

**LOCAL SELF GOVERNMENT  
DISASTER MANAGEMENT PLAN**

**Framework, Templates and Guidelines**

*(Unedited English Version)*

**Kerala Institute of Local Administration  
Kerala State Disaster Management Authority**

January 2020



**GOVERNMENT OF KERALA  
ABSTRACT**

Department of Local Self Government- Standardized template of tables and guidelines for garnering data required for the preparation of Disaster Management Plans of Local Self Government Institutions - Sanctioned- Orders issued.

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**Local Self Government (DA) Department**

G.O (MS) No.14/2020/LSGD

Dtd. Thiruvananthapuram 14/10/2020

.....

**Ref:** 1. GO (MS) No.156/2019/LSGD, dtd. 4/12/2019  
2. GO (MS) No.157/2019/LSGD, dtd. 5/12/2019  
3. GO (MS) No.9/2020/LSGD, dtd. 6/1/2020

**ORDER**

Rebuild Kerala Initiative (RKI) has launched a campaign by the name *Nammal Namukkayi* with the aim to utilize the knowledge, experience and ideas of the entire people of the state in a participatory and practicable manner for rebuilding Kerala. Preparation of Disaster Management Plan by every Self Government Institutions is an important component of the above campaign formulated in *People's Planning mode*.

2. Instructions have already been issued vide the GO cited 1st for ensuring people's participation and leaderly intervention of local self-government institutions in disaster mitigation, preparation and disaster management areas and for the planning and implementation of such plans at local self-government level as part of annual plans. Besides, detailed instructions with respect to the integration of disaster management plans with annual plans have also been issued vide the GO cited 2<sup>nd</sup>.

3. The following procedure shall be adopted for the preparation of disaster management plans.

- i. District Disaster Management Authority can codify the data included in local level disaster management plans only if the local self-government institutions prepare the same in a standardized template.
- ii. Two parts are there for the disaster management plan. The template comprising Situation Analysis Resource Mapping and Intervention Reports forms the first part. The projects proposed to be taken up in the annual plan on the basis of the above template come under the second part.
- iii. Data, as per the template, can be collected from transferred institutions and through focus group discussions.

- iv. Draft template shall be prepared under the leadership of local self-government institutions and the same be discussed by the working group on disaster management and by grama/ward sabhas convened for discussing the annual plan for the forthcoming year. Project ideas evolved from situation analysis shall be presented in grama/ward sabhas by the working groups concerned. In order to assist the working groups in these activities, 20 member local resource groups shall be formed at ward level and local self-government level by the local body. Guidelines regarding the formation and function of local resource groups have been issued vide the GO cited 3rd.
  - v. Ideas evolved in grama/ ward sabhas and special development seminar shall be included in the disaster management plan template. Working groups concerned can effect special changes in projects concepts pertaining to disaster management plan. The template and projects so revised will be included in the annual plan and placed in the LSG committee for approval and subsequent submission to the district planning committee.
  - iv. The templates so submitted will be approved by the district planning committee after due technical scrutiny and handed over to the district disaster management authority for final approval.
4. The standardized template consisting the tables designed for collecting data for the preparation of disaster management plans of local self-government institutions, guidelines for garnering data and other instructions for the preparation of plan are appended and approved herewith.

**By order of the Governor**  
**Sarada Muraleedharan IAS**  
**Principal Secretary**

Director of Panchayats  
Director, Urban Affairs  
Commissioner, Rural Development  
Chief Engineer, Local Self Government Department  
Member Secretary, State Planning Board  
Chairpersons of all District Planning Committees  
Member Secretaries of all District Planning Committees  
Director, KILA  
Director, Kerala State Audit Department  
Chairman, State Resource Group  
Executive Director, Information Kerala Mission  
Stock file/Office copy  
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Private Secretary to the ho'ble Minister for Local Self Government  
PA to the Additional Chief Secretary, Local Self Government Department  
PA to Principal Secretary, Local Self Government Department

Forwarded by order  
-sd-  
Section Officer

## **NAMMAL NAMUKKAYI**

1. Kerala was heavily jolted in the devastating floods of August 2018. **Rebuild Kerala Initiative** is formulated by the Government with the aim to reconstruct the state in a much better manner than what it was before the floods. After immediate rescue and relief operations, the focus of the flood affected Kerala was on rebuilding operations. But much time and heavy investment are essential to restore the lost infrastructure and topography.
2. The policy document of Rebuild Kerala Development Programme (RKDP) has been approved by the Government and it is now being implemented with the aim to rebuild the flood affected state. RKDP embraces a novel policy and approach for rebuilding Kerala and it has totally distanced the conventional rebuilding practices. An action plan has been formulated under the leadership Rebuild Kerala Initiative for providing guidance to the foregoing operations. Revival from flood disaster is conceived both as a challenge and an opportunity by RKDP and the aim is to rebuild Kerala in a mighty manner to withstand future calamities.
3. RKDP takes into account natural calamities like floods and other threats triggered by climate change and strengthens the rebuilding task to face future disasters. Since floods recurred in 2019, now the society also recognizes the necessity for bringing in radical changes in disaster management systems and approach. Hence, demand has come up from the civil society to adopt localized and community based disaster management/ resistance programmes.
4. Shift from the prevailing methodology is assessed as a major measure to overcome natural calamities including floods. Necessary changes have to be effected in perceptions and policy approaches, which are being adopted by Kerala traditionally, to realize the lofty ideal of transforming the state into a resilient society. With the aim to identify the areas where corrections and changes are essential, a massive and participatory campaign is launched, involving not only the experts but the entire people of the state as well. Knowledge, experience, ideas, wisdom and involvement of the people of the state can heighten the efficacy and practicability of the task at hand. This campaign named as **Nammal Namukkayi** and modeled along the lines of *people's planning* has two major components.
  - i. Extensive campaign with active participation of the people to identify the required corrections and policy changes to ensure resilience.
  - ii. Preparation of Disaster Management Plan at every local self-government institutions.

5. By ensuring people's participation and leaderly intervention of local self-governments, operations and activities pertaining to disaster mitigation, preparedness, resistance and disaster management can be made properly targeted, more effective and creative. Certain moves in this direction have already been initiated through the Kerala State Disaster Management Authority. But it is extremely important to scale up this approach statewide in the context of the previous flood disaster.  
By including and approving local level projects, formulated for disaster resistance, mitigation and management, in the annual plans of local self-governments prepared for the forthcoming year, better disaster resistance and resilience can be ensured. The Government expects that all representatives of people will participate in grama sabhas of their respective regions to give leaderly guidance in this regard.
6. State Disaster Management Authority, Local Self Government Department and State Planning Board will jointly take up those projects and activities prepared as part of the disaster management plans of local self-governments. Coordination in this regard will be done through KILA.

## ANNEXURE

**Framework, Templates and Guidelines of Disaster Management Plan –  
*Things to bear in mind while preparing***

1. Tables and guidelines required for garnering data to prepare disaster management plan and other instructions pertaining to the preparation of the plan are included in this guidelines.
2. General information pertaining to the local self-government institution shall be recorded in the first chapter. Data required for this can be collected from departments concerned and other institutions. Information unavailable from the above sources and additional information required may be collected through focus group discussions, involving persons and organizations concerned or through transect walks. Special care shall be given for filling in the tables given in the first chapter on the basis of the data collected in the annexures provided for recording ward level information.
3. Ward level data would be useful for taking up immediate disaster mitigation operations and response actions. Hence the same shall be kept at ward as well as panchayat levels.
4. Disaster likely to occur in the local body and the assessment of such possible disasters shall be included in the second chapter. This would help to identify the areas of possible disasters and to sketch preparatory actions. Information in this regard can be collected mainly from state/district disaster management authority, previous study reports and old newspapers. Besides, focus group discussions, involving local people and transect walks can also be conducted for the collection of information.
5. Third chapter is disaster response plan. The main task forces to be formed and names and particulars of the persons to be there in each team may be included in this chapter.
6. Details of preparatory actions, disaster mitigation plans and social empowerment steps the local self-government institution intends to take up shall be included in the 4<sup>th</sup> chapter. While preparing the above, special care shall be given to overcome the shortcomings and gaps identified in the first two chapters.
7. Resources and potentials of the local self-government institution shall be recorded in respective tables in chapter 5<sup>th</sup>. Information regarding the availability of resources required at the time of disasters will become clear through this exercise.
8. Disaster management/mitigation project proposals which can be submitted at various levels shall be included in chapter 6<sup>th</sup>. The proposals shall be formulated with aim to solve and overcome the problems and shortcomings identified in chapters 1 to 5.
9. Important phone numbers shall be provided in chapter 7. Phone numbers of officers, persons and institutions who/which are supposed to provide emergency services at the time of disasters may be included in the chapter.



**Local Self Government Institution Level Disaster Management Plan  
Framework, Templates and Guidelines**

**Name of the Grama Panchayat/**

**Municipality/ Corporation:** :.....

**Block** : .....

**Taluk** : .....

**Village** : .....

**District** : .....

**Date** : .....

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## Chapter-1

### Local Self Government Institution – General Information

General information pertaining to local self-government institutions is to be included in this chapter. Map showing the borders and wards of the local body may be included.

#### 1.1 Geography

Geographical particulars like composition and nature of soil, water bodies and their peculiarities, hills/hillocks, forest, coastal area etc. can be elucidated.

#### 1.2 History

Particulars of historical importance and heritage of the area can be recorded. But main focus should be on information related to disasters and climate change occurred there.

#### 1.3 General Information

Primary information regarding the local self-government institution has to be given here. Institution can use data of Census 2011 and other recently renewed data for the purpose. But source of the data shall be specified.

**Table 1.1 : Demographic Particulars**

Category	Female	Male	Transgender	Total
Population				
Children : 0 to 6				
SC				
ST				

(Source: )

**Table.1.2 : Local Self Government Institution - General Information**

Wards	
Latitude-Longitude	

(Source: )

Information regarding ward division may be recorded in table 1.3

**Table 1.3: Ward distribution on the basis of Revenue Village**

Serial No.	Name of the Revenue Village	Wards coming under the revenue village- number and name

(Source: )

## 1.4 Economy

Details of economy would be useful for future planning pertaining to disaster management. This data could be used while preparing the section *economic weakness* in the second chapter. Through this, special care can be given to economically weaker sections living in disaster affected areas. It will also enable studies in relation with history of disasters. Details of sectors like agriculture, service etc. having impact over the economy of the region where the local body is situated, main livelihood means and their economic situation can be included here.

### 1.4. Economic Statistics

Table 1.4: Economic Statistics

Ward No.	Population	Total number of families	Number of families			
			AAY (yellow cards)	Priority Group (pink cards)	Those have subsidy (blue cards)	APL (white cards)
Total						

#### 1.4.2 Livelihood Record

It is important collect the particulars of livelihood means to identify infrastructure facilities vulnerable to disasters, against social and economic background. Details of the main livelihood means of the people coming under the local body may be recorded here. Besides the livelihood details of permanent residents, particulars of guest labourers may also be included. Data in this regard could be collected from departments concerned. For example, details of unskilled guest labourers may be collected from PHCs. Particulars of vocations, number of people involved in each vocation, wards in which people involved in same vocation live together etc. may be given in table 1.5. Ward wise lists given in Annexure 1 can be standardized for filling in table 1.5. More columns may be added to the annexure in accordance with the number of wards.

**Table 1.5 People working in different sectors**

Serial No.	Main occupation	Number (if available)	Wards to which they mainly belong
1.	Farmers		
2.	Agricultural labourers		
3.	Fisher folk		
4.	Labourers in traditional sectors		
5.	Daily wage labourers		
6.	Unskilled guest labourers		
7.	Construction workers		
8.	Merchants/industrialists		
9.	Small time merchants		
10.	Salaried employees: Government		
11.	Salaried employees: Private sector		
12.	Non Residents		
13	Others		

(Source: )

General information pertaining to livelihood means may be recorded in table 1.6. Number of units in each category may be recorded in column 2. Information pertaining to each ward shall be recorded in Annexure 2.

**Table 1.6: Livelihood Vocations**

Sl. No	Vocation	Number of units (sheds, fish ponds/tanks etc.)
1.	Poultry farming (chicken/duck)	
2.	Dairy farming (cows/she buffalos)	
3.	Pig rearing	
4.	Goat rearing	
5.	Other domestic animals	
6.	Fish cultivation/Ornamental fish cultivation	

### 1.4.3 Basic Infrastructure Facilities

Information related to available basic infrastructure facilities is essential for planning rescue and disaster mitigation operations and for setting up shelters. Public assets available in the local body have to be entered in table 1.7. Put tick marks below the public assets available in each ward. If any assets other than the public ones are available, that may also be recorded. Details are given in chapter 2. The term *market* covers different village markets.

**Table 1.7: Public vocation related infrastructure facilities**

Ward	Market	Milk Collection Centres	VFPCK Collection Centre	Krishi bhavans	Seed farms	Collection Centres	Veterinary Clinics	Agri/horticulture nurseries	Matsafed	CF C

(Source: )

## 1.5 Education:

### 1.5.1 Education Institutions:

Information regarding nursery schools, day care centres, schools, colleges and other higher education centres may be recorded in table 1.8 as shown below. Ward -wise details of education institutions may be collected in the proforma given in annexure 3 and the details so collected to be codified for making entries in table 1.8.

**Table 1.8: Educational Institutions: Government/Aided**

Category	Number		
	Government	Aided	Un-aided
Nursery schools/ day care centres			
Primary Schools			

U.P. Schools			
High Schools			
Higher Secondary Schools			
Vocational Higher Secondary Schools			
Colleges			
Research Institutions			
Hostels			
Special schools			
Others (ITI, Poly Techniques etc.)			

(Source: )

### 1.5.2 Anganwadis

Information regarding Anganwadis and total number of children admitted has to be recorded, specifying ward, location, anganvadi number and number of children

**Table 1.9: Anganwadis**

Ward	Number of the Anganwadis	Location	Put tick mark, if having own building	Put tick mark if working in rented building

(Source: )

### 1.6 Health Institutions:

Information regarding each health institution (PHC/CHC/FHC/Sub Centre hospital/ Clinic/Para medical institution), including their nature of ownership, location and intake capacity may be entered. In the column assigned for *other facilities* information regarding ambulance, ventilator, anti-snake venom, mortuary, mobile mortuary, laboratory, X- ray unit etc. shall also be recorded.

**Table 1.10: Health institutions**

Ward Number	Name	Location	Government/ Private	Phone number	No. of beds	Facilities (ICU, Trauma Care)	Other facilities

(Source: )

**Table 1.11: Veterinary hospital/dispensary**

Sl. No.	Name	Location	Ward no.	Phone Number	Government/Private
1.					
2.					
3.					
4.					

(Source: )

### 1.7. Community Centres

When the details of community centres are recorded, their ownership (organization/co-operative/private/religious/government) may be specified.

**Table 1.12: Community Centres/Halls**

Sl. No.	Name	Ward No.	Place, location	Contact number	Ownership	Area (sq.m)	Facilities				
							Availability of water	Electricity	Kitchen	Toilets	Bathrooms



## 1.8. Religious Centres

More information regarding religious centres may be collected in Annexure 4 and such details may be codified and recorded in Table 1.13. Centres of worship could be used for sheltering victims of disasters and as centres for co-ordinating relief and rescue operations. Therefore details of centres of worship having sufficient space and facilities may be included here.

**Table 1.13: Religious Centres**

Sl. No	Category	Number	Ward where the centre situates
1.	Christian Churches		
2.	Temples		
3.	Mosques		
4.	Others		

(Source: )

## 1.9 Infrastructure Facilities:

### 1.9.1 Roads

This proforma is for understanding the disaster vulnerability of roads. This information could be a pointer for taking up construction/repair of roads. In column titled *category*, type and length of the road in the given LSG institution may be recorded. In Annexure 5, name of the region and length of the roads used to get damaged in floods and landslides may be recorded. Status of the roads may be graded and recorded as *good*, *average* and *poor*. This Annexure (5) shall be codified in ward level document and kept in the Panchayat. These details may also be recorded in the *disaster prone area map* of the Panchayat.

**Table 1.14: Roads**

Sl. No.	Category	Total length (In k.m)	Length of disaster prone stretch	Length of the stretch to be repaired.
1.	LSG Institution road			
2.	Other district road			
3.	State highway			

4.	National highway			
5.	Major district road			

(Source: )

### 1.9.2 Bridges

Information regarding bridges may be recorded in table 1.15. This table would show which all construction and repair works to be taken up by the local body. Category of bridges (iron, wooden, culvert, check dam, micro hydel project) may be specified. Information regarding bridges shall be recorded in Annexure 6.

**Table 1.15: Bridges and related constructions (number)**

Sl. No.	Category	Number	Motorable	Non-motorable	Unsafe	Requires repair
1.	Concrete					
2.	Wooden					
3.	Iron bridge					
4.	Culvert					
5.	Check dam					
6.	Hydel project					
7.	Others					

(Source: )

### 1.9.3 Inhabitable Buildings:

Different types of houses (thatched, tiled, asbestos) and number of families inhabiting in each category shall be recorded here. Information codified from tables given in Annexure 7 may be recorded in table 1.16.

**Table 1.16: Inhabitable Houses (Number)**

Sl. No.	Type of house	Number of houses
1.	Thatched house (palm leaf, straw, grass)	
2.	Tiled house	

3.	Asbestos/sheet	
4.	Pukka houses (including concrete hoses). Apartments and flats need not be included.	
5.	Pukka terraced house	
6.	Vacant houses	
7.	Others	

(Source: )

#### 1.9.4 Apartments/flats

Ward wise total number of flats and apartments and number of families inhabiting in such constructions may be recorded. Basement floor may also be included while recording the number of floors of apartments.

**Table1.17: Details of apartments and flats (number)**

Ward No.	Apartments/flats	Number of floors	families	Number of family members

(Source: )

#### 1.9.5 Colonies

Names of colonies, number of inhabiting families and details of roads leading to the colonies may be recorded.

**Table 1.18: Law income group/colonies/ habitats**

Ward No.	Name of the colony/habitat	Location, leading road to reach the place	Number of families	Number of family members

(Source: )

### 1.9.6 Manmade Irrigation and hydel power systems

Number and area of manmade irrigation and hydel power systems coming in the local body area may be recorded. Ward-wise particulars of canals, drainages including names, flowing ones, those having blocks, those require to be repaired, stretch of the canal to be repaired etc may be appended. For ward-wise details Annexure 8 may be examined.

**Table 1.19: Manmade irrigation and hydel power systems.**

Sl. No	Types	Number	Area	Maintenance status
1.	Drainage			
2.	Irrigation canals			
3	OD Wells			
4.	Tube wells			
5.	Dams			

(Source: )

### 1.9.7 Natural Water bodies

Information regarding rivers, rivulets, lakes, ponds, wetland and marshes may be recorded here. Names of rivers and lakes may be specifically recorded. Information regarding the stretches of canals/rivers requiring maintenance may also be recorded. Ward wise information may be codified from Annexure 9.

**Table 1.20: Natural Water bodies**

Sl. No.	Type	Name, location	Public/private	Belonging to which ward	length	Area	Ward where maintenance is required to clear blocks	Requirement regarding maintenance	
								Length	Area

(Source: )

### 1.10 Implementing Officers

To make the process of contacting responsible officers during emergencies easy, their particulars may also be included in the primary data collection phase.

**Table1.21: Implementing Officers**

**As on .....(date)**

Name	Designation	Office	Phone number (official)	Phone number (personal)

## Chapter 2

### Climate Change and Possibilities for Disasters - Assessment

Kerala is moving to a state wherein regional level disaster possibilities have also to be taken into account while preparing the development plan of local self-government institutions. It is important to reckon with the possibilities for disasters for taking Kerala to a sustainable and green development plane. Information regarding natural disasters likely to happen, changes occurred through climate change, timeline of occurring, sections of people and regions likely to get affected, types of disasters etc. shall be included in this chapter.

Information regarding the changes caused by climate change and history of disasters would be helpful to understand and face future disasters. For the onward journey to a green and sustainable development future, information collected in this regard would be handy to every local self-government institution for avoiding disasters and mitigating the impact. The information so collected would also be useful for reacting quickly at the time of disasters and for co-ordinating relief, rescue and rehabilitation activities with special focus on vulnerable areas and vulnerable sections of people.

Information pertaining to the state and status of infrastructure facilities is important for preventing disasters, mitigation of impact and for sheltering the victims. Hence category-wise collection and recording of information regarding possible disasters is absolutely essential. Collection and keeping of information related to possible disasters, geographical peculiarities, socio-economic status of different sections of people in relation to geographical fragility and infrastructure vulnerability is extremely important for the onward journey to a greener development plane. If drastic changes occurred in the local body area during the last 30 years in temperature, humidity, wind flow, rain fall, southwest and northeast monsoons, drought, bushfire, man vs wild animal confrontation, cyclone, floods, coastal area issue, soil erosion in river, landslide, sea rage, lightning, groundwater level etc., the same shall be recorded.

#### 2.1 History of Disasters

##### 2.1.1 History of disasters enlisted and notified by the Central/State Governments.

Information regarding the disasters enlisted and notified either by the Central or State Government needs to be given here. While recording details of domestic animals, category-wise information of cattle, goat, horse/donkey, chicken, duck and others shall be given.

**Table 2.1: History of the disasters faced by the local self-government institution  
(those enlisted by the Central/Kerala Government)  
(from January 2015 onwards at the least)**

Sl. No	Disaster faced	Year and month	Impact																
			Death cases					Number of epidemic deaths	Domestic animals	Damaged houses		Infrastructure			Agricultural loss (hector)		Those who lost livelihood		
			Male	female	Transgender	Children	Total			Partially	fully	Type & length of the road	Bridge/culvert-type and numbers	Non-residential buildings (number)	Insured (hector)	Un-insured (hector)			

### 2.1.2 History of regional level disasters/major disasters

Disasters that do not come under district level and above may be recorded here. Those disasters occurred at the least from January 2015 may be recorded. Certain disasters, though not recorded in table 1 (disasters enlisted and notified by Central/State Government), might have affected the region and inhabitants in several ways.

For example, boat tragedy, drowning death, major motor accidents, contagious diseases, food poison, accidents occurred in connection with festivals, recurring road accidents etc.

Information in this regard can be elicited from focus group discussions, old newspapers, regional level study reports etc. Category of the road damaged in the disaster shall be recorded (mud road, stone laid, tar, concrete, tile laid). School, community hall, anganavadi, other government buildings etc. come under the category *non domestic buildings*. Gears and equipment used in farming, animal husbandry, fishing vocations come under the category *livelihood equipment*.

**Table2.2: History of regional disasters/ major disasters**

Sl. No	Disaster faced	Year and month	Impact																
			Death cases					Number of epidemic deaths	Domestic animals	Damag ed houses		Infrastructure			Agricul tural loss (hector)		Those who lost livelihood gears (number)		
			Male	female	Transgender	Children	Total			Partially	fully	Type & length of the road	Bridge/culvert –type and numbers	Non-residential buildings (number)	Insured (hector)	Un-insured (hector)			



### 2.1.3 Recurring periodicity of disasters

Details of disasters recurring in the local body area may be recorded here. The periodicity of disasters shall be mentioned specifically. Details in this regard would be there in the disaster management plan prepared by the district disaster management authority.

Disaster	Year	January	February	March	April	May	June	July	August	September	October	November	December

### 2.2 Sections to be given special attention.

Sections of people which are to be given special care and attention at times of disasters shall be entered in this table. Information in this regard may be recorded by codifying ward-wise data. Annexure 10 may be seen for this. Male and female details may be provided specifically. Data in this regard can be collected from Social Justice Department, regional offices of Kudumbashree, Primary Health Centres and ICDC offices. By *she-householder* it is meant that a house where the main earning member is a lady.

**Table 2.4: Sections to be given special attention**

Sections	Ward Numbers	Female	Male	Total
Children below 6 years				
Differently abled				
Those under santhwanam care				
Persons above 60 years				
Destitutes				
Pregnant women (as on....)				

She-householder houses				
Those in care homes				
Guest labourers				
Senior citizens living alone				

### 2.3 Map of disaster -prone areas

Map of disaster- prone areas may be incorporated here. Maps of such regions are available with State Disaster Management Authority.

### 2.4 Regions where disasters are likely to occur.

Regions where disasters occur frequently could be there in the local body. These regions shall be properly studied and included here. Details including the particulars of education institutions, hospitals, libraries, godowns, warehouses, poultry farms etc. of disaster prone areas shall be recorded besides the information regarding houses and public buildings. Under the column titled *fire outbreaks*, details of LPG centres and fuel stations may be included. Schools, community halls, hospitals, cinema theatres etc. come under the category *public buildings*. Details can be codified from ward-wise lists given in Annexure11. Table 2.5 may be filled in on the basis of the primary information collected in chapter 1.

**Table 2.5: Disaster-prone areas**

Sl. No	Disaster possibility	Area likely to be affected, Ward	Houses (number)	Public buildings
				Number
1.	Land slips, landslides			
2.	Flood			
3.	Bushfire			
4.	Coastal erosion/ sea rage			
5.	Fire outbreak			
6.	drowning			
7.	Electrocution			

8.	Chemical-pesticide disasters			
9.	Fire cracker/ godown/factories			
10.	Man-wild animal confrontations			
11.	Quarry ponds			
12.	Cyclone			
13.	Tsunami			
14.	Others			

## 2.5 Areas geographically vulnerable to disasters

Besides the entries made under *geographical vulnerability to disasters*, a brief description in this regard has also to be provided. Separate proforma may be used for each of the identified natural disasters. (eg; floods, landslide, cyclone, bushfire, sea encroachment). Areas marked on maps made available by the State Disaster Management Authority, places mentioned in regional history of disasters and information collected from regional level studies and transect walks may be included here. Ward-wise data collected in the lists given under Annexure 12 may be codified and used. Table 2.6 may be filled in as per the basic information collected in Chapter 1.

**Table: 2.6: Geographically disaster prone areas**

Disaster possibility	Disaster prone wards	Disaster prone areas	Condition of the roads in the area	Condition of the bridges in the area	Water bodies in the area (number)	Inhabited regions/colonies in the area	Population in the disaster prone area	Others

## 2.6: Public buildings in the disaster prone areas

Details of the existing infrastructure facilities in the disaster prone areas shall be entered in prescribed template. A brief description of the scenario may also be given. Information regarding the wards in the disaster prone area and condition and particulars of the infrastructure facilities existing in such regions may be recorded.

Particulars of the anganwadis, schools health institutions, halls and other buildings shall be recorded. Separate template may be prepared and kept for each ward (see annexure 13). Table 2.7 may be filled in as per the basic data collected in Chapter 1.

**Table 2.7: Public buildings in the disaster prone areas**

Disaster possibility	Disaster prone wards	Anganwadis	Schools	Health institutions	Community halls	Others

## 2.7 Economic weakness

Economic crisis likely to occur in the local body area due to the impending disasters may be recorded here. Risks likely to happen to assets, livelihood means and women shall be entered. For example damage to common facilitation centre, markets, hatcheries, peeling sheds, fish landing harbours, fish drying centres, milk collection and distribution centres etc. Besides the entries made in the template, a brief description may also be given. For ward-wise particulars the template given in annexure 14 may be used. Table 2.8 may be prepared as per the basic information given in Chapter 1.

**Table 2.8: Economic weakness**

Disaster prone wards	Disaster possibility	Market (number)	Milk societies (number)	VFPCK Collection centres (number)	Common facility centre (number)	Krishi bhavans (number)	Seed farms (number)	Godown/storage (number)	Veterinary hospitals (number)	Agri/horti nurseries (number)	Others (type and number)

## Chapter - 3

### Disaster Response Plan

#### 3.1 Grama Panchayat/Corporation Steering Committee

The responsibility to co-ordinate all the activities at the time of disasters is vested with the LSG level steering Committee. According to the gravity and intensity of the task at hand, the committee could be expanded by including implementation officers, PTA President, head masters, CDS chairpersons, youth co-ordinator, representative of Janamaithri police, medical officer, literacy prerak, ICDS supervisors and engineer. Responsibility for the preparation and implementation of disaster management plan is entrusted with the steering committee.

**Table 3.1: Grama Panchayat/ Corporation Steering Committee**

Sl. No	Designation	Name	Mobile Number (WhatsApp)
1.	President/Chairperson/Mayor		
2.	Standing Committee Chairpersons		
3.	Secretary		

**Table 3.2 : Invitees**

Sl. No	Designation	Name	Mobile Number (WhatsApp)
1.	Ward Members		
2.	Assistant Secretary		
3.	CDS Chairperson		
4.	Agricultural Officer		
5.	Veterinary Doctor		
6.	Implementation Officer- Fisheries		
7.	Medical Officer- Modern Medicine,		

	Ayurveda, Homeopathy		
8.	Education- Principal, Head Master		
9.	PTA President		
10.	SC Implementation Officer		
11.	ST Implementation Officer		
12.	LSG Engineer		
13.	Village Extension Officer		
14.	ICDP Supervisor		
15.	CDS Chairperson		
16.	Representative of Janamaithri Police		
17.	LSG Youth Co-ordinator		
18.	Prerak of Literacy Programme		
19.	SC/ST Promotor		

### 3.2 Emergency Response Team (ERT)

Centres and offices from where this team can avail assistance and collect equipment, tools and devices for its operations and phone numbers of such centres may be given here. Name and phone number of the person assigned with each duty may also be recorded.

#### 3.2.1. Emergency Warning Team (EWDS)

Name of the leader of the Team:.....

Phone Number:.....

This team is responsible for giving warning to the entire people of the local body at times of emergencies and disasters. The team shall ensure that warnings are given without making the people panic stricken. Details of the devices included in the checklist can be collected from chapter 5.

**Table 3.3 : Warning Team**

Sl.No	Name & full address	Sex	Age	Phone Number	

1.					Transistor radio, television, newspaper, mike, battery, can, funnel, drum, torch, fuel, siren, megaphone, emergency light, telephone number, address of sources of information (KSDMA/DDMA/Police Station/Block/Radio/TC Station/MET Office)
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

### 3.3 Exploration- Rescue – Evacuation Team

Name of the team leader:..... Phone Number:.....

Those having expertise in the above operations shall compulsorily be included in the team. Details of vehicles, tools and equipment required for rescue operations, centres from where such devices and tools can be collected, particulars of the custodians of such tools and devices etc. shall be recorded specifically. Details are available in chapter-5.

**Table 3.4: Exploration- Rescue-Evacuation Team**

Sl. No	Name and full address	Sex	Age	Phone number	Checklist
1.					Red flag, rope, anchor, floater, life boat, stretcher, torch, whistle emergency light, cutter, hacksaw, glows, tester, first aid box, boat, list of persons who requires special assistance, notebook, pen, tools required for repairing/arranging temporary houses, fire extinguisher.
2.					
3.					
4.					
5.					
6.					

7.					
8.					
9.					
10.					

### 3.3.1 Shelter Management Team

Name of the team leader:..... Phone number:.....

Persons capable of setting up and running rescue shelters effectively and flawlessly may be included in this team. Details of buildings and centres within the local body and nearby areas where the victims could be sheltered, names and phone numbers of persons/organizations/ institutions to be contacted, particulars of the facilities available in each centre etc. shall be collected and made available to this team.

**Table 3.5: Shelter Management Team**

Sl. No	Name and full address	Sex	Age	Phone number	Checklist
1.					List of secure shelters, list of persons to be sheltered in various areas, dried food items, bottled water, sieves, medicines, phenol, bleaching powder, vessels, milk powder, fuel, candle, torch, tarpaulin, , matches, lights, gas lighter, scribbling book, pen.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					



### 3.3.2 First Aid/Basic Life Support Team

Name of the team leader:..... Phone number:.....

This is the fourth team of persons having expertise to be formed at the local body level. Persons to be included in this team should have knowledge and flair in duties mentioned above. First aid kit, details of centres from where related assistance can be availed, particulars of health centres/ workers who can be contacted for help, whereabouts of nearest health centres from where secondary level treatment can be availed etc. shall be made available to this team.

**Table3.6: First Aid/ Basic Life Support Team**

Sl. No	Name and full address	Sex	Age	Phone number	Checklist
1.					First Aid Box, delivery box, ORS Packets, list of ailing persons, particulars of senior citizens, pregnant ladies and breast feeding mothers, water purifier, scribbling book, pen, stretcher, AED, sling, skint.
2.					
3.					
4.					
5.					
6.					
7.					

### 3.4. List of Volunteers

Information in this regard may be collected by meeting the teachers of higher secondary schools and colleges within the local body area who are in charge of school SPC, Scouts & Guides etc. Information may also be collected from Youth Welfare Board and Nehru Yuva Kendra. Besides, information of other groups willing to provide voluntary service can also be collected and included here.

**Table 3.7: List of Volunteers**

Sl.No.	Name and full address	sex	Age	Phone numbers	Remarks (information regarding training undergone in rescue operation and first aid)
1.					
2.					
3.					
4.					

**Table 3.8: Institutions and responsible persons to be contacted at the time of emergencies**

Sl. No	Activity	Ward Member	Responsible Department	ERT	Other partners
1.	Warning				
2.	Prior evacuation				
3.	Exploration and rescue				
4.	Camp management				
5.	Waste management				
6.	Relief materials (Collection and distribution centres)				
7.	Disposal of dead bodies/ remaining				
8.	Health vigilance and care				
9.	Water supply				
10.	Media				
11.	Animal protection				
12.	Mental and social				

	wellbeing				
13.	Others				

### 3.5 Evacuation Plan

Local self-government institutions shall comply with the directions of State Disaster Management Authority and District Disaster Management Authority while evacuating people from disaster prone areas. First priority shall be given to those who come under high risk category while evacuation process is carried out as per the disaster prone area mapping.

- Routes selected for evacuating people to shelters or hospitals shall be secure and easily reachable ones. If there are hindrances or blocks in such routes, the same shall be cleared and necessary warnings may be issued for taking necessary precautions.
- Clarity should be there regarding the alternate route to be taken, if in case the route selected as per prior decision becomes unusable.
- Special plan should be there in place to evacuate people from thickly populated centres.
- If there are more than one disaster prone areas, details of the teams to be deployed in each centres and wards, particulars of team leaders, equipment and devices required for the operations of the team etc. may be thought out and recorded.
- Evacuation plan may be chalked out, foreseeing each possible disaster.

**Table 3.9: Evacuation plans suited for floods**

<b>A. Evacuation plan: Relief facilities</b>							
Disaster prone wards	Population (male, female)	Nearest relief centre	Intake capacity of the relief centre	Route		Shelter for animals	
				1	2		

<b>B. Evacuation plan for public institutions</b>							
Accident prone wards	Anganavadi/ nursery	School/ college/ hostel	Hospitals/ care homes	Route		Shelter	
				1	2	1	2

<b>C. Team and paraphernalia</b>				
Ward No.	Ward Team leader	ERT members	Vehicles/ carriers	Other equipment (for rescue operations/clearing hindrances)

## Chapter-4

### Disaster Preparation – Mitigation - Social Empowerment Activities

Major points to be focused, with respect to the components of disaster management plan like preparation, mitigation activities and social empowerment are briefed below. Disaster management plans to be prepared under the leadership of local self-government institutions shall foresee impacts likely to happen in the context of geographical, infrastructural, social and economic scenario and status assessed in chapters 1, 2 and 3 and act accordingly.

#### 4.1 Preparatory Steps

It is extremely important to identify the gap between the available facilities and the ideal facilities to be there in place. Then only, the facilities to be arranged can be enlisted and realized.

Enlist the schools and halls which could be used as relief camps (please see the 5<sup>th</sup> chapter also). Estimate for the required repairs of such buildings may be prepared in advance. Likewise, enlisting of roads, bridges and culverts of the disaster prone area and preparation of projects for their up keeping are also activities to be taken up by local self-government institutions.

For example, projects envisaging elevated places or elevated cattle sheds can be prepared for keeping cattle and other domestic animals during floods. Projects for arranging proper electric system, water supply, sanitary facilities etc. at schools and public buildings where relief camps to be set up at times of disasters can also be prepared.

#### **Components that can be included:**

- 4.1.1 Information/knowledge dissemination activities (IEC)
- 4.1.2 Warning systems
- 4.1.3 Safety check at hospitals, public offices and education institutions
- 4.1.4 Intervention of LSG committee on the basis of the findings of safety check exercise
- 4.1.5 Multilevel disaster prone area maps to be developed by every LSG institution.
- 4.1.6 Land use map of disaster prone areas
- 4.1.7 Improvement of the infrastructure facilities of disaster prone areas (roads, bridges etc.)

**Table 4.1: Preparatory activities (example-1)**

Possibility for flood disaster							
Disaster prone wards	Route to reach the disaster affected area for rescue operations	Boarders of the disaster affected area	Bridges and culverts leading to the disaster affected area.	Safe ones/unsafe ones	Essential intervention	Relief centres where the affected victims to be brought	Proposals for improving the facilities.

4.1.8 Steps for improving water flow and transportation facility at disaster prone areas, waste management steps.

4.1.9 Coastal protection measures, based on organic technology like organic fencing and coir bhoovastra

**Table 4.2: Preparatory activities (example-2)**

Possibility for drought disaster- Conservation of water resources and water bodies							
Drought prone wards	Water bodies requiring rejuvenation/ restoration/renovation	Boarders of the disaster affected area	Bridges and culverts leading to the disaster affected area.	Nature of restoration/renovation			
				Removal of sludge, cleaning	Removal of blocks, cleaning	Dredging	Rain harvesting

4.1.10. Improving the infrastructure facilities relief camps and shelters.

**Table 4.3: Preparatory activities (example-3)**

Relief camps/ shelters	Ward No.	Nature of renovation						
		Repair works	Electrification	Drinking water	Kitchen/dining area	Toilets	bathrooms	Clearing of route

4.1.11 Capacity enhancement of disaster management teams including Emergency Response Team (ERT)

#### **4.2 Disaster Mitigation Activities**

By disaster mitigation we mean the sustainable interventions made to reduce the impact of the disaster. One of the major action coming under this would be the conservation of soil, water and other natural resources and protection of the borders of disaster prone areas. Strengthening of natural boards, removal of blocks to ensure natural flow of water, intervention to arrest or reduce landslips, bestowing special attention on regions where marginalized people live together etc. are some of the most important and relevant interventions. Intervention of local bodies is also essential for reducing the damage likely to happen in agricultural and animal rearing areas. Disaster mitigation activities demand the active and multipronged intervention and involvement of working groups on agriculture, animal husbandry, water conservation, soil conservation, fishery conservation, health, education, energy, drinking water etc. The LSG governing committee should be able to co-ordinate the above activities in a leaderly manner.

#### **Components that can be included:**

4.2.1 Water conservation activities

4.2.2 Action for rejuvenating water bodies

4.2.3 Action for soil conservation

4.2.4 Action for land sloping protection

4.2.5 Action for watershed conservation

4.2.6 Land use planning

4.2.7 Adaptation of green building technology

- 4.2.8 Waste management activities
- 4.2.9 Actions for making the planet greener.
- 4.2.10 Adherence to green protocol
- 4.2.11 Environmental restoration of deserted quarry lands
- 4.2.12 Construction/ renovation of environment –friendly roads
- 4.2.13 other means of transportation
- 4.2.14 Conservation of coast, using mangroves and other plants
- 4.2.15 Conservation and restoration of rivers and river beds
- 4.2.16 Prevention of bushfire
- 4.2.17 Pruning of dangerous trees

### **4.3 Creation of social awareness and fostering of civil resistance**

Training programmes and awareness building campaigns shall be incorporated in the disaster management plans of LSG institutions. Training can be imparted to the following groups.

- Community based organizations
- Cultural, social and civil organizations
- Farming committees
- Political parties
- Labour unions
- Resident associations
- Health volunteers of Kudumbashree, MGNREGS mates
- Anganavadi workers
- Organizations of senior citizens
- Balasabha, Bala Panchayat
- NCC, NSS, Scout & Guides



## Chapter – 5

### Capacities and Resources

#### 5.1 Information Regarding Resources

Collection of information regarding available tools, equipment and devices which could be utilized for tackling disasters is the theme of this chapter. Trained human resource, essential materials required for emergency response actions etc. also come under this. Information regarding capacities and resources would be important for the preparations to be made to tackle inherent weakness of a particular region.

**Table 5.1 Information regarding resources**

Means of transportation	Name of the owner	Phone number	Driver	Phone number
Bulldozer	1 2			
J.C.B (Tyre mount/chain mount)				
Crane				
Tractor				
Taxi service				
Heavy Truck (Torus Lorry)				
Motorized boat				
Boats				
Ambulance				
Mobile mortuaries				
Amphibian ambulance				
4 wheel drive jeep				
4 wheel drive truck				
others				

<b>Communication</b>	<b>Name of the owner</b>	<b>Phone number</b>
Telephone Exchange		
Mobile Phone Operator		
Reginal Channels		
Media persons		
IT Experts		
Social media groups		
Ham radio		

<b>Equipment</b>	<b>Name of the owner</b>	<b>Phone Number</b>
Tents/tarpaulin		
Pump set-10 HP		
Generator		
Water Tanks (5000 litre and above)		
Inflatable rubber boats		
ASKA Lights		
Life jackets		
Others/rented items		

<b>Automobile repairing garages/ workshops</b>	<b>Location</b>	<b>Name of the owner and phone number</b>
1		
2		
Electric Shop		
1		
2		

Others		
--------	--	--

Sanitary Systems	Location	Name of the owner, phone number
Portable toilets		
Sludge treatment plant		

Human Resource	Name	Phone Number
Registered health practitioner/doctor		
Engineer (Panchayat, MGNREGS)		
Nurse		
Psychologist		
Counsellor		
Veterinary doctor		
JPHN/JHI		
Health Inspector		
Health worker/ Asa		
Retired police officers		
Retired firemen		
Home guards		
Civil defence		
Scout & Guides		
NCC Volunteers		
NSS Volunteers		
Diving Experts		
Blacksmiths		
Woodcutters		

RCC Cutters		
Gas Cutters		
Electricians		
KSEB Employees		
JCB Operators		
Crane Operators		
Trained swimmers/scuba divers		
Light and Sound System		
Snake Catchers		
Cooks		
Cleaning labourers		
Loading labourers		
Fishermen		
Teachers		
Plumbers		
Undertakers		
Burial labourers		

Essential commodities	Name	Phone number
Medical shops		
Textile shops		
Others		

**5.2 Non-Government Organizations/Kudumbashree neighbourhood groups/ Self-help groups.**

Details of voluntary organizations and other groups which can provide assistance during pre and post disaster periods may be collected and recorded in the annexure. For collecting ward level

data, Annexure 15 may be used. Details of office bearers, phone numbers, ward number etc shall be collected. Ward wise data may be codified at the LSG level. List of persons having expertise in disaster management and allied fields shall be prepared separately.

**Table 5.2: Non-Government Organizations/ Social Organizations/Kudumbashree neighbourhood groups/ Self-help groups**

Sl. No	Non-Government Organization (NGO), Community Based Organizations (CBOs), other organizations/sports clubs/women organizations/self-help groups/others/libraries/youth clubs/arts clubs	Persons in these groups who are trained in disaster management areas like rescue operation/trauma care/basic life support/first aid/camp management		
		Name	Area of expertise	Phone number
1				
2				

**5.3 Identified rehabilitation centres (schools/colleges/community halls/centres of worship)**

Details of those safe and strong buildings situated in hazard free areas may be recorded here. The buildings should have basic facilities like water and sanitation facilities. Information from chapter 1 can be taken for this purpose.

**Table 5.3 : Identified rehabilitation centres**

Sl.No.	Name of the institution, location	No. of rooms that could be used	Intake capacity	Ownership details (Government/private) Phone number of the owner	Condition of the facility (good/ needs improvement/not good)			
					Availability of water	Electricity	Toilets/bath rooms	Kitchen/dining area
School								
1								
2								
College								
3								

4					
Community Centre/Halls					
5					
6					
Centres of worship					
7					
8					

#### 5.4 Helipads

If helipad is there in the local body area to evacuate people and to bring relief materials at the time of disaster, particulars of the same may be recorded here.

**Table: 5.4: Helipads**

Sl. No.	Name	Latitude and longitude	Location	Area (sq.m)	Ownreship (Government/private)

#### 5.5 Makeshift Helipads/ open space for setting up relief camps

Information regarding open spaces and grounds which could be used for makeshift helipads and for setting up relief centres may be recorded here. Particulars of grounds and *maidans* where cattle can be kept at the time of disaster may be identified and recorded. Name of the space, area and ownership details should be entered. If the space is private property, name, address and phone number of the owner may also be recorded.

**Table 5.5: Open space for setting up makeshift helipad/relief camp**

Sl. No	Name	Latitude and longitude	Location	Area (Sq.m)	Ownership (Public/private)	Suitability
1						
2						

### 5.6 Drinking water availability

Details of all the potable water resources in the local body area and their current status may be recorded here.

**Table 5.6: Drinking water availability**

Sl.No.	Source	Location	Ownership (Government/private)	Usable (Yes/No)	Status (good/cleaning required/coastal protection required)
1					
2					

### 5.7 Market/provision store/ medicine/public distribution system/ flour mill

Details of establishments/institutions to be visited/contacted at local body level for collecting essential materials and commodities at the time of disaster may be recorded here.

**Table 5.7: Market/provision store/medicine/public distribution system/flour mill**

Sl.No	Shop/store (type)	Name of the owner	Ownership (government/private)	location	Contact number
1					
2					

### 5.8 Mortuary/ crematorium/burial ground

Details of nearby crematoriums, burial grounds etc. may be collected and recorded here.

**Table. 5.8: Mortuary/crematorium/ burial ground**

Sl.No.	Person in charge- Name, phone number	Phone number of the establishment	location	Distance from the office of the LSG
Humans				

1				
2				
Animals				
1				
2				

### 5.9 Waste management facility

Here the particulars of the facilities available for manging/disposing solid, liquid, organic, non-organic and hazardous wastes may be recorded.

**Table.5.9: Waste management facilities**

Sl.No	Name of the unit and location	Type of waste	Ownership	Phone number

### 5.10 Analysis of strengths, weaknesses, opportunities and threats

**Strength:** It is extremely important to assess resources and systems available at regional level and the resilience capacity of the community to mitigate the impact of disasters. A brief note in this regard may be given here. Example, trained volunteers, number of safe rehabilitation centres, facility to reach such centres, availability of proper warning system etc.

**Weakness:** Unavailability of proper resources and systems to reduce the impact of disasters. Example, scarcity for safe rehabilitation centres, absence of modern medical facilities, unavailability of trained volunteers, secluded inhabitant groups, hazardous zones etc.

**Opportunity:** Opportunity to improve infrastructure, resources and systems with the aim to mitigate the impact of disasters.

**Threats:** Challenges faced by the local body to reduce the impact of disasters. For example, lack of prior experience in tackling disasters, high density of population in disaster zones etc.



Strengths <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	Weaknesses <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
Opportunities <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	Threats/challenges <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>

**5.11. Social Resource Map**

Include the map made available by the state Disaster Management Authority (KSDMA)

## Chapter – 6

### Disaster Mitigation Plan - Project Proposals

Project proposals, which could be taken up at different tiers, may be prepared under the following heads from the disaster management plan prepared in chapters 1 to 5. Initially, projects that could be taken up at grama panchayat/municipality/corporation level may be enlisted. Thereafter, projects which are to be taken up jointly by grama panchayat and block panchayat/district panchayat/departments/agencies shall be enlisted. While preparing joint projects, proper understanding should be there with the tier/department/agency concerned.

Subsequently, those projects which cannot be executed at grama panchayat/municipality/corporation level may be enlisted to take up at other levels. While enlisting the projects to be taken up at other levels, their names, main purpose, major activities etc. may be specified clearly.

1. Projects to be included in grama panchayat/municipality/corporation plan.
2. Joint projects
3. Projects to be included in block panchayat plan
4. Projects to be included in district panchayat plan
5. Projects to be included in district plan
6. Projects for the consideration of government departments
7. Projects to be considered by the disaster management authority
8. Proposals to be considered in rebuild Kerala programme.
  - Land use
  - Water conservation
  - Forest conservation
  - Local community and resilience
  - Transportation, communication, technology

## Chapter - 7

### Important Phone Numbers

Phone numbers and particulars of persons responsible for providing guidance, assistance and help in disaster management operations may be given here in such way that one could see them at a glance. The information recorded here could be exhibited elsewhere at the time of emergencies. LSG institutions shall give special attention to collect and record the above data of persons and institutions who/which are supposed to give technical and co-ordination support to reduce the impact of disasters.

**Table 7.1. Details of grama panchayat/municipality/corporation wards**

Sl. No	Name of the ward	Ward number	Name of the ward member	Contact number
1				
2				
3				
4				
5				

**Table 7.2. Other important phone numbers of grama panchayat/municipality/corporation area**

Sl. No.	Name	Contact number
1.	MP	
2.	MLA	
3.	Collector (head of District Disaster Management Authority)	
4.	Tahasildar	
5.	District Panchayat Secretary	
6.	Block Panchayat Secretary	
7.	Other important officers to be contacted	

**Table 7.3: Important offices of grama panchayat/municipality/ corporation**

Sl.No	Name of the office	Contact person	Contact number
1.	Village Office		
2.	Agriculture Office		
3.	Animal Husbandry Office		
4.	Police Station		
5.	BSNL Office		
6.	Block Office		
7.	KSEB Office		
8.	Fisheries Office		
9.	Fire and Rescue		
10.	Money Exchanges		

**Table 7.4: Health Services**

Sl. No	Name of the hospital/institution	Location	Phone number
1.	Government hospitals/PHC		
2.	Private hospitals		
3.	Clinical laboratories		
4.	Chemist/pharmacy		
5.	Blood donors		
6.	Other language experts (Bihari, Hindi, Bengali, Asamees .....)		

**Table 7.5: Veterinary Services**

Sl.No	Name of the Clinic	Name of the Surgeon/Doctor	Place/location	Phone number
1				
2				
3				
	Name of the shelter	Name of the Manager	Place/location	Phone number
4.				

**Table.7.6: Helpline numbers**

Helpline	Phone number
Police	
Fire and Rescue	
Child Line	
Crime stopper	
Railway enquiry	
Ham Radio Operator	
Chemical factories	
<b>Blood Banks</b>	
<b>Ambulance Service</b>	
<b>Mortuary service including mobile mortuaries</b>	

**SUPPLEMENTARY INFORMATION TO BE COLLECTED AT WARD LEVEL**

**Annexure 1: Major occupations of the inhabitants of the ward (see table 1.5 of the plan composition)**

Major occupation	Ward							
Farmers								
Agricultural labourers								
Traditional fishermen								
Daily wage labourers								
Guest /unskilled labourers								
Trade/industry								
Construction workers								
Small scale merchants								
Salaried employees (Government)								
Salaried employees (Private)								
Non-residents								
Others								

**Annexure-2: Livelihood means of the inhabitants of the ward (see table 1.6 of the plan composition)**

Occupation	Name of the owner	Phone number of the owner	Number of units (sheds/fish ponds/ tanks etc.)	Total number of animals/birds
Poultry/duck rearing				
Dairy (cow/she buffalo)				
Pigs				
Goat rearing				
Other domestic animals				
Fish cultivation/ ornamental fish cultivation				

**Annexure 3: Educational institutions in the ward (see table 1.8 in plan composition)**

**Ward No:**

Type	Government/aided	Un-aided
Nurseries/day care centres		
Primary schools		
U.P Schools		
High Schools		
Higher Secondary Schools		
Vocational Higher Secondary Schools		
Colleges		
Research Institutions		
Hostels		
Special schools		
Others (Poly technique/ ITI)		

**Annexure-4: Centres of worship in the ward (see table 1.13 in plan composition)**

Centre of worship	Name	Area	Place where situated	Average number of visitors
Christian Churches				
Temples				
Mosques				
Others				

**Annexure 5: Ward level roads (see table 1.14 in plan composition)**

**Ward No.**

Sl.No.	Name of the road	Category (panchayat/ODR/State/ NH)	Type (concrete/ tar/metal/ mud)	Length of the road in the ward	Condition of the road (good/bad)	Will the road get affected by floods/ stretch of the road to be repaired



**Annexure -6: bridges and related constructions (see table 1.15 in plan composition)**

**Ward No:**

Sl.No	Category	Number	Whether motorable	Non-motorable	Not safe	Whether repair required
1.	Concrete					
2.	Wooden					
3.	Iron bridge					
4.	Culvert					
5.	Check dam					
6.	Micro hydel project					
7.	Others					

**Annexure – 7: Houses in the ward**

**Ward No:**

house -type	Number	Number of families
Thatched house (palm leaves/grass/hay)		
Tiled house		
Asbestos/sheet		
Pukka (including concrete houses)		
Apartments/ flats		
Terraced pukka		
Others		

**Annexure 8: Irrigation and hydel power systems in the ward (see table 1.19 in plan composition)**

**Ward No.**

Category	Name	Distance running through the ward	Maintenance status (number having blocks/length)
Drainage			
Irrigation canals			
Open draw wells			
Tube wells			
Dams			

**Annexure 9: Natural water bodies in the ward (see table 1.20 in plan composition)**

**Ward No:**

SL. No.	Category	Name	Public/private	Location	Length	Area	Area where the flow is hindered/repair is required	Requirement for repair	
								Length	Area
1.	River								
2.	Rivulet								
3.	Lake								
4.	Ponds/lakes								
5.	Watershed/marsh/mangroves								
6.	Paddy field								
7.	<i>Kokkarni</i>								

**Annexure 10: Sections of people in the ward to be given special attention (see table 2.4 in plan composition)**

**Ward No:**

Categories	Female	Male	Transgender	Total
Children below 6 years				
Differently abled				
Persons under Santhwanam care				
Persons above 60 years				
Destitutes				
Pregnant women				
She house holder families				
Persons in care homes				
Guest labourers				
Senior citizens living alone				

**Annexure 11: Disaster prone areas in the ward 9(see table 2.5 in plan composition)**

**Ward No:**

Disaster possibility	Number of houses	Public buildings	
		Category	Number
Landslips/ landslides			
Flood			
Bushfire			
Tsunami/coastal erosion/sea rage			
Fire outbreak			
Drowning			
Electrocution			
Chemical –pesticide disasters			
Fire crackers/ godowns			
<b>Others (describe)</b>			

**Annexure-12: Geographically disaster prone areas in the ward (see table 2.6 in plan composition)**

**Ward No:**

Disaster possibility	Disaster prone area	Condition of roads in the disaster prone area	Condition of bridges in the disaster prone area	Water bodies of the region(number)	Inhabited regions/colonies in the disaster prone area	Population in the disaster prone area	Others

**Annexure 13: Public buildings having disaster threat in the ward (see table 2.7 in plan composition)**

**Ward No:**

Disaster possibility	Anganavadis	Schools	Health institutions	Community hall	others



**Annexure 14: Economic weakness in the ward (see table 2.8 in plan composition)**

**Ward No:**

Disaster possibility	Market	Milk societies	VFPCK Collection Centre	Common facility centre	Krishi bhavans	Seed farms	Godown/storage	Veterinary hospitals	Agri/horti nursery	Others



## GOVERNMENT OF KERALA

(Abstract)

Department of Local Self Government – Guidelines for the formulation and implementation of regional and community based disaster management activities at local self-government institution- orders issued.

.....  
GO. (MS) NO.156/2019/LSGD

dtd.,Tvpam, 4/12/2019  
.....

Ref: 1. GO (Rt.) No.499/2019/P&EA Dpt. Dtd. 26/11/2019 issued by the Department of Planning and Economic Affairs.

### ORDER

Natural calamities like flood, drought, landslide and sea rage are becoming serious challenges to the people, resultantly to the aggravating climate change occurring in Kerala. In these circumstances, the Government vide the reference cited 1<sup>st</sup> had issued orders for the formulation of local specific and community based disaster management activities at every local self-government institutions to mitigate the brunt and impact of such episodes.

2. In the above circumstances, disaster resistance and mitigation activities have to be implemented with increased people's participation. For this, every local self-government institution shall prepare its own disaster management plan, incorporating preparation steps and mitigation measures.

3. Disaster Management Plan shall have the following components:

- General information (profile) pertaining to the local self-government institution.
- Hazard and vulnerability profile.
- Capacity and resources.
- Response plan.
- Preparedness, mitigation and community resilience plan.

4. Formation of Emergency Response Team.

An Emergency Response Team shall be formed as per the stipulations in the National Disaster Management Act, comprising local level volunteers who are trained on the basis of the disaster

management plan and have good understanding of the regional landscape and contour. These volunteers should have basic awareness in disaster management-resistance activities and they shall be ready to reach the disaster spots immediately and involve in disaster resistance and mitigation activities. In each ward there shall be an Emergency Response Team, consisting of 8 volunteers at the least.

There shall be 4 ERTs in each local bodies to announce disaster warnings, spotting the victims of disasters, evacuating them and giving first aid and for the running of relief camps and involving in basic life saving measures.

#### 5. Duties and Responsibilities of Local Self Governments with respect to Disaster Management Plan.

1. Disaster Management Plan shall be integrated with the Annual Plan of the local body.
2. Ensuring the formation and empowerment of local self-government level Incident Response System and Emergency Response Team.
3. Improving the infrastructure and facilities of those transferred institutions which could be transformed as relief camps.
4. Making arrangements in association with Revenue authority and state-district disaster management authority for the safe sheltering and rehabilitation of the victims of disasters.
5. Arranging drinking water, toilet facilities and lighting in relief camps and rehabilitation centres.
6. Creating awareness regarding the rehabilitation activities and welfare measures implemented by the Government and other agencies.

#### 6. Formation of Local Resource Group (LRG)

A Local Resource Group (LRG), comprising 20 members, shall be formed in each local self-government institution for garnering data and status report for the preparation of disaster management plan. Training will be imparted to the LRGs jointly by KILA and State Disaster Management Authority. Besides, in each ward a 20 member team shall be formed by inducting volunteers from social organizations, NGOs, youth organizations and other volunteer groups.

#### 7. Preparation of Disaster Management Plan: Procedure

The following procedure shall be followed for the preparation of the Disaster Management Plan and for its integration to the Annual Plan.

1. Trained Local Resource Group shall collect locally available statistics and data and conduct transect walk for a proper status study.
  2. Draft Disaster Management Plan may be prepared on the basis of statistics and status study.
  3. The Draft Disaster Management Plan shall be discussed in Grama Sabha meeting.
  4. After incorporating the recommendations and suggestions put forward by the Grama Sabha, the draft disaster management plan shall be placed in the meeting of the Panchayat Committee for discussion.
  5. A special Development Seminar shall be conducted prior to the Annual Plan Development Seminar to discuss the final version of the Disaster Management Plan.
  6. Thereafter the Disaster Management Plan shall be approved by the local self-government concerned.
8. Responsibilities of the Working Group on Bio-diversity Management, Climate Change and Disaster Management.

It is the Working Group on Disaster Management that ensures the co-ordination of activities for the preparation of Disaster Management Plan. Recommendations and involvement of sectors like Production, Welfare and Infrastructure have strong bearing on preparedness, resistance and mitigation related activities to be planned and made operational to face disasters. Hence the working groups concerned shall prepare projects for mitigating the impact of disasters. For this, the Working Group on Disaster Management shall hand over notes on disaster management schemes to the working group concerned once the Disaster Management Plan is finalized. Besides, the Working Group on Disaster Management shall prepare projects for awareness building, formation of Emergency Response Team and its training.

#### **9. Approval of Disaster Management Plan and its Integration with Annual Plan – District Planning Committee.**

The entire procedure prescribed for the preparation of Annual Plan shall be adopted for the preparation of Local Self-Government level Disaster Management Plan. Projects pertaining to disaster management shall be included in the draft annual plans of local self-governments and submitted for the approval of District Planning Committee. The disaster management plan so submitted in prescribed template shall be included and approved as a part of the annual plan of the LSG concerned. District Planning Committee will approve the Disaster Management Plans of LSGs after the scrutiny of the district level Technical Committee. The

disaster management plans so approved shall be handed over to the District Disaster Management Authority for final approval and keeping.

District Planning Committees shall conduct planning workshops, involving experts from fields like soil conservation, climate change, water conservation and disaster management at the initial phase of the planning process itself. The ideas evolved from such workshops shall be shared with LSGs for the preparation of disaster management plans.

Considering the availability of resources, the disaster resistance and mitigation projects proposed in disaster management plans shall be included in annual plans. Draft disaster management plans of panchayats and lists of disaster management related projects included in annual plans shall be made available to block/district panchayats. From the above, those projects which can be taken up shall be included in the annual plan of block/district panchayats.

All training programmes pertaining to disaster management will be conducted jointly by KILA and State Disaster Management Authority.

Information Kerala Mission (IKM) shall effect necessary changes in Sulekha software as per this order.

By order of the Governor  
Sarada Muraleedharan IAS  
Principal Secretary

**To**

The Director of Panchayaths, Thiruvananthapuram  
The Commissioner of Rural Development, Thiruvananthapuram  
The Director of Urban Affairs, Thiruvananthapuram  
The Chief Engineer, Local Self Government Department.  
The Member Secretary, State Planning Board, Thiruvananthapuram.  
Department of Planning and Economic Affairs.  
The Chief, Decentralized Planning.  
The Director, KILA, Thrissur.  
The Executive Director, IKM, Thiruvananthapuram.  
The Director, Kerala State Audit Department.  
All District Planning Officers (through the Director of Panchayaths)

All Grama Panchayath Presidents and Secretaries (through the Director of Panchayaths)

All District Panchayath Presidents and Secretaries

All Municipal Chairpersons, Mayors and Secretaries (through the Director, Urban Affairs)

Office Copy/ Stock File.

**Copy to:**

Private Secretary to the Hon'ble Minister for Local Self Governments.

PA to the Additional Chief Secretary, Local Self Government Department.

PA to the Principal Secretary, Local Self Government Department.

PA to the Principal Secretary, Planning and Economic Affairs Department.

CA to the Joint Secretary, Local Self Government Department.

Forwarded by order

-sd-

Section Officer

## GOVERNMENT OF KERALA

(Abstract)

Department of Local Self Government – Thirteenth Five Year Plan (2017-22) – People’s Plan for Nava Kerala- Additional guidelines and revised timeline for local self-governments to prepare and get approval for their Annual Plan 2020-21 - orders issued.

.....

GO. (MS) NO.157/2019/LSGD

Tvpm, dtd. 5/12/2019

.....

- Ref: 1. GO (MS) No.11/2018/LSGD dtd. 29/1/2018.  
2. GO (MS) No.17/2018/LSGD dtd. 2/2/2018.  
3. GO (MS) No.22/2018/LSGD dtd. 14/2/2018.  
4. GO (MS) No.106/2018/LSGD dtd. 6/8/2018.  
5. GO (Rt) No.2462/2018/LSGD dtd. 19/9/2018  
6. GO (Rt) No.2710/2018/LSGD dtd. 23/10/2018.  
7. GO (Rt) No.2766/2018/ LSGD dtd. 29/10/2018.  
8. GO (MS) No.156/2019/LSGD dtd. 8/4/2019.

### **ORDER**

Local Self Governments of Kerala are now capable of starting plan implementation from the very beginning of financial years by preparing annual plans well in advance. Now it is time to prepare the annual plans of 2020-21. Planning activities have to be chalked out in such a way that the planning process is started from the beginning of December and Grama/Ward Sabhas are convened by the end of January. Then only the planning process can be completed by the beginning of March for submitting the annual plans for the approval District Planning Committee. In the above circumstances, the additional guidelines stated hereunder are issued for the local self -governments to prepare their Annual Plan 2020-21.

#### **Preparation of Annual Plan 2020-21**

2. All local self-government institutions shall commence action for the preparation of Annual Plan 2020-21 during the first week of December. Grama/Block/District panchayats may follow the guidelines issued as per the GO cited first for the preparation of plan, while the guidelines applicable to Municipalities and



Corporations would be the one issued vide the GO cited second. Criteria applicable for subsidies are stipulated in the GO cited third. Explanations and amendments given to the planning guidelines and subsidy guideline are also to be reckoned with.

### **Directions for Lower- tier in District Plan**

3. Local self-government institutions shall prepare their annual plan in accordance with the development perspective and directions for lower tier institutions put forth in district plan. District Planning Committee shall issue district plan perspective and directions meant for the lower tier institutions at the initial phase of the planning process itself, possibly before working groups start the preparation of draft projects.

4. Local self-government institutions shall make special effort to take up larger projects independently or jointly. Such projects would enhance the efficacy of development. District Planning Committees shall take special initiative in this regard. The Government intends to promote integrated programmes and joint projects. Ear marked funds have been set apart in state budget by the Government to provide financial encouragement to integrated programmes and projects taken up jointly by local self –government institutions. Detailed guidelines in this regard has been issued vide the Go cited fourth. District Planning Committee shall convene a special joint meeting of the heads and secretaries of all local bodies before 20<sup>th</sup> January to arrive at a consensus regarding the integrated programmes and joint projects to be taken up.

### **Subjects to be given special consideration**

5. Local self-government institutions have to give special thrust for the creation of a new Kerala in 2020-21. Rebuilding Kerala programme formulated by the Government put forth a broad perspective encompassing better living conditions to people in the context of the heavy floods which affected the state, overcoming the shortcomings in implementation for making Kerala more vibrant and rebuilding or renovating the assets affected by the floods in a time bound manner to withstand future calamities, resorting to environment friendly guidelines. Local bodies shall conceive the above perspective while preparing their annual plan.

6. Thrust should be given in 2020-21 for regional level projects which are meant for ensuring employment and enhancing income of those who lost their livelihood means in natural calamities.

7. Stray complaints are aired here and there that agricultural assistance is not being made available in June when agricultural activities begin. Since annual plans are now prepared in advance, special care should be given to make available assistance to the agricultural sector in time.

8. Repair works of transferred assets including schools shall be completed during the months of April and May.

9. Special attention should be given for the repair of those roads marred or destroyed in floods and excessive rains. Works like strengthening of sides and repairing of potholes may be completed in April and May. Since the ownership of PMGSY roads are vested with district panchayats, they shall give special attention for the timely repair and maintenance of the above roads. Projects for this may be included in annual plan and get the approval expediently so that the implementation can be begun on 1<sup>st</sup> of April.

### **Integration of Disaster Management Plan with Annual Plan**

10. It has been decided to prepare disaster management plans at grama panchayat, municipality and corporation levels along with the development scheme planning process of the next year. Directions in this regard has been issued vide the GO cited 8<sup>th</sup>. The aim is to prepare draft disaster management plans before the grama sabha/ward sabha meetings to be convened for the annual plan preparation. The draft disaster management plans so prepared shall be placed for discussions in grama/ward sabha meetings. Then to finalize the draft disaster management plan, a special development seminar has to be organized before the annual plan development seminar. Project proposals in the disaster management plan shall be taken into account while formulating annual plan proposals of 2020-21. *Bio-diversity, Climate Change, Environment Conservation and Disaster Management Working Group* shall codify the disaster management related projects proposed by various working groups to prepare the disaster management plan. A joint meeting of all the working groups shall be conducted under the chairmanship of the President/Chairperson/Mayor, as the case may be, to ensure the integration of the disaster management plan with the annual plan.

11. Considering the availability of resources, the disaster resistance and mitigation projects proposed in disaster management plans shall be included in annual plans. Draft disaster management plans of panchayats and lists of disaster management related projects included in annual plans shall be made available to block/district panchayats. From the above, those projects which can be taken up shall be included in the annual plan of block/district panchayats.

### **Annual Plan Estimate**

12. Plan preparation activities may be started with the assumption that the fund allocation for development and maintenance in 2020-21 would be equivalent to the allocation for the same in 219-20. Actual picture of

the allocation would become clear when the state budget is presented in January. Once the actual budget allocation is revealed, the planning process may be done in accordance with the allocation. Final version of the Annual Plan shall be submitted only on the basis of the actual budget allocation.

13. For those projects which are being implemented in current financial year and cannot be completed by 31<sup>st</sup> March and hence likely to continue as spill over ones, a lump sum amount may be kept apart while preparing Annual Plan of 2020-21. Facility would be there in Sulekha software to keep apart lump sum amount for each category. By keeping apart lump sum amount as above, the predicament to find funds for spill over projects by dropping new ones can be avoided.

#### **Restriction in taking up multiyear projects.**

14. Since 2020-21 being the last year of the current governing committees of LSGs, new multiyear projects shall not be taken up. Nevertheless, project component for already begun multiyear projects may be included in Annual Plan, 2020-21.

#### **Mission Andhyodaya Survey and Grama Panchayat Development Plan**

15. As per the directions of the Central Government, Mission Andhyodaya Survey is now being carried out in every grama panchayat. Aim is to identify the development issues and gaps existing in villages and to resolve them through proper planning and implementation. Data and details collected through the above survey shall be made available to all working groups by the secretaries of panchayats at the beginning of the planning process itself. Findings of the survey shall be included in status report and plan proposals to be formulated after analyzing the same. Findings of the survey shall be presented in grama sabha meetings for discussion.

16. Peoples' Planning Programme implemented in Kerala over the last two decades is now being implemented all over India by the name Grama Panchayat Development Plan as per the directions of the Central Government. Information pertaining to the annual plan preparation (2020-21) of all grama panchayats has to be uploaded to the portal of the Central Government as done in 2019-20. The guidelines for uploading information pertaining to annual plan preparation issued vide the reference cited 7<sup>th</sup> may be followed by the concerned for uploading information related Annual Plan, 2020-21.

## Timeline

17. Time line for the preparation and approval of Annual Plan is given below. The dates mentioned in the table are the last dates for completion of each important phase of the process. Though there is flexibility to make necessary changes in the time schedule, the last date for the submission of annual plan shall strictly be adhered to.

Serial No.	Activity		Last date for completion
1.	Reconstitution of planning committee and working groups.	:	7 <sup>th</sup> December, 2019
2.	Status Report revision	:	25 <sup>th</sup> December
3.	Issuance of guidelines based on district plan proposals at DPC level	:	1 <sup>st</sup> January,2020
4.	Preparation of draft project proposals	:	6 <sup>th</sup> January
5.	Deliberations prior to grama/ward sabha meetings	:	15 <sup>th</sup> January
6.	Meeting to be convened by District Planning Committee to finalize joint projects.	:	20 <sup>th</sup> January
7.	Grama/ ward sabha meetings		8 <sup>th</sup> February
8.	Special Development Seminar for Disaster Management Plan	:	15 <sup>th</sup> February
9.	Annual Plan Development Seminar	:	19 <sup>th</sup> February
10.	Finalization of Annual Plan	:	22 <sup>nd</sup> February
11.	Preparation of projects	:	29 <sup>th</sup> February
12.	Submission of Annual Plan	:	5 <sup>th</sup> March
13.	Approval of District Planning Committee	:	14 <sup>th</sup> March
14.	Integration of Annual plan with budget	:	20 <sup>th</sup> March

By order of the Governor  
Sarada Muraleedharan IAS  
Principal Secretary

To

The Director of Panchayaths, Thiruvananthapuram

The Commissioner of Rural Development, Thiruvananthapuram  
The Director of Urban Affairs, Thiruvananthapuram  
The Chief Engineer, Local Self Government Department.  
The Member Secretary, State Planning Board, Thiruvananthapuram.  
Department of Planning and Economic Affairs.  
The Chief, Decentralized Planning.  
The Director, KILA, Thrissur.  
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PA to the Principal Secretary, Planning and Economic Affairs Department.  
CA to the Joint Secretary, Local Self Government Department.

Forwarded by order

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Section Officer

## GOVERNMENT OF KERALA

(Abstract)

Department of Local Self Government – Formation of Local Resource Group at local self-government institutions for involving in disaster management and resistance activities - orders issued.

GO. (MS) NO.9/2020/LSGD

Tvpm, dtd. 6/1/2020

Ref: GO (MS) No.156/2019/LSGD

Tvpm, dtd. 4/12/2019

### **ORDER**

Formation of a Local Resource Group is essential for completing the preparation of the disaster management plan in a time bound manner. LSG level Local Resource Group should be able to assist the disaster management working group in preparing and modifying disaster management plan and for its implementation. Hence the members of the group shall have expertise and flair to involve in the above task. Following directions are hereby issued for the formation of the Local Resource Group.

#### **1. Members of the Group**

The governing committee of the LSG shall ensure that the persons included as members of the group are capable of providing necessary assistance to the working group on disaster management. There shall be a minimum of 20 members in a Local Resource Group.

- 1-1 Person having expertise in disaster management, climate change, soil-water conservation etc.
- 1-2 Persons having excellent track record in disaster management operations.
- 1-3 RPs of People's Planning Programme.
- 1-4 Teachers
- 1-5 Volunteers
- 1-6 Kudumbashree trainers
- 1-7 Those who training from KILA
- 1-8 Representatives of academic institutions
- 1-9 Those who know the topography of the panchayat.

Persons from the above categories may be considered for including in the Group. Representation of women shall be ensured. Persons having expertise in codifying data, data analysis and preparation of documents may be invited to assist the LRG as when required.

## **2. Responsibilities.**

2-1 to assist the LSG and the working group on disaster management for the preparation of the disaster management plan.

2-2 to collect data in prescribed templates.

2-3 to collect data from all wards and codify the same.

2-4 preparation of disaster management status study report.

2-5 impart training to ward level groups and oversee their activities.

2-6 assist the working group for the preparation of matters to be placed in grama sabha/ward sabha.

2-7 to participate and explain matters in grama sabha meetings as per the direction of the LSG governing committee.

2-8 to empower the ward level group to facilitate discussions in grama sabha meetings.

2-9 organizing development seminars, preparation of matters to be presented in development seminar, lead the discussions in the seminar.

2-10 to assist the working group to prepare the disaster management plan by including the proposals came up in the development seminar.

2-11 to assist working group on disaster management for preparing project ideas pertaining to various sectors to hand over the same to the respective working groups.

2-12 preparation of points relating to disaster management for raising the same at LSG level discussions and codifying the discussions.

2-13 to assist the working group on disaster management and the governing committee of the LSG for submitting proposals to be taken up at higher tiers on the basis of matters codified from various discussions.

2-14 to assist for updating the disaster management plan from time to time.

2-15 to assist the working group on disaster management to co-ordinate the disaster management activities proposed by various working groups in their general plan.

### **3. Ward level Team**

It would be desirable to form a 20 member group in each ward for the timely collection of data and for giving leadership to various activities taken up at the ward level in this regard.

3-1 following persons may be included in this group.

3-1-1 Representatives of voluntary organizations

3-1-2 NGO representatives

3-1-3 persons having experience in disaster management activities.

3-1-5 ADS representatives

3-1-6 Anganvadi workers

3-1-7 Asa workers

3-1-8 trained persons.

3-2 Responsibilities

3-2-1 to collect information and data required for the LRG in prescribed template.

3-2-2 to organize FDG and transect walk as per the request of the LRG

3-2-3 provide assistance for the conduct of grama sabha and ward sabha convened for discussing disaster management plan.

3-2-4 to give leadership for the discussions in grama sabha/ward sabha. Assist the gramasabha co-ordinator to minute and codify the discussions. Furnish a copy of the same to the LRG.

3-2-5 make preparation for the discussions in the grama sabha/ ward sabha under the Leadership of the people's representative.

### **4. Training**

4-1 Training will be given to the groups under the aegis of KILA and disaster management department.



4-2 participants of the training programmes may be given actual TA from the respective LSG institutions.

By order of the Governor

Sarada Muraleedharan IAS

Principal Secretary

**To**

The Director of Panchayaths, Thiruvananthapuram

The Commissioner of Rural Development, Thiruvananthapuram

The Director of Urban Affairs, Thiruvananthapuram

The Chief Engineer, Local Self Government Department.

The Member Secretary, State Planning Board, Thiruvananthapuram.

The Chief, Decentralized Planning.

The Director, KILA, Thrissur.

All District Planning Officers (through the Chief, Decentralized Planning)

All District Panchayath Presidents and Secretaries (through the Director of Panchayats)