

Minutes

Statutory Review of Monsoon Preparedness in the State by the State Relief Commissioner (Principal Secretary, Revenue and Disaster Management), with Heads of Departments

- **Forecast of SW monsoon 2015:** IMD in its long range forecast for the South-West monsoon issued on 22nd April 2015 states “**quantitatively, the monsoon seasonal rainfall is likely to be 93% (7% less than LPA) of the Long Period Average (LPA) with a model error of \pm 5%. The LPA of the season rainfall over the country as a whole for the period 1951-2000 is 89 cm**”. IMD expects that there is 33% probability for the seasonal rainfall (June to September) to be deficient. A second stage forecast is expected by second week of June.

Disaster Outlook

Based on this forecast, the State Emergency Operations Centre puts forward the following disaster outlook valid for the state during the monsoon season (June to December) of 2015:

- Trends in the IMD’s predictions indicates that monsoon rainfall (June to September) will be below normal. This does not imply that there will not be intense rainfall and consequent calamities.
- As there is a higher than normal probability of seasonal rainfall being deficient, attempt should be to save as much water as possible particularly in the dams until safety thresholds are achieved.
- Efforts should be focused on water conservation, including through public advertisement and press meetings by Hon’ble Ministers in-charge of respective districts by end of June such that first set of rains will cleanse the water bodies appropriately.
- Given the intense summer rainfall (rainfall in the months of March to May) and due to the effects of two earthquakes in Nepal there is a probability of landslides and debris flows in the hilly districts in the early half of South-West monsoon (June-July).
- Alappuzha, Kottayam and Thrissur shall prepare for facing flooding in Kuttanad (Alappuzha and Kottayam) and Kol lands (Thrissur) from mid June to August.
- All urban local bodies should ensure that over hanging trees along public roads are pruned and over hanging branches are felled such that windfall related damages are significantly reduced. This may be treated as a direction under Chapter VI of the DM Act, 2005. Necessary own funds may be utilized for the purpose.
- All departments are requested to consult *Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support Functions Plan, Kerala* available at <http://disasterlesskerala.org/handbooks/>. The Emergency Support Functions Plan available in the

handbook will be activated at the time of any calamity by the SEOC/DEOC and all departments will be expected to undertake their respective roles as per the ESFP.

- Necessary formats for nominating nodal officers and reporting human resource and machinery available for crisis management from departments are available in the handbook. These formats may be filled up and handed over to the Nodal Officer for Monsoon Calamity Management, Dr. Sekhar L. Kuriakose, Member, KSDMA & Head (Scientist), State Emergency Operations Centre (SEOC), KSDMA. Contact: Mob: 9400202927; Tel: 0471-2364424 and Emails Disaster Management Department revenuecmdk@gmail.com; SEOC: seoc.gok@gmail.com).
- A list of equipment and resources available in the state as reported by the district level heads of departments are available in the Indian Disaster Resource Network <http://idrn.gov.in/countryquery-public.asp>. This list may be printed out for each district and kept ready by the DEOCs and various department nodal officers for ready reference.
- Warning messages if any will be posted in disasterlesskerala.org, emailed to the email ids of District Collectors and DDMA's and communicated to the District Emergency Operations Centres (Control Rooms) as illustrated in the *Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support Functions Plan, Kerala* available at <http://disasterlesskerala.org/handbooks/>

Preparedness activities to be undertaken by concerned departments/District Collectors

1. Principal Secretary, LSG Department may conduct a video conference regarding pre-monsoon preparedness with the City Corporation Secretaries, Municipal Corporation Chairpersons and District Panchayath Presidents. Necessary coordination shall be ensured with the district administration in case of calamities. It is recommended that the LSGD shall do the needful for permitting Local Self Governments to create a Ward Level Calamity Response Fund using their own funds to locally manage calamity situations in compliance with Chapter VI, Section 41 (I) (b) of the National Disaster Management Act, 2005. The utilization of this fund may be vested with the chairperson of the ward level health and sanitation committees (Action: Local Self Government Department)
2. District Disaster Management Authority Meetings shall be held between 15th and 20th June 2015 in the strict attendance of the District Panchayath Presidents (Co-Chairperson of DDMA) and may review the monsoon rainfall condition to plan further through the season. The Co-Chairpersons may be requested in the DDMA meeting to coordinate with all Block and Gramapanchayths on this matter. The Agenda and Minutes of the DDMA shall be communicated to the SEOC seoc.gok@gmail.com for information. (Action: District Collectors)

3. Necessary training shall be organized to train the Disaster Management Deputy Collectors/ADMs and Junior Superintendents concerned, in rapid damage assessment and memorandum data formats such that memorandum preparation in case of major calamity will be smooth and required information is available to the State on time. (Action: SEOC)
4. District Collectors shall direct the Fire & Rescue Service and the Police to keep ready at least 1 ASKA light per Taluk and make arrangements with local contractors who can arrange tarpaulin and accommodation facilities as and when directed by the District Collectors. Any hiring/procurement of routine emergency relief materials, vehicles etc. needs to be after entering into pre-contract as directed vide Ltr. No. 33-2/2015-NDM-I dated 17th April 2015 from Ministry of Home Affairs, Govt. of India, if State Disaster Response Fund/National Disaster Response Fund is utilized for the same. Necessary format for pre-contract entry is available in the ***Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support Functions Plan, Kerala*** available at <http://disasterlesskerala.org/handbooks/>. Such pre contracts have to be entered by the Chairman DDMA or an officer with delegated authority of the Chairman to enter into such contracts. (Action: All District Collectors)
5. The District Collectors shall ensure the availability of water supply tankers so as to provide water supply to temporary shelters arranged in case of calamities. Any hiring/procurement of routine emergency relief materials, vehicles etc. needs to be after entering into pre-contract as directed vide Ltr. No. 33-2/2015-NDM-I dated 17th April 2015 from Ministry of Home Affairs, Govt. of India, if State Disaster Response Fund/National Disaster Response Fund is utilized for the same. Necessary format for pre-contract entry is available in the ***Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support Functions Plan, Kerala*** available at <http://disasterlesskerala.org/handbooks/>. Such pre contracts have to be entered by the Chairman DDMA or an officer with delegated authority of the Chairman to enter into such contracts. (Action: All District Collectors)
6. The District Collectors shall identify temporary shelters/locations in the hazard prone villages of the districts after consulting the hazard susceptibility map of the respective district and the village wise hazard susceptibility table alongside. This data was emailed to all district collectors on 12th May 2015. (Action: All District Collectors)
7. During the monsoon breaks, coastal erosion may occur rampantly. Water Resources Department shall take necessary steps to ensure that coastal erosion is minimal. Damages of sea walls shall be repaired urgently. Water Resources Department shall ensure that necessary number of sand bags

and stones are prepared and kept ready to immediately respond to major coastal erosion incidents. Repair of sea walls is not an item permissible under the State Disaster Response Fund/National Disaster Response Fund. Hence the respective department may also ascertain funds for maintenance for sea walls in urgency. (Action: Harbour Engineering Department; Irrigation Department)

8. Coastal Police shall carry out a reconnaissance survey to ascertain the most important areas prone to coastal erosion and list may be prepared and shared with the Nodal Officer for Monsoon Calamity Management too at seoc.gok@gmail.com. Coastal Police may ensure that livelihood gear of fishermen are not stored in the areas which are prone to coastal erosion and in areas where sea walls are damaged, such that loss to property may be significantly reduced. (Action: Home Department; Coastal Police)
9. Availability of sand bags and water draining pump sets shall be ensured by Agriculture Department particularly in the Kuttanad and Kol wetlands so as to tackle inundation in the event of flooding. Any hiring/procurement of routine emergency relief materials, vehicles etc. needs to be after entering into pre-contract as directed vide Ltr. No. 33-2/2015-NDM-I dated 17th April 2015 from Ministry of Home Affairs, Govt. of India, if State Disaster Response Fund/National Disaster Response Fund is utilized for the same. Necessary format for pre-contract entry is available in the ***Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support Functions Plan, Kerala*** available at <http://disasterlesskerala.org/handbooks/>. Such per contracts have to be entered by the Chairman DDMA or an officer with delegated authority of the Chairman to enter into such contracts. (Action: All District Collectors; Agriculture Department)
10. Shelter locations for domestic animals, particularly along the Kuttanad and Kol wetlands shall be identified and necessary emergency stocking of medicines and fodder in the immediate vicinity of such shelters shall be ensured by the Animal Husbandry Department. (Action: Animal Husbandry Department)
11. District Collectors shall enter into rate contracts with agencies/individuals ready to provide emergency services of heavy equipment (earth movers, electric cutters, cranes, heavy vehicles, tankers, boats etc.) through quotations/tenders prior to the beginning of the monsoon (1st June 2014). Any hiring/procurement of routine emergency relief materials, vehicles etc. needs to be after entering into pre-contract as directed vide Ltr. No. 33-2/2015-NDM-I dated 17th April 2015 from Ministry of Home Affairs, Govt. of India, if State Disaster Response Fund/National Disaster Response Fund is utilized for the same. Necessary format for pre-contract entry is available in the ***Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support***

Functions Plan, Kerala available at <http://disasterlesskerala.org/handbooks/>. Such pre contracts have to be entered by the Chairman, DDMA or an officer with delegated authority of the Chairman to enter into such contracts. (Action: All District Collectors)

12. Fisheries department shall ensure that high speed boats are leased or contracted and are made available at all harbours for ensuring speedy search and rescue in case of in-sea boat accidents. (Action: Fisheries Department)
13. Department of Health shall stock enough medicines to tackle wet period epidemics in all PHCs and at District and State Level hospitals and health care centers under Government. All Emergency Medical Care to affected parties in natural calamity shall be provided under NRHM (Ltr. No. 32-7/2014-NDM-I dated 8th April 2015 from Ministry of Home Affairs, Govt. of India). (Action: Director, Health Services and Executive Director, NRHM)
14. Department of Civil Supplies shall arrange calamity reserve stocking of rice (100 kg), cereals (two kinds; 50 kg each), cooking oil (10 lts) and kerosene (75 ltrs) per taluk and the provisions shall be made available to any location within the district as per the direction of the District Collector. Additional supplies also may be arranged in case of further necessity in short notice by the Civil Supplies Department. If procurement of relief material is made from Private Parties, the concerned DDMA Chairman shall ensure that pre-contracts are entered with parties through rate contract fixation as directed vide Ltr. No. 33-2/2015-NDM-I dated 17th April 2015 from Ministry of Home Affairs, Govt. of India. Necessary format for pre-contract entry is available in the **Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support Functions Plan, Kerala** available at <http://disasterlesskerala.org/handbooks/>. Such pre contracts have to be entered by the Chariman DDMA or an officer with delegated authority of the Chairman to enter into such contracts. (Action: All District Collectors; Commissioner of Civil Supplies)
15. District Collectors shall keep a meticulous record of all expenses made for relief of any calamity that may occur in their districts. *A handbook prepared by the DDMA Alappuzha for meticulous drought relief assistance is enclosed herewith as a model for other districts to follow after appropriate modifications, for drought and flood/landslide calamity management in the district. DDMA Alappuzha may be contacted at ddmaalp@gmail.com.* (Action: All District Collectors)
16. District Tourism Promotion Councils shall ensure that warning boards are placed at bathing ghats in rivers and indicating that there are possibilities of flash floods and that tourists shall not take bath at such locations particularly on rainy days. (Action: All District Collectors; DTPC Secretaries)

17. District Tourism Promotion Councils shall ensure that warning boards are placed along beaches and dams preventing public from entering into water on rainy days. (Action: All District Collectors; DTPC Secretaries)
18. District Tourism Promotion Councils shall ensure that warning boards are placed along Ghat (hilly) roads where small streams and rivulets intersect indicating that there are possibilities of landslides and flash floods and that tourist shall not stop at such locations particularly on rainy days. The blockades in the culverts & bridges in the ghat roads and small rivulets in the hilly areas may be cleaned up after the first rains, by mid June, by the respective Local Self Governments such that smooth flow of water is ensured. (Action: Principal Secretary, LSGD; All District Collectors; DTPC Secretaries)
19. Quarry blasting shall be temporarily banned if there are two consecutive days of rainfall in the respective village until a completely rain free day occurs. Village Officers may be specifically delegated for ensuring the implementation of this. This may be in effect throughout the monsoon season. Note that in the last two years, despite severe rains, by implementing this temporary ban, not a single quarry accident death occurred during the monsoon season. (Action: Disaster Management Department; All District Collectors)
20. Road safety authority shall ensure that speed limits are strictly followed on roads. It is also suggested that along major roads through which nighttime traffic of petro-chemicals takes place, trucks may be stopped at the entry of all district boundaries and provided with necessary stimulants (tea/coffee) to ensure that they are fit to drive in the night. This shall strictly be followed on rainy days. (Action: Transport Commissioner, All District Collectors)
21. Dam safety authority, Irrigation department and KSEB shall ensure that in case dam gates are to be opened, the message shall be properly communicated to the district disaster control rooms of all districts downstream the river. It has been observed that message is passed usually only to the district collector of the district in which the dam is located. (Action: Irrigation Department, KSEB and All District Collectors)
22. In case of Heavy Rainfall Warning and Very Heavy Rainfall warning, all Revenue, Police and Fire and Rescue Officers shall be put on high alert in the districts where such warning is made applicable by IMD and/or SEOC. Standard Operating Procedures for various levels of warnings are published in the *Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support Functions Plan, Kerala* available at <http://disasterlesskerala.org/hand->

[books/](#). The SEOC will be following these SOPs for activating various levels of actions and these may be followed by the concerned District Authorities too. (Action: All District Collectors)

23. Depending on the request of district collectors, out of the 150 trained State Disaster Response Force (RRF personnel with Headquarters at Pandikad, Malappuram), necessary number may be deployed to the respective district. The District Collectors requesting for the services of SDRF personnel shall ensure accommodation, a transportation vehicle and emergency rescue gear to the deputed personal as they are currently not fully equipped. [Action: Home Department; All District Collectors; Commandant, SDRF (RRF Pandikad), Malappuram]
24. All India Radio shall conduct regular talk shows and informative programmes regarding monsoon preparedness and monsoon calamity risk reduction. (Action: All India Radio)
25. All districts have to operationalize the District Emergency Operations Centre with the facilities and standards as laid out in the ***Handbook on Disaster Management – Volume 2 – Emergency Operations Centres & Emergency Support Functions Plan, Kerala*** available at <http://disasterlesskerala.org/handbooks/>. Twenty Four Hours (24 hrs) staff of Revenue, Police (with Police VHF radio) and Fire and Rescue shall strictly be posted in the DEOC on a shift basis. Agriculture, Health and Irrigation shall be directed to designate one officer on 24 hr duty to DEOC on an on-call basis. These directions may be issued by the Chairman, DDMA vide Section 30 (2) (xviii) to the concerned district heads of the respective departments and any non-compliance may be taken up under Section 55 (b) and Section 55 of the DM Act, 2005. The Chairman, DDMA may use the funds allotted vide Order No.282/SDMA/2013/dated: 30/03/2013 & Order No.326/SDMA/2013/ dated: 19/12/2013 of Secretary KSDMA for establishing the DEOC, after presenting a complete proposal and seeking the approval of the respective DDMA for establishing the DEOC. The District Information Officer and the Senior Finance Officer may also be invited to the DDMA meeting as special invitees, while discussing the proposal to establish the DEOC. *The example for Alappuzha District in this regards may be followed by all other districts which established the first DEOC in the state. Alappuzha DDMA may be contacted for details at ddmaalp@gmail.com.* A copy of the DDMA minutes and the proceedings issued in this regards may be marked to SEOC seoc.gok@gmail.com (Action: District Collectors and District Level Heads of Departments of Police, Fire & Rescue, Irrigation, Agriculture and Health; SEOC)
26. Until the DEOC is functional with desired facilities in a dedicated room for the purpose, the District Control Room shall operate as the DEOC with 24 hr staff of Revenue, Police (with Police

VHF radio) and Fire and Rescue. (Action: District Collectors and District Level Heads of Departments of Police, Fire & Rescue, Irrigation, Agriculture and Health)

27. District Collectors shall ensure that all Very High Frequency Radio sets of the DM Department in the district and taluks are active before 15th June with the help of Police Telecommunications Wing of the district. The Chairman, DDMA may use the funds allotted vide Order No.282/SDMA/2013 dated: 30/03/2013 & Order No.326/SDMA/2013 dated: 19/12/2013 of Secretary KSDMA for this purpose. The expenditure in this regards may later be presented before the DDMA meeting and ratification may be sought for from the DDMA, for the work. Shri. Amal Raj, Asst. Professor, ILDM is the State Nodal Officer for VHF Network of DM Department vide GO(Rt).NO.2497/2014/DMD Dt 06-06-14. A copy of the DDMA minutes and the proceedings issued in this regards may be marked to Shri. Amal Raj at souparnikailom@gmail.com. He shall follow up the implementation of this decision and submit a report to the Government regarding progress in the matter by 15th July 2015, without fail (Action: All District Collectors; SNO VHF)
 28. SEOC shall activate SMS alert for issuing warning up to Village Officers (Action : SEOC)
 29. Department of Civil Supplies shall direct all LPG/Oil companies operating in the state to waived caution deposit for supply of LPG cylinder to District Collectors for use in relief camps (Action : Director, Civil Supplies)
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List of Attendees

- (1) Shri. A.J. Abdul Hameed, Executive Engineer, Planning III, Office of the Chief Engineer (Roads & Bridges), Kerala Public Works Department, Thiruvananthapuram
- (2) Shri. V.Prakash Thampi, Joint Director, Agriculture Directorate, Thiruvananthapuram
- (3) Smt. Ambili G.K., Scientist-C, CWRDM Subcentre, Neyyattinkara, Thiruvanthapuram
- (4) Dr. V.K. Baby, Director of Civil Suppliees, Thiruvananthapuram
- (5) Dr. J. Padmalatha, Deputy Director, Directorate of Health Services, Thiruvananthapuram
- (6) Shri. K.Jyothish Kumar, Assistant Director, Doordarshan Kendram, Thiruvananthapuram
- (7) Shri. Jomon K.George, Assistant Executive Engineer, Harbour Engineering Department, Thiruvananthapuram
- (8) Shri. A. Premakumar, Senior Superintendent, Department of Urban Affairs, Muncial Administration, Thiruvananthapuram
- (9) Smt. K.R. Prabha, Administrative Assistant, Panchayath Directorate, Thiruvananthapuram
- (10) Shri. M.C. Mohandas, Secretary, State Disaster Management Authority, Revenue Complex, Public Office Building, Thiruvananthauram
- (11) Shri. R. Baskaran, Deputy Director General, GSI, Nettayam, Thiruvananthapuram
- (12) Shri. C.Thanavelu, Director, GSI, Thiruvananthapuram
- (13) Shri. K.Santhosh, Director, IMD, Thiruvananthapuram
- (14) Dr. Keshav Mohan, Director, Institute of Land and Disaster Management, Thiruvananthapuram
- (15) Dr. Sekhar L. Kuriakose, Member, SDMA & Head (Scientist), State Emergency Operations Centre, ILDM, PTP Nagar, Thiruvananthapuram
- (16) Shri. Shajeendran Pillai R., Deputy Secretary (DM), Government Secretariat
- (17) Shri. Girija Kumari G., Under Secretary (DM), Government Secretariat