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Minutes Of the 1st Meeting of the State Executive Committee on Disaster Management held on 2nd April 2009 at 3.30 PM in the Conference Room of the Chief Secretary's office.

The list of Members present is given at Annexure I

The Chief Secretary, Assam, chaired the meeting. He welcomed all members present in the meeting and took up the Agenda for discussion.

Agenda Item No 1: Review of the action taken on the decisions of the 1st meeting of the State Disaster Management Authority.

The Action taken Report was placed before the State Executive Committee and the Committee while appreciating the substantive progress made on many of the decisions, suggested the following line of action in case of those where progress was limited:

Review of SDMA Meeting Decisions	Suggestions of the SEC
<p>The Assam State Disaster Management Policy & Rules had been sent to Legislative, Finance and Planning Department for their vetting before placing it before the cabinet for approval.</p> <p>While Legislative Department has already vetted the Policy, Finance Department and P&D deptt's views are still awaited.</p>	<p>The matter is to be followed up with Finance & Planning Department and the Policy & Rules cleared immediately for placing it before the Cabinet for approval.</p> <p>Action: Revenue & Disaster Management Department</p>
<p>The proposal for creation of posts for the Secretariat of SDMA & DDMA has been approved by both Personnel and Finance Department.</p> <p>Meanwhile terms and conditions for the contractual posts are being finalized with the Finance Department.</p>	<p>The Terms & Conditions for the contractual posts are to be drawn up immediately for finalization with Finance Department.</p> <p>Meanwhile Personnel Department is also to be moved for posting of officers to those posts which will be filled up from the IAS/ACS cadre.</p> <p>Action: Revenue & Disaster Management Department, Finance Department & Personnel Department.</p>
<p>The Authority approved that some personnel in each battalion of the Assam Police be trained in Search & Rescue and other aspects of disaster management for use in times of disasters. Cabinet Memo approval on this line (i.e. training and equipping some personnel in each Assam Police Battalion) is with Finance Department.</p>	<p>The matter is to be followed up with Finance Department and the Cabinet Memo cleared immediately for placing it before the Cabinet for approval.</p> <p>Action: Revenue & Disaster Management Department</p>

<p>The SDMA had decided that a Training Action Plan with definite time line should be framed for training of all stakeholders in Disaster management.</p> <p>In this regard, in the first phase, Health & Family Welfare Department would train doctors and paramedical staff in disaster management.</p> <p>However, Health Department has still not submitted their Action Plan though a letter in this regard had been issued.</p>	<p>Health Department was requested to submit their Training Action Plan at the earliest.</p> <p>Action: Health & Family Welfare Department</p>
<p>The SDMA had further decided that the components of training in disaster management such as Emergency Health Management would be incorporated in the syllabus of the in-service training of doctors, nurses and paramedical staff.</p> <p>Though, letter has been issued to DME & DHS with a copy to Commissioner & Secretary, Health for necessary follow-up action, steps taken by Health Department is not known.</p>	<p>Health Department was requested to submit the action taken report to Disaster Management Department.</p> <p>Action: Health & Family Welfare Department</p>
<p>The decision of the SDMA that a module on Earthquake Resistant Technology for Masons be offered as a part of the courses offered at ITIs was taken up with Director, Labour & Employment. However, follow up action is not known.</p>	<p>Directorate of Labour & Employment was requested to submit the action taken report to Disaster Management Department.</p> <p>Action: Directorate of Labour & Employment</p>

Agenda Item No 2: Discussions on the Road Map for Disaster Management

After detailed discussion the following decisions were taken regarding the future course of action

Item	SEC meeting decisions
<p>The State Disaster Management Plan:</p> <p>The State is yet to formulate its Disaster Management Plan.</p> <p>The committee was informed that though many initiatives were taken in this regard, yet a concrete SDMP has not yet emerged. Recently even AASC was requested to help Disaster Management</p>	<p>The SEC suggested that Revenue & Disaster Management Department may perhaps request the National Disaster Management Authority to suggest a panel of experts to help Assam make its SDMP. Also, The Civil Defence College, Nagpur /DG Civil Defence may be approached for assistance in making the SDMP of Assam.</p>

<p>Department in identifying potential resource that can be used in formulating the SDMP. However, not much progress has been made in this regard.</p>	<p>It was further suggested that a proposal may perhaps be submitted to NDMA for funds for preparation of the SDMA along with the request for a panel of experts.</p> <p>It was further suggested that for the preparation of the Flood Management Plan, Dr Nayan Sarma of IIT Roorkee may be approached for assistance.</p> <p>Action: Revenue & Disaster Management Department</p>
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<p>Crisis Management Plans</p>	<p>The SEC decided that the CMPs have to be formulated by the respective departments at the earliest:</p> <ul style="list-style-type: none"> a) Terrorist attacks, bomb blasts, use of nuclear, biological chemical agents or weapons of mass destruction:- Home Department b) Law & Order :- Home Department c) Major earthquake, floods, etc:- Revenue & Disaster Management Department d) Major breakdown of any essential services like power, Water Supply: - Concerned Departments. e) Emergency Health & Mass Casualty Management:- Health Department <p>The Chief Secretary urged the departments to make ready their Crisis Management Plans at the earliest as there has been a directive in this regard from the Central Government.</p> <p>The Crisis Management Group as well as the nodal officer of each respective department has to be notified and the contact points circulated.</p> <p>Quick Response teams (QRT) need to be constituted both in Police and Medical colleges, so that response is immediate and precious time is not lost.</p> <p>The Chief Secretary also urged for conduct of regular Mock drills, so that reaction time is calibrated and errors corrected.</p> <p>Further, the Home Department was</p>
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	<p>requested to make a draft copy of their plan available for Law and order and terrorist attacks before the 13th of April as the Cabinet Secretary and the chief NSG will take a review of the progress achieved in this regard.</p>
<p>Equipments</p>	<p>The SEC discussed the issue in depth and decided that –</p> <ul style="list-style-type: none">• Home Department would prepare a list of equipments that would be required in case of any eventuality, and place it before the next SEC meeting.• The requirements of both the Fire services and the Civil Defence would be taken into consideration while preparing this list.• Eventualities like biological, chemical and nuclear disasters as well as major catastrophe like earthquakes etc would be taken into consideration while preparing the list of equipments.• Custodian of these equipments should be clearly identified while preparing the list.• The matter is to be taken up on priority basis and procurement made so that the State is prepared to face any such eventuality. <p>Action: Home Department</p>
<p>State Control Room</p>	<p>After detailed discussion, the SEC decided that the State Control Room should be located in the ground floor of the CMs block of the Assam State Secretariat.</p> <p>GAD was requested to take necessary steps for making available space on the ground floor of the CMs block for this purpose.</p> <p>The modalities for operation of the Control Room 24x365 are to be prepared in consultation by both Revenue & Disaster Management Department and the Home Department. The plan should take into consideration the manpower requirements, communication linkages etc.</p>

	Action: Revenue & Disaster Management Department and Home Department
RVS report of lifeline buildings	<p>The Committee noted with concern the report submitted on the seismic vulnerability of five lifeline buildings and after detailed discussion decided that:</p> <ul style="list-style-type: none">• PWD (buildings) should make an assessment of the cost of retrofitting of those buildings which has been classified as Grade 3. If required, PWD (buildings) should conduct a second level assessment and submit an action plan immediately.• PWD (buildings) was also requested to conduct an assessment of the buildings of Guwahati and submit a list of “Unsafe” buildings for taking necessary future action.• IIT Roorkee may be requested to study the PWD codes and their alignment with the building codes for Seismic Zone V.• GMDA/GMC should make it mandatory that all future constructions must comply with the building codes and incorporate earthquake safety measures. Permission for any future building should be granted only if it is certified by an independent authority like IIT (R) or IIT (G).• SEC also noted the need for establishing a regulatory authority for the private sector to ensure that they follow the codes for Zone V. <p>Action: PWD (Buildings) , GMDA & GMC</p>
School Safety	<p>School Safety is a primary source of concern as it deals with one of the most vulnerable group – the children. Therefore, it was emphasized that due attention must be paid to this sector and schools must have an evacuation plan and mock drills must be conducted regularly.</p>

	Further, it was decided that Schools must be surveyed for their Safety requirements like Fire precautions, evacuation plan etc. Action: Education Department and Fire Services
Integration of DM into development planning	Planning & Development Department was requested to look into the issue of integration of DM into development planning and also to ensure that disaster mitigation and preparedness is included in the State plan schemes. Action: Planning & Development Department
Submission of proposals for Capacity Building by State ATI	Principal Secretary, Revenue & Disaster Management will discuss the matter with Commissioner & Secretary, AR&T

Agenda Item 3: Other Issues

1. The Chief Secretary reiterated that all efforts that have been taken up under Disaster Management will bear fruit only if it reaches the people. Hence, he emphasized on the need for generating awareness and taking different mass awareness programmes under IEC.
 - Dos and don'ts on different disasters have to be published in local language in leading newspapers, local TV Channels, etc.
 - Information on building materials, building codes, trained Masons etc have to be published for dissemination amongst the people
2. The Chief Secretary also emphasized on the necessity to open 100 Police Control line all over the State immediately. Also the need to have a network of dedicated lines from State to district HQ and amongst the CMG members was discussed.

The meeting concluded with a vote of thanks to the chair.

P.C. Sarma
21.4.09
C.S.

(P.C. Sarma)
Chief Secretary to the Govt. of Assam,
Revenue Department

Copy to:

1. All members of SEC

S.R. Islam

(S.R. Islam)
Joint Secretary,
Revenue & DM Department

Members present

1. Shri P.C.Sarma
Chief Secretary, Assam
2. Shri P.P.Verma
Addl Chief Secretary, P& D, Health etc
3. Shri S.C. Das
Principal Secretary, Home Department
4. Shri V.K.Pipersenia
Principal Secretary, Revenue & DM
5. Shri H.S.Das
Principal Secretary, Finance Department
6. Shri J.P.Meena
Principal Secretary, Agriculture
7. Shri Alok Kumar
Principal Secretary, Power & Transport
8. Shri Arun Kumar
Principal Secretary, P&RD
9. Shri R.N.Mathur
Director General, CD & HG
10. Shri Rajendra Kumar
Addl Director General (P)
11. Shri G.Bhuyan
Addl Director General (OSD)
12. Md Allauddin
Commissioner & Secretary, F&CS
13. A.B.Md Eunus
Secretary, Education
14. Shri M.C.Boro
Secretary PWD
15. Shri N. Kakati
Secretary, PHE
16. S.R.Islam
Joint Secretary, Revenue & DM