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MINUTES OF THE DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA) MEETING HELD ON 13<sup>TH</sup> MARCH, 2020 AT 11.00 A.M. IN THE CONFERENCE HALL OF OFFICE OF THE DEPUTY COMMISSIONER, CACHAR REGARDING PREPAREDNESS AND CONTAINMENT PLAN OF nCOVID19 IN CACHAR DISTRICT:

Members present as per Annexure-A:

The meeting was presided over by Smti. J. R. Lalsim, A.C.S., In-charge, Deputy Commissioner, Cachar, Silchar.

At the outset the Deputy Commissioner (I/c), Cachar welcomed all the members/invitees and thereafter discussion was initiated as per agenda.

After threadbare discussion, the following decisions have been taken on the basis of the Agenda items:

1. The house reviewed the District preparedness and directed for strict vigil of the situations.
2. DDMA meeting need to be conducted regularly for monitoring of the overall preparedness and response plan of the District for nCoronavirus.
3. Co-ordination with Central agencies for establishment of 'Quarantine facilities" in the area of the agency within the District. Joint Director of Health Services, Cachar will co-ordinate the matter with all concerned.
4. Screening to be arranged along the international Border both roadways and waterways if any within the boundary of the District. SP, Cachar will ensure the matter in consultation with JDHS, Cachar.
5. Ambulance Services of 108 and 102 may be utilized in case of any emergency requirement. Member of the 108 and 102 ambulance services need to be trained to deal with n COVID19. JDHS, Cachar will ensure the matter.
6. CDMC meeting the Circle Level and Block level meeting needs to be organized on immediate basis for awareness purpose. Circle Officer of all Revenue Circle will take immediate action for conduct of the aforesaid matter in consultation with local Hospital I/c. and FO (DM). Extensive awareness programme may organize through Health Department field level staff i.e. ASHA worker and MPW. JDHS, Cachar will ensure proper co-ordination with all C.Os/FOs for conduct of the meeting and awareness programme.
7. Social Welfare Department will ensure participation of all AWW's and Supervisors and also SHGs for creating awareness in the village level in association with Health Department staff. Health education may be incorporated in all the AW Centers of the District. DSWO, Cachar may direct all the CDPO's and Block Co-ordinator of POSHAN Abhiyan to co-ordinate with Health Department and respective Rev. Circle Officer.
8. Mass gathering may be avoided in the District and morning assembly of all the School must be cancelled with immediate effect and instead of the morning assembly "Hand wash"

practice may be organized in all School. DEEO & IS, CDC, Cachar must ensure the same in all School both Govt. and Private.

9. All the Municipal Board of the district must be maintained the environmental sanitation within the respective area. Building or any suitable place may be identified for temporary Hospital along with establishment of the isolation and quarantine facilities. Display of the Banners/Hoardings with related to IEC must be ensured in the prominent places of the town in consultation with Health Dept.

10. FCS & CA must be maintained close watch of the availability of the essential items, fuel and food grains etc. in the market and report on daily basis. Ensure cleanliness in the market areas to avoid any epidemic disaster.

11. Fishery department must ensure the cleanliness of the designated fish and meat market of the District and report compliance on daily basis.

12. DIPR, BV region will ensure daily reporting of the action taken by the District Administration and Health Department and also ensure awareness through FLS and local media.

13. Management of Quarantine facilities will be monitored by the DDMA, Cachar. JDHS, Cachar must report on that matter on daily basis to DDMA through email - [ddmacachar@gmail.com](mailto:ddmacachar@gmail.com)

Further, DSO, IDSP must submit compile report copy of the surveillance etc. to DDMA on daily basis through email - [ddmacachar@gmail.com](mailto:ddmacachar@gmail.com)

14. DDMA will co-ordinate the preparedness and response matter with ASDMA, NDRF and NHM time to time.

15. SP, Cachar will ensure law & order of the District and co-ordinate the matter with District Administration.

16. DTO, Cachar will ensure services of buses etc. during the transportation of emergency situation and also ensure the cleaning of the Bus Stand in collaboration with ASTC.

17. Handloom & Textiles will ensure availability of medical textiles and equipments on need basis.

18. Assam University, Silchar and Director, NIT are requested to keep arrangement of Quarantine facilities at their institution with capacity to accommodate minimum 30 persons.

19. JDHS, Cachar and all the SDM&HO I/c BPHC are requested to keep all arrangements ready for already identified Quarantine facilities in Model Hospitals (minimum 15 beds to be earmarked in each hospital)

20. The Principal, SMCH and Supdt. SM Dev Civil Hospital must keep ready Isolation wards with all amenities with 30 beds and 10 beds facilities respectively.
21. The Police Administration and other paramilitary forces will provide necessary security arrangements in all the identified Quarantine facilities of Cachar District. JDHS, Cachar will share the list with SP, Cachar.
22. The on-going Gandhi Mela to be stopped immediately by Silchar Municipal Board, Silchar as per the latest instruction of Govt. of India and subsequent instruction issued by District Administration, Cachar for the larger interest of public as COVID-19 has been declared as PHEIC (Public Health Emergency of International Concern)
23. The DEEO & IS, CDC, Cachar will carry out extensive awareness at School level through their School focal point teachers and will ensure that School Advisory guidelines are followed strictly.
24. All the Hotel and Restaurant owners are requested to submit daily report as per format to the DSU (IDSP), Cachar (in the campus of SM Dev Civil Hospital, Silchar) related to COVID-19 and DSU, IDSP will submit compile report to DDMA through email.
25. The Station Supdt. Silchar Railway Station is requested to open a Help Desk on COVID-19 at Railway Station immediately. If needed, one Medical team to be deployed at Silchar Railway Station by Principal, SMCH and JDHS, Cachar jointly.
26. The Station Supdt. ASTC is requested to open a Help Desk on COVID-19 at ISBT, Ramnagar immediately.
27. One District level Rapid Response Team will be notified by District Administration comprises of Medical personnel's, Police and EM from Civil Administration. List of Medical personnel's has already submitted by JDHS, Cachar.
28. The orientation of AWW to be conducted by DSWO and all CDPOS within 18.03.2020; IEC materials will be supplied by Health Deptt.
29. Orientation of all ASHA, ASHA Supervisors, MPW and ANM to be conducted by respective BPHC i/c within 18.03.2020.
30. JDHS, Cachar will depute BEE, Health Educator & MPWs for visiting all Govt. establishments, Market places and site of public gatherings and to conduct awareness meetings on COVID-19. IEC materials for the same will be supplied by JDHS, Cachar. The Mobile Health teams of RBSK, MMU and 104 will be deputed at community, schools to conduct awareness meetings in addition to their normal duties.
31. Extensive IEC activities would be taken up by JDHS, Cachar from the existing NHM fund as directed by MD, NHM, Assam. Leaflets would be distributed to all Govt. line deptt.

Banner, Hoardings, Information Standee will be displayed /installed in all prominent places of the District.


32. Every Deptt. Will notify one Officer as Nodal Officer for COVID-19 containment activity. His/her name with Mobile no. and email id to be shared with DDMA, Cachar and DSU, IDSP, Cachar through email and DDC watsapp.

33. From Health Deptt. Dr. Ajit Kr. Bhattacharjee, DSO (IDSP), Cachar will be Nodal Officer for COVID-19, Cell no. 9435173229. For any report submission or any COVID related correspondence to be made with District Surveillance Unit, IDSP, Cachar; email id: [cachardsuidsp@gmail.com](mailto:cachardsuidsp@gmail.com) , Phone no. 7086109448/9435452019.

34. One dedicated Watsapp group will be created by DDMA, Cachar for COVID-19 Cachar involving concerned Govt. line Deptt. Officials & Nodal Officers and District Administration.

The house directed all Head of Offices and concerned invitee members to keep strict vigil of the situation and take immediate action as per resolution of the meeting and report compliance.

The meeting ended with Vote of Thanks from the Chair.

  
(J. R. Lalston, ACS)  
Deputy Commissioner (I/c)  
Cachar, Silchar.

Memo.DDMA.39/CHR/2020/ 08 - A.

Date: 13/03/2020.

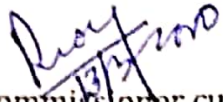
Copy for favour of kind information:

1. The Addl. Chief Secretary to the Govt. of Assam, Revenue & DM Department, Dispur, Guwahati - 6.
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. The Commissioner & Secretary to the Govt. of Assam, Health & Family Welfare Department, Dispur, Guwahati - 6.
5. The Commissioner & Secretary to the Govt. of Assam, Home & Political Department, Dispur, Guwahati - 6.
6. All Hon'ble MLA's of Cachar District.
7. P.S to the Hon'ble MP, Silchar LS, District - Cachar.
8. The P.S. to the Hon'ble Minister to the Govt. of Assam, Forest & Environment, Excise etc. for favour kind appraisal of the Hon'ble Minister.
9. The P.S. to the Hon'ble Deputy Speaker, ALA, Dispur, Guwahati for favour kind appraisal of the Hon'ble Minister.

Copy for favour of kind information & immediate necessary action:

10. All Members Present.
11. All HOD's of Departments (State Govt.) & all C.O's, Dist. Cachar.
12. Registrar, AUS, Silchar.

13. Registrar, NIT, Silchar.
14. Representative from all Central Agencies of Cachar District.
15. TAI/ITA, Silchar, Cachar.
16. Hotel Association representative.
17. The DIO, NIC, Silchar. He is requested to upload the minutes in the District Website for wide dissemination of the same and for future reference.
18. CA/PA to the Deputy Commissioner, Cachar.

  
Addl. Deputy Commissioner cum CEO,  
District Disaster Management Authority,  
Cachar, Silchar.