



GOVERNMENT OF NAGALAND

HOME DEPARTMENT

NAGALAND STATE DISASTER MANAGEMENT AUTHORITY

DISTRICT DISASTER MANAGEMENT PLAN

CHUMOUKEDIMA

2023



Prepared by

District Disaster Management Authority

Chumoukedima: Nagaland

FOREWORD

The District Disaster Management Plan (DDMP) of Chumoukedima District has been prepared with an aim of creating awareness for preparedness and effective response during disaster, which can be used for reference.

The definition of Disaster Management is now all encompassing, which includes not only prevention, response and recovery but also planning, preparedness and coordination when disaster strikes. Immediate action can be taken only if agencies and organizations have outlined strategic plans and coordination.

The plan outlines the functions of District Disaster Management Authority and the support functions to be performed by the line departments as well as SDMA. The DDMP has been prepared as per the guideline provided by National Disaster Management Authority (NDMA) and mandates the role and functions to be played by the District Disaster Management Authority (DDMA). It incorporates the country's agenda for achievement of targets set under Sendai Framework for Disaster Risk Reduction-SFDRR (2015 -2030). The Plan has also focused on achieving a coherence with other international agreements such as Sustainable Development

The plan has been modeled based on the State Disaster Management Authority guidelines. Further, Chumoukedima being a new District, a training plan has to be prepared to enhance the capacity of all personnel and Line Departments for effective management and response to disaster.

The District Disaster Management Plan (DDMP) shall be reviewed periodically by the DDMA, Chumoukedima to update all activities and information.



(ABHINAV SHIVAM) IAS
Deputy Commissioner & Chairman
DDMA, Chumoukedima

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1 Introduction, Concept and Policies

1.1. Introduction

Disaster is an undesirable occurrence resulting from forces that are largely outside human control, strikes quickly with little or no warning, which causes or threatens serious disruption of life and property including death and injury to a large number of people and require therefore, mobilisation of efforts in excess of that which are normally provided by statutory emergency services.

As a part of the overall preparedness of the State, the Government of Nagaland has a State Disaster Management Action Plan to support and strengthen the efforts of the District administration. In this context, Chumoukedima district has evolved its own District Disaster Management Action Plan (DDMAP). It is expected that these multi-hazard response plans would increase the effectiveness of administrative intervention.

Glossary of terms:

Emergency:

A state in which normal procedures are suspended and extra-ordinary measures are taken in order to avert a disaster.

Hazard:

A natural or human-made event that threatens to adversely affects human life, property or activity to the extent of causing a disaster. It is essential to make a distinction between hazards and disasters, and to recognise the effect of the former upon the latter is essentially a measure of the society's vulnerability.

Vulnerability:

The degree of loss resulting from a potentially damaging phenomenon.

Mitigation:

A permanent reduction of the risk of a disaster. Mitigation includes recognizing that disasters will occur, and to limit their impact on human suffering and economic assets.

Preparedness:

The measures that ensure the organised mobilization of personnel, funds, equipments, and supplies within a safe environment for effective relief.

Response:

The set of activities implemented after the impact of a disaster in order to asses the needs, reduce the suffering, limit the spread and the consequences of the disaster, open the way to rehabilitation.

Resilience:

Adaptability, Capacity to recover.

1.2 Aims & Objectives:

The basic objective is to prepare something, which is more than merely disaster specific contingency plans. In the present scenario, there is no integrated strategy to deal disasters. In the event of a disaster occurring, whether it is a fire or a landslide or floods or earthquake or drought, the response is more of an instant action without any pre planning. This results in heavy loss of life and property. In view of this, there has been an attempt to have an integrated Disaster Management Plan.

Objectives:

- i) Improve the understanding of disaster risk, hazards and vulnerabilities.
- ii) Strengthen disaster risk governance at all levels from village level to district.
- iii) Enhance disaster preparedness for effective response.
- iv) Prevent disasters and achieve sustainable reduction of disaster risk and losses in lives, livelihoods, health and assets (economic, physical, social, cultural and environmental).
- v) Provide clarity on roles and responsibilities of various departments involved in different aspects of disaster management.

1.3 Organization of Plan

The Multi-hazard Management Plan is actually a Multi-hazard Contingency Plan. It provides ideas on mitigation, prevention and preparedness of the district in handling a disaster. The present plan document identifies the roles and responsibilities of the organizations in key identified sectors. Disaster management teams have been constituted at District, Sub-division and village levels so that in the event of a disaster, the various individuals will carry out their duties in an effective manner. It is expected that each team will develop the Standard Operating Procedures (SOPs) for specific disasters. Therefore, Team leaders shall ensure that the SOPs are prepared at the earliest. The Plans/SOPs prepared would be tested and subsequently validated/updated through periodic drills, simulation or full-scale exercises. In addition, Deputy Commissioner will ensure that key members of teams at all levels acquire knowledge and skills to perform their assigned role through regular trainings.

1.4 Rationale

Chumoukedima district is prone to various disaster either man-made or natural, due to large number of populations residing in bamboo made kutcha houses which are highly prone to fire and the presence of river bodies like Dhansiripar and Chathe river, a large number of human lives are lost in the monsoon season due to flooding of river. This fact provides rationale and underlines the need for an effective and realistic District Disaster Management Plan (DDMP). A comprehensive DDMP

will strengthen the efforts of the District Administration to mitigate the effect of disasters and restore normalcy within a short timeframe.

1.5 Authority and Responsibilities

The requirement for district and subsidiary plans is set by the Nagaland State Disaster Management Authority (NSDMA), Home Department and Government of Nagaland. The Plan authorizes the Deputy Commissioner to secure cooperation and assistance from other parties in efforts to avoid or reduce the impact of disasters. The Deputy Commissioner (specifically) and Government authorities (generally) are responsible for managing hazards and disasters which affect a district, with support from NSDMA, the Home Commissioner and other public and private parties as may be needed. The roles, responsibilities and obligations of the Deputy Commissioner and other parties are set out in detail in this plan.

1.6 Concept of Disaster Management

Disaster Management is a continuous and integrated process of:

- a. Planning and implementing measures to mitigating or reducing the risk of disasters
- b. Mitigating the severity or consequence of disaster
- c. Preparedness for emergencies and disasters
- d. Assessing the effects of disasters
- e. Providing emergency relief and rescue and post disaster rehabilitation and reconstruction, and
- f. Building capacities to these ends,

The Deputy Commissioner is responsible for the preparation and revision of the District Disaster Management Plan in collaboration with the line departments and other organizations in the district.

The plan should be reviewed annually and updated:

- When significant changes in the nature of any hazards
- Lessons learnt following any major disaster or
- When there is any significant change to organization or responsibilities of primary members of the task forces defined in the plan.

2 District Profile

Chumoukedima district was inaugurated on 18 december 2021 as the 15th district of Nagaland. The district is bounded by Kohima district to the east, Peren district to the south, Tseminyu district & Niuland district to the north-east and Dimapur district to the north. The geographic area is 610 sq.km (2011 census) and population of 1,66,911 (2011 census) with geographic limits of 23°3' N latitude, 93°30'30" E longitude.

Climate: Humid summer, dry winter and heavy rainfall

Forest type: Sub tropical with immense flora and fauna

Soil: Loamy and sandy clay

Major river: Chathe, Mangloi & Dhansiripar

Road connectivity: 266.73 KM. (ODR/MDR=92 KM, Village Road=173.73 KM)

2.1. Administrative Division

Deputy Commissioner is the head of the administration. There are 3 administrative Sub-Divisional and circles, each headed by Addl. Deputy Commissioner, Sub-Divisional Officer & Extra Assistant Commissioner.

Admin Circle

Administrative Head	Circle/ Sub division
Addl. Deputy Commissioner	Medziphema
Sub-Divisional Officer	Dhansiripar
Extra Assistant Commissioner	Seithekema

2.2. Village Administration/ Village Councils:

The Village Council members are elected or are chosen from amongst the villagers in accordance with the prevailing customs and practices. The Village Council is headed by 'Head Goan Bura', Every Village has Village Disaster Management Authority to tackle any forms of disasters at the lower level.

LIST OF RECOGNIZED VILLAGES/TOWN: ADMINISTRATIVE SUB-DIVISIONAL/CIRCLE

Sl. No	Name of Town/Village	Administrative Sub-Divisional/Circle
1	Diphupar Village	
2	Diphupar- B	
3	Chumoukedima 'A'	
4	Chekiye	
5	Unity Village	
6	Tenyiphe-I	

7	Naga United	SEITHEKEMA
8	Toulazouma	
9	Sovima	
10	Thilixu	
11	Seluophe	
12	Tsithrongse	
13	Seithekema Basa	
14	Chumoukedima Village	
15	Seithekema 'C'	
16	5 th Mile Model Village	
17	Ikishe	
18	Shokhuvi	
19	Vidima	
20	Diezephe	
21	Sodzulhou	
22	Bade	
23	Khriezephe	
24	Urra	
25	Murise	
26	7 th Mile Village	
27	7 th Mile Model	
28	Kirha	
29	Aoyim	
30	Seithekema 'A'	
31	Khopanala	
32	Seithekema Old	
33	Tir	
34	Singrijan	
35	Tenyiphe-II	
36	Virazouma	

Sl. No.	Name of Town/Village	Administrative Divisional/Circle	Sub-
1	Piphema Old		
2	Piphema 'A'		
3	Piphema New		

4	Pherima
5	Tsiepama Model
6	Medziphema
7	Jharnapani
8	Kukidolong
9	Kupuhe
10	New Chumoukedima
11	Ruzaphema
12	Molvom
13	Maova
14	Tsuuma
15	Hekheshe
16	Zhuikhu
17	New Socunoma
18	Sirhi Angami
19	Khaibung
20	Bungsang
21	Sirhima
22	Tsiepama

MEDZIPHEMA

Sl.No	Name of the Village/ Town	Administrative Divisional/Circle	Sub-
1	Dhansiripar	DHANSIRIPAR	
2	Razaphe		
3	Kiyeto		
4	Shitovi		
5	Disaguphu		
6	Razaphe Basa		
7	Ganeshnagar		
8	Doyapur		
9	Amaluma		
10	Khekiho		
11	Hazadisa		
12	Lhotavi		
13	Pimla		
14	Zutovi		
15	Manglumukh		
16	Daniel		
17	Toshezu		
18	Ghotowo		
19	Shikavi		
20	K. Xekiye		
21	Kiyevi		
22	Khiamnok		
23	Melongmen		

2.3. Medical Facilities

Health Units Under Chumoukedima District

Sl. No	Categories of Health Centre	Location
1.	Community Health Centre	Medziphema Town
2.	Community Health Centre	Dhansiripar Town
3.	Primary Health Centre	Chumoukedima
4.	Primary Health Centre	Singrijan
5.	Primary Health Centre	Molvom
6.	Primary Health Centre	Pherima
7.	Primary Health Centre	Piphema
8.	Primary Health Centre	Ruzaphema
9.	Primary Health Centre	Zuikhu

10.	Health & Wellness Center/Sub-Center	Diphupar A
11.	Health & Wellness Center/Sub-Center	Diphupar B
12.	Health & Wellness Center/Sub-Center	Aoyimti
13.	Health & Wellness Center/Sub-Center	Seithekiema
14.	Health & Wellness Center/Sub-Center	7 th mile
15.	Health & Wellness Center/Sub-Center	Tenyiphe
16.	Health & Wellness Center/Sub-Center	Sovima
17.	Health & Wellness Center/Sub-Center	Shokhuvi
18.	Health & Wellness Center/Sub-Center	Samaguri
19.	Health & Wellness Center/Sub-Center	Razaphe
20.	Health & Wellness Center/Sub-Center	Shozukhu
21.	Health & Wellness Center/Sub-Center	Vidima
22.	Health & Wellness Center/Sub-Center	Tenyiphe
23.	Health & Wellness Center/Sub-Center	Naga United
24.	Health & Wellness Center/Sub-Center	Jharnapani
25.	Health & Wellness Center/Sub-Center	Socunoma
26.	Health & Wellness Center/Sub-Center	Tsiepama
27.	Health & Wellness Center/Sub-Center	Pimla
28.	Health & Wellness Center/Sub-Center	Bade
29.	Health & Wellness Center/Sub-Center	Diezephe
30.	Health & Wellness Center/Sub-Center	Doyapur
31.	Health & Wellness Center/Sub-Center	Daniel
32.	Health & Wellness Center/Sub-Center	Munglamukh
33.	Health & Wellness Center/Sub-Center	Khekiho

2.5. Educational Institutions

Sl. No	Category of Educational Institution	Sub Total
1.	Govt. Higher Secondary School	4
2.	Govt. High School	11
3.	Govt. Middle School	46
4.	Govt. Primary School	37
	Total	98

2.6. Police Stations

- a. Diphupar Police Station
- b. Chumoukedima Police Station
- c. Medziphema Police Station
- d. Sovima Police Station

2.7. Fire Stations

Currently the District has one Fire and emergency service which is stationed at Chumoukedima HQ.

2.8. Map of the District



3 Hazard Risk and Vulnerability Analysis of Chumoukedima

3.1 Seasonality and Vulnerability Analysis

Chumoukedima is highly prone to both man-made and natural disasters such as Landslides, Urban Flooding, Windstorm and Fire.

Fire and Urban flooding are highly frequent in the district of Chumoukedima owing to various factors such as soil type and topography. The district experiences torrential rain during the monsoon and very dry winters which compounds the whole problem, hence fire and floods in low lying area of the district are common calamities.

3.1.1. Earthquakes:

Nagaland is an entirely hilly state that lies at the convergence zone of the Indo-Australian plate and the Eurasian plate. Hence, the region is seismically very active. The whole of Nagaland lies in Zone V category which is the classification accorded to regions that face the highest risks of earthquake. Unfortunately, the predictability of such occurrences is impossible yet, considering the fact that such a disaster can happen any time, it is extremely important to equip ourselves with the basic knowledge of handling such calamities when they come upon. The effective role of civic bodies, concerned departments and the entire population will be key to effective management of such natural calamities.

3.1.2. Fire:

Fire occurs frequently in different parts of the district which are mostly man-made. In Medziphema, forest fires usually spread during the Jhum cultivation. Incidents of accidental fire from households are not rare. As most of the houses are thatched roof houses made out of timber, bamboo and straw, fire spreads quickly and easily.

3.1.3. Heavy Rains/ Floods:

Chumoukedima receives heavy rainfall from June to October. Average rainfall is 1120 mm.

The artificial drainage system in the district is very poor and given the type of the soil i.e., loamy and sandy clay, therefore, the chance of a flooding is very high. Some drowning cases are reported from Chathe river and Dhansiripar river during monsoon season.

4 Training and Capacity Building

4.1 **Nagaland Emergency Preparedness Exercise (NEPEX)**

The Nagaland Emergency Preparedness Exercise is conducted every year all over the state, it is a mega mock exercise to generate an awareness among the communities and different agencies on how to establish mechanism for effective response to any disaster.

4.2 **Community First Responders**

The Community is always the first responder in any disaster as they have an inherent capacity to respond immediately.

Roles & Responsibilities:

- To co-ordinate with District Disaster Management Authority
- To provide Community level preparedness before disasters happen, to provide support demobilization after disaster.
- To attend to appropriate emergency as the first call for search & rescue before any outside help arrives.
- To accurately document, record and inform the attending SDRF/NDRF to come with appropriate equipment and personnel to respond to the incident of Disaster.

Community First Responder Team of Chumoukedima District:

Sl.No	Name	Address	Contact No.
1	Francis Shitio	Chumoukedima	8415024338
2	Zulu	Chumoukedima	9862533111
3	Nongothung	Chumoukedima	8794165077
4	Kapo	Chumoukedima	8416073227
5	Yanithung	Chumoukedima	7005023230
6	Kenie	Chumoukedima	7005447611

5 Contingency plan for early warning, relief and recovery

5.1 Incident Respond System (IRS)

The response to disasters in the district will be organized according to the Incident Command System (ICS) as adapted to conditions in Nagaland State. The IRS is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during Disaster Management irrespective of their level of complexity. The IRS identifies and designates officers to attend to all the possible response requirements. The rationale for the IRS is that its fundamental elements –unity of command, clarity of objectives and efficient resource use are common for ensuring an effective response to any disaster. During the Disaster, IRS will be activated according to the level of Disaster.

5.1.1. Trigger Mechanism

The chairman of the State Executive Committee (SEC)/Chief Secretary of NSDMA shall inform the Chairman of NSDMA, the Hon'ble Chief Minister for declaration of Emergency in the State or District as per the level of disaster.

L concept has been developed to define different levels of disasters in order to facilitate the responses and assistances to States and Districts.

L0 level denotes normal times which will be utilized for close monitoring, documentation, prevention and preparatory activities. Training on search and rescue, rehearsals, evaluation and inventory updation for response activities will be carried out during this time.

L1 level specifies disaster that can be managed at the District level, however, the State and Centre will remain in readiness to provide assistance if needed.

L2 level disaster situations are those, which require assistance and active participation of the State, mobilization of its resources for management of disasters.

L3 level disaster situation is in case of large scale disaster where the State and District authorities have been overwhelmed and require assistance from the Central Government for reinstating the State and District machinery as well as for rescue, relief, other response and recovery measures. In most cases, the scale and intensity of the disaster as determined by the concerned technical agency like IMD are sufficient for the declaration of L3 disaster. The State Disaster Management Authority will determine the scale and intensity of the disaster for declaration of L3 disaster.

5.1.2. Plan Activation

The disaster response structure will be activated on the receipt of disaster warning/on the occurrence of the disaster. The occurrence of disaster may be reported by the concern monitoring authority to the Home Commissioner/NSDMA by the fastest means. The Home Commissioner/NSDMA will activate all departments for emergency response including the

State Emergency Operation Centre (EOC) and District EOC's. Also, they will issue instructions to include the following details:

- a. Exact quantum of resources (in terms of manpower, equipment's and essential items from key departments/stakeholders) that is required.
- b. The type of assistance to be provided.
- c. The time limit within which assistance is needed.
- d. Details of other Task/Response Forces through which coordination should take place.

5.1.4. Features of IRS:

- a. Management by objectives & incident action plan
- b. Flexibility
- c. Span of Control
- d. Multi-tasking
- e. Accountability
- f. Resource Management
- g. Common terminology
- h. Unity of command & Chain of command
- i. Transfer of command
- j. Unified Command
- k. Medical Plan
- l. Communication Plan

IRS POSITIONS AND SUITABLE OFFICERS AT DISTRICT LEVEL:

SL. NO	IRS POSITION	ABBV.	SUITABLE OFFICER
1.	Responsible Officer	RO	Deputy Commissioner
2.	Safety Officer	SO	Superintendent of Police
3.	Incident Commander	IC	Addl. Deputy Commissioner
4.	Deputy Incident Commander	Dy IC	SDO (Civil) Hq
5.	Nodal Officer (Air Operation)	NO	GM, NST

6.	Information & Media Officer	IMO	DPRO
7.	Liaison Officer	LO	SDO(C)
8.	Operation Section Chief	OSC	District Commandant,HG&CD
9.	Planning Section Chief	PSC	District Planning Officer
10.	Logistic Section Chief	LSC	Addl. S.P.

OPERATION SECTION

1.	Operation Section Chief	OSC	Director Commandant, HG& CD
2.	Station Area Manager	SAM	A.E.O Election
3.	Response Branch Director	RBD	Sub Division Police Officer
4.	Division Supervisor/ Group I/C	DS/G i/c	Sub Inspector, HG& CD
5.	Single Resource Unit Leader	SRUL	O.C/Inspector, Police
6.	Strike Team/ Task Force Leader	ST/TFL	Officer in-Charge, F&ES
7.	Transport Branch Director	TBD	District Transport Officer,NST
8.	Road Operation Group I/C	RdOG i/c	Asst. Superindendent,NST
9.	Rail Operation Group I/C	RIOG i/c	Station Superintendent, NST
10.	Air Operation Group I/C	AOG i/c	Airport Director

PLANNING SECTION

1.	Planning Section Chief	PSC	District Planning Officer
2.	Resource Unit Leader	RUL	Block Development Officer
3.	Situation Unit Leader	SUL	District Agriculture Officer
4.	Documentation Unit Leader	DUL	District Public Relation Officer
5.	Demobilization Unit Leader	Demob.UL	District Welfare Officer

LOGISTIC SECTION

SL. NO	IRS POSITION	ABBV	OFFICER
1.	Logistic Section Chief	LSC	Addl. S.P.
2.	Service Branch Director	SBD	EAC (Dev.)
3.	Communication Unit Leader	Com. UL	O.C. (Wireless)
4.	Medical Unit Leader	MUL	Chief Medical Officer
5.	Food Unit Leader	FUL	Superintend of Supply
6.	Support Branch Director	Sup BD	EAC (Esst)
7.	Resource Provisioning Unit Leader	RPUL	Executive Engineer,Power
8.	Facility Unit Leader	FacUL	Dist. Informatics Officer
9.	Ground Support Unit Leader	GSUL	Station Superintendent,NST
10.	Finance Branch Director	FBD	Treasury Officer
11.	Time Unit Leader	TUL	Dist. Land Record & Survey Officer
12.	Procurement Unit Leader	PUL	DPA, DDMA
13.	Compensation/ Claims Unit	Com./CUL	DPA, DDMA
14.	Cost Unit Leader	CUL	DPA, DDMA

5.2.1 District Emergency Operation Centre

The District Emergency Operation Centre is located at Deputy Commissioner's Office. It is also the central point for information gathering, processing and decision making more specifically to combat the disaster. Most of the strategic decisions are taken in this control room with regard to the management of disaster based on the information gathered and processed. The Incident Commander takes charge at the District Control Room and commands the emergency operations as per the Incident Command System organizational chart.

All the task force leaders shall take position in the District Control Room along with Incident Commander to enable one-point coordination for decision-making process.

6 Mitigation Plan

6.1. Disaster Mitigation:

Disaster Mitigation is the cornerstone of emergency management. It is the ongoing effort to lessen the impact disasters have on people and property.

6.2. General Preparedness Measures

6.2.1. Establishment of the Control Rooms

The district administration should ensure the operation of control rooms. Control rooms at the district and block level should be set up with the assistance of concerned line departments.

6.2.2. Plan Updation

The Disaster Management Plan needs updation at regular intervals. It includes skilled manpower, their addresses and contact numbers, necessary equipments, medicinal stock, daily necessities, list of flood prone villages and the like. All these things are liable to change over time and hence constant updation and maintenance is essential.

6.2.3. Communication System

Training is given to search and rescue teams, first aid teams and disaster management teams at village, block and district levels. These teams will provide timely help during any type of disaster. Provision of wireless sets at all Sub-division and Block offices for effective communication of cyclone / heavy rainfall / flood warning is most important. When a disaster strikes, one of the first casualties is the communication system - all lines of communication including but not limited to fixed line and mobile networks will go down. It is during such times that a dedicated wireless network set up would help in disseminating information and co-ordinating rescue and relief. A holistic approach for Disaster Management calls for a dedicated fail-proof communication system to ensure seamless flow of value-added information products on GIS platform not only in the response phase but also for prevention, preparedness, mitigation and recovery, besides capacity building programmes.

6.2.4. Training for Disaster Management Team (DMT) Members

Each of the DMTs comprise groups of women and men volunteers and are assigned with a specific task. The Search and Rescue teams & the First Aid teams formed at three levels (District, Block & Village) should be provided training from time to time so that they could be of help during disaster.

6.2.5. Organization of Mock Drills

Mock drills are an integral part of a community based disaster management plan, as it is a preparedness drill to keep the community alert and ready at all times. Mock drills are organized in all the villages of the district to activate the disaster management plan. A Mock drill should be organized once in six months as per the seasonality calendar of natural disasters that are likely to occur.

6.3. People With Disabilities

While disaster threatens the well-being of people from all walks of life, persons with disabilities are especially vulnerable when disaster strikes. The following strategies are incorporated for risk reduction:

- a. Ensure that persons with disabilities have a seat at the table.
- b. Remove barriers to full participation of person with disabilities
- c. Increase awareness among governments on the need of persons with disabilities.
- d. Collect data that is inclusive of persons with disabilities.
- e. “Build back better” by improving accessibilities for persons with disabilities.

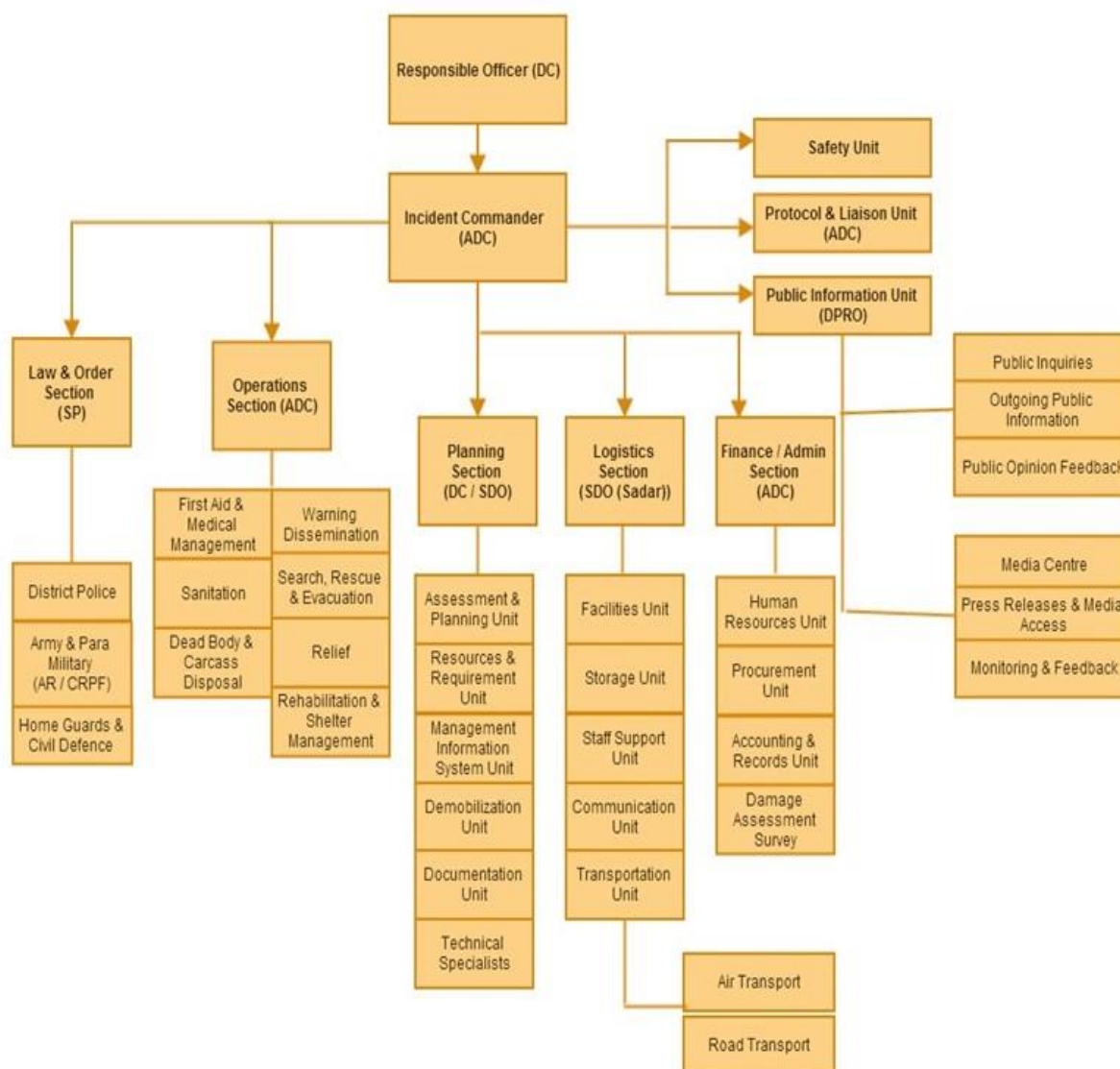
7 THE RESPONSE PLAN

7.1. INCIDENT RESPONSE SYSTEM (IRS)

The Incident Response System (IRS) forms the core of the response plan. All responses to disasters in the district will be organized according to the IRS as adopted to conditions in Nagaland. The argument of IRS is that its fundamental elements- unity of command, clarity of objectives and efficient resource use are common to effective response to any disaster. The disaster response is led from / by the District **Emergency Operation Center (EOC)** under the command and control of the **Deputy Commissioner** of the district.

The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. The IRS identifies and designates officers to perform various duties and get them trained in their respective roles. If IRS is put in place and stakeholders trained and made aware of their roles, it will greatly help in reducing chaos and confusion during the response phase. Everyone will know what needs to be done, who will do it and who is in command, etc. IRS is a flexible system and all the Sections, Branches and Units need not be activated at the same time. Various Sections, Branches and Units need to be activated only as and when they are required.

The organizational structure of the Incident Response System (IRS) is as represented in the schematic below:



7.2 At the Community Level

At the community level, the ADC or SDO / EAC shall appoint a Village Council Chairman (VCC) / Village Development Board Chairman (VDBC) as the Response Coordinator.

It shall be the responsibility of the Relief Coordinator to ensure that immediate relief provisions are made available and activate an emergency situation at the community level.

At the community level, the VCC / VDBC as the case may be, shall be the incident commander and shall regularly appraise the SDO / EAC or ADC and all the networking voluntary and assisting organizations through available channels of information. In case normal means of communication are rendered useless, he / she shall utilize facilities at the nearest Police Station / POP communication channels.

He / she shall inform the ADC or SDO / EAC of the magnitude of the disaster and whether the emergency / disaster situation can be controlled using only resources at his / her disposal.

7.3. At the Sub-Divisional Level

At the sub-divisional level, the Deputy Commissioner shall appoint an EAC / SDO as the Response Coordinator.

It shall be the responsibility of the Relief Coordinator to ensure that immediate relief provisions are made available and activate an emergency situation right from the sub-divisional level to the village level.

At the sub-divisional level to the village level, the EAC / SDO as the case may be, shall be the Incident Commander and shall regularly apprise the DC and all networking voluntary and assisting organizations through available channels of information. In case normal means of communication are rendered useless, he / she shall utilize facilities at the nearest Police Station / POP communication channels.

He / she shall inform the Deputy Commissioner of the magnitude of the disaster and whether the emergency / disaster situation can be controlled using only resources at his / her disposal.

7.4. At the District Level

The Deputy Commissioner shall, on receiving the information, convene the District Disaster Management Authority (DDMA) and also inform the State Commander. The Deputy Commissioner must mandatorily carry out an on- site inspection of the affected area and send an independent report to the State Commander.

The Deputy Commissioner shall be the District Response Coordinator and shall be called the Responsible Officer / District Commander. He / She shall:

- Be responsible for effective coordination of resources and services within the District
- In the event of uncertainty, determine which agency is to perform its statutory response role
- Ensure that an effective control structure is established in the District
- Arrange to provide requested resources to the control/support/operating agencies from within the district or outside the district
- Monitor the provision of emergency relief and supply
- Alert the public to existing and potential dangers arising from serious emergencies
- Assess need for declaration of an emergency area in consultation with the State Control Agency
- Notification of relevant Government and Non-Government agencies
- Record maintenance
- Provision of medical treatment/ first aid
- Notification to Hospitals
- Registration of persons evacuated or otherwise affected
- Provision of relief needs of evacuees, control and support agencies where necessary
- Co-operation and coordination with all participating Departments/Agencies/ Authorities.

7.5. Achieve the target of Sendai Framework.

Sendai Framework is a global agreement which aims to reduce disaster Risk and losses in live, livelihood, health and assets. DDMA shall invest in Disaster Risk Reduction, enhance disaster preparedness and strengthen disaster risk governance.

To achieve this target, 3-D hazard mapping of the district will be done to find out vulnerable areas.

Automatic Weather Stations are stationed in appropriate locations to give early warning systems in case of torrential downpour that could have catastrophic effects.

7.6. Achieve Sustainable Development Goals (SDGs).

To achieve SDG goals the plan shall incorporate SDG 6,11 & 13 to ensure safe drinking to public, issue guidelines for safe, resilient and sustainable infrastructure. Take urgent action to combat climate change and its impacts (proper waste disposal, awareness programs, encourage plantation and reduce deforestation)

7.7 Achieve the Prime Minister 10 Points Agenda or Disaster Risk Reduction (DRR).

The plan shall encourage participation of women in disaster risk management, identify disaster zone in the district, and carry out hazard risk mapping and develop a network to work on disaster related issues, initiate involvement at all level to reduce risk reduction during any disaster.

CHECKLIST: DO's & DONT's

OPERATIONAL GUIDELINES OF WHAT TO DO IN THE EVENT OF DISASTER

1. FLOOD

Pre-Disaster

Individual

- Know the route of the nearest safe shelter
- First Aid Kit should be ready with extra medicines for snake bite and diarrhea
- Tie up all valuables at the top of the roof
- Radio with extra batteries, torch, ropes to be kept ready
- Store dry ration, kerosene, biscuits, baby food for at least 7 days
- Water proof bags, polythenes to store clothes and valuables
- Be ready with umbrella & bamboo sticks (To protect yourself from snakes)
- Identify a highland/mound for the cattle & have sufficient fodder for them
- As soon as you receive warning tune to the local news in the radio/TV for the latest update
- Check your emergency kits
- If you have to evacuate, pack clothes, essential medicines, valuables, personal papers in water proof bags
- Inform a Disaster Management Team member to the place about the place you are shifting to
- Raise furniture and appliances to a higher place
- Switch off all electrical appliances
- Put sandbags in the toilet bowl and cover all sewage backflow
- Lock your house and take the route suggested
- Don't go into water of unknown depth and current
- Don't spread rumors. Get authentic data and then announce it
- Don't go into water of unknown depth and current

Government

- Update all the resource inventory
- Control room should be functional for 24 hours
- Identify all the shelter places where people could be made to stay temporarily
- Activate all the First Aid and the Rescue & Evacuation teams
- See to it that there is no blockage in the flow of the river
- Ascertain the availability of dry food, drinking water & medicines

- Ascertain the availability of fodder for cattle
- Mobilize boats, vehicles which will help in evacuation and rescue operation and also in the distribution of relief
- Prior storage of food grains especially in the vulnerable pockets
- Identify the relief centers
- Inspect, strengthen and repair all the approach roads and culverts
- Provide mobile wireless sets for use in the villages likely to be cut off
- Arrange adequate hand pumps where wells are likely to be inundated
- Liaison with Army, Navy, Air Force & Paramilitary and other Specialist Forces like the NDRF
- Prepare maps of alternate routes and resources available

During - Disaster

Individual

- Drink boiled water or put halogen tablets in water before drinking the same
- Keep food covered. Don't take heavy meals and eat food that is hot
- Use raw tea, rice water, coconut water during diarrhea
- Be aware of possible snakebites
- Don't let children remain on an empty stomach
- Avoid entering flood water. Stay away from water which is above knee depth

Government

- Carry out rescue and evacuation
- Operation of control room and provide warning updates
- Provide relief materials
- Mobilizing resources like boat, dry food and temporary shelter
- Ensuring the availability of medicines, drinking water, tankers etc
- Coordination at various levels and with multiple agencies
- Mobile health units to be made available
- Damage assessment of life, livestock, crop and livelihood

Post -Disaster

Individual

- Listen to the latest flood bulletins before moving from the place of shelter
- Use recommended routes to return back
- Dry all electrical equipments before using it
- Avoid touching any loose wires
- Beware of snake bites

- Clean the house and disinfect the surroundings by using bleaching powder

Government

- Rescue people who are stranded
- Restore road connectivity and power supply
- Provide safe drinking water
- Check outbreak of any epidemics
- Mobile health teams to be mobilized
- Take the help of the NGOs
- Carry out damage assessment
- Ensure that adequate, timely and speedy credit is available to the farmers for purchasing agricultural inputs and cattle

CYCLONE

Pre-Disaster

Individual

- Listen to the weather report on radio/TV and if possible disseminate the information to the local people
- Move cattle to high land
- Store adequate food grains, water, medicines, kerosene, lantern, matchbox & dry cells
- Keep important papers in the emergency kit
- Keep doors & windows locked and if damaged get them repaired
- Make sure that proper diet is carried along for children and old people
- Keep the list of important addresses and phone numbers like the Police, Block Development Officer, relatives residing outside that particular place and any other numbers that you deem important
- Conduct a mock drill for yourself and remain calm

Government

- See to it that there is no blockage in the drainage system
- Make the Control room functional for 24 hours
- Keep sufficient food grains in the areas likely to be cut off
- Resource inventory mainly of boats, vehicles for evacuation and providing relief to be maintained
- Health departments to set up mobile health units in the vulnerable pockets that are likely to be cut off
- Identify the safe cyclone shelters and the route chart for evacuation

- Identify First Aid and Rescue teams
- Ascertain the availability of fodder for cattle
- Identify relief centers
- Inspect, strengthen and repair all approach roads and culverts
- Provide mobile wireless sets for use in the villages that are likely to be cut off
- Liaison with Army, Navy, Air Force & Paramilitary and other Specialist Forces like the NDRF

During - Disaster

Individual

- Listen to the radio/community warning system for further details
- Close all doors & windows and stay indoors
- Paste papers on the glass windows to prevent splinters from flying into the house
- Keep food items and clothes in water proof bags
- Don't venture into the sea
- Wear warm clothes for protection
- Avoid being misled by rumors. Disseminate only information that is official
- Stay away from low lying areas, electric poles, trees
- Switch off all electrical appliances

Government

- Evacuate people to the cyclone shelters immediately
- Arrange a patrolling group who would take care of the property left by the people
- See to it that all vehicles are stopped
- See to it that there is enough food stock, drinking water and common medicines
- Announce the latest bulletin to the community at periodic intervals

Post - Disaster

Individual

- Don't move out until you have official confirmation
- Use the recommended route for returning
- Check whether there is a gas leak before using the stove
- Dry electrical appliances thoroughly before use
- Get oneself inoculated against diseases immediately at the nearest hospitals and seek medical help
- Beware of snake bites

- All debris should be cleared
- Damage assessment to be done as soon as possible
- Don't keep loose objects like cans and tins outside
- Don't spread rumors
- Don't stay indoors if asked by the authorities to evacuate
- Don't touch loose wires

Government

- Rescue and evacuation process to be initiated immediately for those who are stranded
- Restore roads and power supply
- Provide relief and safe drinking water to the affected population
- Check outbreak of any epidemics
- Mobile health units to be mobilized
- Help from voluntary organizations may be welcomed
- Damage assessment to be carried out

EARTHQUAKE

Pre - Disaster

Individual

- Shelves for bookcases etc. should be fixed to the walls. Remove heavy objects from shelves above head level as these can topple over and fall
- Locate beds away from the windows and heavy objects that could fall
- Secure applications that could move, causing rupture of gas or electrical lines
- Know the location of master switches and shut off valves
- Make sure that overhead lightening fixtures are well secured to the ceiling
- Replace glass bottles with plastic containers or move them to the lowest shelves
- Be aware that with a severe Earth Quake all services such as electricity and water will probably be down. Emergency services may be extremely limited for a few days
- Store emergency supplies like water, food, first aid kit, medicines, tools, portable radio, flash light, batteries, blankets, fire extinguisher and anything else that you may require

Government

- Ensure preparation of maps of earthquake prone areas is complete
- Analysis of seismic risk & zonings for general purposes to be carried out

- Development of seismic codes of design & construction of various structures to be enforced
- Train engineers & architects in earthquake engineering principles and use of codes
- Development of simple methods for upgrading the seismic resistance of traditional non - engineering construction and their dissemination to the common builders and owners by mass communication media, demonstration and other suitable methods
- Build awareness among the community residing in the earthquake prone areas

During - Disaster

Individual

- Keep calm & help others to be calm
- Try to run safely to the nearest open space which is not surrounded by buildings, trees and other structures but do so with great cautiousness
- Do not use an elevator during an earthquake & do not rush to the roof of the house
- Choose your exit as carefully as possible
- Once you feel it not possible to get out of the house/building fast & safely, especially when you are inside a high rise building, stay inside calmly
- While inside the house/building, choose a safe place to protect yourself. Take shelter under a desk, table, bed or a stand below the doorway (in case of an Assam type house)
- If you are moving in a vehicle, move immediately to a place which is away from buildings, structures, bridges, electric lines etc. and stop the vehicle there. Remain inside the car till the Earth Quake stops
- Do not light candles, cigarettes or gas stoves (to prevent any fire from possible leakage of gas)
- Close your gas connection
- Free all your pets and domestic animals from their enclosures
- Though the shaking of the ground can be very frightening, do not panic and keep your calm
- Turn your radio on

Post - Disaster

Individual

- Check yourself for injuries
- Examine all sections of your building & ensure that your building is not in danger of collapsing
- Get everyone of your house if it is found unsafe
- Use a helmet or cover your head with a pillow or rubber sheet while moving around inside the building

- Be prepared for additional earthquake shocks called “after shock(s)”
- Stay away from hanging portions of buildings, power electric lines & poles
- Close the valve of the gas cylinder(s) and do not use open flames
- Do not switch on electric appliances if gas leakage is suspected
- Wear shoes while moving around
- Attend to injured persons and inform the medical authorities as fast as possible
- If you are trapped inside a collapsed building, wait patiently for help. Remain calm and try to develop confidence
- Use a pipe or bamboo to detect any life inside a collapsed building.
- Do not spread rumors
- Turn on your radio

Government

- Areas affected should be cordoned off
- Affected people should be shifted to safe shelter places that have been pre-identified
- Make arrangement for burning dead bodies and animal carcasses
- Mobile health teams to be activated
- Clean the roads blocked and restore connectivity at the earliest time possible

FIRE

Pre - Disaster

- Install smoke alarms. Place smoke alarms on every level of a multi-storey building at spots close to fire-causing sources
- Test and clean smoke alarms once a month and replace batteries at least once a year
- Replace smoke alarm systems regularly as advised on the manufacturer's label
- Do not take illegal connections or tinker with power connections
- Review escape routes with your family
- Make sure windows are not nailed or permanently bolted
- Make sure security gratings on windows can be easily opened from the inside
- Consider escape ladders if your residence has more than one level and ensure that burglar bars and other anti-theft systems can be easily opened from the inside
- Teach family members to stay low on the floor (where the air is safer) when escaping from a fire
- Clean out storage areas. Do not let trash such as old newspapers/magazines and polythene bags accumulate

Flammable Items

- Store flammable liquids in safe containers in well-ventilated storage areas

- Never smoke near flammable liquids
- Discard all rags or materials that have been soaked in flammable liquids after you have used them. Safely discard them outdoors in a metal container
- Insulate chimneys and place spark arresters on top. The chimney should be at least three feet higher than the roof. Remove tree branches hanging above and around the chimney

Heating Sources

- Be careful when using alternative heating sources
- Place heaters at least three feet away from flammable materials. Make sure the floor and nearby walls are properly insulated
- Use only the type of fuel designated for your unit and follow manufacturer's instructions
- Store ashes in a metal container outside, away from your residence
- Keep open flames away from walls, furniture, drapery, and flammable items

Matches and Smoking

- Keep matches and lighters away from children, and, if possible, in a locked cabinet
- Never smoke in bed or when drowsy or medicated

Electrical Wiring

- Have the electrical wiring in your residence checked by a certified electrician
- Inspect extension cords for frayed or exposed wires or loose plugs
- Make sure outlets have cover plates and no exposed wiring
- Make sure wiring does not run under rugs, over nails, or across high-footfall areas
- Do not overload extension cords or outlets. If you need to plug in two or three appliances, get a unit with built-in circuit breakers to prevent sparks and short circuits
- Make sure insulation does not touch bare electrical wiring

Others

- Install fire extinguishers at your residence and read the instructions on the labels carefully. Teach family members how to use them
- Consider installing an automatic fire sprinkler system in your residence
- Ask your local fire department to inspect your residence for fire safety and prevention

During - Disaster

- If your clothes catch fire, you should stop, drop, and roll until the fire is extinguished. Running only makes the clothes burn faster
- Cover your nose / mouth, possibly with a moist cloth or in its absence with your hands, to prevent inhalation of smoke and asphyxiation
- While escaping from a burning house, it will help if you could cover yourself with a thick blanket
- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it
- Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (for ladders and crawling)
- The window is your best escape option. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence
- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling
- Close doors behind you as you escape if you can, to delay the spread of the fire
- Do not re-enter once you have escaped. Call the local fire department

Post - Disaster

- If you are with burn victims, or are a burn victim yourself, cool and cover burns to reduce chances of further injury or infection
- Go to the nearest medical doctor for help
- If you detect heat or smoke when entering a damaged building, evacuate immediately
- If you have a safe or strong box, do not try to open it. It can hold intense heat for several hours. If the door is opened before the box has cooled, the contents could burst into flames.

LANDSLIDE

Pre - Disaster

- Investigate susceptible areas to identify factors of instability and carry out corrective measures to prevent / minimize instability
- Carry out re-forestation in barren areas as the roots of plants / trees will arrest slippage of soil. Plant trees in vulnerable areas
- Always be watchful on hill roads and try to note features like cracks on road surface and slopes
- Do not build houses near steep slopes, close to mountain edges, near drains or natural water outlets
- Construct embankment on high gradient slopes

During - Disaster

- Be alert during heavy rainfall and continuous damp weather
- Stay out of the path of a landslide or debris flow
- Listen for any unusual sound that might indicate moving debris, trees cracking or rolling boulders (large stones)
- Be alert when there is a sudden increase in volume of water in streams and a marked transformation from clear to muddy water
- Contact local rescue units

Post - Disaster

- Avoid the landslide area. There may be danger of subsequent slides
- Look out for flooding which may follow a landslide or debris flow
- Help persons who may require special assistance - infants, elderly persons and the disabled

What to do if you suspect an imminent landslide

- Alert local authorities
- Informing people around you about the potential threat may help save many lives
- Evacuation or getting out of the path of landslide or debris flow is the best protection
- Make yourself less vulnerable and protect your head if escaping is not possible

LIST OF ADMIN OFFICERS / SECURITY AGENCIES OF CHUMOUKEDIMA DISTRICT:

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