

MOST IMMEDIATE / PERSONAL ATTENTION**Rc. No. N.C.I (4) / 1581 / 2018**Revenue Administration
Disaster Management and Mitigation Department,
Chepauk, Chennai 600 005.

Dated 25.05.2018.

Circular

Sub: Disaster Management – South West Monsoon 2018 - Convening of District Coordination Committee Meeting -Disaster Preparedness, immediate relief and restoration measures, etc. to be carried out - Instructions issued.

South West Monsoon period is one among the three distinct periods of rainfall for Tamil Nadu. This monsoon period which usually commences in June is accompanied with strong south West winds and concludes in September and brings about 35% of annual normal rainfall. Since the State is heavily dependent on monsoonal rains, it is essential that the vulnerabilities that cause loss and damages due to the monsoon are well reduced to derive the maximum benefit from the monsoon.

From the experience gained in the past, the District authorities are familiar with the action to be initiated, measures to be adopted in the event of rains / floods, cyclone, etc and any other eventuality that may occur during the said Monsoon period.

Based on the key measures adopted for disaster preparedness to face North East Monsoon 2017, the following instructions to District Collectors on preparedness measures are issued to follow during South West Monsoon season in the districts:

- (a) To identify vulnerable areas in the districts based on legacy data.
- (b) Classification of the vulnerable areas into

1) Very High Vulnerability.

- (a) Inundation of water and water level was **more than 5 feet.**
- (b) Rescue operations carried out with the help of Central forces/SDRF.
- (c) Areas which are cutoff and became inaccessible.
- (d) Loss of lives or large scale evacuation carried out.

2) High Vulnerability.

- (a) Inundation of water and **water level was 3-5 feet.**
- (b) Rescue operations carried out only by local police or Fires services.

3) Medium Vulnerability.

- (a) Inundation of Water & Water level was 2-3 feet.

4) Low Vulnerability.

- (a) Stagnation of water was below 2 feet.
- (c) To prepare vulnerability maps – at the rate of 3 vulnerable areas in each map at Firka (Rural areas) / Ward (Urban areas) level incorporating vulnerability analysis, details of escape routes and relief centers.
- (d) To Constitute Inter departmental Zonal Teams led by Revenue Authority. The team members are drawn from Police, Fire services, Rural Development, Agriculture Departments etc. Each team is to closely monitor 5 to 7 vulnerable areas.
- (e) Ensure Community participation at grass root level through enrollment of able bodied volunteers, with skills of swimming and climbing, as first responders (10 per vulnerable area) and form first responder teams in areas of very high and high vulnerability. The first responders have to be trained by Fire services / SDRF and Red Cross society.

- (f) To form Mobile teams of first responders and Snake catchers at Block / Taluk / Sub-Divisional and District levels for deployment based on need.
- (g) To preposition of men and materials in the vulnerable areas to ensure rescue and relief operations.
- (h) To launch major drive for desilting tanks, river courses and canals. Focus should be given for eviction of encroachments from water bodies. Create recharge pits and convert defunct bore wells as recharge wells.
- (i) Experience of previous years revealed that clogging of bridges and culverts result in breaches during heavy inflows cutting off villages and disrupting traffic. A special drive has to be given to clear the blockages on either side of the culverts and bridges.
- (j) To sensitize the private institutions series of meetings has to be convened at District level with Hospital / Educational organizations / Communication Service providers and Oil Companies to develop institutional level strategies and to ensure round the clock functioning of emergency services.
- (k) To Preposition rescue teams and relief materials in areas identified as areas of Very High and High vulnerability. Better coordination between Central and State Agencies as well as unified action by multiple agencies of Government of Tamil Nadu.
- (l) To form green corridors to facilitate quick movement of rescue teams **and relief measures.**
- (m) To identify teams in non-costal districts for deployment in affected areas.
- (n) Usage of multiple channels such as print / electronic / social media / wireless systems to spread awareness among the community on the Do's and Don'ts during disasters.

- (o) Multiple mock exercises should be organized on different days.
- (p) To follow the detailed circulars issued from CRA's office to carry out activities in a time bound manner in vulnerable areas and at district level during cyclone, floods, tsunami etc.

District Disaster Management Authority /

District Co-ordination Committee Meeting

All the District Collectors are instructed to convene the District Disaster Management Authority and District Co-ordination Committee Meeting with the officials of the line departments concerned, Non-Governmental Organisations (NGO's), Community Based Organisations (CBOs), Voluntary Organisations and Elected Representatives of Local Bodies to review the state of preparedness and also to initiate necessary action for the effective response from all concerned for the ensuing South West Monsoon 2018.

The Revenue Divisional Officers, Tahsildars and Block Development Officers should also be instructed to conduct Coordination Meeting at their divisional, taluk and block level respectively in an effective manner.

Control Room

State Emergency Operations Centre

A State Emergency Operations Centre at the State level has been established in the Office of the State Relief Commissioner/ Commissioner of Revenue Administration, Chepauk, Chennai. Advance information on disasters is received in this centre and disseminated to the Collectors and line Departments for taking immediate follow up action.

District Emergency Operations Centre

On the lines of State Emergency Operations Centre, District Emergency

Operations Centres were put in place at the District Headquarters to function as Communication centres of an integrated command and control structure for all inter-agency coordination. The Collectors are requested to ensure that the Control room / Emergency Operation Centre is functional round the clock with Toll Free No.1077 and equipped with necessary infrastructure facilities viz., STD Telephone, Fax, computer with internet access etc. Adequate Staff may be posted round the clock in the Control Room / Emergency Operation Centre without fail.

Sending Daily Situation Report through intra site

Rainfall and other data are being regularly entered in the web portal <http://revenue.tn.nic.in> daily before 9.00 A.M. sharply. The District Collectors are requested to ensure that these data are entered daily by 09.00 A.M.. All the Collectors are requested to feed there ports regarding human loss, cattle loss and hut damages at the time of entering rainfall data. If there ports on human loss, cattle loss and hut damages are received after entering the data, i.e.after 9.00A.M. these damage reports should also been entered for the same day. The District Collectors are instructed to issue instructions to the Personal Assistant (General) to ensure the online updation of data on daily basis without fail.

Conduct of Mock Drills

All the District Collectors are instructed to conduct mock drills well before the onset of monsoon, in coordination with Police, Fire and other vital line departments, NGOs, etc. to check / create awareness on search and rescue operations and response in the event of any emergency during the South West Monsoon period.

Preparation of Contacts Book

Telephone numbers of all the revenue staff upto the level of Village

Administrative Officers and with regard to other line departments, phone numbers of all staff including field staff /voluntary organisations / NGOs., etc., and other important details. Sufficient number of copies may be distributed to all the line departments, offices of the elected representatives, NGOs.

Inspection and Maintenance of Rain gauges

All District Collectors are instructed to make necessary arrangements for the inspection of all the rain gauge stations in their Districts before the onset of South West monsoon and ensure that they are in working condition. This is important since all claims of natural calamities have to be eventually substantiated by rainfall statistics.

Removal of Encroachments

Encroachment in the water courses leads to inundation of areas and particularly, low lying areas. The District Collectors should instruct the PWD authorities, to protect the water bodies from encroachments and to evict such encroachments. The existing water courses and water bodies should be de-silted, if necessary well before the onset of South West Monsoon.

Stock of Sand Bags and Casuarina Poles

The District Collectors should instruct the Executive Engineers / Superintending Engineers of Public Works Department (Water Resources Department) to keep adequate quantity of sandbags and casuarina poles at strategic places in the district for utilising them whenever necessary.

Communication through VHF

All the districts have been provided with two-way communication systems, namely VHF sets for effective communication. The Revenue Officials may be instructed to utilise the communication system effectively and extensively during the

South West Monsoon period. The functioning of the wireless radios (VHF) at the District Collector's office, Taluk office and other offices need to be checked periodically.

Relief centres: All the relief centres may be inspected and kept in readiness

A list of relief material required during emergency response phase has to be prepared based on the past experience and Prepositioned in vulnerable areas.

Relief Disbursement

All the District Collectors are instructed to provide immediate relief in respect of Human Loss, Cattle Loss and Hut damages as per the revised norms of assistance ordered in G.O.Ms.No.380, Revenue Department, dated 27.10.2015.

Transparency in Relief Operations

A list containing the details of the beneficiaries with their names and address along with quantity / volume and quality of relief distributed may be prepared and made available to the local representatives of the public in panchayats and Municipalities.

The consolidated list should also be maintained and displayed at the block level / Taluk levels and made available to general public on demand on nominal charges of Rs.10/-.

The Collectors are well aware of the instructions issued now and in the earlier circular relating to North East Monsoon 2017. It should be followed scrupulously and the district administration should be in a position to respond effectively at the time of emergencies.

All the District Collectors are also instructed to give wide publicity in the newspapers about the state of preparedness of the district administration, line

departments and local bodies thereby creating awareness in the minds of the public and to send areport in this regard.

The Commissioner of Greater Chennai Corporation is instructed to ensure that necessary action is taken on the above mentioned issues in view of the forthcoming South West Monsoon 2018.

The action taken in this regard and status of preparedness as per check list (enclosed) may be sent to this Commissionerate on or before 05.06.2018 and receipt of this circular should be acknowledged by return post.

Sd/-K.Satyagopal,
Principal Secretary /
Commissioner of Revenue Administration.

To

1. The District Collectors of all Districts.
2. The Principal Secretary / Commissioner of Greater Chennai Corporation.

Copy to

1. The Chief Secretary to Government, Secretariat, Chennai -9
2. The Secretary to Government, Revenue Department, Secretariat, Chennai -9
3. The Commissioner, Corporation of Madurai / Trichy / Coimbatore / Vellore / Erode / Thoothukudi / Salem / Tiruppur / Tirunelveli / Thanjavur / Dindigul.
4. National Disaster Management Authority, Government of India, New Delhi.
5. Stock File

25/5/18
for Principal Secretary /
Commissioner of Revenue Administration.
25/5/2018

Check List for seeking information from the District Collectors in the context of Preparedness for South West Monsoon – 2018.

S.No	Details
1.	Preparation / Updation of District Disaster Management Plan.
2.	Taluk level Disaster Management Plan.
3.	a) DDMA Meeting b) District Coordination committee meeting with line departments.
4.	Preparation of Hand book on Disaster Management.
5.	Mock drills in vulnerable areas.
6.	Strengthening of DEOC.
7.	Working condition of Rain gauges.
8.	Preparation of maps of vulnerable areas.
9.	Appointment of nodal officer at the District level, Taluk level, Block level and vulnerable area level.
10.	Training of Nodal Officers.
11.	a) Formation of Zonal Teams including local community at vulnerable locations. b) Did the Zonal Teams visit their areas?
12.	State whether following committees are formed or not? I. Early Warning Committee II. Search and Rescue Committee III. Evacuation Committee IV. Relief Centre / Shelter Management Committee
13.	Preparation of deployment plan for rescue teams based on vulnerability mapping.
14.	Preparation of list of inventories / machineries required for the

	vulnerable area.
15.	Preparation of traffic plan by police to establish green corridor to highly vulnerable areas
16.	Whether advance storage points/ location for food items (Civil Supplies), boats (fire service, fisheries) identified for vulnerable locations in consultation with Civil Supplies/ Fisheries / Fire Service
17.	Whether cleaning / desilting of natural water reservoirs and drainage channels have been done in the flood prone areas?
18.	Whether encroachments /obstructions on ponds / tanks have been removed?
19.	Whether embankments along rivers and nallahs, ring bunds and other bunds have been inspected and strengthened?
20.	Whether drains /link drains have been inspected and cleared for safe outflow of surplus run of flood water?
21.	Whether necessary maintenance of sluice gates, barrages, embankments, etc. are being done?
22.	Review of availability of essential medicines needed during flood period
23.	Arrangement for procurement of medicine with short notice.
24.	Databse on the availability of Medical Officers &Paramedical staff with a view to earmark medical teams for providing medical cover in case of emergency.
25.	Planning to ensure the availability of required resources for maintaining hygiene and sanitation in a flood situation in the flood prone areas.

26.	Planning of control measures to prevent the outbreak of any epidemic in case of flood situation
27.	Identification of cyclone/safe shelters - preparation of list thereof.
28.	Plan for putting up temporary shelter in case of additional requirement.
29.	Drawing up evacuation plan for the low lying are as including identification of places, means of transportation, evacuation routes.
30.	Review of arrangements for emergency supply of safe drinking water including transportation of drinking water, Fuel, generator sets, pump sets, boats, power saws, etc.,
31.	Co-ordination Meeting with NGOs / Red Cross / Service Organisation etc.,
32.	a) Identification and Training of First Responders (Volunteers) b) Meeting with First Responders by Collectors.
33.	Whether blockages under all culverts / bridges are cleared.
34.	Whether Adangals are updated properly? (Azmoish entries)
35.	Whether reconciliation with Agriculture Department crop wise are done periodically and report sent to Government / Department?

Sd/-K.Satyagopal,
Principal Secretary /
Commissioner of Revenue Administration.

B. K. Satyagopal
25/5/18
for Principal Secretary /
Commissioner of Revenue Administration.

25/5/2018