

DISTRICT CONTROL ROOM (DCR):

The District Control Room (DCR) aims for an effective and realistic District Disaster Management Plan with fail proof communication, accurate databases in order to make optimal utilization of Men, Material and Resources to prevent the loss to lives as well as minimize the loss of property ensuring fastest restoration of the situations.

PURPOSE OF DISTRICT CONTROL ROOM

The District Control Room is under control of the District Collector, which will be operational round the clock and is the nerve center for the following activities.

- To monitor Co-ordinate and Implement the actions/activities for effective disaster responses as well as management of available resources.
- In a disaster time the District Control Room will operate under the Chairman of DDMA, exercising emergency power to issue directives to all departments to provide emergency response service.
- DCR will co-ordinate with the State Disaster response machinery like State Relief Commissioner and State Disaster Information & Response (SDI&RC) for appropriate support and smooth flow of information.
- The Control Room will be manned round the clock for emergency responses.
- The District Control Room will be placed in the Emergency Section of the Deputy Commissioner's Office.

The Control Room shall be in overall charge of the Deputy Commissioner & Chairman Collector. In the absence of Chairman, CEO, DDMA or any other Officer on duty at that point of time shall remain in charge of Control Room. The person in charge of the Control Room shall be personally responsible for implementation of the Standard Operating Procedure (SOP). She or he shall be responsible to take all decisions as outlined below and signed on behalf of the Deputy Commissioner on all reports mentioned below.

Assembly in Control Room

Following staff and officers shall assemble in the control room on getting any information from any source about the emergency situation. Apart from these, any other officer or staffs who get the information from any other sources will reach / inform the control room immediately for further onward actions.

Deputy Commissioner & Chairman DDMA Baksa,
 ADC (Rev) & CEO, DDMA Baksa
 Superintendent of Police
 Chief Medical Officer
 Executive Engineer, PWD
 Executive Engineer, WRD
 District Social Welfare Officer

SDOs (Civil)
 Circle Officers
 DIPRO
 Station Officer, Fire Service
 All staff of emergency section
 Any other staff as desired by

Preparatory Action for DCR:

Following preparatory steps will be taken up for keeping the Control Room functional during emergency.

- Shift one more phone line to control room.
- Install Toll Free No at DCR & make necessary arrangement for wide publicity
- Keep the Radio with new batteries ready, Generators sets to keep ready.
- Kerosene as well as petrol to be stocked for running the generators.
- Charge the VHF sets and testing to be done.
- Keep two four wheelers ready for emergency operations.
- Alert all field officers like BDOS/Circle Officers /Medical Officers /Veterinary Assistant Surgeon /Telephone operators / Agriculture Development Officers/ Junior Engineers of PHED, PWD, WRD, Irrigation, ICDS functionaries, Urban & Town Committee and other grass root level functionaries of Department.
- Alert all the MLAs/MPs/ Other Public Representatives, DIPRO who will inform the media.

Warning shall be issued in the following prescribed format.

Emergency Warning Message No:	Date :
To S.P./All I.Cs of Police Stations/ O.I.Cs/ BDOs/ Circle Officers / SDOs(Civil)/Jt Director (H&FW)/CMO/SDMO/DAH&VO/SD AH&VO/DAO /SDAO/EE R.&.B./ EE WRD /EE PHED/ EE Irrigation/ DSWO /CDPO/ Town & Country Planning/ MLAs/ MPs/ CEM BTAD/ EMs BTAD/ DIPRO/ DEEO / IS/ BEEO	
Space for message	
CRASH	
Deputy Commissioner & Chairman ,DDMA	

Staffing for District control Room:

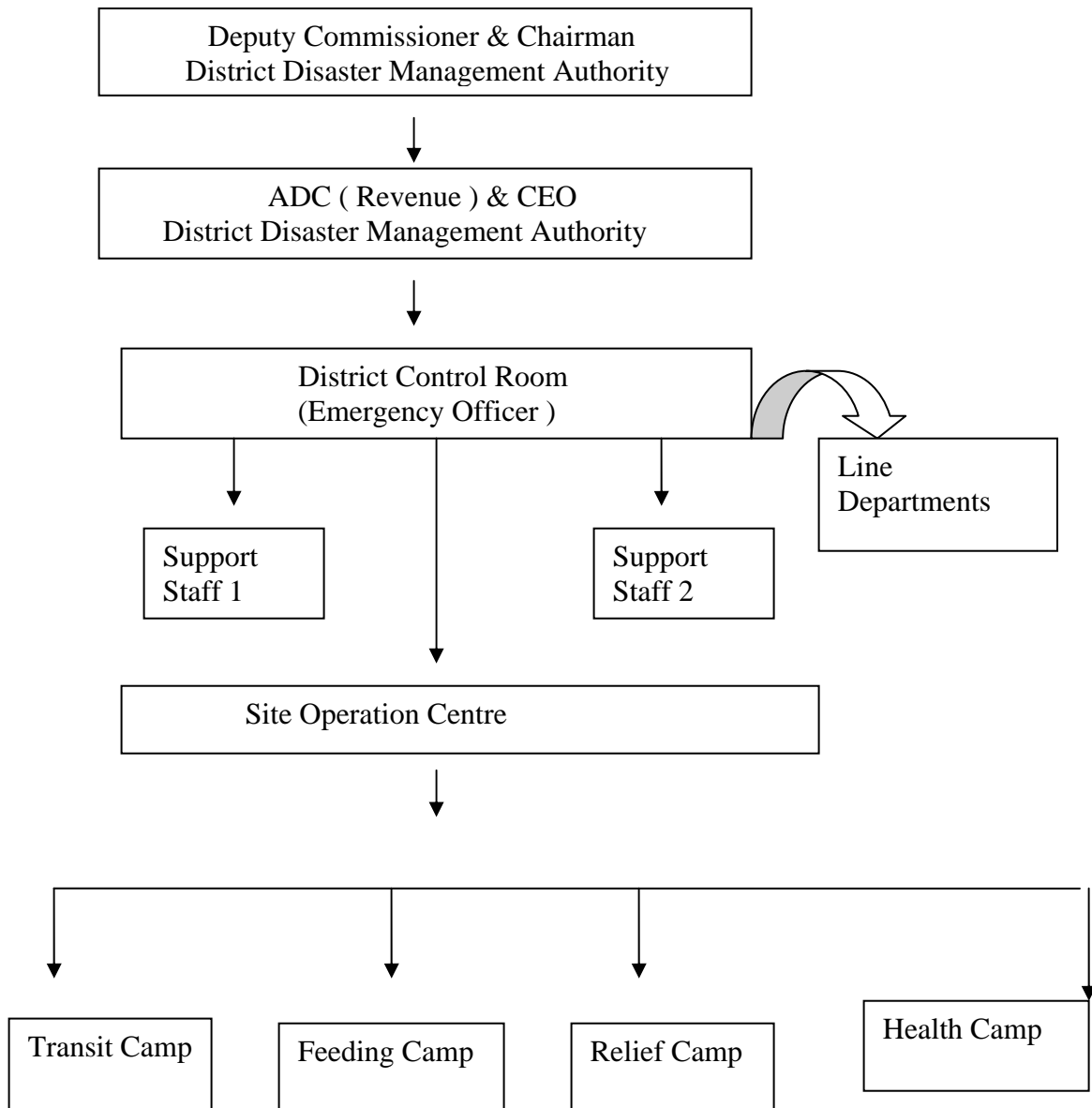
The Control Room will act as the nerve centre for the district to tackle the emergency situations and the staffs will co-ordinate with the line departments for timely response in Disaster Preparedness and Management at the district level. For normal time and emergency situations an Emergency Officer and two Support staff will be placed in the District Control Room. Apart from these permanent staffs other staff will also be engaged to ensure 24 hours running of DCR at the time of need on a temporary basis. The Deputy Commissioner & Chairman DDMA will notify Emergency Officer and Support Staff for effective operation of the DCR. Apart from the staff of District Administration, Deputy Commissioner may request the other department to depute support staff during emergency.

Roles & Responsibilities of Emergency Officer

The Emergency officer will be the in-charge of the District Control Room. His roles and responsibilities will be to monitor, Co-ordinate and implement the actions for disaster management. He should look after the safety and well keeping of the infrastructure available at Dist. Control Room. He should look at the facilities provided in D.C.R., which are always in good working condition and should ensure that the Control Room manned round the clock. The responsibilities of the Emergency Officer is to

- Ensure that all warning and communication systems, instruments are in working condition.
- Receive information on disaster on a routine basis from the district line departments on the vulnerability of the various GPs/VCDCs and villages through proper channel (Revenue Circle and Block).
- He will receive reports on preparedness from the relevant district level departments and other departments, as per information details. These will be forwarded to the Emergency Operations Centre, Concern Disaster Management team through Deputy Commissioner on regular basis.
- Update data bank and maintain an inventory of resources half yearly and ensure the inventory of resources, materials and equipment accessible to District Control Room.
- Inform Deputy Commissioner, State Disaster Control Room, CEO ASDMA about any changes including updating of data bank and Annexure/Formats.
- Monitoring preparedness measures, training activities including mock drill exercise undertaken by various departments.
- Ensure proper dissemination of Dist. Disaster Management Plan at the district level, local level and disaster prone areas.
- Organize post –disaster evaluation and update Dist. Disaster Management Plan accordingly.
- Prepare reports and documents on district level disaster events and submit the same to Deputy Commissioner, CEO, ASDMA. The documents should include:
 - Source and cause of the disaster
 - Description of the response effort
 - Recommendations for preventive and mitigation measures
 - Plans for upgrading emergency preparedness and response plans

CO-ORDINATION STRUCTURE AT DISTRICT LEVEL CONTROL ROOM



EMERGENCY RESPONSS STRUCTURE

Sl. No.	Officials	Responsibilities
1.	DEPUTY COMMISSIONER & CHAIRMAN ,DDAMA	<ul style="list-style-type: none"> • Emergency Meeting • Overall disaster management. • Fixation of Responsibilities to different officials. • Instruction to block level officials.
2.	S.P.	<ul style="list-style-type: none"> • Interaction with collector and other official regarding situations. • Placement of Forces for relief operations.
3.	C.M.O.	<ul style="list-style-type: none"> • Stock and storage of medicine at different points as well as in sub points. • Allocate distribution and deployment of different staff for speedy health services. • Temporary Distribution points as well as setting up of delivery mechanism. • Vehicle deployment and establish of mobile Vans/Ambulances.
4.	Emergency Officer.	<ul style="list-style-type: none"> • Control Room and allied functions. • Collection of statistics and compilation of report and returns.
5.	Food & Civil Supply Officer	<ul style="list-style-type: none"> • Collection & diversion of food and other materials for affected area. • Stock positions at different locations.
6.	Fire Officer	<ul style="list-style-type: none"> • Deployment of Fire Brigade in case of Fire Accident.
7.	DTO/MVI	<ul style="list-style-type: none"> • Requisition of Vehicle. • Allocation of duty to vehicle and issue POL
8.	DIPRO	<ul style="list-style-type: none"> • Information and communication facilities. • Warning dissemination. • Setting of temporary installations for Communication.
9.	DSWO	<ul style="list-style-type: none"> • Allocation of duty to area to voluntary Organization after consultation with Deputy Commissioner. • Organizing Relief Materials for Resource Tracking.
10.	DIPRO	<ul style="list-style-type: none"> • Information sharing to line officials.
11.	EE, Irrigation,PWD, WRD ,PHED,	<ul style="list-style-type: none"> • Updation of the situation.

Scope of work for the District Control Room:

Warning or Occurrence of Disaster:

During Emergency:

- Event tracking and early warning dissemination.
- To collect and transmit information regarding matter relating to natural calamity.
- Mapping of vulnerable areas.
- Database on civil society organizations and their activities.
- Database on volunteers.
- Facilitate regular meetings of civil society organizations and issue updates.
- Flow of information to central control room in special Relief Commissioner's office and SDMA.
- District level training of officials and NGOs in emergency response.
- Men and material management in emergencies with proper inventorization.

WARNING DISSEMINATION PHASE:				
DEPUTY COMMISSIONER & CHAIRMAN DDAM :				
To collect information on:	Activity	PERSONAL Responsible	Resources required-to be sourced from	Time frame and remarks.
Event warning	Regular monitoring of the activities of the District Control Room.	DCR, EO, DIPRO	Communication equipment to be procured much before probable disaster season.	48 hours prior to any warning.
Rain forecast	Monitoring of rain recording	EE,WRD	Proper functioning of rain gauge.	On daily basis
	Monitoring of weather sites by staff	Person Responsible for District Control Room	Internet connectivity at District Control Room	On daily basis
Water level in the Dam & Release of water from Dam.	Standing orders to WRD , CWC to provide details of water level	EE, WRD ,Mushalpur & Chirang and Emergency Staff	Close communication with the EE, WRD	On daily basis
Warning to district authorities in the downstream side of Dams	Inform officials positioned at the downstream through mobile phone,	Emergency Officer, Volunteers.	VHF, Internet, VSAT Phone, Jeeps with Loud Speakers	12 hours before release of water from the dam.

	SMS,WT DIPRO.			
CMO:				
Keep close contact with the Deputy Commissioner and the Emergency Officer.	Give latest report on any health hazard, Epidemic of death due to natural causes like cold wave, cloud burst, lighting etc.	Doctors and other Paramedical staff of the district.	Telephone, Fax, Computer, Internet.	Immediately.
Ensure Information reached to the health workers at field level.	Keep a database of all the contact Telephone numbers/other means of communication,	Doctors and paramedical staff of the district.	Vehicles of health department and hired vehicle from private operators.	Immediately upon receipt of message.
Collect information on health status on a daily basis.	Activate and constantly monitor the disease surveillance system.	Members of the emergency health Team,	Telephone, Fax, Computer, Internet.	Daily.
Feed back to the Deputy Commissioner.	Give a daily feedback on the action taken and anticipated problems.	SDMOs, MOs, Media		Daily.
S.P.:				
To collect Information on:	Activity	Person Responsible	Resources required-to be sourced from	Time frame and remarks.

Alert the Police force to be vigilant and take hold of the Law and order situations.	Messages to all P.S. through VHF and Telephones	OICs, VHF Control, Telephone Operators	Proper functioning of the equipments.	Immediately upon receipt of warning
To arrest and take into custody the rumors ,mongers	Similar instruction to all PS and outposts	Staff of the police department		Immediately upon receipt of warning
Deployment of force in the calamity area	Delegate forces to the areas likely to face any disaster	Staff of the police department		-do-
Alert fire brigade for action.	Contact the Fire Station officer	Staff of adjoining Fire Station		-do-
Calm down general public.	Give proper warning with careful use of word to prevent chaos and panic among public.	Appropriate instruction to people Disseminating warning of any sort.		-do-
Emergency Officer				
Publicity of warning received.	Through public address system. News bulletins through DIPRO.	DIPRO, Station Director AIR, Local News Channel	Jeeps with loudspeakers	
Inform State Control Room and other district authorities	Prior collection of telephone numbers of all persons with disaster Mgmt Experience	Staff of emergency cell.	Computer, Stationery etc.	Normal times and updated at regular intervals
Alert all concern Depts. Like H&FW, WRD , PHD, PWD etc,	Inform them about the gravity of the situation	Officials of all depts.		

Role of Sub Divisional Officers:

The SDOs (Civil) after getting weather/ Flood warning message from the District Control Room will act as follows:

- They will depute Circle Officers to their appointed areas.
- Warn the people especially in low-lying areas through Mandal/ Gaoburha/VCDC Members/ Home guards/Youth Groups/Voluntary Organization through Public Address System in the villages and local markets.
- They will assess and locate the nearest evacuation shelters and buildings for evacuating the people.
- They will arrange vehicles/boats (power boat & country boat) to shifting the people to the shelter point.
- They will assess the requirement of foodstuff, medicines, fodder etc. and take necessary measures accordingly.
- Co-ordinate with Line Department for early restoration

Senior Officers- In charge of Hazard Prone Revenue Circle

Sl. No	Senior Officers Assigned	Areas Responsible
1	ADC (Revenue) & CEO ,DDMA	Overall Charge- Relief & Rehabilitation
2	SDOs (Civil)	Subdivisions (Civil)
3	Project Director	Block
4	Circle Officer	Revenue Circle Area
5	Others as necessary	

CONTROL ROOM AT SUB-DIVISION, REVENUE AND BLOCK LEVEL

Similar to the District Control Room, at lower level control room are also formed at Sub-division, Revenue circle and Block levels which will be supervised by the Sub divisional Officer (Civil) during emergency periods. The procedures lay down for these control rooms are as follows:

- ❖ Control Rooms are to be managed by a Junior Assistant / SK/ Supervisor/Extension worker and a peon.
- ❖ Immediately after getting warning about flood/cyclone or other disaster, one Gazetted Officer along with the above staff should be deployed in the control room.
- ❖ The Head of office will ensure proper working of the control room telephones.
- ❖ A register will be maintained in the control room to record the messages and warning received over telephones and action taken thereon.
- ❖ The sub-ordinate control rooms will keep constant touch with the District Control Room during and after occurrence of any calamity.
- ❖ In case any message of devastating nature is receive, this should immediately be passed on to Deputy Commissioner/ADC/concerned SDOs and necessary action to be taken according to their instructions.

