

MINUTES OF THE FLOOD PREPAREDNESS MEETING HELD ON 04/03/2024 AT 11:00 AM IN THE CONFERENCE HALL, D C'S OFFICE, SOUTH SALMARA MANKACHAR, HATSINGIMARI.

List of the officers present in the meeting is enclosed at "A"

The meeting of Flood Preparedness for the Ensuing Flood Season 2024 in respect of South Salmara Mankachar District was held on March 4, 2024, at 11:00 a.m. in the Conference hall, Handloom and Textile Department, South Salmara Mankachar under the Chairmanship of Rahul Kumar Gupta, IAS, District Commissioner South Salmara Mankachar. The meeting was attended by the members of DDMA, South Salmara Mankachar.

Greeting all members, the District Commissioner suggested that they prepare for the upcoming flood season and sought collaboration to deal with the flood issue in this district. The District Commissioner outlined the meeting's purpose and highlighted the district's flood preparedness and scorecard for 2024.

The introduction speech was then presented by Addl. District Commissioner and CEO, DDMA, South Salmara Mankachar, to highlight the basic standard of flood preparedness and departmental activities that would be implemented. He also explained the various departments' roles and responsibilities in minimizing the flood scenario.

Control Room: A Flood Control Room will function from **01/05/2024 to 31/10/2024** during the flood season at District Emergency Operation Centre, Hatsingimari with Mobile No.: 9954853411/6026029526 (1077 toll free no.) under overall in-charge of the Addl. District Commissioner cum CEO, DDMA.

(Action: Addl. District Commissioner cum CEO DDMA)

(A). MANAGEMENT OF RELIEF AND RESCUE OPERATION:

Overall relief and rescue operation will be under the direct control of Addl. District Commissioner cum CEO, DDMA. The Circle Officers will be responsible for relief and rescue operation within their respective circle as a Chairman of Circle Disaster Management Committee.

- In addition to meeting with youth organizations, non-governmental organizations, AAPDA Mitra Volunteers, etc., the Circle Officers were instructed to call meetings of the Circle Level Disaster Management Committees by February 18, 2024, and to report their findings to the undersigned.
 - The Circle Officers were asked to update the flood Plan to combat flood and other natural calamities in their respective circles and to submit the consolidated Action Plans **within 20th March, 2024.**
 - The important points to be taken into account, while preparing the Flood Plan are to assess the availability of man power, other infrastructures and maintenance of the required parameters of action taken points, which was showed and discussed in the meeting for relief and rescue operations.
 - The flood prone areas/ villages in each circle should be divided into small zones and sectors. The responsibility of management of relief and rescue operation in each zone should be entrusted to a team of responsible officers drawn from various line departments with gazetted officers as Camp in charges.
 - Facilities like separate toilets for male and female, drinking water, and space for storage of relief materials should be ensured in such identified relief camps.
 - The routes and alternative routes to the flood prone areas/locations of relief camps should be identified and maps to be prepared.
 - The names, designations and telephone numbers of the officers to be engaged for management of relief and rescue operation in each zone should be incorporated in the Flood Plan.
 - The Circle Officers will ensure that the Officers in Charge of each relief camp maintain a register and update each day till the camp is closed on relief materials received, number of inmates (M/F, child, old, sick, differently abled, widow, orphan etc.), facilities available in the relief camp as per DM manual.
 - The Circle Officers is directed to ensure the presence of child friendly space at relief camps as per Govt. instructions in coordination with Social Welfare Department.

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- The Circle Officer will make sure that as soon as the relief camps open, the officers in charge of the Health and Veterinary Departments move to their respective camps.
- The Circle Officers will keep a record of inventories of Engine boat available in the Rev. Circle with owner's name, address and contact details.
- The Circle Officer was directed to confirm the number of individuals who died from drowning, cyclones, thunder, etc., as well as the damage to houses caused by floods, erosion, storms, etc. In order to submit proposals on time and in accordance with government instructions, the Lot Mandal shall ensure that the beneficiary/NOK's list is appropriately prepared through field officer inquiry starting on the date of floods or other calamities. The proposals shall include bank account details as requested by the relevant Circle Offices.
- For the purpose of properly assessing GR through Gaon Pradhans, circle officers were advised to keep a database at the circle level, which included information on the population of adults, minors, cattle, poultry, etc.
- Apart from the vulnerable villages, the Circle Officers are requested to prepare a list of most vulnerable villages.

● (Action: Both Circle Officer)

B. RESCUE OPERATION IN FLOOD AFFECTED AREAS-INVOLVEMENT OF SDRF and NDRF:

- The SDRF team will help the Circle Officers in rescue operation.
- The trained volunteers of AAPDA MITRA volunteers may be engaged in flood affected areas for relief operations and search and rescue operation.
- The NDRF team which is stationed at Bongaigaon may be communicated in due course of time in case of any emergency arises.

(Action: Fire & Emergency Services Hatsingimari/Mankachar)

C. ARRANGEMENT OF MEDICAL AND HEALTH FACILITIES IN FLOOD PRONE AREAS/RELIEF CAMPS:

- The Joint Director, Health Services is asked to maintain adequate stock of essential and life-saving medicines in the district for flood.
- The Health Department was asked to assess the nature of diseases that might break out during and after flood and the medicines etc. required for treatment of such diseases should be procured and stocked in advance.
- The Mobile Medical Units of the PHCs/CHCs should be kept operational and should be pressed into service in flood prone areas as and when required.
- The Health Department will work in close liaison with the District Social Welfare Officer so far as child health and maternal health is concerned.
- The Joint Director, Health Services will form zone wise medical team and coordinate with Rev Circle Officers. For pregnant women, special arrangement should be made by the Joint Director of Health and Officer in Charge will inform Circle Officers regarding presence of delivery women.
- The Joint Director, Health Services was asked to maintain a data base of vulnerable groups of people- Persons with Severe Diseases, list of ambulances, list of vulnerable health centre, list of AHSA & ANM.
- The Joint Director, Health Services was also asked to follow up the Post Mortem report of deceased person within 24 hours for immediate Ex-Gratia grant.
- The Joint Director, Health Services was also asked to ensure continuity of the services like RMNCH + A services and also requested to open a Control Room at his office during flood.

(Action: Joint Director of Health Services, South Salmara Mankachar)

D. DUTIES AND RESPONSIBILITIES OF VETERINARY DEPTT. IN FLOOD AFFECTED AREAS:

- The District A H & Veterinary Officer, South Salmara Mankachar was entrusted the responsibility of arranging fodder, treatment etc. to the domestic animals in the flood affected areas and to procure medicines.
- He was asked to alert all VASs under his control for furnishing daily information relating loss of domestic animals etc. to the concerned Circle Officers for preparation of daily reports.
- He was asked to assess and keep the record of latest revenue village wise cattle population.
- He was also asked to identify suitable high places for sheltering livestock from flood affected areas in consultation with concerned circle officer. He was also directed to install first aid dispensaries during flood in suitable places.

(Action DVO, South Salmara Mankachar)

E. ARRANGEMENT OF SAFE DRINKING WATER ETC IN FLOOD PRONE AREAS/RELIEF CAMPS

- The PHE Department. was given the responsibility of providing safe drinking water in the flood affected areas and proposed relief camps/ schools and distribute bleaching powders etc. in Circle wise and also to prepare a database about the distribution of sanitation items and conduct a co-ordination meeting with the Joint Director of Health, South Salmara Mankachar regarding sanitation and hygiene to prevent any outbreak of epidemics.
- The PHE Department was given the responsibility to raise the tube well, ring well, pit/sanitary latrines in the relief camp and other places in the flood affected areas.
- The PHE Department asked to keep sufficient stock of squatting plates, bleaching powder, water purifying tablets, and disinfectants to be used during and after the flood.
- The PHE Department will decide the appropriate pin points of the HTW during flood as per requirement in consultation with Circle Officers.

(Action EE, PHE South Salmara Mankachar Division)

F. ARRANGEMENT OF PROVIDING FOOD ITEMS AND FODDER ETC IN THE FLOOD AFFECTED AREAS/RELIEF CAMPS:

- The responsibility of keeping stock of sufficient quantity of GR materials/ wheat bran etc. is entrusted to the District Director of Supply and Consumer Affairs Dept. Over this matter, he was asked to remain in liaison with FCI Bongaigaon and local Chamber of Commerce.
- In addition to giving the Rice Mills instructions to maintain their stock of rice and wheat bran for use as cow feed, he is asked to write a letter to the Circle Officers requesting that food grants be provided following assessments based on data from the previous year's local census.
- He is requested to design a plan for the safe transportation of necessities and alternate means of transportation in the event of a prolong flood.

(Action: Addl. District Director, FCS & CA)

G. ROADS AND COMMUNICATION IN FLOOD PRONE AREAS-DUTIES AND RESPONSIBILITIES:

- The Executive Engineer, PWRD was asked to maintain all the PWD roads and connecting roads, which are critical from the point of view of supplying relief.

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- The Executive Engineer, PWRD was asked to identify vulnerable critical roads, bridges that are like to be affected and take corrective measures to protect them.

(Action: EE, PWRE)

H. MAINTENANCE/REPAIRING OF EMBANKMENTS AND DYKES-DUTIES AND RESPONSIBILITIES.

- The Executive Engineer, Water Resources Dept., was asked to keep monitoring the vulnerable points embankments.

(Action: EE, W. R)

I. CROP DAMAGE AND DUTIES AND RESPONSIBILITIES OF AGRICULTURE DEPTT PROVIDING RELIEF TO THE AFFECTED FARMERS:

- The District Agriculture Officer, South Salmara Mankachar was asked to keep close liaison with the Circle Officers while conducting assessment of damage of crops in the flood affected areas.
- He was also asked to suitably instruct the ADOs/VLEWs to submit daily reports of inundated crop area to the concerned Circle Officers to enable them to submit daily reports to the DM Branch.
- The District Agricultural Officer, South Salmara Mankachar, was also asked to chalk out a plan for the distribution of seedlings, etc., in the flood-affected areas after the flood so as to benefit the needy farmers. He was also asked to ensure 100% insurance of the crops in the most vulnerable villages. Further, he will write to the insurance company to notify them to cover under insurance those crops that are grown in this district.
- A control room will be set up by South Salmara Mankachar, the District Agriculture Officer, during the flood.

(Action : D.A.O., South Salmara Mankachar)

J. DUTIES AND RESPONSIBILITIES OF INSPECTOR OF SCHOOLS AND DEEO

- The Inspector of Schools & DEEO, South Salmara Mankachar was asked to identify vulnerable schools like to be affected.
- With a call to the head of the of such educational institutions to offer prompt aid and support to impacted families taking shelter in such institutions, he is directed to provide emergency shelter for flood-stricken families.
- The DEEO was directed to make sure that during the several flood waves, services including medical facilities and MDM for schools were provided.
- In cases when school buildings are expected to be affected by flooding or are being used as relief camps, the DEEO was requested to come up with other plans for maintaining the continuation of education.
- The DEEO was asked to train the heads of institutions and schools teachers on flood preparedness and response.

(Action: Inspector of Schools / DEEO, South Salmara Mankachar/
BEEO, Mankachar/South Salmara)

K. DUTIES AND RESPONSIBILITIES OF DISTRICT SOCIAL WELFARE OFFICER

- The DSWO was asked to prepare a data base of vulnerable groups of people- children, pregnant and

lactating women, elderly people, and persons with disability.

- The DSWO was asked to prepare list of vulnerable infrastructure of Anganwadi centres which are likely to be affected from flood.
- The DSWO was asked to train the ICDS worker including Anganwadi worker on roles and responsibility of flood preparedness as per Assam Disaster Manual 2015.
- The DSWO was asked to ensure about the continuity of service like routine health including RMNCH + A services foods supplies nutrition supply via ICDS centre and also ensure adequate arrangements for continuing protection services such as child protection gender base violence, safety of child care institution, homes for the elderly, widows and destitute.
- The DSWO was asked to maintain camp register and enumerate the names of children, ages people and pregnant women.
- The DSWO was instructed to assess the requirements of Baby Food, Mother Horlicks etc. and submit indent through Circle Officer to District Administration. He requested to keep ready all field level staffs of ICDS from Supervisors to Anganwadi Workers to extend their help and assistance during floods.

(Action :- DSWO, South Salmara Mankachar/ CDPO, Fekamari/ Mankachar/ South Salmara)

L. DUTIES AND RESPONSIBILITIES OF INLAND WATER TRANSPORT

- The AEE, IWT, Dhubri was instructed to prepare lists of all engine boats/ country boats and submit the same to DDMA Branch, DC's Office, South Salmara Mankachar with intimation with Circle Officers so that there is no difficulty in hiring such boats during floods for rescue and relief works.
- The AEE, IWT also instructed to disseminate all alert message related storm, cyclone etc. to Ghats and ferries of South Salmara Mankachar, so that people can aware and shifted to safety places.
- The AEE, IWT was instructed to organize awareness camp in all the ghats of this district involving boat owners, boat staff and the peoples residing near the ghats.
- The AEE, IWT was asked to keep close monitoring on the passenger ferries and engine boat for over loading and take strict action against the boat owners.

(Action : AEE, IWT, Dhubri/JE, IWT, South Salmara Mankachar)

M. DUTIES AND RESPONSIBILITIES OF APDCL

- The SDE, APDCL was asked to check all the transformer, electric pole and closely monitor all the electric wire where wire crosses and take necessary measures before flood and during flood. He is requested make one assessment to enumerate the actual number of poles on an urgent basis.
- The SDE, APDCL was asked to make a list of critical vulnerable infrastructure likely to be damaged from flood and submit the details list in the DDMA Branch.
- The SDE, APDCL was instructed to follow all preparedness measures so that no electrocution deaths are reported during the monsoon season.
- The SDE, APDCL official share their emergency toll free no with all the participants for any kind of electricity supply related matters.

(Action : SDE, APDCL)

N. DUTIES AND RESPONSIBILITIES OF IRRIGATION DEPARTMENT

- The Executive Engineer, Irrigation was directed to visit all irrigation works in his jurisdiction and take necessary measures for canal and other structure of Irrigation which are likely to be damaged by flood or flash flood.

(Action: EE, Irrigation)

O. DUTIES AND RESPONSIBILITIES OF P&RD DEPARTMENT

- The CEO, Zila Parishad was requested to maintain all the Panchayat Roads and connecting roads, which are critical from the point of view of supplying relief.
- The CEO, Zila Parishad was requested to identify vulnerable & critical roads that are likely to be affected and take corrective measures to protect them.
- The CEO, Zila Parishad was requested to take some anti-erosion project in consultation with the WR department for the greater interest for public.
- The CEO, Zila Parishad was requested to direct their concerned BDOs to visit the raised platform and ensure the maintenance and repairing of raised platform if needed before flood. He is requested to keep ready all field level staffs of P&RD to extend their help and assistance during floods.

(Action: CEO, Zila Parishad)

After the discussion, the Chairman of the meeting gave the following instructions –

1. The Circle Officers were instructed for identification of relief camp and High raised platform for life stock in consultation with SDVO as per their requirements.
2. The Circle Officer, South Salmara Rev. Circle instructed to use Panchayat office/ Govt. buildings for relief camp or shelter camp if it is suitable.
3. The BDOs were instructed to inspect bund, embankment, raise platform and road condition within the Blocks.
4. The Station Officers were instructed to check all the IR Boats and if any repairing required inform to the DDMA branch.
5. The PHE Dept. was instructed to submit a report on the condition of the toilets and water facility in the identified Relief Camps of the District in consultation with the Circle Officer.
6. The PWD Building was instructed to submit a report on the condition of the identified Relief Camps building of the District in consultation with the Circle Officer.
7. The PWRD/ WR/ P&RD were instructed to identify the vulnerable and damaged roads and submit a detailed report. They will also submit a detailed list of excavator, dumper available with the depts. and contractors.
8. The WR Dept. was instructed to keep round the clock vigilance of the embankments.
9. The IWT Officer instructed to submit the list of IWT notified Ghats, list of E. boats and Flood Action Plan. And also IWT officials were instructed to be engaged in flood rescue operation for people as well as for cattle etc.
10. The District Transport Officer, Hatsingimari instructed to prepare a tentative list of vehicles likely to be required for requisition for patrolling, rescue operation, evacuation of affected people, live-stock, transport of relief workers and carrying of relief articles.
11. The District Commissioner directed all line Department to keep updated record of beneficiaries for future record in case of flood damage and the same shall be shared with the Circle Officers for cross

referencing.

12. The District Commissioner instructed to CEO, DDMA to notify a committee with the officers of agriculture, Fishery, PWRD and the respective Circle Officer for the clearance of water logging and drainage system.
13. The District Agriculture Officer and DVO were instructed to identify land for fodder cultivation in consultation with the CEO, Zila Parishad, P&RD.
14. The DVO was instructed to verify the field and demand of fodder of rice bran in view of to safe the expenditure lost in compression to white bran.
15. The DI&PRO, South Salmara Mankachar was instructed to make wide publicity regarding precautionary measures to be taken by public regarding Health and safe drinking water as per departmental publicity guidelines of Health and Public Health Engineering department. He was also requested to collect daily FRIMS report from DDMA for necessary announcement.
16. The DIO, NIC was asked to upload all SOPs, Plans & guidelines, meeting minutes, and guidance documents related to flood preparedness and response should be available in public domain / district website.
17. The Superintendent of Police was directed to coordinate with SDRF for flood search & rescue operations. Further he was requested to keep an Emergency Team ready in each Police Station for rescue of drowning cases. He was also instructed to setup a Police Control Room. He was directed to inform all O.C.'s and I/Cs of Police stations & Police Out Posts to remain alert and to extend all assistance to District Authority in matters of smooth and peaceful distribution of relief materials.
18. All departments are directed to convey a flood preparedness meeting with their staff and submit the minutes and photographs to the DDMA within **18th March, 2024**.
19. All departments are directed to submit necessary documents with photographs as per the questionnaires of score card on or before **20th March, 2024**.
20. The District Commissioner instructed all officers to use life jacket and life buoy for safety measures during field visit in water ways.
21. The CEO of DDMA was instructed by the District Commissioner to hold a meeting on flood preparedness on March 20, 2024, and to issue a letter to all departments addressing the matter.

All heads of Departments were requested to notify one nodal officer for flood management from their respective department and submit his/her name, designation with mobile number in the DM branch.

All concerned heads of Departments and Circle Officers are requested to prepare **a flood Contingency plan** by considering **flood preparedness minimum standards action to be taken** and all physical facts and observation to be submitted by the all officials to this office by **20th March, 2024**, so the compile district flood contingency plan can be prepared accordingly.

The District Commissioner **requested all Heads of the Department to submit daily damage report to the respective Circle Offices and hence Circle Officers will submit online report in FRIMS to DDMA South Salmara Mankachar by 11.30 AM Positively as the flood session start from 1st May to 31st October every year.**

The District Commissioner, South Salmara Mankachar appeal all concerned to keep vigil over the situation and make themselves fully prepared to place in service in short notice and make available all the resources in ready position during the flood situation.

The meeting ended with a vote of thanks from the Chair.

District Commissioner cum Chairman
DDMA, South Salmara Mankachar
Hatsingimari

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Copy to :-

1. The Principal Secretary to the Govt. Of Assam, Revenue & Disaster Management Department, Dispur, Guwahati-06 for favour of kind information.
2. The Chief Executive Officer, ASDMA, Dispur, Guwahati-06 for favour of kind information.
3. The CEO, Zila Parishad, South Salmara Mankachar for information and necessary action.
4. The Superintendent of Police, South Salmara Mankachar for information and necessary action.
5. The Circle Officer, Mankachar/ South Salmara Revenue Circle for information and necessary action.
6. Shri. Indrajit Das, ACS, Branch Officer, DDMA, South Salmara Mankachar for information and necessary action.
7. All concerned line department for information and necessary action.
8. Office Copy.

(e-signed)
District Commissioner cum Chairman
DDMA, South Salmara Mankachar
Hatsingimari