

***This Checklist is the standing instruction for preparedness to all the Govt. Depts. /officials.***

***DDMA Approved on dated 29<sup>th</sup> April 2015***

**CHECKLIST**

***(For all Circle Offices & line Departments.)***

Sl. No.	Details preparedness activities	Yes/No	Remarks/Action Taken
1.	Departmental DM Plan.		
2.	a) Contingency Plan for Flood/Cyclonic Storm etc. b) List of Vulnerable Villages.		
3.	SOP for Relief/Recovery and Rehabilitation. (Separately for each Hazard)		
3.	Identification of Vulnerable Structure. (Building/Roads/Dykes/Embankments/Bridges/slucigates etc.)		
4.	Dissemination of Early Warning/forecasting System. (From Dist. Office to Field level functionaries.)		
5.	Co-ordination meeting in every month. (Within the departmental officials for immediate response during any emergency situation).		
6.	Nodal Officer For Disaster Management. (NO must be immediate sub-ordinate officer and should have decision making capacity to some extent.)		
7.	First Information Report as per DDMA Format. (NO may be entrusted to submit the same to DEOC within 4 hrs. of the occurrence of any emergency)		
8.	Rapid Damage Assessment. (NO may be entrusted to submit the same to DEOC within 2 Days. Of the occurrence of any emergency)		
9.	Maintenance of Essential Services (Strategy for restoration on immediate basis as per Departmental DM Plan.)		
10.	Stocking of essential commodities. (strategy for SCM)		
11.	Medicines. (as per Relief SOP)		
12.	Arrangement of Drinking Water (Transportation strategy etc.)		
13.	Designated Relief Camp mentioning all facilities. (copy available with DDMA/Circle Offices/BDO's)		
14.	Pre-contract for all essential relief items including medicines etc.		
15.	Evacuation Plan Circle Wise.		
16.	Plan to regulate flow of people (circle wise or PS wise).		
17.	Activation of Control Rooms at Circle Level/Block Level and all Relief Camps. (Strategy for setting on immediate basis).		
18.	Quick Response Team. (Dist. Level/Circle Level and Block Level).		
19.	List of Govt. Boats/Private Boats. (Circle wise)		

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20.	Transparency in Relief Operations. (Strategy for it's by Circle Officer).		
21.	SDRF Norms for the period 2015-20. (Availability with Departments/NOs)		
23.	Identification of places for Helipad with latitude & longitude for Air Dropping of relief materials. (Block wise).		
24.	Radio Communication System. (APRO's communication strategy)		
25.	List of Generator set for relief camp. (Block wise)		
26.	Status of the stock position of POL & LPG. (Strategy for SCM)		
23.	Preparedness Drill for Flood at Circle level in the vulnerable places.		

Approved by,

Sd/-  
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