

CHAPTER IV

RESOURCE INVENTORY & CAPABILITY ANALYSIS:

While assessing the capacity and potentialities of the district in order to respond effectively to the various types of disaster and especially the recurring disasters and their vulnerability the following institutional arrangements have been made and a list of resources e.g manpower, machinery, materials, buildings, infrastructures etc available with the Government and other agencies including private NGOs is furnished in details as can be seen in the following :

Institutional arrangements

The following institutional arrangements have been made to enhance the capacity of the district administration in implementation of disaster preparedness & response to the various types of disaster especially recurring disasters and their vulnerability The hierarchy of various Committees set up to activate the Implementation Mechanism are given hereunder:

1.District Disaster Management Committee (Standing Committee):- Pursuant to the decision taken in the DDMC meeting held on the 28th May 2004 in the Deputy Commissioners chamber and in partial modification to this office letter order, Memo No.DPRB.15/2003/161 dated 3rd June 2004 the DDM Committee of Ri- Bhoi District shall comprise of the following members -:

SL No.	Functionaries and Addresses	Designation
1	The Deputy Commissioner, Nongpoh	Chairman
2	Additional Deputy Commissioner, Nongpoh	Member-Secretary
3	Superintendent of Police, Nongpoh	Member
4	Extra Assistant Commissioner (Revenue), Nongpoh	Member
5	Project Director DRDA, Nongpoh	Invitee
6	Director NESAC, Umiam	Invitee
7	Representative of NEPA, Umiam	Invitee
8	Executive Engineer, Urban Affairs	Member
9	District Medical & Health Officer, Nongpoh	Member
10	Executive Engineer PWD (Roads), Umsning	Member
11	Executive Engineer PWD (Roads), Nongpoh	Member
12	Executive Engineer PWD (Buildings), Shillong	Member
13	Executive Engineer PHE, Nongpoh	Member
14	Executive Engineer Me.S.E.B, Nongpoh	Member
15	District Horticulture Officer, Nongpoh	Member
16	District Agriculture Officer, Nongpoh	Member
17	Divisional Forest Officer, Nongpoh	Member
18	Executive Engineer (Irrigation), Nongpoh	Member
19	District Housing Officer	Member
20	Junior Telecommunication Officer, Nongpoh	Member
21	Geophysicist/Geologist G.S.I, Shillong	Member
22	Chief Geologist DMR, Shillong	Member
23	Chief Architect P.W.D Shillong	Member
24	Deputy Director of Supply, Nongpoh	Member

25	District Commandant (Home Guard)and Civil Defence Shillong.	Member
26	District Transport Officer	Member
27	Local MLAs/MDCs	Member
28	General Manager(DIC)	Member

Role and Functions of the District Disaster Management Committee:- The role and functions of this Committee are:

(A). Pre-Disaster i.e in Preparedness in “No-Disaster Situation”.

(i). To formulate the Integrated District Disaster Management Plan for the running year in order to deal with any kind of disaster that the District may encounter at any point of time.

(ii). To carry out Hazard Analysis and mobilize Resource Inventory.

(iii). To allocate and assign functions and responsibilities to the individual actors, groups, institutions, organizations etc

(iv). To broadly define the responsibilities and operational jurisdiction

(v). To co-ordinate IEC Programme/ activities like walking posters, street plays, village task force/ volunteers training etc.

(vi). To organize trainings for enhancement of capacity building of all persons that will be involving and orchestrating in the episode and to identify resource persons thereof. The list of rescue persons shall be drawn from the police, home guards etc.

(vii). To provide logistic supports and arrangements like cyclone/food shelters (immediate and permanent), food items like Rice, Atta, Moida, Chira & Gur, drinking water, medical facilities, clothing, other essential commodities, Communication network like wireless system/VHF, HAM-Radio, V-Sat, Vehicle and Boat, Fire Brigade etc.

(viii). To provide Check Memos i.e Do’s and Don’ts.

(ix). To undertake micro-zonation of the whole district including analysis of seismic risk with the assistance of technical agencies for the identification of vulnerable areas.

(x). To undertake comprehensive surveys and investigation of the number, names, and nature of villages and human settlements that are located on the hill slopes, cliffs, loose soils especially surrounded by the huge rocks, boulders, trees etc and to analyse the disaster prone areas with the help of GIS.

(B). During Disaster.

(i). To ensure round o’clock functioning of the District Control Room (DCR) and other Sub-Divisional Officer/Block/Line Department Control Rooms.

(ii). To deliver and expedite dissemination of warnings/informations to the general masses.

(iii). To convene and co-ordinate meetings with officials at the District Control Room in every 12 hours to take stock of the situation and apprise the same to the State Control Room in the Revenue Department.

(iv). To generate and maintain the tempo of alertness among the District Officers including their subordinates, the Block-level Officers and other functionaries and keep them in readiness by gearing up action immediately after the abetment of crisis.

- (v). To resort to immediate freezing of the POL stock available with immediate Petrol Pumps
- (vi). To render Rescue Operations/Evacuations through the identified teams by providing infrastructural facility and movement to all the Rescue Centres.
- (vii). To oversee and ensure prompt management and maintenance of the Rescue Shelters
- (viii). To monitor Disaster Management by ensuring a line of control through Police & Paramilitary forces, Civil Defence, Fire Services, Bharat Scouts & Guides, Civilians, PSUs, NGO and Essential Service Departments by the District Commissioner.
- (ix). To take stock everyday of the situation and to prepare the Daily Situation Report.
- (x). To run the Administration of Relief.
- (xi). To carry out any other duty and responsibility as the situation may demand.

(C). Post-Disaster Management.

- (i). To undertake assessment and evaluation of the damage.
- (ii). distribution of relief funds/aid materials
- (iii). To have a close monitoring of the Relief Operations organized and undertaken by the outside agencies/UN Agencies/Red Cross/NGOs/PSUs/Other States etc through the District Administration.
- (iv). To restore communication and other rural connectivity e.g roads, suspension bridges, foot bridges, rope-ways, etc.
- (v). To restore electronic communication system
- (vi). To provide immediate arrangements of free kitchens in the cut off/shelter camps and other inaccessible areas
- (vii). To ensure supply and transportation of Relief Materials to the victims and the affected pockets.
- (viii). To ensure safeguarding of the belongings of the evacuees.
- (ix). To ensure the Law and Order situation in every aspect of life and dwellings.
- (x). To ensure regular availability of safe drinking water.
- (xi). To provide medical facilities and minimum sanitation.
- (xii). To ensure regular removal of debris, waste materials, garbage etc to avoid public nuisance and other environmental hazards and to carry out disposal of carcasses.
- (xiii). To render assistance to the evacuees for safe return to their homes.
- (xiv). To undertake special care for the children, lactating mothers, aged persons and infirm
- (xv). To hold meetings with the officers and other functionaries at the District Level, Sub-Divisional and Block-Level every 24 hours to take stock of the situation and apprise the same to the State Control Room in the Revenue Department.
- (xvi). To collect information by a Core Group which comprises of the S.P, the District Statistical Officer, the District Informatics Officer, the District Public Relation Officer, B.D.Os and other members of the DDM Committee to be headed by the Additional Deputy Commissioner for submission of the Daily Situation Report (DSR) to the Government after obtaining approval from the Deputy Commissioner who is the Chairman of the DDM Committee.
- (xvii). To liaise with the field-level functionaries and the State government for further interactions
- (xviii). To undertake complete documentation of the entire episode-Black & White/Audio & Video.
- (xix). To carry out any other duty and responsibility as the situation may demand.

2. District Disaster Advisory Committee:- The District Disaster Advisory Committee (DDAC) is hereby constituted vide Notification NO.DPRB/15/2003/162 in order to assist the DDM Committee and to make it more efficacious in its functionality. The DDAC is comprised of the following members and is vested with the functions indicated herein below:-

SL NO.	Functionaries and Addresses	Designation
1	The Deputy Commissioner, Nongpoh	Chairman
2	District Planning Officer, Nongpoh	Member-Secretary
3	Superintendent of Police, Nongpoh	Member
4	Project Director, DRDA, Nongpoh	Member
5	Director NESAC, Umiam	Member
6	Executive Engineer, Urban Affairs Department,	Member
7	Shillong Disaster Management Expert from NEC or any other	Member
8	Organisation to be identified by the DDM	Member
9	Committee	Member
10	Executive Engineer, P.W.D (Buildings) Shillong	Member
11	B.D.Os	Member
12	Station Staff Officer, Umroi Military Station,	Member
13	Rangmern	Member
14	Geophysicist/Geologist G.S.I, Shillong	Member
15	Extra Assistant Commissioner (Relief), Nongpoh	Member
	Chief Geologist DMR, Shillong	
	Chief Architect P.W.D Shillong	
	District Veterinary Officer, Nongpoh	

The functions of the Committee shall be :-

- (i). To advise on all matters relating to the disaster management i.e pre-disaster, during disaster and post-disaster operations.
- (ii). To seek further advise and interactions at the national and international level in all matters relating to disaster management.
- (iii). To advise on all matters relating to the implementation of schemes, maintenance of expenditures and operation of accounts relating to disaster management
- (iv).To advise adoption of safe Building Codes in the matter of building/house construction in all the villages of the District.

3. The District Building Plan Implementation Committee:- The District Building Plan Advisory Committee (DBPIC) is hereby constituted vide Notification NO.DPRB/.15/2003/162 in order to assist the DDM Committee and to make it more efficacious in its functionality. The DDAC is comprised of the following members and is vested with the functions indicated herein below:-

SL No.	Functionaries and Addresses	Designation
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1	The Deputy Commissioner, Nongpoh	Chairman
2	District Planning Officer, Nongpoh	Member-Secretary
3	Superintendent of Police, Nongpoh	Member
4	Additional Deputy Commissioner (Relief), Nongpoh	Member
5	Executive Engineer PHE, Nongpoh	Member
6	Executive Engineer, P.W.D (Buildings) Shillong	Member
7	Geophysicist/Geologist G.S.I, Shillong	Member
8	Project Director, DRDA, Nongpoh	Member
9	Chief Geologist DMR, Shillong	Member
10	Chief Architect P.W.D Shillong	Member
11	Executive Engineer, Urban Affairs Department, Shillong	Member
12	Design Engineer P.W.D (Buildings), Shillong.	Member
13	Member-Secretary SCST&E or any official to be nominated by her.	Member
14	Secretary Town Committee, Nongpoh.	Member
15	Inspector of Housing, Nongpoh	Member
16	Extra Assistant Commissioner (Relief), Nongpoh	

The functions of the Committee shall be:-

- (i). To prepare and enforce building safety codes for the construction earthquake resistance buildings/houses as per the specification being laid down from time to time by the Bureau of Indian Standards.
- (ii). To impart periodic training and orientation programmes to masons and other labourers involved in the construction of buildings/houses.
- (iii). To suggest/find out ways and means and suggest simple methods for seismic strengthening of the existing structures and traditional non-engineered structures.
- (iv). To enforce applications of Laws and Bye-Laws for providing earth-quake resistance in all new construction for both Governmental as well as Non-Governmental structures.
- (v). To have close interaction with the engineers/scientists from the Central Building Research institute (CBRI) Roorkee, IIT Guwahati, National Geophysical Research Institute (NGRI), Hyderabad.
- (vi). To identify and measure the intensity of earthquake from the nearest epicenter.

4. District Medical Aid :-The District medical Aid Committee (DMAC) is hereby constituted vide notification No.DPRB.15/2003/162 in order to assist the DDM Committee in respect of providing medical aid to the victims which is comprised of the following members and functions:

Sl No	Functionaries and addresses	Designation
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1.	Deputy Commissioner	Chairman
2.	District Planning officer	Member- Secretary
3.	Superintendent of police, Nongpoh	Member
4.	DM & HO, Nongpoh	Member
5.	DSWO, Nongpoh	Member
6.	District Transport officer, Nongpoh	Member
7.	Director / President of RAWA	Member
8.	District Veterinary Officer, Nongpoh	Member
9.	Extra Assistant Commissioner (Relief) Nongpoh	Member

The functions of the committee are:

- (i) To render medical aid to the victim by providing free medicines, First Aid, ambulance etc.
- (ii) To carry out post-mortem, disposal of the carcasses by tying up with the Police Department.
- (iii) To identify medical stores/ drug stores etc in the pre- disaster, during disaster and post-disaster operations for ensuring regular supply of medicines, medical materials etc. to the victims.
- (iv) To expedite communication on the availability of the nearest doctor, sub-centers, PHCs from the vulnerable areas.
- (v) To devise further ways and means in providing medical aid to the victim.

Block- Level Disaster Management Committee :- The Block disaster Management committee is to be constituted at each block comprising of the following members :-

1.Jirang C&RD Block:

The Block Disaster Management Committee of Jirang C&RD Block is hereby constituted vide notification No.JCDB/BLRC/DDMP/1/2004/5/329 and comprises of the following members:-

Sl.No	Functionaries	Designation
1.	Block Development officer	Chairman
2.	Sub- Divisional Officer (PWD)	Member
3.	Syiem of Hima Jirang/President/Secretary (WRBDWO)	Member
4.	Agriculture Extension Officer	Member
5.	Dr. I/C C.H.C Patharkmah/ PHC Warmawsaw/Mynnar Jirang	Member
6.	CDPO (ICDS) Jirang Block	Member
7.	Dr.I.C Veterinary Patharkmah/Jirang	Member
8.	H/M/H/Mistress of Government Secondary School Patharkmah/Jirang/St. Peters Secondary School, Umkadhor.	Member

II. Umsning C&RD Block:

The Block Disaster Management Committee of Jirang C&RD Block is hereby constituted vide Notification No.UCDB/ESU/BDM/2002-03/564 and comprises of the following members:-

Sl.No	Functionaries	Designation
1.	Block Development Officer,Umsning	Chairman
2.	Extension Officer(Agriculture),Umsning	Convener
3.	Syiem Hima Myllem	Member
4.	Syiem Raid Mawbuh,Hima Myllem	Member
5.	Medical officer incharge,Umsning	Member
6.	CDPO (ICDS),Umsning	Member
7.	Extension Officer (Horticulture),Umsning	Member
8.	Extension Officer (AH&Vetinary),Umsning	Member
9.	Assistant Engineer,Umsning	Member
10.	Sub-Inspector of Statistics ,Umsning	Member
11.	Sub Divisional Officer P.W.D (Roads)	Member
12.	Sub Divisional Officer M.E.S.E.B	Member
13.	Headmaster of St. Micheals Higher Secondary School, Umsning.	Member
14.	Sub-Inspector of Police,Umsning	Member

III. Umling C& RD Block:

The Block Disaster Management Committee of Umling C&RD Block is hereby constituted vide notification No.NCDB/ST.22/2003/1 and comprises of the following members:-

Sl.No	Functionaries	Designation
1.	Block Development Officer,Umling	Chairman
2.	Sub-Inspector of Statistics,Umling	Convener
3.	Sub Divisional Officer M.E.S.E.B,Nongpoh	Member
4.	CDPO (ICDS)	Member
5.	Range Officer, Wild Life Forestry,Umling	Member
6.	O/C Police outpost, Byrnihat	Member
7.	Extension Officer (Agriculture),Umling	Member
8.	Extension Officer (Horticulture),Umling	Member
9.	Extension Officer (Vetinary), Umling	Member
10.	Shri R.B Shadap, Umdihar Village	Member
11.	Shri P.Khongmalai, Nongthymmai 15 th Mile Village	Member
12.	Shri P. Suchiang, Khasi Killing Village	Member

Role and functions of the BDMC: The role and functions of the BDMC are as follows:-
(A). Pre-Disaster i.e in preparedness in “No- Disaster Situation”

- (i) To formulate the BDM Plan to deal with any kind of disaster that the district may encounter at any point of time. Women and disabled persons, socially marginalized sections etc. would be an integral part of the plan programme activity.
- (ii) Setting up of a Control Room at each C&RD Block.
- (iii) To nominate one nodal officer for each Block.
- (iv) To ensure formation and training of DMTs at the block and village level.
- (v) To nominate NGOs/CBOs to help implement the plan.
- (vi) To sponsor trainers at each block.
- (vii) To organize training for enhancement of capacity building of all persons that will be involved and orchestrating in the episode and to identify resource persons thereof.
- (viii) Organising awareness campaigns at each block through rallies mass meetings, competitions like essay, debate, and painting competitions among schools and colleges, wall paintings and posters, distribution of check memos i.e Do's and Don'ts to the public.
- (ix) To organize disaster response mock drills before the hazard season.
- (x) To prepare fortnightly work plans and progress reports.
- (xi) To make arrangements cyclone/food shelters (immediate and permanent) food items like rice, atta, maida, drinking water medical facilities, other essential commodities, communication network like wireless system/VHF, ham radio, V-sat, Vehicles, fire brigade etc.
- (xii) Vulnerability mapping and risk assessment in all the multi- hazard prone areas with special emphasis on vulnerability and risk of women and disabled persons and children to help in formulating gender equitable and sustainable community plans for disaster preparedness.

B. During Disaster:

- (i) To ensure round o' clock functioning of the Block Control Room.
- (ii) To disseminate warnings and information to the general masses.
- (iii) To convene and coordinate meetings with officials at the Block Control Room every Twelve (12) hours to take stock of the situation and apprise the same to the District Control Room.
- (iv) To generate and maintain the tempo of alertness among the Block Officers including the subordinates and other functionaries and keep them in readiness by gearing up action immediately after the abetment of crisis.
- (v) To render rescue operation/evacuations through the identified teams by providing infrastructure facility and movement to all Rescue Centres.
- (vi) To ensure prompt management and maintenance of Rescue Centers.
- (vii) To take stock of the everyday situation and to prepare the daily situation report.
- (viii) To run the administration of relief.
- (ix) To carry out any other duty and responsibility as the situation may demand.

C. Post Disaster Management.

- (i) To undertake assessment and evaluation of the damage.

- (ii) To continue distribution of the relief funds and the materials in accordance with the provision and guidelines for the administration and maintenance of the DRMP fund under UNDP programme.
- (iii) To restore communication and other rural connectivity eg, roads, suspension bridges, foot bridges, rope ways etc.
- (iv) To restore electronics communication system whenever necessary.
- (v) To provide immediate arrangement of free kitchens in the cutoff-shelter camps and other in accessible areas.
- (vi) To ensure supply and transportation of relief materials to the victims and the affected areas.
- (vii) To ensure safe-guarding of the belongings of the evacuees.
- (viii) To ensure Law and Order situation in every aspect of life and dwellings.
- (ix) To ensure availability of safe drinking water, medical facilities and minimum sanitation.
- (x) To ensure removal of debris, waste materials, garbage etc to avoid public nuisance and other environmental hazards and to carry out disposal of carcasses.
- (xi) To render assistance to the evacuees for safe return to their homes.
- (xii) To undertake special care of children, lactating mothers, disabled and aged persons.
- (xiii) To hold meetings with officers and functionaries every twenty four (24) hours to take stock of the situation and apprise the same the District Control Room.
- (xiv) To collect information by core group which comprises members of the BDM Committee to be headed by the BDO for submission of the daily situation reports to the Chairman of DDMC.
- (xv) To liaise with the field level functionaries and the Chairman of DDMC for further instruction.
- (xvi) To undertake complete documentation of the entire episode – black and white/audio and video.
- (xvii) To carry out any other duty and responsibility as the situation may demand.

Village Disaster Management Committee:

The Village Disaster Management Committee is to be constituted at each village comprising each of the following members.

Sl.No	Functionaries and Addresses	Designation
1.	Headman	Chairman
2.	Village Secretary	Member Secretary
3.	Senior Citizen	Member
4.	NGOs	Member
5.	CBOs/SHGs	Member
6.	AWW	Member
7.	Village Volunteers	Member
8.	School Teachers	Member
9.	Any other member that the committee would like to co-opt	Members

The Committee should have equal representation of women and at the community level should include schools teachers, disabled persons, village volunteers and members of isolated hamlets.

Role and Function of VDMC:

(A) Pre- Disaster:

- (i). To formulate a Community Contingency Plan.
- (ii). To organise formation of DMTs.
- (iii)To form a Community Contingency Fund
- (iv)To finalise the modalities for generation and use of the contingency fund.

- (v)To undertake PRA exercise by the villagers themselves like preparation of social map indicating therein the intensity/vulnerability of the affected areas.
- (vi)To organise awareness campaigns/programmes at the village level through rallies, mass meetings, competitions like essay, debate, paintings among schools and colleges.
- (vii)To organize disaster response mock drills before the hazard season.

(B) During Disaster:

- (i)To disseminate warnings and information to the masses.
- (ii)To maintain alertness and remain in readiness to gear up in action immediately after the disaster is over.
- (iii)To render rescue operations/evacuations through the identified teams.
- (iv)To monitor and to take stock of the overall situation.

(C) Post Disaster:-

- (i)To ensure supply and transport of relief materials to the victims and affected areas.
- (ii)To ensure availability of First Aid, safe drinking water, medical facilities and sanitation.
- (iii)To ensure removal of debris, waste materials, garbage etc to avoid public nuisance of carcasses
- (iv)To render assistance to the evacuees for safe return to their homes.
- (v)To undertake special care of children, lactating mothers, disabled persons and aged persons.
- (vi)To carry out any other duty and responsibility as the situation may demand.

1.List of District disaster management members

(Please find in annexure 1)

2.Important Names and Phone Numbers

(Please find Annex. No. – 2)

3. Offices in the District

(Please find Annex No. –3)

4. Communication Facilities

(Please find Annex No. – 4)

5. Storage facilities with capacity

(Please find Annex No. – 5)

6. Public Distribution System

(Please find Annex No. 6)

7 Earth moving and Road cleaning equipments

(Please find Annex No. – 7)

8. Transportation (Road)

(Please find Annex. No. –8)

9.. Alterative energy sources (Generator/Pump set/Solar Energy)

(Please find Annex. No. – 9)

10. Private Professionals

(Please find Annex No.- 10)

11. District NGO Co-ordination Cell

(Please find Annex-11)

12..List of Block Nodal Officer and Master Trainers

(Please find Annex No –12)

13. CHC/PHC

(Please find annexure-13)\

14. Police Stations

(Please find annexure-14)

15. Police Outposts

(Please find annexure-15)

16. Fire station Information

(Please find annexure-16)

17. District Disaster management team members& phone nos.

(Please find annexure-17)