

**MINUTES OF THE FLOOD PREPAREDNESS MEETING HELD
ON 15/03/2023 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 ensuing Flood season 2023 in respect of South Salmara Mankachar District held on 15/03/2023 at 11:00 AM in the conference hall of the Deputy Commissioner cum Chairman, DDMA, South Salmara Mankachar.

The meeting was attended by the members of DDMA, South Salmara Mankachar.

Welcoming all the members, the Deputy Commissioner requested to prepare for the ensuing flood season and sought co-operation to cope up the flood situation of this District. The Deputy Commissioner stated that the objective of the meeting and to discuss the flood preparedness of the district for the year 2023.

Then, Addl. Deputy Commissioner, South Salmara Mankachar delivered the introductory speech and discussed the minimum standard of flood preparedness and presented department wise actions to be taken, through the projector and also stated about the roles and responsibilities of various department in mitigating the flood situation. The Deputy Commissioner initiated the review and preparedness of all the department.

Control Room: A Flood Control Room will function 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. Deputy Commissioner & CEO, DDMA and the control Room will function from 15/5/2023 to 15/10/2023 and the manpower will be provided accordingly.

(Action: Addl. Deputy Commissioner, CEO, DDMA)

(A). MANAGEMENT OF RELIEF AND RESCUE OPERATION:

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

- The Circle Officers were asked to convene meetings of Circle Level Disaster Management Committees within 22nd March, 2023 and also meeting with youth groups, NGOs, AAPDA Mitra Volunteers etc. and to intimate the same to the undersigned.
- The Circle Officers were asked to update the action Plan to combat flood and other natural calamities in their respective circles and to submit the consolidated Action Plans within 03.04.2023.
- The important points to be taken into account, while preparing the Flood Plan are: to assess the availability of manpower, 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 and the Camp In-charge should be a gazetted officer.
- 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 to ensure that in the relief camp there must be child friendly space as per Govt. instructions in coordination with Social Welfare Department.
- The Circle Officer will ensure that the Officers in-Charge of health and Veterinary teams will move to their respective relief camps as soon as the relief camps open.
- 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 instructed to verify the house damage by flood, erosion, storm etc. and person's death due to drowning, cyclone, thundering etc. The beneficiary/NOK's list should be prepared properly through field officer and enquiry by the Lot Mandal from the date of occurrence of flood / calamities for submission of proposals in due time as per Govt. instruction.
- Advised to maintain a database at the Circle level viz. population of adults, minors, cattle, poultries etc. for proper assessment for GR through Gaon Pradhans.
- 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 communicate in due course of time in case of any emergency arises.

(Action: Fire & Emergency Services South Salmara Mankachar)

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

- Jt. Director Health was asked to maintain adequate stock of essential and life-saving medicines in the district for flood.
- Jt. Director Health. was asked to assess the nature of diseases that might break out during and after flood and medicines 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 in flood prone areas as and when required.
- The Health Dept. will work in close liaison with the District Social Welfare Officer so far as child health and maternal health is concerned.
- The Jt. Director of Health will form zone wise medical team and coordinate with Rev Circle Officers. For pregnant women, special arrangement should be made by the Jt. Director of Health and Officer In-Charge will inform Circle Officers regarding the same.
- The Joint Director was asked to maintain a data base of vulnerable groups of people with Severe Diseases, list of ambulances, list of vulnerable health centre, list of AHSA & ANM.
- Jt. Director Health was also asked to follow up the Post Mortem report of deceased person within 24 hours for immediate Ex-Gratia grant.
- He 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: Jt. Director Health, South Salmara Mankachar)

(D) DUTIES AND RESPONSIBILITIES OF VETY DEPTT IN FLOOD AFFECTED AREAS:

- The District A H & Vety Officer, South Salmara Mankachar was entrusted the responsibility of arranging cattle feed, treatment related medicines and other safety measures for the domestic animals in the flood affected areas and to procure medicines which are needed.
- The District A H & Vety Officer was asked to alert all VASs under his authority for furnishing daily information relating loss of domestic animals etc. to the concerned Circle Officers for preparation of daily reports.
- The District A H & Vety Officer was asked to assess and keep the latest cattle population data in respect of small and large revenue village wise.
- The District A H & Vety Officer was also asked to installed First Aid Centres and Camp Dispensaries to identify suitable places for sheltering livestock from flood affected areas in consultation with concerned circle officer.

(Action DVO)

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

- The P.H.E. Dept. was given the responsibility of providing safe drinking water in the flood affected areas and proposed relief camps/ schools and distribute bleaching powder etc. and also to prepare a database about the distribution of sanitation items and conduct a co-ordination meeting with the Jt. Director of Health, South Salmara Mankachar regarding sanitation and hygiene to prevent any outbreak of epidemics.
- The P.H.E. Dept. 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 P.H.E. Dept. was asked to keep sufficient stock of squatting plates, bleaching powder and disinfectants to be used during and after flood.
- The PHE Department will decide the appropriate pin points of the HTW during flood as per requirement in consultation with Circle Officers.

(Action E.E. / PHE South Salmara Mankachar)

(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 Deputy 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.
- Department was requested to write a letter to the Circle Officers for requirement of food grains after assessments base on local census and last year data and also to instruct the Rice Mills to keep the stock of rice and wheat bran for cattle feed.
- Department was asked to make a plan of safe transportation and alternative transportation for arrangements of essential commodities in an extended flood period.

(Action : Addl. Deputy 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.
- The Executive Engineer, PWRD was asked to identify vulnerable critical roads, bridges which are likely to be affected and take corrective measures to protect them.

(Action: EE/ PWRD)

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

- The Executive Engineer, Water Resources Dept., was asked to keep monitoring the vulnerable points of embankments.
- The Executive Engineer, Water Resources Dept., was asked to re submit the proposal of plan and estimate to their respective department for sanctioning of the earlier proposal which was approved in the last year DDMA meeting and pursue the same in their department and in the Revenue & D.M. department.

(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.
- Department was also asked to suitably instruct the ADOs/VLEWs to submit daily reports of crop area inundated to the concerned Circle Officers for daily reports to the DM Branch.
- The District Agricultural Officer, South Salmara Mankachar was also asked to chalk out plan for distribution of seedling etc. in the flood affected areas so as to benefit the needy farmers. Department was also asked to ensure 100% Insurance of the crops in the most vulnerable villages. Further Department will also write to Insurance company to notify those crops which are grown in the district and to cover them under Insurance policy of the govt.
- The District Agriculture Officer, South Salmara Mankachar will set up a control room at the time of Flood.

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

(J) DUTIES AND RESPONSIBILITIES OF INSPECTOR OF SCHOOLS AND DEEO

- The Inspector of Schools (DDC) & DEEO, South Salmara Mankachar was asked to identify vulnerable schools like to be affected during the flood season.
- They are requested to provide shelter for the flood affected families and request to head of such educational institutions to provide immediate help and assistance those families.
- The DEEO was asked to ensure the service like health, MDM for schools during the flood.
- The DEEO was asked to make an alternative arrangement for continuity of education where schools buildings are like to be flood affected or use as a relief camps.
- 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, persons with disability.
- The DSWO was asked to prepare list of vulnerable infrastructure of Anganwadi centres which are likely to be affected by flood.
- The DSWO was asked to trained 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, 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, aged 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. Department was 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 to the 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 to storm, cyclone etc. to Ghats and ferry's of South Salmara Mankachar, so that people remain aware and can be shifted to safety places.
- The AEE, IWT was instructed to organise 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 ferrys and engine boat for over loading and take strict action against the boat owners.

(Action : All Heads of Offices/AEE, IWT, Dhubri)

(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 to take necessary measures before flood and during flood. Department was 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 death reported during the monsoon season.
- The SDE, APDCL official share their emergency toll free number 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 asked to visit all irrigation works in its jurisdiction and take necessary measures for canal and other structure of Irrigation which are likely to be damage 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 view point of supplying relief.
- The CEO, Zila Parishad was requested to identify vulnerable critical roads are like 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 if needed before flood. Department was 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 livestock in consultation with SDVO as per their requirements.
2. The BDOs were instructed to inspect bund, embankment, raise platform and road condition within their respective Block area.

3. The Station Officers were instructed to check all the IR Boats and if any repairing required need to inform to the DDMA branch.
4. 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.
5. 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.
6. The PWRD were instructed to identify the vulnerable and damaged roads and submit a detailed report. They will also submit a detailed list of excavators, dumper available with the depts. and contractors.
7. The WR Department was instructed to keep round-the-clock vigilance on the embankments.
8. The District Agriculture Officer was asked to make a plan for the flood affected farmers.
9. The Inspector of Schools and District Elementary Education Officer were asked to keep safe all the documents and assets of the school, like benches, tables, chairs, and an almirah, from the damage of the flood in the flood-affected area during the flood.
10. The IWT Officer were instructed to submit the list of IWT notified Ghats, list of E.boats and Flood Action Plan.
11. 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.
12. The Deputy 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.
13. 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. Department was also requested to collect daily SITREP report from DDMA for necessary announcement.
14. 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.
15. The Police Dept. was instructed to coordinate with SDRF for flood search & rescue operations. Further department was requested to keep an Emergency Team ready in each Police Station for rescue of drowning cases. Department was also instructed to setup a Police Control Room. Department 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.
16. All departments are requested to submit only realistic report on flood damage.
17. As many Officer/ Officials posted in this district but currently being attached to another district. Therefore the chairman requested all the heads of the departments to prepare list of such employees and submit to the District Administration. Further all Heads of the Departments will write to their respective higher authority regarding the shortage of manpower immediately with a copy marked to the District Administration.
18. The Executive Engineer, PWRD was instructed for restoration of Pipulbari to Diara embankment under MGNREGA and same has to be completed within next 7 (seven) days.
19. A feasibility study will be conducted by the DDMA, South Salmara Mankachar, on the fibre boat and will report whether it can be used during the period of disaster or not. On the basis of the report demand on new fibre boat will be prepared.
20. All Heads of the Departments are requested to prepare their own action plan in advance.

 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 to 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 3rd April, 2023, so that district Action plan can be prepared accordingly.

The Deputy 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 on daily basis.

It was decided in the meeting that if post facto damage is approved by the DDMA meeting, then demand of the schemes damaged in the last year flood will be send to Revenue & D.M. department for necessary approval.

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

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

Deputy Commissioner cum Chairman
DDMA, South Salmara Mankachar
Hatsingimari

Memo No. HRR/DDMA/04/2023/ (A)

Dated, Hatsingimari the 15th March/ 2023

Copy to :-

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

Deputy Commissioner cum Chairman
DDMA, South Salmara Mankachar
Hatsingimari