

DEPARTMENTAL DISASTER
MANAGEMENT PLAN

FOR FY 2016-17

OF

DEPARTMENT OF INDUSTRIES &
COMMERCE

GOVERNMENT OF TRIPURA

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1.Introduction:-

Department of Industries & Commerce under Government of Tripura is working in the sectors of Large, Medium, Small and Micro level Industries, Development of Industries including Industrial Research, Skill Development and promotion of skill development through technical training, Tea and Rubber plantation, Mines and minerals, Khadi and Village industries, Trade and Commerce within the State and outside the state, production, supply and distribution of manufactured goods and products, industrial estates, industrial survey, rural industrial projects, Government owned industrial concerns, registration of firms, geology, grant of loan and subsidies for industrial enterprises, promotion of export and many other fields in the state of Tripura.

As per the section 40(1) of Disaster Management Act, 2005, every department of the State Government has to prepare a disaster management plan in conformity with the guidelines laid down by the State Government. Accordingly, the Departmental Disaster Management Plan for Department of Industries and Commerce has been prepared fulfilling the statutory requirements as laid down in the Disaster Management Act and ensuring that efforts have been made by the department to fulfill statutory duties—failure of which invites stringent liabilities including criminal proceedings by the law of the State. This planning exercise is an effort made to mainstream all issues concerned with emergency preparedness, response and mitigation/risk reduction activities.

2.Types of Disasters:-

Disasters are either natural, such as floods, droughts, cyclones, landslides , earthquakes etc. or human-made such as riots, insurgency, wars, conflicts and others like fire, epidemic, industrial accidents such as gas leakage, chemical disaster and environmental fall outs.

Like other States of India and of North Eastern States particularly, Tripura is also vulnerable to natural and human-induced disasters. As Tripura falls under Seismic Zone V, 100% of the landmass is prone to earthquakes. In addition, the state is prone to floods and river erosion; close to 100% of the area is prone to high winds. Also a portion of entire geographical area of the State is available for cultivation and the same is prone to dry spell. Most of the hilly terrain of the land mass is under high risk for landslides. The state is also prone to forest fires and pest attacks. Besides the risks of natural hazards, Tripura is also having risk of human induced hazards, industrial disaster etc.

3.Vision of the Departmental Disaster Management Plan:-

The main vision of this document is to initiate best effort in coordination with competent authorities of Disaster Management in the State to have an effective disaster management strategy for all stake holders of the Department which will minimize the impact of future disasters. The other main focus area of this document is to have extremely quick, efficient and

a mechanism that will ensure increasing involvement of the Department in all disaster preparedness activities.

The ultimate vision is to be an active part in the activities towards having a disaster resilient Tripura with total risk reduction as the main monitoring parameter in all developmental and industrial investments and initiatives to ensure sustainable development.

4.Objective of the Departmental Disaster Management Plan:-

It is necessary to mention here that this disaster management plan covers both on the site and off the site of any disaster. The on the site plan indicates the inside mechanism of an industrial unit/ institute/ office which is limited to its campus only. The aim and objectives of the operation is to safeguard human resources, civil structure and also valuable machineries. The District level disaster management committee for industries headed by the General Manager of the concerned District Industries Center looks into this matter sincerely if disaster happens.

Similarly, this plan covers off side of any disaster if happens. It is the plan which indicates the measures for the outside affected area of the industrial unit/ institute/ office campus. In case of fire, leakage of gas, this plan identifies the affected area first and takes measures for restoration of normalcy in respect of affected village, household, human resources, domestic animal, crop field etc.

5.Organizational Framework:-

The diagram in the Annexure 1 clarifies that the Principal Secretary to Government, Industries & Commerce Department and the Director, Industries & Commerce Department are the highest body for taking decision. For any untoward situation, the decision of Principal Secretary is final and binding to all. Below this decision making body, there is a Nodal officer. Sri Subhash Chandra Das, Additional Director, Industries & Commerce Department is the nodal officer for this purpose as designated vide letter no. DI/STORE/MISE/DM/3(6)/ 2014-15 DATED 12736-43, dated 04/09/2014. He is having a Disaster Management team comprising of Sri Sachi Sarkar, Joint Director as alternate Nodal Officer, and other five team members as constituted vide the same letter. This nodal committee disseminates information to decision making body and gets order for necessary communication to its downward committees.

Nodal officer functions with District level disaster management committees for industries headed by the General Manager of the concerned District Industries Center and with Principal, ITIs of the district and Assistant Directors/IDOs attached to the concerned DICs as members of the committee. This monitoring committee collects information from factory/industrial unit/ office/ Institute level of the concerned districts and directs, supports for necessary operation in emergency. The disaster so happened in that unit is looked after by the disaster management team of concerned district for appropriate action. The state level committee co-ordinates the mobilization of manpower, machinery support, technical support to make the operation useful and successful in effected units. District level disaster management committees for industries in each district also will constitute Quick Response Teams as may be necessary.

Also, all the functional industries/offices/PSUs/ Boards/Societies under this Department and stake holders have been directed to prepare their own disaster management committees and plan document reflecting their operating structure in such a way that in case of emergency it operates effectively. The District level disaster management committees for industries are instructed to ensure for formation of such committees.

6.Pre-disaster preparedness:-

Assembly Points

There are to be pre-designated areas where the personnel like workers, staff, contractor workers etc. not involved in emergency operations shall assemble in case of an emergency. Depending on the location of the emergency, the assembly point can vary. For each potential hazardous zone, a specific assembly point has to be identified and marked on the lay out maps of every unit. During emergency, pre-designated persons would take charge of this point and take the roll call of the people reporting.

Evacuation

Evacuation has immense importance in case of disaster in both on site and off site of the unit. The disaster management team of the unit with aid of District Disaster Management Authorities takes major role in evacuating the site in case of occurrence of disaster. In case of such emergency, the employees working in the unit site are to be alerted through siren and advised to assemble in the safety zone of campus. There from, they are to be carried away to the earmarked safer place/ shelter homes in the area. If any casualties, necessary medical support is to be rendered to the casualties with the assistance of District Administration and medical authorities of the local PHC is to be taken to render relief to the injuries. If normalcy in the plant is delayed, the evacuees are to be supplied with food stuff and minimum requirement of livelihood.

In case of occurrence of disaster, the affected people of the nearby locality are to be shifted to the shelter homes so declared for the purpose for their rehabilitation for the time being till the normalcy is restored. Likewise, any casualties from among the people are properly handled with local medical authorities.

Necessary aid is also to be extended for the safety of the domestic animals. They are also to be provided with necessary fodders for their living in the shelter homes till the normalcy is restored. Overall, the authority shall take all evacuation and restoration measures at the time of disaster.

Mock Drills

Mock drills activating the Emergency Preparedness Plan is being conducted periodically for ensuring its efficiency during emergency as well as for refinement and updating. The mock drill for an on-site emergency plan is being carried out once in six months. These mock drills are enabling the unit/ location to assess the capability of the individuals and performance

as a group. The frequent discussion and drills is helping in eliminating the confusion/shortcomings if any.

The main objectives of mock drills are.

- To familiarize overall plans and roles of key personnel involved in the plan with their equipment.
- To familiarize professionals like fire fighters, medical personnel with special tactics and hazards, and enabling them to test their part of the plan.
- To ensure efficiency of emergency response mechanism.
- To familiarize to operational personnel on operation control and mitigation measures.
- To review the total plan, including communications and logistics, so that updating modifying and training activities can be improved.
- To check the co-ordination of reactions and response of emergency services.
- To gain experience and confidence.

7. During Disaster

During disaster the aim and objective of this plan is as follows.

1. To rescue human resources
2. To rescue of structure of building
3. To rescue of valuable machineries

When a disaster occurs the workers or officials of a unit are required to be shifted to a safe zone. It creates panic in the campus which results a very difficult situation for all. The rescue team of concerned committee has to create confidence in them and shift them to a safe zone in campus and if warrants outside the campus. They contact with the medical team and required help of district administration will be taken. The affected persons are to be hospitalized and wounded are taken to first-aid treatment.

Prevention is the best measure during the occurrence. All the teams of rescue operation try to prevent fire or leakage of gas. If adequate devices are not available in the unit they have been instructed to contact with district level disaster management committee for industries of the Department and District Administration.

The rescue team is to see the safety of plant structure. In case of fire hazards, firemen or fire brigade can be deployed. In uncontrollable situation the disaster management committee of the unit takes the help of district level disaster management committee for industries of the Department and district administration as and when necessary.

During such period the productions of the unit are shifted to a secured place. After rescue of human resources the rescue team concentrates on the safety of productions of unit as well as the machinery. They inform to district level committee for industries for safeguarding of machines and their products. If machines are safe then unit is safe and very soon normalcy can prevail. If it is out of order then it will take longer period to acquire new machinery and start the unit again. So the rescue team concentrates on shifting of machinery if possible and also the products. When such operation is going on people are not allowed to go to the affected spot. Outsiders are also prohibited except supporting team coming to help the rescue team.

The above mentioned measures are to be taken only in case of any disaster happens in a unit. The offsite operation relates to the affected locality only. It is mainly shifting of families to a safe shelter with sufficient food stock. This is to be done prior to the disaster after getting information regarding it.

8. Post disaster:-

Post disaster management is being operated in both onsite and offsite. The concerned industrial organizations are directed to constitute teams with personnel of technical know-how in different streams such as civil, mechanical and electrical to look after the on site management of restoration. This team looks after the post disaster work such as inspection of plant and machinery, electrical fittings and infrastructural damages and sort out the problems to bring the normalcy and make the industries operational.

The unit level team looks after the offsite post disaster management work soon after occurrence of the incident. It takes stock of the loss, damage caused in case of human being, crop, domestic animals of the people of the locality covered under the area of operation. In each case, due compensation is assessed and are to be paid after necessary consultation with the respective authorities of the district administration and other such agencies as deemed necessary for restoration of normalcy in the general living hood.

Off Site Plan

Information relating to sudden occurrence of disaster whether it is manmade or natural is disseminated at the earliest possible so as to help the human being, animals to rush to a safer place to save their lives from being victimized. This dedicated activity is undertaken with the involvement of the respective District Administration, NGOs, Media and the unit authorities for easy dealing with the situation. There is availability of Public Address System to make the people of the locality aware of the hazards. Each organization has to have their combat team to take up the responsibilities in case of offsite disaster. Emergency control centre of the District Administration with availability of telephone has to be utilized. Prominent display of up-to-date contact numbers are available in the Emergency Control Centre with records of available resources regarding transportation facilities available in the affected locality, availability of medical facilities etc.

9. Coordination mechanism between industries and district administration :-

Developing the co-ordination mechanism with the district administration becomes a vital issue of this plan. In this regard, The G.M, DIC of concerned district is the key post to co-ordinate in between district administration and The District level disaster management committee for industries. He is also authorized to link all industries/ offices/ units/ PSUs/Institutes and other stake holders within the district with the district administration. He will report the status of different units along with its available facilities/equipments to state level nodal officer.

The General Manager, DIC has been instructed to attend all the district level disaster management meetings on behalf of Industries & Commerce Department. The District plan regarding disaster management and different measures taken by District Administration is to be kept in the district level disaster management committee for industries of the Department. In case of emergency, the contact number and information regarding relief measure can be used by the committee at district level.

The major concern of offsite plan management is distribution of food stuff immediately in the affected area, transportation of live stock to a safe zone and immediate medical facility to affected person of affected area. The district level disaster management committee of the Department has to make use of infrastructure and programme of district disaster management with whole contact mechanism so that it will be convenient to involve the officials and agency whenever and wherever necessary under an intimation to district authority.

In case of the assessment of loss due to disaster will be only convenient if district level officials are taken in to confidence. In case of crop loss due to ash pond disaster, the help of district Agriculture Officer and Revenue Authority is very much necessary to come to a decision for compensation.

In each step of relief operation, transportation to hospital or distribution of compensation, the help of police personnel is very much necessary. So the local police station has to be taken into confidence by District level disaster management committee for industries for necessary help at the time of need. Because, law and order situation is a major bar to activate disaster management plan in respective affected area, therefore, good rapport has been mentioned with local police to implement the plan successfully.

10. Resource Planning (Financial and Human Resource):-

Every District level disaster management committee for industries will have a non-lapsable fund of Rs. 50,000.00 (Rupees Fifty Thousand only) for financial activities laid down in the plan. Besides the aforementioned amount, the District level disaster management committee for industries will also be entitled to place budget estimates every financial year to the department for placement of fund for the pupose of activities associated with disaster management such as conducting mock drill, training programs, sending officials for training within and outside the state, purchase of equipments etc. The District level disaster management committees for industries are also entitled to enter into pre-contract with local vendors/ suppliers etc. with approval of the competent authority for immediate supply of materials which could be mobilized in a short period of time in case of any disaster.

Involvement of human resource in the planning involves identifying of Nodal Officer, alternate Nodal Officer. QRT, different committees etc. and assigning specific roles to them. Accordingly, in specific sections of this plan document the appropriate responsibilities have been laid down.

11. Roles and responsibilities of Nodal Officer:-

As the focal point for disaster management activities of the Department, the Department ensures that he has the mandate to work immediately without waiting for directions from above and thus saving valuable time. Necessary contact nos. of Nodal Officer/ Alternate Nodal Officer has already been provided to Revenue Department for inclusion in the data base. The Nodal Officer shall be accountable to any communication/ actions related to disaster management of the department. He will take lead to prepare the Departmental disaster management plan, Emergency Support Function (ESF) and Standard Operating Procedure (SOP), constitute the QRT in the Department as per the need and organize training for the members, help the department to procure, search and rescue, first aid and departmental disaster management equipments for the QRTs for the Department if required. He will provide regular information on disaster or task assigned to him to SEOC/ Revenue Department during and after disasters in consultation with the Departmental Head. He will attend disaster management meetings, trainings, workshops or any other related program on behalf of the department, as per need of the Department, he will set up control room and assign other officials for control room duty. He will identify staff for deployment on site operation centers or site control room during disaster, as may be required. In consultation with the appropriate authorities, he will make arrangements of alternative communication system of the Department. He will also mobilize resources for disaster response activities as per requirements, organize regular awareness programmes in the Departments, organize periodic mock drills at least twice a year as per suitability of the Department and up to date the plans at all levels and ensure participation of the department in mock drills of other agencies and Departments. Besides all other responsibilities relating to disaster management in the Department will rest with him.

12. Roles and responsibilities of Quick Response Team:-

The QRT of the Department has been constituted vide letter no. F.DI/STORE/MISC/DM/ 3(6)/ 2014-15 / 12736-43 dated 03/09/2014.

The members of the QRT shall act as per instruction of the team leader. The QRT will assess whether equipment is required for carrying out search and rescue, first aid activities and accordingly the QRT will be equipped with the required set of equipments, support of Revenue Department may be taken by the department for selection of equipments. The QRT shall attend training/ refresher courses to obtain the knowhow regarding how to react on receiving of information of disaster. The Department will link up with Revenue Department/ CTI, Gokulnagar/ SIPARD, AD Nagar for such trainings. QRT has to be made familiar with SOP/ESF/DM plans of department/ individual units as well as State DM Plan and also about their role and responsibilities. QRT may be involved in periodic updating of DM Plans by incorporating lessons and suggestions for better effectiveness of the plan. After mock drills, Department will evaluate the performance of the QRT members and evaluate DM Plan and accordingly take measures.

13. Testing, Review and Updating of Disaster Management Plan:-

Updating of plan mainly consists of the following aspects.

- A. Updating of unit level plan.
- B. Updating of Department level plan

In unit level, periodic reviews of the following elements play a significant role in updating the plan.

A. Updating of unit level plan

Review on the performance of experts/personnels.

Periodical review of the performance of the personnels who have expertise in their specific field, motivation to work yields better results. Efficiency of the personnel increases by the review as their performance is evaluated. The expert personnel to retire shortly could be shortlisted and the appropriate substitute to take over his charge in quick succession without hampering the working atmosphere.

Periodical Inspection of equipments:

The equipments used in disaster mitigation depreciate day by day due to physical wear and tear and become obsolete after some years. Periodical inspection of the machineries & equipments helps in evaluating their functional capacity with the help of which the non-working and obsolete equipments can be replaced with the new ones at the time of needs and thus disruption in work is avoided.

Inconvenience marked & steps taken for eradication.

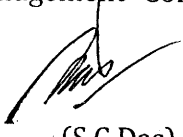
By way of review as elaborated above, it is easier to find out any sort of inconveniences those are encountered either by the personnel or by the equipments. Once the inconvenience is detected, prompt and effective steps are taken to eradicate the same.

B. Updating of Department level plan

The committee as constituted vide Notification no. F.DI/NAZ/DM/1(16)/2015-16/ 405-08 dated 04/01/2016 for preparation of the Departmental Disaster Management Plan will test, review and update the Departmental Disaster Management Plan on six monthly basis in the months of January and July every year.

14. Annexures:-

- A. Organization Chart.
- B. Copy of letter designating Nodal Officer (DM) and Departmental QRT.
- C. Copy of Notification constituting committee for preparation and updating of DDMP.
- D. Copy of Notification constituting District Level Disaster Management Committee for Industries.


(S.C.Das)
Additional Director (I&C)

ANNEXURE 1

Organization Chart for Disaster Management in Department of Industries & Commerce

