

Report on Mock Drill

- Table Top Exercise

12/06/2020

District Planning Office Conference Hall

Organised By:

District Disaster Management Authority, Thrissur

Preface

The effectiveness of coping with disasters depends on how prepared you are to deal with disasters. In Kerala the most the disaster affected period is the monsoon season. When we examine the 2018,2019 floods, and Okhi we realise the need for an Incident Response System (IRS). As per the direction from State Disaster Management Authority Thrissur District prepared an Incident Response System (IRS) at District and Taluk levels. The mock drill and table top exercise will help to check the effectiveness of existing methods to coping with disasters.

The objective of **mock drill** is to review the emergency preparedness plan of the organization and evaluate the quality of standard operating procedure, so that concerned persons would deliver their duties effectively while keeping in cognizance of life and property. When we conduct the mock drills it would be helpful for strengthening our capacity to cope with disasters and also to minimise the impacts of the disasters. The general objective of the table top exercise was to test the emergency procedures for preparedness and emergency response. The exercise was conducted to check the disaster preparedness of different departments and agencies responsible for disaster management.

As per the direction from State Disaster Management authority it is decided to conduct mock drill based on the orange book and ESFP-Volume 2. In view of the spreading pandemic Covid-19 all the meetings and other arrangements were done as per the COVID-19 protocol.

Objectives

- ❖ To check the preparedness and efficiency of different stakeholders
- ❖ To check the functioning of IRS and SOP at District level
- ❖ To find gaps in the resource, manpower and communication systems in District.

Participating organisations

- ✓ District Disaster Management Authority (DDMA)
- ✓ Local Self Government Department (LSGD)
- ✓ Police
- ✓ Fire and Rescue
- ✓ Health Department
- ✓ PWD
- ✓ KSEB
- ✓ BSNL
- ✓ Inter-Agency Group
- ✓ NDRF
- ✓ Transport Department
- ✓ I & PRD
- ✓ Revenue Department
- ✓ Animal Husbandry

Observers for the Table top Exercise

1. Director, Fire academy
2. Community Medicine Head, Medical College, Thrissur
3. Deputy General Manager, Fire and Safety, BPCL, Ambalamugal

Mock drill (Step-1)-District Disaster Management Authority meeting

DDMA meeting was conducted on 08/06/2020 at Chamber of District Collector. The District collector informed the DDMA members about the necessity of conducting a mock drill at District. In this meeting it is decided to conduct a mock drill-table top exercise on the theme "Landslide at Desamangalam panchayath, Thalappilly taluk" on 12th June 2020.

Mock drill (Step-2)-Table top Exercise

A table top exercise was conducted prior to the mock drill to inform their respective roles and responsibilities in the mock drill. The duties and responsibilities of major line departments area as follows.

Department	Responsibilities
Revenue Department	<ul style="list-style-type: none"> ➤ District Taluk Control Rooms-24*7 functioning, will monitor the <ul style="list-style-type: none"> ➤ loss of life ➤ organize food and provisions for operating camps from food and civil supplies and other government sources ➤ Camp management ➤ The village officer shall immediately proceed to the site ➤ All necessary arrangements for shelter/camp operations will be taken by the Village Officer and the Tahsildar
Police	<ul style="list-style-type: none"> ➤ Control rooms-24*7 functioning ➤ Ready to deploy emergency communication systems ➤ Regulate vehicular traffic along the Ghat roads ➤ Police shall ensure that vehicles movements would be smooth of Revenue, Health, Fire & Rescue, and reach the sites through the selected onward route without hindrance
NDRF	<ul style="list-style-type: none"> ➤ Alerted and stand by
BSNL	<ul style="list-style-type: none"> ➤ Ready to deploy emergency communication systems

<p>Health departments</p>	<p>On receiving the alert from DEOC, one emergency medical team shall immediately proceed to the identified site/location</p> <ul style="list-style-type: none"> ➤ Triaging camps for injured shall immediately be setup near the affected area ➤ (if the theme of the drill demands so) ➤ Hospitals and availability of beds shall be ascertained, especially in the period as reserve beds may be needed for Covid 19 patients. ➤ Hospitals, CHCs, PHCs, in the landslide prone areas of the district-function at full strength 24 hrs as per requirement by making necessary human resource arrangements. Medical teams should be ready for field level disaster management.(Work as per covid protocol).One representative should present at the DEOC ➤ The Medical Officer concerned shall report to the on-site incident ➤ commander
<p>Village Officer</p>	<p>Take Control of the identified shelters</p>
<p>LSGD</p>	<ul style="list-style-type: none"> ➤ Alert public, ➤ Camp management, ➤ Collect resource inventory data ➤ Coordination activities in the view of Evacuation and search and rescue ➤ Collect the details of disaster prone areas ➤ Trainings to ERT ➤ Control rooms should activate at panchayaths ➤ Ensure Drinking water facility in disaster affected areas

	<ul style="list-style-type: none"> ➤ Camps should identify for emergency time functions (As per Orange book) ➤ Camp Management Committee should form in all camps ➤ Submit daily report to village officer regarding the camp management ➤ Ensure the availability of NGOs for camp management ➤ Make necessary arrangements for waste disposal in camps
Fire and Rescue Services	<ul style="list-style-type: none"> ➤ Fire and Rescue Services is a district level resource ➤ On receiving the alert from DEOC they shall immediately do the needful to reach the selected site through the selected onward one-way for search and rescue operations or any other duty as assigned by the Incident Commander ➤ The Fire Station Officer/Leader deployed shall report to the on-site incident commander
Transport Department	<ul style="list-style-type: none"> ➤ Ensure that cranes and earthmovers in the District are ready to be available in the event of major calamities. ➤ One representative should present at the DEOC. ➤ Transportation facility should be arranged for the affected people.
KSEB&PWD	Emergency repair teams to be ready for deployment
I & PRD	<ul style="list-style-type: none"> ➤ I & PRD of the respective district shall do the needful for meticulous documentation of the mock drill. ➤ An information officer shall immediately proceed to the selected site

	<ul style="list-style-type: none"> ➤ He/she shall take statements about the emergency operations every 30 minutes from the on-site incident commander and report to the media regarding field operations every 30 minutes.
Animal Husbandry Department	<ul style="list-style-type: none"> ➤ List out the livestock detail ➤ Start camps if needed ➤ Provide food and medicines

This table top exercise consists of the following steps:-

Step	Description
Briefing meeting	A meeting was conducted prior to the table top exercise chaired by Sri.U R Pradeep, Honourable MLA, Chelakkara Legislative Assembly. Sri S Shanavas, District Collector welcomed all the participants to the programme. Smt.Mary Thomas, District Panchayath president, Sri.Reji P Joseph, Additional District Magistrate, and Sri.M C Rejil, Deputy Collector (Disaster Management) were also present in the meeting.
Background Information	Given a detailed background information about the table top exercise to participants. A detailed power point presentation by Susmy Sunny, Hazard Analyst explaining the scenario for the table top exercise and also include the objectives and statements on the roles they are expected to perform in the exercise.
Group formation	Participants are placed in to groups based on their departments. Sri.Naizu A V, Deputy General Manager (Fire & safety), BPCL gave a brief introduction to the participants.

Presentation of the problem	Gave participants many hypothetical problems which closely approximates actual emergency situation encountered at the time of a landslide scenario.
Facilitate the exercise	The simulation exercise progressing through solving the problems and coordination activities by all the departments
Evaluation of the Table top exercise	After completing the simulation exercise, the evaluation of the exercise was done by the external evaluators from various departments. After the evaluation District Collector thank to everyone and concluded the programme.

Mock drill Scenario-1

At 6pm received a phone call at DEOC regarding a landslip was occurred at Desamangalam panchayath, Talappilly taluk affected many houses in that area, and also there is home quarantined persons in that affected houses.

Mock drill Scenario-2

At 6.15pm received a phone call at DEOC informing that there is a car with 4 persons caught in the massive landslip.

Exercises for Scenario 1

Time	Incident/Activities
Two days before the actual scenario-10:am	IMD Issued very heavy Rainfall warning
Two days before the actual scenario -10:am	Two days of cumulative rainfall exceeds 8cm in a rain station, landslide warning is issued to the District from SEOC
10.30am	Activate the SOP and IRS

10.30am	Information passed to all landslide affected taluks,villages,panchayaths,and also special attention to the landslide hotspots identified by GSI.
10.30am	All villages and taluks control rooms will function 24*7
On the day of actual scenario 6.00pm	A call received at DEOC regarding the massive landslide occurred at Desamangalam panchayath and many houses were affected
6.05pm	The DIC should immediately reach the DEOC to take control of the situation and appraise the Responsible Officer (District Collector) of the situation, gave directions to all DDMA members to reach DEOC and convened a Crisis Management Committee meeting Head of the departments of Police, Fire and Rescue, Fisheries and Health immediately arrived at DEOC and evaluated the threatening situation Provide direction and management through Standard Operating procedure for Landslide prescribed in “Handbook on Disaster Management Volume 2 EMERGENCY OPERATIONS CENTRES & EMERGENCY SUPPORT FUNCTIONS PLAN KERALA 2015 –Edition 2”
6.10pm	The heads of all department directed their team to reach the site immediately
6.15pm	On site Incident Commander reached the site
6.16pm	Search and rescue operations start by the direction from on-site incident commander by using police, fire&rescue, and local people
6.17pm	Direction from DEOC, KSEB disconnected power supply
6.17pm	Direction from DEOC, Incident commander instructed to local police to regulate one-way traffic to & from the village through separate access roads and also reach the vehicles of various line departments and forces without any hindrance

6.20pm	Instruction given to On - site Incident Commander to start evacuation
6.25pm	Direction given to Tahsildar Thalappilly and Village officer Desamangalam to open control rooms at their premises
6.26pm	Information Officer was directed to reach the site and was asked to collect detail from onsite Incident Commander
6.35pm	Evacuation process was started and Public living in the landslide premises.
6.36pm	Informed District Medical Officer and start evacuation as per covid-19 protocol
6.38pm	The team reaches the site and enters the area after sterilizing their hands with sanitizer (The team should include health representatives)
6.40pm	Found an injured person and shifted him in to the hospital as per covid protocol
6.40pm	Direction given to LSGD officials and village officer for arranging the camps as per Covid-19 protocol
6.45pm	Evacuation started and found that in a house there is home quarantined persons.
6.50pm	The team reaches the house of a quarantined person and identifies that the person shows symptoms.
6.55pm	The team informed the person of the need for being shifted to hospital isolation, following the protocol of shifting including. <ul style="list-style-type: none"> ➤ Use of Gloves ➤ Use of sanitizer ➤ Instructions for entry to the ambulance
7.00pm	DMO(Health) will arrange ambulance facility for the symptomatic person and shifted to the Hospital. Remaining persons shifted to the camp as per covid protocols mentioned in Orange Book

7.05pm	Ambulance reaches the Hospital and the symptomatic person is moved to isolation ward following due process
7.10pm	Arranged the transportation facility for affected peoples for shifting to camps
	Voluntary groups like NGOs, NSS, NCC, SPC were involved in various activities at the relief camps and Search and rescue operations
	Details received at District Emergency Operation Centre regarding no. of people evacuated, casualties and other damages, rehabilitation centres etc
7.15pm	Evacuation and search and rescue process completed.

Exercise Scenario 2

6.20pm	On site Incident Commander informed the RO (District Collector) that there is a car with 4 persons caught under the massive landslip.
6.25pm	District Collector Informed NDRF, stationed at Thrissur (L1 level-L2 level)
7.00pm	NDRF reached the site and start search and Rescue operations.
7.15pm	Found the persons and shifted to hospital as per covid-19 protocol
	Informed about the situation to RO (District Collector)
	Evacuation and search and rescue process completed.

Hypothetical issues raised during the simulation exercise

1. In the landslide affected area there is home quarantined and symptomatic persons
2. There is a gas cylinder leakage
3. At the time of evacuation there is a pregnant woman and a disabled person.

Suggestions from Observers

What went well?

1. Co-ordination of all department
2. Well managed, well planned and good coordination
3. Good presentation on Roles and Responsibilities as well as scenario
4. Good involvement of District Collector, which made the mock drill systematic and disciplined

What should be improved?

1. The probable on-site incident commander as per the plan shall be trained and equipped to discharge their roles.
2. A ready reckoner having contact details of all department at district level shall be prepared and circulated among the team.
3. An identification vest or band shall be worn by all key personnel reaching the site for easy identification at site.
4. A site incident control room shall be set up for better coordination. This shall be either a vehicle, tent, or even a colored umbrella



Format for the independent observers report

1. Name of the Department / LSG / Organization NAIZU. A.V, BPCL - Kochi Refinery,
2. Designation in Parent Organization Dy General Manager (Fire & Safety)
3. District - ~~Ernakulam~~ Trissur
4. Location of the drill - Table top mode drill
5. Theme of the drill - Landslide
6. What went well (specific points)

- Good involvement of people
- Good presentation on Roles & Responsibilities as well as Scenario.
- Good involvement of District Collector, which made the mode drill systematic and disciplined.

7. What should be improved (Specific points to be addressed in priority)

- (1) The probable Site Incident Controllers as per the ~~Plan~~ ~~Plan~~ plan shall be trained and equipped to discharge their roles as Highest Ranked Uniformed Officer.
- (2) A ready reckoner having contact details of all dept at district level shall be prepared and circulated among the team
- (3) A identification vest or band shall be worn by all key personnel reaching the site for easy identification at site
- (4) A site incident control room shall be set up for better coordination. This shall be either a vehicle, or an inflatable tent or even a coloured umbrella.

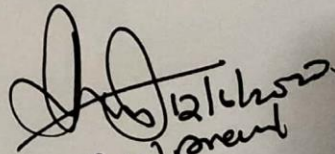
Format for the independent observers report

1. Name of the Department / LSG / Organization Medical education
2. Designation in Parent Organization Addl. prof. comm. medicine
3. District Gmc Thrissur
4. Location of the drill planning hall, Calicut, Thrissur
5. Theme of the drill
6. What went well (specific points) Disaster mock drill
table top

- ① well arranged
- ② well planned
- ③ Good co-ordination

7. What should be improved (Specific points to be addressed in priority)

- ① Microplanning esp in presence of a covid pandemic
- ② Table top exercises for each dept esp health
- ③ etc


Dr Binjareem

Format for the independent observers report

1. Name of the Department / LSG / Organization *Fire & Rescue Service - Academy*
2. Designation in Parent Organization *Asst. Director*
3. District *Tharaburu*
4. Location of the drill
5. Theme of the drill
6. What went well (specific points)
 1. *Co-ordination of All department.*

7. What should be improved (Specific points to be addressed in priority)

1. *control room at scenario place.*
2. *food and water for Rescue works.*
3. *Communication system.*