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GOVERNMENT OF TRIPURA
OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES,
PALACE COMPOUND (NORTH); AGARTALA
(Phone- 0381-232-3765 , FAX – 0381-232-5935)

NO.F.4(188-MISC)/ESTT/COOP/2011/9470-81 Dated, Agartala, the 03/08/2018

MEMORANDUM

In partial modification of earlier Memo of even number dated 22.08.2014 , the Disaster Management Team (DMT) of the Department of Co-operation, Govt. of Tripura is hereby re-constituted with the following officials for immediate mobilization of the Team during a disaster

Sl. No	Name of the Officer	Designation
1.	Sri Nikhil Rn. Chakraborty, DRCS (Head of Office), O/o the RCS	Nodal Officer
2.	Sri Apurba Krishna Chakraborty, TCS (Gr.-II) DRCS	DMT Member
3.	Sri Atul Debbarma, ARCS, O/o the RCS, Tripura.	DMT Member
4.	Sri Chandra Sekhar Chattopadhyay, Coop. Officer, O/o the	DMT Member
5.	Sri Dipak Saha, Coop. Officer, O/o the RCS	DMT Member
6.	Sri Prabal Ch. Deb, Coop. Inspector, O/o the DRCS, West	DMT Member
7.	Sri Sujit Kr. Saha, Auditor (Coop.), O/o the DRCS, West Tripura Dist.,	DMT Member
8.	Sri Jitendra Debbarma, Head Clerk , O/o the DRCS, West Tripura Dist.,	DMT Member
9.	Smt. Archana Barua, Head Clerk , O/o the RCS	DMT Member
10.	Sri Soumabrata Chakraborty, L.D.Clerk , O/o the RCS	DMT Member


Registrar of Cooperative Societies,
Government of Tripura

To
Sri /Smt _____ for
information & compliance.

Copy also forwarded to:-

1. The PS to the Principal Secretary, Govt. of Tripura for favour of kind information of the Principal Secretary (Cooperation)
2. Joint Secretary to the Revenue Department, Govt. of Tripura for favour of kind information.

DISASTER MANAGEMENT PLAN
(DEPARTMENT OF CO-OPERATION)

2018-19

OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES

GOVERNMENT OF TRIPURA

PALACE COMPOUND, AGARTALA, ERST TRIPURA

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INTRODUCTION

The office of the Registrar of Co-operative Societies, Department of Co-operation is located at Palace Compound, Agartala Municipal Corporation, housed in a three storied building. In the said building at the ground floor, office of the DRCS, West is located. There are in total 72 +54=126 Nos. of staff working in both the offices.

A Disaster Management Plan has been prepared for both the Office of the Registrar of Cooperative Societies and DRCS, West in reference to the letter NO.F.2(3)/COM/REV/2004(P-II) dated 23/07/2018 of the Revenue Department, Government of Tripura Prevention, Mitigation and Preparedness in Pre-disaster phase and response, Rehabilitation and Re- construction in post-disaster phase, defining the complete approach to disaster management.

The occurrence of an earthquake / Tsunami / Landslides / Floods etc. may cause numerous casualties and injuries along with extensive damage to properties. Thus, an integrated approach has been taken by this office to prevent and minimize the damage and to provide a well timed relief to all affected people immediately.

GOAL

The goal of the Disaster Management Plan of the Department is to provide adequate planning for meeting emergency response at all levels, planning on prevention and mitigation issues, planning on providing relief and recovery support (post Disaster), Planning for recourses and Humans Development (Training), deployment of Quick Response Team (QRT) etc.

The Department plan also takes into account the assignment of specific roles and responsibilities to avoid ambiguity , while executing the plan in time of crisis.

These efforts are aimed to conserve Developmental gains and also to minimize losses of lives and the property.

And integral strategy of the disaster management plans is to link up among the various administrative units and control room of disaster management at the state level to mitigate and prevent loss of life and property.

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OBJECTIVES

The objective of the disaster management plans is to ensure fastest approach for rescue, rehabilitation and to avert further miseries.

The disaster management plan includes the following objectives.

- I. To organize mock drills and sensitization programme for raising the level of awareness.
- II. To save affected personnel by effective rescue operations.
- III. To open a control room in the RCS office (24X7 hours).
- IV. To communicate with the Police / Hospital / Fire Service for effective and urgent rescue and treatment of the injured.
- V. To link up with the state control room on Disaster Management.
- VI. To extend emergency functional support to allied institutions such as Medical response team, District and Sub-Divisional Team, Fire Service, Indian red cross, Civil Defense , NGO etc.
- VII. To keep all equipments ready for rescue such as:-

- 01)Fire Extinguisher
- 02)Ladder (Metal and rope)
- 03)Battery Operated torch with extra batteries
- 04)Battery operated radio
- 05)First aid kit and manual
- 06)Essential Medicines
- 07)Emergency food (dry food) and water (packet and sealed)
- 08)Candles & matches in a water proof container
- 09)Chlorine tablet & powdered water purifier
- 10)Can opener
- 11)Cash & credit card, multicity cheque
- 12)Thick ropes, cords, Knife, hammer, spade
- 13)Sturdy shoes
- 14)Generator , Search light
- 15)Helmet
- 16)Whistle, Wheel

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DISASTER MANAGEMENT**PRE-DISASTER PLAN**

1. Conduction of sensitization programme on earthquake, Tsunami , Flood, Cyclone, Fire Accident etc.
2. Conduction of Mock drills as a precautionary measure on occurrence of an earthquake effectively.
3. Adequate Training of the so identified team on disaster management to meet emergencies effectively.
4. Equipments such as fire extinguisher, ladder, first aid box, bangage, vehicles must be made readily available for immediate relief of people and shift to nearby Hospitals
5. Infrastructure and civil works may be quake proof.

POST DISASTER PLAN

1. Assignment of duties to Quick Response Team (QRT) . The assignment of duties to the personal of the Department of Co-operation are.

QUICK RESPONSE TEAM (QRT)

Sl. No	Name of the Staff	Particulars	Contact No.
1	Sri Fantam Jamatia, Coop. Inspector	First aid box, Dru food, Drinking water, Torch , Dry Cell Battery	9089164773
2	Sri Chiranjib Debnath, L.D.Clerk, O/o the RCS.		9774053850
3	Sri Soumabrata Chakraborty, L.D.Clerk , O/o the RCS		7085142789
4	Sri Jayanta Das, L.D.Clerk, O/o the RCS	Medicine , Candle and Matches, Credit Card etc	9366174180
5	Sri Sujit Kr. Saha, Auditor (Coop.)		9436470756
6	Smt. Saradamani Das, L.D.Clerk, O/o the RCS	Fire Extinguisher, Ladder (Mattel & soap Whistle, Wheel, Spade, Search Light etc.	8794625108
7	Sri Bipul Deb, L.D.Clerk , O/o the RCS, Tripura		9436928394
8	Sri Pravat Debbarma, Cinema Operator, O/o the RCS		9615387417
9	Smt. Aparna Bhowmik, Peon , O/o the RCS	Shifting to Hospital	9436489412
10	Sri Sujit Das, Peon, O/o the DRCS- West		
11	Sri Biswajit Gope, Driver, O/o the RCs		9612151539

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RESOURCES NEEDED FOR TAKING ACTION

For meeting the stated purpose budgetary provision of Rs. 10 Lakhs may be made towards purchase of equipments including provision of HRD Training for the team of disaster management.

PREVENTION AND MITIGATION PLANNING

In order to prevent disaster like earthquake, Tsunami, Flood, Cyclone, Fire accident etc. it is imperative that the building of the office should be technically and structurally sound. The present structure of the building of the office of the Registrar of Cooperative Societies, Tripura, would be re-examined by the technical expert to reduce the risk of casualty like earthquake.

Further, to effectively combat a disaster like earthquake, fire accident , cyclone, tsunami, flood, training of the manpower involved in this exercise forms the core. Having felt the need and urgency of training, it is suggested that the team consisting of Sri Atul Debbarma, ARCS, Sri Dipak Saha, Coop. Officer & Sri Sukumar Debbarma, Accountant , O/o the RCS, Tripura ,Agartala may be exposed immediately to the methodology to effectively address the sudden emergence of a disaster. This is primarily with a view that Tripura hails under seismic zone – V. To meet this purpose of training of capacity building of the manpower budget provision on training may be provided. As such, there are many training centers on disaster management at the State and National Level such as National Institute of Disaster Management (NIDM) at New Delhi , which conducts training programme on disaster management at a regular interval.

EMERGENCY RESPONSE PLANNING

Quick response team is hereby constituted for prompt and sharpening the delivery mechanism in the event of occurrence of an earthquake, fire disaster , cyclone, tsunami , flood etc.

CONTROL ROOM DUTY

Sl. No.	Name of the Identified staff	Contact no.
1	Sri Atul Debbarma, (DDO) ARCS , O/o the RCS	9862871506
2	Sri Santi Kr. Debbarma, Coop. Officer, O/o the RCS,	9436475028
3	Sri Dipak Saha, Coop. Officer, O/o the RCS	7005284732
4	Smt. Archana Barua, Head Clerk, O/o the RCS	8014343181
5	Sri Sukumar Debbarma, Accountant, O/o the RCS	9436454531
6	Sri Bipul Deb, L.D.Clerk , O/o the RCS	9436928394

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Moreover, the state control room on Disaster Management will be linked up for assistance. Equipments will be kept ready for meeting emergencies. Identified staff will make assessment of the damage done to lives and property.

ASSESSMENT TEAM

The assessment team on disaster management will be constituted of the following officials for assessment of lives and properties:-

Sl. No	Name of the Staff	Assessment on lives and properties	Contact
1	Sri Nikhil Rn. Chakraborty, DRCS (HoO), O/o the RCS	Team Leader	9402152891
2	Sri Apurba Krishna Chakraborty, TCS (Gr. - II), DRCS, O/o the RCS.	Member	8731974979
3	Sri Dipak Saha, Coop. Officer, O/o the RCS	Member	7005284732
4	Sri Radha Mohan Debbarma, Coop. Officer, O/o the DRCS- West Tripura	Member	8974704432
5	Sri Prabal Ch. Dey, Coop. Inspector , O/o the DRCS, West Tripura Dist.,	Member	9862982906
6	Sri Manas Roy, Auditor (coop.) ,, O/o the DRCS - West	Member	9436516003

RELIEF OPERTATIONS

Consequent upon occurrence of any disaster , the Department emphasizes on extension of relief to the victims immediately. For this purpose, first aid box, torch, medicines, drinking water, vehicles and deployment of Quick Response Team will take due care of immediately. The state control room will be linked for further expansion of services to a larger extent. Provision of contingent fund must be available to bridge the gap between actual requirement and availability thereof. Certain disaster such as earthquake demand a great deal of planning as warning system which is yet to be developed. Loss of lives and property is depending upon intensity of the disaster. Such events demand a greater attention and pre- planning.

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WHAT TO DO DURING AN EARTHQUAKE:

If indoors

- i) Drop to the ground, take cover under a table or other piece of furniture.
- ii) Hold on until the shaking stops
- iii) Stay away from glass, windows, outside doors and walls as they could fall.
- iv) Do not use lifts

If outdoors

- i) Stay there in a open space.
- ii) Move away from building , trees, street lights etc.

If trapped under debris

- i) Do not light a match
- ii) Do not move about or kick up dust
- iii) Cover mouth with a handkerchief or clothing
- iv) Use a whistle
- v) Shout only as last resort.

CYCLONES DO'S AND DON'TS

Before the cyclone

- i) Check the house, repair works for doors & windows
- ii) Remove dead woods or dying trees close to house
- iii) Keep a hurricane lantern filled with kerosene , battery operated torches.
- iv) Keep some dry food.

When Cyclone starts

- i) Listen the radio and pass information to others
- ii) Ignore rumors, believe in the official information
- iii) Take shelter in the safer part of house
- iv) Switch off electrical mains in house

RELIEF AND RECOVERY PLAN

The Department relief and recovery efforts would be in terms of restoration, rehabilitation and reconstruction. Greater emphasis is given to the first 72 hours of the occurrence of the event as the stated period is deemed as crucial. Intervention of the state disaster cell will be taken in case of further requirement of services and even otherwise.

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RELIEF AND RECOVERY TEAM

The personnel to be involved in Relief and Recovery plan are:-

Sl. No	Name of the Staff	Activities	Contact No.
1	Sri Chandrasekhar Chattopadhyay, Coop. Officer, O/o the RCS		8787563676
2	Sri Mihir Bahhattacharjee, Investigator, O/o the RCS		9856552727
3	Sri Dipak Kr. Saha, Auditor , O/o the RCS		9862524502
4	Sri Jitendra Debbarma, Head Clerk, O/o the DRCS, West		9856920696
5	Sri Soumabrata Chakraborty, L.D.C, O/o the RCS		7085142789

RESOURCE PLANNING

Resources in the form of financial and human are vital for implementation of any plan. Unless adequate resources are available , any plan may fall flop. Taking these aspects into consideration, the Department underlines the need for arrangement of fund to meet the challenges of any disaster.

Broadly, the sectors for which fund allocation is proposed are:-

1. Prevention & Mitigation :- 4 Lakhs
2. Training of the Identified staff :- 4 Lakhs
3. Establishment of control room in the O/o the Registrar of Cooperative Societies, Tripura. Creation of Infrastructure :-2 Lakhs

EMERGENCY RESPONSE & RELIEF AND RECOVERY

- a) Deployment of Quick Response Team (QRT)
- b) Medical equipments at the primary stage such as first aid box, bandage, torch, drinking water, vehicles, sirens etc.
- c) Link up with the state control room, IGM Hospital , AGMC Hospital etc. for shifting of victims.

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HUMAN RESOURCE DEVELOPMENT

On the issue of Human Resources it is desirable that the identified staffs on Disaster Management in the Department are well trained to carry out their functions effectively and sportingly. For accomplishment of the desired objectives, training of staff both within and outside the state may be proposed to equip them with the latest strategies on disaster management.

Fund of Rs. 4 lakh is being proposed to the Finance Department for training towards training on disaster management subject to adjustment in the next RE Budget 2018-19.

Sensitization programme for other staff may be conducted on regular basis to update staff on latest strategies.

ROLES AND RESPONSIBILITIES OF THE NODAL OFFICER

The Nodal officer Sri Nikhil Rn. Chakraborty, DRCS (HoO) will be the key person for disaster management activities of the Department. He will in times of emergencies liaise with the state control room on disaster management and district emergency operation centers. He will also constitute the QRT.

IMPORTANT PHONE NUMBER EMERGENCY


- | | |
|------------------------------|---------------|
| 1. Police | - 100 |
| 2. City Control | - 2325784 |
| 3. Police Station (East) | - 2225774 |
| 4. Police Station (West) | - 2325765 |
| 5. Women Police Station | - 03812325454 |
| 6. Fire Service | - 101-2225630 |
| 7. Fire Service (Badharghat) | - 101-2374333 |

HOSPITAL

- | | |
|-------------------------------|---------------------------------|
| 1. I.G.M (V.M) Emergency | - 0381-232-5605 |
| 2. I.G.M (V.M) Children | - 0381-232-5885 |
| 3. I.G.M (V.M) Maternity | - 0381-232-1149 |
| 4. I.G.M (V.M) Medical Supdt. | - 0381-232-3331 |
| 5. IGM EPABX. | - 0381-232-3332 / 232-5883 |
| 6. G.B Emergency | - 0381-2355090 |
| 7. G.B ,Casual Block | - 2355091 |
| 8. G.B Medical Sipdt. | - 2355018 |
| 9. DRAM (Hospital) | - 2370504 / 2370316 (Emergency) |

ADMINISTRATIVE

- | | |
|--------------------------|-----------------|
| 1. DM & Collector , West | - 0381-232-3742 |
| 2. SDM , Sadar | - 0381-232-5937 |


 27/8/19
(N. R. CHAKRABORTY)
 Deputy Registrar
 Co-operative Societies,
 (Head of Office)
 P.C.S. Tribura