DEPARTMENTAL DISASTER MANAGEMENT PLAN FOR CIVIL SUPPLIES DEPARTMENT

Prepared by
Civil Supplies Department, Govt. of Andhra Pradesh

Supported by
United Nations Development Programme, India
Departmental Disaster Management Plan for Civil Supplies Department

Govt. of Andhra Pradesh and UNDP

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Civil Supplies Department, Government of Andhra Pradesh

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Govt. of Andhra Pradesh and UNDP, India
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</tr>
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<td>Improvement of capabilities to strengthen preparedness</td>
</tr>
<tr>
<td>Capacity Building and Training</td>
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<td>Strengthening capacities of stakeholders thro' trg, drills</td>
</tr>
<tr>
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<td>Readiness of system, role clarity during response</td>
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</tr>
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</tr>
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<td>Financial Arrangements</td>
<td>Funds provisioning for DM Plan Activities</td>
<td>Ensure funds allocation, utilization for DM &amp; DRR</td>
</tr>
<tr>
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<td>Ensure plan dissemination &amp; periodic review system</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
1. Introduction

1.1. Profile of the Department (Deptt)

The Civil Supplies Department was originally only a regulatory Department. Subsequently, its activities have been diversified to include procurement of food grains under Minimum Support Price (MSP), distribution of essential commodities viz. Rice, Wheat, Sugar, Kerosene, Palmolien Oil and Red gram dal through Fair Price Shops under the Public Distribution System at subsidized rates through issue of computerized cards, consumer affairs, monitoring of prices of essential commodities, distribution of LPG connections to BPL women (Deepam Scheme), Enrollment under UID (Aadhaar) etc., The Consumer Affairs, Food and Civil Supplies Department is part of the Ex.Officio System at the A.P. Secretariat. The Ex.Officio Secretary to the Government is the Commissioner of Civil Supplies, and the Ex.Officio Joint Secretary to Government is the Director of Civil Supplies. The Department of Consumer Affairs, Food and Civil Supplies, Government of Andhra Pradesh is playing a vital role in promoting Consumer Affairs and in protecting the Consumer Rights in the State. The Department with a view to protect the rights of Consumers, to increase awareness among the consumers to enable them to protect themselves and safe guard the interest of consumers is focusing on various aspects. The policies and programmes have been designed on these lines. Measures have been taken to strengthen the consumer redressal mechanism, encouraging the participation of consumer voluntary organizations in strengthening the consumer movement in Andhra Pradesh.

Brief functions of the Civil Supplies Department are:

- Stocking food grain at the strategic locations.
- Strengthen public distribution system and store proportionate requirements of items.
- Procurement of Paddy, Coarse grains like maize, jowar, bajra, pulses through the State Agencies under MSP Operations.
- Issue of ration cards to the eligible families
- Implementation e-pds project, monitoring of Public Distribution of Essential Commodities through FP Shops
- Implementation of Petroleum Products and other Control Orders under the Essential Commodities Act, 1955
- Implementation of Consumer Protection Act through State Commission and District Consumer Fora and other Consumer Welfare Schemes
- Monitoring of prices of Essential Commodities and Market Intervention Operations to contain the open market prices, if need arises.
- Grounding of LPG connections for BPL families (Deepam Scheme)
- Facilitating Crop Insurance
- Monitoring the enrolment of citizens under Aadhaar.
Functions of Commissioner of Civil Supplies & Ex-Officio Secretary.

- Formulates Policies for procurement of paddy, coarse grains and pulses at MSP by agencies like FCI, AP State Civil Supplies Corporation, Marked, IKP groups etc. Decentralised procurement and distribution of essential commodities through Public Distribution System.
- Ensures Procurement of rice under mill levy and Levy free eligibility utilization.
- Evolves policy for issue of ration cards, allotment of Deepam connections to the eligible families.
- Oversees all matters connected with the allotment, lifting, movement and supply of essential commodities by the AP State Civil Supplies Corporation Ltd.
- Monitoring of prices of essential commodities and Market Intervention Operations for controlling the open market prices, if need arises.
- Organises enrolment of people under Aadhaar as Registrar in the State for Aadhaar Project.
- Implements Consumer Protection Act through State Commission and District Consumer Fora and other Consumer welfare Schemes.
- Arranges Consumer awareness through Consumer Clubs, Consumer Voluntary Organisations, Seminars, workshops and World and National Consumer Rights Days every year.
- Processes the recommendations of the Selection Committee for the Members of the State Commission and President and Members of the Dist. Fora and issues Govt. orders.
- Implements the Packaged Commodities Rules, MRP, ensuring correct measures, and weights through verification and stamping by Legal Metrology Department.
- Executes the enforcement activity under various Control Orders issued under Essential Commodities Act, 1955 for checking against hoarding, black marketing, and diversions etc. of essential commodities like food grains, pulses, edible oils, Petroleum Products viz. Kerosene, Diesel, LPG, Petrol etc. and action under Section 6 A of the Essential Commodities Act, 1955.
- As convener arranges the meetings of the Price Monitoring Committee under the Chairmanship of the Chief Secretary and the Group of Ministers periodically.
- Takes measures to ensure that the Departments concerned with various essential commodities take action to undertake Market Intervention purchases wherever necessary to make them available to the consumers at affordable prices in the open market.
- Arranges payment of Subsidies to the AP State Civil Supplies Corporation for supply of Rice, Palmolien Oil and Red gram dal, and to the Petroleum Oil Companies for domestic LPG towards subsidy of Rs. 25 per 14.2 kg. LPG cylinder on supply to the consumers in the State and the security deposit for cylinder, Regulator etc. to the Petroleum Oil Companies for Deepam connections.

Civil Supplies Department is headed by the Commissioner of Civil Supplies, who is also the Ex. Officio Secretary to Government, Consumer Affairs, Food and Civil Supplies Department. He is assisted by one Director of Civil Supplies, who is also the Ex. Officio Additional Secretary to Government, along with one Additional Director, three Deputy Directors, one Assistant Director, one Accounts Officer and one Assistant Accounts Officer with necessary staff stationed in the Commissionerate of Civil Supplies, Hyderabad.

Each District, except Visakhapatnam, is having one District Supply Officer with supporting staff to look after the Civil Supplies matters. There are two District Supply Officers for Visakhapatnam District i.e. DSO, Visakhapatnam (Rural) and DSO, Visakhapatnam (Urban).
## Sanctioned strength in Civil Supplies Department

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Category</th>
<th>No. of posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commissioner of Civil Supplies</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Chief Rationing Officer</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Addl. Director</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Joint Directors</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>District Supply Officer / Deputy Directors</td>
<td>25</td>
</tr>
<tr>
<td>6</td>
<td>Accounts Officer (CS)</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Asst. Supply Officer / Asst. Grain Purchasing officer / Asst. Director</td>
<td>59</td>
</tr>
<tr>
<td>8</td>
<td>Assistant Accounts Officer (CS)</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Deputy Tahsildars / Superintendents</td>
<td>735</td>
</tr>
<tr>
<td>10</td>
<td>Dy. Statistical Officers</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>Junior Accounts Officers</td>
<td>6</td>
</tr>
<tr>
<td>12</td>
<td>Senior Assistants / Senior Accountants / Senior checking Inspectors / UD Revenue Inspectors</td>
<td>457</td>
</tr>
<tr>
<td>13</td>
<td>Senior Stenographers</td>
<td>5</td>
</tr>
<tr>
<td>14</td>
<td>Junior Assistants / Junior Accountants / LD Enquiry Inspectors</td>
<td>222</td>
</tr>
<tr>
<td>15</td>
<td>Typists</td>
<td>47</td>
</tr>
<tr>
<td>16</td>
<td>Shroff</td>
<td>1</td>
</tr>
<tr>
<td>17</td>
<td>Head Constables</td>
<td>9</td>
</tr>
<tr>
<td>18</td>
<td>Constables</td>
<td>4</td>
</tr>
<tr>
<td>19</td>
<td>Roneo Operator</td>
<td>4</td>
</tr>
<tr>
<td>20</td>
<td>Record Asst.</td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td>Drivers</td>
<td>65</td>
</tr>
<tr>
<td>22</td>
<td>Class-IV Employees</td>
<td>893</td>
</tr>
</tbody>
</table>

## Cadre Strength of Commissionerate of Civil Supplies

<table>
<thead>
<tr>
<th>S.No</th>
<th>Category</th>
<th>No. of posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commissioner of Civil Supplies</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Director of Civil Supplies</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Joint Director of Civil Supplies</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Addl. Director</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Deputy Directors</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Asst. Director</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Superintendents</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>Dy. Statistical Officers</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>Senior Assistants</td>
<td>27</td>
</tr>
<tr>
<td>9</td>
<td>Senior Stenographers</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>Junior Assistants</td>
<td>36</td>
</tr>
<tr>
<td>11</td>
<td>Typists</td>
<td>9</td>
</tr>
<tr>
<td>12</td>
<td>Constables</td>
<td>4</td>
</tr>
<tr>
<td>13</td>
<td>Record Asst.</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Reneo Asst.</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Drivers</td>
<td>4</td>
</tr>
<tr>
<td>16</td>
<td>Jamedar</td>
<td>3</td>
</tr>
<tr>
<td>17</td>
<td>Dafedar</td>
<td>1</td>
</tr>
<tr>
<td>18</td>
<td>Attender</td>
<td>22</td>
</tr>
<tr>
<td>19</td>
<td>Watchman</td>
<td>4</td>
</tr>
<tr>
<td>20</td>
<td>Sweeper</td>
<td>4</td>
</tr>
</tbody>
</table>
1.2. **Scope and Objectives of Plan**

Under the Section 39 and 40 of National Disaster Management Act 2005, it is mandatory on the part of Departments of the State Government, to adopt a continuous and integrated process of planning, organizing, coordinating and implementing measures which are necessary and expedient for prevention as well as mitigation of disasters.

**Scope:**

The Disaster Management Plan of Civil Services (& Sanitation) Department shall lay down the following details:

i) Types of disasters to which different parts of the State are hazard prone and vulnerable,

ii) Assess the existing capacities and comprehensiveness of the Department, in terms of multi hazard risk management, operational efficiency and appropriateness in the aftermath of disaster,

iii) Integration of strategies for prevention and mitigation of disasters, its interlinking with development plans and programmes by the department,

iv) Roles & responsibilities of Department in the event of any disaster or threatening situation and the emergency support functions in response,

v) Capacity building and preparedness measures proposed to be put into effect for disaster risk reduction, its financial provisioning, implementation & periodic review.

**Objective:**

The objective of the plan is to define the actions and roles necessary to prepare for and respond to any disaster situation in a coordinated manner.

Disaster management plan of department is intended to provide guidance to all the agencies within the department, with a general concept of potential emergency assignments before, during and following emergency situations.
1.3. Institutional Arrangement and Organizational Structure of Deptt
Civil Supplies Department is headed by the Commissioner of Civil Supplies, who is also the Ex. Officio Secretary to Government, Consumer Affairs, Food and Civil Supplies Department. One Director of Civil Supplies, who is also the Ex. Officio Additional Secretary to Government, along with one Additional Director, three Deputy Directors, one Assistant Director, one Accounts Officer, assists him and one Assistant Accounts Officer with necessary staff stationed in the Commissionerate of Civil Supplies, Hyderabad.

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2. Hazard, Vulnerability, Capacity and Risk Profile

2.1. Multi Hazards Profile:

The State of Andhra Pradesh is highly impacted due to multiple natural hazards such as cyclone, tsunami, flood, drought and also prone to heat waves fire, earthquake, chemical industrial hazards, oil spills etc. Frequent disasters lead to erosion of development gains and restricted options for the disaster victims. Physical safety, especially of the vulnerable groups, is routinely threatened by natural hazards. The state has 9 coastal districts and also has the 2nd longest coastline in the country (aprox 974 kms). Cyclones in recent years (2013, 2014 and 2016) in A.P. have very clearly illustrated the need for multi-hazard prevention, response and recovery plans for natural hazards so that threat to human life and property is minimized.

Seasonality Calendar:

<table>
<thead>
<tr>
<th>Hazards Vs Months</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyclone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Very High</td>
</tr>
<tr>
<td>Flood</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>High</td>
</tr>
<tr>
<td>Earth Quake</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Medium</td>
</tr>
<tr>
<td>Drought</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>High</td>
</tr>
<tr>
<td>Chem. Industrial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>High</td>
</tr>
<tr>
<td>Heat Wave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Very High</td>
</tr>
<tr>
<td>Fire</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>High</td>
</tr>
<tr>
<td>Epidemics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Medium</td>
</tr>
</tbody>
</table>

Considering the high hazard potential and existing vulnerabilities in the State, it has become very crucial to enhance the preparedness level, especially at the Departmental level. The frequent disasters lead to erosion of development gains and restricted options for the disaster victims. Physical safety, especially of the vulnerable groups, is routinely threatened by natural hazards. Cyclones in recent years in the State, have very clearly illustrated the need for multi-hazard prevention, response and recovery plans for natural hazards so that threat to human life and property is minimized. The State is primarily responsible for the management of natural and human-caused disasters identified above at the state level and has a shared responsibility with the Government of India for preparedness and for identified catastrophic disasters.
The Civil Supplies Department is exposed to the following key hazards/disasters:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Hazards/Disaster</th>
<th>Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Flood and Cyclone</td>
<td>High Risk</td>
</tr>
<tr>
<td></td>
<td>Loss of Food Grains, Houses, damage to departmental buildings, Godowns, equipment, disruption in road network Panic buying of essential commodities and consequently price hike thereof</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Drought/ Heat wave</td>
<td>Risk is Moderate</td>
</tr>
<tr>
<td></td>
<td>Production loss causing Food Shortage Feed and water scarcity Distress Sale of Commodities</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chemical poisoning/ Tsunami/ Earthquake</td>
<td>Low Risk as the prevalence is less.</td>
</tr>
</tbody>
</table>

Further, Civil Services Department will periodically assess & review the impact of different hazards on provisions of STOCKING AND SUPPLY OF FOODS GRAINS AT STRATEGIC LOCATIONS.

2.2. Composite Vulnerability Profile

The State of Andhra Pradesh is exposed to cyclones, storm surges, floods and droughts. Every two to three years, Andhra Pradesh experiences a moderate to severe intensity cyclone or landfall. Similarly, drought is recognized as one of the most crippling hazards that impact the state. The Departments of Agriculture and Disaster Management of Government of Andhra Pradesh have detailed procedures of declaring droughts based on several factors. Andhra Pradesh has 84 Major Accident Hazard Units and thousands of minor industries mostly spread in and around urban conglomerations such as Visakhapatnam, Vijayawada and Tirupati. The vulnerability due to industrial hazards, fires and accidents is high due to higher density of population in urban areas.

a) Cyclone vulnerability

The Bay of Bengal accounts for seven percent of the annual tropical cyclone activity worldwide; the recorded frequency of cyclones per year along the Bay of Bengal is four and inevitably one of the four transforms into a severe cyclone causing human and property losses. Although the percentage of cyclonic activity along the coast is relatively low, the level of human and property loss that cyclones cause around the Bay is very high. Cyclonic landfall usually leads to very heavy rains accompanied with high speed winds and eventually translates into floods. While the entire coast of Andhra Pradesh is vulnerable to Cyclones, nine coastal districts are most vulnerable and have recorded ample amount of landfall in the last century. When cyclones and resulting floods occur, the loss of crops, irrigation infrastructure due to severe inundation and cyclonic damages is significant in the coastal districts of Andhra Pradesh.

b) Flood vulnerability

Floods in Andhra Pradesh have caused widespread loss to the human lives, livestock, damaged homes and caused crop destruction over the decades. Infrastructure damage due floods is well recorded. The Godavari and the Krishna rivers have well-defined stable courses; their natural and manmade banks are capable of carrying flood discharges with the exception of their delta areas. Because of lackluster attitude of the community, unplanned growth, lack of maintenance of natural tanks and improper upkeep of drainage systems, floods have been construed as natural although in reality they are human-caused.
Traditionally, flood problem in AP had been confined to the spilling of smaller rivers and the submersion of marginal areas surrounding Kolleru Lake. However, the drainage problem in the delta zones of coastal districts has deteriorated in the last couple of decades, thereby multiplying the destructive potential of cyclones and increasing flood hazards. Finally, a critical additional factor affecting the flood management and the irrigation systems is the lack of maintenance. On several occasions, most of the deaths were occasioned by breaches to the chains of tanks and canals, and over-flooding due in part to the choking of drains by silting and growth of weeds.

c) Fire vulnerability

Fire Service Department of Andhra Pradesh is a statutory department in the fire fighting with jurisdiction all over the state and is bound by the AP Fire Service Act of 1999. The Fire Service Department provides following main services:

Community fire safety: This service covers a range of initiatives that are aimed at reducing the number of fires and the number of deaths and injuries caused by fire.

Legislative fire safety: This service makes sure that the people are not put at risk from fires in the workplace and fire hazardous buildings. It is mandatory of Fire Department to make sure constructed buildings comply with fire safety legislation and are issued ‘No Objection Certificate’ from Fire Service Department.

Special services: This service responds to other types of incident, for example vehicle accidents, trapped people and animals, storms and floods.

Emergency planning: Services that plan and prepare for large-scale emergencies, for example large rail and road accidents, aircraft crashes, cyclones, severe floods and earthquakes.

d) Industrial (chemical) vulnerability

Accidents and fatalities that occur on the premises of an industrial establishment is a very common occurrence; government regulations in labor safety, safety guidelines issued by Chief Inspector of Broilers and Commissioner of Industries would cover on-site industrial incidents. However, industrial catastrophe of the magnitude of Union Carbide Industry’s in Bhopal would lead to mass casualties and the impact is beyond industry’s location. Fortunately, Andhra Pradesh has not encountered a major tragedy of the magnitude of Bhopal. However, casual attitude and negligence to follow industrial safety regulations could prove catastrophe. Andhra Pradesh Fire Services department maintains a list of hazardous industries that has to meet the fire code as per AP Fire Act.

e) Earthquake vulnerability

Andhra Pradesh lies in the central part of the Peninsular Indian Shield; and is considered not very prone to earthquakes. However, the Koyna earthquake in 1967, Latur earthquake in 1993 and Jabalpur earthquake in 1997, which also fall in Peninsular Indian Shield completely changed the perspective. As a result a few zones of weakness in the crystal layers in the Peninsular Region have been identified within which reactivation along some faults may have taken place causing tremors and minor earthquakes.
f) Tsunami vulnerability

Tsunami of December 26, 2004 affected nine coastal districts of Andhra Pradesh (Nellore, Prakasam, Guntur, Krishna, East Godavari, West Godavari, Visakhapatnam, Vizianagaram and Srikakulam). A total of 301 coastal villages and 2,11,670 people from these districts were affected due to the December 2004 tsunami. While 107 people were reported to have lost lives due to tsunami, 1,554 houses were damaged; predominantly fishermen community was the worst affected in Andhra Pradesh due to tsunami. A total of 2,418 boats were completely lost; 8,976 traditional boats and 180 mechanized boats were damaged. It was reported that 47,370 fishing nets that are crucial to livelihood of fishermen were lost due to tsunami.

g) Drought vulnerability

Revenue (DM) Department, Government of Andhra Pradesh defines drought as a condition arising out of scarce rainfall. Drought is a normal, recurrent feature of climate. It occurs in virtually all climatic zones, but its characteristics vary significantly from one region to another. Drought is a temporary aberration; it differs from aridity, which is restricted to low rainfall regions and is a permanent feature of climate. While drought is an insidious hazard of nature, it originates from a deficiency of the precipitation that persists long enough to produce a serious hydrologic imbalance. Drought should be considered relative to some long-term average condition of balance between precipitation and evapo-transpiration (i.e., evaporation and transpiration) in a particular area. Drought differs in three essential characteristics: intensity, duration and spatial coverage. Because of these reasons, although it adversely affects people dependent on subsistence agriculture, drought ought not to be classified along with other hazards that are short-duration and sudden in nature. Andhra Pradesh has historically been prone to drought like conditions especially in Rayalaseema and other parts of Andhra region. Departments of Agriculture and Revenue along with other departments of Government of Andhra Pradesh tackle drought as a recurring phenomenon.

h) Urban areas vulnerability

Urban growth in Andhra Pradesh has accelerated alongside its rapid economic growth. The road accidents due to congestion and increased ratio of vehicle to roads; water-borne diseases; health related vulnerability in the event of disasters such as floods or earthquakes are result of unplanned urban growth in the state. Urban flooding is largely human-caused; water logging due to clogged up storm drainage systems, expansion in urban settlements without proper planning of storm and sewer drainage systems lead to waterlogged roads. Years of siltation of tanks; encroachment of nalas, river beds choke the streams and reduce water storage capacity.

i) Heat waves vulnerability

A heat wave is a climatological extremity involving abnormally higher temperature relative to the normal during months of April-June. In recent years (especially between May and June) heatwave conditions in Andhra Pradesh claimed thousands of lives. Several hundreds more suffered from heat stroke and related ailments. Large number of poultry, damages to sweet orange, mango, acid lime crops in larger areas were reported. Historically, frequency of severe heat waves and the duration of heat wave spells have increased noticeably since 1994. Heat waves have deleterious impacts on both plants and animals. The high temperature and low relative humidity experienced in state during summer have caused total depletion of
moisture from leaves and led to the drying of leaves, branches and finally the whole trees which led to complete loss, especially in sweet orange and mango crops.

**j) Inclusion and Dis-aggregation of data**

The inclusive approach is very crucial in disaster risk management, as it is very important to take the people with disability (PWD), old age persons and especially women and children, on board.

The role of women in civil supplies related matters is very vital, whether related to ensuring the food security or stocking food grain for all the family members. However, gender insensitivity is an issue in many States, also partly including Andhra Pradesh. The women are important social and economic agent, and their potential is required to be enhanced in A.P. A gender sensitive approach can not only empower women but also the resilience of society. However, in developing gender sensitive approach the main obstacle is lack of sex-disaggregated data. Without dis-aggregation of data, the situation is vulnerable as it is difficult to identify, understand and address different needs of men and women before, during & after the disaster. As gender considerations vary depending on social-economic conditions and cultural beliefs, dis-aggregation data is required at all levels in AP. Data dis-aggregation also helps in some way to better analyze and involve women in disaster planning, it’s execution and usage on the ground.

**2.3. Comprehensive Risk Analysis**

Considering the potential hazards and existing vulnerabilities applicable to the State of Andhra Pradesh, the comprehensive resource mapping of Civil Services Department will be carried out, to evaluate the actual risk analysis. The mapping of resources will help in analyzing the capacity of the Civil Services Department in an extensive manner. The capacity gaps of Deptt, will be identified, reviewed and addressed periodically. However based on the preliminary risk analysis, the following measures to be addressed by the Deptt:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars</th>
<th>Measures Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strengthening of control room</td>
<td>The Control room at State level and district level shall be well equipped with communication facility like telephone, FAX, Internet, Computer, Printer, Inverter, stationeries etc</td>
</tr>
<tr>
<td>2</td>
<td>Coordination</td>
<td>Mobility support requirement for movement of departmental personnel to the affected areas is highly essential as currently the department has very few vehicles at their disposal, As per the requirement, the vehicle and fuel cost support shall be provided by the District authorities for distribution of PDS commodities. National Social Service, National Cadet Corps, Nehru Yuva Kendras, local SHGs and other village level organizations will be encouraged to support for the common cause.</td>
</tr>
<tr>
<td>3</td>
<td>District specific Disaster</td>
<td>All districts shall make vulnerable analysis with regard</td>
</tr>
</tbody>
</table>
Management Plan to PDS and accordingly the CSO is responsible to prepare a plan specific to their district. The same will be submitted to District Collector to incorporate in the District Disaster Management Plan.

<table>
<thead>
<tr>
<th></th>
<th>Emergency stock of Food Grains</th>
<th>At the State level emergency stock of essential food grains will be procured and supplied to each district to keep at district/sub-divisional level to mitigate any disaster event.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Financial preparedness</td>
<td>Delegation of power will be given to CSOs to spend from DM account.</td>
</tr>
</tbody>
</table>

Further, the comprehensive risk analysis, including the multi hazards, composite vulnerabilities and capacities of the Civil Services Department, will be assessed periodically.
3. Prevention and Mitigation

3.1. Prevention Measures

Following are the Indicative steps for preventive actions/ measures for prevention of disasters

- Construction and maintenance of storage godowns at strategic locations
- Stock piling of food and essential commodities in anticipation of disaster
- Take appropriate preservative methods to ensure that food and other relief stock are not damaged during storage, especially precautions against moisture, rodents and fungus infestation.
- Management of procurement
- Management of material movement
- Inventory management
- Conversion of stored, unutilised relief stocks automatically into other schemes like Food for Work. Wherever, it is not done leading to damage of stock, it should be viewed seriously

3.2. Mitigation Measures

Following are the mitigation key measures pertaining to Civil Services Department:

- District Manager Andhra Pradesh State Civil Supplies Corporation Limited (APSCSCL) shall purchase one month stock in advance from FCI godowns;
- Ensure appropriate preservation methods to ensure food and other relief stockpiles are not damaged during storage, especially precautions against moisture, rodents and fungus Infestation.
- Arrange transportation to the identified fair price shops in inaccessible villages
- Prepare detailed procurement plan of food and other essentials

3.3. Schemes for DRR and CCA

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of Scheme</th>
<th>Key Component</th>
<th>Key Aspects for Mainstreaming DRR-CCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DISTRIBUTION OF LPG CONNECTIONS TO WOMEN IN RURAL AREAS/ MUNICIPAL AREAS1</td>
<td>State Government have launched distribution of LPG connections under “Deepam Scheme” to BPL women on 9th July 1999 to reduce dependence on forest for fire wood, improve their health, remove drudgery due to conventional cooking, and improving the general environment of the state by paying the refundable security deposit to PSU OIL marketing companies on behalf of beneficiaries.</td>
<td>Helping to reduce forest land in Andhra Pradesh</td>
</tr>
<tr>
<td>2</td>
<td>DEEPAM SCHEME</td>
<td>LPG connections to women of BPL families to reduce dependence on forest for fire wood, improve their health status, remove drudgery due to conventional cooking and improve the general environment of the State.</td>
<td>Helping to reduce forest land in Andhra Pradesh</td>
</tr>
<tr>
<td>3</td>
<td>CONSUMER AWARENESS</td>
<td>There are 16 District Consumer Information Centers and 2522 consumer clubs have already been given Awareness and training from grassroots to upper level on the</td>
<td>Giving Awareness and training from grassroots to upper level on the</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Scheme</strong></th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td><strong>ANNA PURNA SCHEME</strong></td>
<td>The scheme aims at providing food security to indigent senior citizens, who are though eligible but remained uncovered under National old age pension scheme. Under the scheme, 10 kgs of rice is distributed at free of cost to each beneficiary.</td>
<td>Help to senior citizen by providing food in disaster time</td>
</tr>
<tr>
<td>5</td>
<td><strong>AP STATE CONSUMER WELFARE FUND</strong></td>
<td>to protect the consumer from exploitation, unfair trade practices and to strengthen the consumer movement in the state. Under the scheme, financial assistance will be provided to strengthen the consumer voluntary organizations to protect consumer rights from village level to state level for the benefit of the common man</td>
<td>Giving financially support to voluntary organization to help after or before disaster for welfare</td>
</tr>
<tr>
<td>6</td>
<td><strong>COMPUTERIZATION OF TARGETED PUBLIC DISTRIBUTION SYSTEM (TPDS) OPERATIONS</strong></td>
<td>to address challenges such as leakages and diversion of food grains, fake and bogus ration cards, inclusion and exclusion errors, lack of transparency, weak grievance redressal and social audit mechanisms, etc. and implementation of automation of Fair Price Shops.</td>
<td>--</td>
</tr>
<tr>
<td>7</td>
<td>Mid-Day Meal Scheme2</td>
<td>to enhance enrollment, retention, attendance and simultaneously improving nutritional levels among students in primary schools</td>
<td>To enhance good level of nutrition towards children</td>
</tr>
<tr>
<td>8</td>
<td><strong>Wheat Based Nutrition Programme (WBNP)</strong></td>
<td>The foodgrains allotted under this Scheme are utilized by the States/UTs under the Integrated Child Development Scheme (ICDS) for providing nutritious/ energy food to children below 6 years of age and expectant/ lactating women.</td>
<td>To ensure providing nutritious/ energy food to children below 6 years of age and expectant/ lactating women in disaster time</td>
</tr>
<tr>
<td>9</td>
<td><strong>Scheme for Supply of Foodgrains to Welfare Institutions (5% of BPL Allocation) and SC/ST/OBC Hostels</strong></td>
<td>With a view to meet the requirement of Welfare Institutions viz. Charitable Institutions such as beggar homes, narinketans and other similar welfare institutions not covered under TPDS or under any other Welfare Schemes, an additional allocation of foodgrains (rice and wheat) not exceeding 5% of the BPL allocation is made to States/UTs by the Department of Food and Public</td>
<td>To enhance good way to Supply of foodgrain in disaster situations</td>
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<table>
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<tr>
<th></th>
<th>Distribution based on the request received from the State/UT Governments.</th>
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<tbody>
<tr>
<td>10.</td>
<td><strong>Empowering adolescent girls of 11-18 years by improvement of their nutritional and health status and upgrading various skills like home skills, life skills and vocational skills. It also aims at equipping the girls on family welfare, health hygiene etc. and information and guidance on existing public services along with aiming to mainstream out of school girls into formal or non-formal education.</strong> The requirement of food grains under the scheme for nutrition is @ 100 grams of food grains per beneficiary per day for 300 days in a year.</td>
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</table>

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<tr>
<th>11.</th>
<th><strong>Post-Harvest Management of Foodgrains</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Applied Research &amp; Development and Training on Storage Management of food grains</td>
</tr>
<tr>
<td></td>
<td>• Quality Standards for food grains (Central Grain Analysis Laboratory-CGAL)</td>
</tr>
<tr>
<td></td>
<td>• Monitoring quality of food grains (Quality Control Cells-QCCs)</td>
</tr>
</tbody>
</table>

**3.4. Provision of funds for disaster mitigation and related interventions:**

Civil Services Deptt of Andhra Pradesh will actively contribute in the associated disaster related preparedness, mitigation and relief measures at the State level.

The Deptt will make budgetary provisions for disaster mitigation and related interventions, through the integration with the ongoing or proposed development/support programs associated with Civil Services sector.

*The mitigation and prevention measures will certainly help Deptt to reduce direct losses. It is recommended to go for the equal participation of gender, for all the prevention & mitigation related initiatives by Deptt. Further, it is recommended for the Deptt to promote Insurance. Insurance is the best way to transfer the risk as per the disaster management experts. It is a mechanism for spreading the cost of losses over time that is known to impact the community.*

**3.5. Integration into its Development Plans and Projects**

The department will use hazard resilient design for new construction of Godowns particularly in the hazard prone areas. The existing Godowns/Departmental buildings in the flood/cyclone prone areas will be assessed for vulnerability. Wherever there is a need, necessary steps will be taken for modification/alteration of buildings. Department will promote incentives to NGOs/CBOs and volunteers willing to assist during emergency. The services of OMEGA & WFP will be sought to streamline relief operations.
The departmental training centres such as Consumer Forum and APCS will integrate disaster management training in their training calendar. During occurrence of disaster, procurement of essential food grains becomes a problem. Prior to rainy season, the department should have short tender for a period of three months for procurement of food grains. If such situation will not arise, the tender will be invalid. Steps will be taken for preparing information formats and monitoring checklists for monitoring and reporting during disaster.
4. Preparedness Planning

Disaster preparedness planning measures will primarily focus on the preparedness of Civil Services Department of Govt. of Andhra Pradesh, in order to safeguard farms, crops and the associated users, by protecting assets and efficient utilization of resources by taking appropriate actions to face any disaster.

4.1. Coordination with Departments and Agencies

The preparedness plan of the Deptt will further ensure that the all concerned departments and agencies are able to respond to potential damage zones in a prompt & coordinated manner.

In most disaster situations the starvation and loss of life could be significantly reduced through appropriate preparedness measures, including the timely provisioning & delivery of food items.

Departmental coordination leads to efficient planning, and it also helps in avoiding overlaps. A foolproof system needs to be institutionalized for seamless communication during disaster; it will certainly help in efficiently planning the activities.

As part of preparedness plan, it will be ensured by Deptt that pre-disaster warning & alerts, preparedness before response and dissemination of warning, and evacuation activities will be carried out in coordination with all concerned departments.

4.2. Preparedness planning and responsibility of key Govt. officials on the ground

a. Duties/Schedule of Inspection for Inspector, Food, Civil Supplies and Consumer Affairs Department posted in the District

- The Inspector, Food, Civil Supplies and Consumer Affairs, Department, where an area is allotted to him shall be responsible for carrying out all duties of Sub-Inspector of Food, Civil Supplies and Consumer Affairs in such an area. In addition, the Inspector, Food, Civil Supplies and Consumer Affairs, shall be responsible for supervision of work of one or more sub-Inspector(s) attached with him.
- The Inspector, Food, Civil Supplies and Consumer Affairs, shall be responsible for inspection of such activities within his area of jurisdiction in relation to which powers have not been invested in the Sub-Inspector, Food, Civil Supplies and Consumer Affairs, under the existing Acts/Orders and Rules.
- The Inspector, Food, Civil Supplies and Consumer Affairs, shall inspect a sample of at least 20 % of the Fair Price Shops/Agents of GPSS falling within the area.
- The Inspector, Food, Civil Supplies and Consumer Affairs, shall also visit the GPSS located within his jurisdiction at least once in a month and submit a report on the performance of the GPSS in respect of allocation, lifting and distribution of notified articles.
- The Inspector, Food, Civil Supplies and Consumer Affairs, shall maintain a diary of his key activities and submit the same weekly basis in prescribed format, to the Deputy Director, Food, Civil Supplies and Consumer Affairs, for onward transmission of the same to the Director Food, Civil Supplies and Consumer Affairs, Andhra Pradesh.
- The Inspectors Food, Civil Supplies and Consumer Affairs, shall also maintain a diary of cases taken up for prosecution of offenders under the various Acts/Orders and Rules,
regulating the sale/purchased/stocking/carriage of Essential Commodities to be countersigned by the Deputy Director, Food, Civil Supplies and Consumer Affairs.

- The Inspectors of Food, Civil Supplies and Consumer Affairs, shall conduct periodical checking of family identity cards to weed out in eligible and bogus cards and bogus units in family identity cards and submit monthly report within 5th day of the subsequent month.

- The Inspectors of Food, Civil Supplies and Consumer Affairs, shall convene the meeting of GPSS level/F.P.Shop level meetings of Vigilance and Monitoring Committee regularly as per Government guidelines and submit the minutes of the meeting to the office.

- The Inspectors of Food, Civil Supplies and Consumer Affairs, shall make the Agent wise sub allocation of PDS commodities of the GPSS/WCCS within his areas of jurisdiction and endorsed a copy of the same to this office.

- The Inspectors of Food, Civil Supplies and Consumer Affairs, shall collect samples of Motor Sprit and High Speed Diesel from the POL depot of their areas of jurisdiction at a regular interval for chemical analysis.

- The Inspectors of Food, Civil Supplies and Consumer Affairs, shall take all possible regulatory measures to stop black marketing of blue-dyed Kerosene oil and LPG including unauthorized use of domestic cylinder for commercial purposes within his areas of jurisdiction.

**b. Duties/Schedule of Inspection for Sub-Inspector, Food, Civil Supplies and Consumer Affairs Department posted in the District.**

- To inspect 50 % of the Fair Price Shops in the area allotted to him once a month, in rural areas the Sub-Inspectors shall visit one third of the Agents of GPSS located in his jurisdiction once a month and inspect their activities.

- The Sub-Inspector, Food, Civil Supplies and Consumer Affairs, shall maintain a diary of his activities and submit the same weekly basis in prescribed format, to the Deputy Director, Food, Civil Supplies and Consumer Affairs, for onward transmission of the same to the Director Food, Civil Supplies and Consumer Affairs, Assam.

- The Sub-Inspectors of Food, Civil Supplies and Consumer Affairs, shall conduct periodical checking of family identity cards to weed out in eligible and bogus cards and bogus units in family identity cards and submit monthly report within 5th day of the subsequent month.

- The Sub-Inspectors of Food, Civil Supplies and Consumer Affairs, shall convene the meeting of F.P.Shop level meetings of Vigilance and Monitoring Committee regularly as per Government guidelines and submit the minutes of the meeting to the office.

- The Sub-Inspectors of Food, Civil Supplies and Consumer Affairs, shall conduct physical verification of notified articles at GPSS/WCCS level on receipt of arrival report against periodic allocation.

- The Sub-Inspectors of Food, Civil Supplies and Consumer Affairs, shall take all possible regulatory measures to stop black marketing of blue-dyed Kerosene oil and LPG including unauthorized use of domestic cylinder for commercial purposes within his areas of jurisdiction.

- The performance of the Inspectors and Sub-Inspectors will be assessed not only in terms of routine administration but also in terms of efficiency of intelligence gathering and enforcement action leading to prosecution and convictions of offenders in the appropriate Court of law.
5. Capacity Building and Training

5.1. Capacity Development Plan of Deptt

It is very important to prepare and follow the capacity development plan of Department. The plan should be reviewed and revised every year. According to the training needs assessment the training calendar will be prepared and followed. *The women participation also needs to be ensured* through the plan.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Training Need</th>
<th>Departments</th>
<th>To Whom</th>
<th>Suggested duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Implementation of Disaster Management Act 2005 – Department’s Role &amp; Responsibilities</td>
<td>Civil Supplies Department</td>
<td>Senior Middle / Middle / Support/ grassroots level functionaries</td>
<td>3 days</td>
</tr>
<tr>
<td>2</td>
<td>Incident Response System (IRS); Basic and intermediate</td>
<td>Civil Supplies Department</td>
<td>Senior Middle / Middle / Support/ grassroots level functionaries</td>
<td>3 days</td>
</tr>
<tr>
<td>3</td>
<td>Community Based Disaster Preparedness</td>
<td>Civil Supplies Department</td>
<td>Senior Middle / Middle / Support/ grassroots level functionaries</td>
<td>3 days</td>
</tr>
<tr>
<td>4</td>
<td>Preparation and Implementation of State/ District Disaster Management Plans</td>
<td>Civil Supplies Department</td>
<td>Senior / Middle / support level functionaries</td>
<td>2 days</td>
</tr>
<tr>
<td>5</td>
<td>Basics of integrating DRR into departmental activities/programs (DRR implementation Strategies)</td>
<td>Civil Supplies Department</td>
<td>Senior / Middle / support level functionaries</td>
<td>2 days</td>
</tr>
<tr>
<td>6</td>
<td>Mainstreaming DRR &amp; CCA into development planning Approaches/Strategies</td>
<td>Civil Supplies Department</td>
<td>Senior/Middle/support level functionaries</td>
<td>3 days</td>
</tr>
<tr>
<td>7</td>
<td>Hazard Risk and Vulnerability Assessment</td>
<td>Civil Supplies Department</td>
<td>Senior/Middle/support level functionaries</td>
<td>2 days</td>
</tr>
</tbody>
</table>

5.1. a Institutional and Community Capacity Building

*The institutional capacity building will primarily cover the disaster management training and capacity building of key Government officials associated with the civil supplies functions.*

A number of training possibilities will be explored & selected, including sending key staff outside. Staff would be able to observe the disaster response procedures in a similar environment responding to the emergency. Similar but simpler training workshops will be organized for auxiliary staff.

*Civil Supplies Field Checklists* may be very useful which are to be prepared in a simple, practical and graphic format whereby they can always be carried and can be available for quick reference at the site.
The community capacity building will exclusively cover the community aligned disaster management aspects. It will also extensively cover the aspects of civil supply functions and its handling at the community level.

5.1. b Awareness Generation

Professional communicators and extension experts will be enlisted to help design and carry out awareness and publicity campaigns. Radio programmes have proved to be a very effective method for spreading the message. These will broadcast at times of the day when most villagers could be expected to be listening to the radio, which may be early in the morning or at night.

5.2. Status/ Inventory of trained professionals

The status/inventory of trained disaster management professionals will be properly maintained and documented by the Civil Supplies Deptt.

5.3. Simulation/ Table Top and Mock Exercises

To measure the training effectiveness, and to check the actual disaster preparedness, the mock exercises and simulation drills will be chalked out at regular intervals, by Civil Supplies Deptt.

The mock exercise observations will be discussed and documented for the future actions and record purpose.
6. Disaster Response Plan

6.1. Implementation of Incident Response System for Disaster response

A fully understood IRS mechanism shall adapt to address various scale/extent of operations as well as suit individual agency requirements. IRS constitutes an important part of the disaster response at the National, State, District, Sub-division, Tehsil and Block levels.

Disaster response is part of the disaster management process and it relates to actions taken in order to mitigate the consequences of an Disaster / incident. The IRS is essentially a management system which is used for organizing the human and material resource which is pressed in to service while responding to disasters. IRS is guided by a thorough planning ensures that the critical resources which are used while responding to disasters are deployed in its rightful positions, are mobilized & demobilized in a timely manner to avoid wastage, and further emphasis on a detailed documentation of use of resources, actions and decisions.

IRS achieves this by identifying required functions for responding to disasters and organizes them within an organization (as chart is depicted) which is suitable while responding to disaster. The activation of the staffing is done on the scale of the event and the demand for response. As, it is not possible to keep dedicated human resources on stand-by 24x7 waiting for a disaster event, the IRS envisages to draw trained persons and press them in to service to respond to disasters.

As the functional expertise required for responding to disasters are various kinds, the IRS envisages to draw human resource with different expertise from different department or agencies (such as the Rural Water Supply, Health and Medical, Water and Sanitation, Veterinary, food and Civil Supplies etc) and deploy them as a part of the responding team under the IRS framework.

The IRS design acknowledges that the functional expertise required for responding to disasters are available within the functioning environment of the State but they are scattered and
they need to brought within an established and known organization chart so that the staff are aware of their positions and function within the team.

One of the primary requisite for implementation of IRS is to get the team members trained in their respective roles and create management structure/arrangement through consultations with respective State agencies traditionally responsible for undertaking response actions/measures. Prior training helps these staff to understand their roles and responsibilities when mobilized. Training helps the staff to take quick action as they are aware of the position and location within the ICS system.

The important aspects of the IRS are:

- It is a temporary team and shall handle only ‘response’
- It can be implemented irrespective of size, location, type and complexity of disasters
- Develop a common understanding of the mission
- Develop a common operational picture
- It provides participatory, well structured, fail safe, multi-disciplinary, multi-departmental and systematic approach to guide administrative mechanisms at all levels of the Government
- Appoint persons with appropriate delegation of decision-making
- Create appropriate structures and process for coordinating operational decisions to be taken at lowest possible level, and scale to highest necessary level
- The team members trained in their function, role and IRS operation for maximum effectiveness
- Once the IRS team or the individual members are demobilized they return back to their original job/role & responsibility
- Continuous training of the identified staff enhances their role clarity and effectiveness and hence to the performance of the team.

6.2. The response plan - Incident Response Teams - Command Staff and General Staff

IRS organization functions through Incident Response Teams (IRTs) in the field (depicted below). Responsible Officers (ROs) have been designated at the State (Chief Secretary) and District (District Magistrate) Level as overall in-charge of the incident response management. The RO may however delegate responsibilities to Incident Commander (IC), who in turn will manage the incident through IRTs.
IRTs are pre-designated at three levels - State, District, Sub-Division Tehsil and Block. The RO will activate on receipt of early warning. In case of no warning, IRT will respond and contact RO for further support. A Nodal Officer (NO) has to be designated for proper coordination between the District, State and National Level in activating air support for response.

Apart from RO and NO, the IRS has two main components: Command Staff and General Staff.

(i) Function of Command Staff
The Command Staff consists of Incident Commander (IC), Information & Media Officer (IMO), Safety Officer (SO) and Liaison Officer (LO). They report directly to the IC and may have assistants. The Command Staff may or may not have supporting organizations under them.

(ii) Functions of General Staff
General Staff has three components:

The Operations Section (OS) is responsible for directing the required tactical actions to meet incident objectives. Management of disaster may not immediately require activation of Branch, Division and Group. Expansion of the OS depends on the enormity of the situation and number of different types and kinds of functional Groups required in the response management.

Planning Section (PS) is responsible for collection, evaluation and display of incident information, maintaining and tracking resources, preparing the Incident Action Plan (IAP) and other necessary incident related documentation. They will assess the requirement of additional resources, propose from where it can be mobilized and keep IC informed.

Logistics/Finance Section (L/FS) is responsible for providing facilities, services, materials, equipment and other resources in support of the incident response. The Section Chief participates in development and implementation of the IAP, activates and supervises Branches and Units of his section. In order to ensure prompt and smooth procurement and supply of resources as per financial rules, the Finance Branch has been included in the L/FS.
6.3. **IRT at State, District, Sub-Division, Tehsil/ Block levels and Role of Civil Supplies Deptt**

The IRT is a team comprising of all positions of IRS organisation headed by IC. The OS helps to prepare different tactical operations as required. The PS helps in obtaining different information and preparing plans as required. The L/FS assesses the availability and requirement of resources and takes action for obtaining them. IRTs will function at State, District, Sub-Division, Tehsil and Block levels. These teams will respond to all natural and manmade disasters. The lowest administrative unit (Sub-Division, Tehsil/Block) will be the first responder as the case may be. If the incident becomes complex and is beyond the control of IRT (Sub-Division, Tehsil/Block), the higher level IRT (District or State) will be informed and they will take over the response management. In such cases the lower level IRT will merge with higher level IRT. For formation of Incident Response Teams at State, District, Sub-division, Tehsil and Block levels, guidelines on Incident Response System published by NDMA (Annexure - XI) may be followed.

*The Department of Civil Supplies is one of the important departments for response. Considering the importance from the view of participation, the Civil Supplies Department Members will be placed the IRT.*

*The Commissioner Food & Civil Supplies and District Supply Officer will be the Head of Food Unit, under the Logistics Section, as per the National Incident Response System.*

*It will be his/her responsibility to facilitate in the planning of Civil Supplies related functions (such as provisioning of food stock, its stocking and supply) and documenting allied information.*

*For details, the last chapter on Standard Operating Procedures (SOPs) may be referred.*

**Role of the District Incident Response Team are:-**

I. To coordinate with Department, Food Aid Agencies (WFP) and District Authority

II. To activate Disaster Plan

III. To prepare Food Aid plan and procure required resources as per incident specific action plan.

IV. To manage the overall response activities in the field v. To deploy adequate staff for the response and monitor effectiveness

V. To develop the media messages regarding up to date status of disaster mitigation and response work

VI. To procure necessary Food stock necessary for response measures viii. To collect and store disaster related information for post incident analysis

VII. To visit the affected areas to assess the extent of damage

**Role of the State Incident Response Team are:-**

I. To coordinate with State Government, Central Government, Food Aid Agencies and other concerned Departments

II. To facilitate execution of orders for declaring the disaster

III. To prepare a status report regarding the disaster

IV. Visit the spot and assist the District Response Team for pre disaster planning

V. Assess the staff and other logistic requirement for field operation and monitor
effectiveness

VI. To ensure availability of funds at District and block level to meet contingency expenses

VII. To develop the media messages regarding up to date status of disaster mitigation and response work

VIII. To arrange necessary Food stock necessary for response measures

IX. To monitor and guide the district response team

X. To maintain an inventory of all related guidelines, procedures, action plans, district maps and Contact numbers.

XI. To document the lessons learnt at different stages of disaster management and make suggestion for necessary addition/alteration.

6.4. Triggering Mechanism for Deployment of IRT

Some of the natural hazards have a well established early warning system. States and Districts also have a functional 24 x 7 EOC / Control Room. On receipt of information regarding the impending disaster, the EOC will inform the RO, who in turn will activate the required IRT and mobilise resources. The scale of their deployment will depend on the magnitude of the incident.

At times the information about an incident may be received only on its occurrence without any warning. In such cases the local IRT (District, Sub-Division, Tehsil / Block) as the case may be, will respond and inform the higher authority and if required seek reinforcement and guidance.

While deployment, the women participation in IRT also needs to be ensured, to better understand the needs of women during disaster situation, as they are the ones who take care of food related requirements of the family members, from civil supplies point of view.
7. Recovery, Reconstruction and Rehabilitation:

7.1. Detailed damage and needs assessment:

The Civil Supplies Department will play an important role in the disaster loss & damage, especially related to supply and demand of food grain, and delivery of the same at the required locations.

According to the current situation and the loss occurred, the Secretary – Civil Supplies, will take a final call on the kind of support of support required from the other Departments, such as Revenue, Municipal & allied agencies.

7.2. Reconstruction of social infrastructure (such as storage godowns pertaining to the food grains)

Civil Supplies Deptt will supplement in coordination with concerned deptts and agencies for the reconstruction of storage godown of the stock food grains, and other damage infrastructure related to Civil Supplies functions.

7.3. Restoration/ relief measures to normalcy

- Control rooms to be made operational at the district level in all disaster affected areas and coordination mechanism to be set up to keep in direct touch with the all concerned departments.
- Supervisory teams consisting of revenue and Civil Supplies Deptt officials have to be constituted to supervise the enumeration work and list of beneficiaries prepared by the village officials.
- Teams have to be constituted at district level also with senior officials to scrutinize list of beneficiaries reported by the mandals officers.
- Consolidate the information of damaged hand pumps, platforms and the allied structure.
- Monitoring of water quality should be restored or initiated immediately.
- Liaison with other line departments and concerned agencies for proper coordination for timely delivery of stock food grain at the designated locations.
8. Knowledge Management:

8.1. Creating network of knowledge institutions

The Civil Supplies Deptt, will identify competent technical institutions (region wise) in the State to institutionalize the mechanism of knowledge sharing. Then a network of knowledge institutions will be created. All related institutions will get connected.

8.2. Documentation of lessons learnt & practices

Under the knowledge management initiative, the key lessons learnt of past disasters so far and also the best disaster management practices pertaining to Civil Supplies sector will be documented. The same will also be uploaded on the departmental website.

9. Financial Arrangements

9.1. Annual budget for Deptt’s DM plan implementation

As per the National DM Act 2005, Section 40, sub-section (2) concerned State Deptt shall make (annual) provisions for financing the activities specified in the disaster management plan of Deptt and its smooth implementation. Funds for relief will be provisioned separately.

9.2. Provisioning of funds for specific DRR interventions

Civil Supplies Deptt will coordinate with other concerned Deptts for provisioning of funds, specific to Civil Supplies related DRR interventions. This will include funds for prevention, mitigation and disaster risk insurance. The other financing options will also be explored here.

9.3. Provisioning of funds for Disaster Response and Direct Relief

As per DM Act Section 48, State Govt. will establish State Disaster Response Fund & District Disaster Response Fund. Further, there is a provision for release of National Disaster Response Fund (NDRF) amount as per the specified items and norms of assistance of MHA. According to the type, the assistance will be provided as per norms, through State Disaster Response Fund (SDRF) with regard to losses & requirements.

Apart from it, there is a continuous focus by Govt on the cashless economy and digitalization for easy, safe and prompt transaction, which will surely help in timely delivery of payment to concerned entity associated with Civil Supplies Department, internally as well as externally.
10. Dissemination, Review and updating of DM Plan:

10.1. Dissemination of DM plan to stakeholders

Disaster Mgmt Plan of Civil Supplies Deptt will be communicated and disseminated to all concerned stakeholders for clarity of roles, pertaining to Civil Supplies aspects, in case of disasters and specific responsibilities point of view.

10.2. Periodic review of plan, annual updating

As per the DM Act 2005, Section 40(2) the Departmental DM plan will be reviewed and updated annually. Especially the contact list of nodal persons and resources will be checked, verified and updated.
11. Summarized Standard Operating Procedures (SOPs) of Civil Supplies Deptt

Department of Civil Supplies will be the lead department for stocking the food grains at strategic places keeping in view the disaster or any emergency. Besides, Department shall be one of major support departments for disasters caused by cyclone storms, earthquake, floods, fire etc.

**Primary Tasks**

- To coordinate with Government of Andhra Pradesh and Andhra Pradesh State Disaster Management Authority.
- To coordinate the Relief Recovery operations in the wake of disasters.
- To ensure timely supply and distribution of food grains to affected people.
- To declare and notify Disaster Situation

**Preparedness Functions**

- Establish infrastructure at the district level in working order and all inventories updated.
- Train personnel on operations.
- Ensure basic facilities for personnel who will work at district level for disaster response.
- To coordinate the preparedness functions of all line departments.
- Establish disaster management funding mechanisms to ensure adequate resources for preparedness work, and quick availability of resources for relief and rehabilitation when required.
- Help DDMC with additional resources for disaster preparedness.
- On annual basis, report to the APSDMA of the preparedness activities.
- Establish and activate help lines through police and district public relations office.
- Prepare a list of potential Food Storage Centers with clearly specifying their capacity and check upon their capacity for providing food to people with varying social behavior.
- Prepare & update inventory of resources every quarter.

**Mitigation**

- Ensure that funds are being allocated for disaster management.
- Ensure that structural and non-structural mitigation measures are taken at Block and District level.
- Establish warning system between State – District and in high-risk zones.
- Monitor implementation of construction norms for all types of buildings and storage infrastructure

**Alert and Warning Stage**

- Maintain contact with forecasting agencies and gather all possible information regarding the alert.
- Dispatch field assessment teams, if required.
- Provide assessment report to the APSDMA.

**Response**

- Coordinate and plan all activities with APSDMA
- Conduct Rapid Assessment and launch Quick Response.
- Conduct survey in affected areas and assess requirements of relief
- Distribute emergency relief material to affected population.
- Coordinate all activities involved with emergency provisions of temporary shelters, emergency mass feeding, and Community Kitchen and bulk distribution of coordinated relief supplies for victims of disasters.
- Ensure the supply of sufficient food grains through the Public Distribution System.
- Prepare a list of relief items/ food items to be distributed.
- Formulate sector specific teams such as transport, material and equipment for responding to the disaster incident.
- Prepare a transportation plan for supply of relief items.
- Convene meetings of all NGOs, Youth Clubs, and Self Help Groups operating in the
district and assign them unambiguous responsibilities for relief.
- Call for emergency meeting to take stock of the situation. Develop an action plan.
- Appoint In-charge Officers of Response base.
- Ensure damage and need assessment

### Recovery and Rehabilitation
- Organise initial and subsequent technical assessments of disaster-affected areas and determine the extent of loss and damage and volume and nature of relief required.
- Keep OSDMA informed of the situation.
- Ensure supply of food to the affected population.
- Coordinate the activities of NGOs in relief programmes.

The roles and responsibilities of the department (focusing on the ground) shall be:

#### Disaster Phase wise

**11.1. Pre-Disaster**
- DSO will review the stock position of essential commodities, at Dist., Mandal and Village levels and alert them to be in readiness to supply to vulnerable villages and relief camps in short notice.
- Essential items should be kept ready for dispatch during the cyclone/ flood season.
- Ensure supply of durable food items like bread, biscuits, dry food and fast food items to relief camps and vulnerable villages at short notice.

**11.2. During Disaster**
- Local Civil supply Dept. officials should ensure adequate and timely supply of essential commodities to the Relief camps, and fair price shops at the vulnerable villages.
- Ensure supply of dry food, bakery and other ready to eat items to the vulnerable areas and relief camps.
- The concerned staff of the dept. should ensure even distribution to the affected people as per identification provided by Revenue dept.

**11.3. Post Disaster**
- To maintain bulk stocks of Essential Commodities and other items to supplies the essential items to the people of affected villages and also at the relief camps.
- Basing on the new guidelines initiate steps for replenishment of stocks at Dist., Mandal and village supply points and godowns.
- Recommend to higher authorities for constructions of New Godowns and for erection of New FP Shops as required, basing on the current experience.