

**Overview of the District:** West Sikkim district is located in the western part of the state of Sikkim with Gyalshing as the district headquarters. West district is the third largest populated district next to East and South Sikkim. The total area of the district is 1,166 Sq. Km. and the total population as per 2011 census is 1,36,435 out of which 70,238 are males and 66,197 females. Gyalshing, Dentam, Soreng & Yuksom are the four Sub-Divisions of the district.

The entire state of Sikkim lies under seismic zone- IV, which is known as very high risk zone. West Sikkim being a district with hilly terrain and fragile landscape, it is mostly affected by landslides, high speed winds, drought, forest fire & hailstorms. Every year there are reports received by the District Administration on damages caused to crops due to heavy rainfall or hailstorm. In addition to this, the administration also receives reports on house damages due to high speed winds, fire and landslide. The traditional housing structures called EKRA structure made from mud and stones especially in rural areas though are not resistant to earthquakes, but it has been observed that these old wooden houses can survive during an earthquake more easily than buildings made from modern concrete materials and also cause less damage and loss of life to their inmates in times of earthquakes. However, they are quick to get damaged in case of fire accidents.

### **WHO FORMULATES & CARRIES OUT THE PLAN & WHEN – DDMC**

The West District Disaster Management Committee (WDDMC) has been formed in West Sikkim under the Chairmanship of the District Collector to evaluate the disaster preparedness for different types of calamities that may occur at different times over the year. The mandate of the Committee includes taking stock of any disaster situation, monitor routine preparedness, suggest improvements in the response mechanism, measures of disaster risk reduction and develop a document for disaster management in the District.

The composition of the WDDMC is as follows:

Sl. No	Name & Designation	Designation	Address	Phone Number	
1	Aishvarya Singh, IAS, District Magistrate-cum- Collector (West)	<b>Chairperson DDMA &amp; WDDMC</b>	DAC, Gyalshing	<b>250888 (O)</b> <b>250730(Fax)</b> <b>250742 (R)</b>	9434722229
2	Pratap Pradhan, SPS, Superintendent of Police, (West)	Member	DAC, Gyalshing	<b>250763 (O)</b>	9851480932
3	Dr. Thinlay Wongyal, Chief Medical Officer, (West).	Member	District Hospital, Gyalshing.	<b>251089</b>	9733076770
4	Hondala Gyaltsen, Addl. District Magistrate-cum-Collector, (West)	<b>Member Secretary</b>	DAC, Gyalshing	<b>250709 (O)</b>	9609850005
5	Hem Kumar Chettri, SDM-I, Gyalshing	Member	DAC, Gyalshing	<b>250568 (O)</b>	9434191586
6	Bharani Kumaar, SDM-II, Gyalshing.	Member	DAC, Gyalshing	<b>263808 (O)</b>	9474333770
7	Pempa N. Sherpa, DPO/DM Cell.	Member	LR & DMD	<b>250633 (O)</b>	9593973686

## **OPTIMUM STRATEGY**

Optimum strategy is to be maintained by framing a District Disaster Management Plan to minimize loss of life and property. Officials from district administration, public, NGOs, CBOs, and interest groups are monitored to stand in interaction with a view to play a major role in disaster mitigation. The overall strategy of disaster management can be broadly divided into three major strategies:

- i. PRE DISASTER.**
- ii. DURING DISASTER.**
- iii. POST DISASTER.**

### **STAGE-I: PRE DISASTER i.e. Preparedness in “No – Disaster situation”**

1. Formation of District Disaster Management Committee.
2. Formulation of District Disaster Management Plan for the current year.
3. Hazard Analysis & Resource Inventory.
4. Allocation of responsibilities to the individuals/groups/institutions/organizations/voluntaries.
5. Broadly defining the responsibilities and operational functions.
6. IEC Programme.
7. Training and capacity building
8. Reviewing Logistic arrangements- identification of safe shelters (immediate/permanent), food items like rice, chura & biscuits, drinking water, medical facilities, clothing, other essential commodities, communication network like wireless system/VHF, HAM-Radio, V-Sat, light vehicles, heavy vehicles, fire brigades, bull dozers etc.
9. Preparation of Daily Situation Report (DSR).

### **STAGE-II: DURING DISASTER**

1. Ensuring functioning of District Control Room (DCR) & other Sub-Divisional/GP/line departmental Control Rooms.
2. Prompt dissemination of warning/information.
3. Coordination meeting with officials at District Control Room in each 12 hours interval to monitor the situation.
4. Alerting CMO/line departments/field officials to remain in readiness to gear up into action immediately after abatement of crisis.
5. Immediate freezing of reasonable POL stock with different petrol pumps for rationing of supply.
6. Rescue operation/Evacuation by teams (already identified) providing infrastructural facility and movement to rescue centers.
7. Management of rescue shelters (already identified in Stage-I).
8. Monitoring disaster management by ensuring a line of control through Police & paramilitary forces, fire services, civilians, NGOs by District Magistrate.
9. Ensuring supply of essential commodities to disaster affected area in coordination with DCSO.
10. Daily review of the situation by District Magistrate and Addl. District Magistrate.
11. Administration of Relief.
12. Preparation of Daily Situation Report.

### **STAGE-III: POST DISASTER**

1. Assessment & enumeration of damage.
2. Distribution of relief / emergent reliefs.
3. Monitoring relief operation organized by outside agencies /UN Agencies/Red Cross/ NGOs / PSUs / other states etc through district administration.
4. Restoration of road transport & communication – (Roads & Bridges department)
5. Restoration of Electronic communication system. (BSNL/NIC)
6. Immediate arrangement of free kitchen in the cutoff/shelter camps and inaccessible areas. (ADM/SDMs/ADC(Dev.)/BDOs/GPUs/NGOs).
7. Ensuring transportation of Relief Materials to affected areas. (RTO)
8. Ensuring safeguarding of belongings of the evacuees. (Police department)
9. Maintenance of Law & Order. (Police & Magistrate)
10. Ensuring safe availability of Drinking water. (PHED & BDOs)
11. Provision of Medical facilities and Minimum sanitation to check spread of disease in camps. (CMO/PHCs/BDOs)
12. Removal of debris and disposal of carcasses. (AH & VS)
13. Helping the evacuees to return to their homes.
14. Special care to children, lactating mothers, old & infirm. (CMO/Sr. WO)
15. Meeting officers of both district level and field level in every 24 hours to take stock of the situation.
16. Collection of information by a core group of DAC headed by SDM concerned & DPO/DM and submission of daily situation report to Government after verification by District Magistrate.
17. Documentation of the entire event in print & audio visual formats.

### **STANDARD OPERATING PROCEDURE OF DISTRICT CONTROL ROOM.**

#### ***FOR DISTRICT EMERGENCY CONTROL ROOM – WEST (GYALSHING)***

##### **1. OFFICER IN CHARGE OF THE DISTRICT CONTROL ROOM:**

The Control Room shall be under overall charge of the District Magistrate-cum-Collector (West). During crises in the absence of the Collector, ADM, SDM, ADC (Dev.), BDOs, DPO/DM or any other officer in-charge at that point of time shall remain in overall charge of Control Room. The person in charge of control room shall be personally responsible for implementing the SOP as indicated hereafter and sign on behalf of the District Magistrate on all reports & act on each point of SOP for effective management of the situation.

##### **2. ASSEMBLY IN CONTROL ROOM**

Following staff and officers shall assemble in the Control Room in the DEOC on getting any information from any authentic source about any emergency. Apart from these, any other officers or staff, who receives the information from any source, will reach/inform the Control Room immediately for further dissemination/follow up action.

- District Magistrate
- ADM
- SDMs
- ADC (Dev.)
- Superintendent of Police
- BDOs

- Revenue Officer
- District Planning Officer
- DPO/DM
- CMO/DMOs
- SE (Power)
- SE (PHED)
- SE (Roads).

All staff of emergency section

- Steno to Collector
- Steno to ADM
- OS/HA
- All Peons
- Senior most LDC & UDC (2 each)
- Other staff as desired by the District Magistrate/ADM.

### **3. MAINTAINING 24X7 FUNCTIONAL CONTROL ROOM.**

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

1. Shift one more phone line & fax lines to Control Room in DEOC.
2. Keep the Radio with new batteries ready.
3. Regular listing & recording of warning transmitted through AIR Gangtok.
4. Keep generator sets functional.
5. Stock 2 barrels of kerosene and petrol each for running the generator sets.
6. Charge the battery of VHF set, [If installed]
7. Charge the battery of inverter.
8. In case of heavy down pour, arrange four extra batteries.
9. Keep 2 nos. of four wheelers ready.
10. Ensure availability of the list of identified shelters with route chart, List of NGO Volunteers/NCC/NYK/NSS and other youth volunteers.