

Procedure and Methodology for Monitoring, Evaluation, Updation and Maintenance of DDMP

Introduction

The District Disaster Management Plan is the sum and substance of the Horizontal and the Vertical disaster management plans in the district. District Disaster Management Plan of Kangra is a public document which is neither a confidential document nor restricted to any particular section or department of administration. The underlying principal of disaster management is that it has to be part of all departments and none can fold fingers against it.

10.1 Authority for maintaining & reviewing the DDMP

The District Disaster Management Authority (DDMA), Kangra will update the DDMP annually and circulate approved copies to all the stakeholder in Kangra District. District Authority will ensure the planning, coordination, monitoring and implementation of the District Plan with regards to the mentioned below clauses of the DM Act, 2005:

- Section 31, Clause (4) of DM Act 2005, mentions that the District Plan shall be reviewed and updated annually.
- As per sub-section (7) The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

10.2 Proper monitoring & evaluation of the DDMPQ

Half-yearly meeting will be organized by the DDMA under the chairmanship of the Chairman, DDMA, Kangra at Dharamshala to review disaster management activities in the state and updating the DDMP accordingly. All concerned departments and agencies have to participate and give recommendations on specific issues on Disaster Management and submit their updated reports quarterly.

10.3 Post-disaster evaluation mechanism for DDMP

The DDMA Chairman shall make special arrangements to collect data on a particular Disaster irrespective of size and vulnerability. This post disaster evaluation mechanism shall be set up with qualified professions, experts and researchers and the collected data shall be thoroughly cross checked and documented in the EOC for further reference. The DDMA will evaluate the DDMP by conducting meetings and consultation with all stakeholders.

10.4 Schedule for updation of DDMP:

Besides the (2 and 3) mentioned above procedure of updating the DDMP will be by:

1. Regular data collection system from the District Emergency Operations Centre (EOC)
2. Analysis of data
3. Review by Chairperson, DDMA
4. Updating and disseminating the updated plan

The updated data of DDMP will also be maintained at the DEOC website, ready for use in any situation under the supervision of DDMA, Kangra. The Chairman, DDMA will ensure regular updation of the DDMP by consulting the nodal officers of the frontline departments will update it on annual basis taking into consideration:-

- Inventory of equipment in the district (DDMRI),
- Human Resources, their addresses and contact details (DDMRI),
- Valuable inputs from actual disasters and updating Matrix of past disasters and HVCRA within the District
- Major change in the operational activities and location through SOPs & Checklists
- Lessons learnt from training, near-missed incidents
- Inputs from mock drills/ simulation exercises
- Changes in disaster profile
- Technological developments/ innovations in identifying potential hazards
- Updation of databases using new technologies like GIS
- Change in demography of surrounding population
- Changes in geo-political environment

SN	Month	Purposed Activities
1	Oct	Review of DDMP by frontline departments
2	Oct-Nov	Submission of recommendations to DDMA
3	Nov-Dec	Amendments are distributed to all stakeholders
4	Dec-Jan	Submitted to SDMA for Approval/ Uploading of updated plan at DDMA/ SDMA website

10.5 Uploading of updated plans at DDMA/SDMA websites:

District Disaster Management Plan of the district is a public document & should be uploaded at the DDMA/ SDMA websites under the supervision of the District Information Officer after each updation with prior approval of the Chairman DDMA.

10.6 Conducting of Mock Drills

Section 30 (2) (x) of DM Act 2005, states that “District Authority shall review the status of capabilities for responding to any disaster or threatening disaster situation in the district & give directions to the relevant departments or authorities at the district level for their up gradation as may be necessary”. Similarly, Section 30 (2) (xi) of DM Act 2005, also states that “District Authority shall review the preparedness measures & give directions to the concerned departments at the district level or other concerned authorities where necessary for bringing the preparedness measures to the levels required for responding effectively to any disaster or threatening disaster situation”.

Mock-drills help in evaluating disaster preparedness measures, identification of gaps and improving coordination within different departments, non-government agencies and communities. They help in identifying the extent to which the disaster plan, ESF’s, and SOPs are effective and help in revising the plan through lessons learnt and gaps identified. These drills enhance the ability to respond faster, better and in an organized manner during the response and recovery phase.

10.6.1 The Responsible parties for organizing district drills

Mock Drills will be conducted in District at various levels:

Level 1: District Level

Conducting of District level Mock drills will be the responsibility of the Deputy Commissioner Kangra at Dharamshala, along with Additional District Magistrate Kangra at Dharamshala, in association with **Key Participants Involved in Conducting a Mock drill** as the incident of disaster may be :-

- DDMA Kangra comprising of DC; Kangra; ADM Kangra; SP Kangra; SE(HPPWD, I&PH, Electricity); CMO Kangra, President Zila Parishad.
- Revenue Department
- SDO (C), Tehsildar, Block Officer
- Municipal Council/ Corporation/ Nagar Parishad
- Elected representatives of Panchayat Samiti -Pradhan, Gram Sevak,
- Fire Services
- Home Guards, Volunteers.
- DPRO
- HRTC, Kangra
- District Food and Civil Supplies Department
- Para- military forces, SSB Sapri and Cantt. Dharamshala, Yol, Alhilal, Holta.
- NDRF, SDRF as the situation of the incident may demand
- Rest as per the IRS framework in Chapter 3.

Level 2: Sub Divisional Level

The Sub Divisional Magistrate (Civil) will be the concerned authority to conduct mock exercise at the Sub-Division level.

Level 3: Block Level

At Block Level the Block Development Officer will be the nodal authority to get the mock exercise conducted.

Level 4: Panchayat Level

The Pradhans will be nodal for organizing the mock drills at Gram Panchayat level with Village Disaster Management Committees in each village of district Kangra.

Level 5: Departmental Level

At the Departmental levels the HOD's of the concerned departments/ units are responsible for the on –site and off- site mock drills with the district administration for their respective departments and concerned areas.

Levels 2, 3, 4 and 5 will carry out the mock exercise under intimation of the same to the District Administration and submission of reports containing lessons learnt and gaps identified for further up gradation of the plans after the drill.

10.6.2 Schedule for organizing drills

District administration will conduct 02 mock drills **annually** for the monitoring, evaluation, updation and maintenance of DDMP Kangra. First Mock drill will be held before the monsoon in the Month of March or April. Second drill will be held after the Monsoon for checking the efficiency of the departments for any unforeseen incidence taking place. All the above mentioned levels will conduct mock drills at least **once in every eight months** to evaluate their disaster management plans.

10.7 Monitoring & gap evaluation:

10.7.1 To ensure personnel involved in execution of DDMP are trained

The District Authority shall check whether all the personnel involved in execution of DDMP are trained & updated on the skills necessary in line with the updated SOPs and check lists. As per Section 30 (2) (xii) of DM Act 2005, the District Authority shall organize & coordinate specialized training programs for different levels of officers, employees & voluntary rescue workers in the district. Half yearly meeting for DDMP updation shall be organized by DDMA, under the chairmanship of Deputy Commissioner Kangra. And DC should ensure for maintenance of DDMP and analyze the identified gaps. All concerned departments and agencies will participate and give recommendations on specific issues of District Disaster Management Plan, and submit their reports.

10.7.2 Check on-site / off-site Plans of Industrial Units (Red Category)

All industrial units and power projects within Kangra district will submit their on-site/ off-site plans, after regular updation and maintenance to the DDMA for review and evaluation. They will conduct on-site / off- site mock exercises annually to review, evaluate, and update their plans.