

Government of Uttar Pradesh

Standard Operating Procedures

Emergency Support Function – 8

FOOD

DRAFT

DEVELOPED BY

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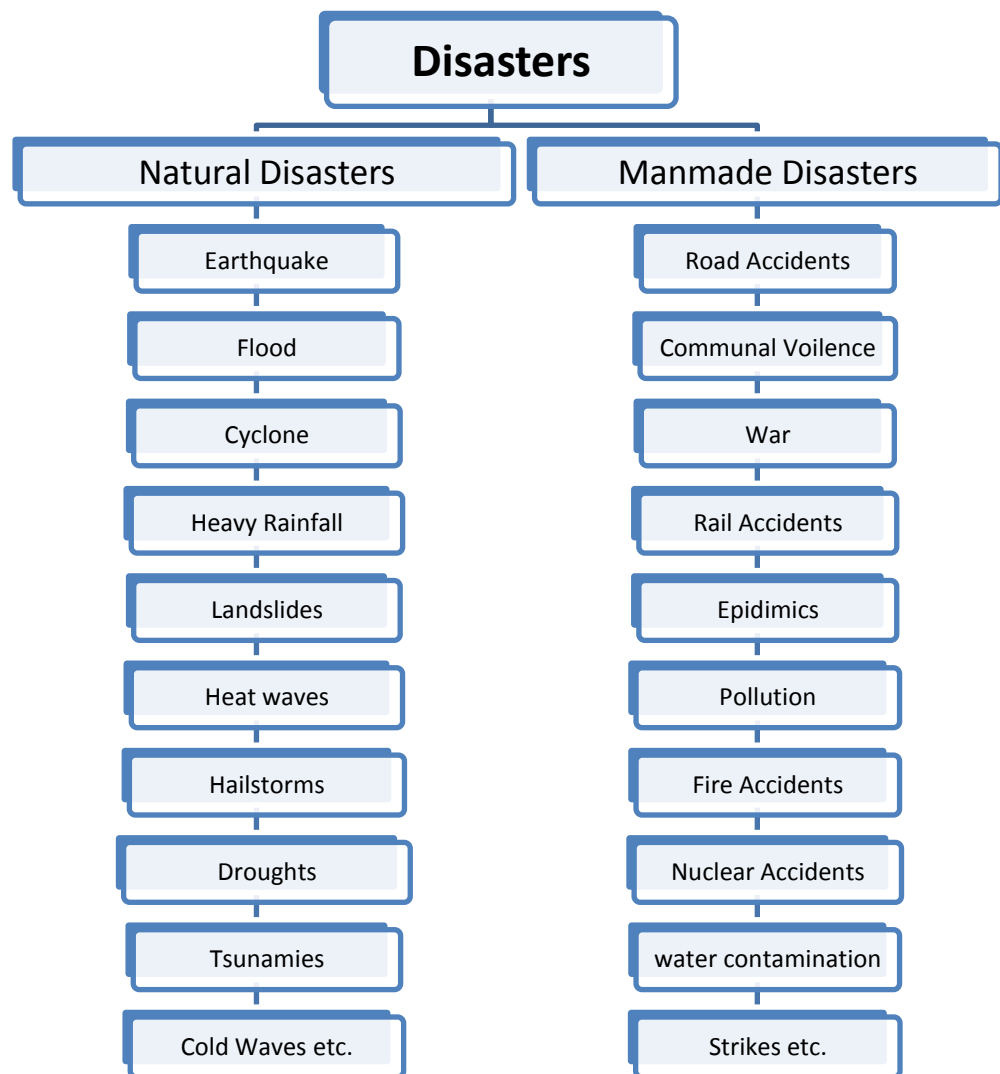
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Introduction

It is Difficult to arrive at a definition of a disaster. There have been many attempts to define disasters, but all run into the problem of either being too broad or too narrow. Having a definition of a disaster is extremely important for identifying which events to include or exclude from the category of disaster. In general, *‘Disaster refers to the serious disruption of the functioning of society causing widespread human, infrastructure or environmental loss, which exceeds ability of the affected society to cope with its own resources.’* Or in other words most disaster events are defined by the need for external assistance. Notably, the decision on which situations require external assistance may differ by country or region. In some situations, it may be a political decision as well. World Health Organization defines Disaster as *"any occurrence that causes damage, ecological disruption, loss of human life, deterioration of health and health services, on a scale sufficient to warrant an extraordinary response from outside the affected community or area."* While some other international organization like Red Cross defines disaster as *‘Disasters are exceptional events which suddenly kill or injure large numbers of people’* which do not necessarily includes the role of government, or international organization to define an event of disaster.

Type of Disasters

Disasters can be broadly classified in two ways. First classification includes ‘Natural and Man made disasters’ and second includes ‘Sudden and Slow onset disasters’. The first category of classification is being commonly used among academicians, governments and international organizations. If the cause of disaster is natural, it is classified as Natural Disaster like earthquake, flood, cyclone etc and if the cause is human factor it is classified as Human like Road Accidents, war, communal riots etc. In second classification we consider temporal aspect of disaster, if disaster is very frequent, it is considered as sudden disaster. Such type of disaster usually claims huge amount of human life like, earthquake, tsunamis, volcanic eruption, cyclones, tornados etc. If disaster is slow in nature and the effect is discernable in long span of time it is considered as slow onset disasters. Such type of disaster includes pollution, drought, water contamination, existing or anticipated food shortages etc.



Earthquakes

Earthquakes are vibrations or waves on the surface of the earth which causes an unexpected and rapid shaking of earth surface. These violent vibrations are caused by the tectonics movement inside the earth's surface. Earthquake strikes all of a sudden at any time of day or night in a violent way. It gives no prior warning. If it happens in a populated area, the earthquake can cause great loss to human life and property. Therefore we can only take preventive measures for ensuring safety of buildings, transport infrastructures, communication facilities, water supply lines, electricity etc and we can also spread awareness among residents to ensure their safety.

Flood

Flood is also one of the most common hazards in the greater part of the world. Floods can be defined as *'the submergence of usually dry area by a large amount of water that comes from sudden excessive rainfall, an overflowing river or lake, melting snow or an exceptionally high tide.* Floods has multiple effects on human society, these can be primary effects like casualties and property loss, secondary effects like contamination of water, loss of entire harvest and spread of water borne diseases or tertiary effects like economic hardship, because of decline in tourism, food shortage, rebuilding costs, price increase, lack of manpower etc.]

Cyclone

An atmospheric system characterized by the rapid inward circulation of air masses from high pressure towards a central low-pressure center, usually accompanied by stormy winds, heavy rainfall and often destructive weather. Cyclones circulate anticlockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere. It is attended by high temperature, moist air, abundant precipitation, and overcast sky.

There are two types of cyclones, Tropical and Temperate cyclones. Tropical cyclones are found between 5° to 30° latitude in both the hemisphere. They have about 80 km to 300 km horizontal extent (diameter) and 15 to 16 km vertical extent. Their speed can vary between 32km to 120 km per hour. They are known by different names in the different parts of the world like Hurricane in Caribbean Sea (USA, Mexico, Cuba etc), Typhoon in South China Sea, Willy-wilies in Australia, Taifu in Japan and Cyclone in Indian Ocean. Tropical cyclones are violent and destructive in nature.

Temperate cyclones are found in mid latitudes, between 35° to 60° latitude in both the hemisphere. The diameter of temperate cyclone can vary between 1000 to 2000 km and the average speed is about 40 km per hour. In comparison of Tropical Cyclone it does not cause much disaster

Heavy rainfall

Heavy rainfall usually raises the water level of rivers, dams or lake. When the water level is higher than the river banks or the dams, the water comes out from the river, there will have flooding. When the precipitation rate is between 4.0 mm/hour - 16.0 mm/hour it is known as heavy rainfall. When it varies between 16.0 mm/hour - 50 mm/hour it is known as Very heavy rain and when the precipitation rate is > 50.0 mm/hour it is known as Extreme rain. While in urban areas, if the drainage system is not proper it causes severe urban flooding. The July 2005 Mumbai flooding is one of the important examples which show the disasters effect of heavy rainfall. The heavy rainfall episode claimed about 750 lives' and stopped the working of city for many days.

Heat wave

There is no universally accepted definition of a heat wave but in general. 'A heat wave is a prolonged period of excessive heat, which may be often accompanied by high humidity'. The term heat wave is relative in nature and changes with the general weather of the country or region. A temperature which is normal for people living in

hotter climate can be termed as heat wave in a colder area. Severe heat waves have a catastrophic effect like crop failures, thousands of deaths from hyperthermia (heatstroke), cardiovascular problems and widespread power outages due to increased use of electricity for fans, coolers and air conditionings.

People living in urban areas may be at greater risk from the effects of a prolonged heat wave than people living in rural regions. An increased health problem, especially for those with respiratory difficulties, can occur when stagnant atmospheric conditions trap pollutants in urban areas, thus adding unhealthy air to excessively hot temperatures. In addition, concrete structures store more heat and gradually releases it at night, which produces significantly higher night time temperatures in urban areas known as the "urban heat island effect."

Drought

Drought occurs when a region receives consistently below average precipitation. In India drought is generally associated with weak or failure of Monsoon. In some conditions Monsoon fails for many years, causing severe drought in the large part of the country. Droughts can have a substantial impact on the ecosystem and agriculture of the affected region. Although droughts can cause significant damage and harm the local economy. It can cause, damage to plant growth or yield, famine, wildfires, shortages of water for industrial users, dust storms, desertification, erosion, mass migration, malnutrition, dehydration and related diseases.

Fire Accidents

Fire is the rapid oxidation process that creates light, heat and smoke, which varies in intensity. A controlled use of fire is helpful to us, while an uncontrollable fire sometime creates great damages. There are several reasons that causes fire accidents. There causes includes Electrical short circuit, Chemical reaction, Lightning, LPG leakages, Bomb blasts, Road accidents, Train accidents etc. Fire is a major hazard to urban areas and the cause of massive amounts of damage to property and life. In summers these accident becomes more frequent.

Road Accidents

Road accident is a serious problem all over the world. However, most of the developed countries have succeeded in checking and reversing the number of road fatalities, but still in developing countries like India, it is one of the most serious problems. Surprisingly no other un-natural accident claims such amount of human life as road accidents.

Emergency Support Functions

The Emergency Support Functions (ESFs) are variously identified response teams, which is activated with the occurrence of any disaster. The number of such teams varies according to the distribution of specific work. Each ESF has a defined area to deal at the time of disaster. These ESFs will be identified as per the need/nature of situation/disaster. For example ESF Team 1 can be given a task Coordination, ESF Team 2 - Communication, ESF Team 3 - Debris Clearance, ESF Team 4 - Information Dissemination, ESF Team 5 - Emergency Medical Response etc. Other ESFs can be Evacuation, Search & Rescue, Relief, Electricity, Water, Transport, Law & Order etc.

Role of ESF in implementing SOPs

ESFs assess their strength before any emergency and accordingly prepare their Standard Operational Procedures (SOP) to mitigate and manage any disaster. Their well preparedness will mitigate the damages done by any disaster/ emergency. These ESFs will be identified as per the need/nature of situation/disaster.

To ensure an effective operational system of the ESFs, it is necessary that

- The individual ESFs prepare their Standard Operational Procedures (SOP) and Plan.
- These plans are integrated to form the State Response Plan.
- Simulation exercise (Mock Drill) is practised by each ESF at regular intervals.
- The individual ESFs update their response system regularly.

STANDARD OPERATING PROCEDURE (SOP)

Standard Operating Procedure is a predefined set of directives. It is widely used concept by different organization to guarantee the expected outcome without any error. In general terms SOPs can be defined as “A set of directives, covering those features of operations that lend themselves to a definite or standardized procedure. Such procedures are applicable unless prescribed otherwise in a particular case. Thus, the flexibility necessary in special situations is retained without loss of its effectiveness.” Standard Operating Policies and Procedures can be effective catalysts to drive performance improvement and improving organizational results. Every good quality system is based on its standard operating procedures (SOPs).

In terms of disaster

In terms of disaster management a Standard Operating Procedure (SOP) is a set of written instructions that is to be followed by an organization to mitigate and manage any disasters event.

There are varieties of disaster which effects and each of them are of different nature, as

discussed above. Thus it becomes necessary to prepare a different SOP for different type of disasters.

Why SOPs are necessary?

Imagine a situation where two different defense organizations (like Army and Police) decide to conduct a combined terrorist operation. The members of the new consolidated team know the geographic area and local these terrorists. They all are well trained, with years of experience on the job. They are best equipped and have access to all facilities necessary for the operation. Now the result should be an immediate improvement in operation effectiveness, quality, and efficiency of forces, right? Unfortunately, the opposite may be true in situations like this. That's because each of the predecessor of different Defense departments had its own unique way of doing things in term of plans, policies, traditions, methods, etc. Even some of the legal authorities under which they operated were different. As a result, combining organizational systems and personnel leads to miscommunication, conflict, and problems on the operation ground. These problems may have been avoided if the new organization had implemented written guidelines that defined precisely how operations were to be conducted. These guidelines, often called **standard operating procedures** or SOPs, clearly spell out what is expected and required of personnel during emergency response and non-emergency activities. They provide a mechanism to communicate legal and administrative requirements, organizational policies, and strategic plans to the members. In short, they get everybody "reading from the same sheet of music."

Characteristics of SOPs

- ✓ A SOP is a written document / instruction detailing all steps and activities of a process or procedure.
- ✓ These should be carried out without any deviation or modification to guarantee the expected outcome.
- ✓ Any modification or deviation from a given SOP should be thoroughly investigated and outcomes of the investigation documented according the internal deviation procedure.
- ✓ SOPs should be regularly updated to assure compliance to the regulatory requirements and the working practice. A minimum review schedule of 3 years is recommended.
- ✓ The structure of an SOP System and the total amount of individual SOPs should be carefully taken into consideration.

- ✓ Too many SOPs could lead to a collapse of the SOP System. System SOPs should not be mixed up to keep systems and interaction between quality systems easy.

The terms **standard operating procedure** and **standing operating procedure**, both abbreviated as **SOP**, are used in a variety of different contexts like disaster, healthcare, education, industry, military, etc.

DISASTER SITUATION AND FOOD SUPPLY (RESPONSIBILITIES)

Introduction

India supports 1/6th of the world's population on just 2 percent of its land. It suffers heavily from natural disasters of every shade that hits the poorest of the poor and is perhaps the most disaster prone country in the world. A high power committee (HPC) of the GoI identifies some 3 dozens disasters India must prepare for.

After the Gujarat Earthquake an all party national committee on disaster management was established under the chairmanship of the Prime Minister

High power committee on Disaster Management (HPC) was set up in august 1999 at the initiative of prime minister to look into the issue of Disaster Management planning at national, state and district level. The parliament of India enacted the National Disaster Management Act in November 2005, which brings out a paradigm shift in India's approach to Disaster Management. The center of gravity stands visibly shifted to preparedness, prevention and planning from earlier response and relief centric approach. The proposed legislation is in the concurrent list of constitution thus having the advantage that it will permit the states also to in at their own legislation on Disaster Management. The new act provides that

- There shall be a national disaster management authority of which prime minister of India will be the chairperson, held by a vice chairperson
- The national authority shall have the responsibility of laying down the policies, plans and guidelines for Disaster Management.
- There shall be created state disaster management authorities, expected to be chaired by the chief minister of the state.
- There shall be created District Disaster Management Authority co-chaired by District Collector and president of the elected body of the District.
- The Central Government shall constitute the National Institute of Disaster Management (NIDM).
- NIDM shall plan and promote training and research in disaster management, documentation and development national level information base relating to Disaster Management policies, prevention mechanisms and mitigation measures.

- There shall be Disaster Management funds available to the Union, State and District authorities to meet the immediate needs of providing rescue and relief to the victims of the disaster.

UP Disaster Management act 2005 provides legal backing all the preparatory and post disaster measures and response: it allocates major responsibilities to all the stake holders, it aims at a cohesive approach to Disaster Management and provides a common platform for various stakeholders including , government agencies and public and private bodies, for continuous and integrated process of planning and implementation of measures related to Disaster Management .

UP Disaster Management Authority was set up under the up Disaster Management Act 2005 is headed by the Chief Minister as its chairperson and has a fourteen member governing body. The authority allocates the responsibilities among various stake holders and is primarily responsible for the Disaster Management pursues.

Emergency Support Function -8; Food.

Role of Primary and Supporting Agencies are listed. Necessary checklists and formats are attached. The actions to be taken by the concerned agencies before, during, after a disaster and during normal times are provided in this document.

This document has been developed keeping in view the guidelines provided by the following:

- i. “The Report of High Powered Committee (HPC) on Disaster Management, October 2001
- ii. “National Disaster Response Plan – Building a Culture of Prevention”, prepared by the High Powered Committee (HPC) on Disaster Management, October 2001
- iii. “Disaster Management Act” passed by the Indian Parliament on 26 December 2005
- iv. Uttar Pradesh State Disaster Management Act 2005

1. PURPOSE

The purpose of the Emergency Support Function (ESF) for Food is to identify, obtain, transport and distribute food to victims in the aftermath of a disaster or an emergency. The ESF Annex identifies the role agencies have indicated they can assume in a disaster response. It shows the composition of the elements providing response coordination and response operation activities, but does not represent lines of authority nor reporting relationships.

- a) This ESF will be implemented upon notification of occurrence of a potential or actual major disaster.
- b) Actions taken by this ESF will be guided by and coordinated with the related departments.
- c) This ESF will encourage the use of congregate feeding arrangements and distribution centers as the primary outlets for disaster food supply.
- d) Priority will be given to move critical supply of food into areas of acute need and then to areas of moderate need.

2. OBJECTIVE

To coordinate and identify food requirements in disaster affected areas. To secure, and distribute food products to include DFCS food to organizations engaged in mass feeding operations and/or storage areas within the affected areas. To ensure the safety and security of the commercial food supply.

3. SCOPE

The scope of this ESF is to obtain needed foodgrains supply (food and water) which includes activities such as the assessment of food assistance needs, identification of locations of food stores and storage, arranging for transportation of those food supply to designated storage areas within the disaster area.. The implementation of this plan in the event of an actual disaster will include a number of other voluntary agencies that will be providing service.

4. Activation

Based on the information received by District magistrate the Principal Secretary (Food and Civil Supply) issues an alert to affected area District Supply Officer and District Marketing Officer at district level. ESF-8: Food should become operational after notification. Immediate actions should be taken accordingly in coordination with the other ESF's (shelter, water, transport and health).

5. CONCEPT OF OPERATIONS

The primary function of ESF-8 is to manage the Food needs of the disaster area by assessing the needs and managing the delivery and distribution of food to meet the needs of the individuals in the affected area.

DA is responsible for coordinating all ESF-8 administrative, management, planning, training, preparedness, mitigation, response and recovery activities to

include developing, coordinating and maintaining ESF-8 Standard Operating Procedures. All ESF-8 supporting agencies will assist DA in the planning and execution of the above. All ESF-8 personnel must be trained on the principles of the State Disaster Management Cell (SDMC) and integrate those principles into all ESF-8 planning and response operations.

Under the general coordination of DA, ESF-8 will operate under existing DFCS authorities and regulations as well as the requirements of supporting agencies, to provide disaster food supplies to designated disaster storage areas and/or authorize the issuance of disaster food supply. Coordination with all supporting agencies and other appropriate departments/agencies and organizations will be performed to ensure operational readiness. Each agency/organization will operate under their mandated state or organizational regulations and will maintain complete administrative and financial control over their activities.

The purpose of the Disaster Food Supply Program is to provide temporary food assistance to victims of a disaster that has disrupted commercial channels of food distribution if such households are in need of temporary food assistance.

ESF-8 will obtain from ESF-6 (Search and Rescue) the number of people that may be impacted in order to assess the amount of food needed to meet the anticipated demand. Warehouse inventories will be tabulated and if additional food supplies are needed, ESF-8 will obtain and coordinate the transportation of such supplies to the disaster or storage area.

ESF-8 will gather information from food services member agencies and organizations concerning their operational response, DFCS food supplies, and DFCS food requirements, location of established storage areas and feeding sites, and any problems. ESF-8 will, as required, compile a report, which will be provided to the SEOC and the member agencies/organizations of the food services.

Standard food kits will be determined by District Administration. Future food supplies should be based on needs as determined by DA according to the nature of disaster in the area.

6. Disaster Conditions

A major catastrophic disaster, such as a cyclone and flood, drought and earthquake, will deprive or limit access to a substantial number of people to food and water and/or the means to prepare food. Additionally, there will more than likely be a substantial disruption of the commercial food supply and distribution network. Food products stored in the affected area may be partially or totally destroyed.

8. Planning Assumptions

- a. Within the disaster area, after a catastrophic disaster, the following conditions will exist:
- A substantial percentage of the food processing and distribution capabilities will be disrupted.
 - Access to bulk quantities of usable food and food grains in the impacted area will be limited.
 - A substantial percentage of the water supply will be unusable, requiring juices or potable water supply to be made available to the affected population.
 - There will be a near total disruption of energy sources (e.g. electricity and gas). The only sources available will be oil and gasoline for generators and propane tanks. Most commercial cold storage freezer facilities will be inoperable.
 - Communication systems, the transportation network, etc. will likely be severely limited or non-operational.
- b. A substantial number of evacuees lodged in shelters within the disaster area will require food support.
- c. Large bulk shipment of food supply purchased, solicited, or donated will be coordinated with the ESF-8. Individuals and relief organizations from outside the disaster will begin to collect food and water to assist. A plan for managing the likely inundation of donated food stuffs must be in place.

8. EMERGENCY SUPPORT FUNCTION ORGANIZATION

a. National Level

At the national level Ministry Of Food And Civil Supply is the main authorities with the aim, to provide disaster food supply to designated disaster storage areas, mass feeding sites. At the national level “Nodal Officer – Food Supply” is appointed to carry out the functions.

b. State Level

At the state level, the Department of food and civil supply, has primary responsibility for all ESF-8 activities. The Food Distribution Officer will direct response and recovery activities for this ESF-8. Additional activities to support this ESF may be conducted at the office. Department of food and civil supplies is the primary agency at state level whose function and responsibilities are discussed above.

a. **District Level**

At district level “District Supply Officer/District Marketing Officer” will carry out the functions. District administration may design a coordination program for food and water in the district. When district resources are inadequate to handle the emergency, the officer in-charge will contact nodal officer – food supply” for additional assistance.

9. AGENCIES

A. Primary Agency

Food and Civil Supply is responsible for coordinating the activities of ESF-8 and acting as a liaison between the various community agencies providing services in the field, municipal ESF-8 coordinators, and with the State Coordinator for ESF-8. As the Primary Agency for ESF-8, the responsibilities include:

- ✓ Notification, activation and mobilization of all agencies assigned to ESF-8 .
- ✓ Organizing and coordinating the various assignments and staffing of facilities at which ESF-8 is required to be located.
- ✓ Coordination of all support agency actions in performance of missions assigned to ESF-8.
- ✓ Responsible for maintaining and updating the food and water inventory (personnel, equipment, vehicles, contracts, etc.).

B.Support Agencies

The supporting agencies of ESF- 8 are –

- ✚ District Administration,
- ✚ Food Corporation of India,
- ✚ Ware Housing Corporation
- ✚ Local bodies (Nagar Nigam, Zila Panchayat and Gram Panchayat),
- ✚ Railway Department
- ✚ Civil Aviation
- ✚ Air Force
- ✚ Police /Armed personnel’s,
- ✚ Ministry of Health,
- ✚ NGO’s

All support agencies of ESF- 8 will perform following generalized functions.

- ✓ Notifying, activation and mobilizing all personnel and equipment to perform or support assigned functions designated with the Basic Plan of this document or the response actions of this Annex.
- ✓ Coordination of all actions of the support agency with the primary agency in performing

assigned missions of ESF-8.

- ✓ Identifying all personnel and resource requirements to perform assigned missions which are in excess of the support agency capabilities.

ACTIONS BEFORE DISASTER

A. PRIMARY AGENCY

a. Preparedness

- ✓ Principal Secretary (Department of Food And Civil supply) will be the Nodal Officer at State Level.
- ✓ In the absence of the Principal Secretary (Food and Civil Supply) Commissioner (Food) will be responsible for the functions.
- ✓ At Division level, Deputy Commissioner (food) will be the Nodal Officer.
- ✓ In the absence of the Deputy Commissioner (food)/ Regional Food Controller will be responsible for the functions.
- ✓ District Supply Officer will be 'Officer in Charge Food Supply' at district level.
- ✓ In the absence of the District Supply Officer, District Food and Marketing Officer will perform the function.
- ✓ Officer in charge at the district level will work under the supervision of the District Magistrate.
- ✓ Chief Marketing Officer will be responsible for movement of foodgrains from the storage points to affected areas.
- ✓ Maintain an accurate roster (List) of personnel assigned to perform ESF- 8 duties during a disaster. (To be created at departmental level)
- ✓ Schedule Disaster Response Training for ESF-8 personnel with the help of SDMA and UPAAM. (At headquarters and field level)
- ✓ DSO / District Food and Marketing Officer / District Manager will maintain current food resource directories at his disposal. (Storage houses at district and block level).
- ✓ Identify likely transportation needs (trucks and railways) and list of vehicles at disposal must be made at District and Division level with the help of **ARTO**.
- ✓ Participate in SDMA exercises and conduct, at least annually, an ESF-8 exercise to validate this annex and supporting SOPs.
- ✓ Provide ESF-8 representation on the Recovery Task Force (RTF).
- ✓ Provision of helpline and control room at District, Division and State Level. Principal Secretary 'Food and Civil Supply' should be responsible for proper working and coordination.
- ✓ District marketing officer will monitor the supply, distribution and quality of food distributed at district level.
- ✓ Maintain an additional stock for disaster/emergency food supply at every storage house and disaster prone areas (flood and drought).

b. Priorities

- ✓ Inventory food supply on hand, warehouses and rural foodgrains banks etc at each district level by the DSO.
- ✓ Information officer attached to DM will Identify and secure warehouse space to store food and water supply.
- ✓ Stock of kerosene, salt, match box, candles and other necessary items should be readily available at district, Tehsil and Block level storage points will be maintained by DSO with the help of DM/SDM.
- ✓ For emergency supplies coordination between the Flour Mills/Rice Mills should be made by District Supply Officer with concern of District Magistrate.
- ✓ All major storage houses should be located in wet points (above the reach of flood water within inundated areas). This should be done in accordance with flood zonation maps prepared by State Irrigation Department and RSAC-UP.
- ✓ Relocation of major Storage Points from flood vulnerable area to the Wet Point location (above the reach of flood water within inundated areas).
- ✓ Establishment of Rural Food Grains Banks to ensure the quick response to the food supply at Village and Block level. (At present there are 1281 rural food grains banks in 26 districts in the state and 781 more rural food banks are proposed for the purpose in various districts).
- ✓ District Supply Officer will ensure the reserves of Petrol and Diesel for movement of goods should be made at depot and at local pumps.
- ✓ District Food Marketing Officer will coordinate transportation for food shipments to warehouses to the affected site.
- ✓ Prepare Standard Food Kits or Mass Feeding based on the supply on hand.
- ✓ Provision of distribution of food and drinking water at distribution sites in supervision of District Magistrate.

B. SECONDARY AGENCIES

Department of Railways

- ✓ General Managers of concern zones will be the Nodal Officers at each Zone in State level.
- ✓ DRM (Divisional Railway Manager) of concern Division will be the Officer-in-charge at Division level.
- ✓ Officer in charge at the Division level will work under the supervision of the District Magistrate.
- ✓ Establish radio communications with DEC and departmental offices within the Division.
- ✓ Ensure that all staff is aware of recommended precautions to protect life and personal property.
- ✓ Plans should be finalized for sending auxiliary staff and repairmen into the affected areas to assist local staff.
- ✓ Maintenance and repairmen should be instructed to assemble and check repair equipment.
- ✓ Contingency plans should be established for providing food and emergency shelter for local staff and for auxiliary staff being sent into the affected area.
- ✓ Rail schedules should be revised and special trains brought into the area to assist with the increased volume of traffic.
- ✓ An evaluation for of the number and location of sidings and passing places should be carried out to ensure that an increased number of trains could operate in an emergency situation.
- ✓ Emergency train operating procedures, such as the pilot working system, should be developed. All staff should be well trained to implement the emergency systems.
- ✓ Within the emergency operating framework, emergency procedures should be developed to provide the stationmasters with authority to dispatch or hold trains and take other emergency decisions in a disaster-threatening situation.
- ✓ Systems should be developed for increasing the ability to carry increased number of passengers in an emergency situation.
- ✓ If halting or termination of passenger trains is intended arrangements for alternate means of transport and availability of adequate food supplies must be ensured.
- ✓ All new construction and repair activities should be halted and the work secured as far as possible with sandbags, tarpaulins, etc.
- ✓ Polythene should be acquired for the protection of freight and equipment.
- ✓ All perishable and breakable items should be loaded into goods wagons and padlocked.
- ✓ For any coaches remaining in the area, shutters should be pulled down and doors closed.

- ✓ Inspection by a bridge engineer of all railroad bridges, survey of foundations, piers and abutments. A full check on all concrete and steelwork should be included and any repairs needed should be promptly carried out.
- ✓ Continuous regular weeding, cleaning of ditches and the burning and removal of debris by the maintenance engineer's staff should be carried out.

Airport Authority of India

- ✓ Director AAI will be the Nodal Officer at airport level.
- ✓ Air port Manager will under the supervision of Director AAI.
- ✓ ATC will establish the communication with DEC and other authorities.
- ✓ Airport officials in the district should coordinate with the DM with regard to specific situation.
- ✓ To chalk out preparedness plan for receiving, storing and delivering the relief materials.
- ✓ Establish radio communications with DEC and departmental offices within the Region.
- ✓ The DM will provide all needed authorizations and reimbursements with respect to :
 - Procuring locally needed emergency tools and equipment and materials.
 - Expending funds for emergency needs.
 - Review and update precautionary measures and procedures and review with staff the precautions that have been taken to protect equipment and post disaster procedures to be followed and also the capacity for storage of cargo resulting from possible disasters.
- ✓ Review and update flight schedules and take other measures and review with staff the effects of the additional passenger/flight pressures and handling of cargo that may be required for relief and rehabilitation.
- ✓ Inspect the following:
 - Runways
 - Drainage systems inside the airport perimeter
 - Culverts
 - Ditches
 - Foundations
- ✓ Inspect and repair of all buildings, stores, hangers, fuel dumps, with special attention to the disaster consequences.
- ✓ Inspect the radio tower and communication equipment. Including lightning rods.
- ✓ Unless the hanger has been certified to be safe, it may be safer to move remaining airplanes from the hanger to out-side tie-downs.

- ✓ Securely anchor all unserviceable aircraft to holding-down bolts, if safe hanger space is not available.
- ✓ Auxiliary equipment such as pumps, wagons etc. should be moved indoors.
- ✓ All radio and weather instruments should be stored in a damage proof room.
- ✓ The amount of aviation fuel should be checked and auxiliary fuel stocks brought.
- ✓ The auxiliary electrical supply system, if available, should be checked.
- ✓ Any large window should be taped to prevent the shattering of glass.

ARMED FORCES

- ✓ List of all available helicopters and boats will be made available to the District Magistrate.
- ✓ All personnel required for disaster management should work under the overall supervision and guidance of District Magistrate.
- ✓ Establish radio communications (and assist in precautionary evacuation activities) with Emergency Operations Centre and District control room and Departmental offices within the division.
- ✓ Review & update precautionary measures, procedures and review with staff the precautions that have been taken to protect equipment and the post-disaster procedures to be followed.
- ✓ Fill department vehicles with fuel and park them in a protected area.

NGOs

- ✓ Facilitate that medical and paramedical staffs are available in the villages
- ✓ Ensure status of medicine stock
- ✓ Community mobilization
- ✓ Ensure regular meetings of NGO coordination cell
- ✓ Ensure regular bleaching / use of disinfectants in the drinking water sources
- ✓ Establishment and maintenance of free food kitchens.

10. ACTIONS DURING DISASTER

A. PRIMARY AGENCY

Immediately following notification to activate ESF-8, the Primary Agency will take the following actions:

- ✓ Establish communication with the District Administration (Disaster Emergency Cell) and obtain status reports and work according to its directives.
- ✓ Assure necessary emergency operating facilities and reporting systems are operative.
- ✓ DSO will provide appropriate representation to the Disaster Emergency Cell.
- ✓ Provide provisions for securing & delivering food and portable water supply suitable for household distribution or for mass feeding centres in accordance with District Administration.
- ✓ District food and marketing officer will make arrangements of foodgrains from rural food bank or other storage house in accordance to District Magistrate's directives.
- ✓ Arrange for transportation, in coordination with ESF-4 (Transport) for distribution of food and portable water supply within the affected area.
- ✓ Determine the critical needs of the affected population in terms of numbers of people, their location and usable food preparation facilities and required number of standard food kits.
- ✓ Identify menus for meals to be used for calculation of food supply and serving portions.
- ✓ Supply of non food articles such as kerosene, salt, match box, candles etc in the affected area by SDM.
- ✓ Review food resource needs and coordinate with the State and National agencies to develop strategies to fulfill them.
- ✓ Coordinate food donations and incorporate into food supply.
- ✓ Monitor the flow of food supply into the disaster area.
- ✓ Obtain from other ESFs the number of response workers and their location, in need of food.
- ✓ Identify the locations of all storage areas and food distribution sites.
- ✓ Establishment of community kitchens in the government schools under the supervision of headmaster and food grains will be supplied by DSO/RMO.
- ✓ The priority should be given to the BPL card holders.
- ✓ On the recommendations of the EOC, Nodal Officer-Food and Civil Supply will:
 - a. Send required food materials etc.
 - b. Arrange additional food supply.
 - c. Provide additional resources for establishment of community kitchens.

B. SECONDARY AGENCY

District Administration

- ✓ Assessment of Disaster in terms of Type, Area, People and Infrastructure.
- ✓ Classification of affected area according to need of food supply. (Severally, moderate and less affected areas).
- ✓ Coordination among other District's Emergency Operating Cells.
- ✓ Coordination among the various agencies for resource mobilization in affected areas.
- ✓ Distribution of food materials to the affected areas/ Shelter camps.
- ✓ Monitoring of food distribution in terms of quantity, quality and area.
- ✓ Assessment of overall condition of food distribution and its future demand.

Food Corporation of India

- ✓ Inventory of food and catalog of available transportation equipments, storage and distribution facilities and to locate these resources geographically.
- ✓ Review food resource needs and coordinate with the State and National agencies to develop strategies to fulfill them.
- ✓ Make emergency food supply available to District Administration for distribution.

Ware Housing Corporation/UPPCF

- ✓ Inventory of food supply and catalog of available resources: transportation, equipment and storage.
- ✓ Provide necessary storage of food grains to FCI and Department of Food and Civil Supply.
- ✓ To provide technical help for temporary food preservation at storage and distribution sites.

Local bodies (Nagar Nigam & Panchayat)

- ✓ Assist District Administration in distribution of food materials to the affected areas/ Shelter camps.
- ✓ Run and maintain free kitchens in affected areas.
- ✓ Monitoring of food distribution in terms of quantity, quality and area.

RAILWAY DEPARTMENT

- ✓ Transportation of food material from source area to affected areas.
- ✓ Emergency repairs of rail lines, if affected, must be carried out.
- ✓ Priority must be given to the transport of relief goods and personnel.
- ✓ Relief goods may be considered for exemption from freight charges.
- ✓ Railway stations, particularly terminal and junction stations must be equipped with

emergency communication equipments.

Civil Aviation/AAI/ Air Force

- ✓ Transportation of food material from source area to affected areas.
- ✓ Dropping of food packets.
- ✓ Provide priority clearance and arrangements for relief supplies.
- ✓ Travel facilities must be given to relief personnel on the priority basis.
- ✓ The amount spent on disaster management in pursuance of these relief activities will be submitted to the Relief Commissioner.
- ✓ Provide arrangements for visiting VVIPs and VIPs.
- ✓ Coordinate with military service personnel in the area.
- ✓ To make available their surplus food stocks for affected public.

ARMED FORCES

- ✓ To assist various agencies in peaceful food distribution.
- ✓ Distribute food in affected areas.
- ✓ To make available their surplus food stocks for affected public.
- ✓ Immediately after the disaster, dispatch officers will assist people and communities in life-threatening situations.
- ✓ Assist and encourage the community in road-cleaning operations.
- ✓ Identify roads to be made one-way, to be blocked, alternate routes and other access roads to Disaster site if required.
- ✓ Provide security in transit and relief camps, Food distribution sites and affected areas if needed.
- ✓ Provide security arrangements for visiting VVIPs and VIPs.
- ✓ In conjunction with other government offices, activate a public information centre to
 - a. Respond to personal inquiries about the safety of relatives in the affected areas,
 - b. Statistics about affected communities, deaths, complaints and needs,
 - c. Respond to the many specific needs that will be presented.
- ✓ Monitor the needs and welfare of people sheltered in relief camps. Coordinate with military service personnel in the area.

MINISTRY OF HEALTH

- ✓ Check the quality of food, to be distributed in the affected areas.
- ✓ Monitor the diseases that can be caused by food and water contamination.
- ✓ Establish medical camps and treatment centres at disaster sites.
- ✓ The provision of medical services should be coordinated by the chief Medical Officer (CMO) within district.

NGO's

- ✓ To assist the local bodies in food supply and distribution.
- ✓ To run and maintain free kitchens.
- ✓ To make available private resources for affected people.
- ✓ Run awareness programme regarding food supplies, diseases which may spread out, and healthy practices.
- ✓ Community mobilization.
- ✓ Facilitate and coordinate task forces to reach the spot without any bottleneck
- ✓ Disseminate all government aided programmes to the community
- ✓ Help the community for taking precaution needed for water and proper health and sanitation measures.
- ✓ Provide information of evacuees sheltered in different locations for the food supply.
- ✓ Facilitate charitable organizations to work hand in hand with the government agencies.
- ✓ Arrange transport - both road and water ways - for outside food assistance.

Mass Media

- ✓ To provide correct information regarding the disaster and its status.
- ✓ To call out for donations and resources for disaster affected area and people.
- ✓ To make people aware about shelter and free kitchens etc.

ACTIONS AFTER DISASTER

A. PRIMARY AGENCY

- ✓ The department of 'Food and Civil Supply' is responsible for leading ESF-8 efforts. This includes the coordination of food, logistical and resource operations. These agencies will be made aware of all requests in excess of local capability. The department of food and civil supply will work in conjunction with District Administration.
- ✓ The food resources identified and secured by ESF-8 will be deployed and utilized in coordination with the District Magistrate.
- ✓ Provide appropriate information to ESF -9 (Information and Planning) on a regular basis.
- ✓ Maintain records of the cost of supply, resources, and working staff needed to respond to the disaster.
- ✓ Monitor the number of, community kitchens, and pantries providing food to disaster victims.
- ✓ Continue to monitor food grain requirements.
- ✓ Coordinate with DA regarding the implementation of the Disaster Food Supply Program.
- ✓ In coordination with ESF-11(Drinking Water), to ensure potable water supply to affected residents.
- ✓ Ensure ESF-8 team members or their agencies maintain appropriate records of costs incurred during the event.
- ✓ ESF-8 will support long-term recovery priorities as identified by the RTF.
- ✓ Lead in coordination of support for food resource needs as requested, in accordance with established priorities of SDMA/DDMA.
- ✓ Provide daily information to the other related agencies on the amount of food used and types of food needed (donations).
- ✓ Establish logistical links with local organizations involved in long- term congregate meal services.
- ✓ Ensure ESF-8 team members or their agencies maintain appropriate records of costs incurred during the event.

B. Secondary Agencies

District Administration

- ✓ Hold meetings with staff and discuss the departments' performance.
- ✓ Assess the condition of vehicles and equipments and organize their repair and maintenance.
- ✓ Draw lessons from the performance and identify actions to be taken for future improvement.

- ✓ Review and documentation of the situation.
- ✓ Implement action plan for improving future performance.
- ✓ Training of the staff for relief and rehabilitation.
- ✓ Development of checklist and contingency plans.

Railways

- ✓ Hold meetings with staff and discuss the departments' performance.
- ✓ Assess the condition of structures under department's jurisdiction and carryout repairs as needed.
- ✓ Assess the condition of Railway coaches, wagons and equipment and organise their repair and maintenance.
- ✓ Repairs of rail lines, if affected, must be carried out.
- ✓ A system for priority transport of relief goods and personnel must be developed.
- ✓ Railway stations, particularly terminal and junction stations should be equipped with emergency communication equipment.
- ✓ Every working group should have tools that will be needed in an emergency. This should include crosscut saws, axes and rope etc.
- ✓ Implement action plan for improving future performance.
- ✓ Training of staff for relief and rehabilitation.
- ✓ Development of checklist and contingency plans.
- ✓ The amount spent on disaster management in pursuance of these relied activities, after receipt of warning or disaster strike, will be submitted to the Relief Commissioner.

Civil Aviation

- ✓ Hold meetings with staff and discuss the departments' performance.
- ✓ Assess the condition of structures under department's jurisdiction and carryout repairs as needed.
- ✓ Assess the condition of departmental vehicles and equipment and organise their repair and maintenance.
- ✓ Continue providing priority clearance for arrangements of relief supplies.
- ✓ Continue providing priority travel facility to relief personnel.
- ✓ Implement action plan for improving future performance.
- ✓ Training of staff for relief and rehabilitation.
- ✓ Development of checklist and contingency plans.
- ✓ The amount spent on disaster management in pursuance of these relied activities, after receipt of warning or disaster strike, will be submitted to the Relief Commissioner.

NGOs

- ✓ Community mobilization
- ✓ Ensure regular meetings of NGO with the DEC for better coordination.

- ✓ To assist the local bodies in post disaster activities.
- ✓ To make available private resources for affected people.
- ✓ Run awareness programme to mitigate any disaster..
- ✓ Disseminate all government aided programmes to the community
- ✓ Help the community for taking precaution needed for proper health.
- ✓ Facilitate charitable organizations to work hand in hand with the government in post disaster activities.

Annexures

**Annexure 1.Preparedness Checklist for Home Department:
Police**

(to be filled in by the Department Head and submitted to the District collector)

Preparedness measures taken	Details/Remarks
The department is familiar with disaster response plan and disaster response procedures are clearly defined.	
Orientation and training for disaster response plan and procedures undertaken	
Special skills required during emergency operations imparted to the officials and the staff	
Reviewed and updated <ul style="list-style-type: none"> • Precautionary measures and procedures • Precautions to be taken to protect equipment • Post-disaster procedures to be followed. 	
Adequate warning mechanisms established for evacuation.	
An officer has been designated as Nodal Officer-Police at State Level for disaster management.	
Officers have been designated as Officer-in-Charge-Police at District Level for disaster management.	
Sources of materials required for response operations have been identified.	

**Inspected By:
Signature:**

**Designation:
Date:**

**Annexure 2: Preparedness Checklist for Home Department
(Police): District Level**

(to be filled in by "Officer-in-Charge" and submitted to District Control Room and the Department Head)

Action Taken	Y/N	Details /Remarks
Radio communications established with <ul style="list-style-type: none"> • Emergency operations centre • District collector • District control room • Other police headquarters within the division 		
Community assisted in organising emergency transport of seriously injured to medical treatment centres. Community assisted inroad-clearing operations. Overall traffic management and patrolling on all highways and other access roads to disaster site being carried out. The following roads have been identified <ul style="list-style-type: none"> • To be made one-way • To be blocked • Alternative routes 		
Transport carrying transit passengers (that is, passengers travelling through trains or buses and passing through the district), are diverted away from the disaster area.		
Security is being provided in <ul style="list-style-type: none"> • Transit camps • Feeding centres • Relief camps • Cattle camps • Affected areas • Hospital and medical centres 		
Areas to be cordoned off identified		
Guards provided for supply depots such as cooperative food, stores and distribution centres		
Security arrangements provided for visiting WIPs and VIPs,		
District authorities assisted for taking necessary action against, black marketers and those found manipulating relief material.		
A public information centre activated		
Officers made available to inquire into and record of deaths		
Coordination with military service personnel in the area being		

Inspected By:

Designation:

Signature:

Date:

Annexure 3: Checklist for Field Centers

(to be filled in by the OFFICER-IN-CHARGE and submitted to DEOG and the department head)

Action Taken	Y/N	Details/
Surgical packs assembled and sterilized		
Field Staff knew tagging procedures		
Emergency admission <ul style="list-style-type: none"> • procedures developed • records maintained • work schedules to ensure that adequate staff 		
Teams of doctors, nurses and dressers for visiting disaster sites set-up		
Transport for the transfer of seriously injured patients from villages and peripheral hospital to general hospitals available.		
Health facility and treatment centers established at disaster sites		
Water quality monitoring done at <ul style="list-style-type: none"> • transit camps • relief camps • feeding centers • sources of water • affected areas Epidemic surveillance is being done a • transit camps • relief camps • affected area 		
<ul style="list-style-type: none"> • feeding centers 		

Reported By:

Designation:

Signature:

Date:

Annexure 4: Checklist for Feeding Centre

(To be filled in by Site Manager, SOC and submitted to DEOG and the Department Head)

Action	Y/N	Details/Remarks
Managed by: <ul style="list-style-type: none"> • Government • Voluntary Relief Organization • Red Cross • Salvation Army • Religious Organization • Others 		
Location approved by DEOG		
Protection against adverse weather conditions		
Person In-charge designated for <ul style="list-style-type: none"> • Overall In-charge of Feeding Centre • Shifts (Supervisors) • Kitchen • Stores/Stock control • Food Distribution • Hygiene and sanitation 		
Care and comfort and transport of volunteers		
Adequate arrangements made for <ul style="list-style-type: none"> • crowd control • police protection • food resources • storage of rations appropriate for control of insects and rodents in stores • infant foods • milk distribution centres • fire control measures • cleaning of premises where food is handled • area for eating on-site • drinking water • cleaning of utensils • disposal of leftovers • disposal of waste water • kitchen equipment 		

<ul style="list-style-type: none">• cooking• utensils• detergents, disinfectants, brushes, cloths, brooms and other housekeeping necessities		
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Inspected By:
Signature:

Designation:
Dated: