

GOVERNMENT OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER::: UDALGURI

(DISASTER MANAGEMENT BRANCH)

No. DM-29/112/2023/60 (E-78915)

MINUTES OF THE DISTRICT LEVEL FLOOD PREPAREDNESS MEETING HELD ON 02/04/2024 AT THE CONFERENCE HALL D.C.'S OFFICE, UDALGURI.

Members Present at Annexure-I

The District Level Flood Preparedness meeting for Udalguri District was held on 02-04-2024 in the Conference Hall of D.C. Office Udalguri.

The meeting was chaired by Shri Monojyoti Kutum, ACS, Addl. District Commissioner & Chief Executive Officer, DDMA, Udalguri.

At the outset, the CEO, DDMA, Udalguri welcomed all the members present in the meeting and discussed about the necessity of preparedness to be undertaken by various line departments and agencies of the district for the ensuing monsoon.

The Addl. District Commissioner & CEO, DDMA, Udalguri requested DPO, DDMA to present the Power Point presentation on flood preparedness and SFDRR consultant presented DRR related components. After threadbare discussion the following resolution were adopted:

All the Circle Officers:-

- They will convene Circle Level Flood Preparedness Meeting involving local officials of all line departments and Lot Mandol, Gaonpradhans and other stakeholders. The Minutes of the meetings have to be submitted to DDMA within two days after the meeting.
- They will submit the Flood Action Plan identifying vulnerable areas with number of people, women and children, elderly people, pregnant women, person with disability, severe disease. They will also submit updated list of relief camps/raised platform with GPS co-ordinates including contact numbers of Camp Manager, LM/ GP's of all villages before flood season.
- o They will prepare an estimate of people who will need emergency shelter. The same have to be submitted to DDMA before flood season.
- O They will identify the alternative routes for vulnerable areas for evacuation, emergency supply of G.R. Materials etc.
- They will update the inventory resources ready for flood preparedness and submit the same to DDMA before flood.
- O They will identify local Youths, Volunteers, Divers, Swimmers etc. for voluntary services during flood & other emergencies. The list has to be shared with DDMA before flood season.
- o They will ensure online reporting of flood/storm etc. situation & damage reports received from all Circle level line Deptt. through FRIMS & DRIMS.
- O They will ensure that photographs of house and other damages should also reflect the photo of victims & Admin/ field level official with GPS Co-ordinate & time etc.
- O They will ensure the distribution of G.R. in a transparent way as per new SDRF Norms. Also arrange for cooked food in relief camps when necessary.
- o Required new Relief Camps to be established as per flood inundation data/map.
- They will organize training/meeting sessions for Village Level Task Force, AAPDA MITRA, Pratirodhi Bandhu, NSS, NCC etc. and form Village Level Disaster Management Committee (VLDMC) and submit the report to DDMA before flood.



 GR related Feedback and grievance redressal mechanisms should be established at relief camps.

{Action: Circle Officer & Field Officer (DM)}

Water Resource Department:-

- They will make an inventory of vulnerable Embankment sections, seepages, erosion etc., and prepare a report. The report should also contain Measures Taken Against Vulnerability and correct geo-tagged, time-tagged photos. The same has to be submitted to DDMA, Udalguri.
- O They will ensure that submission of water level data of Noa, Golandi and Dhansiri rivers on daily basis during flood season.
- Awareness programs and mock drills to be conducted in highly vulnerable villages in coordination with SDRF, Circle Officials, DDMA etc.
- They will ensure to keep manpower & materials ready for immediate protection measures in case of any breach, seepage etc. Earth filled gunny bags in sufficient quantity should be ready at strategic points along with regular vigil & surveillance have to be kept on dyke/ embankment, sluice-gate etc. during the flood season. {Action: Water Resource Deptt.}

<u>District Rural Development Agency</u>:-

- They will identify vulnerable village road sections, culverts etc. and prepare a report. The report should also contain Measures Taken Against Vulnerability and correct geotagged, time-tagged photos. The same has to be submitted to DDMA, Udalguri.
- O They will form various Committees/Teams among the youths for effective response and develop the D.M. Plan for the P. & R. D. Department at District, Block, G.P. & Village Level.
- o They will ensure to undertake the training & capacity building programme for staff, elected representatives & other officials. {Action: Project Director, DRDA/BDOs.}

Health and Family Welfare Department:-

- O They will ensure to sufficient stock of life saving drugs and other essential medicines particularly for Fever & water borne diseases etc. The inventory of present stock has to be submitted to DDMA.
- O They will ensure readiness of Ambulance, Team of Doctors and Paramedical Staff etc. to tackle emergency Childbirth, any other health related hazard during the flood season. Also Special vaccination/ immunization drive may be arranged for flood affected areas. The inventory of the same has to be shared with DDMA before flood season.
- O They will ensure to round the clock emergency services at health institutions of the District. They will assign a dedicated health worker for each relief camp. The list of the same has to be shared with DDMA before flood season.

 {Action: Health and Family Welfare Deptt }

• PWD (R) Department:-

They will identify vulnerable road sections, bridges, culverts etc. and prepare a report. The report should also contain Measures Taken Against Vulnerability and correct geotagged, time-tagged photos. The same has to be submitted to DDMA, Udalguri.

- O They will ensure that all roads & bridges are properly maintained so that surface communication is not disrupted during the flood season also develop alternative routes for vulnerable areas for emergency supply of G.R. materials etc
- O They will ensure that arrangement of man, materials, equipments etc. for emergency construction & repair of roads, bridges etc. along with Preparation of database of Excavators, Dumpers, Rollers etc. with contact detail of drivers, owners, & contractors etc for emergency use. The inventory has to be shared with DDMA before flood season.
- O They will ensure that arrangement of temporary helipads for emergency landing during flood season. {Action: PWD (R) Deptt }

Agriculture Department:-

- O They will identify vulnerable crop fields and prepare a report. The report should also contain Measures Taken Against Vulnerability and correct geo-tagged, time-tagged photos. The same has to be submitted to DDMA, Udalguri.
- They will maintain adequate stock of seeds & seedlings to be provided to the farmers during post flood period. The inventory has to be submitted to DDMA before flood season.
- O They will ensure that all Field level staff (ADOs/VLEWs) to be put on high alert to keep vigil on their respective field areas and asked to assess the crop damages and report accordingly through Revenue Circle Officers.
- O They will conduct awareness programs for Crop Insurance, Kishan Credit Card (KCC) etc. A report containing geo-tagged and time-tagged photos of such programs has to be submitted to DDMA before flood season. {Action: Agriculture Deptt.}

Irrigation Department:-

- O They will identify vulnerable points of irrigation structures and prepare a report containing geo-tagged, time-tagged photos and measure takes against vulnerability. The report has to be submitted to DDMA.
- Necessary consultation, actions and measures to be taken before releasing water within the catchment of major rivers during flood period. So that irrigated/canal water does not contribute to flood.
- o They will submit list of concerned persons/officials with phone numbers to DDMA who will share information related to canal discharge during flood season.
- They will ensure clearing of canals and sluice gate etc. to avoid water logging. A report on the same has to be submitted to DDMA before flood season. Also, at least one dedicated staff should be engaged in every canal sluice gate. {Action: Irrigation Department}

Food, Civil Supplies and Consumer Affairs Department:-

- They will ensure to keep liaison with the FCI officials so that food items can be procured from FCI Depot during emergency also arrangement of sufficient stock of food grains, G.R. items, essential commodities, fuel etc. during the flood season. The inventory of present stock has to be submitted to DDMA.
- O They will ensure to necessary steps for stock of rice and other essential food items at different suitable locations of the district.
- O They will ensure to availability of fodder, wheat bran etc. and constitute Purchase Committee for procurement of food items to be provided as G.R. The inventory of present stock has to be submitted to DDMA.
- o They will ensure to furnishing daily stock position of essential commodities to the DDMA.

- o Also arrange for LPG cylinders and gas stoves in relief camps when necessary.
- They will ensure to finalization of rates & agencies through tender process for supply of G.R. material during emergency situations. {Action: Food, Civil Supplies and Consumer Affairs Deptt.}

PHE Department:-

- They will ensure to maintain sufficient stock of disinfectant, water purifier, purifying tablets etc. and Special sanitation drive have to be undertaken at flood affected areas & relief camps.
- They will ensure to distribution of water purifier, disinfectant etc. at relief camps & flood affected areas and keep sufficient stock of Hand Tube Wells for emergency use.
- o They will ensure to supply of pure drinking water at relief camps & flood affected areas through Tankers or other means.
- O They will ensure that arrangement of temporary/ portable toilets at relief camps. {Action: PHE Deptt.}

A.H. & Vety. Department:-

- o They will ensure to identification & construction of temporary cattle camps separately from human shelters during severe flood and furnishing actual No. of cattle etc. affected by flood for providing fodder/ animal feed.
- They will ensure to proper vaccination/medication at cattle camps as preventive measures and sufficient stock of medicines, fodder, wheat bran, Green fodder etc.
- O Ensure disposal of carcasses in co-ordination with Local Authorities, PRI Members etc. {Action: A.H. & Vety. Deptt.}

• Education Department:-

- They will ensure to prepare inventory of vulnerable schools, anganwadi centers and prepare a report. The report should also contain Measures Taken Against Vulnerability and correct geo-tagged, time-tagged photos. The same has to be submitted to DDMA, Udalguri before flood.
- They will ensure running of classes and normal activities in the schools when the school premises are being used as relief camp.
- They will ensure to provide list of suitable Schools & Colleges where Shelter Places/ Relief Camps may be opened during emergency situation.
- O They will ensure to early assessment of damages of school books, study materials etc. have to be done & timely requirement have to be submitted to the appropriate authority.
- Safety Audit of the schools to be conducted as per guidelines before flood season.
 {Action: Education Deptt.}

Fishery Development Department:-

- They will identify vulnerable ponds, lakes, hatcheries etc. and prepare a report containing Measures Taken Against Vulnerability, geo-tagged and time-tagged photos. The report has to be submitted to DDMA before flood.
- o They will encourage for insurance coverage of their fisheries & ponds etc.
- O They will ensure to furnishing daily report on fishery damages during flood season through Revenue Circle Officers.
- o They will ensure to field level staff should be alerted to keep vigil on flood situation & advise fish farmers for precautionary measures. {Action: Fishery Development Deptt.}

Soil Conservation Department:-

O They will ensure to identify the vulnerable areas and take measures for protection and also submit flood damaged report in time through Revenue Circle Officers. **{Action: Soil Conservation Deptt.**

APDCL Department:-

- They will identify vulnerable power lines, poles, conductors etc. and prepare report. The report should also contain Measures Taken Against Vulnerability and correct geotagged, time-tagged photos. The same has to be submitted to DDMA, Udalguri before flood.
- o They will ensure to proper maintenance of Electrical Lines & Appliances to avoid any eventuality during the flood season due to Electrical hazard.
- o They will ensure to arrangement & maintenance of power supply at relief camps also makes arrangement of alternative source of power supply during emergency situation.
- o They will ensure to extensive care & precautionary measures for providing power supply in highly flood prone areas. {Action: APDCL Deptt.}

Social Welfare Department:-

- They will ensure to identify pregnant mothers (with gestation period), lactating mothers, new born babies, elderly & differently able persons of flood affected areas before flood season and submit to DDMA.
- O They will ensure to pregnant & lactating mothers are given proper food & nutrition at relief camps and adolescent girls are provided safe environment, privacy & hygiene at relief camps.
- o They will ensure to new born babies get proper medical care & support.
- o They will ensure to Elderly & differently able persons are attended & assisted during flood at relief camps.
- Also conduct training session of Relief Camp Manager and Anganwadi worker for CFS management.
- o They will ensure to availability of baby food at relief camps. {Action: Social Welfare Deptt.}

Forest Department:-

- O As per comments received from SDO (Civil), Bhergaon and SDO, APDCL, Udalguri, forest department will ensure for cutting of old trees near roadside, APDCL poles, transformer etc. for preventing any damage during storm/ flood. {Action: Forest Department}
- o Department should be ready to prevent Human-Animal conflict during flood season.
- The department will prepare reports of any incident containing correct geo-tagged and time-tagged photos.
- O Department should take necessary actions to prevent settlement of flood victims within forest area.

All line departments:

- O They will submit their Departmental Flood Action Plan. They will ensure to submission of damaged report including breach of embankment/damage of road / canal etc with proper geo-tagged/time-tagged photos within 24 hour of occurrence to the concerned Circle Officer.
- o They will also submit nomination of their 'Nodal Officer' from their respective department who will keep liasioning for flood related activities.

O Conduct one day orientation of designated officials on flood preparedness and relief camp management by respective departments. The reports have to be submitted to DDMA before flood season.

{Action: All Heads of Departments}

- Fire & Emergency Services will keep ready the manpower and emergency rescue equipments and submit status report accordingly.
- DIPRO, Udalguri will keep regular communication with DDMA, Udalguri for necessary dissemination of early warning information during the flood season.
- Indian Red Cross Society, Udalguri unit will submit a list of trained volunteers to DDMA, Udalguri
 for necessary involvement in search & rescue operation during flood.
- District Flood Control Room will be setup in the Dist. Emergency Operation Centre involving personnel from the important line departments at D.C.'s Office, Udalguri. All line departments will submit daily report to the District Emergency Operation Centre (DEOC) vide Telephone No. 1077 (Toll Free) or 03711-280000/ Email-ID- deocudalguri@gmail.com.
- District Police will ensure the security of relief camps and free movement of vehicles carrying relief materials.
- The army/para military forces will maintain readiness for rescue and relief operations if such situation arises.

The meeting ended with vote of thanks from the CEO, DDMA.

Signed by
Manojyoti Kutum
Date: 08-04-2024 12:14:48
Addl. District Commissioner,
cum
CEO, DDMA, Udalguri

Memo No. DM-29/112/2023/60-A (E-78915) Copy to:

- 1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur Guwahati-06 for favour of kind information.
- 2. All Members present for information and necessary action.
- 3. The DIO, NIC for uploading the minutes in official website.
- 4. CA to DC for kind appraisal of District Commissioner, Udalguri.
- 5. Office file.

(e-Signed)
Addl. District Commissioner,
cum
CEO, DDMA, Udalguri.