



# FLOOD PREPAREDNESS AND EMERGENCY RESPONSE PLANS-2023

**DISTRICT DISASTER MANAGEMENT AUTHORITY,  
KOKRAJHAR**

# RESPONSE PLANS FOR FLOOD IN KOKRAJHAR DISTRICT

The Flood Response Plan for Kokrajhar District as per template received from Assam State Disaster Management Authority (ASDMA) are as follows:

Sl. No	Task	Responsibility
<b>Response at Revenue District level</b>		
1	<p>On receipt of Flood warning, DDMA will pass the information for taking necessary measures to:</p> <ul style="list-style-type: none"> <li>• The concerned SDO(Civil)</li> <li>• Revenue Circle Officer</li> <li>• Suptd. of Police</li> <li>• Executive Engineer WR Dept.</li> <li>• Executive Engineer, PWD(Roads)</li> <li>• Station Officer-Fire Service Station &amp; I/C of State Disaster Response Force (SDRF) /National Disaster Response Force (NDRF) if stationed in the district.</li> <li>• Deputy Director, F&amp;C Supplies</li> <li>• Jt. Director Health Services</li> <li>• District Veterinary Officer to take necessary measures so that if necessary assistance can be provided in short notice to the affected areas</li> <li>• DIPRO, if requires to give public announcement for evacuating people from vulnerable areas</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Commissioner (DC) will direct Addl. DC or CEO, DDMA</li> </ul>
2	SP will instruct Senior Station officer, Fire and Emergency Services /SDRF to assist the Circle Officer in rescue, evacuation &\ relocation process	<ul style="list-style-type: none"> <li>• Superintendent of Police(SP)</li> </ul>
3	Senior Station officer, Fire and Emergency Services will mobilize teams of SDRF & Boats available in their custody and coordinate with DDMA/Circle Officer for response.	<ul style="list-style-type: none"> <li>• Sr. Station officer, Fire and Emergency Services</li> </ul>
4	Executive Engineer, WR Dept. will mobilize man & material to strengthen weak embankment, keep constant vigil on Water Levels & take necessary temporary measures to avert any breaches in embankments. Take adequate measures to ensure	<ul style="list-style-type: none"> <li>• Executive Engineer, WRDept.</li> </ul>
5	Take adequate measures to ensure that the road communication is not disrupted; repair any breaches of road for evacuation and supply of relief to the affected people.	<ul style="list-style-type: none"> <li>• Executive Engineer,PWD (Roads)</li> </ul>
6	<p>Jt. Director Health Services on receipt of information will initiate to mobilize medical response team, ambulances &amp; alert all government hospitals in the area likely to be affected.</p> <p>He will also direct SDMHO and I/C of the PHC of the concerned area to form a team of doctors equipped with necessary medical equipments and move to the affected places or Relief camp/centers required by the Circle Officer.</p>	<ul style="list-style-type: none"> <li>• Jt. Director Health Services</li> </ul>

<b>7</b>	Take periodic report of the situation & instruct Circle Officers, Jt. Director Health Services, Executive Engineers of PWD(Roads),PHE, WR, Irrigation, Police, Fire & Emergency Services to take necessary measures as required for dealing with the situation	● Deputy Commissioner
<b>8</b>	Deputy Commissioner will also inform State HQ about the prevailing situation & action taken.	● Deputy Commissioner
<b>Response at Revenue Circle level</b>		
<b>9</b>	On receipt of warning, mobilize the Lot Mondal, Gaon Burah, SDRF and other agencies & resources available under Circle Officer's jurisdiction	● Circle Officers
<b>10</b>	Go to the specific location immediately & inform the villagers on the probability of any flood event and ask them to take necessary precautionary measures	● Lot Manadal & GaonBurah
<b>11</b>	In case of probability of high intensity flood, evacuation of people from vulnerable areas to pre- identified safe locations & preposition of quick Response Team/SDRF/ NDRF/ Police Force / Sandbags/ Boats/ Tarpaulin/ Tents etc.)	● Circle Officers (COs) of the concerned Rev. Circle
<b>12</b>	Keep DC/SDO (Civil) informed on hourly basis about the situation on the ground level and may request for additional resources of man, material & machines if required from DC or SDO (Civil)	● Circle Officers (COs) of the concerned Rev. Circle
<b>13</b>	Inform- <ul style="list-style-type: none"> <li>● Block Development Officer (BDO), so that BDO can inform VCDC representatives for appropriate action</li> <li>● VCDC Secretary and VCDC President for appropriate action</li> </ul>	● Circle Officers (COs) of the concerned Revenue Circle
<b>14</b>	Open Relief camps, if required and give requisition for GR to DC	● Revenue Circle Officer
<b>15</b>	Arrange for distribution of Relief	● Revenue Circle Officer

## ACTIONS TO BE TAKEN BY RESPECTIVE DEPARTMENTS DURING & POST FLOOD

**(Officers of the District, in respective of department and designation, shall have to be present in the Head Quarters and available for duty as soon as flood and other disaster occur. In case of their absence from the Head Quarters prior to the occurrence of flood, they will have to return back to the Head Quarters as soon as flood occurs).**

<b>IRRIGATION DEPARTMENT:</b>	
<b>During Flood</b>	<ul style="list-style-type: none"> <li>✓ During flood all concerned field staffs will be directed to frequent visit to the sites and report to the undersigned the latest position of the schemes.</li> <li>✓ During flood all the steel gates of Head Works are to be kept opened.</li> <li>✓ Sub Divisional level QRT is constituted who will monitor the sites and will keep close contact with the undersigned and the undersigned will keep contact with the D.C. as well the control room of the district.</li> <li>✓ All vulnerable areas are detected and some flood fighting materials are to be stored like Bhuluka bamboo, empty cement bags etc. as and when necessary.</li> </ul>

<b>Post Flood</b>	<ul style="list-style-type: none"> <li>✓ After flood reduces, all Tools and Plants should be stored and sent to the owner after repair/ replace if necessary.</li> <li>✓ After flood all concerned field staffs are to be instructed to assess the actual damage and prepare the plans and estimates for submission to the DDMA for necessary approval.</li> </ul>
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#### **SOCIAL WELFARE DEPARTMENT**

<b>During Flood</b>	<ul style="list-style-type: none"> <li>✓ Intimation to District Level Disaster Management Cell.</li> <li>✓ Mobilization of Quick Response Team (QRT) and Incident response Team (IRT).</li> <li>✓ Triggering warning in the affected area. During the disaster proper care &amp; protection of children such as child trafficking, child abuse, child labour, orphans etc. should be taken as per follows.</li> </ul>					
	Category of children below 18 yrs.	Competence authority for care & protection & rehabilitation	Identification	Registration	Care	Reunite with family /orphan homes
	Child trafficking	CWC & JJB Board	To be done by DCPO	To be done by DCPO.	To be done by DCP O	To be done by DCPO.
	Child abuse	-do-	-do-	-do-	-do-	-do-
	Child labour	-do-	-do-	-do-	-do-	-do-
	Child marriages	-do-	-do-	-do-	-do-	-do-
	Children out of school	-do-	-do-	-do-	-do-	-do-
	Sexual abuse	-do-	-do-	-do-	-do-	-do-
<b>Post Flood</b>	<ul style="list-style-type: none"> <li>✓ Assessment of loss through a team of Field level Officers</li> <li>✓ Financial assistance from the authority concerned for rehabilitation of ICDS beneficiaries</li> <li>✓ Monitoring &amp; follow up for rehabilitation</li> <li>✓ Documentation of lessons learnt &amp; dissemination of experience with District Level Disaster Management Cell.</li> </ul>					

#### **JOINT DIRECTOR of HEALTH SERVICES**

	<ul style="list-style-type: none"> <li>✓ The quick respond teams are already constituted. It is in the disaster action plan all the contact nos. is there in the plan. They will be informing accordingly.</li> <li>✓ All the ambulance driver contact no. and additional driver from other official vehicle are in the Disaster Action Plan. Which is also communicated to DC/SP Sir? Moreover there is team access any shortfall of transportation will be inform higher authority.</li> <li>✓ Over phone and mail the information will be share by DHS,</li> </ul>
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<b>During Flood</b>	<ul style="list-style-type: none"> <li>✓ DHS will activate a control room immediately for rendering health care services to affected area.</li> <li>✓ Block wise relief team for flood affected area has been constituted as soon as the information received from the authority it will activate for service delivery.</li> <li>✓ Every Medical officer has been informed that Medicine dispensing should be continuing without any delay. Shifting the medicine in nearest govt. building where affect has been taking. ASHA and ASHA supervisor will utilized for the purpose.</li> <li>✓ Any emergency patient/Child /PW immediately isolated from the affected area.</li> <li>✓ The special care has to be provided for isolated patient in a temporary camp or if necessary they may be shifted to nearest higher HI or District Hospital with special care ambulance.</li> <li>✓ The affected area will served by other nearest HI staff is necessary. The list along with contact no is for ready reference.</li> <li>✓ Red Cross and other local NGO are in contact and their services have to utilize in the earlier ethnic violence. Similarly same strategies were plan for natural disaster.</li> <li>✓ The Medical team will visit to the affect area on daily basic and if required 24X7 service has been provided by putting additional manpower from nearby Hospital.</li> </ul>
<b>Post Flood</b>	<ul style="list-style-type: none"> <li>✓ The equipments affected by flood should be place again by cleaning the place by disinfecting the area.</li> <li>✓ The DHS team will visit the affected place and identify the damaged equipments. Replace and remove possible used items.</li> <li>✓ The AMC/RKS fund has to be utilized for urgently for procure essential medicine and disinfect the water and sanitation area affected by natural disaster.</li> <li>✓ The DHS damage assessment team will visit consisting of technical staff and prepare the plane and estimate to DDMA for onward submission.</li> </ul>
<b>DISTRICT ANIMAL HUSBANDRY &amp; VETERINARY OFFICER</b>	
<b>During Flood</b>	<ul style="list-style-type: none"> <li>✓ Mobilization of QRTs to the affected areas.</li> <li>✓ Assisting District Administration in Rescue of affected animals.</li> <li>✓ Treatment of ailing animals.</li> <li>✓ Procurement of relief materials as per instruction of Dist. Administration.</li> <li>✓ Providing Feeds &amp; Fodder for the affected live stocks. Feeds and Fodder will be required as per the population of affected livestock. Some Fodderplots are there in Departmental Institutions and will be able to supply Fodder for the flood affected livestock for few days. But concentrate feeding ingredients like Wheat Bran and others will be required to purchase by utilizing CRF of District Administration for the affected livestock and the quantity of concentrate feed ingredients requires will be estimated as per the livestock population of the affected areas as and when Flood occurs and purchase will be made after formal discussion with the District Administration.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Arrangement of safe drinking water for live stocks with the involvement of govt. dept. Like PHE.</li> <li>✓ Daily reporting system in the scheduled format is compulsory.</li> <li>✓ For the convenience and proper management in connection to Flood in the District, 3 nos. of nodal office rare in place.</li> <li>✓ Control room to be manned round the clock during flood period with assignment of duties to the officers and staffs on suitable shifts.</li> <li>✓ In addition to the Vehicles available in the dept, extra vehicles may be required during Flood to visit the affected site by the QRT and also to carry Medicines/Vaccines etc. at the site &amp; to carry feeds &amp; fodder for the affected livestock. Moreover, during Disaster, there may be loss of livestock and hence carcasses need to be disposed. For disposal of carcasses, following items should be kept ready:-</li> </ul> <p><b>JCB:</b> - This Deptt. Do not have such logistics, so the involvement of the govt. dept. Like PWD or private parties may be required in this regard.</p> <p><b>Carry Van:</b>-The carry vans may be managed from private party or from carrier agencies.</p> <p><b>Labour/Helper/Sweeper:</b> - As per requirement Disinfectant /limestone / Mask, Glove, Boots, Spade, Rope etc.</p> <p><b>Or</b></p> <p>The carcass disposal task may also be given to private party on contract basis or as per instruction of the civil administration under the technical supervision of the Department.</p> <ul style="list-style-type: none"> <li>✓ Assisting carcass disposal in scientific ways as per norms by digging pit (Size= L-8' x B-8'x D-6') which can accommodate animals as follows:- i) Cattle&amp; Buffalo = 3-4 nos, ii) Small animal like Goat &amp; Pig = 10-12 nos. However the pits should be dug as per size &amp; numbers of dead animals. The pit should be prepared by sprinkling 6" of slaked lime on the floor of the pit followed by 6" slaked lime over the carcasses and then covered with 4' of soil over which bleaching powder or any other disinfectant to be sprinkled. To Dispose of Carcasses &amp;for rescue and relief integration,</li> </ul> <p>Co-ordination &amp; Co-operation of the following depts. will be required:</p> <p>a)Civil Administration b) Food and Civil Supply c) VCDC d) Transport d) PWD e) PHE) Municipality.</p>
<b>Post Flood</b>	<ul style="list-style-type: none"> <li>✓ Control of epidemic of livestock by arranging Vaccination Camp.</li> <li>✓ Arrangement of. livestock treatment camp</li> <li>✓ Sanitation measures in the livestock premises by QRT/Private Parties under the supervision of QRT.</li> <li>✓ Assessment of livestock loss.</li> <li>✓ Assessment of extent of damages of departmental institutions.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Fund provision to meet the post flood damages &amp; loss in consultation with dist. Administration.</li> </ul>
<b>DISTRICT AGRICULTURE DEPARTMENT</b>	
<b>During Flood</b>	<ul style="list-style-type: none"> <li>✓ Along with flood preparedness plan the Quick Response Team has already been constituted. The Roster duty in the establishment of D.A.O. Kokrajhar will effect from 9th May'2018. The necessary instructions have already been issued to all subordinate and field stuffs.</li> <li>✓ The Telephone No. of District Emergency Operation Centre- 03661- 270657, 1077 (Toll free) and 8471875191 (WhatsApp facility) have already been issued to the field level officers and VLEWs.</li> <li>✓ In each Revenue Circles, the QRT team already made will make statistics regarding damage of crop in consultation with Revenue Officers and stuffs.</li> <li>✓ The list of flood affected farmers has already been made by the Agril. dept. In consultation with the Revenue stuff i.e. Lat Mondols on behalf of Deputy Commissioner. After receiving inputs is distributed to those farmers jointly with following all norms.</li> <li>✓ All technical guides regarding any kind o crop damage and its survivals are being issued to all farmers by the Village Level Extension Workers and KVK, RARS (AAU), Gossaigaon.</li> <li>✓ Department has a small stock of Pesticide which will be used during the flood if Pest incidence occurs.</li> <li>✓ Approach to Soil Conservation Department will be followed within a week</li> </ul>
<b>Post Flood</b>	<ul style="list-style-type: none"> <li>✓ Restore of Tools and Plants will be followed.</li> <li>✓ The Agriculture Engineering Sector generally repairs the damaged tools like Sprayer, Power operated Sprayers etc.</li> <li>✓ As the viability of seed ends in a limited period, so disposing of those seeds is a normal procedure of the department.</li> </ul>
<b>WATER RESOURCE DEPARTMENT:</b>	
<b>During Flood</b>	<ul style="list-style-type: none"> <li>✓ Follow the flood warning system</li> <li>✓ As soon as the river is within one metre of the danger level start vigorous patrolling the reach of embankment/dykes and other flood protection structures; and;</li> <li>✓ Keep close touch with the D.C. On occurrence of flood, he/she will---</li> <li>✓ Examine the physical conditions of the embankments/dykes and ensure any leakage, seepage, etc. are promptly attended to;</li> <li>✓ Take protective measures without loss of time in case of any sign of breach;</li> <li>✓ Assist D.C. in the flood operation by sparing personnel equipment, vehicles, boats, launches etc. as available.</li> </ul>
	<p>As soon as flood waters recede, the Executive Engineer, Water Resources will:</p> <ul style="list-style-type: none"> <li>➤ Suggest to D.C, in order of priority, the works to be taken up on test relief which may include the following;</li> </ul>

<b>Post Flood</b>	<ul style="list-style-type: none"> <li>✓ Digging of link drains and other drains to drain outstanding flood water.</li> <li>✓ Construction and repairs to ring and other abadi protectionbunds; and</li> <li>✓ Repair to and deepening of existing drain to eliminate possibilityof future floods.</li> <li>➤ Prepare plans and estimates of those items of work as may be required</li> <li>➤ Render technical assistance, as necessary to D.C. in execution of works</li> <li>➤ Finalise and start labour-oriented departmental works for test relief in consultation with the D.C. This may include the following:           <ul style="list-style-type: none"> <li>✓ Repairs to damaged embankments/dykes, other flood protection structure out of their own funds &amp; render technical assistance to P&amp;RD and Agriculture department to undertake similar works involving embankment &amp; bunds;</li> <li>✓ Minor flood protection works;</li> <li>✓ Works already provided for in the approved schemes for these areas.</li> <li>✓ Restore tools, equipment, vehicles and other stores;</li> <li>✓ Collect materials, vehicles, etc. lent to D.C.; and</li> <li>✓ Repair/replace damaged tools/ equipment.</li> </ul> </li> <li>● After the end of flood all the breach location, partially damaged location of the existing embankment system under Kokrajhar W.R. Division, are identified &amp; detailed plan &amp; estimate are prepared &amp; submitted to the DDMA &amp; B.T.C. authority accordingly.</li> </ul>
<b>SUPERINTENDENT OF POLICE</b>	
<b>During Flood</b>	<ul style="list-style-type: none"> <li>✓ All Police personnel will be briefed to remain alert/ ready for relief operations on receipt of the flood warning. The GOs will properly brief the Police personnel in this regard to remain and ready in case of emergency.</li> <li>✓ The DSB personnel will collect intelligence report about incidents of crime following the flood. IBI will collect the intelligence about the incidence of crime from the flood affected areas in particular. The Os/C and I/Cs of PS and OP/PPs are instructed to take necessary effective measures to prevent crimes and also investigate such crimes when reported during the occurrence of flood.</li> <li>✓ The police personnel at PS and OP/PPs level are briefed to assist the SDRF/ NDRF personnel in rescue operation and evacuation of transfer of affected people to relief camps or safe places.</li> <li>✓ The Os/C, I/Cs of PS/OP are instructed and briefed to help the staid persons by liaising with the families or the relations of the staid persons.</li> <li>✓ Police personnel at PS/OP/PP level are briefed to take cause of salvaging property including livestock of the affected people.</li> <li>✓ Necessary guarding will be made at the vital installation and for relief materials at the relief camps.</li> <li>✓ DSP(C), Inspector (T) will liaise with all the officers concerned and Police control room, Control Room of DC/SDC(C) office and transmit the information time to time. They shall keep all wireless sets and equipment in active and working condition. The officers and operators should be very prompt and attentive in collection and transmission of information with accuracy. Dy. S.P (C) Kokrajhar will issue call signs to all officers of</li> </ul>

	<p>Kokrajhar District and all officers should keep the call signs ready to use those instantly. They shall keep all wireless sets and equipment in active and working condition with prior checking of the devices and also store those equipments in safe places.</p> <ul style="list-style-type: none"> <li>✓ The Os/C and I/Cs of the PS and OP/BOP/PPs will detail patrol party for special patrolling on lines of communication, along with the relief materials where carried.</li> <li>✓ The MTO will provide necessary assistance by providing the available police vehicles and also make requisition of vehicles whenever the necessity arises. He will make himself available to be taken instruction from Supdt. of Police. He will make arrangements for providing necessary equipment to the force Personnel. He will also make arrangement of transportation of reinforcement. He should make arrangement for fuel and other requirements in advance. He will also brief all drivers and will monitor the movement of all the vehicles. It will be his responsibility to provide vehicle as per the order of superior authority. He should make arrangement for the stay of reinforcement and other CPMF, Police personnel.</li> <li>✓ The GOs, Os/C, and I/Cs of PS, OP, BOP and PPs will undertake constant tours at the places of rescue and evacuation of flood affected people and in the relief camps for smooth and effective conduction of the measures.</li> <li>✓ DSP(C), Inspector (T), Kokrajhar will liaise with all the officers concerned and Police control room, Control Room of DC/SDC(C) office and transmit the information time to time. They shall keep all wireless sets and equipment in active and working condition. The officers and operators should be very prompt and attentive in collection and transmission of information with accuracy.</li> </ul>
<b>Post Flood</b>	<ul style="list-style-type: none"> <li>✓ The MTO will bring all the Police vehicles used to the MT Branch and release all the requisitioned vehicles to its respective owners after accomplishing the assigned works. He will also bring equipments and camp materials to its respective places.</li> <li>✓ The equipments/materials used in the rescue, evacuation of people and transfer of people during flood will be repaired and replaced if necessity arises.</li> </ul>

### **DUTIES AND RESPONSIBILITIES OF THE ZONAL OFFICERS**

- The Zonal officers shall remain in close contact with their respective Sub- Zones & sector officers. They will convey all actions taken by the District Disaster Management Authority to Sub Zone Officers as well as the sector officers immediately.
- They should also liaise with the concerned heads of offices like Medical / Vety / PHE/ W.R. etc.
- They shall confirm supply of sufficient copies of blank annexure-IV forms/boats requisition forms/GR requirement form and other relief materials, to their sector officers.
- They should visit all the sectors along with the sector officer to gather prior knowledge of the area and suggest measures to the DC which need special attention only.

- They will assist the sector officers to guide the sector level team. They should also collect names of volunteers/NGOs to assist in relief & rescue parties.
- The Zonal officers will prepare maps (a) On road communication for maintaining minimum road condition (communication link) highlighting the alternate routes available to carry relief material/ food stuff to the flood affected area & EE, PWD (RR) should maintain the plan accordingly & (b) Map highlighting on historically identified vulnerable places with the help of sub-Zones & Sectoral officers.
- They will prepare a mazmuli map showing (a) The Sub- Zones (b) The sectors (c) The highly flood prone villages indicated in yellow & orange colour only.
- They will identify the proposed relief camps along with the sector officer and appoint the head of the institution as the relief camp in-charge, if necessary.
- They must keep on informing the flood situation formally in annexure-IV and over telephone to District Emergency Operation Centre.
- Survey & assessment of flood affected areas shall be carried out only by authorized officers. Any other agencies conducting similar exercise shall have to do so at their own expenses.

### **DUTIES AND RESPONSIBILITIES OF THE SUB ZONAL OFFICERS**

- The Sub-Zonal officers shall remain in close contact with their respective Zonal Officer & sector officers. They will convey all actions taken by the District Disaster Management Authority to Sector Officers immediately.

### **DUTIES AND RESPONSIBILITIES OF THE SECTORS OFFICERS**

- The sector officer will visit the respective areas at least 3-4 times and collect the basic data of his sectors. He will assess the requirement of GR/other relief materials/POL for boats and submit the same to his concerned Zonal Officer/Sub. Zonal Officer.
- He will maintain the register of GR etc. /boat (both country & engine with capacity)/POL issued etc.
- He will collect the necessary annexure-IV / requirement form etc. from the Disaster Management Branch, DC's office well ahead.
- He will identify and arrange the relief camps and appoint In-charge of camp. (Head of institution, where camps are established, should be the first option for appointing as camp In- charge)
- He will ensure the fair & proper distribution of GR etc. and maintain the APRs (Actual Payee Receipt) simultaneously in duplicate. He will also contact, before the flood / during the flood with the concerned officers of Medical/ Vety / PHE / W.R./ Local Police / Army & Para Military forces and collect their address & telephone numbers.
- He will maintain a village wise population register and will divide the village population into adult & minor. He will identify the pin points for HTW (Hand tube well) installation forming users committees immediately.

- He will identify all the roads / bridges / culverts, standing crop areas / habitation structures, Embankments, dykes and keep records of everything to report in Annexure-IV in time.
- He will guide the sector level team in consultation with his Zonal officer / Sub Zonal Officer to assess the situation.
- He should keep all records properly and neatly and handover the records to his Zonal officer as soon as the flood relief operation are declared over.
- Villages, not included in any sectors will have to be looked after by the concerned sector officer, if flood occur.
- Medical / PHE / W R / Vety. / PWD (RR) / Education/ Agriculture/ P&RD/ PWD (Bldg) etc. departments should nominate representative members from their Dept. to the sector team

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