning process.
- IV. Creation of the best government mechanism to handle any unprecedented events.
- V. Instant response and effective decision making in disasters.
- VI. Better coordination of relief and rehabilitation after a disaster.
- VII. Better coordination of all line departments in Disaster Management.
- VIII. Encouraging and empowering the local community to own Disaster Management.
- IX. Regular updation of resources available in and around the district.
- X. Implementation of IRS in case of any disaster.
- XI. Immediate assessment of damages, loss of lives and resources.

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As envisaged in Section 31 of the DM Act 2005, there shall be a plan for disaster management for every district of the State. The District Plan shall be prepared by the District Authority, after

consultation with the local authorities and having regard to the National Plan and the State Plan, to be approved by the State Authority.

The District Plan shall include-

- (a) The areas in the district vulnerable to different forms of Disasters.
- (b) The measures to be taken, for prevention and mitigation of disaster, by the Departments of the Government at the district level and local authorities in the district;
- (c) The capacity-building and preparedness measures required to be taken by the Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster;
- (d) The response plans and procedures, in the event of a disaster, providing for-
 - (i) Allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district;
 - (ii) Prompt response to disaster and relief thereof;
 - (iii) Procurement of essential resources;
 - (iv) Establishment of communication links; and
 - (v) The dissemination of information to the public;
- (e) Such other matters as may be required by the State Authority.

The District Plan shall be reviewed and updated annually. The copies of the District Plan referred to in sub-sections (2) and shall be made available to the Departments of the Government in the district. The District Authority shall send a copy of the District Plan to the State Authority which shall forward it to the State Government. The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

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Preparation of the District Disaster Management Plan is the responsibility of the District Disaster Management Committee of the district. The first draft plan is to be discussed in the DDMA/DDMC and later the Chairperson of the DDMA/DDMC shall improve on it.

The main steps involved in the development of this plan are:

- Data collection from all line departments

- Data analysis
- Discussion with experts
- Reference of national and international literature
- Preparation of action plans for all line departments
- Preparation of draft plan document
- Mock drill to check the viability and feasibility of the implementation methodology
- Wide circulation for public and departmental comments
- Preparation of the final plan document

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As per Section 31 of the DM Act 2005 every office of the Government of India and of the State Government at the district level and the local authorities shall, subject to the supervision of the District Authority, -

- (a) Prepare a disaster management plan setting out the following, namely:-
 - (i) Provisions for prevention and mitigation measures as provided for in the District Plan and as is assigned to the department or agency concerned;
 - (ii) Provisions for taking measures relating to capacity-building and preparedness as laid down in the District Plan;
 - (iii) The response plans and procedures, in the event of, any threatening disaster situation or disaster;
- (b) coordinate the preparation and the implementation of its plan with those of the other organizations at the district level including local authority, communities and other stakeholders;
- (c) Regularly review and update the plan; and
- (d) Submit a copy of its disaster management plan and of any amendment thereto, to the District Authority.

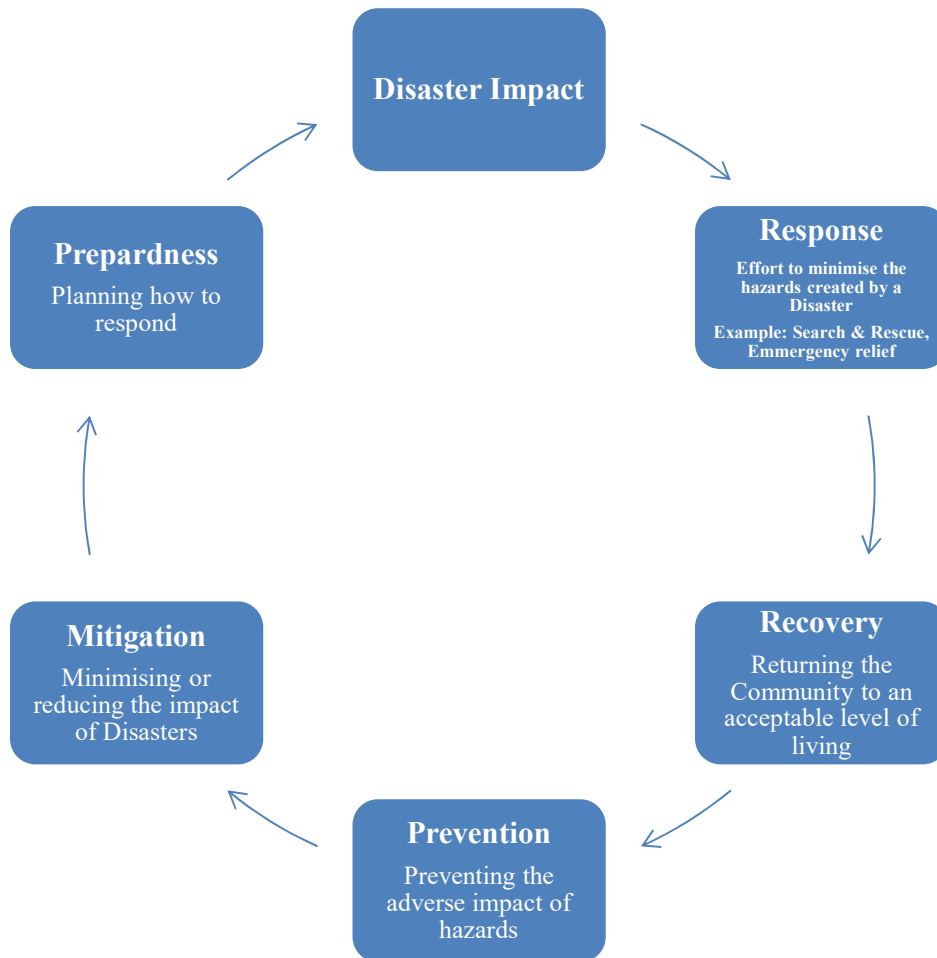


Figure 1 Disaster management Cycle

Response to disasters, in the absence of a defined plan, would be ad-hoc and tentative leading to over emphasis on some actions and absence of other critical actions. The objectives of any disaster management plan should be to localize a disaster and to the maximum extent possible contain and minimize the impact on life, environment and property. A formal plan for managing disasters is therefore necessary.

As per Section 31(2) of the Disaster Management Act 2005, there shall be a plan for disaster management for every district of the State. The District Plan shall be prepared by the District Authority, after consultation with the local authorities and having regard to the National Plan and the State Plan, to be approved by the State Authority.

Also, as per Section 31(6) of the Disaster Management Act 2005, the District Authority shall send a copy of the District Plan to the State Authority which shall forward it to the State Government.

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As per Section 31(4) The District Plan shall be reviewed and updated annually.

Also, As per Section 31(7) The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

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The district has been traditionally vulnerable to different natural disasters on account of its unique geo-climatic condition. Like other districts of West Bengal, Jalpaiguri district is highly prone to heavy rainfall with quantitative variation within the district, slope pattern, shifting tendencies of the river channels, change of land use patterns over the decades, dramatic change or increase in population density and their distribution in economic activities and habitation patterns are the major causes of disaster like situation in the district.

Flooding is the most common feature of hazard of the district. Flash flood and inundation of certain regions were common in the past, especially before 1980s. Since Teesta barrage project started working, the flood situation has changed in many aspects.

Cyclone and drought is not very common feature of the district. Earthquake of low intensity is a very common feature, which doesn't have any major negative impact in the vast rural areas.

One of the major threats is river-shifting and river embankment erosion. Loss of the vast areas of tea gardens, TG houses caused damages to properties worth crores of rupees.

Dooars is characterized by dense lush green forest with large numbers of faunas. Vulnerability of this excellent natural environment is increasing and is being threatened by growing urbanization economic activity, development of infrastructure like roads railway lines. Unwanted human animal conflict is increasing daily.

Hazard Risk Vulnerability Assessment (HRVA) have been done within the perspective of similar natural climatic during last sixty years with its own hydro meteorology regime with a changing pattern of socio-economic status and its impact on natural environment.

Major crisis in tea plantation areas, growing tendencies towards urbanization in the upper hill regions, especially in Darjeeling districts, the impact of market economy on rural population and vis-à-vis transformation in agricultural production system, increase in population density with variety of communities with their own language and culture, feeling of insecurity are all integrated in environmental degradation and social conflicts throughout the district.

Table 2.1 Multi Hazard Risk Vulnerability Assessment of Jalpaiguri

S. No	Hazard Risk	Hazards	Who/ What is at risk	Vulnerability
1.	High Risk Hazards	Flood/ Urban Flooding/ Flash Flood/ Heavy Rain	Transport, Houses, Constructions, Drinking Water, Equipments, Educational Institutions , Slum dwellers, Vulnerable Groups, Animal Husbandry, Crop	High

			Damage	
		Earthquake	Human Life Houses and Property	High
		Building Collapse	Human Life House and Property Community Infrastructure	High
		Fire	Human Life Houses and Property	High
		Cyclone	Human Life, House and property, Slums, Community Infrastructure	High
		Hail Strom	Human Life, Animal Husbandry, Crop Damage	High
		Lighting (Cloud Burst)	Human Life, Animal Husbandry, Crop Damage	High
2.	Moderate Risk Hazards	Human Animal Conflict	Human Life, Crops & Property	Moderate
		Epidemics	Human Life, Animals, Vulnerable sections	Moderate
		Road Accidents	Human Life, Road Side	Moderate
		Rail Accidents	Human Life, Rails	Moderate

3.	Low Risk Hazard	Religious riots	Human Life, Community Infrastructure,	Low
		Terrorist Attack	Human Life, Oil Installations, Religious Places	Low
		Wild fire	Human Life, Crops & Property	Low

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Emergency Operation Centre (EOC) working under the aegis of District Disaster Management Authority (Jalpaiguri) has successfully handled a large number of incidents of various kinds and magnitudes occurring in the district. The table given below shows the information pertaining to the seasonal hazards in Jalpaiguri district:

Type of Hazards	Jan-Mar				April-June				July-Sep				Oct-Dec			
	H	C	A	I	H	C	A	I	H	C	A	I	H	C	A	I
Cyclone					H	C	A	I					H	C	A	I
Flood									H	C	A	I				
Drought					H	C	A									
Earthquake	H		A	I	H		A	I	H		A	I	H		A	I
Sunstroke					H		A									
Fire	H			I	H		A	I					H			I
Chemical Accidents			A								A				A	
Boat capsize																
Epidemic	H		A		H		A		H		A					
Accident	H				H				H				H			
Lightening					H		A	I	H		A	I				

H: Human, C: Crop, A: Animals, I: Infrastructure

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The vulnerability of the district is defined by the ability to anticipate, cope with, resist and capacity to recover from any probable disaster. The factors like limited livelihood opportunities, low per capita income, under developed infrastructure, unplanned development, rapid urbanization, prevalent social structures, demographic expansion and environmental degradation make a district highly vulnerable to disaster.

2.3.1 Due to Unplanned Development

In Jalpaiguri district, there are three municipalities where population density is really high and due to unplanned development in those areas the risk becomes manifold for them. Such areas due to poor construction practices and congested construction receive higher number of wall/building collapse and fire incidents respectively. These areas generally have narrow roads and encroachments over the passage which makes the work of emergency services tough. These municipalities' areas are Jalpaiguri, Dhupguri and Mal Municipality

2.3.2 Environmental Vulnerability:

Due to rapid urbanization, deforestation, unplanned development etc the environment is degrading rapidly which further aggravate the natural hazards and increase the risk of manmade disasters like accidents, chemical and industrial disasters etc in the district.

2.3.3 Vulnerability towards Earthquake

Jalpaiguri falling in the seismic zone IV makes the entire south district vulnerable to earthquake of higher magnitudes. Most of the infrastructure in south district is not capable of sustaining high magnitude earthquakes. This increases the risk to man and material both. Though no earthquake of high intensity took place in Jalpaiguri in recent past but the risk still persists.

2.3.4 Risk of Drowning

There are 1 canal in the district namely Teesta Canal which increases the risk of drowning. Emergency Operation Center (Jalpaiguri) receives call of drowning very frequently from these canals. There are residential settlements around these canals and at some places these canals are adjacent to roads. Henceforth, EOC (Jalpaiguri) receives call of any person and also vehicles falling into the canal. The entire Jalpaiguri has only 1 team of rescue divers which increases the risk of drowning manifold.

Moreover, many residential areas (mainly Gram Panchayats) such as Boalmari Nandanpur, Mandalghat etc faces flooding during the monsoon season as these areas are adjacent to Teesta River.

3.1. Disaster Management

It is the responsibility of the State governments to respond first to any disastrous situation, while the Central Government plays an important role in providing logistical and financial assistance to the States responding to both natural and human-made disasters.

3.1.1. Disaster Management Administration

The administration of Disaster Management is at present the responsibility of the Ministry of Home affairs, whereas the nodal ministries like the Ministry of Environment and Forest, Ministry of Railways, Ministry of Health and Family welfare etc are responsible for managing chemical, rail and epidemic disasters respectively, relating to their ministries.

3.1.1. National Crisis Management Committee (NCMC)

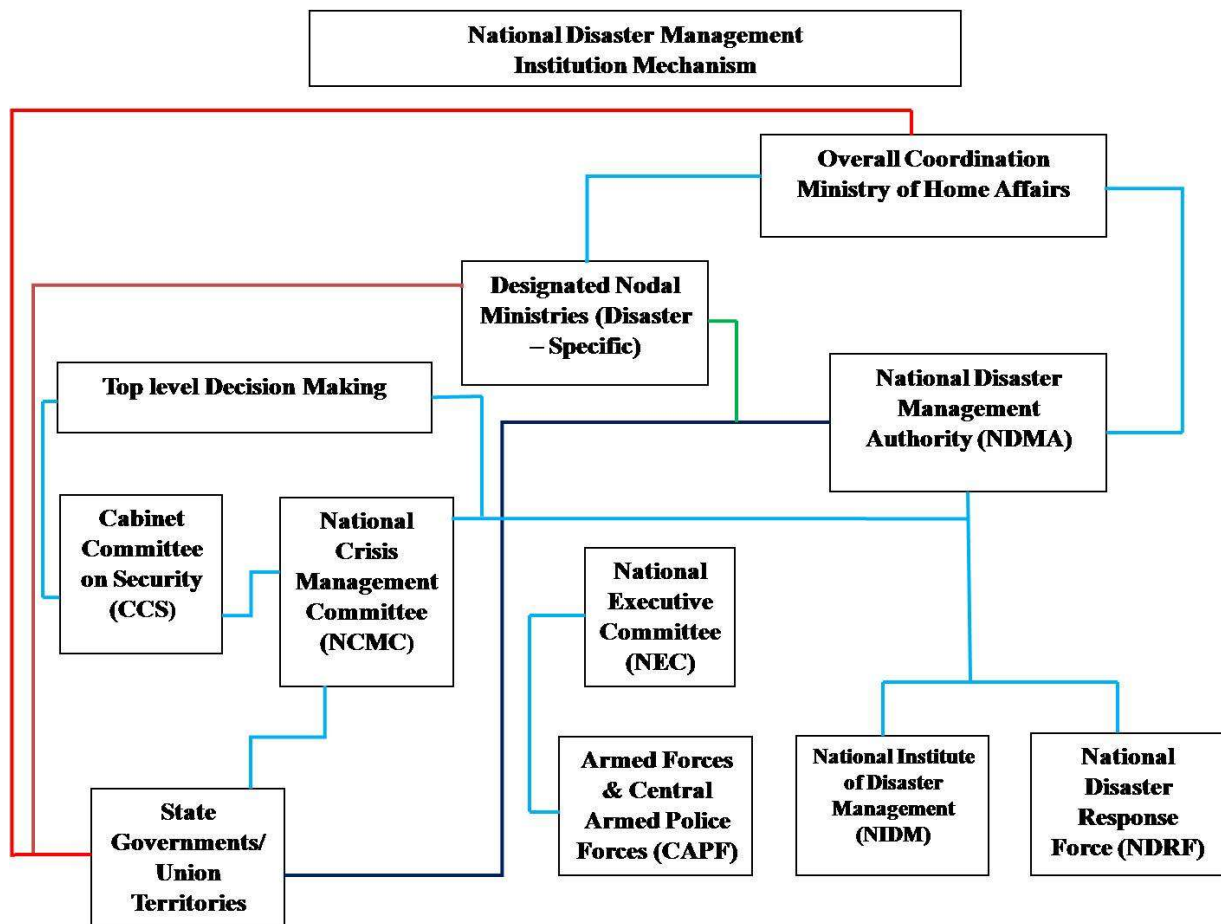
The National Crisis Management Committee (NCMC) is headed by the Cabinet Secretary; who is the highest executive officer. Secretaries of all concerned Ministries/Departments as well as Organizations are members of the Committee. The NCMC gives direction to the Crisis Management Groups as deemed necessary. The NCMC gives directions to any Ministries/Departments/ Organizations for specific action needed for meeting the crisis situation.

3.1.2 National Crisis Management Group

The Central Relief Commissioner of Ministry of Home Affairs is the Chairperson of the Crisis Management Group and the group consists of nodal officers from concerned Ministries. The Crisis Management Group function includes reviewing every year contingency plans formulated by various Ministries/ Departments/ Organizations in their respective sectors. It reviews the measures required for dealing with natural disasters and coordinates activities of Central Ministries and State Governments in relation to disaster preparedness and relief operations.

3.1.3. National Disaster Management Authority (NDMA)

With the effect of the National Disaster Management Act 2005, a National Disaster Management Authority (NDMA) has been constituted, with the Prime Minister of India as its Chairperson along with other members, for the better coordination for managing disasters at the national level. The National Authority has the responsibility to lay down, approve the policies, plans and guidelines for disaster management prepared by various departments of Government of India to ensure timely and effective response to disaster. Apart from these developments, the Government of India has its National Contingency Action Plan prepared by the nodal ministry of Disaster Management.



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The Disaster Management Act 2005 provides the legal and institutional framework for disaster management in India at the national, state and district levels. In the National policy of India the primary responsibility of disaster management vests with the State Governments. The Central Government lays down policies and guidelines and provides technical, financial and logistic support while the state and district administration carries out most of the operations in collaboration with central and state level agencies.

The primary responsibility for DM rests with the States. The institutional mechanisms put in place at the Centre, State and District levels will help the States to manage disasters in an effective manner. The DM Act, 2005 mandates the State Governments, inter alia, to take measures for preparation of state DM plans, integration of measures for prevention of disasters or mitigation into state development plans, allocation of funds, establishment of early warning systems and to assist the Central Government and other agencies in various aspects of DM.

3.2.1 West Bengal Disaster Management Authority (SDMA)

As per Section 14 of National DM Act 2005 mandates each State to establish State Disaster Management Authority (SDMA). At the State Level the SDMA, headed by the Chief Minister, lays down policies and plans for disaster management. It is also responsible to coordinate the implementation of the State Plan, recommend provision of funds for mitigation and preparedness measures and review the developmental plans of the different departments of the State to ensure integration of prevention, preparedness and mitigation measures. The Chairperson of the State Authority shall, in the case of emergency, have power to exercise all or any of the powers of the State Authority but the exercise of such powers shall be subject to ex post facto ratification of the State Authority. The West Bengal State Disaster Management Authority was constituted in 2006.

3.2.2 State Crisis Management Group (SCMG)

The State Crisis Management Group's function is

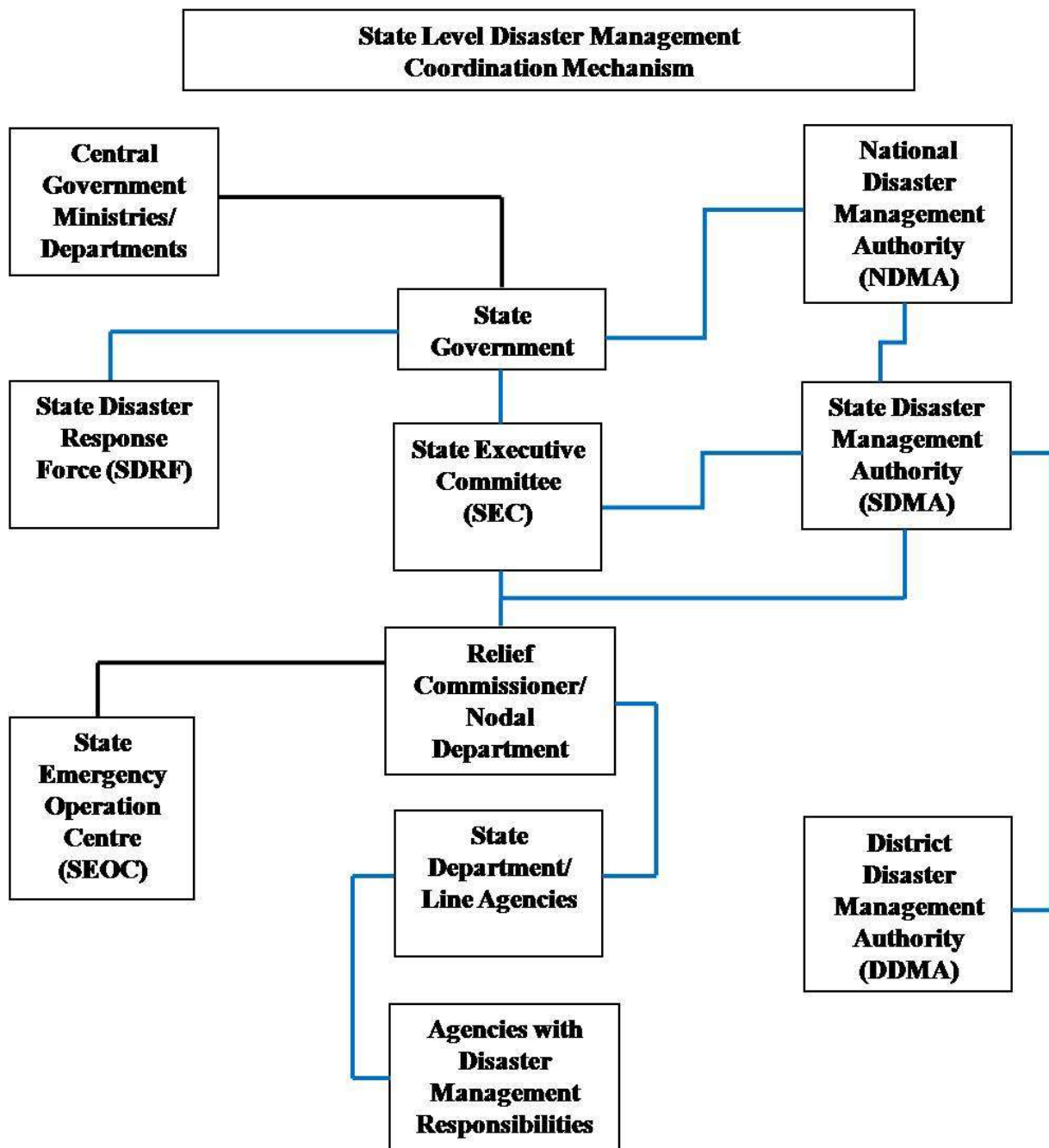
- To review the contingency plans formulated by the various Ministries/Departments/Organizations in their respective sectors every year
- To coordinate activities of the state government and the districts in relation to disaster preparedness and relief operation and to obtain information from the concerned nodal officers.

3.2.3 State Executive Committee

In section 20 of NDM Act there is provision that the State Executive Committee will be formed under the chairmanship (ex-officio) of Chief Secretary with four secretaries to the government of the State of such departments as the State Government may think fit, ex officio, as committee members.

3.2.4 State Working Groups

A couple of working groups have been constituted at the state level in line with the national set up. These working groups are given different responsibilities. There is also an Emergency Operations Centre at the state level to coordinate and perform disaster management activities in a disaster situation as well as in the preparatory stage. At the state level, the Divisional Commissioner acts as the Incident Commander for the entire Division.



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The disaster management will be more effective and sustainable if it is institutionalized. For this purpose, Government of India has already passed Disaster Management Act on 23rd December,2005, where it is clearly outlined that a Disaster Management Authority to be formed at the district level. It will be the apex body at the district level. Disaster management would involve many layers of participating organization. The three focal levels would be State, District

and the site of the disaster. The State level agencies would be involved in policy/decisions making resource and budget allocation and monitoring through the State Emergency Operations Centre. Similarly, at district level a District Disaster Management Authority is already formed and activated to mitigate any unexpected situation in the district. There are seven members included in this authority.

3.3.1 District Crisis Management Group

A Crisis Management Group has been functioning as the core group to take emergency decisions in disaster situations. The Crisis Management Group comprises members from both the DDMA and DDMC and takes necessary actions when there is an emergency situation in the district. In normal time, the District Crisis Management Group is expected to meet biannually to choke out plans to strengthen the systems.

3.3.2 District Disaster Management Committee (DDMC)

The District Disaster Management Authority has instituted a District Disaster Management Committee that is a high-powered committee at the District level to look after disaster management and emergency response on a very regular basis. This high-powered committee is chaired by the District Magistrate and in his absence the Additional District Magistrate (Disaster Management). The other members include the Nodal Officers of all line departments, SDMs and nodal officers from various organizations. Members from various stakeholders and NGOs are also nominated on rotation basis. Additional District Magistrate (Disaster Management) is the convener of District Disaster Management Committee.

A District Disaster Management Officer has been appointed in the district to look after the day-to-day affairs of disaster management in the district.

The DDMC members meet once every month in normal situation and more than once in a month in case of a crisis situation. The minutes of DDMC meeting is circulated among its members.

DDMC-Jalpaiguri is an apex planning body and plays a major role in preparedness and mitigation planning. Each nodal officer will be accountable to his/her own department in terms of disaster management. The major functions and responsibilities of the District Disaster Management Committee members are given the following:

- Evaluation, approval and updation of District Disaster Management Plan (DDMP)
- Dissemination of District Disaster Management Plan
- The committee would meet one in every year to review the overall mitigation and preparedness activities in the district.

The responsibility for dissemination of District Disaster Management Plan will lie with DDMA. In order to make disaster management process more effective, in the district, it is important to disseminate the District Disaster Management Plan at all levels i.e. the district authority, government departments, non-government/private organizations and general public. Effective

implementation of the DDMP would be done through training programs and awareness activities that are being organized for different levels of functionaries. Updating of the plan will be the major responsibility of DDMA in order to keep it a "living document" with the changing situations. The following are the guidelines, which should be considered, while updating the District Disaster Management Plan.

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Over the years and especially after experiencing severe disasters, today there is a paradigm shift in the approach to disaster management; from a culture of relief and rehabilitation to that of preparedness and mitigation. Disaster management in the contemporary times focuses a lot on preparedness and mitigating measures- the idea being to reduce or lessen the vulnerabilities and therefore the impact of any calamity. The more we are prepared for disaster, the lesser we are prone to vulnerabilities. In the district there shall be two types of approaches in disaster mitigation viz. structural mitigation and non-structural mitigation.

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It is immensely important for the planning community to respond towards disaster management positively. As the Master Plan for Jalpaiguri, which is under preparation, should clearly come out with provisions prescribed in the amended legislations related to disaster management. Urban disaster management is intimately connected to the wholesome process of urban development and therefore needs a sincere incorporation in the development planning itself. The industrial relocation/location, unauthorized-regularization issue, slumming, over densification and continuous influx of population to Jalpaiguri are some of the open concerns and these besides being a planning challenge are a concern for disaster management.

The district shall take steps for structural mitigation for disaster management. The departments that are associated with development of residential and commercial plots shall stick to the NOC norms. The Building Codes shall be strictly enforced in the district. Only seismically oriented engineers, contractors and masons shall be given certificates for multi storied constructions. Simultaneously retrofitting will also be promoted with expert advice. The two possible structural measures for disaster protection are

- Retrofitting of the existing buildings and
- Construction with Earthquake Resistant technology.

4.1.1 Retrofitting

For an existing building, retrofitting or seismic strengthening is the only solution to make it disaster resistant. In the district, all lifeline buildings such as major hospitals, Schools, Colleges, District Administration offices and other vital installations shall be retrofitted. For retrofitting, a panel of experts shall be approached for assessing the structure and to suggest the type of retrofitting required.

4.1.2 Earthquake Resistant Construction

Promotion of Earthquake resistant construction mainly includes construction safety, quality control and proper inspection. Previously there were no specific guidelines on earthquake resistant constructions and seismic strengthening. Due to this very fact, most of the buildings till 1990s were built without any safety measures. But in the present scenario, there are building byelaws and guidelines to construct earthquake resistant structures. Civic bodies like MC, ZP and PWD in the district shall try to enforce these laws. In addition to these the following points have been found in the context of Jalpaiguri:

- Pockets with high rise buildings or ill-designed high-risk areas exist without specific consideration of earthquake resistance.
- Similarly, unplanned settlements with substandard structures are also prone to heavy damage even in moderate shaking.
- So far as housing is concerned, vulnerability analysis has never been carried out and preliminary estimate of damages is not available for strengthening of structures under normal development improvement schemes

All construction, except load bearing buildings up to 3 storeys, shall be carried out under the supervision of the Construction engineer on Record or Construction Management Agency on Record for various seismic zones. They shall be given a certificate based on the norms on completion of the construction. All the constructions for high-rise buildings, higher than seven storied, public buildings, and the special structures shall be carried out under quality inspection programme prepared and implemented under the Quality Auditor on Record or Quality Auditor Agency on Record in Seismic Zones IV like Jalpaiguri.

Illegal construction, encroachments, unapproved additions, alternations etc of residential buildings and conversion of residential building to commercial purpose etc shall be checked by the District Administration with strict measures. These unauthorized activities may lead to disasters in that particular area.

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The entire Jalpaiguri state falls in earthquake Zone-IV, which indicates it is at moderate risk to earthquake. In addition to this fire is also a major concern for the district. The non structural mitigation is basically framed in such a way that the whole population of the district will be sensitized on disaster management and their capacity shall be developed to cope up with hazardous situations.

4.2.1 Awareness generation Programmes

Disaster strikes everywhere and everyone irrespective of caste, creed or gender. It doesn't differentiate the rich from the poor. The district administration has been trying to generate awareness at all levels in the district. A series of awareness programmes has been organized to reach out to the local residents and general public of the district and the programmes are continuing throughout the district. Awareness/sensitization programmes have been conducted at schools, colleges, communities, malls, cinema halls, hospitals etc. Basic information related to different kind of disasters is given in the form of Information, Education and Communication (IEC) materials. Different kinds of strategies are being evolved to address different audiences. Special efforts are being made to address the most vulnerable groups during disasters e.g. women, children, the disabled and the old. The total population of the district is 23,81,596 and the district administration intends to reach as many people as possible and different methods are being adopted to spread awareness i.e.

- Public meetings
- Mock-Drills
- Distribution of reading materials/ pasting of posters
- Street plays/ Nulkkad Nataks
- Involvement of Electronic media
- Audio/video shows
- Banners and Public Hoardings
- Painting/ quiz competition especially in schools, rallies involving students
- Observing Disaster Management Week, Fortnight, Month etc.

The objectives of the programmes are –

- To create awareness about disasters among the inmates of all institutions and residents of all communities in the district.
- To pave way for strict enforcement of building rules in construction department and by contractors.
- Preparation of Building evacuation plans and training the general public to save their lives at the time of earthquake, fire accidents or any other major disaster.
- To sensitize the district administration, other line department officials and other associated agencies.

4.2.2 Training and Capacity Building

A number of training programs shall be and are already being organized for specialized groups like, district DMTs, sub division and community level office bearers, school

teachers and principals, architects, engineers, doctors, masons, etc. The professionals from all departments and sections shall be trained.

All the volunteer-based organizations (VBOs) like Civil Defense, NYKS, NSS, NCC, etc., in the district, which have thousands of volunteers working with them will also be sensitized and given training on disaster management. Besides RWAs, NGOs in the district will also be given training on disaster management. All the VBOs, RWAs and NGOs shall also be encouraged and supported to organize awareness campaigns in their areas. These have been identified as organizations which can help percolate the idea deeper into the society.

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There has been a paradigm shift in disaster management from response and relief to mitigation and preparedness. In present era, the prime focus is to make cities and its citizens resilient and prepared. During the second half of the 20th century, more than 200 worst natural disasters occurred in the different parts of the world and claimed lives of around 1.4 million people. Losses due to natural disasters are 20 times greater (as % of GDP) in the developing countries than in industrialized one. Asia tops the list of casualties due to natural disasters.

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Generally, community preparedness depends upon following four major components (Cottrell et al- 2001):

- Population characteristics (number of children, squatter settlement etc)
- Building and critical infrastructure such as road, drinking water, communication network, health and sanitation
- Physical environment
- Social environment (social groups)

In view of these components, risk assessment study has been conducted and identified that South East District is densely built and consists of a high number of urban population. Any major earthquake or fire/chemical explosion can affect district very badly. Although many steps have been taken by the district but still a high degree of awareness and training is required to lay down an organization system within communities.

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Looking at the complexity of repose mechanism during disasters two sets of components have been studied to prepare this plan.

5.3.1 Components of Community Preparedness Plan

Several previous attempts have been made by researchers to measure community preparedness within various indicators. Some of the important components of measuring preparedness are given below.

1. Physical Safety: i.e. how safe community members are in view of the physical danger from these hazards? The parameters essentially tries to measure how effective structural mitigation measures are e.g. resistance of building structures for earthquakes, availability of safe shelters and its capacity etc.

2. Hazard awareness i.e. awareness level about hazards which have a reasonably higher probability of occurrence

3. Organization preparedness i.e. how far the community is organized to face disaster i.e. existence of committee at community level, task forces, volunteers of civil defence and other local volunteers, trained disaster management teams and community disaster management plan etc

4. Infrastructure and services which tries to measure current state of these services and how well restoring critical services as and when disruptions occur

5. Recovery ability i.e. ability of the community members to recover from the impact of the hazard

6. Physical environment i.e. state of environment to face hazards e.g. Condition of sub-surface aquifers and vegetation etc

7. Social capital i.e. degree to which social networking and cooperation exists among community members

8. Psychological preparedness i.e. how safe and prepared do community members feel in view of these hazards

9. Cultural capital i.e. cultural richness such as existence, recognition and use of traditional mechanism to cope with such disasters

10. Household preparedness i.e. preparedness at a house hold members

5.3.2 Components of Administrative Preparedness

Administrative preparedness is another very important issue which helps in reducing relief and response time in a disaster situation. Preparedness plan is based on below-given components

1. Operation readiness of facilities, equipment's and stores in advance
2. Maintaining response inventory of equipment's and materials required for response
3. Assignment of responsibilities to agencies and organizations
4. Management training of crisis group members, desk officers and officers of respective departments likely to be assigned management duties
5. Specialized trainings of district disaster committee members, officials, community organizations through seminars and workshop
6. Training of taskforces
7. Raising community awareness
8. Improving response mechanism through conducting practice drills etc
9. Annual updating of District and community level plans

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During emergency communication plays a very important role. Although Jalpaiguri being an industrial area has already registered a phenomenal growth but yet in case of disaster like earthquakes, flood or cyclone witnessed collapse of general communication system which delays flow of information from the disaster site and consequently resulting delays in relief operations. Therefore, a reliable communication is also one of a very important action. Till now there is no alternate communication system has been found most suitable to rely upon. But this plan also seeks for installation of satellite phones and HAM equipment's in the EOC for strengthened communication system in the district. Plan also advocates training some volunteers of home guards etc in HAM operations.

5.4.1 Preparation of a Response Plan

One of the important tasks during preparedness phase is formulation of a response plan. It basically helps in quick mobilization of manpower, resources and in performing various duties. The response plan explains a hierarchal system of emergency response functions in-term of tasks and assigned responsibilities to different agencies. It also lay down an Incident Response System under the directions of District Collector of the district. This whole exercise may help in prevent confusions during the response phase and result in prompt and coordinated response. Activation of trigger mechanism, functioning of EOC and Response of Emergency Support Functions can be tested every year to resolve perplexity occurring during actual scenario.

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District Disaster Management Authority (Jalpaiguri) is in process of establishing its 24X7 Emergency Operation Centre (EOC) aiming to coordinate and manage various emergency activities related to disasters in Jalpaiguri including information dissemination to Emergency Support Functionaries (ESFs), reporting to DDMA officers and coordinates the proceedings in the quickest possible time.

Roles and responsibility of EOC

- To keep the updated record of all the nodal officers of Emergency Support Functionaries
- To ensure that warning and communication systems are in working conditions
- To maintain record of incidents that occurs within the jurisdiction of district south.
- Activate the SOP to cater any incident/disaster as soon as the information regarding the same is obtained
- Inform all the concerned Revenue officials about the incident/disaster.
- It is the responsibility of EOC to ensure that all the required emergency services are present at the incident site.

- EOC works on the same lines in case of a mock-drill as well.
- EOC helps enormously in both preparedness and response.

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To enhance organizational and capability skills to deal with emergency situations requires trainings and capacity building exercises of the various linked government and non-government officers. Since disaster management is a multi-organizations effort, it emphasizes on trainings in execution and coordination as well. Therefore, wide ranges of trainings related to management skills are highly required for potential officers in order to equip them for specialized disaster-related tasks. They require orientation of various aspects of crises management such as

- Skill training,
- Planning,
- Trainings on Emergency Response Functions such as first-aid, search and rescue, emergency operation centre, emergency feeding and welfare, communication and damage assessment etc.
- Trainings for coordinated disaster management activities and response operations are highly required especially for the persons engaged in emergency services, government – line departments, non-government organizations and important private sector groups

Training requirements are likely to comprise of core activities of emergency management such as Incident Response System, Emergency Response Functions and basic management skills. Persons to be trained shall be:

- Government Officers at par with the rank requirement under Incident Response System
- Team leaders and members under Emergency Support functions
- Quick Response Teams at headquarter and field level
- Community level taskforces including Volunteers, NGOs and home guard volunteers, school and college students, NCC and NSS scouts and NYKS etc

District Administration can organize seminars and workshops with the help of State disaster management authority, Civil Defense and Home Guard, Firefighting department, Health departments etc. A record of trained manpower shall be maintained by each department and their representation shall be noticed during mock-drill.

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The hazard analysis of the district indicates that there is a high need of community awareness through public awareness programs on the following themes of disaster:

- Types of disasters and basic do's and don'ts related to those disasters
- Post disaster epidemic problems
- Construction and retrofitting techniques for disaster resistant buildings
- Communication of possible risk based vulnerable areas in the district

- Evacuation related schemes and community preparedness problems

Volunteers and social organizations also play a vital role in spreading mass scale community awareness. Media can also play an important role in raising awareness and educating people.

Community Disaster Management Planning is one of the vital components of community preparedness. It involves all important parameters related to hazard awareness, evacuation planning, resource inventory, community level taskforces and committees etc which helps community members in organizing themselves to combat disaster in a pre-planned manner. Preparation of community plans encourages promotes preparedness planning at community level. District administration is also imparting trainings on regular basis to the volunteers of Civil Defense and Home Guards, Nehru Yuva Kendra Sangthan, Residential Welfare Associations, Market Trade Associations, Self Help Group, GRCs and NGOs etc to involve them to into community planning.

Community taskforces and community committees has been constituted and trained in all types of communities by government and non-government agencies. District administration, Medical officers, Trained volunteers, Fire Services, Civil Defense and Home Guard volunteers, NYKS etc. are playing important role in building capacities of community task forces in building their capacities in search and rescue, fire-fighting, warning dissemination, first-aid and damage assessment etc.

Medical Officer has organized seminars to train taskforces and volunteers in basic first-aid. CD & Home Guard are helping Medical Officer in providing trainings and lectures. Similarly Fire Service along with CD & HG gives trainings on search and rescue and fire fighting. West Bengal Police provides trainings on warning dissemination, traffic norms, communication and damage assessment.

To encourage participation in a coordinated manner simulation exercises on various disasters are very important. These exercises help in institutional building at various levels. Mock-exercises have been promoted at district and community level. These exercises help in improving response time and also test reliability. These mock-drill arranged by involving all required agencies. These drills also help in updating the response plans. District Disaster Management Authority is playing an important role in conducting mock-drills and to update plan. Details of some of the mock drills conducted in Jalpaiguri are given below:

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The need for an effective disaster management strategy is to lessen disaster impact which can be achieved through strengthening and reorienting existing organizational and administrative structure from district – state to national level. The emergency response plan is a first attempt to follow a multi-hazard approach to bring out all the disasters on a single platform and incorporates the ‘culture of quick response’. Under the plan, common elements responsible for quick response have been identified and a set of responsible activities has been articulated. It provides a framework to the primary and secondary agencies and departments, which can outline their own activities for disaster response. The plan will also include specific disaster action plans along with modal scenarios in detail to conduct practice drills at district administration level.

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- Identification of disasters in the district depending on:
 - Past records
 - Micro-zonation according to the geological settings
 - Vulnerability associated in context to the disaster
 - Risk assessment according to the socio-economic conditions
- Identification of emergency response functions in consultation to the guidelines provided by state nodal agency
- Identification of responsible government and non-government agencies according to the response functions
- Identification of responsible officers, manpower and resources according to the activities of the identified agencies
- Identification of primary and secondary agencies and demarcation of roles and responsibilities according to their functions
- Conducting regular trainings, meetings and mock drills

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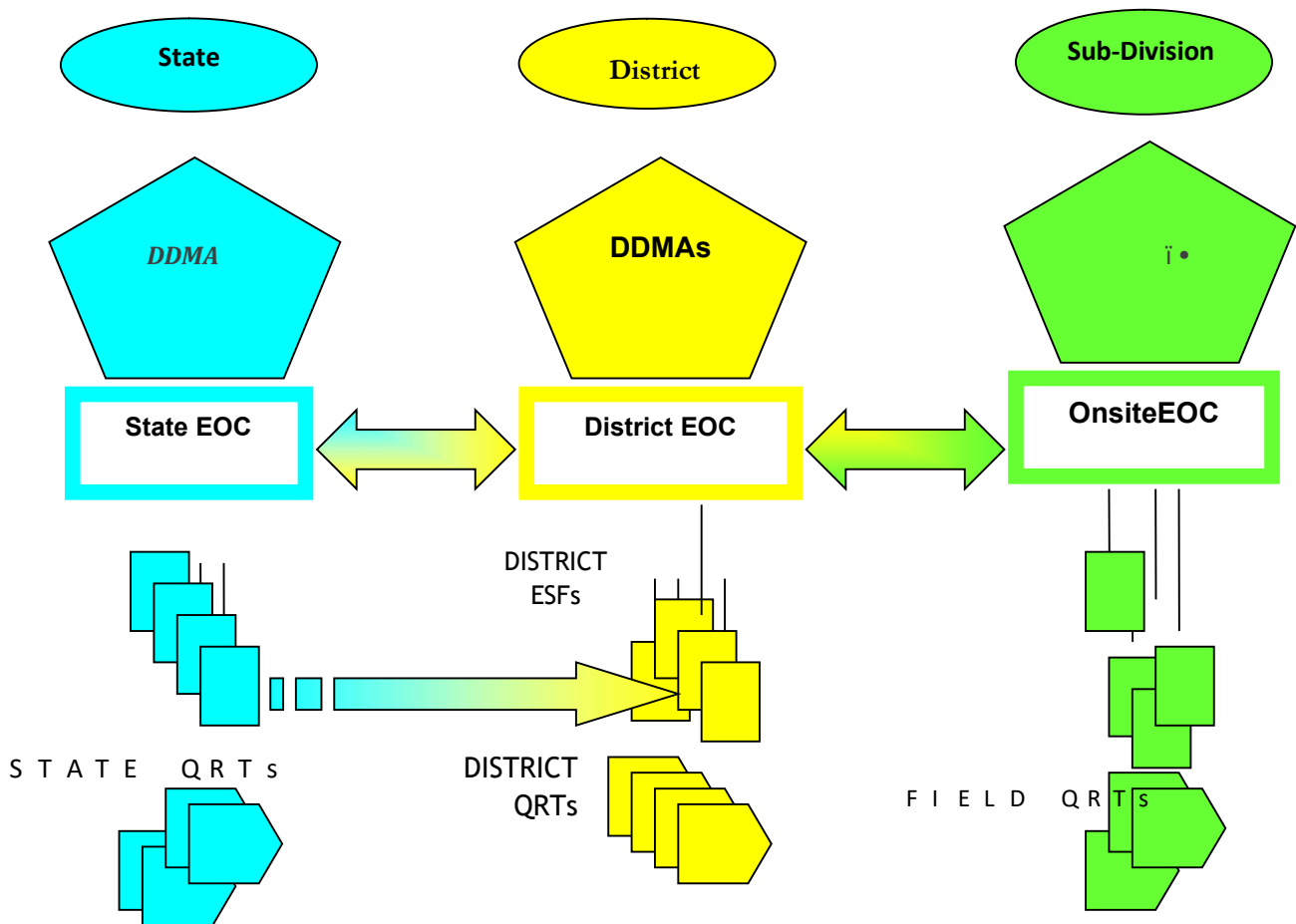
Most of the disasters are to be managed at the state and district level. The centre plays a supporting role in providing resources and assistance. It will mobilize support in terms of various emergency teams, support personnel, specialized equipment’s and operating facilities depending upon the scale of the disaster. Active assistance would be provided only after the declaration of national emergency level. (National Disaster Response Plan, 2001)

Incase disaster may be managed at the district level; district emergency operation system would be activated where state and national level authorities would be on guard in case of assistance needed. Incident commander (IC) of the district would activate the emergency support functions

and Incident Response System and similarly according to the guidance disaster management teams and quick response teams would respond.

If disaster may not be managed with district level and required active participation of state resources, State EOC would activate and Divisional Commissioner would take over the IC system.

Fig 7.1: Various Response Levels for Disaster Management



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The Response plan establishes an organized setup to conduct ESF operations for any of the Natural and Manmade Disasters. It outlines an implementing framework of sharing resources as per the requirement during an emergency situation. The Response Plan has structured the response of concerned department's i.e. primary and supporting departments to be organized and function together with grouping capabilities, skills, resources, and authorities across the State and district Government with the ESF plan. The plan unifies the efforts of State Departments and

supporting agencies to be involved in emergency management for a comprehensive effort to reduce the effects of any emergency or disaster within the state.

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The ICS was first established in 1970 after a wild fire outbreak of California. It is widely accepted by Americans and now many other parts of world too. It is assumed that ICS can also be adapted by the Indian system of disaster response. ICS is a modal tool to command, coordinate and use of resources at the site of the incident. It is based on the management and direction tools that experts and managers are already aware too. It is a very flexible, cost effective and efficient management system.

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The ESF activates under the guidance of Incident Commander (District Magistrate) who is also a head of Incident Response System (IRS). Under the IRS, a team of ESFs nodal officers works together also called as Disaster Management Team (DMT). DMT would also be constituted at District level with district level nodal officers. The members of Disaster Management team would also heads primary agency and simultaneously coordinate with the secondary agencies. Each of the primary and secondary agencies would also comprise of quick response team trained to carry out their functions at the response site. The success of ESF will be of critical importance and would reflect in the lives saved in the first few hours.

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The designated primary agency action as a central agency would be assisted by one or more supporting agencies (secondary agencies) and will be responsible to manage activities of the ESFs and ensuring the mission accomplished. The primary and secondary agencies have the authority to execute response operations to directly support the state needs.

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Situation reports provide an update of relief operation at regular intervals. These reports are crucial for planning out response actions to be undertaken in affected areas. The situation reports provide information about the disaster status, casualties, status of flow of relief materials, arrival/departure of teams etc.

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The QRTs at district level should leave for the affected site within 3 to 6 hours of the event after the declaration of emergency. They have to be adequately briefed by their respective departments. Team should be self-sufficient in terms of resources, equipment's, survival kits and response work.

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EOC is a nodal point for the overall coordination and control of relief work in case of any disaster situation. In case of any disaster district level EOC has to be activated. The primary function of EOC is to facilitate smooth inflow and outflow of relief and other disaster related activities. These EOCs act as bridges between State and Centre government.

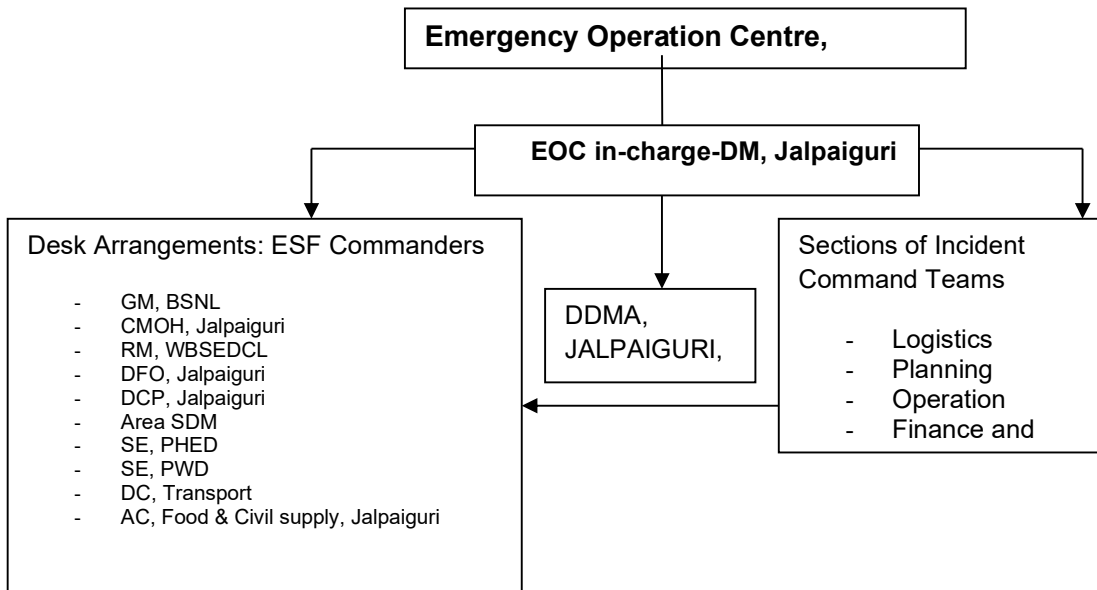
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Each organization generally has a framework for direction of its operation and coordination between its different units. Disaster Management generally requires partnership between organizations and stakeholders. An effective and early response requires mobilization of manpower, equipment's and materials belonging to different organizations which may not be working together during normal times. Therefore, a framework needs to be prescribed as a part of emergency planning for operational directions and coordination during response phase. This plan recognizes role of Deputy Commissioner in providing overall operational direction and coordination for all the response functions. With the help of District Disaster Management Committee and District Emergency Operation Centre, District Magistrate has formulated following coordination structure for response plan.

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As soon as Emergency Operation centre would get the information about any emergency, the staff on duty in EOC will pass the information the DM-Jalpaiguri and seek for his instruction for further actions. If the information pertains to the occurrence of a disaster in any part of the district, the staff on duty will also try to inform DDMA members, Emergency Support Functions-team leaders, major hospitals and State Disaster Management Authority etc. The staff on duty will also be responsible to reclaim information related to type, magnitude and location of the disaster and also inform it to responsible authorities. The EOC in-charge will also inform all the details to Divisional Commissioner and State EOC. All the desk officers/team leaders and Incident Response Team members will also be informed to immediately report at District EOC. Incident Response team and Desk officials would respond as per their standard operating procedures and directions of Incident Commander (IC).

Fig 7.2: Trigger Mechanism for District EOC,



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The emphasis in Disaster Management has shifted from relief centric approach to proactive regime, and as such a well-coordinated response with clockwork precision becomes one of the most important goals. Incident Response System has been developed in this regard.

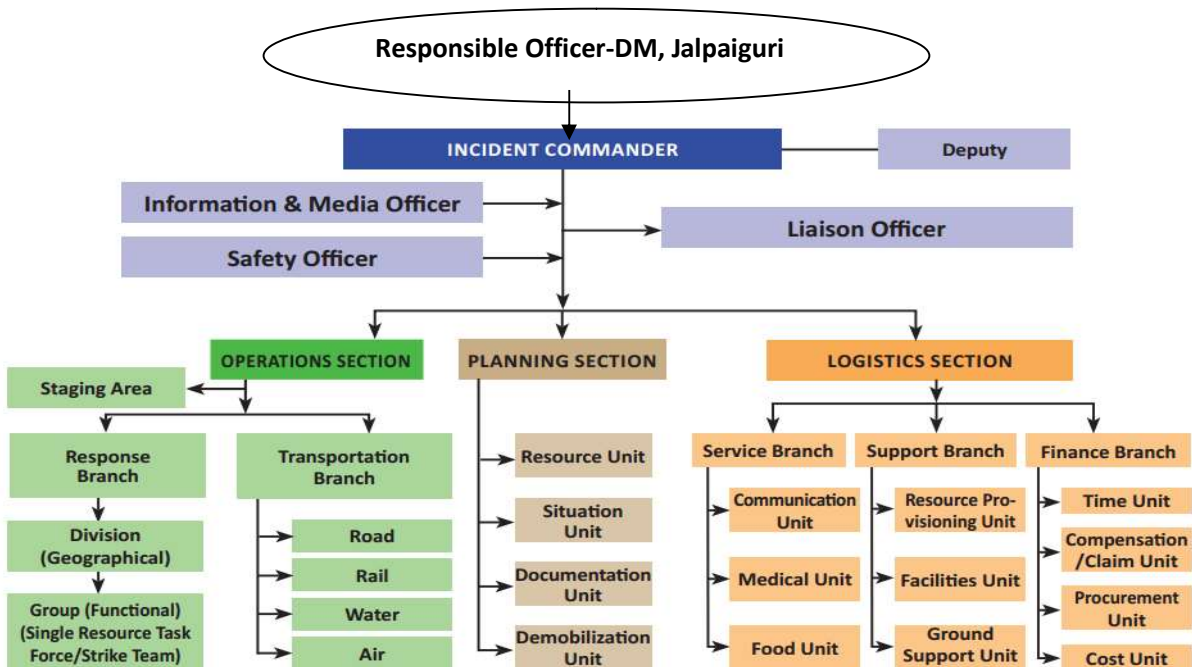


Fig. 7.3: Structure of Incident Response System, Jalpaiguri

Outline of Responsibility of Main Functionary of district Jalpaiguri for IRS

Responsible Officer	Primarily responsible for effective response
Incident Commander	Overall In-charge of the Incident Response Team & its Effective Functioning.
Operations Sections	Direct & supervise all tactical actions.
Planning Sections	Collect/Analyse data, Workout need of required resources and prepare action plan for incident/Disaster of the district Jalpaiguri.
Logistics (& Finance) Section	Provide logistic support, procurement & cost accounting

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S.No.	IRS Position	Designated Officer/Person for JALPAIGURI District IRS
1.	Responsible Officer	District Magistrate/Deputy Commissioner (Jalpaiguri)
2.	Incident Commander	Additional District Magistrate (Jalpaiguri)
3.	Liaison Officer	Area SDM/SDO (Jalpaiguri)
4.	Information and Media Officer	ADM (D) & DIO (Jalpaiguri)
5.	Safety Officer	DFO, WBEFS (Jalpaiguri)
6.	Operations Section Chief	SDM (Jalpaiguri(Sadar) & Mal)
7.	Staging Area Manager	Area BDO (Jalpaiguri, Rajganj, Dhupguri, Maynaguri, Mal, Matilai & Nagrakata)
8.	Response Branch Director	District Fire Officer (Jalpaiguri)
9.	Transportation Branch Director	Regional Transport Officer (Jalpaiguri)
10.	Planning Section Chief	Divisional Fire Officer (Jalpaiguri)
11.	Situation Unit Leader	District Statistical Officer and Area SHO(WBP)
12.	Resource Unit Leader	Area BDO (Jalpaiguri)
13.	Documentation Unit Leader	District Disaster Management Officer (Jalpaiguri)
14.	Demobilization Unit Leader	Area BDO (Jalpaiguri, Rajganj, Dhupguri, Maynaguri, Mal, Matilai & Nagrakata)
15.	Technical Specialist	Specialist from SDMA/DDMA/NIDM/NDRF
16.	Logistic Section Chief	Area SDM (Jalpaiguri & Mal)

17.	Service Branch Director	SDM/SDO (Jalpaiguri)
18.	Support Branch Director	SDM/SDO (Jalpaiguri)
19.	Communication Unit Leader	Area Manager (BSNL)
20.	Food Unit Leader	FSO of the Area
21.	Facilities Unit Leader	BDO of affected area
22.	Ground Support Unit Leader	BDO of affected area
23.	Medical Unit Leader	CMOH (Jalpaiguri)
24.	Finance Branch Director	Account Officer (Jalpaiguri)
25.	Time Unit Leader	SDM/SDO (Jalpaiguri)
26.	Cost Unit Leader	Accounts Officer (Jalpaiguri)
27.	Procurement Unit Leader	ADM (Jalpaiguri)
28.	Compensation Unit Leader	SDM & BDO of affected area

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(i) Responsible Officer: DM, Jalpaiguri

- Ensure that IRTs are formed at District, Sub-Division, Block levels and IRS is integrated in the District DM Plan of district Jalpaiguri as per Section 31 of the DM Act, 2005. This may be achieved by issuing a Standing Order by the RO to all, SDMs and BDOs of district Jalpaiguri.
- Ensure web based / on line Decision Support System (DSS) is in place in EOC Jalpaiguri and connected with Sub-Division and Block level IRTs for support.
- Ensure that toll free emergency numbers existing for Police, Fire and Medical support etc. are linked to the EOC Jalpaiguri for response, command and control. For e.g., if there is any fire incident, the information should not only reach the fire station but also the EOC Jalpaiguri and the nearest hospital to gear up the emergency medical service.
- Obtain funds from Capacity Building Fund of State Government and ensure that a training calendar for IRTs of District is prepared and members of IRTs are trained through ATIs and other training institutions of the District Jalpaiguri.
- Activate IRTs at District headquarter, Sub-Division, Block levels, as and when required.
- Appoint / deploy, terminate and demobilize IC and IRT(s) as and when required.
- Decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other.
- Ensure that Incident Action Plan (IAP) is prepared by the IC and implemented.
- Coordinate all response activities.
- Give directions for the release and use of resources available with any department of the Government, Local Authority, public & private sector etc. in the District.

- Ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required.
- Ensure that when Armed Forces arrive in support for disaster response, their logistic requirements like camping grounds, potable water, electricity and requirement of vehicles etc. are sorted out.
- Appoint a Nodal Officer at the District level to organize Air Operations in coordination with the State and Central Government. Also ensure that all ICs of IRTs of the District are aware of it.
- Ensure that the NGOs carry out their activities in an equitable and non discriminatory manner.
- Deploy the District Headquarter IRTs at the incident site, in case of need.
- Ensure that effective communications are in place with all ESFs of district Jalpaiguri, EOC Jalpaiguri and State EOC.
- Ensure that telephone directory of all ESF is prepared and available with EOC Jalpaiguri and members of IRTs.
- Take other necessary action as the situation demands.

(ii) Incident Commander: ADM, Jalpaiguri

- Obtain information on:
 - Incident situation status like number of people and the area affected etc.
 - Availability and procurement of resources;
 - Requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp, etc.;
 - Availability and requirements of Communication system;
 - Future weather behavior from IMD;
 - Any other information required for response from all available sources and analyses the situation
- Determine incident objectives and strategies based on the available information and resources.
- Establish immediate priorities, including search & rescue and relief distribution strategies for effected peoples.
- Assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with help of the local police.
- Brief higher authorities about the situation as per incident briefing form and request for additional resources, if required.
- Establish appropriate IRS organization with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident.
- Establish ICP at a suitable place. There will be one ICP even if the incident is multijurisdictional. Even a mobile van with complete communication equipment and appropriate personnel may be used as ICP. In case of total destruction of buildings, tents

or temporary shelters may be used. If appropriate or enough space is not available, other Sections can function from a different convenient location. But there should be proper and fail-safe contact with the ICP in order to provide quick assistance.

- Ensure that the IAP for the district as well as the incidents is prepared.
- Ensure that team members are briefed on performance of various activities as per IAP.
- Approve and authorize the implementation of an IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members. It will be reviewed every 24 hours and circulated to all concerned.
- Ensure that planning meetings are held at regular intervals. The meetings will draw out an implementation strategy and IAP for effective incident response. The decision to hold this meeting is solely the responsibility of the IC. Apart from other members, ensure that PSC attend all briefing and debriefing meetings.
- Ensure that all Sections or Units are working as per IAP also that adequate safety measures for responders and affected communities are in place.
- Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved.
- Ensure that computerized and web-based IT solutions are used for planning, resource mobilization and deployment of trained IRT members.
- Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform R.O. regarding their procurement.
- Approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and Units etc. and are properly utilized. On completion of assigned work, the resources will be returned immediately for utilization elsewhere or to the department concerned.
- If required, establish contact with PRIs, ULBs, CBOs, and NGOs etc. and seek their cooperation in achieving the objectives of IAP and enlist their support to act as local guides in assisting the external rescue and relief teams.
- Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command.
- Authorize release of information to the media.
- Ensure that the record of resources mobilized from outside is maintained so that prompt payment can be made for hired resources.
- Ensure that Incident Status Summary (ISS) as per given in annexure is completed and forwarded to the R.O.
- Recommend demobilization of the IRT, when appropriate.
- Review public complaints and recommend suitable grievance redressal measures to the R.O.
- Ensure that the NGOs and other social organizations deployed in the affected sites are working properly and in an equitable manner.

- Ensure preparation of After-Action Report (AAR) prior to the demobilization of the IRT on completion of the incident response.
- Perform any other duties that may be required for the management of the incident of the district Jalpaiguri.
- Ensure that the record of various activities performed by members of Branches, Divisions, and Units/Groups are collected and maintained in the Unit Log as per format given in annexure.
- Perform such other duties as assigned by R.O.

(iii) Information and Media Officer (IMO): DIO, Jalpaiguri

- Prepare and release information about the incident to the media agencies and others with the approval of IC.
- Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the PS on its activation for incorporation in the IAP.
- Ask for additional personnel support depending on the scale of incident and workload.
- Monitor and review various media reports regarding the incident that may be useful for incident planning.
- Organize IAP meetings as directed by the IC or when required; coordinate with IMD to collect weather information and disseminate it to all concerned.
- Maintain record of various activities performed as per format.
- Perform such other duties as assigned by IC.

(iv) Liaison Officer (LO): Area SDM/ADM, Jalpaiguri

The LO is the focal point of contact for various line departments, representatives of NGOs, PRIs and ULBs etc. participating in the response. The LO is the point of contact to assist the first responders, cooperating agencies and line departments. LO may be designated depending on the number of agencies involved and the spread of affected area of the district The LO Jalpaiguri will:

- Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations in the district Jalpaiguri.
- Liaison with all concerned agencies including NDRF, SDRF and Armed Forces and line departments of Government.
- Monitor Operations to identify current or potential inter-agency problems.
- Participate in planning meetings and provide information on response by participating agencies in the district.
- Ask for personnel support if required.

- Keep the IC informed about arrivals of all the Government and Non-Government agencies and their resources.
- Help in organizing briefing sessions of all Governmental and Non-Governmental agencies with the IC.
- Maintain record of various activities performed in the district Jalpaiguri as per format.
- Perform such other duties as assigned by IC Jalpaiguri.

(V) Safety Officer: Deputy Chief Fire officer, JALPAIGURI

The SO's function is to develop and recommend measures for ensuring safety of personnel, and to assess and/or anticipate hazardous and unsafe situations. The SO in Incident Response System is authorized to stop or prevent unsafe acts. SO may also give general advice on safety of affected communities. The SO Jalpaiguri will:

- Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations and review it regularly.
- Ask for assistants and assign responsibilities as required.
- Participate in planning meetings for preparation of IAP.
- Review the IAP for safety implications.
- Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities.
- Review and approve the Site Safety Plan, as and when required.
- Maintain record of various activities performed as per Format and perform such other duties as assigned by IC.

(VI) Operational Section Chief: SDM (Jalpaiguri & Mal)

The overall chief of operation section is (SDM) Sub-Divisional Magistrate of affected areas as an Operational Section Chief (OSC). He is fully responsible for directing all tactical actions to meet the incident requirement. The OSC will report to Incident Commander. If any Operational activity increases because of the largeness and magnitude of the disaster in District Jalpaiguri, OSC will deploy more and more functional team to handle the situation.

- Coordinate with the activated Section Chiefs.
- Manage all field operations for the accomplishment of the incident objectives.
- Ensure the overall safety of personnel involved in the OS and the affected communities.
- Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc.) in his Section in consultation with IC and in accordance with the IAP.
- Assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list as per format for the day.
- Brief the personnel in OS at the beginning of each operational period.

- Ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section.
- Consult the IC from time-to-time and keep him fully briefed.
- Determine the need for additional resources and place demands accordingly and ensure their arrival.
- Ensure record of various activities performed (as per format) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (format enclosed) and perform such other duties as assigned by R.O. / IC.

(VII) Response Branch Director-Deputy Chief Fire Officer, JALPAIGURI

Response Branch consist Response Branch Director. There is RBD from each of the frontline department in order to performing various functions. Depending on the scale of disaster, RBD may create own divisions as per requirement of the incident. Roles & Responsibilities of RBD are:

- Work under the supervision of the OSC and is responsible for the implementation of IAP as per the assigned role.
- Attend planning meetings as required by the OSC, Jalpaiguri.
- Review Assignment Lists (format enclosed) for Divisions or Groups under his Branch.
- Assign specific tasks to Division and Groups-in-Charge.
- Report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.
- Provide Single Resource, Strike Team and Task Force support to various operational areas of district Jalpaiguri.
- Ensure that all team leaders maintain record of various activities performed as per format relating to their field Operations and send to OSC of district Jalpaiguri.
- Perform any other duties assigned by the OSC Jalpaiguri.

(VIII) Division Supervision:

- Ensure Implementation of Division or group assignment list.
- Assign resources within the Division or Group under them.
- Report on the progress of Operations, and the status of resources within the Division or Group.
- Circulate Organizational Assignment List (Divisional / Group) as per format as enclosed in Annexure to the leaders of the Group, Team and Task Force.
- Coordinate activities with adjacent Divisions or Groups, if required.
- Submit situation and resource status to the RBD and the OSC.
- Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC.

- Participate in the development of IAP for next operational period, if required.
- Ensure that record of various activities performed (as per format) are collected and sent to the RBD and OSC.

(IX) Group Leader:

- Take charge of necessary equipment and supplies.
- Assess local weather and environmental conditions, law and order situation etc. in the assigned area and report to the in-charge.
- Perform the assigned duty and Keep contact with his supervisor.
- Perform any other duties that may be assigned by his supervisor.

(X) Team Leader:

- Review assignments with members of his team.
- Report on work progress.
- Establish and ensure communications.
- Perform any other duties assigned.
- Maintain record of various activities.

(XI) Transportation Branch Director: RTO, Jalpaiguri

The transportation branches comprise three operational groups such as Road, rail and air. These groups may be activated as when required. The TB supports the response efforts by transporting different resources, relief materials, personnel to the affected site and also transportation of victims if necessary. Air Operations is an important transportation activity during disasters which requires coordination at the National, State and District level. For the Coordination of air operation, the IC of Jalpaiguri may designate Nodal Officer. Transportation branch director is responsible for the activation of various functional groups in the district as per requirement of the response to an incident. His/her functions are:

- Activate and manage different Operations Groups like Road, Rail, and Air.
- Coordinate with railways, road transport, and airport authorities for support.
- Provide ground support to the air operations and ensure appropriate security arrangements.
- Provide Road transport support to the Rail Operations group as required.
- Ensure that all units moving in the area are familiarized with route with the help of road maps or local guides.
- Prepare transportation plan, and also determine the need for additional resources, their proper and full use and place demand accordingly in advance.

- Ensure the maintenance of the status of hired resources, their full utilization.
- Perform any other duties assigned by the IC or OSC.

(XII) Group-in-charge: GM Roadways (Road Operations)

The Group-in-charge road Operation i.e. GM Roadways works under the TBD and is responsible for all road transportation activities. His responsibilities are:

- Ensure transportation of resources by Road to the affected sites.
- Requisition additional personnel support, if required.
- Attend planning meetings on the direction of OSC.
- Determine coordination procedures with various destinations as per IAP.
- Ensure proper parking locations.
- In case of accidents, inform the TBD, the local police and provide assistance in investigation, if required.
- Ensure that mechanics are available for repair of vehicles and also ensure adequate availability of Petrol, Oil and Lubricants (POL).
- Maintain the records of all-important activities relating to the number of vehicles deployed, source of vehicles (i.e. Government or private), locations where vehicles are deployed along with resource details they are carrying, etc.
- Support and coordinate the Road Operations part of the Rail, and Air Operation as required.
- Collect record of various activities performed.
- Perform any other duties assigned by the TBD or OSC.

(XIII) Group-in-charge: Station Master (Rail Operations)

The Group-in-charge i.e. Station Master of New Jalpaiguri, Jalpaiguri Road, Dhupguri, Maynaguri & Jalpaiguri town (Rail) works under the TBD and is responsible for supervision of all Rail Transportation activities. In most disaster response situations, Rail Transportation is utilized for transporting relief materials and resources from very distant places. Loading and Unloading may be required from Rail to Road and Road to Rail. Whenever transportation by Rail is envisaged, a Rail Operations Group needs to be activated and they should have close liaison with the GM roadways as Road Operations Group-in-charge. Duties of station master will be:

- Work under the TBD and coordinate all Rail Operations.
- Organize crew for Loading and Unloading.
- Ensure safe storage and warehousing of the materials.
- Coordinate with Road Operations Group for movement of resources.

- Prepare and provide Rail Operations Summary including time of departure and arrival, destinations, resource details, etc as and when required by the senior officers.
- Request for additional personnel support, if required.
- Update Rail Operations Plan.
- Establish and maintain communications with various storage and warehousing areas, destination points and railway officers.
- Collect record of various activities performed.
- Perform any other duties assigned by OSC or TBD.

(XIV) Air Operations: Nodal Officer, DIAL

- Coordinate with concerned authorities for air operations.
- Project the type of Air support required to the appropriate authorities based on the IAP and place the demand at least 24 hours in advance or as early as possible.
- Inform the IC and OSC about the Air movements and landing schedules in their respective areas.
- Ensure that relevant Maps of the incident locations of the district are available with all agencies involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required.
- Determine the suitability of Helipads in coordination with the Air Force authorities and the District authorities of district Jalpaiguri.
- Maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities.
- Report on Air Operations activities to the R.O., Jalpaiguri and perform any other duties assigned by the R.O. and IC, Jalpaiguri

(XV) Staging Area Manager (SAM): BDOs (Sadar, Rajganj, Dhupguri, Maynaguri, Mal, Matilai & Nagrakata)

- Establish the SA in the respective Sub-Divisions with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles for helping agencies of district Jalpaiguri and resources etc.
- Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc.
- Organize storage and dispatch of resources received and dispatch it as per IAP.
- Report all receipts and dispatches to OSC and maintain their records.
- Manage all activities of the SA and utilize all perishable supplies expeditiously.
- Maintain and provide resource status to PS and LS.
- Demobilize SA in accordance with the Demobilization Plan.

- Maintain record of various activities performed as per format and send to Sections concerned.
- Perform any other duties as assigned by OSC of district Jalpaiguri.

(XVI) Planning Section Chief (PSC): DFO, WBFES, Jalpaiguri

- Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC.
- Ensure collection, evaluation, and dissemination of information about the incidents including weather, forecast, environment toxicity, availability of resources etc. from concerned departments and other sources.
- The PSC must have a databank of available resources with their locations from where it can be mobilized.
- Prepare IAP by assessing the current situation, predicting probable course of the incident and preparing alternative strategies.
- The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organization assignment list, incident communication plan, demobilization plan, traffic plan, safety plan, and incident map etc. The major steps for preparing IAP are as follows;
 - Initial information and assessment of the damage and threat;
 - Assessment of resources required;
 - Formation of incident objectives and conducting strategy meetings;
 - Operations briefing;
 - Implementation and review of IAP; and
 - Formulation of incident objectives for the next operational period, if required;
- Ensure that Incident Status Summary is filled and incorporated in the IAP.
- Ensure that Organizational Assignment List (Divisional) is circulated among the Unit leaders and other responders of his Section.
- Plan to activate and deactivate IRS organizational positions as appropriate, in consultation with the IC and OSC.
- Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List for the day.
- Prepare and implement of Incident Demobilization Plan.
- Ensure that record of various activities performed by members of Units are collected and maintained in the Unit Log and perform any other duties assigned by IC.

(XVII) Resource Unit Leader (RUL): Area BDOs (Sadar, Rajganj, Dhupguri, Maynaguri, Mal, Matilai & Nagrakata)

- Maintain and display the status of all assigned resources (Primary and Support) at the incident site by maintaining a resource status-keeping system.
- Access information about availability of all required resources at other locations and prepare a plan for their mobilization.
- Ensure and establish Check-in function at various incident locations.
- Update the PSC and IC about the status of resources received and dispatched from time to time.
- Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources.
- Ensure quick and proper utilization of perishable resources.
- Maintain record of various activities performed as per format and send to Section concerned.
- Perform any other duties assigned by PSC.

(XVIII) Situation Unit Leader (SUL): District Statistical Officer, JALPAIGURI

- Collect process and organize all incident information as soon as possible for analysis.
- Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed.
- Prepare situation and resource status reports and disseminate as required.
- Provide authorized maps, photographic services to responders, if required.
- Attend IAP Meeting with required information, data, documents and Survey of India maps etc.
- Maintain record of various activities performed as per format and send to Section concerned.
- Perform such other duties assigned by SUL or PSC.

(XIX) Field Observer (FO) under SUL: BDMOs of the affected Area

The FO is responsible for collecting situation information from personal observations of the incident and provides this information to the SUL. The FO will;

- Report to SUL immediately on any situation observed which may cause danger and safety hazard to responders and affected communities. This should also include local weather conditions.
- Gather intelligence that may facilitate better planning and effective response.
- Maintain record of various activities performed as per format and send to the SUL.
- Perform such other duties as assigned by SUL or PSC.

(XX) Documentation Unit Leader (DUL)-DDMO, JALPAIGURI

- Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units.
- Compile all information and reports related to the incident.
- Review and scrutinize the records and various IRS forms for accuracy and Completeness.
- Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified.
- Store files properly for post-incident analysis.
- Maintain record of various activities performed as per format and send to Sections concerned.
- Perform any other duties as assigned by the PSC.

(XXI) Demobilization Unit Leader (DUL)- BDO of the affected Area

The management of a large incident, demobilization can be quite a complex activity and requires proper and separate planning. When the disaster response is nearing completion, the resources mobilized for response need to be returned. This should be done in a planned and phased manner. Demobilization requires organizing transportation of both equipment and personnel to a large number of different places both near and far away. The Demobilization Unit will prepare the demobilization plan in consultation with RO, IC and PSC. The plan should include the details of the responders to be demobilized, the date, mode of transport, location from where they will be demobilized, the destination where they have to finally reach etc. There will be a similar plan for out of service equipment and sick personnel also. DUL will have following responsibilities:

- Prepare Incident Demobilization Plan (IDP) as per format.
- Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources.
- Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS.
- Plan for logistics and transportation support for Incident Demobilization in Consultation with LS.
- Disseminate IDP at an appropriate time to various stakeholders involved.
- Ensure that all Sections, Units, Teams and Resources understand their specific Incident Demobilization responsibilities and avail Demobilization facilities.
- Brief the PSC on the progress of Demobilization.

(XXII) Logistic Section Chief-Area SDM/SDO

LSC provide all logistic support for effective response management for the district Jalpaiguri. The Units under different Branches of the LS are responsible not only for the supply of various 'kinds' and 'types' of resources, but also for the setting up of different facilities like the Incident Base, Camp, ICP and Relief Camp etc. This would entail the involvement of several lines Departments of Government and other agencies. It would require a proper and smooth

coordination at the highest level of the administration. The LS comprises Service, support and finance Branches. The section is headed by a chief known as the LSC. The activation of various Branches of the LS is context specific and would depend on the enormity and requirements of the incident. The LSC Jalpaiguri will:

- Coordinate with the activated Section Chiefs.
- Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad, etc.
- Participate in the development and implementation of the IAP.
- Keep R.O. and IC informed on related financial issues and request for sanction of Fund.
- Ensure that Organizational Assignment List (Divisional / Group) as per format is circulated among the Branch Directors and other responders of his Section.
- Ensure the safety of the personnel of his Section.
- Brief Branch Directors and Unit Leaders.
- Anticipate over all logistic requirements for relief Operations and prepare accordingly.
- Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation.
- Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC.
- Provide logistic support for the IDP as approved by the RO and IC.
- Ensure that the hiring of the requisitioned resources is properly documented and paid by the Finance Branch.
- Assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List for the day.
- Ensure that cost analysis of the total response activities is prepared.
- Ensure that record of various activities performed (as per format) by members of Branches and Units are collected and maintained in the Unit Log as per format.
- Perform any other duties as assigned by RO or IC.

(XXIII) Service & Support Branch Director: ADM, JALPAIGURI

- Work under the supervision of LSC and manage all required service support for the incident management.
- Discuss with the activated Unit Leaders for the materials and resources required and procure the same through LS.
- Ensure proper dispatch of personnel, teams, resources etc as per the IAP.
- Maintain the record of various activities performed as per format and send to sections concerned; and perform any other duties assigned by the IC and LSC.

(XXIV) Communication Unit Leader (CUL): Area Manager-BSNL

The communication leader work under the direction of the SBD. The Communication Unit Leader will supervise the communication unit activities and maintain the records of communications equipment deployment in field as and when required and also ensure that those are in working condition and that the network is functional. S/he is responsible to:

- Provide Communications facility as and when required.
- Ensure that all communications equipment available is in working condition and that the network is functional.
- Maintain the records of all communications equipment deployed in the field and recover them after the incident is over.
- Ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated sections, branches, units and higher authorities and maintain their records.
- Prepare an alternative communication plan for execution in case of possible failure of the normal communications network. The alternative communications network may have wireless, satellite phones, cell phones, HAM radios etc.
- Prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) with the local communications set up for the management of large scale disasters when they come to assist in the response effort.

(XXV) Medical Unit Leader (MUL): Chief Medical Officer of Health (CMOH), JALPAIGURI

Medical Unit Leader will work under the direction of the SBD and prepare the Medical plan and procurement of required resources as per IAP, provide medical aid and ambulance for transportation of victims and maintain the records of the same as per format and obtain a road map of the area from the PS for the ambulance services, transportation of medical personnel and victims. S/he will:

- Prepare the Medical Plan and procurement of required resources.
- Provide medical aid and ambulance for transportation of victims and maintain the records of the same.
- Obtain a road map of the area from the PS for the ambulance services, transportation of medical personnel and victims.
- Respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC.
- Maintain the list of medical personnel who could be mobilized in times of need.
- Prepare and circulate list of referral service centers to all the medical team leaders.

(XXVI) Food Unit Leader (FUL)- FSO of the Area

The Food Unit Leader will work under the direction of the SBD and, is also supposed to supply resources to various activated Sections, Branches, Units and Groups of IRT as per the direction of the SBD. The primary responsibility of FUL is

- Supply food to:
 - a) Personnel of IRT(s) at ICP, Camps, incident Base, Staging Area, etc., and
 - b) Victims at the temporary shelters, relief camps etc;
- FUL will ask for assistants if the task become very large.
- Determine food and drinking water requirements and their transportation, and brief the SBD and LSC.
- Maintain inventory of receipt and dispatch of resources.
- Maintain record of various activities performed as per format and send to SBD.

(XXVII) Resource Provisioning Unit Leader: Joint BDOs of the Area

Resource Provisioning Unit Leader (RPUL) will work under the supervision of SBD and organize the movement of personnel, equipment and supplies receive and store all safety supplies required for the incident response. S/he will:

- Organize movement of personnel, equipment and supplies.
- Receive and store safely all supplies required for the incident response.
- Maintain the inventory of supplies and equipment.
- Organize repair and servicing of non-expendable supplies and equipment.
- Monitor the 'kind', 'type' and quantity of supplies available and dispatched and maintain the records of receipt and dispatch of supplies including equipment and personnel.
- Receive and respond to requests for personnel, supplies and equipment from the activated sections, branches, divisions, units and groups under intimation to S.B.D.
- Maintain various records on activities performed as per format and send to S.B.D.

(XXVIII) Facilities Unit Leader (FUL): Joint BDOs of the Area

- Prepare the layout and activation of incident facilities like Incident Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders.
- Locate the different facilities as per the IAP.
- Maintain record of various activities performed as per format and send to SBD.

(XXIX) Ground Support Unit Leader (GSUL): Joint BDOs of the Area

- Provide transportation services for field operations to TBD.
- In case Air Operations are activated, organize and provide required ground support through TBD.
- Provide maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the SBD and LSC.
- Develop and implement the Incident Traffic Plan.
- Inform Resource Unit about the availability and serviceability of all vehicles and equipment.

- Arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the SBD.
- Maintain inventory of assigned, available and off road or out of service resources.

(XXX) Finance Branch Director (FBD): A.O., JALPAIGURI

The FBD is responsible for managing all financial aspects of response management. The FB has been kept under the LS for quick and effective procurement. FBD will:

- Attend planning meetings.
- Prepare a list of resources to be mobilized, procured or hired in accordance with the IAP. Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay.
- Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment.
- Examine and scrutinize cost involved in the entire response activity including the demobilization, analysis the cost effectiveness and keep the LSC informed.
- Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD.
- Brief the LSC or IC on all incident related financial issues needing attention or follow-up.

(XXXI) Time Unit Leader (TUL): SDM/SDO JALPAIGURI

- Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms.
- Examine logs of all hired equipment and personnel with regard to their optimal utilization.
- Ensure that all records are correct and complete prior to demobilization of hired resources.
- Perform any other duties as assigned by the FBD.

(XXXII) Compensation / Claims Unit Leader: SDOs/BDOs of the affected Area

If the incident is such that there may be a requirement of making payments concerning compensations and claims, the IC in consultation with the RO will activate a Compensation / Claims Unit and appoint a leader to collect and compile figures of loss of life and property etc. as provided by the relevant Government norms and directions. They will:

- Collect all cost data and provide cost estimates.
- Prepare and maintain a list of requisitioned premises, services, resources and vehicles etc. with correct date and time of such requisition.
- Follow appropriate procedures for preparation of claims and compensation.
- Perform any other duties as assigned by the FBD.

(XXXIV) Roles and Responsibilities of Procurement Unit Leader: ADM, JALPAIGURI

- Attend to all financial matters pertaining to vendors and contracts.
- Review procurement needs in consultation with the FBD and prepare a list of vendors from whom procurement can be done following proper procedures.
- Ensure all procurements ordered are delivered on time.
- Coordinate with the FBD for use of imprest funds, as required.
- Complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, LSC and IC.

(XXXV) Cost Unit Leader: Account Officer-JALPAIGURI

- Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report.
- Make cost-saving recommendations to the FBD.
- Complete all records relating to financial matters prior to demobilization.

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District EOC will expand to include desk arrangements with responsibilities for specific tasks. The desk arrangement may continue to operate from EOC till the time long term plan for rehabilitation are finalized. The desk arrangements provide for divisions of tasks, information gathering and record keeping and accountability of the desk officer to the district commissioner. The Team leaders of emergency support functions shall be the desk officer and work under the coordination of Operation Chief. The desk officers shall be responsible to prepare, update and process reports according to the formats. Below emergency support functions of each desk officer/team leader has been discussed in detail.

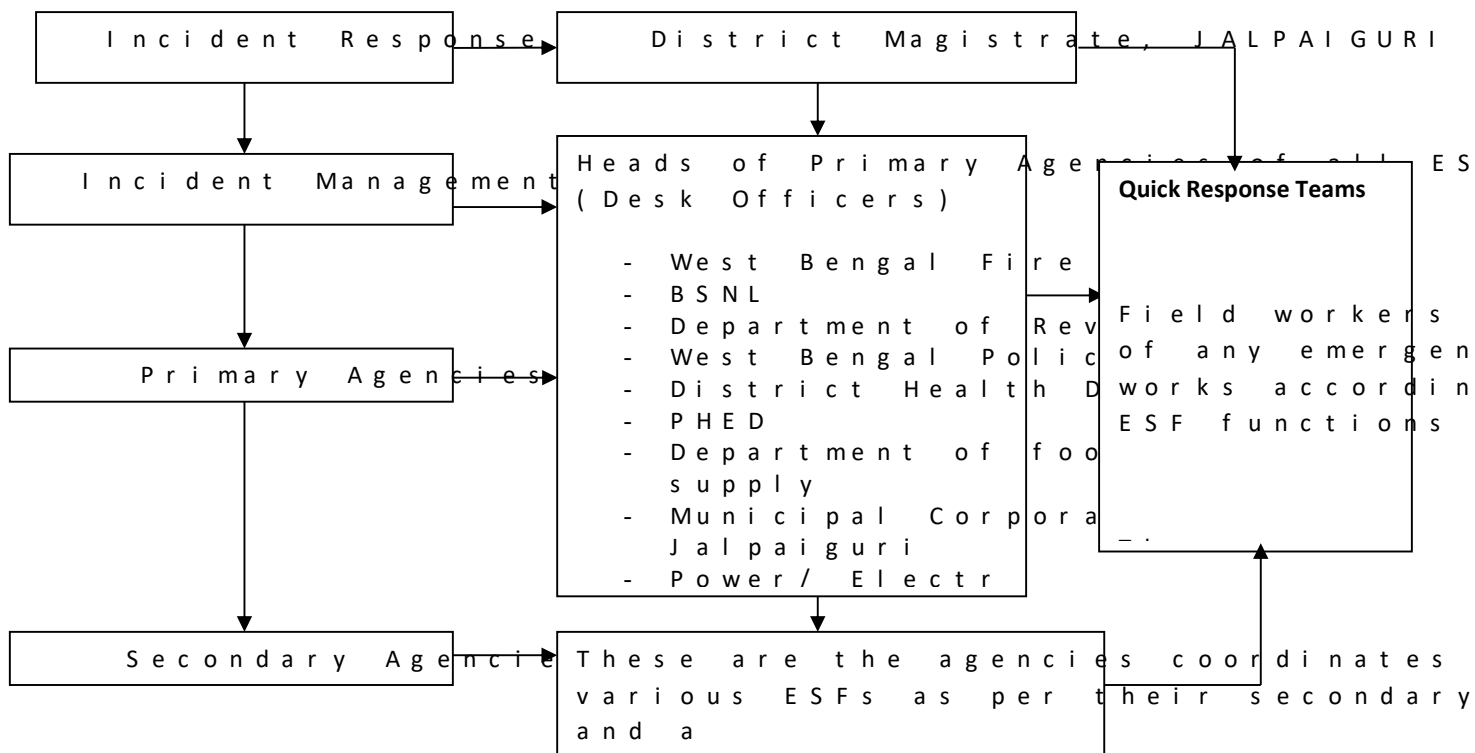
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Emergency Support Functionaries (ESFs) are the essentials of Emergency Management comprising of various coordinating agencies, which manage and coordinate specific kinds of assistance common to all disaster's types. The plan establishes an organized set-up to conduct ESF operations for any of the Natural and Manmade Disasters. It outlines an implementing framework of sharing resources and co-coordinating, preparedness, Mitigation, response and recovery as per the requirement. The Plan has structured the activities of concerned agencies i.e. primary/nodal and support agencies into an organized manner according to their capabilities, skills, resources and authorities across the state and district government. It also attempts to unify efforts of state departments so that they are involved in emergency management comprehensively to reduce the effects of any emergency or disaster within the state.

(i) Organisation Setup of the ESF at District Level

The Department of Revenue as directed by the Ministry of Home Affairs is the prime coordinating agency for disaster risk management efforts. However, there will be other agencies involved in-charge of different ESFs. Each ESF is headed by a lead organization and assisted by supporting organizations for coordinating the delivery of resources and services to the disaster-affected area.

Fig 7.6: Emergency Support Functions in Response Mechanism



These ESFs form an integral part of the EOC and each ESF should coordinate its activities from the allocated EOC. Extension teams and quick response teams (QRTs) would be required to follow their response procedures at the affected site. Nodal officers of all the ESFs would constitute Incident Management Team. Nodal officer would also nominate names for the QRT members who will accomplish disaster management related work at the field level. Similarly supporting agencies would also nominate their nodal officers and QRT members who will assist to the primary officers during response phase. Additional names should also be proposed to backstop the requisite positions.

Nodal and Supporting agencies comprising of QRTs shall be trained to carry out their functions at the response site. The success of ESF will be of critical importance and would reflect in the lives saved in the golden hour. All ESFs have to assist the Incident Commander i.e. Deputy Commissioner at State level as per their assigned duties described in the SOP's and to be followed during emergency within the District/State.

A detailed organizational setup of all ESFs and team leaders has been given below:

In any case of any disaster Police, Fire, Medical and revenue department have been identified as first responder.

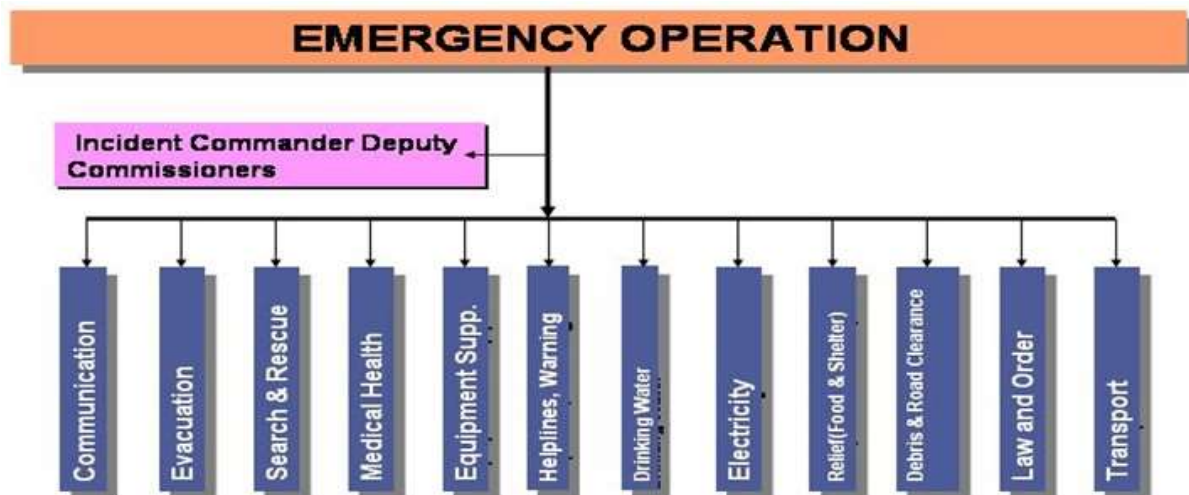


Fig. 7.7: Emergency Support Functions

A set of clearly defined responsibilities for all the ESFs have been mentioned below:

ESFs Teams of District Jalpaiguri:

ESF	Function	Coordinator	Members
ESF1	Communication	BSNL	NIC, Police, Revenue Wireless, Private Telecom
ESF2	Evacuation	Police Department	Army, Health Dept, Civil Defence, WB fire Service, NCC
ESF3	Search and Rescue	Secy. Home	Fire Deptt, Police, Civil Defence, Army
ESF4	Medical Health/Trauma	Secy. Health	Major Hospitals, Civil Defence
ESF5	Helplines, Warning Dissemination & coordination Media coverage	Pr. Secretary, Disaster Management	All Emergency Support Functionaries (ESFs), Media Agencies
ESF6	Drinking Water	Pr. Secretary, PHED	Executive Engineer, PHED

ESF7	Electricity	Secy. Power	Regional Manager, WBSEDCL
ESF8	Relief (Food and Shelter)	Pr. Secretary, Disaster Management	Civil Supplies Corporation, Civil Defence Volunteer Organisations
ESF9	Debris and Road Clearance	Pr. Secretary, PWD	PWD
ESF10	Law and Order	DG, WB Police	Police, Civil Defence, Home Guards
ESF11	Transport	Secy. Transport	NBSTC, NFR

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1. Communication

Situation Assumption:

Due to extreme fire explosions or a high intensity earthquake telephone wires might get damaged so communication from the site is not possible. There is a need to inform to various departments and to establish a temporary communication system

Primary Agencies: Bharat Sanchar Nigam Limited (BSNL)

Supporting Agencies: NIC, Private telecommunication and Mobile phone operators

Immediate Actions:

1. Team Leader (TL) will activate ESF immediately and intimate to his supporting officers
2. He will establish a contact with district EOC for First Information Report
3. He will decide upon the extent of damage to telecom services and network and will provide possible arrangements to establish reliable networks
4. In such kind of large explosion, the communication systems of the affected installation may get severely damaged and be rendered useless. In such case communication coordinator would be responsible to provide emergency communication system to the incident site. It shall comprise through wireless (available within the Jalpaiguri Administration), mobile phones and land lines available with the industries.
5. Coordinator will establish an all call system on telephonic network for notification of emergency in the areas likely to be affected
6. Prepare a standard message format (in Hindi and English) for use in radio/television broadcast or outdoor notification through megaphone to facilitate and reduce time necessary to alert the public of a problem and inform them of the protective actions to be taken.
7. Establish a warning system for different levels of emergency

8. TL should send Quick Response Team(QRT) at the incident site with required equipments and resources
9. TL will inform to IC about the restoration of telecom services and will communicate new phone numbers
10. HAM radio operators would be informed about the current requirement and coordination mechanism
11. TL monitors the situation and arranges staff required to operate established systems

Action to be undertaken by Quick Response Teams (QRTs)

1. QRT members will reach to the incident site as soon as they get instructions
2. QRT will take stock of the situation from the IC and also from the members of the other QRTs
3. QRT will assess the ground situation and send reports to state ESF agencies. The report would contain assessment of overall damage listing, overhead route damage (mts/kms), cable damaged(in yards/mts) and specific equipment damage
4. Establish a temporary communication facility for the use of public
5. Identify requirement of manpower, resources and equipments
6. Begin restoration by removing and salvaging wires and poles
7. Reporting to the head office

Coordinating ESFs: Help lines, Relief, Medical response, Law and order, Search and rescue, etc.

2. Evacuation

Situation Assumption:

People who are residing in vulnerable location may get affected due to the chemical explosions/fire/earthquake. These areas may be nearby installation, industries, railways and other institutions. Under such circumstances TL should take up decision either to evacuate the places or not.

Primary Agency: Police department

Supporting Agencies: Police, Fire, Civil Defence and Home Guard, NCC, NGOs

Task Involved:

The Team Leader (TL) with the Help of QRTs shall perform following duties:

a. Identification of people to be evacuated

The decision of the area under dangerous location will largely depend upon the wind speed, direction and rate of explosion.

b. Evacuation of general public

- On the directions of Incident Commander(IC), the ESF Team Leader will perform evacuation. He will instruct the team to initiate evacuation of the areas expected to be exposed and threatened by the explosions
- The QRT shall move along with adequate material and resources to carry out evacuation. People will be directed to move towards safer areas identified by technical experts
- The team leader will designate in-charge of relief centers and keep in touch with them for regular head count and care of evacuees
- Police, Fire, Civil Defence & Home Guard (CD & HG) and other government employees may have to go door to door to ensure that residents have been alerted about the emergency.

c. Evacuation routes and assembly points

1. In planning process routes shall be defined well in advance. These routes should be clearly spelt out in warning signals as also the location of the shelters to where people with automobiles should proceed and people without automobile should gather
2. Designated evacuation routes should be major roads preferably but according to the wind speed and directions
3. As evacuation would be declared police and fire should be prepared to control roads and traffic on evacuation route
4. Apart from above mentioned duties TL should also dispatch following notifications: -
5. The Team Leader will ensure that notification has been communicated to the nearby institutions such as schools, hospitals, residential colonies and similar facilities having large group of people
6. The team leader will also ensure that nearby water users (industries, farm irrigations, drinking supplies) and water treatment plants are informed to get water at the incident sites
7. On getting instructions from the Incident Commander (IC), the team leader of the ESF will ensure notification to the general population for evacuation immediately and rush to safer sites
8. It is important to note that next kin are promptly notified of fatalities or severe injuries carefully in a supportive fashion. This activity can be discussed with Police, Red Cross society, voluntary organizations and NGOs

Coordinating ESFs: Law and Order, Search and Rescue, Food and Shelter

3. Search and Rescue, Fire Fighting

Situation Assumption:

There may be a massive destruction, aggressive fire explosions, there may be a need of repairing leakages to reduce fire explosions, situation can aggravate due to mishandling or carelessness

Primary Agency: West Bengal Fire Service

Supporting Agencies: Civil Defence, Home Guard, NDRF, SDRF.

Trained firefighting/search and rescue team of incident site and nearby installations (IOCL, BPCL, HPCL), Civil Defence and Home Guard, Police department

Immediate Tasks:

1. TL will activate the ESF and give instructions to the QRTs to reach at incident site to person rescue operations
2. TL will coordinate with LCP and EOC to judge the situation
3. TL will coordinate in deputing rescue team to enter in hazardous areas
4. TL will coordinate with technical experts, safety coordinators and material coordinator for quick response in case of any requirement in conducting rescue operations

Immediate Tasks of QRTs:

Firefighting teams will undertake these services in case of extreme fire explosions and chemical disaster

On-scene Assessment

1. First fire vehicle to reach at incident site will contact the site controller and collect the necessary information regarding chemical leak, action taken, current status and type of equipment required
2. Driver will park their vehicle in a manner to prevent exposure to air-borne chemical contaminants and fire explosions
3. Each crewmember will wear the necessary PPEs (Personnel Protective Equipment's) before entering in the "hot zone". They will work in pairs and coordination
4. The situation will be communicated to the FCR to provide the update of additional resource and manpower requirement

Plugging/Stopping of Leaks

Few crewmembers having good knowledge of basic tools and knowledge to limit the losses from punctured or leaking tanks will work for plugging holes. Plugs of varying sizes and shapes (conical, cylindrical, square or wedge-shaped wood pieces, rubber or metal sheets) can be jammed in the wholes to reduce the leaking.

Suppression of Hazardous Gas or Vapour Releases

Based on the guidance of technical coordinators, the response team shall take rapid measures to reduce the rate of amount of hazardous vapors or gases entering in the atmosphere using one or combination of the following measures

- Physical restriction of liquid pool surface areas, transfer to an alternate or standby container if available.
- Use of fire-fighting or specialized hazardous material foams, dilute or coverage of liquid pools with water or other compatible liquids.
- Use of water sprays or fogs, neutralization of spilled liquids, cooling of spilled liquids or venting tanks

Search and Rescue Operations

1. According to the instructions of rescue coordinators QRTs should enter into the hazardous areas and rescue injured and trapped people
2. For common safety practice, QRTs should work in pairs
3. QRT should initiate search and rescue operations of trapped people under the guidance of technical experts
4. QRT of rescue operations should carry a self-contained breathing apparatus (SCBA) to carry out their mission without falling victim. They should also carry a spare SCBA unit which will help them to escape people trapped in the hazardous areas and also sometimes rescue workers require extra air supplies to accomplish prolonged rescue.

4. Law and Order

Situation Assumption:

There may be a chaos in the affected area. People may rush without proper following proper instructions which may increase the expected loss. Traffic may become out of control and lead to jams.

Primary Agency: Police Department (Police and Traffic Police)

Supporting Agencies: Civil Defence and Home Guard

Immediate Actions of Police:

1. Deploying quick response teams (QRTs) to maintain law and order at the incident site
2. QRTs deployed at the site will be equipped and will coordinate with following activities
3. Quick Assessment of law and order situation in affected areas
4. Cordon off the site to restrict movement of curious onlookers, vehicles and pedestrians
5. Control and monitor traffic movements
6. Support and coordinate with local administration
7. Prepare updates on the law and order situation in every 2 hours and brief the authorities
8. Ensure law and order at assembly points and evacuation points
9. Control situation of rioting and looting and cordon off affected areas
10. Provide traffic diversions so as to ease movement of response vehicles to incident site

11. Gather and disseminate information about the traffic flow on alternate routes for decongestion
12. Ensuring law and order in rehabilitation centers
13. Communicate with PCR on regular basis regarding field activities including deployment of manpower and resources
14. To advice home-guards and civil defence to remain alert for responding to call from Police
15. To contact nearby hospitals for making emergency arrangements for receiving injured persons

Immediate actions of Traffic Police:

1. To coordinate and communicate with concerned functionaries
2. To detail traffic staff to reach the place of occurrence.
3. To give directions whenever necessary to ensure free passage for fire brigade ambulance, police vehicles and vehicles of other respondents
4. WBP (traffic) to coordinate with the NBSTC and other private transporters for additional vehicles.

Coordinating ESF'S: Communication, Search and Rescue, Transport, Help lines and Warning dissemination and Relief Supply etc

5. Medical Response and Trauma Counseling

Situation Assumption:

Expect large number of casualties There may be a requirement of more trained professionals and specialists in various fields There may be a requirement to maintain a close contact with the other major hospitals in case of more severe conditions

Primary Agency: Directorate of Health Service

Secondary Agencies: Super Specialty Hospital, District Hospital, Indian Red Cross Society, Installations (IOCL, BPCL, HPCL), CD & HG, Defense establishment, NCC, NSS, NYKS and NGOs.

Immediate Actions:

1. Ensure the adequate number of medical professionals to reach at the site including specialist in chemical exposure handling
2. DHS in consultation with the respective medical superintendents of major hospitals should also responsible to prepare a mass casualty plan
3. Ensure high sanitation standards at resettlement site to reduce epidemic outbreak
4. Providing adequate treatments to the victims of explosions
5. Trained profession should be mobilized by psychological support

6. Ensure setting up of temporary information center at hospitals with the help of communication ESF

Immediate Actions of QRTs: Establishment of Triage Station

- 1 Mass casualty situation will require establishment of field hospitals to take care for the injured and to identify stabilize and transport more serious cases to the hospitals
- 2 Codes should be used to recognize serious and stable cases such as red –critical, yellow-stable and green-wounded
- 3 Treatment should be provided according to the casualty of the victims
- 4 Medical coordinators should propose rehabilitation centers as per the type of casualties
- 5 Field hospitals shall maintain a record of all the patients so as to enable accounting of personnel and their destinations after triage

Medical Support for Response Personnel

Properly equipped medical personnel and ambulances should be made available to check and treat injured or contaminated response personnel

Medical support at temporary shelters

A team will take care of the people who become ill during evacuation or later.

- a. Team should be aware of the signs and symptoms of exposure to toxic materials so that they can easily identify victims and provide them treatment and care
- b. Contaminated individuals should be segregated from the unexposed people until they are adequately decontaminated
- c. Special facility should be given for care of the handicapped and elderly

Coordinating ESFs: Search and Rescue, Evacuation, Communication

6. Water Supply

Situation Assumptions: There may be a need of supplying water for fighting operation there may be a need for drinking purpose rehabilitation site might be requiring temporary/mobile toilets, there may be need to ensure clean environment

Primary Agency: PHED

Supporting Agencies: Irrigation and Flood Control Department, PWD, Railways

Immediate Tasks:

- a. The team leader will ensure that Quick Response Teams are on the site along with the required resources

- b. He shall be ensuring uninterrupted supply of water for fire-fighting to all the brigades in operation.
 - c. He shall coordinate with the transport coordinator for replenishing the depleted stock of fire water at the incident site through water tanks
 - d. Carry out the task of repairing all damages to water supply system
 - e. Arranging alternate storage of potable water at temporary shelters
 - f. Ensure restoration of potable water as per standards and procedures laid down under ‘Standards for Potable Water ‘
 - g. Plan for emergency accommodation of water supply in or near temporary shelters
 - h. Establish temporary sanitation facilities at the shelters
 - i. Ensure cleanliness of sanitation facilities, relief shelters and local commandant post
- Coordinating ESFs: Shelter, Relief, Evacuation, Medical, Search and Rescue

7. Relief (Food and Shelter) Supply

A. Food Supply

Situation Assumption: There may be a need to distribute food packets and drinking water to the victims.

Action to be taken by: Food and Civil Supplies Department

Supporting Agencies: Indian Red Cross Society, NGOs, NYKS, NCC, NSS and Education department

Immediate Tasks:

1. The team leader(TL) will activate ESF on receiving the information about the incident and will also inform to the supporting agencies
2. Food coordinator would gather information about the locations of shelters and number of persons housed in each of these shelters.
3. The TL will guide QRTs to reach at rehabilitation centers to provide food packages
4. The TL will keep on coordinating about the distribution of food items to the evacuees and will give appraisal to the IC
5. In case of shortage of food items, the TL will arrange more food packages and will ensure continuous supply

Tasks for QRTs:

1. Management and distribution of relief items to affected victims
2. Report the progress on action to the TL
3. Inform the TL about more requirements of staff members, additional materials and food packages.
4. Initiate procurement of food items available at nearby markets

5. Prepare take-home food packets for the families
6. Ensuring equal distribution of relief material including children, aged groups, women and poor people

Coordinating ESFs: Evacuation, Shelter, Water and Sanitation and Medical response

B. Shelter Arrangements

Situation Assumption: There may be a situation of transferring victims to the safer temporary shelter, there may also be a need to establish triage station for medical treatments.

Primary Agency: Revenue Department

Supporting Agencies: Nehru Yuva Kendra Sangthan, NGO, Education Dept, NSS, NCC

a. Immediate Actions:

- b. The team leader (TL) would be the in-charge of rehabilitation centers who will ensure number of people evacuated, care of evacuees and availability of essential supplies
- c. Those who will reach to the relief centers would also like to know about their missing members. TL will response to their queries and also pass on the message to the evacuation and rescue related coordinators
- d. The Quick Response Team(QRT) will help them in arranging temporary shelters, food and sanitary facilities
- e. Medical facilities will also be provided to the victims and injured people

Coordinating ESFs: Search and Rescue, Evacuation, Medical Response, Law and Order, Relief Supply and Water and Sanitation

8. Equipment Support, Debris and Road Clearance, Sanitation

Situation Assumptions: There may be a requirement of arranging equipment's to perform firefighting and search and rescue and roads may get blocked due to debris.

Primary Agency: SDM/SDO (Mal)

Supporting Agencies: PWD, PHED, Agriculture Dept., Installations (BPCL, IOCL, HPCL),

Task Involved:

- a. TL will inform Quick Response Teams(QRTs) and Supporting agencies about the incident
- b. Coordinate with supporting agencies to mobilize equipment form warehouse
- c. Assessing road blockage and building damage through QRTs

In addition to the above, coordinator would also coordinate with following activities

- a. Availability of respiratory protective devices**

In case of large-scale explosion, sometimes there may be a shortage of protective devices. Therefore, coordinator would judge the requirement of personal protective equipment's and clothing for members of emergency teams.

b. Availability of Special Protective Clothing

In the crises situation sometimes there may be requirement of more complete protection of the body by clothing that is resistant to the damaging effects of the spilled substance. Such situation may require clothing such as boots, gloves and disposable suits, air-tight fully encapsulating 'astronaut' suits made of chemical resistant materials.

c. Ensuring availability of support services for response teams

Field response teams would be working day and night at incident site. These personnel will require rest areas, food and sanitation facilities etc. Therefore, material coordinator along with the NGOs and coordinators of food and shelter will arrange rest areas, food, shelter and other facilities.

d. Maintenance of Apparatus and Equipment's

There would be few equipment's requiring refueling and minor maintenance for uninterrupted operation. Therefore on-scene services should be arranged so that operation can be continued without any problem.

Tasks for Quick Response Teams:

- d. Conduct damage assessment including location, number of structure damaged and severity of damage
- e. Enlisting type of equipment's required for conducting debris clearance
- f. Report the situation and progress report to EOC and TL
- g. Undertake construction of temporary roads to serve as access to the site by other response agencies

Coordinating ESFs: Search and Rescue, Medical, Evacuation, Help-lines and warning dissemination, Food and Shelter

9. Help Lines

Situation Assumptions: A large number of reporters are arriving at the scene to get the correct information. There is a need to spread cautions to the local people about their movement towards safer areas. There may be rumors about the information.

Primary Agency: Revenue Department

Supporting Agencies: NIC, BSNL, Information & Cultural department, Press Trust of India, Important Media channels and newspapers, AIR, Doordarshan and Press Information Bureau

Tasks Involved:

- a. Coordinator will transfer an adequate information to the large number of reporters arriving on scene and attempting to interview response teams and officers so that unwanted rumors can be reduced
- b. Designate one specific individual and an alternate press officer to join the team of press officers
- c. Coordinator should try to communicate the timely and right information so that confusions and rumors can be reduced
- d. Compile the list of telephone numbers of local radio, televisions and other related personnel who can help in air announcements
- e. Provide the desired support to the press officers with secretariat support, photocopy machines, and means of communications with overall command of the response operations
- f. Establish a firm policy among all local officials and response personnel as to who should speak or should not speak to media personnel
- g. Ensure that key emergency response personnel understand the need to relay up-to-date “status report” to press on a regular basis

Coordinating ESFs: Search and Rescue, Evacuation, Relief and Shelter, Transport, law and Order and Medical Response etc.

10. Electricity

Situation Assumptions: Expect electric short circuits in the affected area which may aggravate the fire explosions. Electric fitting of the affected areas may get damaged and may need to be repaired; there may be a requirement of temporary lightening arrangements in the relief shelters and local commandant post.

Primary Agency: WBSEDCL

Supporting Agencies: WBSEDCL

Task Involved:

- (a) Team leader will activate the Emergency Support Function(ESF) by informing his headquarter team and field team
- (b) Informing nodal and supporting agencies about the incident

a. Notification and shutdown of electricity utilities

Major explosions may be caused by breaking of power supply line and electrocution hazard to those who might contact with any downed lines. To avoid such cases, it is desired to shutdown electric power system rapidly in the area and nearby areas. As per the instruction given by IC, coordinator should instruct to concerned officers of WBSIEDCL to shut down the power supply immediately.

b. Provisioning Backup Power during Emergency

Once power system is closed down, but power would still be required for response teams, LCP, EOC, water supply stations, temporary houses and temporary hospitals. Therefore electricity coordinator will be responsible for providing back-up or alternate source of uninterrupted power supply for smooth operations

In addition to the above, QRTs should also undertake following responsibilities:

- (a) Take stock of situation immediately on reaching the incident site
- (b) Coordinate with other team leaders and provide essential help expected from the electricity department
- (c) Conduct repairing work of dismantled connections
- (d) Provide temporary electricity supply to EOC, LCP and relief centers
- (e) Report to the team leader about the situation appraisal

Coordinating ESFs: Road and Debris Clearance, Incident Command Post, Relief and Shelter, Medical response etc

11. Transport

Situation Assumptions: There may be a need of diverting transport immediately or there may be a need to transport affected population to the safer places

Primary Agency: Department of Transport

Supporting Agencies: NBSTC

Immediate Tasks:

1. Direct the local transport coordinator to direct the fleet(drivers)and coordinate the following transport activities during emergency
2. Closely liaison with the communication and evacuation coordinators
3. On the basis of instructions delivers by IC, he will effect the warning/ Instructions/ notification /operation
4. Arrange for the fleet of vehicles at a pre-designated location so that they can transport the affected population of safer areas(relief shelters)

5. Transporting people from vulnerable areas to safer areas
6. Also transporting required equipments, materials and personnel etc.

Coordinating ESFs: Medical Response, Law and Order, Debris and Clearance, Evacuation, Search and Rescue.

7.6 Action plan for selected NGOs-

Emerging trends in managing natural disasters have highlighted the role of non-governmental organizations (NGOs) as one of the most effective alternative means of achieving an efficient communications link between the disaster management agencies and the effected community. In typical disaster situation, they can be of help in preparedness, relief and rescue, rehabilitation and reconstruction and also in monitoring and feedback.

The role of NGOs is a potential key element in disaster management. The NGOs operating at grassroots level can provide a suitable alternative as they have an edge over governmental agencies for invoking community involvement. This is chiefly because; the NGO sector has strong linkages with the community base and can exhibit great flexibility in procedural matters vis-à-vis the government. Based on the identified types of NGOs and their capabilities, organised action of NGOs can be very useful in following activities in different stages of disaster management.

Organized activities of NGOs/NYKS at different stages of Disaster Management

Stage	Activity
Pre-Disaster	Awareness and information campaigns, Training of local volunteers, Advocacy and planning
During Disaster	Immediate rescue and first-aid, including psychological aid, supply of food, water, medicines and other immediate need materials ensuring sanitation and hygiene damage assessment
Post-Disaster	Technical and material aid in reconstruction assistance in seeking financial aid monitoring

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In case of emergency IC should propose an incident command post as a complimentary unit to EOC, which will operate close to the disaster site and shall be linked directly with the District Emergency Operations Centre. Concerned SDM/SDO shall be the nodal officer from district

administration responsible of coordinating with emergency response teams at field level. The Incident Commander shall also appoint an administrative officer to monitor and co-ordinate the activities of Incident Command Post. All information shall be conveyed to the Collector from the SDM and administrative officer appointed at SOC. The QRT unit of the respective vital departments would be responsible to execute activities at disaster site; however the tasks would be controlled and coordinated from EOC through nodal desk officers/ESF team leaders.

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Recent experience of disasters has shown that, if they believe their friends and relatives may have been affected, it is likely that many people will travel to the scene or to meeting points such as travel terminals. If necessary, a reception centre for friends and relatives should be established by the police in consultation with the local authority and commercial, industrial or other organizations concerned and staffed by the police, local authority and suitably prepared voluntary organizations. The fullest possible information should be given to enquirers seeking news of those affected in a disaster. Experience has shown that this is best done in a controlled way with general enquiries being referred to a specific source. This helps to ensure consistent and non-contradictory information being given out. Friends and relatives who may be feel intense anxiety, shock or grief, need to be treated with sympathy and understanding. Access to the reception centre should be controlled to prevent those insides from being disturbed by uninvited media representatives or onlookers.

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If foreign nationals have been involved in the disaster, the police will in accordance with the Vienna convention on Consular relations, inform the Consular authorities of the death or injured to any of their nationals by quickest possible means.

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The DM (JALPAIGURI) will be the focal point at the district level for directing, supervising and monitoring rescue and relief measures for disasters and for preparation of district level plans. He will exercise coordinating and supervisory powers over functionaries of all the departments at the district level. During actual operations for disaster mitigation or relief, the powers of all DMs are considerably enhanced, generally, by standing instructions or orders on the subject, or by specific Governments order, if so required. Sometimes, the administrative culture of the concerned state permits, although informally, the DM to exercise higher powers in emergency situations and the decisions are later ratified by the competent authority.

The DM (JALPAIGURI) will maintain the close liaison with the central government authorities in the districts, namely army, air force and ministry of water resources etc, who supplement the effort of the district administration in the rescue and the relief operations. The DM (JALPAIGURI) will also coordinate all voluntary efforts by mobilizing the non-government organizations capable of working in such situations.

In the event of a serious disaster, the DM will have sole right to appoint senior officers of any State Government Department, posted in the district as ‘*Field Relief Manager*’ for monitoring and coordinating the relief operations in the affected area.

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- Maintenance of law and order; prevention of trespassing, looting, keeping roads clear from sightseeing persons so that free movement of rescue vehicles is assured, etc.
- Evacuation of people
- Recovery of dead bodies and their disposal
- Medical care for the injured
- Supply of food and water and restoration of water supply lines.
- Temporary shelters like tents, metal sheds
- Restoring lines of communications and information
- Restoring transport routes
- Quick assessment of damage and demarcation of damaged areas according to grade of damage
- Cordoning off of severely damaged structures that are liable to collapse during aftershocks
- Temporary shoring of certain precariously standing building to avoid collapse and damage to other adjoining buildings.

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Once the rescue phase is over, the district administration shall provide immediate relief assistance either in cash or in kind to the victims of the disaster. The DDMA (JALPAIGURI)/ESFs Jalpaiguri shall enter in to pre-contract well in advance and procure materials required for life saving. The office of Deputy Commissioner is responsible for providing relief to the victims of natural & manmade disasters like fire, flood, drought, earthquakes, riots, terrorist attacks, accidents etc.

The Divisional Commissioner’s Office, Delhi and District Offices each have been allotted budget under their respective heads of Accounts - Major Head 2245 Relief on account of Natural Calamities to meet the expenditure on payments of gratuitous relief, Tentage, food etc. in cases of natural calamities like fire, bomb blasts, flood, earthquake, etc.

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Rehabilitation relates to the work undertaken in the following weeks and months, for the restoration of basic services to enable the population to return to normalcy. Actions taken during the period following the emergency phase is often defined as the recovery phase, which encompasses both rehabilitation and reconstruction.

Rehabilitation refers to the actions taken in the aftermath of a disaster to enable basic services to resume functioning, assist victims' self-help efforts to repair physical damage and community facilities, revive economic activities and provide support for the psychological and social well being of the survivors. It focuses on enabling the affected population to resume more-or-less normal (pre-disaster) patterns of life. It may be considered as transitional phase between immediate relief and more major, long-term development.

Reconstruction refers to the full restoration of all services, and local infrastructure, replacement of damaged physical structures, the revitalization of economy and the restoration of social and cultural life. Reconstruction must be fully integrated into long-term development plans, taking into account future disaster risks and possibilities to reduce such risks by incorporating appropriate measures. Damaged structures and services may not necessarily be restored in their previous form or location. It may include the replacement of any temporary arrangements established as part of emergency response or rehabilitation.

The following sectors can be vulnerable to disaster impact, and which, therefore, will require rehabilitation and reconstruction inputs.

- Buildings
- Infrastructure
- Economic assets (including formal and formal commercial sectors, industrial and agricultural activities etc.)
- Administrative and political
- Psychological
- Cultural
- Social
- Environmental

“The disaster scenario offers a range of opportunities for affected communities to respond to the crisis, how community responds to a disaster and post disaster aid sets the tone for the transition from disaster to development”. After earthquake in Latur, people of that area started to monitor construction works, retrofitting of houses and behaved like “community construction watch dogs”.

As discussed, earlier rehabilitation and reconstruction comes under recovery phase 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 redressal and social rehabilitation etc.

8.1.1 Post Disaster Reconstruction and Rehabilitation

Post disaster reconstruction and rehabilitation should pay attention to the following activities for speedy recovery in disaster hit areas. The contribution of both government as well as affected people is significant to deal with all the issues properly.

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
- Reconstruction as Housing Replacement Policy
- Awareness and capacity building
- Housing insurance
- Grievance redressal

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The district is the primary level with requisite resources to respond to any natural calamity, through the issue of essential commodities, group assistance to the affected people, damage assessment and administrating appropriate rehabilitation and restoration measures. The district level relief committee consisting of official and non-official members including the local legislators and the members of parliament review the relief measures. When a disaster is apprehended, the entire machinery of the district, including the officers of technical and other departments, swings into action and maintains almost continuous contact with each village in the disaster threatened area.

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Houses should be reconstructed in the disaster hit areas according to the following Instructions:

- Owner Driven Reconstruction
- Building Back Better

- Public Private Partnership Program (PPPP)
- Under the PPPP the houses are reconstructed by the NGOs for the beneficiaries to be registered in the joint names of the husband and wife.
- All the houses should be insured.
- Financial, technical and material assistance provided by the government.
- The designs for seismic reconstruction of houses provided by the government.
- The material assistance provided through material banks at subsidized rates.
- Design of 20 model houses provided to the public to choose from with an option to have one's own design.

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If the district administration feels that the situation is beyond its control then immediate military assistance could be sought for carrying out the relief operations.

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Specialized Medical Care may be required to help the affected population. Preventive medicine may have to be taken to prevent outbreak of diseases.

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In the relief camps set up for the affected population, there is a likelihood of epidemics from a number of sources. The strategy should be to subdue such sources and immunize the population against them. The public health centers, health departments can practice vaccination drives, public awareness to drink boiled water, use chlorine tablets to purify the water sources.

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Disposal of dead bodies is to be carried out as a part of the operation to prevent outbreak of epidemics. Minimum official requirements should be maintained as it is a very sensitive issue. The following points may be considered by the concerned authorities at the time of corpse disposal: -

1. Mass photographs of corpses,
2. Consent of the relatives or hand over to them
3. Make a panchnama of concerned localities.

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A major effort is needed to salvage destroyed structure and property. Essential services like communications, roads, bridges, electricity would have to be repaired and restored for normalization of activities.

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During disaster situations, considerable relief flows in from outside, thus there is an immediate need to co-ordinate the relief flows so that the maximum coverage is achieved and there is no duplication of work in the same area.

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Along with compensation packages, essential items may have to be distributed to the affected population to provide for temporary sustenance.

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Information flow and review is essential part of the relief exercises. Constant monitoring is required to assess the extent of damage, which forms the basis of further relief to the affected areas.

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Disabled persons

- Artificial limbs fitted to affected persons.
- Modern wheelchairs, supportive devices provided.

Children

- Orphaned children are fostered.
- Day centers set up
- Orphanages established.
- Child help lines established.

Paraplegics

- Pension scheme introduced for paraplegics.
- Physiotherapy under continuous supervision of doctors.

Old Persons

- Aged persons given pensions.
- Old Age Homes established.

Women

- Pension sanctioned.

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The long-term response plans are related with Recovery and Reconstruction activities on one side and institutionalizing disaster management in district administration on the other side. There are Standard Operation Procedures (SOPs) for the Emergency Support Functions. In long term measures the following actions shall be undertaken duly:

1. Constitution of Emergency Support Functions, Disaster Management Teams, Quick Response Teams, Field Response Teams
2. Refresher trainings for all such teams in a regular interval of time and exercise of Mock Drills
3. Continuous awareness/sensitization programmes for the stakeholders and the general Public.
4. Getting pre-contract with vendors and merchant establishments to procure relief materials in times of disaster.

Most of the Line Departments in the District, Autonomous Bodies and Organizations are part of the Emergency Support Functions. The action plans for ESFs for disaster management are discussed in another chapter of the plan.

Recovery and rehabilitation are the final step. The incident Command System shall be deactivated as the rehabilitation phase is over. Thereafter the normal administration shall take up the remaining reconstruction works in the disaster-affected areas. These activities shall be performed by the Working Group for relief and rehabilitation under the direction of the DDMA/ESFs.

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The existence of a Disaster-preparedness plan plays a vital role during Disasters. The officials then have at their hand, a complete set of instructions which they can follow and also issue directions to their subordinates and the affected people. This has the effect of not only speeding up the rescue and relief operations, but also boosting the morale of affected people. Disaster plan is also useful at pre-disaster stage, when warnings could be issued. It also proves as a guide to officials at the critical time and precious time is saved which might otherwise be lost in consultations with senior officers and getting formal approval from the authorities. Keeping all these points in mind the DDMP must be evaluated and updated by the district administration in normal time.

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The purpose of evaluation of DDMP is to determine

- the adequacy of resources
- co-ordination between various agencies
- community participation
- partnership with NGOs

The plan will be updated when shortcomings are observed in

- Organizational structures
- Technological changes render information obsolete
- Response mechanism following reports on drills or exercises
- Assignments of state agencies

Individuals and agencies assigned specific responsibilities within this Plan will prepare appropriate supporting plans and related standard operating procedures, periodically review and update alerting procedures and resource listings, and maintain an acceptable level of preparedness.

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The DDMP is a “living document” and the Collector along with all line departments will update it every year taking into consideration

- The resource requirements
- Update of human resources
- Technology to be used
- Co-ordination issues

An annual conference for DDMP update will be organized by the Collector. All concerned departments and agencies would participate and give recommendations on specific issues. The

new plan is handy and precise. It is so designed that it will definitely help the officials to take quick actions during the disaster.

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(According to ACT No. 53 of 2005 – the Disaster Management Act, 2005, Chapter IX, Finance Account and Audit.)

48-Establishment of funds by the State Government

The State Government shall immediately after notifications issued for constituting the State Authority and the District Authorities, establish for the purposes of this Act the following funds, namely :-

- a. the fund to be called the District Disaster Response Fund;
- b. the fund to be called the District Disaster Mitigation Fund;

50 – Emergency procurement and accounting

Where by reason of any threatening disaster situation or disaster, the National Authority or the District Authority is satisfied that immediate procurement of provisions or materials or the immediate application of resources are necessary for rescue or relief, -

- a. it may authorize the concerned department or authority to make the emergency procurement and in such case, the standard procedure requiring inviting of tenders shall be deemed to be waived;
- b. a certificate about utilization of provisions or materials by the controlling officer authorized by the National Authority, State Authority or District Authority, as the case may be, shall be deemed to be a valid document or voucher for the purpose of accounting of emergency, procurement of such provisions or materials.

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Disaster management is no more confined to revenue department. It is a subject of all the departments. The following activities have been considered in mainstreaming it into development activities.

1. The Disaster Management has been included in school curriculum at CBSE level.
2. The Disaster Management is also made compulsory to NSS / NCC students at college level. So that during disasters they can be called upon for certain help.
3. Various Disaster Management courses have been offered in different institutions colleges, universities taking its significance into account.
4. In construction work the civil engineers have to follow Bureau of Indian Standards (BIS) to construct resistant structures.
5. Special budget at district, block and village level should be allocated for training of various teams against disaster, purchasing of equipments to save the life and property of

the people, organizing mock drills to create awareness among the people, updating the disaster management plans, etc.

6. Government officers, staff are also trained under disaster management, so that their skill will be helpful at the time of disaster.
7. Earthquake resistant principle may be followed in Indira Awas Yojana, lifeline structures, all buildings may be insured by bank, private companies.
8. At district, block and Panchayat level the plan should be adopted to reduce the risk and vulnerability in various activities.
9. Fund allocation should be made by Zilla Parishad, Panchayat Samiti and Gram Panchayat to carry out the following DRM activities:-
 - a) To train Search and Rescue, First Aid groups
 - b) To create awareness among the people
 - c) To procure search and rescue materials
 - d) To evacuate and set up temporary shelter for disaster victims

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District Disaster Management Plan for the Jalpaiguri is a public document. It is neither a confidential document nor restricted to any particular section or department of administration. The underlying principal of disaster management is that it has to be part of all departments and none can fold fingers against it.

The District Disaster Management Plan is the sum and substance of the *Horizontal and the Vertical* disaster management plans in the district. Horizontal plans included plans prepared by line departments such as West Bengal Police, West Bengal Fire Service, MC, Irrigation and Flood Control, West Bengal Civil Defence, Department of Food and Civil Supplies, Public Works Departments etc. whereas the Vertical plan includes Sub Divisional Plans, Community Plans, School/Hospital plans and all other logical units' plan at the lower level and State disaster management plans and National disaster management plans at the higher level.

- Preparation of plan is the ultimate responsibility of the District Disaster Management Committee or the person / sub committee appointed by the DDMA Jalpaiguri in the district. The first draft plan is to be discussed in the DDMA Jalpaiguri and later the Chairman of the DDMA Jalpaiguri shall ratify it.
- The same procedure is to be followed in updating of the plan document. The District plan is to be updated biannually by the District Disaster Management Committee or the sub committee appointed by the DDMA Jalpaiguri. In order to update the document, all Vertical and Horizontal plans shall be collected and incorporated to the District Plan.
- After each updation of the DDMP, version number shall be given serially. A copy of the updated document shall be circulated to each stakeholder of disaster management in District.

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The DDMP will be updated at least once in a year, after the conduct of the mock exercise and after occurrence of the disaster and lessons learnt incorporated.

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Disasters are always unexpected. Each disaster causes huge loss of human lives, live stocks and property as well. It is said that; every disaster repeats after a particular interval. Also lessons learnt from a particular disaster will help to plan for another potential hazard.

The DDMA Jalpaiguri Chairman shall make special arrangements to collect data on a particular disaster irrespective of size and vulnerability. This post disaster evaluation mechanism shall be

set up with qualified professionals and researchers and the collected data shall be thoroughly crosschecked and documented in the EOC for further reference.

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Media Management is one of the core issues related to disaster management. Usually, in case of disaster, hundreds of media crew reaches the site even before the outside disaster management agencies and they assess the situation. The report they release on air is contradicting and creates panic. In order to control the situation certain arrangements shall be made by the district. As a disaster is noticed the Incident Commander shall do the following measures to control the media:

1. Along with information dissemination to the vertical and horizontal agencies, press people also shall be called and given preliminary data based on assessment. This shall reduce the guesswork of the media people.
2. Only the state owned electronic, print media should be taken to the site. More people mean more confusion and hazard in disaster management.
3. In every one hour or so the Incident commander shall give press release in order to control false information to the outside world.
4. No media shall be allowed to air or print pictures of dead bodies with worst condition. There is a tendency to do so by the media to make sensitivity.

In a disaster situation, only the incident commander or his assignee in district level will communicate with the media and provide brief, No other parallel agency or ESF or voluntary agency involved in the disaster management shall give any sort of press briefings.

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The ultimate objective of the Training programme on preparedness and mitigation is to conduct mock drill, which is an artificial scenario of a disaster. The objectives encompassed in the mock drill are to validate the Standard Operating Procedures (SOP) and ascertain the capabilities created by District Disaster Management Committee DDMA Jalpaiguri in managing and responding to natural disasters.

A sample note, which describes a likely scenario of earthquake in district south east, has been given below. It also lays down the sequence of actions to be taken by different agencies in response to the scenario.

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The objectives encompassed in the mock drill are to validate the Standard Operating Procedures (SOP) and ascertain the capabilities created by district Disaster Management Committee DDMA Jalpaiguri in managing and responding to natural disasters.

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1. This document describes a likely scenario of flood and earthquake in Jalpaiguri. It also lays down the sequence of actions to be taken by different agencies in response.
2. The emergency response to the scenario is to be evaluated at four phases of activity levels, as given below:
 - Notification Phase: During this phase the incident will be identified and relevant agencies will be notified and their responses ascertained.
 - Response Phase: In this phase the capabilities available with the government at various levels will be put into effect for controlling the situation.
 - Recovery Phase: the setbacks suffered as a result of the earthquake will be restored.
 - Restoration Phase: the site clearance and resumption of normal activity will be ensured.

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- Certain aspects of damage assessment system are purported to be in place.
- Restricted avenues of reaching the incident site.
- Certain fire tenders/rescue vehicles are declared off-road due to mechanical faults and routine commitments.

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1. The following control rooms to be activated:
 - a. West Bengal Disaster Management Authority
 - b. West Bengal Police
 - c. West Bengal Fire Service
 - d. Municipal Corporation of Jalpaiguri
 - e. Department of Irrigation and Flood Control
 - f. WBSEDCL
 - g. Indian Railways
 - h. Agriculture Dept.
 - i. Public Works Department
 - j. Ministry of Home Affairs
 - k. Indian Army
 - l. Other critical departments/agencies
2. Wherever the control room does not exist, a nominated officer will be the duty officer. He will receive messages and disseminate information as per the Standard Operating Procedures.
3. Traffic rules will not be violated while responding
4. Wherever a road is declared out of use, detours will be taken to reach the site of incident.

5. A report pertaining to this exercise should be submitted within next two working days to the District Magistrate of Jalpaiguri.

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In reference to L concept, based on the impact of the disasters, the disaster may be classified into following four categories:

E L0 Level: Denotes normal time when there is no disaster like situation. The local administration and all stakeholders are functioning normally. This is the time to focus on Green Book activities.

E L1 Level: Disasters which can be handled at the district level, within the existing resources and capacities. This is the time to focus on Red Book activities.

E L2 Level: Disasters which are beyond existing capacities of district authorities and need active support from the State agencies.

E L3 Level: Disasters which are beyond existing capacities of district and state. It needs support from national level agencies.

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11.2.1 Key Indicators for Decision making of L2 Disaster:

- i) Vast devastation and life loss in large numbers
- ii) Break up of response machinery and local administration
- iii) Large displacement of people
- iv) Emerging secondary public health risks etc.

Authority for declaration of L2 disaster: State relief commissioner on request of DDMA or directly on advice of state technical agencies and SDMA can declare a particular incident as state level disaster.

11.2.2 Key Actions for L2 Disaster

- (i) Seek cooperation of neighboring district as per existing contingency plans and understanding.
- ii) Request Divisional Commissioner and Relief Commissioner to activate Divisional resources and mechanisms.
- iii) Request SDMA and Relief Commissioner State for activation of State resources and mechanism.
- iv) Prepare for receiving Divisional and state level agencies (resources), their quick briefing, plan of actions if possible and deployment support.
- v) Enable additional capacity of EOC to support State level resources in coordination.

vi) Develop strategies for response and recovery in coordination with State authority and other agencies.

vii) After dealing with immediate priorities, Make quick assessment of resources needed in medium and long term from state and make requisitions for the same.

viii) If needed request Armed Forces formation in near vicinity for SOS mobilization in aid of civil authorities.

ix) If needed request for activation of SDRF and other Para military capacities at state level.

x) The incident commander may appoint a separate responsible officer for interaction with Divisional and State agencies.

11.2.3 Support from Indian Armed Forces

Support from Indian Armed Forces:

Having the expertise, the armed forces are of great advantage in minimizing the damage to the life, property and infrastructure. The armed forces are strategically located throughout the country

i) The Response Officer (District Magistrate/Deputy Commissioner) may ask for the assistance of the armed forces when it seems that the district administration is no more capable of functioning in the disaster situation.

ii) The responsible may ask the assistance of the nearby stationed unit of armed forces.

iii) The armed forces work under the civil administration in the affected area.

iv) The armed force will work in close coordination with the EOC of that district.

v) The commanding officer of the operating unit will share the situation report with the responsible officer.

vi) As per the situation the armed force will support the medical, food and shelter needs.

vii) If there is no armed forces unit in the district then the responsible officer may ask the divisional commissioner to communicate with commanding officer of the armed forces unit in that area and ask for his assistance.

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11.3.1 Key Indicators for decision making of L3 disaster:

i) Vast devastation and life loss in large numbers.

ii) Break up of response machinery and local administration

iii) Large displacement of people

iv) Emerging secondary public health risks etc.

Authority for declaration of L3 disaster:

Central relief commissioner on request of SDMA or directly on advice of National technical agencies and NDMA can declare a particular incident as National level disaster.

11.3.2 Key Actions at DDMA Level:

i) Seek cooperation of neighboring district as per existing contingency plans and understanding.

ii) Request Divisional Commissioner and Relief Commissioner to activate Divisional resources and mechanisms.

iii) Request SDMA and Relief Commissioner State for activation of State resources and mechanism and to do necessarily follow up with National authorities.

iv) Prepare for receiving Divisional, State and National level agencies (resources), their quick briefing, plan of actions if possible and deployment support.

v) Enable additional capacity of EOC to support State/National level resources in coordination.

vi) Develop strategies for response and recovery in coordination with authorities and other agencies at national and state level.

vii) After dealing with immediate priorities, make quick assessment of resources needed in medium and long term from state and make requisitions for the same.

viii) If needed request Armed Forces formation in near vicinity for SOS mobilization in aid of civil authorities.

ix) If needed request for activation of NDRF/SDRF and other Para military capacities at state level/National level.

x) The incident commander may appoint a separate responsible officer for interaction with Divisional and State agencies.

11.3.3 Support from Indian Armed Forces:

Having the expertise, the armed forces are of great advantage in minimizing the damage to the life, property and infrastructure. The armed forces are strategically located throughout the country.

i) The Chairman DDMA or the incident commander may ask for the assistance of the armed forces when it seems that the district administration is no more capable of functioning in the disaster situation.

ii) The armed forces shall work under the civil administration in the affected area and the commanding officer of the operating unit will share the situation report with the EOC and DDMA.

iii) As per the situation the armed force will support the Search and Rescue, medical, food, shelter, critical logistics and emergency infrastructure needs.

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12.1.1 Revenue Department

A. Normal Time Activities

- A map of disaster-prone areas in the district, history of the district, geographical conditions occupational details, settlements, rain, irrigation and industries etc.
- Safe alternative routes to utilize during disaster in the disaster-prone areas.
- Key officers of all the departments, staff, vehicles and buildings.
- Details of control room arrangement.
- Details of geographical groups and assignment of Zonal Officer.
- Details of food grain storage places in the district and the Fair Price Shops.
- Details of vehicles, boats and equipments available in the district for rescue operation.
- Setting up of communication to communicate the messages from village to village.
- Details of operating systems for District Disaster Management Committee.
- List of NGOs and self help groups and their addresses and phone numbers in the district
- in the prescribed annexure
- Orientation Training to various District level officers and departments for effective functioning of control room, co-ordinations and operations.
- Details of salt pan workers and fisherman who can become the victims of Disasters and sufficient arrangement to contact the owners of saltpan.
- Special appointments of persons in charge of control room.
- Hazard analysis, seasons, and possibilities of disasters and review of disaster history.
- Review of disaster prone areas, risks, response plan, resource and utility of resources and equipments.
- Strategy for disaster management
- To update the DDMP.
- To check the condition of safe shelter during his visits in the district places and if necessary gets it repaired by co-coordinating with the local authorities, available financial resources and voluntary organizations.
- Repairing of roads and ways leading to safe shelters by coordinating with various development plans/schemes.
- Evacuation plan as a part of DDMP.
- To undertake development projects like rural housing, scarcity of relief works, disposal of rainwater and water conservation and water harvesting.
- To co-ordinate scheme for poverty eradication, self-employment and the schemes of other departments.

B. On receiving the warning

- Will review the alarming situation in the meeting of DDMC.
- Assigning the work as to what to be done by which officer in case the disaster hits.
- Will review and have co-ordination task
- Will alert and activate the functionaries' related to early warning and communication
- Looking to the possibilities of disaster and will see that the messages are intimated to the members.
- Distribution of work for operation of round the clock control room.
- Will send the vehicles with mikes and sound system for the areas of top priorities.
- Will instruct all the staff to remain present at their respective places.
- Shifting the people living in low lying areas, seashores, and economically weaker people socially and economically backward families and houseless families to safe places.
- Will work-out the arrangements for search and rescue operation, shifting of people and utilization of human resources as per necessity with the help of DMTs and local community through zonal officers.
- Will arrange for temporary shelter for the people evacuated by giving the warning in advance.
- Will provide the vehicles to shift the people to the safer place when necessary.
- Will undertake the operation of forceful evacuation of people if they are not ready to leave even after warning.
- Will arrange for food, drinking water, medicines at temporary shelters and relief camps with the help of local NGOs, doctors, industrial houses, etc.
- Will make in advance preparations for relief activities through local NGOs, industrial houses, and donors over and above normal norms of the relief.
- Will work out the financial estimates for search and rescue and immediate relief.

C. Post Disaster Activities

- Will segregate the villagers and areas victimized by the disaster and activate the DMTs.
- Will start relief activities including emergency relief distribution and work out the
- Strategy of damage assessment and provide the formats for the same and explain to all the staff members.
- Will guide the team members about the payments of relief accident to damage as per the rules and policies of the government before the start of duty.
- Will make arrangements for the transportation and distribution of Govt. relief amount and materials.
- Will make due arrangements to see that there should be no haphazard distribution of relief material so that needy people are not deprived of it.
- Will arrange for drinking water and essential things at community kitchen / relief camps as per the necessity.
- Will work out the primary estimates of the damage.

- Will undertake the rescue operations to save the trapped people through DMTs trained police personnel and swimmers on need base.
- Will requisite more vehicles for rescue work, shifting the people to temporary/permanent dispensary for treatment through DMTs, NCC, Home Guards, Local Police, and Para Military Forces etc.
- Will arrange for identification of the people, who died, maintain the dead bodies till legal procedure is over.

12.1.2 Police Department

A. Normal Time Activities

The Superintendent of Police will co-ordinate the work of disaster management as nodal officer. He will prepare a separate and comprehensive plan of district regarding the department of police and also prepare details of resources as a part of DDMP. He will consider the following in it.

- Details of contacts of all the staff members under the district.
- Maps and statistical data of district areas.
- Resources and human resources useful at the time of disaster.
- Details of police staff and retired officers/staff of the police and the control room.
- Details of functions of staff of the district control room.
- Appointment of the nodal officer in the control room.
- Traffic arrangements towards the disaster affected areas.
- Details of anti social elements.
- Security arrangements at relief camps and food storages.
- Security for the transportation of the relief material.
- Immediate police procedures for human death.
- To assist the authorities for the evacuation of people from disaster affected areas.
- Adequate equipments for communication.
- List of swimmers.
- Wireless stations in the district and communication network.
- To update the related details of Disaster Management Plan.

B. On receiving the warning

- Will contact the district collector.
- Make advance preparation to implement the action plan for search and rescue.
- Will prepare a plan for police personnel for search and rescue.
- Will arrange to communicate the messages through all the equipments of communication and vehicles as per the necessity.
- Will requisite vehicles after obtaining the orders for the same from the district authorities.

C. Post Disaster Activities

- Will arrange law and order against theft in the disaster affected area.
- Will co-ordinate the search and rescue operation through NCC/VTF/NGO.
- Will arrange for security at the relief camps/relief materials storages.
- Will see the law and order is maintained at the time of distribution of relief material.
- Will assist the authorities for evacuation of people to the safer places.
- Will make due arrangements for post mortem of dead persons, and legal procedure for speedy disposal.

12.1.3 Health Department

A. Normal Time Activities

While preparing the DDMP / updating the same, the health department shall take care to include the following particulars carefully.

- A separate plan for disaster management regarding health.
- Arrangements for exchange of information in the control room.
- Appointment of nodal officer.
- Advance arrangements for life saving medicines, insecticides and vaccines.
- Maintenance of vehicles such as ambulance, jeep and other equipments such as generators etc.
- Distribution of work by forming groups of staff during emergency.
- List of private practicing doctors / medical facilities.
- Arrangement for survey of disaster.
- Mobile dispensary units.
- Information regarding proper places for on the spot medical services in various villages during disaster.
- Dissemination of information among the people regarding the death, injury.
- Primary information of disaster related relief activities to all the staff members.
- Training to PHC / Community Health Centre staff to prevent spreading of diseases among the people, animals, and advance planning for the same.
- Blood group wise list of blood donors with contact telephone numbers and addresses.
- Training of DMTs regarding first aid.
- To prepare an action plan for the availability of equipments to be useful at the time of disaster management for medical treatment.
- Co-ordination with various government agencies – schemes to meet the necessity of equipments in emergency.
- To see that all vehicles like ambulance, jeep and equipments like generators and equipments essential for health care are in working condition.

B. On receiving the warning

- Will ensure the availability of important medicines, life saving medicines, insecticides and if necessary contact for additional supply.
- Round the clock control room at the district level.
- Will send the health staff for duty in their areas as per the plan of disaster management.
- Activate the mobile health units for the post disaster situation.
- Will organize in advance to mobilize the local doctors and local voluntary agency for emergency work.
- Will contact the blood donors for blood donation, on the basis of lists prepared.

C. Post Disaster Activities

- Provide first aid to the injured and shifting of seriously injured people to the nearby hospital.
- Send sufficient stock of medicines to the affected areas immediately.
- Will make arrangements for the available additional health staff in the affected areas deputed by the state authority.
- Will organize to get the insecticides to prevent spreading of diseases.
- Will ensure the purity of drinking water by testing the sources of water.
- Will depute the mobile units for first aid.
- Distribution of chlorine tablets and other necessary medicines from house to house.
- Will shift the seriously injured people to the hospital.
- Will immediately start the procedure for post mortem of the dead persons as per the rules.

12.1.4 Water Supply Department

A. Normal time activities

The water supply dept. shall ensure the following to be included in the DDMP:-

- Setting up of control room and arrangement for the control room operator.
- Assign the responsibility as nodal officer to the Executive Engineer or any other officer.
- Prepare an alternative contingency plan to provide drinking water in case of failure of regular water distribution system during disaster.
- Detailed information of available water resources throughout the district.
- Arrangement of Govt. or private tankers to provide water temporary and immediately.
- Preventive measures for water borne diseases and chlorination of water.
- Availability of safe drinking water in the affected areas.
- Inform the staff about the disaster.

B. On receiving the warning.

- Organize the teams to check the sources of water / drinking water.

- Standby arrangements of tankers for drinking water through tankers or any other available source.
- Will make available chlorine tablets in sufficient quantity and arrange to distribute through DMTs.

C. Post disaster work.

- Implement the alternative contingency plan to provide drinking water in case of failure of regular water distribution systems during disaster.
- Will start work for immediate repairing of water pipes in case of damage.
- Will arrange to check the water tanks, overhead tanks, and pumps, reservoirs and other water resources.
- Will contact the electricity authorities to re-establish the electric supply in case of failure.
- Will provide chlorinated water either by activating group water supply schemes individual schemes or through tankers.
- Will provide drinking water to the relief camps / relief kitchens, shelters etc. through available resources.

12.1.5 Irrigation Department

A. Normal time activities

The irrigation department shall carefully include the following particulars while preparing updating the DDMP:-

- Contact address and phone numbers of all the staff / officers, vehicles and swimmers of the District.
- Details of irrigation related factors in the district such as rivers, pools canals, large and medium dams, etc.
- Control room arrangements and appointment of Nodal Officer.
- Details of damage prone areas.
- Location of water level gauge station for flood situation.
- To disseminate information /warning to the damage prone areas in case of flood situation.
- Details of immediate action to be taken in case of leakage in large water storage reservoirs.
- Supervision over major storage / reservoirs.
- Very clear explanation of disaster and priorities during disasters to all the staff.
- Effective working of control room at every major dam.
- Enough and ultra modern equipments for communication.
- Periodical checking of Dam /Waste veer, canal –tunnel, roads leading to Dams etc. for maintenance during normal time.

B. On receiving warning

- Ensure that communication equipments like telephone, mobile phone, wireless set and siren etc. are in working conditions.
- Keep the technical and non-technical staff under control, ready and alert.
- Get status report of ponds, dam, canal and small dams through technical persons.
- Will take decision to release the water in consultation with the competent authority and immediately warn the people living in low lying areas in case of increasing flow of water or overflow.
- Keep the alternative arrangements ready in case of damage to the structure of dam /check dam to leakage or overflow in the reservoirs.
- Make due arrangements to disseminate the information about the increasing and decreasing water level whatever it may be to the community, media etc.
- A senior office will remain and work accordingly at large storage reservoirs.
- Will arrange to provide the dewatering pumps, generators, trucks and bulldozers, excavator, boats for search and rescue operations wherever required.

A. Post disaster work.

- Will obtain the clear picture of the condition of all the reservoirs through teams of technical officers.
- Ensure about no overflow or no leakage.
- If overflow or leakage is found, start immediate action to avoid adverse effect to the reservoir as per the action plan.
- If there is no possibility and risk, keep the people and media informed about “everything is safe”.
- If overflow or any leakage is found, he will immediately warn the people living in the low-lying areas.
- Will take due care for the transportation of drinking water if drinking water is provided through irrigation scheme.
- Will assist the local administration to use boats, dewatering pumps, etc. search and rescue operations.

12.1.6 Agriculture Department

A. Normal time activities

- All the details of his subordinate staff with addresses and phone numbers and resources of irrigation for agriculture in all the villages.
- Details of buildings, vehicles and equipments under his control and list of contractors with vehicles and equipments used by them.
- Maps showing details of agricultural resource laboratory, seed center, agriculture training school with statistical data.

- Details regarding agricultural production, extension, seed growth centers, agriculture university campus, training centers etc;
- Action plan regarding the repair/alternative arrangement in case of agricultural production related facilities are disrupted.
- Will prepare the action plans to avail the technical, semi technical and administrative employees along with vehicles from nearby district and block offices.
- Will inspect the sub-ordinate offices, other centers and sub-centers under his control which are damage prone.
- Will prepare a sub-plan for timely and speedy availability of machines and equipments to restoration of the economic activities in case of loss of properties as well as crops.
- Will maintain the departmental equipments such as diesel generators, dumpers, generator cutters, tree cutters, ladders, ropes, flood lights, shovels, axes, hammers, RCC cutters, cable wires, fire equipments, de-dusting equipments etc. which can be used during emergency and ensure every 3 months those are in working condition.
- Will prepare a list of public properties related to agriculture in the damage prone areas and will in advance make arrangements to lessen the damage.
- Will take due care to see that the emergency services at hospital, shelters, with special reference to agriculture are not disrupted.

B. On receiving warning

- Will immediately contact the District Control Room and will assist in the work assigned to him as a part of his duty.
- Will ensure that the staff under this control is on duty at the headquarters.
- Will assign the work to his subordinate officers and staff the work to be done regarding agriculture under DDMP and will send them to their sites.
- Will receive instruction from the district liaison officer and will take necessary action.
- Will ensure the availability of resources included in the DDMP and will make due arrangement to get those during emergency.
- Will make groups having vehicles for emergency work and will assign the areas to them.
- Will set up a temporary Control Room for the dissemination of information for emergency work and will appoint a nodal officer.

C. Post Disaster Activities

- Will follow the instruction of the District Liaison Officer.
- Will carry out the duty assigned to him for search and rescue work.
- Will deploy the resources and manpower available to manage the disaster.
- Will review the matters regarding discontinuation of movement for safety measures and will see that it is restarted very soon.
- Will send DMTs with necessary equipments in case the crop is washed away, and if there is water logging in a very large amount.

- Will act in such a way that the human life is restored again speedily and timely in the priority areas.
- Will contact the circle office or central control room if machines equipments, vehicles, man power, technical personnel are required to restore the agricultural activities.
- Will make arrangement to avail the external helps to manage to disaster.
- Will collect the details of loss of crops to send it to the district administration.
- Should have the details of village wise various crops in the district.
- Will prepare a primary survey report of crop damage in the area and will send the same to district control room and also to the administrative head
- Will immediately put the action plan in real action during the emergency.

12.1.7 WBSEDCL

A. Normal time activities

While preparing a separate plan regarding WBSEDCL /Energy Department will prepare the list of available resources as a part of DDMP. It will include the following:

- Details of the staff members with their contact addresses and telephone numbers.
- Maps showing the power stations, sub-stations, Diversification of Power units (DPs), transformers and major electric lines with detail information.
- Other important details like water supply scheme depending on electricity, drainage systems, railway stations, bus-depots, ports, strategically important places, army, airforce, navy camps, light houses, major hospitals and for that he will check and ensure of electric supply during emergency.
- Prepare an action plan for repairs alternative arrangement in the case of electricity disruption as a part of DDMP.
- Inspect at every 3 months the power stations. Sub-stations etc. which are damaged prone.
- The, plan should include for timely supply of electric poles, D.Ps, transformers etc; at the time of line disruption.
- To prepare an action plan for immediate procurement of the required tools and equipments for restoration of electric supply on temporary bases.
- To prepare a list of public properties related to WBSEDCL, which are in the damage prone areas and will make advance arrangements to minimize the damage.

B. On receiving the warning

- To contact the District Control Room and assist in their work.
- To ensure that all the employees remain present on duty at the block head quarter.
- To assign work to all officers/employees related to WBSEDCL.
- Will ensure to make available the resources available and will establish contacts for the same to deploy those at the time of emergency, which are included in the DDMP.

- To consult the District Liaison Officer to discontinue the supply in case of damage in the line or for the safety of the people and property.
- To make groups having vehicles for the emergency work and will assign the areas.
- To immediately set up a temporary control room in the office for dissemination of information during the disaster and will appoint a nodal officer from WBSEDCL for this work.

C. Post Disaster Activities

- To follow the instructions of the district liaison officer.
- To perform the duties assigned for the search and rescue work.
- To deploy the resources and manpower required for the disaster management.
- To dispatch the task forces with necessary equipments to the place where the electric supply is disrupted and ensures that the same is restarted at the earliest.
- Contact the circle office or the Central Control Room of WBSEDCL to procure the machines and equipments, vehicles, manpower, technical personnel for restoration of the electric supply.
- To utilize the external resources and manpower allotted to him in a planned manner for disaster management.
- To immediately undertake the emergency repairing work as mentioned in the action plan.
- To prepare a primary survey report regarding damage in the area and send the same to the district control room and to the own administrative head immediately.
- To make temporary arrangement for electric supply to the places like hospitals, shelters, correctional home (jail), police stations, bus depots etc; with D.G. sets in.

12.1.8 Public Works Department

A .Normal time activities

- Details of the staff members with their contact addresses and telephone numbers.
- Details of buildings, vehicles and equipment as well as the names of contractors and the vehicles & equipment used by them.
- Maps of the areas in the district with the statistical data related to available resources.
- The position of approach roads and other road of all the villages including bridges, railway crossing etc.
- To strictly observe the rules during the constructions regarding earthquake and cyclone proof materials.
- The PWD will inspect periodically the buildings, residences, high rise buildings under their control.
- Damage prone road bridges and arrangement for their inspections
- Action plan for emergency repairs.
- Will appoint an officer of the rank of Assistant Engineer to coordinate during emergency at the District Control Room.

- Will maintain the departmental equipments such as bulldozers, tractors, water tankers, dumpers, earthmovers excavator, de-watering pumps, generators, cutters, tree cutters, ladders, ropes, flood lights, shovels, axes, hammers, RCC cutters etc; which can be used during emergency and will quarterly check up these to ensure in working condition.

B. On receiving the warning

- Will immediately contact the District Control Room for assistance.
- Will ensure that all the staff members remain on duty at the headquarters.
- Will send the officers and the staff assigning them specific duties for the DDMP
- Undertake all the action for the disaster management required to be done by the PWD after receiving instructions from district liaison officer.

C. Post Disaster Activities

- Will follow the instructions of the District Liaison Officer
- Will remain active for search and rescue activities
- Will provide all the available resources and manpower for disaster management.
- Will mobilize the service of technical personnel for the damage survey work to help the district administration
- Will prepare a primary report of damage in the affected area within 12 hrs / 24hrs looking to the emerging situation
- Will make arrangements for electricity, water, and latrines in the temporary shelters. Will also inspect the approach roads leading to the temporary shelter and repair the same, if so required.

12.1.9 Telephone Department

A. Normal time activities

- Details of the staff members with their contact addresses and telephone numbers.
- Details of buildings, vehicles and equipments including the contractors and the vehicles and equipments used by them.
- Maps showing the details of telephone exchanges, D.Ps, important telephone lines, hotlines, telex lines, microwave towers with statistical data.
- Details of telephone numbers of water supplies, Control Room, hospitals, drainage system, railway stations, bus depots, strategically important places, ports, Army, Airforce, Navy camps, Jail, Police Station and other sensitive places, light houses, major industrial units, and other communication channels which can be used during emergency.
- Action plan for repairs/alternative arrangement in case of disruption of telephone line and microwave towers.
- Inspect the telephone exchanges/sub-exchanges in the damage prone area at every 3 months.

- To appoint an officer not below the rank of telephone inspector to co-ordinate the district control room during emergency.
- To maintain the equipments such as diesel generators, dumpers, generator, cutters, tree cutters, ladder & ropes, flood lights, shovels, axes, hammers, RCC cutters, cable wires, fire equipments, etc; which can be used during emergency and ensure every month that these are in working condition.
- To ensure that the telephone lines at the shelters, emergency hospitals, police stations, control room and other places of emergency services, which can be used during disaster, are not disrupted.
- To prepare a list of public properties related to the telephone department which are in damage prone areas and will make arrangements to lessen the damage.

B. On receiving the warning

- To contact the District Control Room and assist in the work.
- To ensure that the staff are on duty at the headquarters.
- To assign work to the subordinate officers as per the DDMP and send them to the sites.
- To receive the instructions from the District Liaison Officer and to do the needful.
- To ensure availability of resources included in the DDMP and establish contacts for the same during emergency.
- To setup a temporary control room for the exchange of information for emergency work and will appoint a nodal officer.

C. Post Disaster Activities

- To follow the instructions of District Liaison Officer.
- To perform the duties assigned for search and rescue work.
- To deploy the resources and manpower available to manage the disaster.
- To review the situation regarding disconnected telephone lines due to safety measures and reestablish the communication network as soon as possible.
- To send the Disaster Management Teams with the necessary equipments for restoration of the telephone lines speedily where the lines are disrupted and to such places, which are strategically important.
- To make arrangements to obtain external help to manage the disaster.
- To prepare a primary survey report of damage and to send the same to the District Control Room and also to the administrative head within 6 hours.
- To arrange for temporary hotline services or temporary telephone connections at the District Control Room, hospitals, shelters, ports, jails, police station, bus depots, etc.
- To immediately undertake the emergency repairing work.
- To make an action plan to avail immediately and timely, telephone poles, Distribution poles, transformer to the established the communication system.

- To prepare an action plan to avail temporarily, technical personnel from the nearby district, staff and vehicles from the district office which are not affected in consultation with the district authority.

12.1.10 Animal Husbandry

A. Normal time activities

- Addresses of members with telephone numbers.
- Details of veterinary centers, artificial insemination centers, veterinary dispensary, veterinary colleges' buildings, vehicles, mobile dispensaries and equipments and also the details of vehicles and equipments used often by outsource.
- Maps showing the details of animal breeding laboratories, animal vaccination centers, animal husbandry training school with statistical data.
- Details of essential facilities to be provided at sensitive place such as important animal husbandry centers, veterinary college campus, training center etc;
- Arrangement of repairs/alternative arrangements in case the facilities related to animal husbandry and veterinary services are disrupted.
- To make arrangements to necessary medicines, vaccines and other material, for treatment of animals.
- To collect the details of cattle in each village of the block, details of safe places for the treatment of animal, milk dairies, other private veterinary doctors and facilities related to it.
- To appoint an employee not below the rank of livestock inspector to coordinate the
- District Control Room during emergency.
- To maintain the equipments available such as stands to keep animals, sharp instruments, insecticides, diesel generators, dumpers, generator, cutters, tree cutters, ladders, ropes, flood lights, shovels, axes, hammers, RCC cutters, cable wires, fire equipments, de-dusting equipments etc. which can be used during emergency and will also ensure that they are in working condition.
- To see that essential services related to animal husbandry and
- Veterinary services are not disrupted at the time of emergencies.
- To prepare a list of public properties related to animal husbandry, which are damage prone areas and will make advance planning to lessen the damage.

B. On receiving the Warning

- To immediately contact the District Control Room and will assist in the work.
- To ensure that the staff is on duty at the headquarters
- To assign the work to be done to the subordinate officers and staff and send them to their sites.
- To receive instructions from the district liaison officer and do the needful.

- To ensure the availability of resources included in the DDMP and will make necessary arrangements to obtain those during emergency.
- To consult the Liaison Officer to prevent the probable epidemic among the cattle and also for the safety measures.
- To make groups having vehicles for emergency work and will assign the areas to them.
- To set up a temporary control room for the exchange of information for emergency work and will appoint a nodal officer.

C. Post Disaster Activities

- To follow the instruction of the District Liaison Officer.
- To carry out the duty assigned to him for search and rescue work.
- To deploy the available resources and manpower to manage the disaster.
- To review the matters to restart the milk collection activity where it has been closed for security measures.
- To send DMTs with necessary equipments in case of cattle death are there in the affected areas for the disposal of carcass with a view to restoration of public life and result oriented work. To arrange to treat the injured cattle.
- To contact the State Director of A.H. if additional equipments vehicles, manpower, technical personnel etc; are required for restoration of the cattle related activities.

12.1.11 State Transport

A. Normal time activities

- Details of the staff with contact numbers, details of bus drivers, conductors, mechanical and supervisory staff.
- Details of location of buses in all the areas of the district available round the clock.
- Details of fuel arrangements for buses for emergency work.
- Do's and Don'ts to be observed strictly during emergencies and details of priorities should be given to the staff.
- Arrangement for additional buses for evacuation of people from the affected areas.
- Details of buildings, vehicles and equipments under his control and list of contractors with vehicles and equipments used by them.
- Map showing S.T. depots; pick up stand, control point, S.T. garages and important routes with equipments of communication, telephone line, telex lines, megaphone, and amplifiers with statistical data.
- Details of important telephone numbers of water supply schemes, control room hospitals, drainage system, railway stations, bus depots, strategically important places, ports, Army
- Air force Navy camps and other sensitive places, light houses, major industrial units, and other communication channels which can be used during emergency/calamity.
- Action plan regarding repairs/alternative arrangement in case of disruption of transport services.

- Alternative routes for the transportation and road network.
- To inspect the damage prone S. T. Depots, pick up stand, control points, garages etc. at the frequency of every three months.
- To plan out for restoration of goods transportation in case of damages observed, to the buses & parcel van.
- To prepare an action plan to procure temporary buses, the technical personnel from the nearby district which are not affected.
- To maintain the equipments available such as cranes, diesel generator, earth over machines, de-dusting pumps, cutters, tree cutters, ladders, ropes, flood lights, shovels, axes, hammers, RCC cutters, etc. which can be used during emergency and will ensure that those are in the working conditions.
- To take due care to see that the transportation at shelters and emergency hospital is not disrupted during calamities.
- To prepare a list of public properties related to transport department, which are in the damage prone area and will arrange in advance to minimize the damage.

B. On receiving the warning

- To set up a temporary special control room and information center at the main bus station.
- To immediately contact the district control room and will assist in the work.
- To ensure that the staff at the headquarter is on duty.
- To assign the work to be done by the subordinate officers and staff regarding transportation under DDMP and to send them to their sites.
- To receive instructions from the district liaison officer and will do the needful. To ensure for not allowing passenger buses to move out of the S.T. Depots during final warnings of cyclone, flood etc; to take safety measures for passengers who cannot return back to their home.
- To ensure the availability of resources included in the DDMP and will make due arrangements to get those during emergency.
- To consult the Liaison Officer to close the transportation in the damage prone areas for the safety of the people and the property.
- To make groups having vehicles for emergency work and will assign the areas to them.
- To set up a temporary control room for the dissemination of information for emergency work and will appoint a nodal officer.
- To make available the sufficient number of S.T. buses to the state administration for the evacuation of the people to safe places from the disaster prone areas.
- To assist the administration to send the messages of warning to the remote areas through the drivers/conductors on transport routes.

C. Post Disaster Activities

- To follow the instructions of District Liaison Officer.
- To carry out the duty assigned for search and rescue work
- To engage the resources and manpower available to manage the disaster.
- To review the matter regarding closing of movement of buses for safety reason and see that those are restarted very soon.
- To send DMTs with necessary equipments if the transportation is disrupted.
- To contact the District Control Room if additional equipments, vehicles, manpower, technical personnel, which are required to restore the transportation related activities.
- To prepare a primary survey report on damage in the area and will send it to the district control room and also to the administrative head within 6 hours.
- To make temporary arrangement of transportation for control rooms, hospitals, shelters bus depots etc.
- To immediately undertake repairs needed at the bus stations.
- To collect the details of roads, damaged and will get them repaired in co-ordination with competent authority and will restore the bus services.

12.1.12 Forest Department

A. Normal time activities

- Addresses of members with telephone numbers.
- Details of veterinary centers, artificial insemination centers, veterinary dispensary, veterinary colleges' buildings, vehicles, mobile dispensaries and equipments under his control and also the details of vehicles and equipments used often by outsource.
- Maps showing the details of area with statistical data.
- Approach roads under forest department and their condition including bridges, causeways, railway crossing etc.
- Inspection of damage prone roads, bridges, check dams, causeways, under forest department
- To inspect periodically the buildings, residencies, high causeways under forest department
- To maintain the equipments available such as sharp instruments, insecticides, diesel generators, dumpers, generator, cutters, tree cutters, ladders, ropes, flood lights, shovels, axes, hammers, RCC cutters, cable wires, fire equipments, de-dusting equipments etc. which can be used during emergency and will also ensure that they are in working condition.
- To take care of public shelters, other places to be used for evacuation with primary facilities like water
- To prepare a list of public properties in the damage prone forest areas and will make advance arrangements to lessen the damage.

B. On Receiving the Warning

- To immediately contact the district control room and will assist in the work.
- To ensure that the staff at the headquarter is on duty.
- To assign the work to be done by the subordinate officers and staff regarding transportation under DDMP and to send them to their sites.
- To arrange for wireless, telephones, manpower, forest guard in advance to disseminate information of the disaster in the damage prone areas and will play a key role with the district administration to warn the public.
- To make in advance arrangement for fuel wood and bamboos for priority areas.

C. Post Disaster Activities

- To follow the instructions of District Liaison Officer
- To carry out the duty assigned for search and rescue work.
- To engage the resources and manpower available to manage the disaster.
- To prepare a primary report of damage for the affected areas.
- To take actions to provide electricity, water and latrine to the temporary shelters in the forest areas.
- To send task forces with vehicles, tree cutters, ropes, flood light, generator in case of closure of roads due to felling of trees.

12.1.13 Port Office

A. Normal time activities

- Details of the staff with their address and phone numbers, details of port workers, securities, mechanics and supervisory staff. Details of location of ports & jetties in all the areas of the district working round the clock.
- Details of fuel arrangement for ships-mechanized launches at the time of emergency.
- Do's and Don'ts to be observed during emergencies and details of priorities should be given to the staff.
- Set up for evacuation of people from affected area of the port area.
- Details of buildings, vehicles and equipments and list of contractors with vehicles and equipments.
- Map showing ports, Jetties, light houses, signals, as well as important routes, communication equipments, telephone line, telex lines, megaphone, amplifiers with statistical data.
- Details of important telephone numbers of water supplies, control room, hospitals, drainage system, railway stations, bus depots, strategically important places, Army Airforce Navy camps and other sensitive places, light houses, major industrial units, and other communication channels which can be used during emergency.
- Arrangement for transportation & evacuation of people from the affected areas.
- Action plan regarding repairs and alternative ways in case of disruption of transportation.

- Plan showing the alternative routes and arrangement for transportation of goods etc. during emergencies.
- To inspect the port, jetties, lighthouses, signals, pick up stand, garages, control point etc. which are damage prone.
- To make due arrangement for materials to restore the facilities in case the movement of the materials and goods on the ports are damaged.
- To prepare an action plan to avail on temporary bases, the technical personnel from the nearby district which is not affected. Will also collect the details of swimmers in the district.
- To make arrangement for sufficient fuel during emergency.
- To maintain the equipments available such as cranes, diesel generator, earth mover machines, de-dusting pumps, cutters, tree cutters, ladders, ropes, flood lights, shovels, axes, hammers, RCC cutters, etc. which can be used during emergency and will ensure that those are in the working conditions.
- To take due care to see that the transportation at shelters and emergency hospital is not disrupted during calamities.
- To prepare a list of public properties related to transport department, which are in the damage prone area and will arrange in advance to minimize the damage.

B. On receiving the warning

- To set up a temporary special control room and information center at the main bus station.
- To immediately contact the district control room and will assist in the work
- To ensure that the staff is on duty at the headquarter.
- To assign the work to be done by the subordinate officers and staff regarding transportation under DDMP and to send them to their sites.
- To specifically take action to ensure that the port workers, tourists and fishermen do not move out for fishing as well as sailing during the final warnings of cyclone, flood, etc.
- To evacuate the fishermen and saltpan workers to a safe place and if they deny, to get it done forcefully.
- To ensure that the warning signals are received in time and shown immediately to the people.
- To undertake the work of search and rescue and also the relief work in co-ordination with Navy Coast Guard.
- To ensure the availability of resources included in the DDMP and will make due arrangements to get those during emergency.
- To consult the liaison officer to close the ports and sailing in the sea, which is damage prone or dangerous for the safety of the people as well as the property.
- To assist the administration to send the messages regarding warning to the remote area as well as the coastal areas through the port staff.

C. Post Disaster Activities

- To follow the instructions of District Liaison Officer.
- To carry out the duty assigned for search and rescue work.
- To engage the resources and manpower available to manage the disaster.
- To review the matters regarding closing of movement at the port for safety measures and will ensure that it is restarted very soon.
- To contact the district control room if additional equipments, vehicles, manpower, technical personnel are necessary to restore the port related activities.
- To prepare a primary survey report of damage and send it to the District Control Room and to the administrative head.
- To collect the details of ports, jetties, light houses as well as approach roads connecting the damaged ports and will get them repaired in co-ordination with the competent authority and will help for restoration of the economic activities pertaining to ports.

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12.2.1 Preparedness Checklist for the District Magistrate

- Preparation of the DDMP with the assistance of DDMC.
- Setting up District Control Room.
- Under the DDMP, district level agencies would be responsible for directing field
- Interventions through various agencies right from the stage of warning to relief and rehabilitation.
- At the disaster site, specific tasks to manage the disaster will be performed.
- District Magistrate will be an integral part of the DCR.
- District Magistrate will be assisted by SOC.
- SOC will be headed by a Site Manager.
- Site Manager will co-ordinate the activities at various camp sites and affected areas.
- The site Operations Centre will report to the District Control Room.
- The Collector will co-ordinate all the field responses which include, setting up Transit
- Camps, Relief Camps and Cattle Camps.

12.2.2 Preparedness Checklist for the Police Department

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- Adequate warning mechanisms established for evacuation.
- An Officer has been designated as Nodal Officer for Disaster Management.

- Sources of materials required for response operations have been identified.

12.2.3 Preparedness Checklist for the Health Department

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- A hospital plan for the facilities, equipment and staff of that particular hospital based on “The Guide to Health Management in Disasters” has been developed.
- Hospital staff is aware of which hospital rooms / buildings are damage-proof.
- All the staff of the hospital has been informed about the possible disasters in the district, likely damages and effects, and information about ways to protect life, equipment and property.
- An area of hospital identified for receiving large number for casualties.
- Emergency admission procedures with adequate record keeping developed.
- Field staff oriented about DDMP, standards of services, and procedures for tagging.
- An Officer has been designated as Nodal Officer for Disaster Management.
- Sources of materials required for response operations have been identified.

12.2.4 Preparedness Checklist for WBSEDCL

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- An Officer has been designated as Nodal Officer for Disaster Management.
- Sources of materials required for response operations have been identified.

12.2.5 Preparedness Checklist for Water Supply Department

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.

- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- Adequate warning mechanisms for informing people to store an emergency supply of water have been developed.
- Procedures established for the emergency distribution of water if existing supply is disrupted.
- An Officer has been designated as Nodal Officer for Disaster Management.
- Sources of materials required for response operations have been identified.

12.2.6 Preparedness Checklist for Irrigation Department

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- Flood monitoring mechanisms can be activated in all flood prone areas from 1st of June.
- All staff is well aware of the precautions to be taken to protect their lives and personal property.
- Each technical assistant has instructions and knows operating procedures for disaster conditions.
- Methods of monitoring and impounding the levels in the tanks evolved.
- Methods of alerting officers on other dam sites and the district control room, established.
- Mechanisms evolved for forewarning settlements in the downstream, evacuation, coordination with other dam authorities.
- An Officer has been designated as Nodal Officer for Disaster Management.
- Sources of materials required for response operations have been identified.

12.2.7 Preparedness Checklist for Telephone Department

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- An Officer has been designated as Nodal Officer for Disaster Management.
- Sources of materials required for response operations have been identified.

12.2.8 Preparedness Checklist for PWD

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- All officers are familiar with pre-disaster precautions and post-disaster procedures for road clearing and for defining safe evacuation routes where necessary.
- An Officer has been designated as Nodal Officer for Disaster Management.
- Sources of materials required for response operations have been identified.

12.2.9 Preparedness Checklist for Agriculture Department

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- Information provided to all concerned officers about the disasters, likely damages to crops and plantations, and information about ways to protect the same.
- The NGOs and the other relief organizations are informed about the resources of the department.
- An Officer has been designated as Nodal Officer for Disaster Management.
- Sources of materials required for response operations have been identified.

12.2.10 Preparedness Checklist for Animal Husbandry Department

- The department is familiar with the disaster response plan and disaster response procedures are clearly defined.
- Orientation and training for disaster response plan and procedures undertaken.
- Special skills required during emergency operations imparted to the officials and the staff.
- Reviewed and updated the precautionary measures and procedures, the precautions to be taken to protect equipment, the post-disaster procedures to be followed.
- Hospital staff is aware of which hospital rooms / buildings are damage-proof.
- All the staff of the veterinary hospitals and centers has been informed about the possible disasters, likely damages and effects, and information about the ways to protect life, equipment and property.

- An area of the hospital identified for receiving large number of livestock.
- Emergency admission procedures with adequate record keeping developed.
- An Officer has been designated as Nodal Officer for Disaster Management.
- Sources of materials required for response operations have been identified.

Annexure – I (District Profile)

1. District Profile

Geographical area	
Geographical area (Sq. Kms)	3386.18
Annual rainfall	2829.23 mm (1 st May to 17 th October 2018)
Temperature	33.6° cel (max) 11.1° cel (min)
Geographical Location	26°15'47" & 26°59'34" N Latitude 88°23'2" & 89°7'30" E Longitude
Administrative Set up	
District Head Quarter	Jalpaiguri
Sub-Division	2
Blocks	7
Panchayat Samities	7
Gram Panchayat	80
Gram Sansad	1177
Mouza	418
Inhabited villages	404
Forest Village	29
Tea Gardens	120
Municipal Corporation	01 (14 wards from ward no 31 to ward no 44 of Siliguri Municipal corporation fall Within Jalpaiguri District).
Municipality	3
Police Station	9
Population	
Male	1217532
Female	1164064
Total	2381596 (as per Census 2011)
Population Density /sq.km	701
Sex Ratio	956.085

1.1 Demographic Details:

Sl. No	Name of the Block	Total Number of HH	Population			Category		
			Adult	Children <6 yrs	Total	SC	ST	GEN
1	Rajganj	82038	325738	48038	373776	185246	15386	173144
2	Sadar	73981	284453	38992	323445	196592	19592	107261
3	Maynaguri	76492	362020	52834	414854	190816	87273	136765
4	Dhupguri	91329	287399	41633	329032	234287	4328	90417
5	Mal	64310	260531	39025	299556	80400	103356	115800
6	Matiali	25251	103413	14127	117540	17622	51789	48129

7	Nagrakata	27274	110406	16991	127397	17626	62624	47147
Total		440675	1733960	251640	1985600	922589	344348	718663

1.2 Population

Name of the District	Population		TOTAL	Density/ Sq. KM	Sex ratio
	M	F			
Jalpaiguri	1217532	1164064	2381596	701	956.085

1.3 Type of Workers

Name of the District	Cultivator	Agriculture	House Hold Industry	Marginal Farmer	Small Farmer	Others	Non Worker	Total Worker
Jalpaiguri	113290	141257	37500	121680	27482	68800	987306	510009

1.4 Literacy of Jalpaiguri district

Sl.No	Name of the Block	P_LIT	M_LIT	F_LIT	P_ILL	M_ILL	F_ILL
1	Rajganj	234799	132348	102451	138977	60837	78140
2	Sadar	209966	117661	92305	113479	48375	65104
3	Maynaguri	251875	142427	109448	162979	68144	94835
4	Dhupguri	217359	121785	95574	111673	48245	63428
5	Mal	172753	97994	74759	126803	53832	72971
6	Matiali	69264	40649	28615	48276	19460	28816
7	Nagrakata	67646	39138	28508	59751	24995	34756
Total		1733960	251640	1985600	922589	344348	718663

1.5 Livestock and poultry population

Name of the District	Cattle	Buffalo	Goat, Sheep & Pig	Poultry
Jalpaiguri	524734	6541	372407	1068972

1.6 PDS & Other information

Sl.No	Name of the District	PDS Outlet	Post Office	Police Station	CHC	PHC	Cyclone Shelter	Educational Institution				Livestock Centre	Relief Godowns
								UP	ME	HIGH	COLLEGE		
	Jalpaiguri	526	07	09	04	25	20	149	-	175	14	07	09

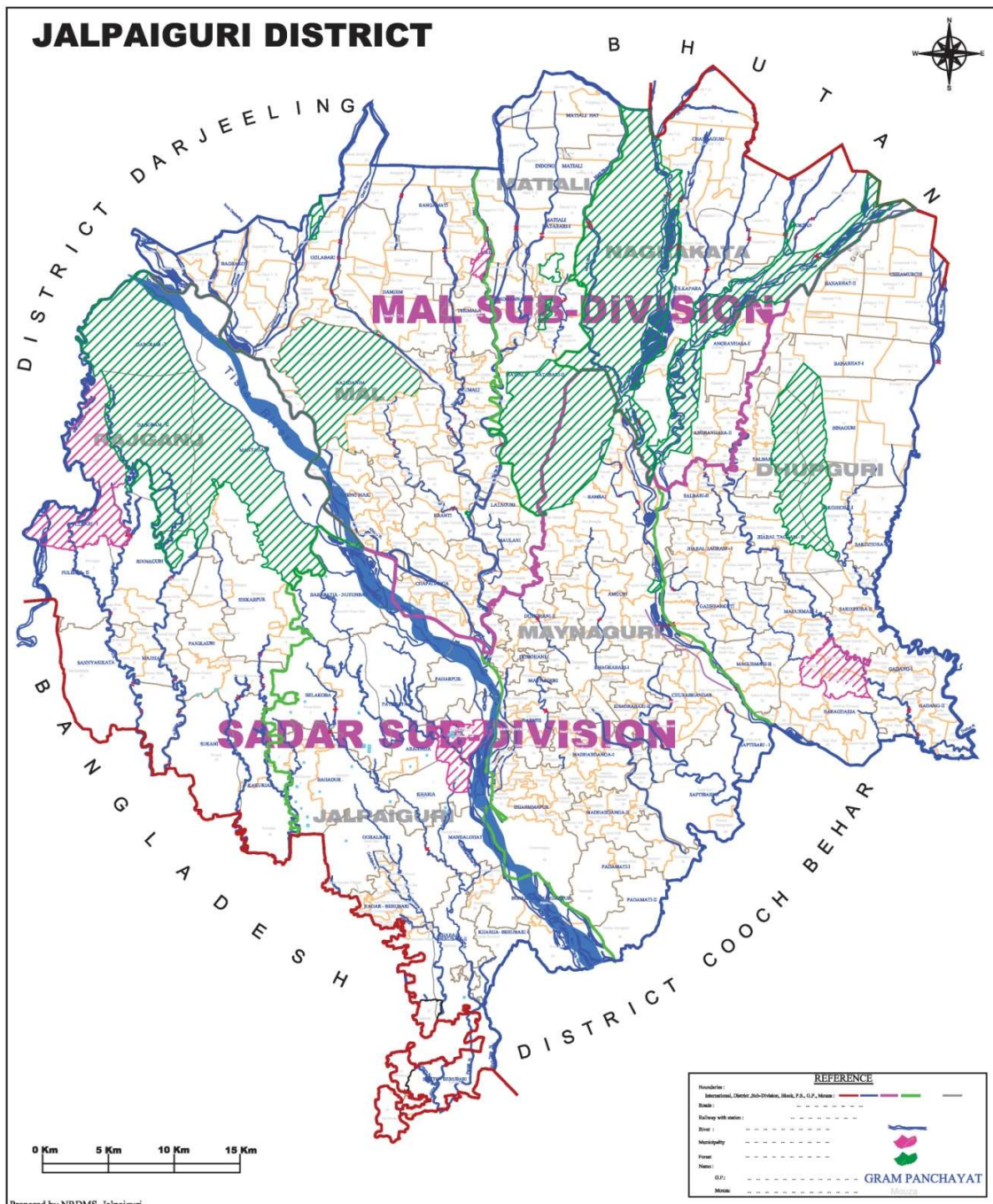
1.7 Rainfall of Jalpaiguri District

Year	Name of the Station	Highest Rainfall (m.m)	Date of Highest Rainfall	Total during the year (m.m)	Max Water level of River Teesta at Domohani (in mtrs)	Date of max water level
2002	Jalpaiguri	132.90	19..07.2002	3262.87	85.90	27.07.2002
2003		204.20	20.09.2003	3198.10	86.20	08.07.2003
2004		145.00	31.05.2004	3276.87	85.96	08.07.2004
2005		135.50	16.07.2004	2891.90	85.99	20.07.2005
2006		253.70	07.07.2006	2891.90	85.78	12.09.2006
2007		350.40	15.08.2007	3039.90	86.50	07.09.2007
2008		222.00	06.08.2008	3557.10	86.04	20.06.2008
2009		258.20	08.10.2009	2639.00	86.45	20.08.2009
2010		219.10	21.07.2010	3585.45	86.09	23.08.2010
2011		263.20	18.09.2011	3008.09	86.22	18.09.2011
2012		175.40	18.07.2012	2937.52	86.32	15.07.2012
2013		264.80	05.08.2013	3467.90	86.19	09.07.2013
2014		217.00	15.08.2014	3115.40	86.20	15.08.2014
2015		157.00	10.06.2015	3001.50	86.36	01.07.2015
2016		146.80	25.07.2016	3287.40	86.02	20.07.2016
2017		295.20	12.08.2017	2806.10	86.02	12.08.2017

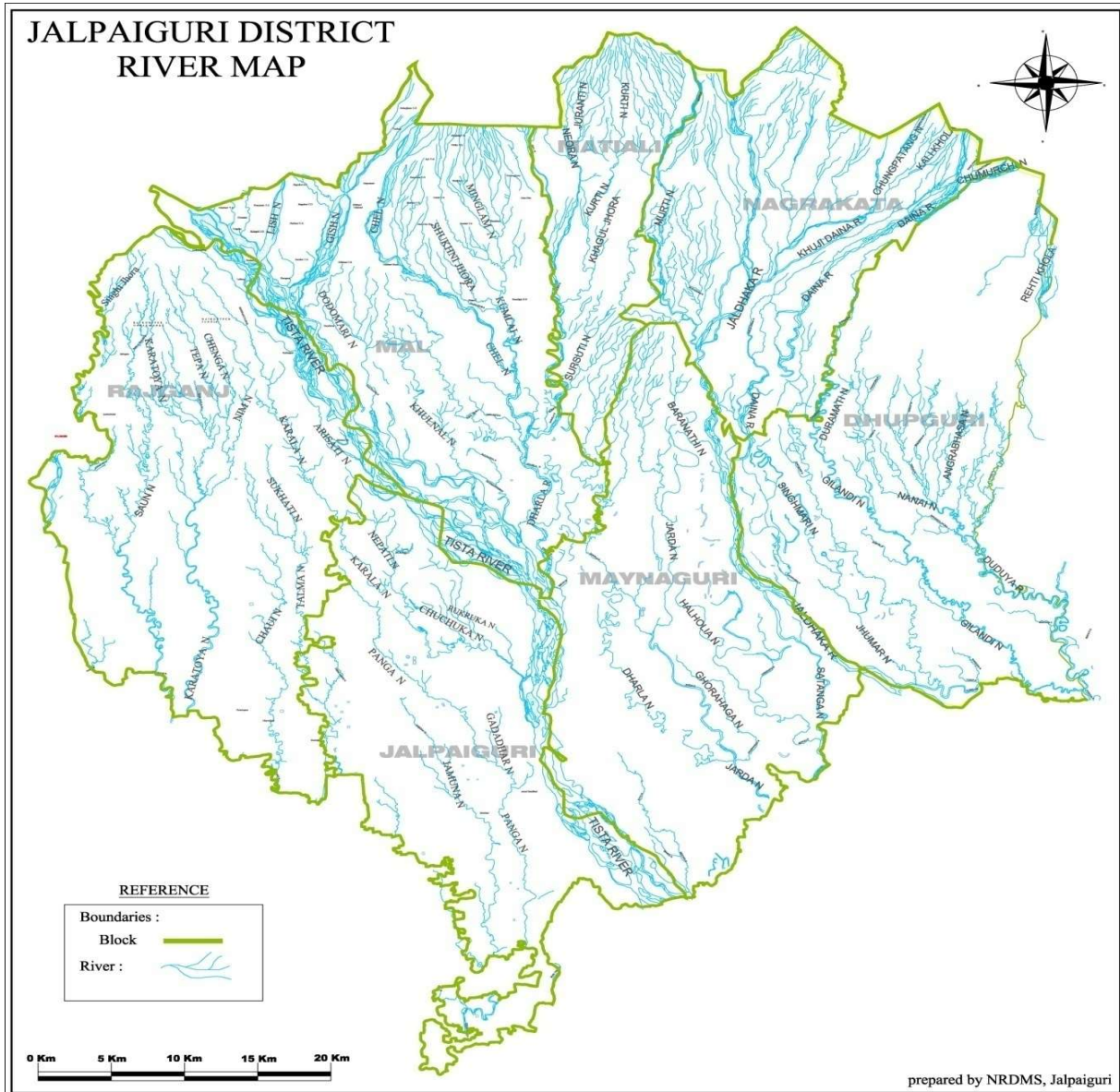
Annexure – II (Maps)

2. Maps

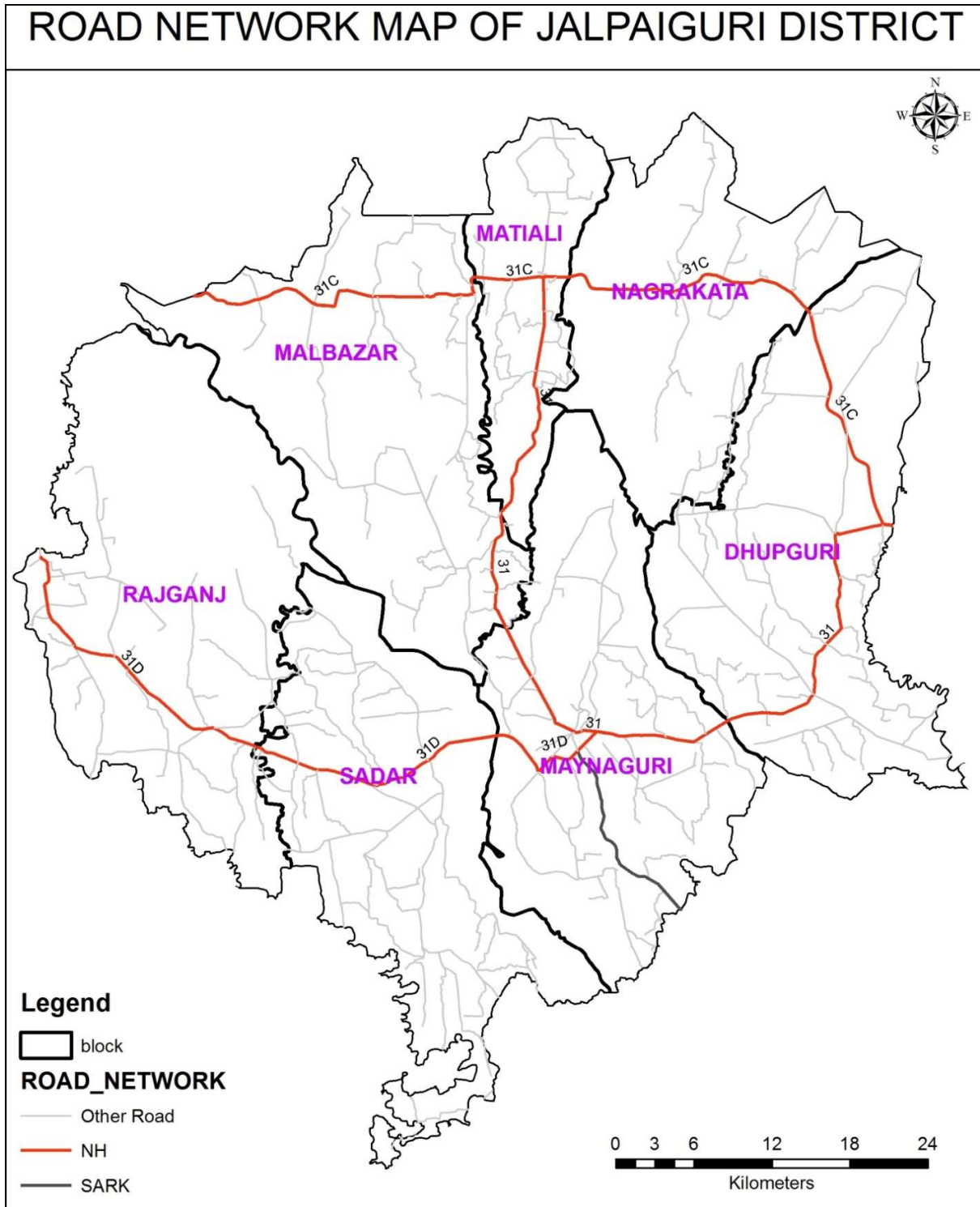
2.1 District Map



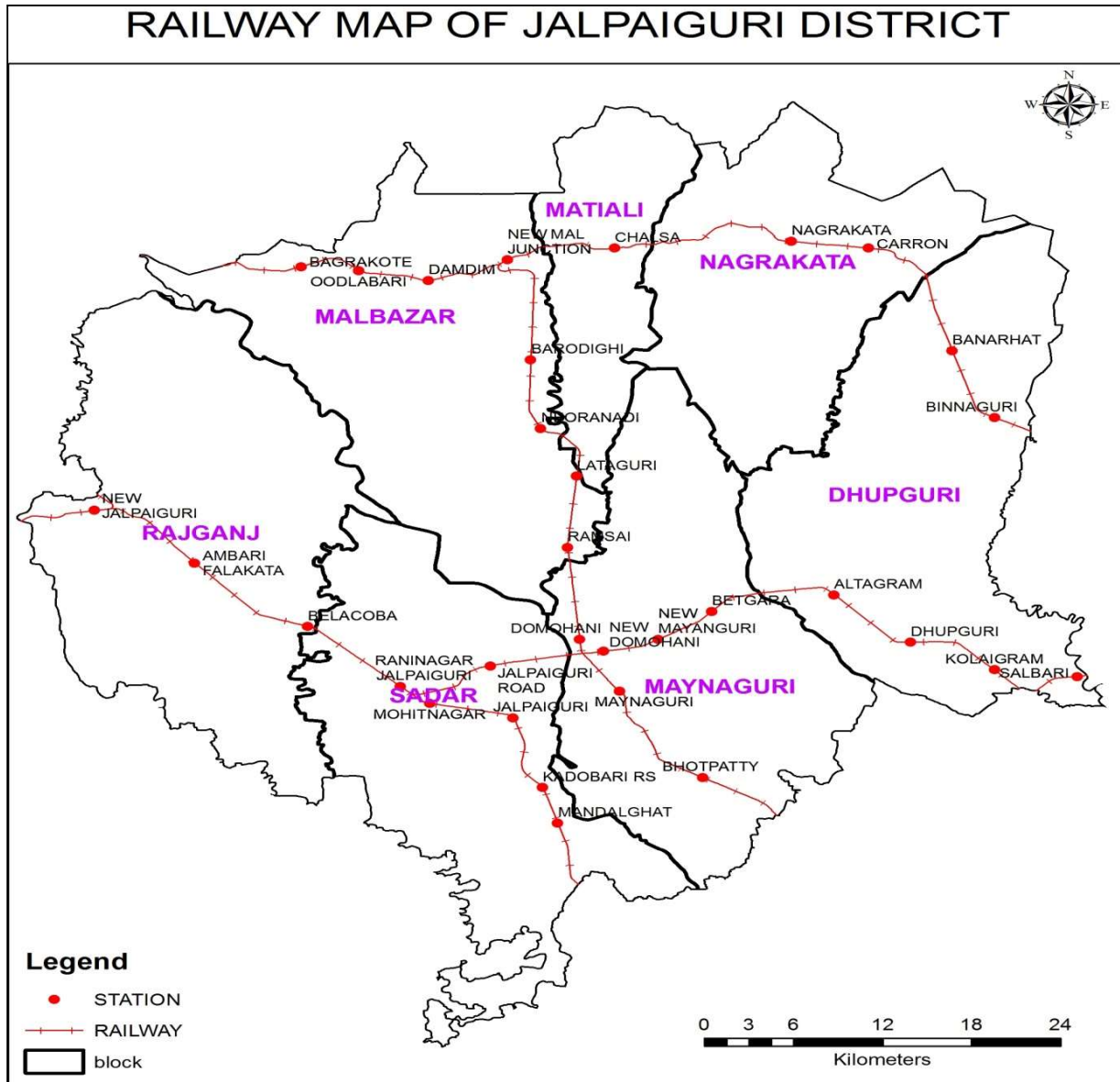
2.2 Map showing the Rivers of Jalpaiguri District which causes Flashfloods and Inundations during Monsoon Season.



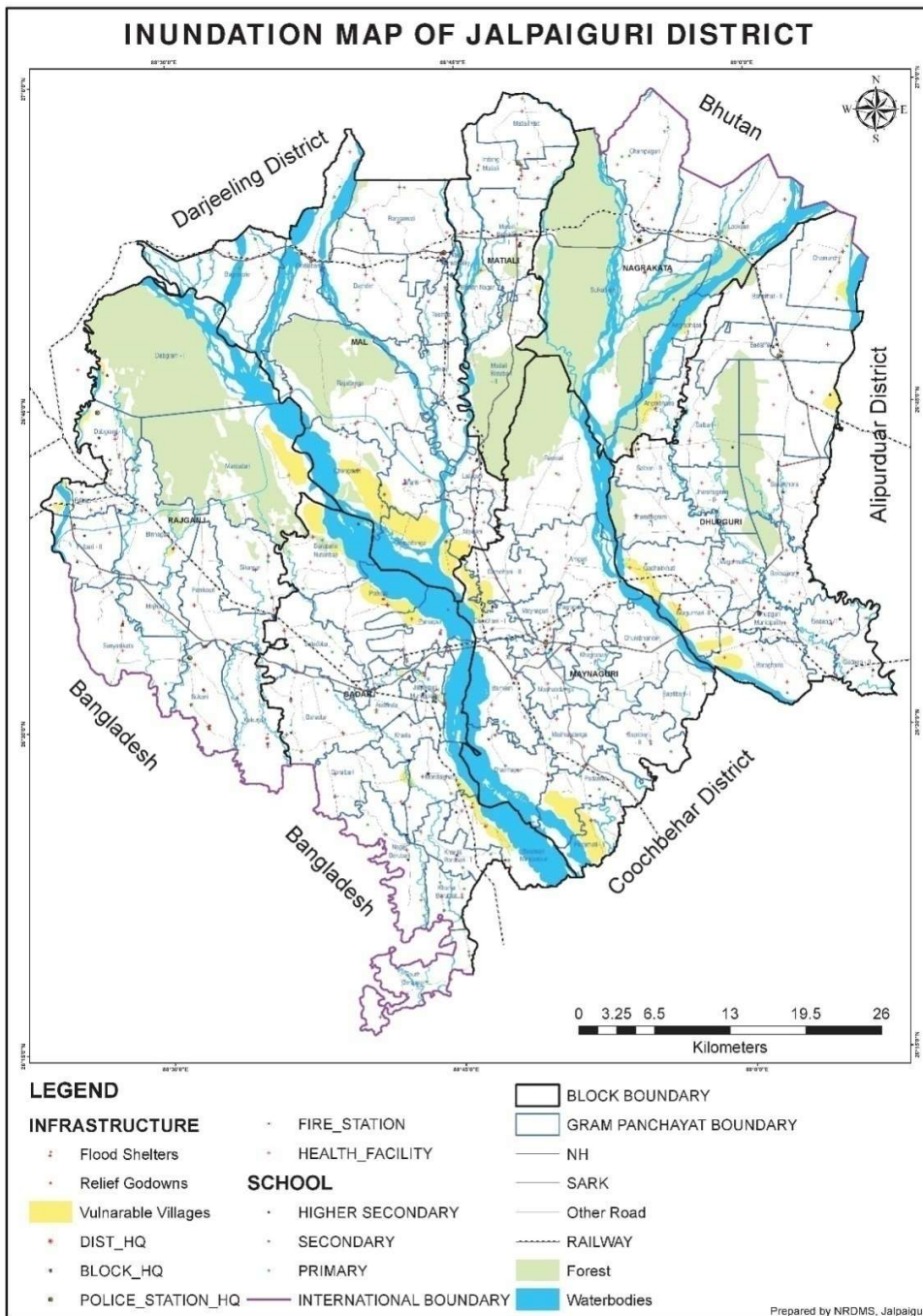
2.3 Road Network Map of Jalpaiguri District



2.4 Railway Map of District



2.5 Vulnerable Village Map



Annexure – III (Contact Details)

3. Contact Details

3.1 Important Telephone Numbers-State level

Name	Office	Fax
Sri Dushyant Nariala, I.A.S., Principal Secretary, Govt. of West Bengal, Department of Disaster Management	033-22144005 033-22143674	033-22143674
Sri. Satyajit Sen, WBCS (Exe.), Special Secretary, Govt. of West Bengal, Department of Disaster Management	033-2214-1938	033-2250-1004
Smt. Nandini Saraswati, WBCS (Exe.), Jt. Secretary, Govt. of West Bengal, Department of Disaster Management	033-22145855	033-22145855
Sri Debasish Nandy, WBCS (Exe.), Director of Relief, West Bengal	033-22650795	033-22650795
Sri Swapan Kr. Mallick, OSD & Dy. Secretary, Govt. of West Bengal, Department of Disaster Management	033-22143526	033-22141378

3.2 Important Telephone numbers – District Level

Sl. No	Name	Designation	Address	Phone No	
				Office	Mobile
1	Smt. Abhishek Tiwari, I.A.S	District Magistrate, Jalpaiguri	Office of the District Magistrate, Jalpaiguri Collectorate	03561-230127	9434078888
2	Sri Maloy Halder, WBCS (Exe.)	Addl. District Magistrate (Dev.), Jalpaiguri	Office of the District Magistrate, Jalpaiguri Collectorate	03561-231101	7797860300
3	Sri Abhishek Modi, I.P.S.	Superintendent of Police, Jalpaiguri	Office of Superintendent of Police, Jalpaiguri	03561-230492	9083270500
4	Sri Abhijit Maitra, WBCS (Exe.)	Addl. District Magistrate (Z.P.), Jalpaiguri	Jalpaiguri Zilla Parishad	03561-230952	7797862000
5	Smt. Sunil Agarwala, WBCS (Exe)	Additional District Magistrate (G), Jalpaiguri	Office of the District Magistrate, Jalpaiguri Collectorate	03561-230701	7797860200
6	Sri. Ratna Charaborty, WBCS (Exe)	Officer-in-charge, District Disaster Management Section, Jalpaiguri	Office of the District Magistrate, Jalpaiguri Collectorate	03561-230780	7477714943
7	Sri. Krishna Pada Raptan	District Disaster Management Officer, Jalpaiguri	Office of the District Magistrate, Jalpaiguri Collectorate	03561-230780	9073936732 9874949330

3.3 Important Telephone numbers – Sub-Divisional Level

Sl. No	Name	Designation	Address	Phone No	
				Office	Mobile
1	Sri Ranjan Kr. Das, WBCS (Exe.)	Sub-Divisional Officer, Sadar, Jalpaiguri	Sub-Divisional Office, Sadar, Jalpaiguri	03561-232017	7797860400/ 9434725250
2	Sri Vivek Kumar, I.A.S.	Sub-Divisional Officer, Mal	Sub-Divisional Office, Mal, Jalpaiguri	03562-256485	9434449888
3	Smt. Jayasree Dhar	SDDMO, Sadar	Sub-Divisional Office, Sadar, Jalpaiguri	03561-232017	9073936938
4	Sri. Pallab Bikas Majumder	SDDMO, Mal	Sub-Divisional Office, Mal, Jalpaiguri	03562-256485	9073936939

3.4 Important Telephone Numbers – Block Level

1	Block Development Officer, Sadar Block	7797863500 / 9434066449 / 9073938104
2	Block Development Officer, Rajganj Block	7797863600 / 9073938107
3	Block Development Officer, Maynaguri Block	7797863700 / 9073938106
4	Block Development Officer, Dhupguri Block	7797863800 / 9073938105
5	Block Development Officer, Mal Block	7797864600 / 9073938108
6	Block Development Officer, Matiali Block	9002994966 / 9073938109
7	Block Development Officer, Nagrakata Block	7797864700 / 9073938110
8	Block Disaster Management Officer, Sadar Block	8436778865 / 9073938340
9	Block Disaster Management Officer, Rajganj Block	9733482579 / 9073938343
10	Block Disaster Management Officer, Maynaguri	9475477184 / 9073938342
11	Block Disaster Management Officer, Dhupguri	9475082215 / 9073938341
12	Block Disaster Management Officer, Mal Block	9474687476 / 9073938344
13	Block Disaster Management Officer In-Charge, Matiali Block	9609985095 / 9073938345
14	Block Disaster Management Officer In-Charge, Nagrakata Block	9564781202 / 9073938346

3.5 Important Telephone Numbers – Municipality Level

Sl. No	Chairman/ Executive Officer	Mobile No.	Office
1.	Chairman, Jalpaiguri Municipality	9434004857	03561-231096/230050
2.	Executive Officer, Jalpaiguri Municipality	9832421999	
3.	Chairman, Dhupguri Municipality	9635096610	03563-250046
4.	Executive Officer, Dhupguri Municipality	8902016715	

5.	Chairman, Mal Municipality	9434110303	03562-255731/255284
6.	Executive Officer, Mal Municipality	8240811473	

3.6 Telephone Numbers of the Administrative Flood Control Rooms

Sl. No.	Name of the Control Rooms	Phone Number
1.	District Flood Control Room	03561-230780
2.	District Flood Control Room	03561-230780
3.	Sub-Divisional Flood Control Room, Sadar Subdivision	03561-232017
4.	Sub-Divisional Flood Control Room, Mal Subdivision	03562-256485
5.	Flood Control Room, Sadar Block	03561-230449
6.	Flood Control Room, Rajgunj Block	03561-254229
7.	Flood Control Room, Maynaguri Block	03561-233052
8.	Flood Control Room, Dhupguri Block	03563-250024
9.	Flood Control Room, Mal Block	03562-255126
10.	Flood Control Room, Matialli Block	03562-260281
11.	Flood Control Room, Nagrakata Block	03565-272050
12.	Flood Control Room, Alipurduar	03564-257091
13.	Flood Control Room, Coochbehar	03682-227114

3.7 Important Telephone Numbers of Line Department

Sl. No.	Name of Office	Mobile No.	Office	Residence
1	CMOH, Jalpaiguri	9433105870 / 8250555352	03561-232001	
2	Executive Engineer, PWD, Highway Div	9474034977		
3	Supdt. Engg. NBCL (I &W), Jalpaiguri		03561-230596	
4	Executive Engineer, LBD, CWC	7699945982		
5	Executive Engineer, Teesta Barrage Divn. Gajoldoba	9475089723		
6	Executive Engineer, PWD, Jalpaiguri Division	9433877780		
7	Executive Engineer, PWD (Construction Divn.), Jalpaiguri	9434523389		
8	Executive Engineer, PWD (Roads), Jalpaiguri	9474034977		
9	Executive Engineer, PWD (Social Sector), Jalpaiguri	9832083665		
10	Executive Engineer, Jalpaiguri Irrigation Divn.	9434144807	03561- 230249/230786	
11	Executive Engineer, Siliguri Irrigation Divn.	9434512090	0353-2431842	0353-2643539

12	Executive Engineer, WBSRDA, Jalpaiguri	8900176240	03561-231336	
13	Executive Engineer, PHE, Jalpaiguri	8918805832	03561-230659	
14	Chairman, NBFCC		03561-230264	
15	Member (Execution),NBFCC		03561-230789	
16	Supdt. Engineer, NBCK (I & W)		03561-230264	
17	Supdt. Engineer, NB Const, CI-II,PWD		03561-230518	
18	Executive Engineer, Northern Elect .Div.		03561-230258	
19	District Engineer, ZillaParishad, Jalpaiguri		03561-230236	
20	DM, FCI, Jalpaiguri		03561-230058	
21	Meteorologist -in-Charge, Jalapiguri		03561-258327	
22	Dy. Director, CDC		03561-230677	
23	Divisional Officer Fire & E.S, Jalpaiguri	9735070370 / 7001649855	03561-229611	
24	District Controller, Food & Supplies, Jalpaiguri	9593319212		
25	R.T.O, Jalpaiguri	9832064534	03561-230603	
26	District Information & Cultural Officer, Jalpaiguri	9433238721	03561-230277	
27	Regional Manager, WBSEDCL, Jalpaiguri	7449301300	03561- 257840	
28	Divisional Manager, WBSEDCL Jalpaiguri	7449301354		
29	Divisional Manager, WBSEDCL Mal	7449301320	03562- 255525	
30	Deputy Director Agriculture (Admin), Jalpaiguri	7604010025/ 9732968094	03561-230394	
31	Chief Terminal Manager, IOC, NJP	7417248437	0353-2571511 /2571593	
32	Dy. Director, ARD, Jalpaiguri	973296807	03561-230872	
33	Control Room, Metrological Office		03561-258327	
34	Control Room, Teesta Barrage	9002005714		
35	Control Room, Irrigation		03561- 230153	
36	Major Amit, 306, Field Regiment	8167581009/ 8872216999		
37	Control Room, BSF, Raninagar	03561-250554		

38	Control Room, SSB, HQ, Jalpaiguri	9434075864	03561-276702 / 276703	
39	Control Room, 46 th BN, SSB Malbazar	9775442746	03562-257459	
40	Control Room, 2 nd BN, NDRF	9474116775 / 9474061104	033-25875032 Fax	
41	Control Room, 10 th BN-SAP, SDRF	0353- 2568379/9073675514 (fax-0353-2568679)		
42	DIGAP, SAP-HQ, Barrackpore, SDRF	03325920630 (Fax)		
43	North Bengal DIGP (AP), SAP, 10 th BN, SDRF	0353-2568625 (Fax)		
44	T.Bhutia, Inspector, SAP, 10 th BN, SDRF	9083269458 / 8617858280		
45	CWC, Control Room		03561- 227224 /220770	
46	Assistant Director of Fisheries	9433516503		
47	Telecom District Manager	9434743333		
48	General Manager, DIC	9830273795		
49	District Horticulture Officer, Jalpaiguri	9609980588		
50	Development Officer, Handloom, Alipurduar	9836027956		
51	D.I. of Schools (Primary)	9851392660		
52	D.I. of Schools (Secondary)	9635179296		
53	ZillaParishad Office, Jalpaiguri		03561-230603	
54	Jalpaiguri Municipality		03561-231096	
55	Dhupguri Municipality		03563-250046	
56	Mal Municipality		03562- 255731/255284	
57	Siliguri Municipal Corporation		0353-2435282	
58	IOC, NJP, Supply		0353-2691023	
59	Area Manager NF Railway, NJP	9002041900	3532566789	
60	Jalpaiguri Town Station		03561-230049	
61	Jalpaiguri Road Station		03561-256506	
62	Jalpaiguri NBSTC Bus Depot		03561-255699	
63	Secretary, Indian Red Cross Society		03561-230951	
64	Jalpaiguri Welfare Organization		03561-230304	

3.8 Staff strength of Disaster Management Section, Jalpaiguri.

Sl. No	Name of the Staff	Designation	Contact No
01.	Tarun Kumar Ghosh	UDA	9475108807
02.	Gitashree Pal Chanda	UDA	9832311457
03.	Ratan Pradhan	Gr-D	9775937140
04	Gopal Bhowmick	Retired Contractual employee	8670789828
05.	Paresh Chandra Sen	Retired Contractual employee	9474626585

3.9 List of Proadhan

Name of Block	Name of G.P.	Name of Pradhan	Contact No.
Sadar	Paharpur G.P	Anita Routh	7063606167
Sadar	Aabinda G.P	Anita Lohara (Chanda)	8145483669
Sadar	Bahadur G.P	Sudhir Chandra Roy	9749358984 /6296025673
Sadar	Garalbari G.P	Giro Bala Roy	7001106142
Sadar	Kharia G.P.	Kanan Adhikari	9932141591
Sadar	Mondalghat G.P	Pradip Das	9734726179/6297284316
Sadar	Boalmari Nandanpur	Nirmal Roy	8972433838
Sadar	Nagar Berubari G.P	Sampa Roy Barman	8670468602
Sadar	Kharija Berubari – I	Rinku Mitra Sarkar (Rekha)	8637585430
Sadar	Kharija Berubari – II	Rebati Roy	8016726555
Sadar	South Berubari	Bimal Das	9800265707
Rajganj	Mantadari	Sri Dipak Kr. Biswas,	6297435689
Rajganj	Binnaguri	Sri Sashi Ch. Barman,	9832017848
Rajganj	Shikarpur	Smt. Ranjita Roy,	8597082994
Rajganj	Panikouri	Sri Alop Roy,	8101482985
Rajganj	Majhiali	Smt. Khukumoni Roy,	9932005613
Rajganj	Sannyashi- kata	Smt. Mallika Roy,	6296584885
Rajganj	Sukhani	Smt. Sampa Dutta,	6296510007
Rajganj	Kukurjan	Smt. Malati Roy,	9547175045
Rajganj	Dabgram-I	Smt. Monika Sharma,	8918580451
Rajganj	Dabgram-II	Smt. Sudha Chatterjee (Singha),	9434684225
Rajganj	Fulbari-I	Smt. Namita Karati,	9749068716
Rajganj	Fulbari-II	Sri Dilip Roy,	7679785447 / 70012552544
Maynaguri	Ramshai	Ratneswar Roy	9933501001
Maynaguri	Amguri	Dilip Roy	7001238355
Maynaguri	Burnesh	Kalyani Tarafdar Debnath	7076632269
Maynaguri	Khagrabari-I	Sima Roy	9832673026
Maynaguri	Khagrabari-II	Bablu Roy	9933672984

Maynaguri	Madhabdanga-II	Saraswati Roy	9735042251
Maynaguri	Saptibari-I	Anita Roy	9933891414
Maynaguri	Padamati-I	Moumita Roy	7363827994
Maynaguri	Padamati-II	Lipika Roy	8967054757
Maynaguri	Churabhandar	Kakali Baidya Mandal	8670111568
Maynaguri	Dharmapur	Bipul Das	7479388922
Maynaguri	Maynaguri	Sajal Kumar Biswas	9733402995
Maynaguri	Domohani-I	Suparna Roy (Shil)	6295619395
Maynaguri	Domohani-II	Kalyani Roy	6296716507
Maynaguri	Madhabdanga-I	Mira Roy Basunia	6296142269
Maynaguri	Saptibari-II	Nilima Adhikari	9547428259
Dhupguri	Banarhat-I	Bhagshree Oraon(Tigga)	7872175065
Dhupguri	Banarhat-II	Nabami Thapa	8116091159
Dhupguri	Baroghoria	Pratap Majumder	9002323113
Dhupguri	Binnaguri	Dipak Kumar Shyam	9734177113
Dhupguri	Charmurchi	Chandana Roy	9593750335
Dhupguri	Gadheryerkhuthi	Dharmo Narayan Roy	9593840041
Dhupguri	Gadong- I	Nirmal Chandra Roy	9832011225
Dhupguri	Gadong- II	Sushil Kumar Roy	9733219984
Dhupguri	Jharaltagram-I	Mamata Roy	9734949422
Dhupguri	Jharaltagram-II	Jitendra nath Roy	8250561864
Dhupguri	Magurmari-I	Kaberi Roy Burman	9832478910
Dhupguri	Magurmari-II	Sima Roy	9733142103
Dhupguri	Sakoajhora-I	Binod Oraon	7076483052
Dhupguri	Sakoajhora-II	Swapna Roy	6296711366
Dhupguri	Salbari-I	Dipika Oraon	9609656330
Dhupguri	Salbari-II	Kalipada Roy	9733183973
Mal	Bagrakote	Antasia Xess	9800039919
Mal	Oodlabari	Madhumita Ghosh	7548022480
Mal	Damdim	Tara Saibya	7478289271
Mal	Rungumuttee	Ashok Kr. Chik Baraik	8101477184
Mal	Tesimla	Minara Parvin	9735867665
Mal	Kumlai	Fulmoni Oraon	9679036256
Mal	Rajadanga	Abdul Motaleb,	8327630871
Mal	Chengmari	Anukul Biswas,	9735472558
Mal	Kranti	Basundhara Das (Sarkar),	8346094166
Mal	Lataguri	Jagabandhu Sen,	9932615901
Mal	Moulani	Kukumani Roy Barman	8348601847
Mal	Chapadanga	Nandita Mallick Roy	9382123618
Matiali	Bidhannagar GP	Niten Roy	9641012097
Matiali	Matiali Batabari-I GP	Dipak Bhujel	9733006656

Matiali	Matiali Batabari-II GP	Shelley Begam	7001633997
Matiali	Indong matiali	Radhika Oraon Kachhua	8167213311
Matiali	Matialihat	Shanti Manki Munda	9679169992
Nagrakata	Sulka para	Asha Oraon	8670124473
Nagrakata	Looksan	Manoj Munda	9593635730
Nagrakata	Champaguri	Babita Kachhua	8116683366
Nagrakata	Angrabhasa-I	Parbati Chhetri	8617694071
Nagrakata	Angrabhasa-II	Mampi Roy	7585911549

3.10 List of Civil Defence Official & Trained Civil Defence Volunteers in Deep Diving at Kolkata.

Sl. No	Name of the Official	Designation	Contact No.
1	Swapan Sengupta	Sr. SOI	9433799481
2	Achintya Kr. Khamrui	LDC	9932346887

Sl. No	Name of Civil Defence Volunteer	Father's Name	Address	Contact No.
1	Ananda Kumar Das	Rebati Das	2 No. Takimari, P.O- Milanpally, Rajganj, Jalpaiguri	9679438559
2	Biswajit Das	Dilip Das	2 No. Takimari, P.O- Milanpally, Rajganj, Jalpaiguri	8101654850
3	Mahanto Barman	Nishanda Barman	2 No. Takimari, P.O- Milanpally, Rajganj, Jalpaiguri	9733098942
4	Ramjan Ali	Liyakat Ali	Pradhanpara, PrasannaNagar, Rajganj	7679098729
5	Bankim Roy	Mumel Roy	Mantadari, Rajganj, Jalpaiguri	909355608
6	Bappa Roy	Fatin Roy	Purnadighi, Sikarpur, Rajganj, Jalpaiguri	7584016592
7	MotalebRahaman	TabibarRahaman	Pradhanpara, Prasannanagar, Rajganj, Jalpaiguri	8927480244
8	SaidulHoque	SamaruMd	Rajmatabari, Belakoba, Rajganj, Jalpaiguri	9832206472
9	SujanGuha	UdayGuha	Belacoba, Boulpara, Rajganj, Jalpaiguri	8906315254
10	Mamtaj Ali	MdSirajuddin	Belakoba, Rajganj, Jalpaiguri	7076230903
11	Rubel Das	Milan Das	1 No. Takimari, Milanpally, Rajganj, Jalpaiguri	9749505812
12	Ashu Roy	Nripen Roy	Maharajghat, Milanpally, Rajganj, Jalpaiguri	9091601213
13	Rajani Roy	Naren Roy	Kalarbari, Sikarpur, Jalpaiguri	7029622007
14	Md. Julfikar Ali	Hayder Ali	Pradhan para, Prasannanagar, Rajganj, Jalpaiguri	9832576318
15	Tusta Sarkar	Nikhil Sarkar	Milanpally, Rajgnj, Jalpaiguri	8101626060
16	Jagat Roy	Ulen Roy	Rajmatarbari, Rajganj, Jalpaiguri	9635057262
17	Kalyan Roy	Pahatu Roy	Parkumlai, Dhupguri, Jalpaiguri	9733233328

18	Subhankar Roy	Niren Ch. Roy	Jogeswarpara, Rajganj, Jalpaiguri	9733819023
19	BiswajitMurmu	Mangal Murmu	Jalpaiguri Jail Quarter, Jalpaiguri	8101831464
20	AmalBasak	KalipadaBasak	Khalaigram, Dhupguri, Jalpaiguri	9832433016
21	Pabitra Roy	Bharat Ch. Roy	Budharbari, Belkoba, Jalpaiguri	7679484695
22	MunnajAlam	AchhimuddinMd	Belakoba, Rajganj	8927064545
23	Tanmay Biswas	Soumen Biswas	Newtown Para, Jalpaiguri	9126365630
24	Rahul Roy	Haren Roy	Babupara, Jalpaiguri	7863934611
25	Sanjit Roy	Tebhi Roy	Jhakuapara, Kadobarihat, Jalpaiguri	8670746193
26	Uttam Roy	Madan Mohan Roy	Belakoba, Rajganj	9832325685
27	Pradip Barman	Profulla Barman	Munshipara, Kadobarihat	8944095197
28	Nurjamal Pradhan	Abdul Majid Pradhan	Fandaitpra, Kadobarihat	9083527166
29	Azahar Ahmed	Samsul Ahmed	Gomostapara, Kadobarihat	8016437196
30	Biswajit Ghosh	Nandadulal Ghosh	Govt. Eng. College Campus	9641041680
31	Bapi Roy	Bharma Roy	Matiapara, Dangapara, Jal.	7432845800
32	Robin Roy	Naratan Roy	Matiapara, Dangapara, Jal	9734820904
33	Md. Rupen Islam	Nur Islam	Madarganj, Kadobarihat	8158820590
34	Subrata Barman	Dilip Barman	Madarganj, Kadobarihat	8101309919
35	Ashoke Roy	Narayan Roy	South Sukantanagar, Jalpaiguri	9933411701
36	Bishnu Sarkar	Naba Kr. Sarkar	Uttar Sukantanagar, Jalpaiguri	7031077584
37	Mantaj Ali	Amirul Ahmed	Madarganj, Kadobarihat	8170077009
38	Pabitra Roy	Mahadeb Roy	Uttar Sukantanagar, Jalpaiguri	985198848
39	Dulal Ch. Barman	Subhas Ch Barman	Topamari, Jalpaiguri	9775429614
40	Golam Mostafa	Sariful Islam	Sanpakuripara, Kadobarihat	
41	UttamOraon	BijuOraon	Saotal Line, Sikarpur	9002915510
42	Benimoy Chakraborty	Bijay Chakraborty	Deshbandhunagar, Pandapara Colony, Jalpaiguri	8159988764
43	Vivekananda Roy	Akhil Ch. Roy	Burirjote, Manikganj, Jalpaiguri	8967806151
44	Ramen Sharma	Bharani Sharma	Gomostapara, Kadobarihat	7557038976
45	Pavel Mukhuti	NanigopalMukhuti	Pandapara, Jalpaiguri	9641572640
46	Mithun Roy	Mantu Roy	Malipara, Shikarpur, Rajganj	9749990646
47	Dipak Mandal	Gobinda Mandal	Ambari Falakata, Rajgnj, Jalpaiguri	9641572631
48	Kushal Roy	Swapan Kr. Roy	Uttar Saripakuri, Malbazar, Jalpaiguri	8436740514
49	Raju Sutradhar	GurudasSutradhar	Sebagram, Jalpaiguri	9641478557
50	Subrata Halder	Sankar Halder	Sebagram, Jalpaiguri	9832151280

Annexure – IV (Warning Levels of various Rivers within Jalpaiguri District)
Red & Yellow warning levels of the River of Jalpaiguri District

<i>Red & Yellow warning levels of the River of Jalpaiguri District</i>					
<i>Name of the River</i>	<i>Name of the station</i>	<i>Warning level (Yellow) In meters.</i>		<i>Warning level (Red) In meters.</i>	
		<i>Unprotected Area</i>	<i>Protected Area</i>	<i>Unprotected Area</i>	<i>Protected Area</i>
Teesta	Teesta Bazar	211	211	213	213
Teesta	Coronation Bridge	149.4	150	151.8	153.6
Teesta	Domhoni R/D Bridge	85.65	85.95	85.95	86.3
Teesta	Mekligunj R/D Bridge	65.45	65.45	65.95	65.95
Jaldhaka	Nagrakata	160.7	160.7	161.3	161.3
Jaldhaka	N.H.31.RdBridge	80	80.9	80.9	80.9
Jaldhaka	Mathabghanga	48.2	48.4	48.7	48.9
★ Ghis	-----	-----	-----	-----
★ Chel	-----	-----	-----	-----
★ Neora	-----	-----	-----	-----	

★ No warning level is available; however, the level of water is monitored from the district office.
NB: The color pattern/Code has been altered for Last year according to which **YELLOW** would indicate **WATCH**, **ORANGE** would indicate **ALERT**, and **RED** would Indicate **WARNING** as per the Letter of Joint Secretary, Disaster Management vide memo no -755(19)-RL/O/EOC/7M-125/16 dated 28.04.2016.

Annexure – V (Relief Godown, Relief Shelter, Helipads and List of Resources)

5.1 Relief Godowns in the District

SL NO	NAME OF THE BLOCK	NUMBER
01.	SADAR DEVELOPMENT BLOCK	01
02.	RAJGANJ DEVELOPMENT BLOCK	01
03.	MAYNAGURI BLOCK DEVELOPMENT BLOCK	01
04.	DHUPGURI DEVELOPMENT BLOCK	01
05.	MAL DEVELOPMENT BLOCK	01
06.	MATIALI DEVELOPMENT BLOCK	01
07.	NAGRAKATA DEVELOPMENT BLOCK	01
08	DISTRICT HEADQUARTER	01
ALL RELIEF GODOWNS ARE IN THE RESPECTIVE BLOCK OFFICES		

5.1 Rescue Shelters in the District

Sadar Block				
Sl. No	Name of the Rescue Shelter	Name of the GP	Latitude	Longitude
1	Paharpur Flood Shelter	Paharpur	26.5755	89.7325
2	A. C. College	Paharpur	26.53618	89.701044
3	Jalpaiguri Govt. Engg. College	Paharpur	26.55139	89.715833
4	Dodalia Flood Shelter	Patkata	26.605	89.682889
5	PanchiramNahata High School.	BaropatiaNutanbos	26.61217	89.653833
6	Bodagani Jr. Basic School	BaropatiaNutanbos	26.64783	89.631722
7	Jalpaiguri Zilla School	Kharia	26.89406	90.220139
8	Kshetramohan High School	Mandalghat	26.46567	89.72025
9	Central Mandalghat BFP School	Mandalghat	26.46217	89.735833
10	Kadobarihat Shade	Mandalghat	26.46583	89.743972
11	Sonapukuri Para Pry. School	Mandalghat	26.47892	89.736806
12	KachuaBoalmari High School	BoalmariNandanpur	26.39778	89.785917
13	Tantipara Flood Shelter		26.40692	89.783083

Rajganj Block				
Sl. No	Name of the Rescue Shelter	Name of the GP	Latitude	Longitude
1	Hatiadanga Pry. School	Mantadari	26.71012	88.462244
2	JoykantaPriary School	Dabgram-II	26.73038	88.454494
3	EktiasalMohipal H. S.	Dabgram-II	26.71511	88.457347
4	Shantinagar Pry. School	Dabgram-II	26.7042	88.450503
5	Farabari SC Pry. School	Dabgram-II	26.70386	88.474014
6	JaladumurBuribhasa Pry School	Dabgram-II	26.69375	88.595908
7	Balaram Pry. School	Dabgram-II	26.6426	88.454075
8	Fullbari High School	Fulbari-II	26.62968	88.438028
9	Kamarangguri BFP School	Fulbari-I	26.67617	88.420931
10	Ambikanagar NF Pry. School	Fulbari-I	26.67715	88.420931
11	Salugara High School	Dabgram-I	26.76476	88.452436

Maynaguri Block				
Sl. No	Name of the Rescue Shelter	Name of the GP	Latitude	Longitude
1	Narest High Land (Chatrapar, Barmanpara	Domohani-I	26.88603	88.766139
2	Hatkhola	Domohani-I	26.58244	88.7675
3	Domohani Jr. High School	Domohani-I	26.57778	88.777556
4	Barnesh G. P. Office	Barnesh	26.52969	88.785083
5	Barnesh Char State Plan Pry. School	Barnesh	26.56244	88.771222
6	Ulladabri B. F. P. School	Barnesh	26.552	88.789889
7	Janakalyan Pry. School (Ulladabri)	Barnesh	26.54294	88.785222
8	Pultali Pry. School (Sishuabari/Kalibari)	Barnesh	26.50578	88.769472
9	Barnesh High School	Barnesh	26.51617	88.773
10	BarnishGhat R. R. Pry. School (D/Ulladabri)	Barnesh	26.52292	88.779167
11	Dharmapur G.P. Office	Dharmapur	26.46869	88.791194
12	DharmapurShashadhar High School	Dharmapur	26.47139	88.787361
13	Jorepakri Basic School	Dharmapur	26.465	88.823139
14	Jorepakri A. G. High School	Dharmapur	26.46294	88.823472

15	DakshinBaroghoria State Plan Pry. School	Dharmapur	26.48717	88.776333
16	Padamati-I G. P. Office	Padamati-I	26.47083	88.8555
17	Uttar PadamatiChrerbari S. C. Pry. School	Padamati-I	26.43131	88.844611

Maynaguri Block

Sl. No	Name of the Rescue Shelter	Name of the GP	Latitude	Longitude
18	KhoyerkhaliLaskarpara R. R. Pry. School	Padamati-I	26.44944	88.855278
19	Bhotpatty B. F. P. School	Padamati-I	26.46647	88.852083
20	Bhotpatty Jr. Girls High School	Padamati-I	26.47133	88.855944
21	Padamati-II G.P. Office	Padamati-II	26.42772	88.859556
22	Nearest High Lande	Padamati-II	26.422	88.851528
23	P.U.R. High School	Padamati-II	26.42839	88.859361
24	ShishubariShishuSiksha Kendra (All for D/Padamati Char, Matiar Char Etc.)	Padamati-II	26.41592	88.851944
25	Ramsai G.P. Office	Ramsai	26.67033	88.849194
26	RamsaiBhabani High School	Ramsai	26.66514	88.8425
27	Amguri Ram Mohan High School	Amguri	26.62547	88.840806
28	BetgarahGlood Rescue Shelter	Amguri	26.61014	88.878472
29	Bakshidanga Pry. School	Amguri	26.64033	88.854833
30	Char Churabhander New Colony Pry. School	Churabhander	26.57475	88.916833
31	Bhangarhat B.F.P. School	Churabhander	26.58547	88.906306
32	Vivekananda PrabahamanShiksha Kendra (Community Hall) Mallickbari	Churabhander	26.58942	88.889278
33	Ratherhat High School	Churabhander	26.57825	88.884778

Dhupguri Block

Sl. No	Name of the Rescue Shelter	Name of the GP	Latitude	Longitude
1	Charcharabari	Gadhearkuti	26.8	89.148611
2	Kurshamari	Gadhearkuti	26.80583	89.069167
3	Bagribari	Gadhearkuti	26.75861	88.992778
4	JharSalbari	Gadhearkuti	26.62556	88.115278

5	Pundibari	Gadhearkuti	26.75306	88.253611
6	PurbaDangapara	Gadong-II	26.53583	88.3175
7	Khalaigram	Gadong-II	26.56139	88.121944
8	Kajipara	Gadong-II	26.83528	88.256667
9	Jurapani	Gadong-II	26.69944	88.306111
10	Dambari	Barogharia	26.62306	88.136111
11	Patkidaha	Barogharia	26.56444	88.971667
12	DakshinKhearbari	Barogharia	26.62139	88.235278
13	Borogharia	Barogharia	26.795	89.076944

Mal Block				
Sl No	Name of the Rescue Shelter	Name of the GP	Latitude	Longitude
1	Sunil Dutta Smriti Girls High School (Temporary)	Oodlabari	27.64778	89.196111
2	Temporary Flood Shelter in under constructed Nursing Home near Mukti Petrol pump	Oodlabari	27.66944	89.033333
3	Temporary Flood Shelter in subhash Pally sisuShiksha Kendra	Oodlabari	27.49111	89.2675
4	Uttar Khalpara Flood Shelter (Permanent)	Krinti	27.21333	89.259167
5	Adabari Flood Shelter (Permanent)	Moulani	27.39361	89.234167

Matiali Block				
Sl. No	Name of the Rescue Shelter	Name of the GP	Latitude	Longitude
1	NeoraMajhiali ITDP Pry. School	MatialiBatabari-I	26.85567	88.774444
2	Batabari CM High School	MatialiBatabari-II	26.81956	88.800167
3	Chaqafelly Pry. School	MatialiBatabari-II	26.78553	88.763389
4	Bidhan Nagar Bhigh School	Bidhan Nagar	26.82664	88.767944
5	Salbari BFP No.III Pry. School	Bidhan Nagar	26.8445	88.765611
6	Kalabari Pry. School	Bidhan Nagar	26.82836	88.770722
7	NeoraMajhiali BFP Pry. School Dangapara	Bidhan Nagar	26.82039	88.764111
8	Bataigol Busty Pry. School	Bidhan Nagar	26.85617	88.758111

9	Sishadanga Pry. School	Bidhan Nagar	26.81172	88.773361
10	Nakhati T. E. Pry. School	Bidhan Nagar	26.91617	88.751722

Nagrakata Block				
Sl. No	Name of the Rescue Shelter	Name of the GP	Latitude	Longitude
1	Kherkata BFP School	Angrabhasa-I	26.79869	88.916058
2	BaniaparaChowrastaHigha School	Angrabhasa-II	26.71574	88.903806
3	Chhartandu Addl. Pry. School	Sulkapara	26.85363	88.930828

5.3 List of Helipads and Landing Ground

Sl. No	Name of the Block	Place of Helipad	Longitude/ Latitude
1	SADAR	1)Jalpaiguri Govt. Engg. College playground	E-88°42'30.04"/ N-26°32'30.4"
		2)PanchiramNahata High School Play Ground	E-88°39'13.8"/N-26°36'33.8"
		3)Bodaganj Jr. Basic School Play Ground	E-88°37'26.8"/N-26°30'33.4"
		4)Kshetramohan High School Play Gournd	E-88°43'12.9"/N-26°27'56.4"
		5)KachuaBoalmari High School Play Ground	E-88°47'09.3"/ N-26°23'52.0"
		6)Jalpaiguri Zilla School playground	E-88°43'12.09"/ N-26°36'42.8
		7) Jalpaiguri Assam More Helipad Ground	E-88°68'94"/ N-26°52'53"
2	RAJGANJ	1) Rajgunj M.N High School.	E-88°30'50.8"/ N-26°33'36.7"
		2)Himalaya Academy	E-88°30'33.8"/ N-26°33'1.6"
3	MAYNAGURI	1)RPF training center ground	E-88°46'17.1"/ N-26°34'37.4"
		2)AmguriRammohan High School ground	E-88°50'26.9"/ N-26°37'31.7"
4	DHUPGURI	1) Dhupguri Football Ground	E-89°00'32.4"/ N-26°35'10.8"

5	MAL	1) Mal BDO Office Compound	E-088°44'13.84"/ N-26°52'08.88"
		2) Oodlabari IOC Helipad	E-088°37'31.73"/ N-26°51'47.69"
6	METIALI	1) ChalshaGayanath Vidyapith	E-088°48'22.7"/ N-26°52'34.06"
		2) Salbari No-3 BFP School	E-088°45'53.09"/ N-26°50'41.0"
		3) Tia Bon ,Chalsa	E-88°48' 24"/ N-26°51'30.9"
7	NAGRAKATA	1) North Kherkata	E-88°56'5.9"/ N-26°45'14.7"
		2) Kalabari High School Ground	E-88°56'49.5"/ N-26°45'56.2"
		3) Europeon Club Ground	E-88°55'7.2"/ N-26°52'59.2"

5.4 Particulars of the Office/Agency from whom Bulldozer/Earth Movers/Dumper/JCB /Rock Cutter / Concrete Cutter can be arranged at the time of Emergency

SL No	Name of the Office/ Agency	Type of Equipments	Location of Equipments	Name & Contact No
01.	Jalpaiguri Municipality	JCB 01 Nos Sky Jacker 01 nos	Sanitary Department	03561-23109 Chairman 94340048857
02.	Mal Municipality	JCB 01 Nos	Mal Municipality	Chairman 9434110303
03.	M.P Sitani& Group	JCB 06 nos Dumper 04 nos Rock Cutter 01 nos Concrete Cutter 01 nos	Dinbazar Jalpaiguri	9434708450
04.	M/s Nitish Guha Thakurata	JCB 02 nos	(01 at Jhabari under Sadar block and 01 nos at Maynaguri block.	9733226858
05.	M/s ShymalTarafder	01 nos JCB	01 nos JCB at Rajgunj Block	9434006679
06.	Civil Defence Department,Jalpaiguri	Bullet Chain Saw 02 nos Circular Saw 02 nos	SDO & Dy. Controller of Civil Defence,Jalpaiguri	9434725250 7797860400
07	M/s Dipak Ghosh	JCB 01 nos		8972842018

5.5 Name & Contact Details of Storing Agents in Jalpaiguri District.

Sl No	Particulars of Storing Agent	Address	Telephone No
1.	Sri Sunil Saha, Storing Agent, Sadar Sub-Division, Jalpaiguri	Sri Sunil Saha, Storing Agent, Paharipara, Jalpaiguri	94347 -20515
2.	Sri H.P. Gupta, Storing Agent, Mal Sub-Division, Jalpaiguri	Sri H.P. Gupta, Storing Agent, Caltex More, Malbazar, Jalpaiguri	94341- 52560

5.6 List of NGOs in Jalpaiguri District

Name of NGOs	Area of Operation	Sector	No. of Volunteers	Other Resources	Contact Address & Telephone Numbers
Grace Ministries Grace Children Home (Janajati Bikash Samity)	Nagrakata, Jalpaiguri		5		Vill-SukaniBasty, P.O- Nagrakata, Dist.- Jalpaiguri, (272071/9832097618)
Khayerbari Welfare & Development Society	Rangalebazna Jalpaiguri		7		Vill-Khayerbari, P.O- Rangalebazna, Dist. Jalpaiguri. (220095)
Bharat Sevashram Sangha	Jalpaiguri		10		Vill-DBC Road, P.O- Jalpaiguri, Dist.- Jalpaiguri (230646)
Cdhi	Jalpaiguri		7		Vill-Pandapara, P.O- Jalpaiguri, Dist.- Jalpaiguri (232020)
Indian Red Cross Society	Jalpaiguri		10		Vill-T.B. Hospitalpara, P.O-Jalpaiguri, Dist.- Jalpaiguri, (230951)
Jalpaiguri SevaSadan	Jalpaiguri		15		C/O Bishop House, P.O-Assam More, Dist.- Jalpaiguri (255279)
Jalpaiguri Welfare Organization	Jalpaiguri		8		Vill-Club Road, P.O- Jalpaiguri, Dist.- Jalpaiguri (230304/231953)
Jalpaiguri Science & Nature Club	Jalpaiguri		7		Vill-Nivedita Sarani Nayabasti, P.O- Jalpaiguri, Dist.- Jalpaiguri (224436)
Santana	Maynaguri		5		Vill-Vivakananda Pally, P.O-Maynaguri, Dist.- Jalpaiguri (235788/9434491830)
Rajganj Welfare Organization			8		Vill-Rajganj, P.O- Rajganj/Prasantanagar, Dist.-Jalpaiguri (254289/9832350251)

Lataguri Social Welfare Organization			6		Vill-Lataguri, P.O- Lataguri, Dist. Jalpaiguri (266249)
Binnaguri Welfare Organization			9		Vill-Binnaguri, P.O- Binnaguri, Dist.- Jalpaiguri (259759/259139)

Annexure – VI (List of Police Station, Hospitals & Fire Station)

6.1 Police Stations Details

Police Station	Telephone Number
Kotwali	03561-228042
Rajganj	03561-254231
Maynaguri	03561-233032
Dhupguri	03563-250040
Malbazar	03565-255002
Matiali	03565-242201
Nagrakata	03565-272002
Banarhat	03565-252063
Womens Police Station	03561-224516

6.1 Hospital Details in Jalpaiguri District

District Level Contact Number				
Sl. No.	Hospital	Office Number	Name & Designation of Officer	Mobile Number
1	Jalpaiguri District Hospital	03561-232001	Dr. Jagannath Sarkar (CMOH)	9434145526 9434714890
2	Jalpaiguri District Hospital	03561-225380	Dr. Rudra Kumar Iswarary (Dy.CMOH-I)	9434413101
3	Jalpaiguri District Hospital	03561-224857	Dr.Nimalendu Ghosh (ACMOH, Sadar)	9434018169
4	Super Specialist Hospital, Jalpaiguri	8597965016	Dr.GayaramNaskar (Supdt, Sadar)	9433039968
5	Mal S.D. Hospital	03562-257418	Dr.Tarak Barman (ACMOH, Mal)	9434370764
6	Jalpaiguri District Hospital	03561-228187	Dr.GayaramNaskar (Supdt, Sadar)	9433039968
7	Jalpaiguri District Hospital	03561-228187	Basumita Addy	9051849504

			(Asst.Supdt)	
8	Jalpaiguri District Hospital	03564-255085	Anirban Ghosal (Asst.Supdt)	9433095050
9	Mal S.D. Hospital	03562-256087	Dr. M.H. Ali (Supdt, Mal)	9732064759
Block BPHC Level Contact Number				
1	Sadar, BPHC	3561- 240236	Dr. Neyaz Ahamed (BMOH)	9641461509
2	Rajganj, BPHC	03561-254238	Dr. Subhodip Sarkar (BMOH)	9674195521
3	Maynaguri, BPHC	03561-233062	Dr. Arunava Das (BMOH)	7908844346
4	Dhupguri, BPHC	03563-250029	Dr. Sabyasachi Mandal (BMOH)	9830479695
5	Mal, BPHC	03562-255148	Dr. Priyanku Jana (BMOH)	8250648094
6	Matiali, BPHC	03562-260353	Dr. Soumen Dutta (BMOH)	9830642694
7	Nagrakata, BPHC	03565-272060	Dr. Abhishek Mondal (BMOH)	9874269678

6.3 Fire Station Information

Sl.No.	Name of the fire station	Telephone Number
1.	Jalpaiguri	03561-230129
2	Maynaguri	03561-234888
3	Dhupguri	03563-250001
4	Malbazar	03562-255080
5	Siliguri fire Control	0353-2502222 /2501867

Annexure – VII (Disaster Management Vulnerability & Vulnerable Villages Chars & Embankments)

7.1 Disaster Management Vulnerability

Name of Block/ Municipality	If prone to flood, mention number of people in vulnerable zone	If vulnerable to cyclone mention number of people likely to be affected in case of cyclone	If vulnerable to cyclone Tsunami, mention number of people likely to be affected in case of Tsunami	If vulnerable to landslide, mention number of people likely to be affected	If vulnerable to chemical/industrial disaster, mention number of people likely to be affected.	People likely to be affected by other disaster, if any. Mention disaster & Number of people)	Total number of people given in columns 2 to 7	Earthquake Vulnerability Zone	Priority ranking as per vulnerability to multiple disaster
Sadar	23,100	21,600	Nil	Nil	10,000	50,000	1,04,700	Zone IV	Flood, Hailstorm & Earthquake
Rajganj Block	20,000	80,000	No	Nil	Nil	7,000	1,07,000	Zone IV	Cyclone/ Flood/Fire Accident/ Earthquake
Maynaguri	12,000	10,000	Nil	Nil	Nil	18,000 (Earthquake & Breach of Embankments)	40,000	Zone IV	
Dhupguri Block	2500	No	No	No	No	N/A	2,500	Zone IV	Flood
Mal Block	40,070	55,250	NA	NA	NA	NA	1,35,390	Zone IV	Flood & Cyclone
Matiali Block	40	NA	NA	40	NA	NA	80	Zone IV	NA
Nagrakata	15,000	35,000	0	12000	0	0	62,000	Zone IV	Flood/Cyclone
Total							451670		

Block	Flood Shelter/Cyclone Shelter	Year of Construction	How many persons can be accommodated?	Number & Name of villages tagged with this shelter	Total tagged population	Difference between tagged population & capacity of shelter, if any	Remarks
Sadar	1)Paharpur Flood Shelter, (Endangered Building, Not serviceable). 2) Premganj Char Primary School. 3) Nasiruddin Jr. High School		3200	Premganj Char, Jeliapara, Rajepara, Balapara, Indira Colony, Bhagat Singh Colony, Dangapara, TB Hospital Para, Sanjoynagar, Jamidarpara (Part)	5000	1800	
	1)Dodalia Flood Shelter. (Endangered Building, Not serviceable) 2. Rangdhamali BFP School, 3. Patkata Gram Panchayet Office, 4. Moralpara BFP School. 5. Jalpaiguri Govt. Engineering College		1900	Tista Line I & II, Kochkopara, Mouamari Char, Rangdhamali down area, Dodalia Char, Thengipara Char, Baniapara, 2 No. Subhas Nagar	2050	150	

	1) Turuk Ghata M.S.K. (Bodaganj). 2) Panchiram Nahata High School		4000	Bhaktar Char, Nathua Char, Jahajmari Char, Bodaganj, Sardar Para, Basuniapara.	4500	500	
	1) Jalpaiguri Zilla School. 2) Dharmadev High School		4500	Sukantanagar (North & South), Karala Char, Sarada Pally, Vivekananda Pally (South & North).	7200	2700	
	1) Motherganj B.F.P. School, 2) Mandalghat G. P. Office. 3) Sonpukuri Para Pry. School.		3000	Moulabipara, Fandaitpara, Sonpukuripara, Basuniapara, Ranir kamat, Bhoterbari, Bania Para Char	1400	1600	
	1) Kachua Boalmari High School. 2) Tantipara Flood Shelter, (Partial repairing required).		3000	Bahir Char, Roypara, Kachua, Prodhanpara, Nandanpur, Amarkhana (N)	3750	750	

Block	Flood Shelter/Cyclone Shelter	Year of Construction	How many persons can be accommodated?	Number & Name of villages tagged with this shelter	Total tagged population	Difference between tagged population & capacity of shelter, if any	Remarks
Dhupguri	Two	1980	200+200	Fataktari, Magurmari, Mionatali	300+300	100+100	Both are in delapidated condition
Rajganj	Sannyashikata High School	1991	2000	10 Nos. of villages around the School	5000	3000	The area being experienced flash flood in the past which lasted one or two days as a result of which people do not generally turn up in the flood shelter
	Kukurjan High School	1990	2000	10 Nos. of villages around the School	3000	1000	The area experienced water logging in the past due to heavy downpour and people do not generally turn up on the flood shelter
	Sukhani Bholapara High Madrasah	1991	2000	10 Nos. of villages around the School	4000	2000	The area experienced water logging in the past due to heavy downpour and people do not generally turn up on the flood shelter

Block	Flood Sheter/Cyclone Shelter	Year of Construction	How many persons can be accommodated?	Number & Name of villages tagged with this shelter	Total tagged population	Difference between tagged population & capacity of shelter, if any	Remarks
Maynaguri	Betgara	1998	150	3 (Three) Betgara Colony, Ambari, Kalimandirpara	2000	1850	
	Maouamari flood shelter	1991	200	5(Five) D. Mouamari, Bagjan, Upenpally, Subhash pally, Ashok pally	2000	1800	
Mal	NA	NA	NA	NA	NA	NA	NA
Matiali	NA	NA	NA	NA	NA	NA	NA
Nagrakata	NIL	NIL	NIL	NIL	NIL	NIL	

7.2 Vulnerable Villages, Chars & Embankments that needs to be look into:

Dhugguri Block

Sl No	Name of the Gram Panchayat	Vulnerable Place	Name of the Link Man & Contact Person	Nature of Flood	River	Approx. Population
1.	Sakoajhora-II	Malikpara, Malliksobha, Uttar Gossairhat, Sonakhali	Mahananda Bhattacharjee: 8116626554 Dipak Kr. Roy: 9641262948 Rassel Saerkar: 9733380517 Bhabesh Roy: 9735931339	Inundation & Water Logging	Dudua, Gilandi	5000
2	Gadong-I	Mundapara, Kholaignam, Kazipara, Gadong, Khanertart	Ajit Roy: 7872845878	Inundation & Water Logging	Dudua, Gilandi Bamni	5000
3	Gadong-II	Jharsalbari, Pundibari, Jurapani	Pravakar Das :9932692569 Ashit Dutta: 9832699512	Inundation & Water Logging	Dudua, Gilandi Bamni	10000
4	Magurmari-II	Moinatali, P-Mallikpara	Krishna Kumar Sarkar: 9932875356	Inundation & Water Logging	Jaldhaka	5000
5	Salbari-II	Fatakari	Vimal Roy: 9734107394	Inundation & Water Logging	Jaldhaka	5000
6	Gadherkuthi	Kurshamari, Bogribari, Bhandani, Charcharabari	Tapan Roy: 9635283622	Inundation & Water Logging	Jaldhaka	12000
7	Barogharia	D.Khayarbari, Dambari, Vemtia, Boragari	Pratap Sarkar: 9832679868	Inundation & Water Logging	Jaldhaka, Kumlai, Jhumur	5000
8	Binnaguri	Premnagar, Netajipara, S.N.Colony	Abdur Razzak :9775755333 Bikash Kuzur: 7407191944 Fakruddin Ansari: 8001002441	Flash Flood	Hatinala	6000
9	Banarhat-I	Totapara, Karbala, Banarhat Town area	Bikash Kawar: 9609393351 Man Bahadur Chhetri: 9775869536	Flash Flood	Hatinala	15000
10	Sakoajhora-I	A.Ghosh Colony, Pradhanpara, Kalua Colony, Santinagar	Apu Ghosh: 7797959929	Flash Flood	Angrabh-Asha	15000
11	Banarhat-II	Reabari, Lakhipara, Kathalguri	Ashoke Oraon: 81166611977	Flash Flood	Hatinala	15000

Mal Block

Sl. No.	Name of GP	Name of vulnerable Villages	Approx population Likely to be Affected	Cause of vulnerability	Nearest Contact Person	Phone no of contact person	River
1.	CHAPADANGA	South Basusuba, KeraniPara, MasterPara, Moamari DurgaPara, WestSangaparaPanditPara, Chatra Para	3000	Flash Flood	Ramanikanta Roy Dipak Roy Mrinal Sarkar Pinaki Maitra Ranjan Oraon	90916-24024 96414-19670 97359-08735 76790-89922 96749-52548	Teesta Dharala
2.	TESIMLA	Voaladhura, KaliadahaBusti, Sardarpara Balkuline ThapaBusty, MasterPara, Khalpara, Panchayatpara, Panditpara	1000	Flash Flood Soil Erosion & Water Logging	Mousami Sarkar Manoranjan Barman GolejanSarkar Amirul Haque	98327-11457 96410-07360 97492-21012 96793-85348	Neora Kumlai Mal
3.	KRANTI	Bhujaripara, Chowran gee, Gangadebi, Chikanmati, UttarSari pakuri	1750	Flash flood & Water Logging	Bimal Mandal Santosh Sarkar Hirobala Sarkar ManikSaha Sanjib Sarkar	8348003785 9800019482 9735511858 9932297239 9002792774	Dharala
4.	KUMLAI	NichChalsa(Khalpara) , PurbaDamdim, NepuchapurCheldhura, NepuchapurBasty, Bas Bari, NeoraBasty, Sarkar Para, Kantadighi Kumar Para.	2000	Flash flood, Soil Erosion & Water logging	Abu Rabbani Somaru Roy Mukti Roy Ratan Lohar Satyabrata Sengupta PinkuSaha	9434184769 8509305060 8972423219 8967838346 9733037336 9232370228	Neora Chel Kumlai
5.	LATAGURI	Uttar Matiali, Majhabari, Panchayatpara, Uttar JharMatiali, Bherbheripara, Bishkhora, Soalmaripara, Senpara	1250	Flash flood & Water Logging	Muni Roy Avijit Dey Tanmoy Chowdhury Runa Laila Pravin Dharani Roy Mamata Roy	99331-18533 98003-66550 97333-19980 7602609877 9933568410 8101520675	Neora
6.	BAGRAKOTE	Kalagaity, LeeshRiver(FulBari), WashaKachanBasty(Dubow Busty), BagrakoteChanmari.	1800	Flood & Water Logging	Saran Ghimirey Dulu Md. SewanMaghi Bijay Thapa Amit Oraon Kaziram Sharma	9933469964 9593621745 7063386023 8116754441 7407430886 7407551666	Leesh Gheesh

7.	CHENGAMARI	Apalchand, Paschim Dolai Gaon, Purbadolaigaon (House Camp) ChengmariDangapara, Koraibari JCTE, Golabari.	3000	Flood & Water Logging	Madhai Mandal Abdul Latif Paritosh Mandal Uttam Biswas Krishnapada Roy Osman Gani	9641956421 9734078138 9775812546 9775471975 9609709056 9593831363	Teesta Khulnai
8.	MOULANI	ChakMoulani, Adabari 20/232, Dakshin ChakMoulani 20/237, Dakshin Matiali 20/242, Bidurerdanga 20/244-45, Dakshin Matiali 20/240,241, Dakshin JharMatiali 20/233, Dakshin ChakMoulani 20/239.	500	Flood & Water Logging	Mahadeb Roy Basanta Kr. Roy	9832040925 9749086523	Dharala Baidyadangi
9.	OODLABARI	Turibari Busty, Manabari Busty, Manabari T.G., Depot Para, Chuya Busty, Gheesh Busty, Khudiram Pally, Subhash Pally, Gazaldoba.	3475	Flood & Water Logging	Sushil Sarkar Manik Biswas Dipankar Roy ShilaBasak Chowdhary	9733225890 9832313363 9593849880 9433421345	Chel LeeshGheesh Andhijhora
10.	RUNGUM UTTE	Syleecheel line, TunBari T.G, New Glenco TG, Mal Nudy T.G.	400	Flood Due To Erosion Of River Bank	Pappu Islam Sudhangshu Biswas Trithankar Sarkar	9733444473 9434145501 9832339408	Mal Sukhajhora Paglajhora
11.	RAJADANGA	Baraghorla, KathamBari, Kodalkathi, Dakshin Hanskhali, Western side Nepuchapur, Dhala Bari.	2350	Water Logging & Flash Flood.	AmeshKheria ShymalKerketta Abed Ali	8145815207 9609759766 9735949389	Chel Kumlai Falijhora
12.	DAMDIM	Ranichera New Station Line, Guabari, BaluTukra Line, Damdim T.E. B.D Line.	450	Water Logging & Flash Flood	KantaKujur Rina Bara Tara Shaibya	9641339961 9609800550 7384864197	Chel Kali Khola.

Matiali

Sl No	Name of Vulnerable	Vulnerability	Person with Contact No.	Name of G/P
01	Mithadhura, (KharirarBhandar)	Water logging (embankment may be breach by ghushing water of Kurti)	Sri Avtar Lama 9932096832 Jatir Ansari 9933070948	MatialiBatabari-I
02	Chawafally	Flood embankment may be breach by ghushingwater of Nora/ Mal Nadi	Sri RatishOraon 8927341128 Ramesh Oraon 9609848963	MatialiBatabari-II
03	PurbaBatabari	Water Logging by over flow of drain (as and when heavy down pour)	AbdarRahaman 8972031147	MatialiBatabari-II
04	Uttar DhupjhoraAsgarpara	Water Logging by over flow of drain (as and when heavy down pour)	Monika Begum 7602734781	MatialiBatabari-II
05	DakhinDhupjhora	Water Logging by over flow of drain (as and when heavy down pour)	Mumpy Roy 7584012821	Matiali Batabari-II
06	ShalbariBogiladhura / Baitaigol Busty / Jhirghadhura	Flood embankment may be breach by gushing water of Nora Nadi	Nitenroy 9641012097	Bidhannagar
07	NeoraMajhialli	Flood embankment may be breach by gushing water of Nora Nadi	Lufta Begum 9002459027	Bidhannagar
08	Barodighi Busty	Flood embankment may be breach by gushing water of Nora Nadi	Mojafur 8967040242 9002949030	Bidhannagar
09	PashimBatabari	Flood embankment may be breach by gushing water)	Ranjit Oraon 8116900389	Bidhannagar
10	Mathachulka	Flood embankment may be breach by gushing water of Kurti Nadi	Jyotshna Begum 8170950753 DulalOraon 9635054637	Bidhannagar
11	Jahaj Busty	Laand Slide/ Soil erosion by Mal Nadi	Binod Mardi 8116917372 9735946679	Bidhannagar

Sadar

Sl No	Name of the Gram Panchayat	Vulnerable Place	Name of the LinkMan & Contact Person	Nature of Flood	River	Approx . Population
1	Paharpur G.P	Premganj Char, Prodhan para, Dangapara, Kumarpara, Choto, Choudhurypara, Dethapara Bhouserbari, Tantipara, Hakimpara, Dingpara, Jaliapara, Rajepara, Chandiapara, Pareshpally, Subashnagar, Jelepara, Saradapally, TB Hospitalpara, Sanjoynagar, Indira Coloney Bhagat Singh Coloney, Dangapara, Balapara, Jamiderpara	Upen Ballb 8759457975 Sushil Das 8906762767 Shibu Mandal 9749925255 Md. Alauddin 9832361911 Swapan Das 8116653989 Wajed Ali 9749395942 Sabitri Barman 8509560061	Inundation & Water Logging, Flash Flood	Teesta & Karala	5,000
2	Patkata G.P	Teesta line I & II Kochkopara Mouamari Char Randhamali down area Dodaliar Char Thengipara Baniapara 2 no Subhasnagar	Bishnu Swasi 9933881373 Prabir Biswas 9932326091 Subodh Mistri 9593385551 Sudeb Mirdha 8016371584 Prabir Biswas 9932326091 Jiban Majumder 7872827230 Md. Moniruddin 9734170970 Joydiop Roy 9733336937	Inundation & Water Logging, Flash Flood	Teesta	250 200 250 100 175 100 150 150
3	Baropetia Natunbos G.P	Bhakter Char, Nathuar Char, Jahamarir Char, Bodagunj, Sardarpara, Basuniapara	Pijush Das 953347374 Rakhalroy 8514091925 Sagar Das 9091624406 Jagadish Barman 9093103938 Ashu Das 8345834311	Inundation & Water Logging, Flash Flood	Teesta	4,500
4	Kharia G.P	Saradapally Vivekanandapally(E) Vivekanandapally(N) Vivekanandapally(S) North Sukantanagar South Sukantanagar	Dilip Mandal 9547146304 Subhsash Sing 9547474782 Kartick Biswas 8927792349 Gosta Mondal	Inundation & Water Logging, Flash Flood	Teesta & Karala Teesta Teesta Teesta Teesta Teesta	1450 1240 1040 1350 1550 2250 1450

			9641633880 Rukmini Sarkar 8116430684 Narayan Roy 9635281810 Dilip Mandal 9547146304			
5	Mandal Ghat GP	Motherganj, Moulavipara, Sanp ukripara	Sonaram Rishi; 9635219452 Nurul Islam: 9932980752 Manoranjan Das:9609756573	Inundation & Water Logging,	Teesta & Karala	5000
6	Boalmari- Nandanpur G.P	Bahir-e-Char, Bashkunthia, Nandanpur, Kachua, Boalmari, ROypara	Sanjiban Sarkar 9641578055 Charan Mandal 9800471055 Jiten Biswas 973336722 Kalicharan Tantra 9749324471 Harekrishna Majumder 9641741154 Suranjan Sarkar 9933803903 Mrinal Roy 9002310014	Inundation & Water Logging, Flash Flood	Teesta	6000

Raigani

Sl No	Name of the Gram Panchayat	Vulnerable Place	Name of the Link Man & Contact Person	Nature of Flood	Name of the Rivers.	Population likely to be affected
1	2	3	4	5	6	7
1	MANTADARI	Takimari – I & II, Milanpally (North & South), Dudhia, Maharajghat, Nadhabari, Basiakhawa.	Ranjit Kumar Biswas 9932387713 Nirmal Soren 9735500093 Debcharan Roy 8016877672 Umesh Roy 9832619671	Flash Flood	Teesta & Karala	2,500
2	BINNAGURI	Banbhasa, Adarshapally, Krishnanagar Colony, Shelterbari & Farabari., Paglu Para, Saheb Para, Velki Para, Chakiavita Haricharan Vita	Alok Das 9733325345 Sanjoy Bose 9800265009 Shiv Sankar Guha 9126419641 Akhil Majumder: 9749361802 Sudip Kr. Oraon 9800781691	Inundation & Water Logging	Sahu, Kartowa & Ajalajhora	1,800
3	FULBARI – I	Porajhar, Kamrangaguri, Nowkaghat, Ambikanagar, Salban, Shantipara & Nowapara.	Jeeban Kr. Das 9641009741 Kalindra Nath Roy 8509007509 Mangal Ch. Barai: 9475914527 Sebak Acharyee 9641952541	Inundation & Water Logging	Jorapani, Fuleswari, Sahu & Mahananda	2,800
4	FULBARI – II	Paschim Dhantala, Purba Dhantala, Putimari Danga Para, Kanchanbari, Mamatapara	Pranab Mukharjee 8967422594 Sudipta Majumder 9434174974 Pradip Bhoumik 8016846737 Sudip Bhattacharya	Inundation & Water Logging	Mahananda & Fuleswari	3,600

			9002799622 Swapan Kr. Dutta 9679810720			
5	DABGRAM - I	Singijhora, Betgara, Demdema, Samarnagar, Majhua, Turibari&Chumukdangi.	Mrinmoyee Sarkar 9002118221 DipenkarSaha 9434603341 Kousik Sen 8389845717 Tanmoy Karmakar 9832353005 Rajdeep Modak 9832158697	Flash Flood	Mahananda, Gulmna, Teesta, Sahu, RimaiSingijhora.	6,500
6	DABGRAM - II	Shantinagar, Ashighar, Majhabari, Fakdaibari, Baribhasa, Chayanpara&Ektiasal.	RajibDukpa: 9851009931 Neelam Lama 9474630021 Ramen Roy 9933164378 Tapas Bhoumik 9832687448 Promod Roy 9733464004 Animesh Das 7679164652 Supratik Roy 9474591277	Inundatio n & Water Logging	Jorapani, Fuleswari, Sahu& Mahananda	7,200
7	SUKHANI	BABUPARA, SUBHASH PALLY, SAUDAVITA, SAHEBPARA	Pampa Dey 9434633565 Amitava Chakraborty: 9474591516 Dipali Roy: 9547404211 Narayan ch.Baniya: 8972599161 Raneswar Paul: 9635642517	Water Logging	Karatowa	50

Nagrakata

Sl No	Name of the Gram Panchayat	Vulnerable Place	Name of the Link Name & Cont Person	Nature of Flood	River	Approx. Population
1	Angrabhasa I	Kherkata(Kalabari), Hridaypur, Upper Kalabari	Sri Bishtu Kharia - 97754-03913, Smt. Parbati Chhetri,- 99325-93117, Khairul Basar - 94746-26176, Sri Baburam Lohar,- 97331-21893,	Inundation & Water Logging,River erosion	Diana	5000
2	Angrabhasa II	Angrabhasa (North), Dhondasimla, Dhumpara, U/Nunkhawadanga, Majhiali& Adjacent Areas.	Sri. DayalRoy 90028-01545, Smt. Debasree Roy (Adhikari) 97337-09126, Sri Pinaki Roy – 95633-50861, Sri Haresh Ch. Roy- 96097-85768	Inundation & Water Logging,River erosion	Diana,Jaldhaka ,Rangati	7700
3	Sulkapara	Chhartandu,Ghasmari Khairbari	FirojNurPatowari- 95474-86684, Sri AnandToppo-86700-36240, Sri BappadityaAich- 94744-15795, JuberAhmed- 9733252442, Prasanta Ghose-8609019001	Inundation & Water Logging,River erosion	Jaldhaka, Ghatia, KuchiDaina, Tanatani	5500
4	Champaguri	Bhagatpur, Basbari Line, Bhagatpur Madhya Line, Kalibari Line	Smt. Rinku Nag- 99331-83906, Sri Sohanlal Oraon - 97340-92709, Md. Umar Faruq Sarkar -9933876226, Md. Samim Siddique, -9933039363	Flash Flood	Sukhani, Kurti	5000
5	Looksan	Looksan Bazar Area.	Sri Amar Tirkey-9932895542, Smt.Munni Sabar -98002-18626, Sri Debasish Bondya- 94745-92236, Sri Santanu Ghosh- 9434600122, Sri Bipin Biswas-9933891172	Flash Flood	KuchiDaina	5500

Maynaguri

Sl No.	Name of the Gram Panchayat	Vulnerable Place	Name of the Link Man & Contact Persons	Nature of Flood/ Cyclone	Name of the Rivers.	Approx. Population
1	Domohani-I	Chatrarpar, Barmanpara, Sarkarpara, Daspara, Kanthalbari (part) Uttar Mouamari	Executive Assistant9933889863 Secretary 9126639519 NirmanSahayak 9832091928 03561-233145(GP Office)	Overflow at Teesta River	Teesta	11939
2	Barnesh	Uttar Marichbari Ullardabri Sishubari Dangapara Barnesh	Executive Assistant9093182639 Secretary 9126017657 NirmanSahayak 8906668500	Natural Calamity (Cyclone)	-----	17847
3	Dharmapur	DakDharmapur	Executive Assistant9832069681 Secretary 9474092492	Overflow at Teesta River	Teesta	8353
3	Padamati-I	Uttar Padamati Char Dharparu Char	Executive Assistant9434368130 Secretary 9733049051 NirmanSahayak 9126015188	Overflow at Teesta River	Teesta	4537
5	Padamati-II	Dakshin Padamati Char Matiar Char Bahir Char (Boalmari) Khatasherbari Char Guabari Char	Executive Assistant9733241545 NirmanSahayak 9475140316	Overflow at Teesta River	Teesta	3517
6	Ramsai	PurbaDobbari Ramsai Char	Executive Assistant9593808460 NirmanSahayak 9933441380	Natural Calamity (Cyclone)	-----	2089
7	Amguri	Dhowalguri Betgara PurbaBarogilla	Executive Assistant8436171964 NirmanSahayak 9434677182 03561-206552/203229(GP Office)	Natural Calamity (Cyclone)	-----	11369
8	Churabhandar	Char Churabhandar Bideshipara	Executive Assistant9733266358 Secretary 9563019817 NirmanSahayak 9832090227	Natural Calamity (Cyclone)	-----	4576

Annexure – VIII (List of Heritage Building of Jalpaiguri)

1. Jalpaiguri Rajbari Building, at Rajbaripara.
2. European Club, at Club Road.
3. Municipality Office Building at M.G Road.
4. District Library, at Rescoursepara.
5. D.I Office, Opposite of PWD Office.
6. Noor Manjil Building (DPSC Office), opposite of A.C College of Commerce.
7. Baptise Church, Nayabusti
8. St. Michel And All Angel Charch, Near Old Court.
9. D.M Residential Bungalow, at Collector Road.
10. Divisional Commissionarate Residential Bungalow, at Collector Road.
11. CMOH Residential bungalow, at Hakimpara.
12. Executive Engg. (PWD) Residential Bungalow, at PWD More.
13. Factory Inspector Bungalow, at PWD More.
14. Dinbazar Kalibari, at Dinbazar.
15. Madan Mohan Mandir, at Keranipara.
16. Jalpaiguri Zilla School, at Hakimpara.
17. Jalpaiguri FDI School, at Post Office More.
18. Jalpaiguri Sonaula High School, at Beguntary More.
19. Bhamridevi Mandir, Rajganj Block
20. Devi Chowdhurani Mandir, Rajganj Block

Annexure – IX (Do’s and Don’ts)

Do’s and Don’ts

a) Operational Guidelines of what to do in the event of a Flood

Do’s	Don’ts
<ul style="list-style-type: none"> • Convening a meeting o the District Level Committee on Natural calamities. • Functioning of the Control rooms. • Closure of past breaches in river and canal embankments and guarding of weak points. • Rain recording and submission of rainfall reports. • Communication of gauge readings and preparation of maps and charts • Dissemination of weather reports and flood bulletins issued by the meteorological centers, Central Water commission, Flood forecasting Organisation. • Installation of temporary police wireless stations and temporary telephones in flood prone areas • Storage of food in interior vulnerable strategic and key areas • Arrangements for keeping the drainage system desalted and properly maintained • Agricultural measures • Training in flood relief work • Organization of relief party’s Alternative drinking water supply arrangements. • Arrangements for keeping the drainage system desalted and properly maintained. 	<ul style="list-style-type: none"> • Organizing shelter for the people in distress in case the efforts of the civil authorities are considered inadequate, army assistance should be requisitioned. Relief measures by non-official and voluntary organizations may be enlisted as far as possible • Provision of basic amenities like drinking water, sanitation and public health care and arrangements of cooked food in the relief camps. • Making necessary arrangements for air dropping of food packers in the marooned villages though helicopters establish alternate communication links to have effective communication with marooned areas. • Organizing controlled kitchens to supply foods initially at least for 3 days. Repairs and reconstruction of infrastructure facilities such as roads, embankments, resettlement of flood prone areas. • Rehabilitation of homeless. • Organize relief camps • Grant of emergency relief to all the affected people. • Relief for economic reconstruction, Health measures.

কী করবেন

বন্যা

- সুরক্ষিত উচ্চ জায়গায় আশ্রয় নিন।
- ব্যাটারীচালিত রেডিও ব্যবহার করুন।
- দুর্যোগবর্তা শুনলে শুকনো খাবার, জল, জ্বালানীর আয়োজন করে নিরাপদ জায়গায় সরিয়ে রাখুন।
- ওষুধপত্র, জল পরিশোধনকারী ট্যাবলেট, টর্চ, দেশলাই, হ্যারিকেন মূল্যবান কাগজপত্র প্লাস্টিকে মুড়ে হাতের কাছে রাখুন।

কী করবেন না

- বাসি খাবার খাবেন না।
- কুয়ো বা পুকুরের জল না ফুটিয়ে খাবেন না।
- গুজবে কান দেবেন না ও গুজব ছড়াবেন না।
- কোনো ধরনের বৈদ্যুতিক যন্ত্রপাতি ব্যবহার করবেন না।
- জানালা দরজা খোলা রাখবেন না।



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b) Operational Guidelines of what to do in the event of a Cyclone

Do's	Don'ts
<ul style="list-style-type: none"> • Check your house, repair doors and windows, where ever necessary Keep a Hurricane Lantern filled with kerosene, flashing, match boxes, candles and enough dry cells • Make sure that your radio set is fully serviceable. Keep an extra set of batteries ready for transistor. • Keep your radio set on and listen to the latest weather warnings and advice from the nearest. All India Radio Station. Pass the information to others (by word of mouth. Don't venture into the areas where streams or rivers flow, high water due to heavy rains, may surge. • Bolt up glass windows and put shutters in place. • Get extra food stored, particularly that type which does not require cooking such as, Flat, Rice, Sattu (pulse powder). Store extra drinking water. • When you are moving to a shelter move your valuable articles to upper floors or tie lit to the roof so that these would not be submerged. Make provisions for children and old people requiring special diets. • Be clam. Your ability to meet an emergency will inspire and help others. • Stay in the shelter, as long as you are informed to do so. • While in the shelter, follows the instructions of Personnel-in-charge. 	<ul style="list-style-type: none"> • Do not keep loose objects like cans, tins and other implements. They may become weapons of destruction during strong winds. • Do not spread rumours, not listen to them, only official version of the warnings may be listened to through Radio. • Do not stay in your house, when advised to vacate by authorities, especially when your house is located in a low-lying area. You may run the risk of being marooned. • Do no venture out, if the weather suddenly clears during a storm as indicated by a full in the wind and rain. Remember strong wind will return equally suddenly from the opposite direction with even greater velocity. This happens when the eye of the storm passes over your area. • Avoid any loose wires, hanging from the poles to avoid electrocution. • Drink only safe water. • People should keep away from disaster areas, unless they are required to assist. • Anti-social elements should be prevented from doing mischief. • Houses and dwellings should be cleared of debris. • The losses should be reported to the revenue authorities. • Relatives should be promptly informed about the safety of person in the disaster area.

ঘূর্ণিঝড়

কী করবেন

- শিশু মহিলা ও অসুস্থ মানুষদের নিরাপদ স্থানে সরিয়ে নিয়ে যান।
- নিয়মিত রেডিওর খবর শুনুন।
- জানালা ও দরজা বন্ধ করে রাখুন।
- প্রয়োজনে আশ্রয়কেন্দ্র বা নিকটবর্তী পাকা বাড়িতে আশ্রয় নিন।
- সাইক্লোনের পরবর্তী সময় বর্জ পদার্থ নির্দিষ্ট জায়গায় ফেলুন।

কী করবেন না

- অকারণ আতঙ্কগ্রস্ত হবেন না বা গুজব ছড়াবেন না।
- উপকূল অঞ্চলে ঝুঁকিপূর্ণ এলাকায় বাড়ি নির্মান করবেন না।
- গাছ কাটা বা জঙ্গল ধ্বংস করবেন না। কারণ গাছের সারি ঝড়ের আঘাত কমিয়ে দেয়।
- গবাদি পশুর মৃতদেহ যেখানে সেখানে নিক্ষেপ করবেন না।
- ঘূর্ণিঝড়ের সময় গাছের নীচে দাড়াবেন না।

Department of
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CYCLONE DO'S AND DONT'S

Pack essentials for yourself and your family to last a few days. These should include medicines, special food for babies and children or elders.



Store extra drinking water in suitably covered vessels.



Listen to the radio (All India Radio stations give weather warnings). Keep monitoring the warnings.



Ensure that your hurricane lantern, torches or other emergency lights are in working condition and keep them handy.



If your house is securely built on high ground take shelter in the safe part of the house.



Switch off the electrical mains in your house.



Board up glass windows or put storm shutters in place.



 /AkashvaniAIR

c) Operational Guidelines of what to do in the event of a Heat wave.

Do's	Don'ts
<ul style="list-style-type: none"> • Drink safe purified water or bleached water. 	<ul style="list-style-type: none"> • Do not drink unpurified water or pond/river water. • Do not misuse water.



d) Operational Guidelines of what to do in the event of a Drought

Do's	Don'ts
<ul style="list-style-type: none"> • A detailed contingency plan for supply of drinking water in rural areas to be formulated with technical help from the Central Ground Water Board and utilizing, if required, the rigs and other capital equipment from the CGWB. • Adequate plans to be made in the supply of drinking water in urban areas through bores, tankers, special trains and other suitable measures. • Continuous monitoring of rural and urban drinking water availability in drought affected areas. • Preparation of a water budget for each irrigation reservoir covering drinking water, kharif and rabi requirements and capping damage to ground water regime. Regulating supply to water –intensive industries, if necessary. • Minimizing evaporation losses in tanks and small reservoirs by using chemical methods, subject to Health clearance. 	<ul style="list-style-type: none"> • Assessment of fodder requirement in drought affected districts and locate areas where shortages are likely to occur and arrange for supplies from outside. • Monitoring the prices of fodder in selected places/ markets. • Arrange to procure fodder in selected outlets. • State Forest Department to arrange for the cutting and bailing of grasses in the forest, wherever possible to meet the demand from fodder deficit districts. Fodder cultivation to be encouraged wherever feasible. • Ensure supply for molasses to catle feed plants. • Obtaining from premixed feed and ureamolasses bricks to the extent necessary. Improper land use practices such as heavy tilling, agricultural practices and settlement patterns have contributed to creep and withdrawal of support in many cases.

e) Operational Guidelines of what to do in the event of an Earthquake

Do's	Don'ts
<ul style="list-style-type: none"> • Enrolment of volunteers trained for basic first aid instructions and relief and rescue operations. • Assess the magnitude of problem likely to arise. Carry out studies on possible scenarios of future earthquake to point out gaps in planning and preparedness. • Allotment of responsibilities of officials and non-official's agencies. Coordination of relief and rescue organizations. Identification of search and rescue teams. Assistance from defense services. Resource evaluation regarding manpower, equipment, transport, hospitals, firefighting units and so on. • Draw hospital contingency plan. Mobile field hospitals and surgical units. • Construction of demonstration earthquake resistant houses suited to the region. • Assess vulnerability of structures and retrofit and strengthen weak structures. Draw education programs for general masses and school children. Make posters, handouts, films, TV programme, press notes etc. • Train administrators, engineers and masons about earthquake resistant construction. • Collect earthquake motion data by suitable instruments. • Enforce building codes for new construction. While constructing new buildings, follow building codes and other sound practices to minimize earthquake hazards. Build on firm ground or go right up to the bed rock level when laying foundations. Avoid filled up areas for construction as far as possible. 	<ul style="list-style-type: none"> • Check for injuries for not attempt to move seriously injured person unless they are in immediate danger of further injury. • Check for fires. • Wear shoes in all areas near debris and broken glass. • Check service lines and appliances for damage. Do not use matches or lighters until it has been established that there are no gas leaks. • Draw moderate quantity of water in case service is disrupted. • Do not draw large quantity as this could interfere with firefighting operation. • Do not eat or drink anything from open containers, specially near shattered glass be prepared for additional earthquake shocks • Respond to requests for help from civil, defense, fire services, police and home guards • Do not crowd damaged areas unless help has been requested. • Cooperate with the public safety officials. Do not spread rumors; they often do great harm following disasters. • Disposal of dead bodies. • Provide emergency shelter and medical aid. • Repair / replacement and restoration of damaged structures/ equipment. • Damage survey-documentation of damage and scientific data. • Rehabilitation and reconstruction of new earthquake resistant construction



ভূমিকম্প

কী করবেন

- ভূমিকম্পের আভাষ পাওয়া মাত্রই ঘর থেকে বেরিয়ে আসুন।
- ঘর থেকে বেরোনোর সময় না পেলে ঘরের কোনায় কোনো মজবুত পিলারের কাছে দাঁড়ান।
- খোলা মাঠে বা ফাঁকা জায়গায় গিয়ে দাঁড়াবেন।
- টিভি, ফ্রীজ, গ্যাস বন্ধ করে রাখুন। কেবলমাত্র ব্যাটারীচালিত রেডিও ব্যবহার করুন।
- বাড়ি করার সময় ভূ-কম্প রোধক প্রযুক্তি ব্যবহার করুন।

কী করবেন না

- কাঁচের দরজা, জানালা, আলমারী থেকে দূরে থাকুন।
- বাড়ি থেকে বেড়িয়ে এসে কোনো উঁচু ভাঙা বাড়ি বা ইলেকট্রিক পোলার সামনে দাঁড়াবেন না।
- ভূমিকম্প চলাকালীন চলন্ত গাড়িতে থাকবেন না।
- ভূমিকম্পের সময়ে সিঁড়িতে বা বুলবারান্দায় থাকবেন না।
- ভাঙা জিনিষপত্র বাইরে খালি জায়গায় ছুঁড়ে ফেলবেন না।

Department of
Disaster Management
& Civil Defence



Government of West Bengal

Safety Measures during lightning/thunderstorm

Outdoor



Take refuge in a house. Preferably in a pucca house.



Stay away from snapped electrical wires.



If working outdoor or in a field without a shelter, squat to the ground level, but don't lie down and sit in a cramped position.



Stay away from water bodies.



If one is in a vehicle, roll up the windows.



Keep a safe distance from the electrical wires and post.



Don't take shelter under a tree. Keep a safe distance of atleast 13 feet from trees.



Avoid fishing during a thunderstorm.

Indoor



Remove all electronic gadgets from the plug point.



Have proper earthing in your house.



Stay away from roof-tops, windows and balcony.



Don't use electrical and electronic gadgets.



What will you do for those affected by lightning strikes?



- Quickly consult the doctor and call the ambulance
- It's safe to touch a thunderstruck person, provide first aid immediately
- In a humid place, don't make the injured person lie directly on the ground/road, keep an insulating layer between the person and the ground to prevent Hypothermia (excessive fall in body temperature)
- Try using mouth-to-mouth resuscitation to resume respiration
- Check for other injuries / burn / physical amputation / loss of hearing / loss of eyesight and give first aid



In an emergency you and your household need to be self-sufficient for 3 days.

PLAN



Make an emergency plan

PACK



Pack an emergency kit

LISTEN



Stay informed

Emergency kit checklist

Collect the following items and keep them in a sturdy, easily transported bag or box. In a disaster make sure your emergency kit is in easy reach.

- Battery-operated radio (with spare batteries)
- Torch (with spare batteries)
- Candles, lighter and waterproof matches
- First aid kit and manual
- Combination pocket knife
- Portable (gas) stove with fuel
- Cooking gear
- Water in sealed containers (10L per person)
- Medications
- Toiletry and sanitary supplies
- Change of clothes and strong shoes
- Non-perishable food (cans) - enough for 3-4 days
- Can opener and utensils
- Special needs for infants, the aged and people with disabilities
- Pet food, water and other animal needs
- Tent or tarpaulin, and blankets
- Other camping equipment
- Cash (ATMs may not be working)
- Personal documents (insurance certificates, photographs etc)
- Strong plastic bag (for clothing and valuables)
- Emergency phone numbers