

Minutes of North Tripura District Disaster Management meeting held on 30.09.2011 at 4.00PM in the Conference hall of the DM's Office, North , Kailashahar.

List of participants is shown in the Annexure :- A.

Sri D. Darlong, ADM & Collector, North Tripura welcome and thanked all the participant for their presence in the meeting. He has initiated the meeting by briefing the participants of the activities so far taken up by the District Disaster Management. Authority and emphasized the need for preparedness to combat and over come any disaster that may occur any moment.

Then Sri Sarad Das, State Co-ordinator, Disaster Management, elaborately discussed the points reflected in the Agenda Note. He has shared some vital points which have been experienced from the drantic Earth quake of Sikkim which occured recently.

After prolonged discussion, suggestion and interaction the following decisions have finally been taken for next course of action of all Departments including Para-Military Forces.

1. Control Room Operation :-

It has been decided that District Control Room shall install new Telephone. For this BSNL shall be approached for doing the needful. All the concerned Department/Agencies like SDMs, BDOs, Police, Fire Service and Traffic should activate their Control Room and publicise the Telephone no.of Control Room as much as possible. Signboard bearing the control Room nos shall be erected in conspicuous places like markets, banks, vehicle waiting shed, Traffic points, Police Stations and outside various offices. Roster duties should be prepared for all Control Rooms, copies of such order should be endorsed to the DM's offic.

2. Core Team/Quick Response Teams (ORTs)/Disaster Management Teams(DMTs) :-

A core team is to be constituted at District, Sub-Division and Block levels for to any disaster with the help of quick response teams already constituted at different levels. The core team will be constituted for rescue, evacuation, medical and first aid, rehabilitation and damage assessment purposes comprising of the officials as follows :

- a. District level : DM, SP, Divisional Fire Officer, Commandant of nearest TSR Bn, DFO, Representative of Army and CPMF, SE-PWD, CO-BRO, CEO-AMC, EO-NP, District Transport Officer, CMO, Representative of Indian Red Cross, NGOs, District Information Officer, Dy. Director School Education.
- b. Sub-Divisional Level : SDM, SDPO, Sub-Divisional Fire Officer, Dy/ Asst. Commandant of nearest TSR Bn/Coy, Range Officer, Representative of Army and CPMF, EE-PWD, OC-BRO, EO-NP, SDMO, Representative of Indian Red Cross, NGOs, Sub-Div. Information Officer, Inspector of Schools.
- c. Block Level : BDO, SDPO, O/C of nearest PS, OC-Fire Officer, Dy/ Asst. Commandant of nearest TSR Bn/Coy, Range Officer, Representative of Army and CPMF, AE-PWD, OC-BRO, MO I/C of Nearest Hospital, Representative of Indian Red Cross, NGOs, Junior Information Officer.
- d. District level Quick Response Team (QRT) is to be constituted with 20 (twenty) officials covering District Administration, Fire Service, PWD, Health deptts, Civil Defence Volunteers, Trained Police, District Armed Reserve and linked up with the District Emergency Operation Centre (DEOC). The name, Designation, residential address and phone number of all member of the team should be shared with all line departments and public. It was decided that the team should meet in the first week of every quarter or more often as deemed necessary to review their activities/update relevant information.
- e. Appropriate training of the QRTs/DMTs.
- f. Periodic Mock Drill through QRTs/DMTs.
- g. The contact details including residential address of the core team members is to be compiled in a booklet form and uploaded in the district website for general information. The contact details are to be updated in the first week of every quarter.
- h. A standard Operating Procedure (SOP) is to be prepared for giving details on functioning of the Core Team/QRT/Disaster Management Team.
- Formation of all teams at Various level should be completed within 20.10.2011.

3. Cheking of Equipmets :-

All the supplied Disaster management equipments should be checked and verified by responsible officer at frequent interval to ascertain the functioning capacity of the equipments.

4. Awareness generation :-

SDMs of Kanchanpur, Dharmanagar and Kailashahar has committed to conduct mockdrill/awareness campaigns for 10(ten) times for the month of October. Action taken report on this shall be sent to the DM's office. Like wise , the District Education Officer should use the knowledge of the teacher who have undergone Disaster Management training to further impart training to the schools. All the School in the district should be covered while conducting mockdrill/awareness campaign. Action Plan and achievement report should be sent to the DM's office on monthly basis. Joint Director, ICAT, should confirm conducting of awareness programme through Lok Ranjan Sakhas, utilize Audio/Visual kits. Necessary CD/DVD requirements shall be obtained from DM's Office.

5. Training :-

- a. It is targeted that rescue training and First Aid training shall be imparted to all the trainees including NGOs. Detailed programme for training shall be chalked out soon for rescue and first aid training.
- b. Target group – Panchayet (ward level training to the DMTs/QRTs @ one training for 4 panchayets/wards DMTs/QRTs.
- c. Five training programmes at the District and Sub-Divisional level shall be targeted within Dec'2011.
- d. Resource from NDRF personnels from BSF shall be utilized during training.

6. Disaster Management Planning :-

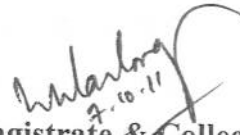
- a. Sub-Divn/ Block/ Panchayet/ Village plans may be in Bangla for easy reference by common people.
- b. Completion of Dharmanagar and Kailashahar town DM Plan under URR Programme.
- c. Proper vulnerability analysis in the DM Plans.
- d. All DM plans may be uploaded in the website.
- e. Hard copy of the DM plans may be shared with all responsible personnel for their reference.
- f. Response structure should be very clear and precise in the DM plan.
- g. Testing of DM plan through mock drill.

7. Misc :-

All the committees at the Dist, Sub-Divisional, Block, Panchayet, Village levels should be functional and conduct assesment programmes time to time to ensure preporedness all round the year.

- a. Comprehensive DM activities in the areas situating over seismic fault lines and model blocks/villages.
- b. Resource mapping/vulnerability mapping.
- c. Involvement of off-site drill with IOC-Dharmanagar and NF Rly.
- d. Use of MGNREGA/NRHM/ SSA and other resources for disaster Management awareness, training planning purposes.
- e. Any public construction proposal may be routed through advisory committee of the district for strict compliance of disaster safety features.
- f. Identification of incident commander at district, sub-division, block, deptt., agencies and publication of their roles and responsibilities.
- g. NGOs, Missionaries, SHGs may be involced in the Disaster Management activities.
- h. Reward/ recognition to the personnel/ volunteers/ deptts for doing commendable job in Disaster Management.

The meeting ended with thanks to all.


7-10-11
District Magistrate & Collector (i/c)
North Tripura : Kailashahar.

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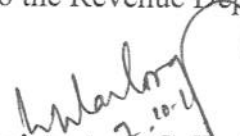
Dated, Kailashahar
The 7 /10/2011

To

..... for information and n/a.

Copy of the Minutes of the meeting on Disaster Management held on 30.09.2011 forwarded to :-

1. The Principal Secretary to the Government of Tripura, Revenue Department, Agartala for favour of kind information.
2. Sri Sarat Das, State Programme Officer, UNDP attached to the Revenue Department, Govt. of Tripura, Agartala for information.


7-10-11
District Magistrate & Collector
North Tripura : Kailashahar

Annexure- A

List of participants in the meeting of Disaster Management held on 30.09.2011 at Conference hall of the DM's Office, North Tripura, Kailashahar.

Sl.No.	Name of the participants with designation
01	Sri D. Darlong, Addl. D.M. & Collector, North Tripura, Kailashahar.
02	Sri Sarat Das, State Co-ordinator, Disaster Management.
03	Sub-Divisional Magistrate, Kanchanpur
04	Sub-Divisional Magistrate, Kailashahar
05	Sub-Divisional Magistrate, Dharmanagar
06	Smt J.B. Duati, Deputy Collector, DM's office (N) (O/C, Disaster Management)
07	Sri Sawapan Deb Barma, AGM, TSECL, Kumarghat.
08	Sri Matilal Jamitia, EE, WR, Divn-VII, Pecharthal
09	Secretary, Sanghadip NGO, Dharmanagar.
10	Sri S.B. Nath, DTO, North Tripura.
11	Sri Binoy Kumar Jamitia, AE, R D Divn-I, Kumarghat
12	Deputy Director, ARDD, North Tripura
13	Panchayet Officer, Panisagar Block
14	Extension Officer, Jampuihill Block
15	Sri S. Paul, N.P. Dharmanagar
16	Panchayet Extension Officer, Dasda Block
17	Dr. S. Barua, O/O CMO, North Tripura
18	Sri Tapan Chakraborty, I/C, North District Youth Affairs and Sports.
19	Extension Officer, Kumarghat Block
20	Extension Officer, Damcherra Block
21	Assistant Engineer, WR Divn-II
22	Sri B. Majumder, T/A, Kadamtala Block
23	JE, N.P. Kailashahar
24	Sri Rajib Bhattacharjee, D/A, o/o the SDM, KLS
25	JE, Kumarghat N.P.
26	Sri T. Sarkar, DCM, Kumarghat DCM Office
27	EE, DWS, Kumarghat for SE, DWS, KGT
28	EE, 1 st Circle, PWD (R & B) Kumarghat
29	Executive Secretary, Red Cross, District Branch
30	District Education Officer, North Tripura
31	Md. Suruk Ali, Pushparaj Club, Baburbazar, Kailashahar.
32	Inspr. Balbir Singh, 103 Bn BSF, 82 Miles, Nalkata
33	Asstt. Commandant, 118 Bn BSF, Panisagar
34	President (VWS), Kanchanpur
35	Sri Suresh Kalai, Commandant, 4 th BN TSR, Kanchnpur
36	Sri Jayabrata Nath, Kanchanpur Bazar
37	Tarun Kanti Barua, Kanchanpur.
38	Addl. S.P. (DIB) North Tripura.
39	Sri P. Acharya, DIO, North Tripura
40	Sri Barub Das, DEO(i/c), North Tripura.

41	Sri A. Bhowmik, Programme Officer, ICDS, Kumarghat
42	DFO, North
43	Sri B. Sinha, Station Officer
44	A.E. R.D. Divn-II, Kanchanpur
45	Sri S. Pal, M.S. (DWSC), North
46	Sri U.Das, PEO, Pecharthal Block
47	Supervisor, Panchayet, Pecharthal Block
48	S.S. Kar, Panchayet Officer, GNR Block