

# District Disaster Management Plan of Sheohar District

## Part IV: Preparedness Plan

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District Administration, Sheohar  
State Disaster Management Authority, Bihar

With the support from:

All India Disaster Mitigation Institute

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## 2. Preparedness Plan

Preparedness Plan includes checklist for all concerned stakeholders of the district to prepare themselves for effective and efficient disaster response. It helps in preparing district administration, departments and other stakeholders for better coordinated response with available resources. Identification of vulnerable areas, emergency shelter sites, evacuation routes, emergency resources, chains of commands, etc, becomes an important part of preparedness. All of these measures will go a long way to improving the quality, timing and effectiveness of the response to a disaster.

Disaster preparedness planning involves several activities such as identifying organizational resources, determining roles and responsibilities, developing policies and procedures and planning preparedness activities aimed at ensuring timely disaster preparation and effective emergency response. The actual planning process is preliminary in nature and is performed in a state of uncertainty until an actual emergency or disaster occurs.

### **TO INCLUDE:**

- Checklist for departments
- Checklist for Chief of DDMA
- Checklist for EOC: VHF, etc...

### 3. Line Departments Checklist

#### 1. Agriculture Department

Sr. No.	Key actions	Check
1	Have you established a flood and drought warning cell in the department and designated a nodal officer for disaster management.	
2	Check the equipments, telephone, wireless etc. are functional and ready.	
3	Have you checked functioning of Rainfall measurement centres?	
4	Have you established coordination and liaison with District and Block Control Rooms, other relevant departments, support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information?	
5	Establish and practice protocols for Early Warning approval and dissemination.	
6	Seed and fertilizers stored at safe places?	
7	Awareness on the fertilizer management, promoting the bio-fertilizer programme by the soil conservation department.	
8	Training in adopting new agriculture practices, farmer's exposure visit to centers of excellence, institutes, training in cropping practices and use of modern technology.	
9	Ensuring there is sufficient stock of seeds and other agriculture resources in disaster prone areas. Also there is availability of preventive measures.	
10	Check and ensure there is sufficient stock of equipments and tools for the repairing of non-functional machines and equipments.	
11	Identify the crops which are vulnerable to flood, drought, water logging, pests and developing the alternate cropping system to mitigate the risk of crop destruction.	
12	Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.	

#### 2. Animal Husbandry

Sr. No.	Key actions	Check
1	Establish coordination and liaison with District and Block Control Rooms, other relevant departments, support agencies, community level committees.	
2	Establish and practice protocols for Early Warning approval and dissemination.	
3	Check vaccination before the seasonal disasters such as flood to be held regularly.	
4	Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.	
5	Check supply of life saving vaccines in advance and safe storage for them.	
6	Arrangement of vehicle for transport of injured animals	
7	Identification of the safe place in the Panchayat with the help of community and field staff of the department.	
8	Fodder storage at safe places.	
9	Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.	
10	Shortage of fodder during disaster is a major challenge and tender for fodder storage are issued before flood prone period but the operation does not become very effective.	
11	Avoid Shortage of staff during disaster.	

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### **3. Civil defence and police**

<b>Sr. No.</b>	<b>Key actions</b>	<b>Check</b>
1	Establish an emergency warning cell in the department and a nodal officer for disaster Management.	
2	Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies to develop early warning information.	
3	Establish and practice protocols for Early Warning approval and dissemination.	
4	Assess the vulnerable areas, people to safeguard their interest.	
5	Maintenance of law and order to protect the rights of the citizen.	
6	Scope the budget for the maintenance of law and order.	
7	Define standards/ benchmarks to measure departments' performance on risk reduction activities and emergency response capacities.	
8	Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.	
9	Conduct regular mock drill and ensure sufficient preparedness is there for emergency response.	
10	Identify potential emergency situations. Make references to contingency specific action plans for the same.	
11	Identify the most vulnerable areas to fire and other disasters and prepare the police force for emergency search and rescue operation.	
12	Provide regular training in primary health care and in evacuation, search and rescue to the police force to make them alert.	
13	Ensure adequate number and trained forces are available with adequate and modernized weapons and equipments.	
14	Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.	
15	Keep the equipments, telephone, telex, wireless etc. functional and ready.	
16	Awareness to the officials on the safety of life, human rights violation, material, equipments and for this placement of the items at safe places.	
17	Establish Special Disaster Response Force/ Battalion and deploy them at right place for search and rescue work under the District Police Force.	
18	Identify the important establishment of police force in the vulnerable areas and take necessary steps to protect them.	
19	Identify the vehicles for road and water transportation and prepare to send them in affected areas during any emergency time.	

### **4. Fire Department**

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Sr. No.	Key actions	Check
1	Establish a fire warning cell in the department and a nodal officer for disaster management	
2	Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop early warning information	
3	Establish and practice protocols for Early Warning approval and dissemination	
4	Assess the vulnerable points in the infrastructure, especially hazardous industries and take measures like timely repairs etc.	
5	Maintenance of fire fighting equipments etc and installation of fire alarm and water pumps like hydraulic, sprinkler etc.	
6	Scope the budget for the maintenance of fire fighting equipments and structural measures etc under different categories	
7	Define standards to measure departments' performance on risk reduction activities and emergency response capacities	
8	Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk	
9	Ensure to keep the force alert and sufficient preparedness is there for emergency response	
10	Identify potential emergency situations. Make references to contingency specific action plans for the same	
11	Identify the most vulnerable areas to fire and other disasters and create awareness and training among the people on fire safety measures, prepare the force for emergency search and rescue operation	
12	Implementation of fire safety measures in the private, government and own buildings and establishments	
13	Provide regular training in primary health care and in evacuation, search and rescue to the fire brigades to make them alert	
14	Periodically inspect the vulnerable areas like hazardous chemical and other industries	
15	Stockpile and preposition sufficient number of fire fighting equipments and vehicles to combat any emergency	
16	Stockpile and preposition other necessary repairing material at safe place for the immediate repairs	
17	Keep the equipments, telephone, telex, wireless etc. functional and ready	
18	Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places	
19	To involve in disaster management activity, identify the voluntary workers from NGOs, Educational institutions and provide them training	
20	More trained man power	
21	More technical equipment to be supplied	
22	Foam tender ambulance could be provided	

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## **5. Forest Department**

<b>Sr. No.</b>	<b>Key actions</b>	<b>Check</b>
1	More manpower is required for close monitoring of the planted trees and surveillance as well as for field visits.	
2	Providing weapons for keeping control and warding of animals	

## **6. Fisheries Department**

<b>Sr. No.</b>	<b>Key actions</b>	<b>Check</b>
1	Establish coordination and liaison with District and Block Control Rooms, other relevant departments, support agencies, community level committees.	
2	Establish and practice protocols for Early Warning approval and dissemination.	
3	Renovation of the fish ponds and ox-bow lakes.	
4	Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.	
5	Ensuring that the protection has been provided to the fish ponds.	
6	Stockpile and preposition other necessary repairing material at vulnerable locations for the immediate repairs.	

## **7. Public Works Dept. (PWD)**

<b>Sr. No.</b>	<b>Key actions</b>	<b>Check</b>
1	Communication establishment with District and Block control rooms and departmental	
2	An officer to be appointed as nodal officer	
3	Arrangement of extra vehicles/ heavy equipments, such as front-end loaders, towing vehicles, earth moving equipments, cranes etc.	
4	Ensuring there is sufficient stock of construction material in disaster prone areas. Also there is availability of preventive measures	
5	Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.	
6	Inspection and emergency repair for roads, road bridges, underwater inspection /piers/concrete and steel work.	
7	Identifying the buildings which are vulnerable to flood, earthquake, water logging and developing the plan to avoid any damage to the building.	
8	Identification of the safe building (govt.) in the panchayat and block. The safe places must be identified as per the disasters (flood, earthquake).	
9	Route strategy for evacuation and relief marked	
10	Clearance of blocked roads.	
11	Community assistance mobilized for road clearing.	
12	All staff informed about the disasters, likely damages and effects.	

## 8. Education Department

Sr. No.	Key actions	Check
1	Establish a flood and drought warning cell in the department and a nodal officer for disaster management	
2	Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.	
3	Establish and practice protocols for Early Warning approval and dissemination.	
4	Ensure disaster management be part of curriculum in all schools, colleges.	
5	Ensure that school buildings are constructed with appropriate standards and guidelines and provide safety during school time and safe exit in case of emergencies.	
6	Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.	
7	Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.	
8	Ensure sufficient preparedness is there for emergency response.	
9	Identify potential emergency situations. Make references to contingency specific action plans for the same.	
10	Ensure that all furniture of the schools, colleges are strong enough and can be used as hiding places in case of earthquake.	
11	Ensure that all classrooms have 2 big doors (entry and exit).	
12	Ensure that all staircases are sufficiently big to provide escape routes.	
13	Place sign boards, marks indicating nearest exit routes, safe places, first aid, and other necessary services.	
14	Keep the equipments, telephone, telex, wireless etc. functional and ready.	
15	Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.	
16	Increasing awareness among the people related to the disasters	
17	Dealing with the staff shortage in the department	
18	Retrofitting/repairing the old school buildings	

## 9. Health Department

Sr. No.	Key actions	Check
1	Establish a flood and drought warning cell in the department and a nodal officer for disaster management	
2	Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information	
3	Establish and practice protocols for Early Warning approval and dissemination	
4	Ensure effective integration of health concerns with determinants of health like sanitation & hygiene, nutrition, and safe drinking water through the district health plan	
5	Prepare and Implement inter-sectoral District Health Plan including drinking water, sanitation & hygiene and nutrition	

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6	Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities	
7	Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk	
8	Ensure sufficient preparedness is there for emergency response	
9	Identify potential emergency situations. Make references to contingency specific action plans for the same	
10	Ensure that vaccination of all children, pregnant women etc. is done before the seasonal disasters such as flood	
11	Ensure that life saving vaccines is available in enough quantity in advance and are stored safely	
12	Ensure stockpiling and preposition of medicines, vaccines, equipments etc. before the flood season	
13	Ensure that no doctors, staffs are on leave during emergency situation	
14	Keep the equipments, telephone, telex, wireless etc. functional and ready	
15	Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places	
16	Increase in the human resource strength.	
17	Improving the infrastructure – like bed strength, building structures and location , providing fire fighting vehicle to the health department.	
18	Increasing the number of ambulances for decreasing response time	
19	Staff training in terms of decision making and responding in case of any disaster is required.	

## 10. Industries Department

Sr. No.	Key actions	Check
1	Establish a flood and drought warning cell in the department and a nodal officer for disaster management	
2	Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information	
3	Establish and practice protocols for Early Warning approval and dissemination	
4	Ensure that department staff, officers are aware of potential risks to industries during disasters; and are taking preparedness actions at their level	
5	Ensure that department staff, officers are aware of potential risks that might arise out of any accidental or man-made disaster in the industries; and are taking preparedness actions at their level	
6	Ensure that all the workers employed in an industry have a sufficient induction period for training prior to the actual job and they are aware of safety and precaution measures in case of any emergency	
7	New industries should be established in such a manner that clustering of similar chemical- based units are evolved together in the same geographical area	

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8	Process safety code of management practises based on principles of safety in design according to sound engineering practises; built, operated and maintained properly and periodically reviewed for conformity	
9	Ensure that all Major Accidental Hazard installations have taken third-party insurance policies for providing relief to accident victims due to a chemical accident On-Site (Public Liability Insurance Act, 1991)	
10	Guidelines on transportation, storages and in all other identified areas for instituting self-regulation models in industries	
11	An incident command and technical coordination system for industrial/chemical disastrous situations should be identified, made available, tested and incorporated in the district DM Plan	
12	Ensure that an effective and simplified communication network is available as a dedicated fail-safe communication system to the important stakeholders	
13	Ensure that district representatives of Indian industry associations and federations namely, CII, ASSOCHAM, FICCI, ICC, AMAI etc., shall volunteer for R&D work and also for further transcending information to industries in augmenting safety measures	
14	Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities	
15	Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk	
16	Ensure sufficient preparedness is there for emergency response	
17	Identify potential emergency situations. Make references to contingency specific action plans for the same	
18	Coordinate with DDMA, state and national level and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.	
19	Create mechanisms for quick dissemination of EW information to all people	
20	Provision of adequate quantity of foam and any other suppressant for control of vaporization of spill or leak of compressed gas	
21	Ensure availability of a sufficient quantity of fire extinguishers at various locations	
22	Availability of well-equipped emergency medical rooms with requisite number of ambulance van(s) sufficient to shift On-Site casualties	
23	Include local welfare associations and Panchayati Raj institutions in the emergency preparedness programme	
24	A kit containing antidotes to various toxicants and resuscitation drugs need to be prepared	
25	Ensure that list of most vulnerable groups and communities are updated	
26	Keep the equipments, telephone, telex, wireless etc. functional and ready	
27	Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places	
28	Assessment	
29	Mitigation	
30	Reimbursement	

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3 <sup>1</sup>	Focus should be given to enterprises running in the district as compared to the farmers while framing disaster policies for Micro, small and medium enterprises.	
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### **11. Irrigation and flood control**

Sr. No.	Key actions	Check
1	Increase the number of staff as well as the resources for example provide a surveillance	
2	vehicle for embankment monitoring and protection	
3	Creation of space for home guards to stay and protect themselves from rain and other condition	
4	Dam maintenance should be done every year	
5	Impressed permanent advance scheme	

### **12. Minor irrigation**

Sr. No.	Key actions	Check
1	Proper maintenance and timely repair of the tube well which requires more number of operators	
2	Increase the number of tube wells in the district (which is in progress under Bihar Shatabdi Niji Nal koop yojna)	
3	Stricter monitoring on contractors for repair and installation	

### **13. Public Health and Engineering Department**

Sr. No.	Key actions	Check
1	Establish the flood and drought warning cell in the department and a nodal officer for disaster management.	
2	Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.	
3	Establish and practice protocols for Early Warning approval and dissemination.	
4	Establish mechanisms for the delivery of safe drinking water, halogen tablets, and bleaching powder in the relief camps/shelters in disaster probable areas.	
5	Establish a contingency fund in the department.	
6	The Department must try to construct hazard specific sanitation so that the available services can be utilized in a proper manner.	
7	Identification of suitable land for solid waste management and awareness in the community on this subject.	
8	Most of the diseases during the emergency are water born vector diseases, keeping community health and hygiene could only be possible through safe drinking water supply and eco-friendly sanitation facility.	
9	The department must also stress for the provision for management of issues like disposal of solid/liquid waste.	
10	Raise prior awareness amongst the community about how to treat water sources, using chlorine tablets, store safe water etc.	
11	Identify potential emergency situations. Make references to contingency specific action plans for the same.	

12	Identify disaster affected areas in the district and install/repair sufficient number of hand pumps to ensure regular supply of pure drinking water among the community.	
13	Measures to protect the solid waste management sites.	
14	Review the stock of hand pump repair tool kits and bleaching powder at every quarter and ensure pre positioning of sufficient stock in the department.	
15	Promote usage of low cost sanitary toilets in the disaster affected areas in the district.	
16	Preposition sufficient stock of hand pump and low cost sanitary toilet models to be distributed and used in the relief camps and shelters. Stockpile and preposition other necessary repairing material at safe place for the immediate repairs.	
17	Keep the equipments, telephone, telex, wireless etc. functional and ready.	
18	Awareness to the officials for the safety of life, material, equipments and for this, placement of the items at safe places.	
19	Water tank for the department to supply water in case of disaster	

#### **14. Power Distribution Department**

<b>Sr. No.</b>	<b>Key actions</b>	<b>Check</b>
1	Establish a flood and drought warning cell in the department and a nodal officer for disaster management	
2	Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information	
3	Establish and practice protocols for Early Warning approval and dissemination	
4	Identification and assessment of power generating units at the panchayat level block level and district level	
5	To promote the schemes on non- conventional energy sources	
6	Location of such units away from the water logging areas	
7	Installation of bio gas units or wind mill at safe places in the villages	
8	Taking measures to check the soil erosion and water logging when laying canal for the purpose of electricity generation	
9	The department must identify the power units which are located in disaster prone areas and arrange proper route connectivity for relief, emergency logistic and also provide alternate connectivity to reduce damage	
10	Based on latest or previous emergency or crisis experience the department should frame an outline of future action plan including disaster risk reduction preventive measurements	
11	Allocation of separate fund for disaster management, so that the essential reconstruction work can be started early after any emergency situation	
12	Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities	
13	Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk	
14	Ensure sufficient preparedness is there for emergency response	
15	Identify potential emergency situations. Make references to contingency specific action plans for the same	
16	Ensuring there is sufficient stock of construction material in disaster prone areas. Also there is availability of preventive measures	
17	Availability of vehicle to transport the electric equipments	

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18	The executive engineer must ensure the temporary construction work has taken place before the disaster forecast (flood, storm etc)	
19	Ensuring the availability of equipments like cables, wire, transformers, generators etc. at key locations	
20	Identifying the power units which are vulnerable to flood, earthquake, water logging and developing the plan to avoid any damage to the building	
21	Stockpile and preposition other necessary repairing material at safe place for the immediate repairs	
22	Keep the equipments, telephone, telex, wireless etc. functional and ready	
23	Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places	
24	Power distribution to relief shelter – Temporary connection is provided if infrastructure is available and this process takes less time. However if the infrastructure is not there than providing connection takes time and estimation has to be approved about the cost incurred in providing these connection.	
25	Employee safety is would be a concern in case of an accident	

## 15. Transport Department

Sr. No.	Key actions	Check
1	Establish a flood and drought warning cell in the department and a nodal officer for disaster management.	
2	Establish coordination and liaison with other relevant departments, ESF nodal and support agencies, community level committees, other districts, state and national agencies especially to develop flood and drought early warning information.	
3	Establish and practice protocols for Early Warning approval and dissemination	
4	Ensure that department staff, officers are aware of potential risks of non-functioning of vehicles and motors during disasters; and are taking preparedness actions at their level.	
5	Define standards/ benchmarks to measure department's performance on risk reduction activities and emergency response capacities.	
6	Build awareness among the departmental staff, communities and the key stakeholders engaged with the department on potential disaster risks and measures to reduce the risk.	
7	Ensure sufficient preparedness is there for emergency response.	
8	Identify potential emergency situations. Make references to contingency specific action plans for the same.	
9	Coordinate with DDMA, state and national level and other support agencies for any specific preparedness instructions, supplies, mock drills, trainings etc.	
10	Create mechanisms for quick dissemination of EW information to all people.	
11	Ensure that sufficient numbers of vehicles are available to be deployed in emergency response if required.	
12	Keep the list of drivers, conductors, vehicles etc. updated for use in emergency.	
13	Identify the safe routes for transportation of goods and materials.	
14	Keep the equipments, telephone, telex, wireless etc. functional and ready.	
15	Awareness to the officials for the safety of life, material, equipments and for this placement of the items at safe places.	
16	Construction of bridges has led to reduction in bottleneck and road connectivity disruption issues.	

#### **4. District Magistrate Checklist**

1. District Magistrate shall ensure that preparedness checklist is duly followed by each front line department and status of the same is discussed in monthly meetings.
2. District Magistrate shall ensure that each departments are prepared to meet the challenges of any emergency/ disaster by duly following the preparedness checklists.
3. District Magistrate shall ensure quarterly updation of District Disaster Management Plan and its Resource Inventory by:
  - a. Adding to it any changes in the human resources along with their updated contact numbers, if any.
  - b. Adding to the equipment list, relevant resources for response activities from both the government and private sector.
4. District Magistrate shall ensure about requisition of any relevant resource/equipment, not available with the Government and/or private sector, for disaster management activity.
5. District Magistrate shall ensure conducting of regular meetings of members of District Disaster Management Authority (DDMA).
6. District Magistrate/District Disaster Management Authority (DDMA), shall ensure the establishment of well-equipped District Emergency Operation Centre (DEOC).
7. District Magistrate shall ensure enforcement of the codes, bylaws and act such as National Building Code, Bureau of Indian Standards, etc in the upcoming development projects and construction works.

## **5. District Emergency Operation Centre Checklist**

- a. Availability of vehicle at EOC.
- b. Proper space for Planning and Logistics Section Chief and staff.
- c. Proper space for control room with adequate communication equipments including landline telephones, mobile phones, satellite phones, walkie-talkie, ham radio, computer/ laptop with printer facility, email facility, fax machine, television, etc.
- d. Ensure power backup facilities along with availability of generator set.
- e. Ensure proper space for meeting, conference, media briefing along with LCD, computer and video conferencing facilities.
- f. Availability of District Disaster Management Resource Inventory in the district and also of the neighboring districts, Disaster Management Resource Inventory of the state and also of critical national resources.
- g. Availability of Hazard Seasonality Map of the district
- h. Availability of District Disaster Management Plan
- i. Availability of list as well as of all the roads and important infrastructures.
- j. Availability of list as well as map of safe shelters.
- k. Availability of contact numbers of all concerned including Emergency Contact Numbers, State and National Authorities, NDRF, Nodal Officers and media.
- l. Ensure proper documentation of all incidents

**Checklist for Holistic Approach for Disaster Management (Earthquake)**

S. No.	Activity	Check
	Capacity-building for specialized earthquake search and rescue: procuring modern equipment, identifying full-time and part-time personnel and providing training.	
	Development of specialized training facilities for emergency medical management and search and rescue capability.	
	Installation or review of seismic instruments for a system of continuous monitoring	
	Upgrade of control rooms, particularly at the district and block levels.	
	Systematic training programme on the latest ideas and technologies in disaster management targeting government departments, public sector organizations and NGOs.	
	Inclusion of seismic engineering in the syllabus of graduate courses and also that of polytechnics.	
	Regular programmes for the training of engineers and masons to ensure that constructions follow disaster-resistant standards.	
	Special attention and initiatives to develop community awareness, capability and preparedness.	
	Law enforcement to ensure that key buildings such as schools and hospitals conform to the relevant building codes.	

"In order to systematically coordinate response functions and ensure timely provision of the services and material in all the affected areas, the resources available with the NGOs and what can be mobilised by them will have to be outlined in the DM plan as a preparedness measure."

**List of NGOs**

Sr. No.	NGO	Contact Person	Address and Contact No.	Sector of Intervention	Resources available		
					Staff	Volunteers	Equipments
1							
2							
3							
4							
5							
6							