

MINUTES OF THE DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA) MEETING FOR FLOOD PREPAREDNESS IN CACHAR DISTRICT HELD ON 5th APRIL 2023 AT 11.30 A.M. IN THE CONFERENCE HALL OF OFFICE OF THE DEPUTY COMMISSIONER, CACHAR.

Members present as per Annexure-A;

The meeting was presided over by Sri Rohan Kumar Jha, I.A.S., Deputy Commissioner cum Chairperson, District Disaster Management Authority, Cachar, Silchar.

At the outset the Deputy Commissioner, Cachar welcomed all the members and thereafter discussion was initiated as per agenda.

After threadbare discussion, the following decisions have been taken on the Agenda items.

1. All Departments must conduct Departmental flood preparedness meeting based on the roles and responsibilities mentioned in the Assam DM Manual and minutes of the meeting must be shared within 15th April 2023.

Action: All Head of Offices, Cachar.

2. Departments must be updated the Departmental DM Plan for the year 2023-24 and shared the same with DDMA, Cachar within 10th April 2023.

Action: All Head of Offices, Cachar.

3. The Deputy Commissioner, Cachar has directed all the BDO's to conduct flood preparedness meeting in the Block with all staff and PRI representatives and shared minutes within 10th April 2023.

Action: All BDO's, Cachar.

4. Daily reporting through FRIMS/DRIMS: All departments has been advised to submit daily report to DDMA, Cachar for inclusion of the reports of damage etc. in the FRIMS/DRIMS and report must be submitted within 12.00 Noon positively.

Action: All Head of Offices, Cachar.

5. All Departments must submit copy of the daily report to respective Revenue Circle Officer without fail for immediate intervention if required and also appraisal of the Circle DM Committee/Circle level task Force etc.

Action: All Head of Offices, Cachar.

6. Early warning dissemination: All Departments has been advised that if any early warning received from ASDMA/IMD/CWC/NESAC/DAM Authorities, the action for dissemination must be initiated immediately through internal channel of the Departments.

Action: All Head of Offices, Cachar.

7. The Departments must be ensured that the early warning message must reach in the community level through the field level functionaries of the Departments.

Action: All Head of Offices, Cachar.

8. Silchar/Lakhipur/Sonai Municipal Board:

- a. Ensure smooth functioning of sluice gates in urban area/periodical clearance of drains/culverts etc. in collaboration WR Department & PWD.
- b. Constitute Quick Response Team for drain clearance/garbage clearance etc.
- c. Ensure smooth functioning of pump house installed in the urban area.
- d. Ensure sufficient number of dewatering pump in consultation with Tea Garden's/ALC, Cachar and any private entities In Cachar District.
- e. Submission of the City DM Plan for the year 2023-24 within 15th April 2023.

Action: E.O. SMB/LMB/Sonai MB, Cachar.

9. The Deputy Commissioner, Cachar has directed the Superintendent of FCS & CA, Silchar to conduct meeting with Chamber of Commerce, Silchar/Bazar Committees/Indian Oil Corporation local authority/FCI, Silchar for

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maintaining buffer stock of essential commodities from 1st May 2023 onwards and report compliance on daily basis.

Action: Superintendent, FCS & CA, Silchar, Cachar.

10. Further, the Superintendent of FCS & CA will prepare an action plan for lifting of rice from FCI Godown and in case of emergency rice available in the respective GPSS may be utilized subject to the replenishment of the same after lifting rice from FCI. Action plan must be shared with DDMA within 15th April 2023.

Action: Superintendent, FCS & CA, Silchar, Cachar.

11. The Deputy Commissioner, Cachar has directed the E.E, PHED Division I & II regarding maintaining of buffer stock of chemical packets, chlorine tablets etc. and stored it the strategic location i.e. in Katigorah, Lakhipur, Borkhola and Sonai for immediate distribution to the flood affected areas.

Action: E.E. PHED No. I & II, Silchar, Cachar.

12. Further, PHED will ensure sufficient toilets in the relief camps along with supply of sufficient phenyl, bleaching powder etc. for regular cleaning purpose. List of notified relief camps will be shared by the respective Revenue Circle Offices.

Action: E.E. PHED No. I & II, Silchar, Cachar.

13. List of Tanker etc. may be collected from the Silchar/Lakhipur/Sonai Municipal Board, Tea Gardens and any other private sector organizations/NGOs etc. and incorporate the same in the Departmental DM Plan.

Action: E.E. PHED No. I & II, Silchar, Cachar.

14. The Deputy Commissioner, Cachar has also directed to EE, PHED No. I & II, Silchar to prepare list of vulnerable PWSS (based on last year flood experience) in Cachar District and prepare an action plan for supply of safe drinking water in the flood affected villages if the PWSS is under water during the flood period and share plan of action with DDMA, Cachar.

Action: E.E. PHED No. I & II, Silchar, Cachar.

15. Education Department:

- a. The IS, CDC, & DEEO & DMC, SSA, Silchar will arrange training programme for School Head Teacher along with one Nodal Teacher from each School on relief camp management by 2nd week of April 2023 and resource person from DDMA will impart the training as per guidelines/SOP issued by the Govt.
- b. ID, CDC & DEEO, Cachar will identify the basic facilities of the School and ensure all basic amenities i.e. sufficient toilets/drinking water/electricity etc. during the flood situation if camp established in consultation with all concerned line Departments.
- c. The Deputy Commissioner, Cachar has directed the IS, CDC & DEEO, Cachar to inform and guide all the Head Teachers & Nodal Teachers regarding maintenance of documents in relief camp i.e. Master Register/Family Tickets/APR etc. as per relief camp management guidelines and DM manual properly and submit respective Revenue Circle Office immediately after closure of the camp.
- d. Identification of vulnerable Schools and plan of action for continuity of the School during and post disaster phases.
- e. Prepare a List of identified relief camps in consultation with concerned Revenue Circle Offices. Share details of nos. of rooms in Schools/capacity of inmates/basic amenities etc. along with phone numbers of the Head Master/Mistress/Principal & Nodal officer of those schools.
- f. Planning for continuity of Education during disaster Situation.
- g. Nominate Nodal Teacher for relief camp management as per Govt. SOP.
- h. Prepare all documents for camp management and distribution plan for GR materials etc. Arrange cooked food for minimum 48 hours for all inmates

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through MDM kitchen and materials used for cooked food will be replenished from DDMA through concerned Circle Office.

- i. Concerned HT or Nodal Teacher must be Prepared indent for GR and handover the same to Circle Officer for further necessary action.
- j. Concerned HT/Principal must depute one teacher for CFS functioning in respective Relief Camps.
- k. Training of CRCC, Head Teacher & Nodal Teachers on Relief Camp Management.

Action: I.S, CDC, Cachar & DEEO, Cachar & DMC, SSA, Cachar.

16. Agriculture Department:

- a. DAO, Cachar will organize awareness programs in vulnerable villages and ensure dissemination of early warning specifically for farmer communities to minimize the loss of crop damage etc.
- b. Conduct awareness program on PM Fasal Vima Corona before the onset of the monsoon season.

Action: DAO, Cachar.

17. Power Department:

- a. Constitute Quick Response Team for immediate response during the crisis situation.
- b. Supply of electricity in the relief camp in consultation with Education Department.
- c. Prepare a contingency plan for alternate arrangement for power supply in case of emergency situation in the life line buildings of the District like Hospitals, D.C's Office, DDMA Control Room, Medical Colleges etc.

Action: AGM, APDCL, SED-I & II, Cachar.

18. Soil Conservation Dept.:

- a. Identification of vulnerable structures and plan of action for restoration and repairing of the structure before the flood season.
- b. Undertake condition survey of existing bunds, graded bunds, drainage channels and water bodies that come under its jurisdiction and identify areas that need intervention.

Action: DO, Soil Conservation, Cachar.

19. Irrigation Dept.:

- a. Identification of vulnerable structures and plan of action for restoration and repairing of the structure before the flood season.
- b. Prepare Preparedness plan to manage drought and drought like situation.
- c. Undertake condition survey of existing bunds, irrigation channels & drains that come under its jurisdiction and identify areas of intervention.
- d. Identify vulnerable points of irrigation like structure like Head Works, Aqueduct, Cross Drainage including canals embankments and canal system.

Action: E.E. Irrigation (all Divisions), Cachar.

20. Water Resource Department:

- a. Status of flood protection works (breach closing works anti-erosion works, sluice gates etc.) & submission of weekly report to DDMA.
- b. Details of critical infrastructures in the district that are in need of immediate repair/reinforcement are likely to be affected/damaged. Any corrective measures taken to protect the damage structure (if any), mentioned in details and report compliance.
- c. Identification of vulnerable breaches/sluice gates and over topping point of dykes etc. and report compliance.
- d. Status of stocks of geo-bags etc. for flood season and report compliance.
- e. Status of on-going projects executing under SDRF/NABARD/SOPD etc. & submission of weekly report.

Action: E.E. WRD, Silchar/C.I. /Mech. Div, Cachar.

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21. PWD (Building Dept.):

- a. Ensure all designs and constructions are in compliance with Indian Construction Codes of Practice (BIS) and National Building Code.
- b. Develop manual and guidelines for safe construction practices in the local context.
- c. Maintain inventory list of all key equipments and tools in the state that can be mobilized for response and recovery efforts.
- d. Integrate risk reduction as a component in design and construction practice of department.
- e. Identify weak lifeline buildings and develop strategy for strengthening/retrofitting so as to minimize damage.
- f. Undertake vulnerability assessment of buildings and determine mitigation options.
- g. Provide regular capacity building/training to the staff to help them undertake vulnerability assessment of critical lifelines and develop mitigation options.

Action: E.E. PWD Building Div, Silchar, Cachar.

22. PWD (Roads Dept.):

- a. Details of critical infrastructures in the district that are in need of immediate repair/reinforcement are likely to be affected/damaged. Any corrective measures taken to protect the damage structure (if any), mentioned in details & report compliance.
- b. Status of flood damaged roads repairing etc before the flood season & report compliance.
- c. Identification of vulnerable Roads etc.
- d. Status of on-going projects executing under SDRF etc.
- e. Identification of evacuation routes & safe passages for flood affected populations.

Action: E.E. PWD Roads (all Divisions), Cachar.

23. Health Dept./Silchar Medical College, Silchar:

- a. Planning for Medical Camps along with medicines etc. in each Relief Camps/ Temporary Shelters.
- b. Stock of essential & life saving medicines.
- c. Village wise database of persons with severe diseases.
- a. Details of social infrastructures in the district that are in need of immediate repair/reinforcement, those are likely to be affected/damaged. Any corrective measures taken to protect the damaged structure (if any), mentioned in details & report compliance.
- b. Availability of Essential medicines & Life Saving medicines.
- c. Planning for Medical Team along with medicines etc. in each Blocks/Sub-centre etc.
- d. Strategic deployment of Ambulance during flood season based on last year's flood experiences.
- e. Transportation plan for patients if surface communication disrupted due to flood.
- f. Alternate arrangement for Hospital (if hospital inundated).
- g. Transportation plan for dialysis patients.
- h. Planning for door step delivery of life saving drugs in the flood affected areas.
- i. Organise brainstorming session within the Departments officials based on the last year's flood and update plan accordingly.
- j. Depute ANM or other field staff for functioning of CFS in Relief Camps.

Action: JDHS, Silchar, Cachar.

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24. Transport Dept:

- a. DTO must act as Staging Area Manager as per IRS notification and Police Parade Ground or its areas will be marked as Staging area during flood season.
- b. Carry out conditional surveys of all routes and determine risk spots and actions to be taken in co-ordination with concerned Dept.
- c. Determine possible routes for evacuation for all settlements located in severe hazard prone areas of the Dist.
- d. Check availability of vehicle resources for evacuation.
- e. Prepare inventory of vehicles that can cater evacuation, dispatch of response teams or emergency supplies.
- f. Train drivers to operate in extraordinary times and difficult/missing routes, provide training in GPS enables navigation systems.
- g. Arrange meeting with all Transport Association of the District and prepare a plan of action for vehicle for transportation of relief materials and VVIP visit during the flood situation.

Action: DTO, Cachar.

25. IWT (Silchar Division):

- a. Nominate Nodal Person for Revenue Circle wise Boat management.
- b. List of Govt. Boats/private Boats (GP Wise) for flood response & relief operations & report compliance.
- c. Necessary arrangement of life jackets for everyone aboard during the relief materials transportation through water ways.
- d. Make sure boats are operating at peak efficiency before get out on the water.
- e. Ferry-Ghat-wise Micro-planning for flood & cyclone preparedness.
- f. Conduct micro-mock drill in each Ferry Ghats for awareness and preparedness of the Dept. in coordination with DDMA.

Action: IWT, Silchar Div., Cachar.

26. A.H. & Vety. Dept.:

- a. Identification of Revenue Circle wise High land for cattle shelter camps within the District.
- b. Stock of medicines/vaccines etc. & report compliance.
- c. Prepare Revenue Circle wise fodder (wheat bran/rice bran) distribution plan.
- d. Estimate for the available & required stock of cattle feed for the year 2023 for flood vulnerable areas and also considering the last year flood.
- e. Name & Contact No. of the officials for deployment during the response in various emergency support functions.
- f. Prepare plan for animal health camps etc. in affected villages.

Action: DVO, Cachar.

27. Panchayat & Rural Development Dept.:

- a. Prepare a list of Private Boats along with Phone numbers for rescue and relief operations.
- b. Provide list of Block Wise GP Secretaries with Phone No. for any disaster response & relief operations.
- c. Training of PRI representatives on Disaster Management in coordination with DDMA.
- d. Involvement of BDO's/PRI's and other field level staff for flood/cyclone rescue/relief operation as discussed in Circle Level Task Force meeting and also in relief camp/centre management as per SOP.
- e. BDO's may be act as incident commander in the respective blocks and report to concerned Circle Officers in case of any disaster response and relief operations.

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- f. CEO, ZP may be issued instructions that the distribution of the GR in the concerned flood affected areas (other than relief camps) will be through BDO's and GP Secretaries under the direct control/supervision of the concerned Revenue Circle Officers. So, indent for GR must be prepared by the GP Secretaries and the same will be submitted to Circle Officer after the countersignature of the respective BDO's.

Action: CEO, ZP, Cachar.

28. Women & Child Welfare Dept.:

- a. Depute AWW/Supervisor for CFS functioning in each relief camps.
- b. Details of Dept. infrastructures in the district that are in need of immediate repair/reinforcement are likely to be affected/damaged. Any corrective measures taken to protect the damage structure (if any), mentioned in details & report compliance before 20th April 2023.
- c. Depute relief camp wise AWW for preparation of list of children's/ Disability Persons/ Pregnant Women/ Lactating Mother/ Adolescent Girls from each relief camps in-charge for distribution of baby food, Wheel Chair, Health Support etc. and submit indent directly to the respective Circle Officer along with countersignature of the CDPO for onward submission to the DDMA.
- d. Prepare Database of village wise persons with Disability.
- e. Prepare Database of village wise Pregnant & Lactating Women.
- f. Prepare distribution plan for baby food in relief camps and relief distribution centre separately.
- g. Organise sensitization meeting with field level staff for relief operations/relief camp management.

Action: DSWO, Cachar.

29. Misc. resolution adopted:

- a. The Deputy Commissioner, Cachar has directed all the Circle Officers to identify the Go-down in the respective Circle for advance stock of GR materials before and during the flood season.
- b. The Addl. Deputy Commissioner I/c. Lakhipur Sub-Division, Lakhipur has requested all the Heads of line Department to direct their Sub-Divisional Officials to remain stationed during the flood season in Lakhipur and ensure all the Departmental resources/materials must be in strategic point within the Lakhipur for immediate mobilization.

Action: All C.O's.

Action: All Head of Offices, Cachar.

The meeting ended with vote of thanks from the Chair.



(Rohan Kumar Jha, IAS)
Deputy Commissioner & Chairperson,
District Disaster Management Authority
Cachar, Silchar

Dated: 12/04/2023

Memo No: DDMA. 001 (CB)/CHR/2023-24/94 -A
Copy for favour of kind information:

- 1) The Principal Secretary to the Govt. of Assam, Revenue & DM Department, Assam Secretariat, Dispur, Guwahati - 6 for kind information.
- 2) The Chief Executive Officer, Assam State Disaster Management Authority, Ancillary Block, Dispur, Guwahati-6.
- 3) The Commissioner, Barak Valley Division, House-fed, Dispur, Guwahati-6.
- 4) All Hon'ble MLAs of Cachar District.
- 5) P.S. to Hon'ble M.P, L.S, Silchar, District-Cachar, Assam.

6) The P.S to the Hon'ble Minister to the Govt. of Assam, Transport, Fishery, & Excise etc. Govt. of Assam for favour of kind appraisal of the Hon'ble Minister.

Copy for favour of information & immediate necessary action:

7) All Members Present.

8) All Circle Officers, District-Cachar, Assam.

9) All HOD's of Departments (State Govt.), Cachar, Assam.

10) CA/PA to the D.C, Cachar.



Chief Executive Officer,
District Disaster Management Authority
Cachar, Silchar.

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