

Ministry of Home Affairs
(Disaster Management Division)

**DOs & DON'Ts on Disaster Response for use of District Magistrates on
Natural Disaster**

I. WHERE DISASTERS OCCURS WITH EARLY WARNING

Nodal Agencies for Early Warning

Following are the Nodal agencies in the Government of India mandated for early warning of different natural hazards:

| Disasters | Agencies |
|-------------------|--|
| Cyclone | Indian Meteorological Department |
| Tsunami | Indian Tsunami Early Warning Centre (ITEWC) Indian National Centre for Oceanic Information Services |
| Floods | Central Water Commission |
| Landslides | Geological Survey of India |
| Avalanches | Snow and Avalanche Study Establishment |
| Heat & Cold Waves | Indian Meteorological Department |

These agencies shall be responsible for keeping track of developments in respect of specific hazards assigned to them and inform the designated authorities/agencies at National, State and District levels about the impending disasters. All these agencies have developed guidelines for early warning of disasters.

Categorization of Alerts / Early Warnings

- i. Specific hazards have different categories of alerts as indicated below. For the purpose of dissemination of alerts to PMO/Cabinet Secretariat, a uniform system has been devised by categorizing each type of alert in stages - Yellow, Orange and Red.
- ii. Alerts falling in Yellow stage will not be communicated to PMO/Cabinet Secretariat through EMS.
- iii. Alerts falling in Orange stage will be communicated to PMO/Cabinet Secretariat with 12 hourly updates or when it is upgraded to the Red Stage, whichever is earlier.
- iv. Alerts falling in Red stage will be communicated to PMO/Cabinet Secretariat with 3 hourly updates or at more frequent intervals as warranted by the situation.
- v. Any changes in the category of alerts will be suitably integrated in the next message due as per the previous categorization.

- vi. Alert messages will be sent to PMO/Cabinet Secretariat at the periodicity indicated above. For any other, unprecedented event on disaster situation, alert messages to PMO/Cabinet Secretariat will be sent in consultation and with the approval of JS (DM).

DOs

Preparations required before the onset of Monsoon or any calamity:

1. Call the meeting of District Disaster Management Authority & discuss preparedness. Also discuss these DOs & DON'Ts.
2. Meeting with the Forecasting Agencies on weekly basis. It should start four weeks before monsoon and continue during the monsoon (June to Sept)
3. Meeting with all the possible suppliers of relief and rescue materials who deal with the following:-
 - (i) Equipment to restore telecommunications & mobile
 - (ii) Equipment to restore power supplies
 - (iii) Drinking water
 - (iv) Relief materials
 - (v) Heavy machines like cranes, loaders, excavators, earth movers.
4.
 - (a) Replenish the stock of medicines particularly Life Saving Drugs at the District Hospitals & Primary Health Centres.
 - (b) Tablet like Biocullum & sanitate be kept in sufficient quantity to take care of rotting carcasses.
 - (c) Ensure all major hospitals are having Generator Back up.
 - (d) Ensure adequate medicines to take care of snake bites & dog bites.
 - (e) Ensure availability of blood in the Blood Bank of the District.
5. Civil Defence Volunteers and Home Guards be mobilised and mock drill should begin.
6. Status of fire engines / extinguishers to be checked and additional equipment requisitioned
7. Advance requisition be placed with neighbouring district/State for all requirements relating to restoration of power like transformers, towers, transmission cables to be delivered at the District headquarters after the impact of calamity.
8. All private hospitals, cinema houses, market associations, schools be asked to purchase dewatering pumps, fire extinguishers & bleaching powder and keep them ready in their stock.

9. Meeting with FCI & other connected State Government Departments be held to line up supply of foodgrains after the impact of calamity is reduced.
10. Helipads should be constructed at various strategic places in a district and the existing one be maintained
11. Draw up an inventory of available boats & tents in the District. If need be, additional Boats & tents be purchased.
12. Executive Engineers of PWD, Electricity and Water Supply should be alerted and their teams should be constituted in advance so that they move to damage sites immediately after the calamity.
13. Railway Authorities be alerted.
14. Carry out inspection of Flood embankments, Dams, culverts, etc and take immediate steps for their strengthening and dredging of waterways.

Three days Before the Approaching Calamity:-

- (i) Control Room shall be beefed up to be set up at the District level.
- (ii) Relief camps and other facilities such as staging area, camp, base and helipad to be identified in the district and made operational with provisions of food, shelter, medicines, fire tenders / extinguishers, water tankers.
- (iii) A Vehicle Cell be set up & adequate number of buses, trucks & tractors be requisitioned to help in rescue & then transportation of relief materials.
- (iv) Alert the nearest NDRF battalion, Armed Forces and CAPF establishments. Alert the SDRF battalion also, if available.
- (v) Administration should go on TV/Radio and through SMSs urge people to evacuate and move to Relief camps. People should also be told about precautions as per following:-
 - a) Keep listening to the radio and TV.
 - b) Store water and food to their capacity.
- (vi) Call a meeting of local shopkeepers, PDS dealers, Associations, Chambers of Commerce, Chemists and Druggists and suitably advise them not to jack up prices artificially as people will resort to panic buying, not to try to charge exorbitant prices or resort to hoarding.
- (vii) The standard size of food packets (not exceeding 5 kg.) be prepared. It should ideally contain dry ration like Rice, Dal, Salt, Sugar, Spices etc. These packets can be immediately distributed within first 24 hours of the calamity. These packets should be less than 5 kgs so that it is easier for NDRF/Army boats to carry & distribute.

- (viii) If there is need to evacuate, then evacuation should be resorted to. Forcible evacuation should also be undertaken U/S 34 of the Disaster Management Act, 2005, if felt necessary.
- (ix) A meeting of all the Mobile Service Providers be called and adequate amount of diesel/kerosene/petrol be issued to them so that they can continue to operate their mobile towers or telephone exchanges even when there is no electricity. It may be ascertained that they have generators, if not, generators be provided to them.
- (x) Meeting of all the Petrol Pump Dealers be called and they be asked to keep their stocks full so that there is no scarcity.
- (xi) Satellite phones available with the State administration, SDRF/ NDRF/local defence establishment be requisitioned and placed at strategic locations, preferably at major relief camps or cyclone shelters.
- (xii) Police be deployed at the deserted areas to ensure safety of the properties of people who have moved to cyclone shelters/relief camps.

After Disaster

The moment, the district or the area suffers the disaster in the form of cyclone / floods / landslides / earthquake / the District Administration should respond in the following manner:-

- (i) Immediate rescue & evacuation of stranded people to the relief camps. While evacuation, priority should be given to elderly, sick and infirm.
- (ii) Quick Reaction Medical Teams (QRMTs) to be activated under the aegis of CMO with resuscitation equipments and life saving drugs.
- (iii) Attempt should be made to restore power supply & drinking water supply.
- (iv) Communication / mobile services to be restored.
- (v) Dewatering pumps to be installed at important Government buildings, Govt. & private hospitals and communication centres so that these can be made operational immediately.
- (vi) Disposal of dead bodies will entail their collection and transportation following due procedures, storage in temporary mortuaries with all necessary prerequisites to ensure positive identification.
- (vii) All dead bodies of animals must be immediately removed.

- (viii) In case of flood / cyclone, immediate distribution of bleaching powder & chlorine tablets be done at relevant places.
- (ix) Each NDRF Battalion/Team has been assigned respective areas of responsibility in terms of States/UTs and Districts. The NDRF Battalion/Teams can be requisitioned by the State Governments/ District Administration directly in cases of rapid onset disasters where early warning/alerts is not available and through the Director General, NDRF and NDMA in cases where sufficient lead time is available. The State Governments/ District Administration will maintain close liaison with the NDRF Commanders earmarked to the respective States/Districts for rapid deployment in case of threatening disasters situation/ disasters.
- (x) During disaster situations, the dissemination of accurate information through electronic and print media is very important. Regular press briefings shall be made by District Magistrate/Collector or his authorized representative at pre-designated time as a single source of information from Government.

Long-term Relief Operations

After rescue & immediate relief distribution in the first 72 hours, the District Administration should launch relief operations. During that process, following should be followed:-

- (i) Ex-gratia amount be immediately paid to the next of kin of people who died in the calamity.
- (ii) All roads should be kept open and therefore heavy earth movers and cranes should be kept at strategic points.
- (iii) While moving relief supplies, priority must be given to fuel tankers, water tankers and trucks carrying LPG, oil, etc.
- (iv) Relief in the form of dry ration should be distributed as per the State Government Directives.
- (v) Relief camps should be continued to be operational till such time as the State Executive Committee decides as per laid down norms.
- (vi) Immediately after the calamity, special Police Task Force must be made operational. This Police Force should be dedicated totally for hunting out missing persons and more particularly, with regard to human trafficking angle.

II. WHERE DISASTER OCCURS WITHOUT EARLY WARNING

In disaster situations where no early warning signals are available, the primary objective of the trigger mechanism shall be to mount immediate rescue and relief operations and set the process in as quickly as possible. The following procedure shall be followed in such situations:

- i. The field functionary at ground zero shall inform the DEOC, District Magistrate of the incident.
- ii. DEOC shall be fully activated for managing the incident.
- iii. DEOC/District Magistrate shall inform the SEOC/ SDMA, SEC and seeks assistance if required.
- iv. SEC is activated and NEOC is informed. FIR is submitted to NEOC.
- v. Quick Response Teams (QRTs), Search and Rescue Teams, medical and Para-medical teams shall be deployed
- vi. District Magistrate shall review the situation and activate coordination, command and control
- vii. Incident Command Teams shall be deployed
- viii. Meeting of DDMA shall be convened to review situations
- ix. Team for rapid assessment of damage shall be deployed
- x. Line Departments/agencies shall begin work for restoration of power, telecommunication, surface transport etc
- xi. Arrangements shall be made for supply of food material, drinking water etc
- xii. Thereafter, follow up action shall be undertaken by all concerned at all levels as envisaged under Response and Relief Phases.

DON'Ts

1. Don't take the complaints of missing persons lightly as they may be victims of human trafficking.
2. Don't allow rumors to spread and take counter measures.
3. Don't let dead bodies of human beings and animals to rot .

4. Don't accept relief material through private sources and NGOs directly. They may be advised to route their relief contribution either in cash or in kind through the District Red Cross Society or the District Chambers of Commerce for the sake of proper accounting.
5. Don't let untrained volunteers to get involved in rescue operations.
6. Don't allow over supply of relief items not required by disaster victims'.

Ministry of Home Affairs
Disaster Management Division

DOs and DON'Ts for use of MHA in the event of any natural disaster Ministry of Home Affairs

While the Control Room of the DM Division perennially monitors the predictable disasters, like cyclones, floods, there are many disasters like earthquake, landslides, building collapses, train accidents which cannot be predicted, and hence there is a need to draw a Standard Operational Drill for MHA and its officers in the event of a disaster.

2. Immediately after the news of disaster is received, the following drill should be activated:-

DOs

- i) The DM Division should immediately post its officers in the MHA Control Room;
- ii) Ask ADG(Media) to flash the MHA Control Room No. 1070 in the TV/Radio
- iii) Immediately call a meeting of the National Executive Committee in the MHA (Headed by HS) in which the Resident Commissioner of the State affected should be invited.
- iv) Speak to the Relief Commissioner / Chief Secretary and ask for specific assistance of relief & rescue required ;
- v) NDRF be alerted.
- vi) Master Inventory already prepared must be referred to and the suppliers of relief materials so identified may be alerted. Central Ministries be asked to supply the requested material and also indicate their inventory and the total cost of the material dispatch each day. A Press briefing everyday at the level of HS/AS (F) should be organized.
- vii) MHA must immediately depute a Team to set up Reception/Despatch Counters at the Palam Airport and if need be, at the Railway Station;
- viii) Deputy Commissioner, Delhi must be requested to mobilize at least 100 Civil Defence volunteers and keep them in readiness.
- ix) The Reception/Despatch Centre set up by MHA should be fully manned by sufficient man-power to draw exact inventory alongwith tonnage of the material dispatched through Air/rail route. These Reception-cum- Despatch centres should be manned by NDRF and overseen by Under Secretary/Deputy Secretary of MHA.

DON'Ts

- i) There should only be a single Control Room in MHA. No parallel Control Room at MHA or NDMA and NIDM should operate.

DOs & DONTs for use of MHA in case of CBRN Disasters

DOs

1. Chemical Disaster

In case of accidental release of a quantity of toxic chemicals into environment, resulting in death or injury to workers or members of nearby communities, the MHA Control Room should contact-

- 1) The nodal Ministry for Chemical disasters i.e. the Ministry of Environment & Forest.
Contact details: Shri Bishwanath Sinha, Joint Secretary, Tel No. +91-11-24695274 (O), +91-11-26160515 (R), Mob: 9999711816, or to Shri R. N. Jindal, Director, Telephone: +91-11-24695325 (O), +91-11-24695387 (F), +91-11-22246550 (R), +91-9868113036 (M).
- 2) Informed the concerned District Magistrate immediately.

2. Biological Disaster

Biological disasters are events caused by microbial agent or its toxin in humans, animals or plants that is beyond the coping ability of the State. Such an event may occur due to (i) epidemic of infectious diseases caused by a microbial agent or toxin in humans, animals or plants (ii) Non-intentional accidental release of microbial agents such as from laboratories or during transportation of samples (iii) Intentional use of microbial agents to cause harm such as use of biological agents or toxins as weapons of mass destruction (biological warfare) or (iv) microbial agents or toxins used by terrorists to cause panic/harm to humans, crops or livestock (bioterrorism/agro-terrorism).

In case of Biological Disaster, the MHA Control Room should contact-

- 1) The nodal Ministry for Biological disasters i.e. the Ministry of Health & Family Welfare.
The contact details: Shri Anshu Prakash, Joint Secretary, Tel. No. 011-23061195 (O), 011-26889166 (R) Mob: 8130966661, or to Dr. P. Ravindran, Addl, DDG & Director. Tel No. 011-23061302 (O), 011-45639559 (R), Control Room- 23061469.
- 2) Informed the concerned District Magistrate immediately.

3. Nuclear/Radiological disasters-

Any radiation incident resulting in or having a potential to result in exposures and/or condemnation of the workers or the public in excess of the respective permissible limit can lead to a nuclear/radiological emergency.

In the case of such an incident, the MHA Control Room should contact-

- 1) The Department of Atomic Energy (DAE) which is the nodal authority in respect of the providing necessary technical assistance in the event of a radiation emergency in the public domain. The contacts details of 24*7 operational DAE-Emergency Control Rooms are- Main DAE-ECR [022-22023978, 022-22021714, (Mobile) 09969201364] & alternative DAE-ECR [022-25991070, 022-25515283, (Mobile) 09969201365]
- 2) Informed the concerned District Magistrate immediately.
