

DISASTER MANAGEMENT PLAN



2013



ST & SC DEVELOPMENT DEPARTMENT, ODISHA

<u>Chapter</u>	<u>Content</u>	<u>Page No.</u>
<u>01</u>	Introduction	1-2
<u>02</u>	Profile of the Department	3-5
<u>03</u>	Hazard, Vulnerability, Capacity and Risk Profile	6-7
<u>04</u>	Preparedness Plan	8-12
<u>05</u>	Response Plan	13-17
<u>06</u>	Relief, Rehabilitation & Reconstruction	18-19
<u>07</u>	Knowledge Management	20
<u>08</u>	Review & Updating, & Dissemination of Plan	21
<u>09</u>	Annexure: 1) Organisation chart of the Department. 2) Important contact details of Officers & field functionaries. 3) Reporting format. 4) List of NGOs associated with Department.	

Disaster (Originating from the Greek pejorative prefix dis- (bad) + aster- (star) implies that when the stars are in a bad position, a bad event will happen) is the impact of natural or man-made hazards that negatively affects society or environment. These are unexpected events, which not only claim the lives of human beings and animals, but also result in huge damage to both natural and man-made properties. As per the definition enumerated under Section 2 (d) of Disaster Management Act, 2005 "*disaster*" means a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man made causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area;

Thus there are two important elements of disaster i) an event, natural or man made, resulting in substantial loss of lives, human suffering and destruction of property and ii) an event of the magnitude or nature which is beyond the coping capacity of the community of the affected area.

Disasters can be categorised as natural disaster, man-made disaster and environmental disaster, which are basically the products of poverty, over population and environmental degradation. The State of Odisha has continuously suffered from disasters since time immemorial. The geo-climatic conditions of Orissa induce occurrences of natural calamities like flood, cyclone, fire, hailstorm, drought, lightning, heat-wave, earthquake and tsunami. Flood, cyclone, hailstorm, fire and heat-wave are more frequent and intense, bringing misery to the lives of people. Being situated on the northern part of the east-coast, the State has very high vulnerability to cyclone. Many-a-time, the State also faces drought due to vagaries of monsoon. This apart, a high percentage of area of the State falls under the seismic vulnerability zone. Recurrent natural calamities have been a major stumbling block in the path of socio-economic development of the State.



Odisha being situated on the eastern-coast of the Bay of Bengal is extremely vulnerable to multiple hazards. The socio-economic vulnerability of people turns these hazards into disasters. With nearly 90% of population living in disaster-prone areas and about 38% below the poverty line, the coping mechanism of the State and its people is constantly under severe strain. Although several initiatives have been taken to prepare the community to battle against natural calamities, there is still a lot of ground to be covered. Further, the frequency and the gravity of the disasters provide little scope to reap the benefits of these initiatives. The focus of the State keeps shifting between repair/reconstruction and preparedness on the one hand and relief and rehabilitation on the other.

Odisha Disaster Mitigation support system is presently guided by Odisha Relief Code (ORC), which is a generic document that acts as a guideline to undertake

preparedness measures during the pre-disaster period and to provide relief during post-disaster period. The scope of ORC includes various disasters like drought, flood, cyclone, earthquake, heavy rains, tidal waves, fire accident, accident relating to communication, transport services, virulent epidemics, locust menaces, etc. Further, at the district level District Contingency Plan is also prepared for undertaking preparedness measures and post-disaster rescue, relief and restoration actions. ORC empowers District Collectors and makes them responsible for all relief operations both during pre and post disaster situations. As regards the administration of relief, ORC has clearly delineated the roles of Sub Collectors, Tahsildars, BDOs, who play major roles in the management of relief and rehabilitation operations.

Besides the above, Odisha State Disaster Mitigation Authority (OSDMA), an autonomous organisation is also entrusted with the task of restoring livelihood, reconstructing damaged infrastructure and enhancing preparedness measures of the State to face calamities in future. It is mandated to undertake and co-ordinate the restoration, reconstruction and rehabilitation works and programmes in response to disasters in collaboration with different stakeholders including bi-lateral/ multi-lateral agencies, NGOs/INGOs and others.

In the context of the overall effort at the state level towards better preparedness, management and mitigation of disasters at various levels; this draft Disaster Management Plan of the ST & SC Development Department has been formulated with a view to create an effective and realistic mechanism at different level of functioning within the department for proper & effective actions concerning prevention, mitigation, response and post disaster relief, rehabilitation and reconstruction efforts so as to ensure no/ minimum loss of lives and minimize loss to property of the stakeholders. This document will also serve as a communication and reference document with regard to roles and responsibilities of the department functionaries at various levels, standard operating procedure for immediate response at the local level and coordinating lines with the key departments/ units for triggering response for preparedness, rescue, and relief operation as the case may be. The purpose of the present document is also to facilitate preparedness at its various institutions (office establishments and school/ hostels) with the assumption that prevention is more cost-effective than post-disaster relief and rehabilitation.

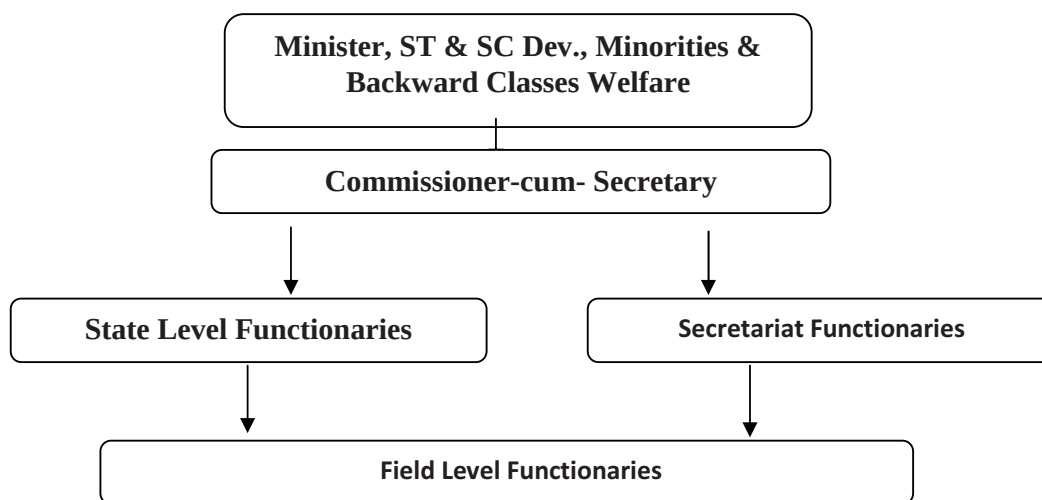
The ST & SC Development and Minorities & Backward Classes Welfare Department are the nodal Department for the welfare and all-round development of Scheduled Castes, Scheduled Tribes, Minorities and Backward Classes. The basic objective of the Department is to formulate and coordinate policies, programmes, laws, regulations etc. for economic, educational and social development of these communities. The principal aim is to empower the principal stakeholders through their educational, economic and social development in order to build self-reliance and self esteem among them.

The policies, programmes and schemes of the department are designed in consonance with the overall goals and objectives as enshrined in Articles 46 (Part IV), 16, 17, 19, 164, 244, 275, 330, 332, 335, 338, 339, 341, 342 and 366 of the Constitution of India with major thrusts on:

- a) Programmes for Economic Development;
- b) Programmes for Social Empowerment;
- c) Programmes aimed at elimination of all forms of exploitation & for protective legislation;
- d) Nodal agency for monitoring flow of fund to TSP & SCSP.

Organisational Structure:

The department is headed by Commissioner-cum-Secretary and assisted by a number of officers in the rank of Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary and other officials at the state level. Following is the organisational chart of the department:



(Detailed Organisation Chart of the Department is attached as annexure I)

For the smooth implementation of the various activities of the department; there are different function units/ nodal offices both at the state and district levels those who plan, execute, coordinate and monitor different welfare and developmental activities of the department. The Nodal offices of the department at the State Level:

OMTES	Odisha Model Tribal Education Society
OSFDC	Odisha SC & ST Finance Development Cooperative Corporation
OBCFDC	Odisha Minorities and Backward Classes Finance Development Cooperative Corporation
SCSTRTI	SC & ST Research & Training Institute
OTELP	Odihsa Tribal Empowerment and Livelihoods Programme
ATLC	Academy of Tribal Language & Culture
TDCCOL	Tribal Development Cooperative Corporation of Odisha Ltd.
OTDS	Odisha Tribal Development Society

The Odisha Model Tribal Education Society looks after the education programme run by the department and strives for providing quality education to the children of disadvantaged ST & SC communities. Orissa Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation (OSFDC) is an apex institution under the Department, which implements programmes for the development of Scheduled Castes and Dispersed Tribal population in areas other than TSPs. The Tribal Development Co-operative Corporation Ltd (TDCCOL) is the apex organization looking after the procurement & marketing of the minor forest produce (M.F.P) and surplus agricultural produce (S.A.P) for the benefit of the tribal. The Orissa Minorities and Backward Classes Finance Development Corporation (OBCFDC) channelizes loans targeted for the development of backward classes and minorities. The Department has a Research and Training Institute named, Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), which provides in-house facility for research and training and documentation related to the development of Scheduled Tribes and Scheduled Castes of the State. For promotion of the State's tribal languages and culture, the Department has established a separate institution, named Academy of Tribal Languages and Culture (ATLC).

The Department has an elaborate arrangement at the field level with a District Welfare Officer in every district, Assistant District Welfare Officers in most of the Sub-divisions and Welfare Extension Officer in every Block. There are 21 Integrated Tribal Development Agencies (I.T.D.As) headed by class I officers designated as Project Administrator (PA), covering the TSP areas for implementing tribal development programmes. Outside the TSP area, there are 46 MADA Pockets and 14 Clusters where the programme implementation is done through Blocks. To ensure focused programme implementation for 13 Particularly Vulnerable Tribal Groups (PVTGs), 17 Micro Projects have been established in 12 tribal districts of the state. Nodal offices of the department at the district levels are as such:

ITDAs	21 Integrated Tribal Development Agencies
DWO	District Welfare Office – one each in 30 districts
Micro Projects	17 Micro Project Offices in 12 tribal dominated districts (TSP areas)
MADA	46 Modified Area Development Approach (non-TSP areas)
Cluster Pockets	14 Cluster Pockets (block level)

This apart the Department also runs a number of residential and non-residential educational institutions for the benefit of the Scheduled Tribe and Scheduled Caste students. The Department runs about 1,619 numbers of educational Institutions wherein about 4.29 lakh students comprising of 1.82 lakhs boys and about 2.38 lakhs girls are continuing their studies. The department also manages 4696 hostels which provide residential facility to 3.96 lakh students, out of which 2.21 lakh are Girls.

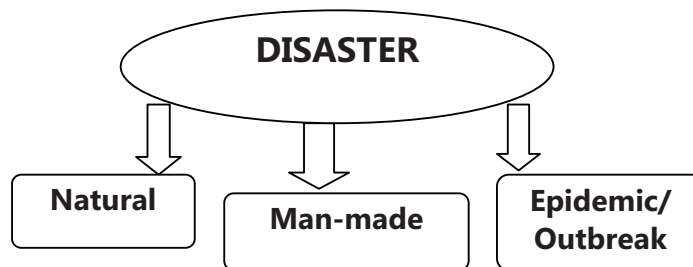
Sl No.	Institution	No.
1	Higher Secondary School	8
2	EMRS	13
3	High School	156
4	Girls High School	143
5	Ashram School	766
6	Secondary Training School	2
7	Residential Sevashram	5
8	Sevashram	506
9	B.Ed College	1
10	Educational Complex for PTG	19
11	New Ashram Schools under construction	30
	Total	1649



Natural disasters are common to the climate of Odisha and cause massive losses of life and property. Droughts, flash floods, cyclones, landslides brought on by torrential rains, and Cyclonic-storms are some of the common occurrence and cause human suffering and loss of lives and property. The heavy southwest monsoon rains cause the rivers to distend their banks, often flooding surrounding areas. Almost all of coastal Odisha is flood-prone, and extreme precipitation events, such as flash floods and torrential rains, have become increasingly common in south coastal Odisha over the past several decades, coinciding with rising temperatures.

Though there has been no major incidence of losses due to different natural disasters with respect to the various establishments/ offices run by the department; the educational institutions & hostels managed by the department have been affected by different natural calamities and disaster in past like cyclone, heavy rain & flash flood, summer storm etc. The losses or damages in the past were mainly caused to the property of the educational institutions while the students also faced difficult situations caused due to flash floods, cyclone etc.

Further, the educational institutions and hostels run by the department is also prone to the man-made disasters like food-adulteration/ poisoning, outbreak of diseases like cholera, malaria, diarrhoea, bird flu etc. either due to negligence on the part of the functionaries entrusted with the responsibility of ensuring the food management at the school/ hostels or as after effect of the disasters.



The following table indicates the hazard wise vulnerability to which the department is prone:

Types of Hazards	Magnitude of vulnerability	Areas / Institutions
NATURAL DISASTER		
CYCLONE	Medium to High	In pockets of coastal areas – mainly affecting the educational institutions in districts like Ganjam, Puri, Khurda, Jagatsinghpur, Cuttack, Kendrapada, Jaipur,
FLOOD/ FLASH FLOOD	Medium to High	In the catchments areas of major rivers flowing in the state as reflected above and in hilly districts like Malkangiri, Kalahandi, Koraput, Balangir, Boudh, Nayagrah, Sambalpur, Keonihar, Mayurbhansi
EARTHQUAKE	Low to Medium	In pockets of seismic zone II & III (Low & Moderate damage risk zone) – Bhubaneswar, Cuttack, Angul, Sambalpur, Sundargarh, Dhenkanal etc.
LAND SLIDE	Low to Medium	In hilly areas like Malkangiri, Koraput, Kalahandi, Rayagada, Kandhamal, Keonihar
FIRE	Low to medium	Applicable to both establishments and educational institutions
MAN-MADE DISASTER		
FOOD POISONING/ ADULTERATION/ CONTAMINATION/ SABOTAGE	Low to Medium	Applicable to educational institutions/ hostels run by the department
OUTBREAK OF EPIDEMIC	Low to Medium	Applicable to educational institutions/ hostels run by the department

Capacity of Department to deal with the identified disasters and gaps therein;

The educational institutions of the department are covered under the awareness generation programme on disaster preparedness in collaboration with School & Mass Education. Further, field staffs of the Department particularly the Teaching & Non-Teaching staffs of Educational Institutions, WEOs, ADWOs, S.O.s of ITDAs & Micro Projects, PA, ITDAs, and Staff of Inspection wing etc. deal with various types of disasters when they are confronted with it in the field, while discharging their duties. But they are neither well-equipped nor trained to deal with such circumstances. Similarly, at the

state level as well, the awareness and basic understanding on various hazards and what prevention and mitigation steps can be taken at different levels is not there among the officials.

Further, though the field staffs assume responsibility in the preparedness and post-disaster rescue & relief operations as part of the existing district and block level mechanism of Revenue department, the mechanism for triggering prevention and mitigation actions within the department levels is not well defined that sometimes create problems relating to timely and effective communication, coordination, timely action at the field level and so on.

With regard to preparedness to deal with the man-made disaster arising out of negligence, poor management etc., due guidelines are in place as part of Standard Operating Procedure, especially concerning the management of food at the school and hostel level and management of health issues among the students and boarders of the hostels run by the department. From time to time, detailed circulars/ guidelines have been issued by the department in these regards specifying what actions to be taken at different level both as precautionary measures and as an immediate response mechanism if any untoward incident takes place in any educational institutions run by the department. However, there is always scope for improvement and strengthening of the management and monitoring system to avoid any occurrence of man-made disasters.

Chapter-4: Prevention, Mitigation and Preparedness Plan

Identification of the hazard, undertaking risk avoidance measures, mechanism for alerting in time/ providing warnings, keeping emergency plans ready are some of the aspects of preparedness plan for the prevention and mitigation of the disasters.

At present, there is inadequate awareness and capacity to plan for the preventive measures in order to deal with various prospective disaster situations at different levels of functionaries. Further, a clear chain of communication and command is lacking at present to trigger immediate and well coordinated efforts towards prevention and mitigation actions at the department level. Considering these gaps the department proposes to take up following key activities with respect to the prevention, mitigation and preparedness plan.

Sl.No	Key Activity	Remarks
1	Capacity Building of key functionaries	One day – bi-annual training for developing basic understanding on different hazards, their predictability, response time available, their impact and precaution and preventives measures to be taken. State level – All officers of the department and nodal institutions of the department District Level – District Officers of the department along with Sub-divisional and block level officials of the department Sub-divisional level/ Block – Heads of the institutions/ hostel superintendents Two days state level technical training of Junior Engineer/ Asst. Engineers on hazard resistance construction practices – The training would focus on control regulations, guidelines for structural designs by the Revenue department, inputs on hazard-resistant construction practices etc. The support of Hazard safety cell created under the chairmanship of Chief Engineer, Designs, of Works Department will be taken.
2	Awareness generation among students of the educational institutions	Awareness programme are regularly conducted for students of educational institutions run by the department in collaboration with S&ME department and Civil Society organizations. More such programme would be undertaken focussing on the different hazards and what precautions and immediate response should be undertaken in case of different disaster situations. Activities like essay writing,

		debate, drawing, painting competition etc. is used as tools for awareness generation. Multi-media content developed by various organisations is used for the purpose. Information leaflets/ posters incorporating safety tips/ dos & don'ts is prepared and circulated among the schools/ hostels – help of NGOs working in this field is taken.
3	Guidelines/ circulars and manual on chain of command and communication with regard to disaster prevention & preparedness actions	Detailed guidelines is prepared and circulated to the key functionaries of the department in line with the guidelines of NDMA & OSDMA highlighting the prescribed chain of command and communication (both upward and downward) in event of any impending disaster situation. A manual is also prepared with specific SOP/ instructions as part of the preparedness planning at the local institutional level.
4	Ensuring establishment and functioning of control room at the department level	At the Department level a Control Unit is established for early dissemination of warning signs concerning any impending disaster or occurrence of disaster, if any, for immediate response action at the local/ field level. This control unit works in close coordination of the control unit of the Revenue department at the state level and will be linked to the District Nodal Person of the department.
5	Making available the basic equipments/ aids for disaster prevention/ mitigation at the establishments/ institutions of the department	Ensuring availability of basic equipments like fire-extinguishers, first-aid box, torch lights/ emergency lights, ladder, ropes, electronic see-saw etc. at the institutions and office establishments of the department. The resources will be sourced from OSDMA and other bodies of the Revenue department wherever possible.
6	Provision of emergency communication system and establishment of rain recording system in schools located in inaccessible/ high altitude locations	Schools located in highly inaccessible/ high altitude pockets are proposed to be provided with emergency communication system so as to ensure communication in distress/ disaster situations as a precautionary measure. 100 such schools are also proposed to be provided with a rain recording system with the help of concerned department to enable the concerned department to initiate required precautionary measures based on the data made available.
7	Yearly assessment of physical infrastructures	All buildings of the department are evaluated under a safety and security plan to identify the potential risk of structural damage, fire threat due to short-circuiting etc. The safety

	and safety measures available	evaluation report will be examined at the district/state level by the competent authorities for necessary action.
8	Integration of disaster preparedness activities in the on-going development plans and projects	It is ensured that the guidelines issued by the Revenue Department are integrated into the newly formulated as well as on-going development plans and projects of the Department.
9	Preparation of School Safety Plan	With the support of OSDMA guidelines, Schools Safety Plans have been developed for schools/ institutions falling under the high risk/ vulnerable zone on priority basis incorporating the hazard wise risk assessment, structural assessment for safety and security, identification of safe shelters and safe routes for evacuation, basic guidelines on preparedness and coping activities etc.
10	Mapping of necessary resources/ equipments for undertaking prevention/ rescue operations and identifying gaps therein	The Nodal Officers of the Department at the districts falling under the vulnerable zones concerning cyclone, flood/ flash flood etc. have been mapped for necessary resources/ equipments such as emergency communication instruments, boats/ jetties, cyclone shelter, transportation facilities etc. in & around the different educational institutions/ hostels run by the department. In case of any gaps, the same will be communicated to the line departments for necessary action as part of the preparedness plan.



Budget Requirement – Provision of fund for Disaster Preparedness

(Capacity Building)

Sl.No.	Name of the Programme	Coordinating unit	Venue	Unit Cost	Total no.s. of programmes to be held	Total Cost (In lakh)	Cost for three years (in lakh)
1	2	3	4	5	6	7	8
1	One day training cum awareness programme	Directorate	SCSTRTI, BBSR	20000/-	Two in a year	0.4	1.2
2	One day sensitization programme at the district level	DWOs concerned	District Hqr.	20000/-	Two in a year x 30	12	36
3	Awareness cum sensitization camps at the Block level	BDOs / WEOs concerned	Block Hqr.	25000/-	Two in a year x 314	157	471
4	Awareness cum sensitization camps at the Institution level	HMs /Head of the Institutions	Institution level	2000/-	One in a year	32.38	97.14
GRAND TOTAL						201.78	605.34



Budget Requirement – Provision of fund for Disaster Preparedness
(Logistics & others)

Sl. No.	Name of the programme	Coordinating Unit	No. of Units	Cost Per Unit	Total Costs (in Lakh)	Fund requirement for three years (in Lakh)
1	2	3	4	5	6	7
1	Strengthening of Control Room & Incident Response team (IRT) at the State level	Directorate	1	200000/-	2.00	2.00 one time investment (OTI)
2	Strengthening of Control Room & Incident Response team (IRT) at the District level	DWOs	30	200000/-	60.00	60.00 (OTI)
3	Provision of a Fire extinguisher	HMs/Supdts	5000	1000/-	50.00	50.00 (OTI)
4	Provision of an aluminum portable ladder, battery operated See-saw, emergency Light, rope etc.	HM s/ Head of the Institutions	1600	10000/-	160.00	160.00 (OTI)
5	Repair & replacement of equipments & accessories like Computers & peripherals, Fax , telephone etc.	DWO/ WEO/ HMs	30+105 + 550= 685	5000/-	29.25	87.75
6	Misc. expenditure (labour- charges, polythene sheets, water purification tablets, medicines, preparation of route chart , evacuation chart in Flex etc.)	DWO/ WEO/HM	1600	3000/-	48.00	144.00
GRAND TOTAL						503.75

Mechanism for early warning and dissemination:

Early warning mechanism is proposed as a two-way process wherein the early warning signs with respect to natural or man-made disasters received either from state level authorities or from the field level functionaries will be recorded and disseminated by designated official/ functionary in a manner as described below:

Sl. No.	Level	Designation of the nodal officer/ functionaries	Dissemination of information/ early warnings to	Action to be taken
1	State	Director (ST)	a) District Collector b) PA/ ITDA c) DWO	The communication to focus on the impending disaster/ warning signs received from State Authorities and instruction to be conveyed to district team for initiation of preparatory measures.
2	District	a) PA, ITDA b) DWO	a) ADWO/ Special Officer of Micro Project b) WEO c) HM/ Institution heads	Clear instructions to be conveyed on preventive measures to be taken as per the standing operating procedure.
3	Institution Level	Head of the institution/ Supdt. / Asst Supdt. Of hostels	To the students / inmates	Action to be initiated as per the standing operating procedure and ensuring safety and security of the students/ inmates

Trigger Mechanism for activating response:

At the Department level a **Control Room** is set up headed by two Desk Officers and supported by a four members team (2 ASOs & 2 Group D staff) under the overall supervision of Director (ST). This Control Room will be activated to function round the clock in event of any impending/ sudden disaster. This control room will act as a coordination point between **District Nodal Officer (PA, ITDA in case of TSP areas and DWO in case on non-TSP areas)** to source information from the field and pass on the necessary information to the relevant authorities at the State level for triggering response for prevention, mitigation, rescue and relief operation as the case may be. The Nodal Officer will furnish a daily report to the State Control Room on the important

messages received from the field, action taken thereon and any additional support required from the State Control Room.

The Control Room will closely monitor the situation at the ground with the help of district Nodal Officer, categorize the information as per the support requirement, follow up with the Nodal Officer at the district level as well as designated state authorities on the progress with regard to response actions and would prepare a daily update for sharing with the Head of the Department or his nominee. At the Control room level, a Station Diary will be maintained chronologically on all information received from the district and action taken thereon.

Nodal Officers for Emergency Support Functions:

The PA, ITDA/ DWO (as the case may be) is the Nodal officer at the District level to perform Emergency Support Functions. The Director (ST) is the Nodal Officer at the State level. The SSD department serves as a support agency for undertaking relief and rescue operations and assists the district administration for assessing the losses and requirements in the affected regions.

Incident Response Team (IRTs):

To deal with the specific incident of prospective or occurred disaster; IRTs at different levels are formed. The major responsibilities of the IRTs includes planning, logistic management and implementation of the response actions. These IRTs will be automatically activated after receiving early warning signals of a disaster happening or likely to happen or on receipt of information of an incident. IRTs at the Institution, Block, District and State level will be constituted with the Officers indicated below in the Table, who are also part of the existing teams/ mechanism of the Revenue/ PR department at the district and block levels.

Sl. no.	Level	Composition of the IRTs	Major role
1	Institution (Schools/ hostel HSS/ Colleges/ Training Institutions)	- Chairman of SMC/SMDC – Chairman - Vice-Chairman of SMC/SMDC- Member - Supdt./ Asst. Supdt. -Member - All teaching and non-teaching staff of the concerned institution - Member - Head of the institution – Member Convenor	- Ensuring safety and security of inmates - Chalking out plan for emergency evacuation/ rescue, if need arises - Ensuring provisioning of food and other essential commodities at the institution level - Maintaining close link with block/ district teams for sourcing required support (food, medical, others) - Providing pshyo-social support to the inmates - Providing database/ information on the necessary support requirement/ impact of disaster for enabling IRTs at block in planning and response actions.

2	Block / Tahasil level	• BDO /Tahasildar – Chairman • ADWO- Member • Medical Officer- member • AE/JE –Member • WEO – member Convenor	- Rapid assessment of the situation based on the inputs on warning signs/ from the Institution level - Inventory planning of support required with quantum and probable sources – for preparedness, mitigation, rescue or relief, as the case may be - Mobilizing logistics/ food/essential commodities/ support services for institutions/ establishment in the jurisdiction from designated sources - Ensuring provisioning of resources/ support services to the institution/ establishments as per the requirement - Act as information link between institutions and district level - Supporting plan for emergency evacuation/ rescue, if need arises – at the institution/ establishment levels - Providing database/ information on the necessary support requirement/ impact of disaster for enabling IRTs at district/ state level in planning and response actions.
3	District	• Collector/ Nominees of Collector - Chairman • PA/ ITDA – Member Convenor (for TSP areas) • DWO - Member Convener (for non-TSP areas) • CDMO – Member • Executive Engineer, RWSS - Member	- Consolidation of inventory of resources/ support services reflected by the block IRTs – for preparedness, mitigation, rescue or relief, as the case may be - Coordinating and mobilizing logistics/ food/essential commodities/ support services from designated sources - Ensuring movement of logistics/ support services to the block IRTs as per the requirement - Act as information link between district and state level

4	State	• Commissioner-cum-Secretary (SSD) – Chairman • Director (ST) – Member • Director (SC) – Member • Director (OBC) – Member • Joint Secretary – Member Convenor • ASO - member	- Overall supervision of the response actions at the district level till the situation normalises - Liasoning with the concerned line departments for ensuring mobilization of human resources and other essential services as required by the district team - Provide support for gap filing/ reinforcement with regard to manpower or material requirement at the affected district, as the case may be - Facilitate conflict resolution on matters reported by the district team concerning response actions - Planning and provisioning of resources for the repair and restoration, post-disaster, based on the inputs received from the districts. - Ensuring proper functioning of the control room and maintenance of necessary records
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Reporting Procedure:

At the district level, WEO submits an Incident Report to the PA, ITDA/ DWO highlighting the details of the incident (including what, where, kind of impact and how many have been affected/ likely to be affected) through SMS at the earliest. Further, the WEO prepares a written report capturing the above and highlighting the actions already taken at the field level, further action planned and difficulties if any in arrangement of resources or personnel for undertaking response action. This report should be submitted within 24 hours of the occurrence of the incident.

This apart the WEOs submit briefing reports on daily basis highlighting the on-going response actions, emerging issues and support requirement till the situation normalises.

DWO in turn submits the daily consolidated report of the above to the department/ State Control Room on the important messages received from the field, action taken thereon and any additional support required from the state control room in event of the activation.

Role of NGOs and Voluntary Sector and Coordination thereof:

The department is working in close collaboration with several INGOs/ NGOs/ VOs in its ongoing developmental projects such as UNICEF, UNFPA, DFID, Vasundhara, Human Development Foundation etc. In time of disaster, the Department will seek their assistance and cooperation in carrying out the required response actions. Their support will also be taken in ensuring the safety and security of boarders wherever possible. Local NGOs working at the village level will be mobilized through block level IRTs for necessary

support. Their support in Training & Orientation and Capacity Building programme will also be taken.

System of assessing the damage:

The IRT at the block level assesses the damage caused from the disaster, both loss of lives and damage to property in close coordination with the designated line department authorities and ensures its communication to the district level IRTs.

Disaster Specific Response plan:

Department proposes to use the existing SOPs/ response plan developed by the OSDMA/ NDMA concerning different disasters. However, the department has prepared the Disaster Specific SOPs/ response plan for the heads of the institutions (schools/ hostels) for immediate prevention/response action at the school/ hostel level in consultation with the experts. The same has been widely disseminated and HMs/ Superintendents have been oriented on the same.

MAN-MADE DISASTERS

(i) Food poisoning/adulteration/contamination/sabotage

SOP for Provision of MDM in Schools

Adhering to SOP is envisaged to achieve uniformity in the operations/ aspects concerning management of the MDM so that possibility of food poisoning, adulteration, sabotage, health hazards like diarrhoea, are substantially minimised if not eliminated:

Internal control Policy:

(1) Dry ration procurement and storage:

- (i) Food Minister of School Cabinet along with the Asst Teacher in charge of Mess management as well as members of Mothers Committee & School Management Committee of the School concerned are to verify the quality part of the stock which is being supplied to the School for MDM purposes.
- (ii) Stock entry is made by Asst Teacher with quantities/date of supply /purchases etc. duly countersigned by the HM/Supdt.s
- iii) Storage of dry ration to be made in proper container and adequate precautionary measures needs to be ensured particularly during rainy season so that the food stock does not become unconsumable due to dampness
- iv) Storage room is to be securely locked by the Store-in-Charge and verified for any dampness and is pest free.

(2) Pre-cooking:

- (i) Daily quality testing including sample testing of various Dry rations by Asst Teacher on rotation basis before cooking and if any deviations found, the same is to be reported immediately to the concerned authorities.
- (ii) Smell test of Rice, Dal to detect any foul smell.
- (iii) Granularity/Color test to detect any adulteration or presence of pests.
- (iv) Smell test of Edible oil to detect any foul smell/ discoloration.

(v) Surprise visits by the concerned WEOs/DWO/ Supervisors of ICDS/ CDPOs/ SEOs /LSEOs / SI of Schools and all other higher supervising Officers of the Block / ULBs in course of their field visits must be made every fortnight and reports submitted. It should be reviewed in the monthly review meeting by the concerned Collector.

(v) Periodic surprise checking by concerned Collector

(3) During cooking

(i) Ensuring cleanliness of the cooking utensils, cooking area by the Food Minister of School Cabinet along with the Asst Teacher in charge of Mess management as well as members of Mothers Committee & School Management Committee of the School concerned. Any issues found to be brought to the notice of the concerned authority at the school level.

(ii) Cooking is done exclusively within the kitchen by CCAs/Helpers which is supervised by 2 Asst Teachers whole week on rotation basis. A rotation list of Teachers is prepared by the HM/Supdt.s

(iii) Ensuring that no outsiders or stray animals enter the cooking areas during cooking hours.

(5) Before Serving:

The Asst Teacher in charge of the day as well as Cook cum Helper will pre-test all the items in presence of HM/Supdt.s before half an hour of serving the same to the students. In case of any doubt about the quality of the food cooked, concerned authorities needs to be informed immediately for further course of action in the matter immediately.

(4) Meal Serving:

(i) Meal serving within one hour of cooking is mandatory

(ii) Meal is served in the Dining area/appropriate place in a hygienic manner.

(iii) Ensuring the hand-washing practice before and after food among the students with involvement of Food Ministry of the School Cabinet.

Response actions during Man-made disaster

(1) In case students complain of stomach pain after food consumption or vomiting is experienced, the HM/Supdt.s and other Asst Teachers should immediately contacts the local PHC/MHU/Ambulance for immediate admission and treatment and keep the concerned DWO informed about the incident. Necessary instruction is this regard has been given to the HMs/HMrs of all residential/educational institutions.

(2) Concerned DWO should inform the CDMO/Collector and keep track of treatment procedure.

(3) The concerned DWO/ Collector to report the incident to the Incident Response Team (IRT) Chairman, Director (ST) at the State Level

The above SOP is carried out during serving of Breakfast, Lunch, & Dinner in all Hostels of the Department in case of emergency situations.

Outbreak of epidemic

Illness Reporting

(i) In case any student reports about illness, the HM/Supdt.s should immediately shift the student to the nearby PHC/ Hospital for treatment and keep close watch over the situation and inform his/her authorities immediately.

Epidemic zones has already been identified and instructions in this regard to HMs/Superintendents of the Institutions has been given.

(ii) Ensuring use of Medicated mosquito-nets those have been supplied to hostel and its boarders. However, in case of any eventuality the HMs/Superintendents of the School/ Hostel need to report the matter to the MO of the nearest PHCs.

(iii) One Health Officer/ANM has been identified for each residential school for periodical check-up of the health of the boarders and HMs/ WEOs and Dwos to ensure that they are on job and providing the required support to the tagged schools.

Further, the institutions located in highly inaccessible pockets in the disaster vulnerable area has been mapped out and specific plan for ensuring stock of essential commodities, including food items for at-least 2 months in advance during the vulnerable period of July to October has been prepared and shared with the District Administration and Department by April of every year for necessary action by the concerned departments. This ensures availability of essential items and food in case any emergency situation arises due to any disaster.

Identification of suppliers for departmental supplies and pre-contracting for supplies in case of emergency:

The emergency wing of the Block/ Tahsil and District office makes provision for this as per the financial and other norms of the government. The Department will only provide necessary fund, if required over and above the funding provisions of the CRF or SRC.

The basic responsibility for undertaking rescue, relief and rehabilitation measures in the event of a disaster has been given to the State Governments. The Central Government supplements the efforts of the State Governments by providing logistic and financial support in case of severe natural calamities. The logistic support includes deployment of aircrafts and boats, specialist team of Armed Forces, Central Armed Police Forces and personnel of National Disaster Response Force (NDRF), arrangements for relief materials and essential commodities including medical stores, restoration of critical infrastructure facilities including communication network and such other assistance as may be required by the affected States to meet the situation effectively.

For a few specific types of disasters the concerned Ministries have the nodal responsibility for management of the disasters. The nodal ministries, as identified for different disaster types, function under the overall guidance of the Ministry of Home Affairs (nodal ministry for disaster management). The concerned nodal ministries are as under:

Ministries with nodal responsibilities for management of the disasters.

Disaster	Nodal Ministry
Earthquake	Ministry of Earth Sciences
Flood	Ministry of Water Resources
Drought, Hailstorm and Pest Attacks	Deptt. Of Agriculture and Cooperation, Ministry of Agriculture
Landslide	Ministry of Mines
Avalanche	Ministry of Defence
Forest Fire	Ministry of Environment and Forests
Nuclear Disaster	Deptt. of Atomic Energy
Industrial & Chemical Disaster	Ministry of Environments and Forests
Biological Disaster	Ministry of Health & Family Welfare
Rail Accidents	Ministry of Railways
Road Accidents	Ministry of Road Transport and Highways and Shipping
Aviation Accidents	Ministry of Civil Aviation
Cyclone/ Tornado/ Hurricane	India Metrological Deptt. Under Ministry of Earth Science
Tsunami	Ministry of Earth Sciences

(Source: Disaster Management in India, Ministry of Home Affairs, Government of India, 2011)

The norms and minimum standards of relief and rehabilitation as prescribed under the Odisha Relief Code and other guidelines of the government is followed in coordination with the designated field functionaries. However the Department provides ex-gratia amount of Rs. 50000/-(Fifty thousand) only in case of death and permanent incapacitation of students/ hostellers residing in the institutions run by the department and the same would be extended wherever required.

With regard to repair and restoration of the physical infrastructure of the educational institutions run by the department, the funding requirement will be met out of the budgetary provisions towards repair and maintenance head of the department. In case of additional requirement/ inadequacy, the additional fund would be sourced from CRF/ SRC.



Preparedness to face the natural disasters can be built up by persuading local villagers, HMs of the Schools, Superintendents & Asst. Superintendents of the hostels, Cook cum Attendants, Lady Ward & Watch of the concerned Hostels when such situation arises. Preparation and knowledge to handle the disaster is the key to survival. The DWOs, SOs, ADWOs, WEOs, HMs, Superintendents and all concerned of the hostel are enlightened to take quick action for the safety of the students in case of any disaster. They will be trained in collaboration with the OSDMA team for making them fit for the unseen incident.

Further, all relevant information pertaining to designated Nodal Officers, Incident Response Teams at various levels, Standard Operating Procedures developed by OSDMA, NDMA in case of different disasters, do's & don'ts in case of various hazard/ disaster, roles and responsibilities of key officials in context of disaster preparedness & management and emergency contact numbers of the key officials entrusted with Emergency Support Functions will be made available in the official website of the department for quick reference of the stakeholders concerned.

The mechanism of review and sharing of information for learning concerning preparedness and management of different disaster at the local level are integrated into the regular review mechanism of the officials at different level of functioning and lessons learnt is documented and circulated to key officials for strengthening of the system.

The present document is a live document which is subject to change as per the inputs received from field on the applicability and efficacy of the document and the contents therein. It is therefore proposed that an annual review of the document will be conducted under the Chairpersonship of Commissioner-cum-Secretary along with key nodal functionaries of the Departments and District Nodal Officer. Inputs/ suggestions will also be sought from other field level functionaries and necessary modification/ amendments to the document will be undertaken through guidelines/ circulars.

The Commissioner-cum-Secretary along with the Director (ST) cum Additional Secretaries, of the department shall review the preparedness of the district functionaries quarterly at the state level in normal situation. The SOPs prepared by the OSDMA will be circulated to all key functionaries and will also be uploaded in the department website for the information of all concerned. Printed booklets of the Disaster plan of the department will be shared among all the stakeholders.

List of District Welfare Officer's

Sl. No	District	Name of the DWO	Mobile No.	Code No	Phone No / FAX
1	ANGUL	Pradipta Kumar Das	9556809105	06764	231173
2	Balasore	Brajabandhu Nayak	9437612186	06782	265717
3	BARGARH	Nandalal Biswal	9437327907	06646	230956
4	BHADRAK	Basanta Kumar Rath	9437198229	06784	250330
5	BOLANGIR	Babu Moharana	9437870914	06652	232745
6	BOUDH	Kailash Ch.Das	9938180762	06841	222279
7	CUTTACK	Shesadev Behera	9437473003	0671	2509593
8	DEOGARH	Haladhar Mahananda	9437642672	06641	226407
9	DHENKANAL	Purna Chandra Dash	9437199762	06762	224510
10	GAJAPATI	Satyabrata Das	8763468534	06815	222825
11	GANJAM	Manoj Kumar Nayak	9937374524	06811	263977
12	JAGATSINGHPUR	Sarat Chandra Sahoo	9437212508	06724	220429
13	JAJPUR	Rama Chandra Behera	9439897818	06728	223422
14	JHARSUGUDA	Mamatarani Parida	8763261642	06645	273402
15	KALAHANDI	Chetana Sethi	8895382072	06670	230553
16	KANDHAMAL	Paramananda Prusty	9437355888	06842	253643
17	KENDRAPARA	Charulata Mallick	9437323582	06727	232160
18	KEONJHAR	Biswadarshi Sahoo	9437066205	06766	255476
19	KHURDA	Nityananda Das	9439292750	06755	221169
20	KORAPUT	Paloka Rabindra	8895850236	06852	251209
21	MALKANGIRI	Santosh Kumar Rath	8763237303	06861	230408
22	MAYURBHANJ	Madhusmita Mohapatra	9437124408	06792	260763
23	NAWARANGPUR	Mukunda Nihal	9439400326	06858	222461
24	NAYAGARH	Prabodha Kumar Nayak	9437927927	06753	254260
25	NUAPADA	Sarbeswar Sahoo	9437314897	06678	223479
26	PURI	S.K. Mazid	8895087966	06752	222262
27	RAYAGADA	Pradumna Dash	9938833385	06856	235147
28	SAMBALPUR	Krupasindhu Behera	8895817258	06663	2410343
29	SONEPURE	Kalandi Charan Bhoi	9438617866	06654	220372
30	SUNDARGARH	Chandrakanta Majhi	9439522362	06622	272309

Annexure-II (B)

Project Administrators of Integrated Tribal Development Agency (ITDAs)

Sl. No	District	Name of the ITDA	Name of the Project Administrator	Mobile No.	Code No	Phone No / FAX
1	BALASORE	Nilagiri	Manoj Kumar Mohanty Sub-Collector, Nilgiri, I/C	9437315326	06782	233020/ 247
2	GAJAPATI	Paralakhemundi	Kalyan Kumar Rath, OAS	8763344697	06815	222207
3	KALAHANDI	Th. Rampur	Ramesh Ch. Behera	9437161612	06670	230576
4	KANDHAMAL	Baliguda	Prem Chandra Choudury, IAS	9438835404	06846	243244/983
5		Phulbani	Pranati Patra	9437134888	06842	254149
6	KEONJHAR	Champua	Sudhakar Burgi	9437192605	06767	240214
7		Keonjhar	Umakanta Nayak	9437380143	06766	255568
8	KORAPUT	Jeypore	Laxmidhar Das, OAS	9437444810	06854	231628
9		Koraput	Tuku Barik	9437084242 9938102800	06852	251345
10	MALKANGIRI	Malkangiri	Ramakrushna Ganda	9437339719	06861	230245/356
11	MAYURBHANJ	Baripada	Tusar Kanta Mohanty	9938190816	06792	260250
12		Kaptipada (Udala)	Braja Gopal Acharya,	9438500911	06795	232239/903
13		Karanjia	Gangadhar Nayak, OAS	9437062173	06796	220212
14		Rairangapur	Sanjaya Mishra	9937353240	06794	222024
15	NAWARANGPUR	Nawarangpur	Padma Ch. Nayak	9437354097	06858	222062/223141
16	RAYAGADA	Gunupur	Karunakar Raikia, OAS	9437338926	06857	250435
17		Rayagada	Gorachand Gamango	9438255244	06856	235165
18	SAMBALPUR	Kuchinda	Biswanath Barik, OAS (I)	9437151950	06642	220478
19	SUNDARGARH	Bonai	Sidheswar Nayak	9437401437	06626	244429/39
20		Panposh	Manoranjana Nayak	9437432160	0661	2501011
21		Sundargarh	Abhimanyu Behera	9437490494	06622	273057

FORMAT FOR REPORTING INCIDENTS

1.	Name of the Incident:	
2.	Details of the spot and type of disaster / hazards encountered with number of person affected or likely to be affected.	
3.	Action already taken	
4.	Action to be taken:	

5.	Difficulties, if any, in response including mobilisation of resources and manpower.	
6.	Brief Note on IRTs response	

Date:
Place

Prepared
by.....

Name

Designation.....

List of NGOs operating in the implementation of schemes of
ST S& SC Dev. Deptt.

Sl. No.	District	Name of the Organization with address
1	Angul	Sri Rama Krishna Ashram At: Badarohila Po: Kadalimunda Dist: Angul
2	Angul	Adarsha Seva Sanghathana At/Po: Anantaput Via: Bhuban, Dist: Dhenkanal
3	Balasore	Ambedkar Kalyan Samiti At/Po: Baliapal Dist: Balasore
4	Bhadrak	Utkaliya Hindu Dharma Sansad At/Po: Sundarpur, Dist: Bhadrak
5	Bhadrak	Nikhil Utakl Harijan Adivasi Seva Sangha, At: S/97, Maitri Vihar, Po: Railway Project Post Office, Bhubaneswar-23 Dist: Khurda
6	Boudh	Viswa Jeevan Seva Sangha At: Saradhapur, Po: Garhsanput Dist: Khurda
7	Cuttack	Sadjyotika At: Aparna Nagar, Chauliaganj Po: Nayabazar Dist: Cuttack
8	Cuttack	Basudev Pathagar At/Po: Nuagaon Via: Niali Dist: Cuttack
9	Cuttack	Banki Anchalik Adivasi Harijan Kalyan Parisad At/Po: Banki Dist: Cuttack
10	Deogarh	Rajya Akhyam Seva Sangha, Room No.-6, Municipality Block, Unit-IV, Market Complex, Bhubaneswar Dist: Khurda
11	Dhenkanal	Jeevan Jyoti Club for Social Welfare Rural Development (JJCSWRD) At: Mahadia, Po: Belapada Via: Gadasila, Dist: Dhenkanal
12	Dhenkanal	Om Sri Sri Sidhya Patrani Yubak Sangha, At/Po: Santhapur, Dist: Dhenkanal

13	Jagatsinghpur	Orissa Khadi & Village Industries Association Plot No.: 805 & 823 (p) Po: RRL, Jayadev Vihar, Bhubaneswar Dist: Khurda
14	Jajpur	Gurudutta Gramodyog At/Po: Kalyanpur PS: Binjarpur, Dist: Jajpur
15	Jajpur	LaxmiNarayan Seva Pratisthan At: Mansapal Po/Dist: Jajpur
16	Kandhamal	Social Weaker Awareness Development & Economic Service Institute (SWADESI) At/Po: Contractorpada Dist: Kandhamal
17	Kandhamal	Banabasi Seva Samiti At/Po: Balliguda Dist: Kandhamal
18	Kandhamal	Bharatiya Adimjati Sevak Sangha At: Dr.Ambedkar Marg New Delhi-110055

19	Kendrapara	Odisha Multi Purpose Development Centre 09/22, MIG-II, BDA Colony, C.S.Pur, Bhubaneswar Dist: Khurda
20	Keonjhar	Peoples Organisation of Orientation & Renovation (POOR) At/Po: Nuagaon Via: Sirigoda, Dist: Keonjhar
21	Khurda	Viswa Jeevan Seva Sangha At: Saradhapur Po: Garasanput Dist: Khurda
22	Khurda	Nehuru Seva Sangha At/Po: Banpur Dist: Khurda
23	Khurda	Kalinga Institute of Social Science (KISS) Campus At/Po: KIIT, Bhubaneswar Dist: Khurda
24	Khurda	Gopabandhu Pathagar At: Ramachandrapur Bazar Po: Jatni, Dist: Khurda
25	Koraput	Marr Munning Ashram At: Aurobinda Nagar Po: Jeypore, Dist: Koraput
26	Koraput	Bright Carrier Academy At: Dolomandap Chandanbad Area, Po: Jeypore Dist.: Koraput
27	Koraput	Libaration Education & Action for Development (LEAD), At: LEAD, JELC Complex-1, N.H, Dist: Koraput
28	Koraput	Sarvodaya Samiti At: Gandhinagar (Kumbha-II) Dist: Koraput
29	Koraput	Koraput Development Foundation Po: Kalpabata KDF Square, Lingaraj Nagar, Dist: Koraput
30	Koraput	Rastriya Seva Samiti (RASS) H.O. Seva Nilayam Annamaiah Nagar Near Balaji Colony, AIR Bye Pass Road Andhra Pradesh Branch: At: Padwa Dist: Koraput
31	Koraput	Janakalyan Samiti HIG-3/126, Shree Satya Sai Enclave., At: Aiginia, Po: Khandagiri, Dist: Khurda
32	Malkangiri	Orissa Social Rural Technology Institute (OSRTI) At/Po: Garajanga Dist: Cuttack
33	Malkangiri	Tagore Society for Rural Development Plot No.2115/20 Rameshar Patna, near Mausima Square, Bhubaneswar Dist: Khurda

34	Malkangiri	Social Education for Environment & Development (SEED) At: S.Tandapalli Po: Tamasa, Dist: Malkangiri
35	Malkangiri	Global Village for Rehabilitation & Development At/Po: Udulibeda, Mathili Dist: Malkangiri
36	Mayurbhanj	Orissa Harijan Sevak Sangha. At: Sarvodaya Ashram Po: Bhanjpur, Baripada Dist: Mayurbhanj
37	Mayurbhanj	Bharatiya Adimjati Sevak Sangha At: Thakarbaba Samark Sadan, Jhandelwalal Link Road Dist: Mayurbhanj
38	Mayurbhanj	Organisation for Rural Women & Youth Development (ORWYD) At/Po: Harekrushnapur Via: Nalagaja Dist: Mayurbhanj
39	Mayurbhanj	Bharat Sevashram Sangha At: Sankachim Dilla Blcok: Saraskana Dist: Mayurbhanj
40	Nawarangpur	Jungalee Unnayan Parisad At: Erai Po: Champua, Dist: Bhadrak
41	Nayagarh	Banki Anchalika Adivasi Harijan Kalyan Parisad (BAAHKP) At/Po: Banki Dist: Cuttack
42	Nayagarh	Bhairabi Club At: Kurumpada, Po: Hadapada Dist: Khurda
43	Nuapada	Orissa Sarvodaya Parisad, Near Bus Stand At/Po: Nuapada Dist: Nuapada
44	Puri	Holy Home At/Po: Salang Via: Balang Road, Dist: Puri
45	Puri	Maa Kameswari Club At: Badalpur Po: Garhbadaput Dist: Puri
46	Rayagada	Kasturba Gandhi National Memorial Trust (KGNM) At/ Po: Satyabhamapur Dist: Cuttack
47	Rayagada	Society for Nature Education & Health (SNEH) Plot No. ND-19 & 20, VIP Area, IRC Village, Nayapalli, Bhubaneswar, Dist: Khurda
48	Rayagada	Seva Samaj At/Po: Gunupur Dist: Raygada

49	Rayagada	Servants of India Society, Thakar Bapa Ashram Po/ Dist: Rayagada
50	Sambalpur	Nikhil Utkal Harijan Adivasi Seva Sangha At: 8/97, Maitri Vihar, Bhubaneswar Dist: Khurda
51	Sambalpur	Adivasi Social & Cultural Society, At/ Po: Kuchinda Dist: Sambalpur
52	Sambalpur	Arun Institute of Rural Affaris (AIRA) At: Aswakhola, Po: Karamul Via: Mahimagadi, Dist: Dhenkanal
53	Sundergarh	Association for Voluntary Action (AVA), At: Dampur, Po: Berboi, Dist: Puri
54	Sundergarh	Bharat Sevasharam Sangha At/Po: Kurumkela Ps: Talsara Dist: Sundergarh
55	Sundergarh	Vyakti Vikash Kendra Art of living Foundation C-31, Sector-1, Rourkela, Dist: Sundergarh
56	Sundergarh	Bharat Sevashram Sangha Rivers Meet Road Sonari West, Jamshedpur Jharkhanda