



Nagaland State Disaster Management Rules

Nagaland State Disaster Management Authority

HOME DEPARTMENT
GOVERNMENT OF NAGALAND



*With support from
NDMA & UNDP*



Nagaland State Disaster Management Rules

**Nagaland State Disaster Management Authority
Home Department
Government of Nagaland**

**GOVERNMENT OF NAGALAND
NAGALAND STATE DISASTER MANAGEMENT AUTHORITY
HOME DEPARTMENT**

NOTIFICATION

Dated, Kohima, the 30th Oct. 2012

NO. NSDMA/DMR/2012: In exercise of the powers conferred under section 78(1) of The Disaster Management Act, 2005 (Central Act of No. 53 of 2005) and in partial modification of this Department Notification No. RR&DM-12/17/2005-2006 (VOL-II) dated 21 July 2008, the Governor of Nagaland is pleased to revise the following Rules:

1. Short Title and Commencement:

- (1) These Rules may be called the Nagaland Disaster Management Rules, 2007.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions: In these Rules, unless the context otherwise requires:

- (1) "*Affected area*" means an area or part of the State affected by a disaster;
- (2) "*Disaster*" means a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man-made causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of property, or damage to, or degradation of environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area; NSDMA will bring out respective definitions of various disasters and accidents through proper notification as and when required, on the basis of the nature and spread of occurrence and in tandem with universally accepted benchmarks.
- (3) "*Disaster management*" means a continuous and integrated process of planning, organizing, coordinating and implementing measures which are necessary or expedient for:

- (i) Prevention of danger or threat of any disaster;
 - (ii) Mitigation or reduction of risk of any disaster or its severity or consequences;
 - (iii) Capacity-building;
 - (iv) Preparedness to deal with any disaster;
 - (v) Prompt response to any threatening disaster situation or disaster;
 - (vi) Assessing the severity or magnitude of effects of any disaster;
 - (vii) Evacuation, rescue and relief;
 - (viii) Rehabilitation and reconstruction;
- (4) "*Mitigation*" means measures aimed at reducing the risk, impact or effects of a disaster or threatening disaster situation;
- (5) "*Preparedness*" means the state of readiness to deal with a threatening disaster situation or disaster and the effects thereof;
- (6) "*Prescribed*" means prescribed by rules made under this Act;
- (7) "*Reconstruction*" means construction or restoration of any property after a disaster;
- (8) "*Resources*" includes manpower, services, materials and provisions;
- (9) "*National Authority*" means the National Disaster Management Authority established under sub-section (1) of section 3;
- (10) "*National Executive Committee*" means the Executive Committee of the National Authority constituted under sub-section (1) of section 8 of the DM Act, 2005 (Central Act of No. 53 of 2005);
- (11) "*National Plan*" means the plan for disaster management for the whole of the country prepared under section 11 of the DM Act, 2005 (Central Act of No. 53 of 2005);;
- (12) "*State Authority*" means the State Disaster Management Authority established under sub-section (1) of section 14 of the DM Act, 2005 (Central Act of No. 53 of 2005);;
- (13) "*State Executive Committee*" means the Executive Committee of a State Authority constituted under sub-section (1) of section 20 of the DM Act, 2005 (Central Act of No. 53 of 2005);;
- (14) "*State Government*" means the Department of Government of the State having administrative control of disaster management.
- (15) "*State Plan*" means the plan for disaster management for the whole of the State prepared under section 23 of the DM Act, 2005 (Central Act of No. 53 of 2005);.

- (16) “*Annual Report*” means the Annual Report of the Authority under sub section (2) of section 70 of the DM Act, 2005 (Central Act of No. 53 of 2005);.
- (17) “*District Authority*” means the District Disaster Management Authority constituted under sub-section (1) of section 25 of the DM Act, 2005 (Central Act of No. 53 of 2005);;
- (18) “*District Plan*” means the plan for disaster management for the district prepared under section 31 of the DM Act, 2005 (Central Act of No. 53 of 2005);;
- (19) “*Sub-Division Authority*” means the Sub-Division Disaster Management Authority, and “*Village Authority*” means Village Disaster Management Authority.
- (20) “*Sub-Division Plan*” and “*Village Plan*” means the plan for disaster management for the Sub-Division and the Village.
- (21) “*Local Authority*” includes any body or authority, by whatever name called, for the time being invested by law, for rendering essential services or, with the control and management of civic services, within a specific local area.
- (22) “*Financial Year*” means the financial year commencing from 1st April each year and ending on 31st March of the following year.
- (23) “*Section*” means a section of the Act.

3. Composition of the State Disaster Management Authority:

- (1) The State Disaster Management Authority shall consist of the following members, namely:
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|--------|--|---------------------------|
| (i) | Chief Minister | : Chairperson, Ex-officio |
| (ii) | Minister in charge Home Department | : Vice Chairperson |
| (iii) | Minister in charge Finance Department | : Member |
| (iv) | Minister in charge Health & Family Welfare | : Member |
| (v) | Minister in charge Agriculture Department | : Member |
| (vi) | Minister in charge Transport & Communication | : Member |
| (vii) | Minister in charge R&B and Works & Housing PWD | : Member |
| (viii) | Minister in charge Power Department | : Member |
| (ix) | Minister in charge of PHE | : Member |
| (x) | Minister in charge of Urban Development | : Member |
| (xi) | Minister in charge of Planning & Coordination | : Member |
| (xii) | Minister in charge of RR&DM | : Member |

- (xiii) Chief Secretary : CEO, Ex-officio
 - (xiv) Commissioner/Secretary Home & DM : Secretary Ex-Officio
- (2) The Chairperson shall delegate the Vice-Chairperson of the Authority to preside over a meeting or coordinate emergency during his absence.
 - (3) The Chairperson of the State Executive Committee (Chief Secretary) shall be the Chief Executive Officer of the State Authority, ex-officio.
 - (4) The Commissioner / Secretary of the Home Department (Disaster Management) will be the Secretary of the Authority, ex-officio.

4. The Meetings of the State Authority:

- (1) The State Authority shall meet at least every quarter at such time and place as the Chairperson of the State Authority may think fit.
- (2) The Chairperson of the State Authority shall preside over the meetings of the State Authority.
- (3) If for any reason, the Chairperson of the State Authority is unable to attend the meeting of the State Authority, the Vice Chairperson of the State Authority shall preside at the meeting.

5. Provision of Officers, Consultants and Employees:

- (1) The State Government shall provide the State Authority with such officers, consultants and employees, as it considers necessary, for carrying out the functions of the State Authority. These officers, consultants and employees may be engaged on deputation from other government departments or on contract or any other mode approved by the State Government.

6. Constitution of Advisory Committee:

- (1) The State Authority may, as and when it considers necessary, constitute an Advisory Committee consisting of experts in the field of disaster management to make recommendations on different aspects of disaster management.
- (2) The members of the Advisory Committee shall be paid travelling and daily allowances as are admissible to High Power Committee set up by the State Government.

7. Powers and Functions of State Authority:

- (1) The State Authority shall have the responsibility for laying down policies and plans for disaster management in the State.
- (2) The State Authority may:
 - (i) Lay down the State Disaster Management Policy;
 - (ii) Approve the State Plan in accordance with the guidelines laid down by the National Authority;
 - (iii) Approve the disaster management plans prepared by the departments of the Government of the State and the District Disaster Management Plans prepared by the District Authority;
 - (iv) Lay down guidelines to be followed by the departments of the Government of the State for the purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance therefore;
 - (v) Co-ordinate the implementation of the State Plan;
 - (vi) Recommend provision of funds for mitigation and preparedness measures;
 - (vii) Review the development plans of the different departments of the State and ensure that prevention and mitigation measures are integrated therein;
 - (viii) Review the measures being taken for mitigation, capacity building and preparedness by the departments of the Government of the State and issue such guidelines as may be necessary.
- (3) The Chairperson of the State Authority shall, in the case of emergency, have power to exercise all or any of the powers of the State Authority but the exercise of such powers shall be subject to ex post facto ratification of the State Authority.

8. Provision of Relief:

- (1) The State Authority shall lay down detailed guidelines by updating suitably modifying the existing Nagaland Relief Manual for providing standards of relief to persons affected by disasters.
- (2) Provided that such standards shall in no case be less than the minimum standards stipulated in the guidelines laid down by the National Authority in this regard.

9. Constitution of State Executive Committee:

- (1) The State shall constitute a State Executive Committee to assist the State Authority in the performance of its functions and to coordinate action in accordance with the guidelines laid down by the State Authority and ensure the compliance of directions issued by the State Government under this rule.
- (2) The State Executive shall consist of the following members, namely:
 - (i) Chief Secretary : Chairperson, ex officio
 - (ii) Addl. Chief Secy. & Commissioner : Member
 - (iii) Addl. Chief Secy. & Development Commissioner : Member
 - (iv) Principal Secy./Commissioner & Secy. PWD : Member
 - (v) Principal Secy./Home Commissioner (NSDMA) : Member & CEO
NSDMA Secretariat
 - (vi) Principal Secy./Commissioner & Secy. Power : Member
 - (vii) Principal Secy./Commissioner & Secy. Finance : Member
 - (viii) Principal Secy./Commissioner & Secy. H&FW : Member
 - (ix) Principal Secy./Commissioner & Secy. Agriculture : Member
 - (x) Commissioner & Secy., Geology Mining : Member
 - (xi) Special Secretary Home : Member
 - (xii) Director General of Police and Director General of Home Guards and Civil Defence will be special invitees. The SEC may invite any other considered relevant to the committee.

10. Procedure to be followed by the State Executive Committee:

- (1) The Chairperson of the State Executive Committee may, as and when required, in the implementation of the directions of the State Government seek guidance from the State Authority as to the modalities of such implementation.
- (2) The Chairperson of the State Executive Committee shall, in case of emergency, have the power to exercise all or any of the powers of the State Executive Committee but exercise of such powers shall be subject to ratification of the State Executive Committee;
- (3) The Chairperson of the State Executive Committee shall preside over the meetings of the State Executive Committee Provided that in the case of his inability to preside over any meeting of the State Executive Committee, he shall nominate one of the members of the State Executive Committee to preside over the meeting.

- (4) The Chairperson of the State Executive Committee may nominate one or more officers:
 - (i) To assist him in the performance of his functions as Chairperson of the State Executive Committee;
 - (ii) To maintain proper records relating to the meetings of the State Executive Committee;
 - (iii) To take follow up action to ensure that the decisions taken in the meetings of the State Executive Committee are implemented in time; and
 - (iv) To perform such other functions as the Chairperson may direct.
- (5) The Chairperson of the State Executive Committee shall decide the day, time and place of a meeting of the State Executive Committee.
- (6) The State Executive Committee shall meet as often as necessary but at least once every quarter.
- (7) The State Executive Committee shall give notice of its meeting and circulate its agenda at least three days in advance, unless there is an emergency situation on the occurrence of a major disaster or a situation of such a threatening disaster, when the State Executive Committee shall meet at the earliest to ensure smooth and efficient response.
- (8) The State Authority may invite any member of the State Executive Committee whenever required to assist it in the discharge of its functions.
- (9) The State Executive Committee shall invite the Secretary of the State Authority, as a special invitee to attend its every meeting.
- (10) The State Executive Committee shall forward the minutes of every meeting to the State Authority.

11. Constitution of Sub-Committees:

- (1) The State Executive Committee may, as and when it considers necessary, constitute one or more sub-committees, for efficient discharge of its functions.
- (2) The State Executive Committee shall appoint from amongst its members the Chairperson of the sub-committee referred to in sub-section (1)
- (3) Any non-official associated as an expert with any sub-committee constituted under sub-section (1) of section 11, shall be paid travelling and daily allowances as are admissible to non-officials attending the meetings of committees set up by the State Government.

12. Functions of the State Executive Committee:

- (1) The State Executive Committee shall have the responsibility of implementing the National Plan and State Plan and act as the coordinating and monitoring body for management of disasters in the State.
- (2) The State Executive Committee may:
 - (i) Coordinate and monitor the implementation of the National Policy, the National Plan and the State Plan;
 - (ii) Examine the vulnerability of different parts of the State to different forms of disasters and specify measures to be taken for their prevention or mitigation;
 - (iii) Lay down guidelines for preparation of disaster management plans by the departments of the Government of the State and the District Authorities ;
 - (iv) monitor the implementation of disaster management plans prepared by the departments of the Government of the State and District Authorities
 - (v) Monitor the implementation of the guidelines laid down by the State Authority for integrating of measures for prevention of disasters and mitigation by the departments in their development plans and projects;
 - (vi) Evaluate preparedness at all governmental or non-governmental levels to respond to any disaster threatening situation or disasters and give directions, where necessary ,for enhancing such preparedness ;
 - (vii) Coordinate response in the event of any threatening disaster situation or disaster;
 - (viii) Give directions to any department of the Government of the State or any other authority or body in the State regarding actions to be taken in response to any threatening disaster situation or disaster;
 - (ix) Promote general education, awareness and community training in regard to the forms of disasters to which different parts of the State are vulnerable and the measures that may be taken by such community to prevent the disaster, mitigate and response to such disaster;
 - (x) Advise, assist and coordinate the activities of the departments of the Government of the State, District Authorities, statutory bodies and other governmental and non- governmental organizations engaged in disaster management;
 - (xi) Provide necessary technical assistance or give advice to District Authorities and local authorities to carrying out their functions effectively;
 - (xii) Advise the State Government regarding all financial matters in relation to disaster management;

- (xiii) Examine the construction, in any local area in the State and, if it is of the opinion that the standards laid for such construction for the prevention of disaster is not being or has not been followed, may direct the District Authority or the local authority, as the case may be, to take such action as may be necessary to secure compliance of such standards;
- (xiv) Provide information to the National Authority relating to different aspects of disaster management in the State;
- (xv) Lay down, review and update State level response plans and guidelines and ensure that the district level plans are prepared, reviewed and updated;
- (xvi) Ensure that communication systems are in order and mock drills are carried out at all levels at least twice in a year;
- (xvii) Perform such other functions as may be assigned to it by the State Authority, or as it may consider necessary.

13. State Plan:

- (1) There shall be a plan for disaster management for the State to be called State Disaster Management Plan.
- (2) The State Plan shall be prepared by the State Executive Committee having regard to the guidelines laid down by the National Authority and after such consultation with the various government departments, local authorities, district authorities and the peoples representative as the State Executive Committee may deem fit.
- (3) The State Plan prepared by the State Executive Committee under sub-section (2) shall be approved by the State Authority.
- (4) The State Plan shall include:
 - (i) The vulnerability of different parts of the State to different form of disasters;
 - (ii) The measures to be adopted for the prevention and mitigation of disasters;
 - (iii) The manner in which the mitigation measures shall be integrated with the development plans and projects;
 - (iv) The capacity building and the preparedness measures to be taken;
 - (v) The roles and responsibilities of each departments of the Government of the State in relation to the measures specified in clauses (b),(c) and (d) above;
 - (vi) The roles and responsibilities of different departments of the Government of the State in responding to any threatening disaster situation or disaster ;

- (vii) The roles and responsibilities of community based organizations, international and national non-government organizations in certain activities of capacity building, response and relief as may be visualized in the State Plan.
- (5) The State Plan shall be reviewed and updated annually.
- (6) Appropriate provisions shall be made by the State Government for financing of mitigation and response measures to be carried out under the State Plan.
- (7) Copies of the State Plan referred to in sub-sections (2) to (5) shall be made available to all the departments of the government of the State and other stakeholders and they shall take necessary measures to perform their responsibilities as stipulated in the State Plan.

14. Powers and Functions of State Executive Committee in the Event of Threatening Disaster Situations:

- (1) For the purpose of assisting and protecting the community affected by disaster or providing relief to such community or preventing or combating disruptions or dealing with the effects of any threatening disaster situation, the State Executive Committee may:
 - (i) Control and restrict, vehicular traffic to, from or within, the vulnerable or affected area;
 - (ii) Control and restrict the entry of any person into, his movement within and departure from, a vulnerable or affected area;
 - (iii) Remove debris, conduct search and rescue operations;
 - (iv) Provide shelter, food, drinking water, essential provisions, health care and services in accordance with the standards laid down by the National Authority and State Authority;
 - (v) Give direction to the concerned department of the Government of the State, any district authority or other authority, within the local limits of the State to take such measure or steps for rescue, evacuation or providing immediate relief saving lives or property, as may be necessary in its opinion;
 - (vi) Require any department of the Government of the State or any other body or authority or person in charge of any relevant resources to make available the resources for the purpose of emergency response, rescue and relief.
 - (vii) Require experts and consultants in the field of disasters to provide advice and assistance for rescue and relief;

- (viii) Procure exclusive or preferential use of amenities from any authority or person as and when required;
- (ix) Construct temporary bridges or other necessary structures and demolish unsafe structures which may be hazardous to public;
- (x) Ensure that non-governmental organizations carry out their activities in an equitable and non-discriminatory manner;
- (xi) Disseminate information to public to deal with any threatening disaster situation or disaster;
- (xii) Take such steps as the Central Government or the State Government may direct in this regard or take such other steps as are required or warranted by the form of any threatening disaster situation or disaster.

15. District Disaster Management Authority:

- (1) The State Government shall establish a District Disaster Management Authority for every district in the State.
- (2) The District Authority shall consist of the following members, namely:
 - (i) Deputy Commissioner - Chairperson ex-officio
 - (ii) Additional Deputy Commissioner - Chief Executive Officer
 - (iii) Superintendent of Police - Member
 - (iv) Dy. Controller of Civil Defence - Member
 - (v) Civil Surgeon - Member
 - (vi) Two District Heads of Offices to be nominated by the Deputy Commissioner as members
- (3) The State Government shall appoint an officer not below the rank of Additional Deputy Commissioner of the district to be the Chief Executive Officer of the District Authority to exercise such powers and perform such functions as may be prescribed by the State Government, and such other powers and functions as may be delegated to him by the District Authority.

16. Powers of Chairperson of District Authority:

- (1) The Chairperson of the District Authority, shall in addition to presiding over the meetings of the District Authority, exercise and discharge such powers and functions of the District Authority as the District Authority may delegate to him.

- (2) The Chairperson of the District Authority shall in the case of an emergency, have the power to exercise all or any of the powers of the District Authority but the exercise of such powers shall be subject to ex-post facto ratification of the District Authority.
- (3) The District Authority or the Chairperson of the District Authority may, by general or special order, in writing, delegate such of its or his powers and functions, under sub-section (1) or (2), as the case may be, to the Chief Executive Officer of the District Authority, subject to such conditions and limitations, if any, as it or he deems fit.

17. Meetings:

- (1) The District Authority shall meet as and when necessary but at least once in every three months at such time and place as the chairperson may think fit.

18. Constitution of Advisory Committees and Other Committees:

- (1) The District Authority may, as and when it considers necessary, constitute one or more Advisory Committee and other Committees for the efficient discharge of its functions.
- (2) The District Authority shall appoint, from amongst its members, the Chairperson of the Committee referred to in sub-section (1).
- (3) Any non-official associated as an expert with any committee or subcommittee constituted under sub-section (1) may be paid such allowances as permissible under the existing Rules.

19. Appointment Of Officers And Other Employees Of District Authority:

- (1) The State Government shall provide the District Authority with such officers, consultants and other employees as it considers necessary for carrying out the functions of District Authority. These officers, consultants and employees may be engaged on deputation from other government departments, on contract or any other mode approved by the State Government.

20. Powers and Functions Of District Authority:

- (1) The District Authority shall act as the district planning, coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the district in accordance with the guidelines laid down by the National Authority and the State Authority.

- (2) The District Authority may-
- (i) Prepare a disaster management plan including district response plan for the district;
 - (ii) Coordinate and monitor the implementation of the National Policy, State Policy, National Plan, State Plan and District Plan;
 - (iii) Ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the local authorities;
 - (iv) Ensure that the guidelines for prevention of disasters, mitigation of its effects, preparedness and response measures as laid down by the National Authority and the State Authority are followed by all departments of the Government at the district level and the local authorities in the district;
 - (v) Give directions to different authorities at the district level and local authorities to take such other measures for the prevention or mitigation of disasters as may be necessary;
 - (vi) Lay down guidelines for prevention of disaster management plans by the department of the Government at the districts level and local authorities in the district;
 - (vii) Monitor the implementation of disaster management plans prepared by the Departments of the Government at the district level;
 - (viii) Lay down guidelines to be followed by the Departments of the Government at the district level for purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance there for ;
 - (ix) Monitor the implementation of measures referred to in clause (viii);
 - (x) Review the State of capabilities for responding to any disaster or threatening disaster situation in the district and give directions to the relevant departments or authorities at the district level for their up gradation as may be necessary;
 - (xi) Review the preparedness measures and give directions to the concerned departments at the district level or other concerned authorities where necessary for bringing the preparedness measures to the levels required for responding effectively to any disaster or threatening disaster situation;
 - (xii) Organize and coordinate specialized training programmes for different levels of officers, employees and voluntary rescue workers in the district;

- (xiii) Facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organizations;
- (xiv) Set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public;
- (xv) Prepare, review and update district level response plan and guidelines;
- (xvi) Coordinate response to any threatening disaster situation or disaster;
- (xvii) Ensure that the Departments of the Government at the district level and the local authorities prepare their response plans in accordance with the district response plan;
- (xviii) Lay down guidelines for, or give direction to concerned Department of the Government at the district level or any other authorities within the local limits of the district to take measures to respond effectively to any threatening disaster situation or disaster;
- (xix) Advise, assist and coordinate the activities of the Departments of the Government at the district level, statutory bodies and other governmental and non-governmental organizations in the district engaged in the disaster management;
- (xx) Coordinate with, and give guidelines to, local authorities in the district to ensure that measures for the prevention or mitigation of threatening disaster situation or disaster in the district are carried out promptly and effectively;
- (xxi) Provide necessary technical assistance or give advise to the local authorities in the district for carrying out their functions; Government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation;
- (xxii) Examine the construction in any area in the district and, if it is of the opinion that the standards for the prevention of disaster or mitigation laid down for such construction is not being or has not been followed, may direct the concerned authority to take such action as may be necessary to secure compliance of such standards;
- (xxiii) Identify buildings and places which could, in the event of any threatening disaster situation or disaster, be used as relief centers or camps and make arrangements for water supply and sanitation in such buildings or places;
- (xxiv) Establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice;
- (xxv) Provide information to the State Authority relating to different aspects of disaster management;

- (xxvi) Encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management;
- (xxvii) Ensure communication systems are in order and mock drills are carried out at least twice in a year;
- (xxviii) Perform such other functions as the State Government or State Authority may assign to it or as it deems necessary for disaster management in the District.

21. District Plan:

- (1) There shall be a plan for disaster management for every district of the State.
- (2) The 'District Plan' shall be prepared by the District Authority, after consultation with the local authorities, line department offices at the district level and having regard to the National Plan and the State Plan and be approved by the State Authority.
- (3) The District Plan shall include-
 - (i) A hazard assessment and vulnerability analysis of the areas in the district vulnerable to different forms of disasters;
 - (ii) The measures to be taken, for prevention and mitigation of disaster, by the Departments of the Government at the district level and local authorities in the district;
 - (iii) The capacity-building and preparedness measures required to be taken by the Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster;
 - (iv) The Emergency Support Functions and Standard Operating Procedures of all government departments, in the event of a disaster, providing for:
 - a) Allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district;
 - b) Prompt response to disaster and relief thereof;
 - c) Procurement of essential resources;
 - d) Establishment of communication links; and
 - e) The dissemination of information to the public;
 - (v) Such other matters as may be required by the State Authority.
- (4) The 'District Plan' shall be reviewed and updated annually.
- (5) The copies of the District Plan referred to in sub-sections (2) and (4), shall be made available to the Departments of the Government in the district.

- (6) The District Authority shall send a copy of the District Plan to the State Authority for approval.
- (7) The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

21. Plans by Different Authorities at District Level and Their Implementation:

- (1) Every office of the Government of India and of the State Government at the district level and of the local authorities shall, under the supervision of the District Authority:
 - (i) Prepare a disaster management plan setting out the following, namely:
 - (a) Provisions for taking prevention and mitigation measures as provided for in the District Plan and as is assigned to the department or agency concerned;
 - (b) Provisions for taking measures relating to capacity-building and preparedness;
 - (c) The response plans and procedures, in the event of, any threatening disaster situation or disaster;
 - (ii) Coordinate the preparation and the implementation of its plan with those of the other organizations at the district level including local authority, communities and other stakeholders;
 - (iii) Regularly review and update the plan including Emergency Support Functions and Standard Operation Procedures
 - (iv) Submit a copy of its disaster management plan and any subsequent amendment thereto, to the District Authority.

22. Requisition by the District Authority:

- (1) The District Authority may by order, require any officer or any Department at the district level or any local authority to take such measures for the prevention or mitigation of disaster or to effectively respond to it, as may be necessary, and such officer or department shall be bound to carry out such order.

23. Powers and functions of District Authority in the event of any Threatening Disaster Situation or Disaster:

- (1) For the purpose of assisting, protecting or providing relief to the community, in response to any threatening disaster situation or disaster, the District Authority may:

- (i) Give directions for the release and use of resources available with any Department of the Government and the local authority in the district; vulnerable or affected area;
- (ii) Control and restrict vehicular traffic to, from and within the vulnerable or affected area;
- (iii) Control and restrict the entry of any person into, his movement within and departure from, a vulnerable or affected area;
- (iv) Remove debris, conduct search and carry out rescue operations;
- (v) Provide shelter, food, drinking water and essential provisions, healthcare and services;
- (vi) Establish emergency communication systems in the affected area;
- (vii) Make arrangements for the disposal of the unclaimed dead bodies;
- (viii) Recommend to any Department of the Government of the State or any authority or body under that Government at the district level to take such measures as are necessary in its opinion;
- (ix) Require experts and consultants in the relevant fields to advise and assist as it may deem necessary;
- (x) Procure exclusive or preferential use of amenities from any authority or person;
- (xi) Construct temporary bridges or other necessary structures and demolish structures which may be hazardous to public or aggravate the effects of the disaster;
- (xii) Ensure that the non-governmental organizations carry out their activities in an equitable and non-discriminatory manner;
- (xiii) Take such other steps as may be required or warranted in such a situation.

25. Annual Report:

- (1) The State Authority shall prepare its annual report and forward it to the State Government within nine months of the end of the financial year for placing before the State Legislature.
- (2) The annual report shall contain a full account of the activities of the State Authority during the previous year and the State Authority shall forward copy of the annual report to the State Government, which will cause it to be laid before the State Legislature.
- (3) The annual report shall include:
 - (i) A statement of the aims and objectives and vision of the State Authority
 - (ii) The role and function of the State Authority ;

- (iii) Annual targets and achievements ,in physical and financial terms ,during the year to which the annual report pertains ;
- (iv) The activities of the State Authority during the previous financial year; and
- (v) Any other information as the State Authority deems fit.

26. Composition of the Sub-Division Disaster Management Authority:

- (1) The Sub-Division Disaster Management Authority shall consist of the following members, namely:
 - (i) ADC or SDO (C) of the Sub-Division who shall be the Chairperson, ex-officio
 - (ii) EAC shall be the Chief Executive Officer
 - (iii) 3 officers from key Departments from the Sub-Division as members to be nominated by the ADC/SDO(C)
 - (iv) 2 leaders from local bodies, NGOs, from the Sub-Division as members to be nominated by the ADC/SDO(C).

27. The Meetings of the Sub-Division Authority:

- (1) The Sub-Division Authority shall meet at least every quarter at such time and place as the Chairperson of the Sub-Division Authority may think fit.
- (2) The Chairperson of the Sub-Division Authority shall preside over the meetings of the Sub-Division Authority.
- (3) If for any reason, the Chairperson of the Sub-Division Authority is unable to attend the meeting of the Sub-Division Authority, the Chief Executive Officer of the Sub-Division Authority shall preside at the meeting.

28. Powers of Chairperson of Sub-Division Authority:

- (1) The Chairperson of the Sub-Division Authority, shall in addition to presiding over the meetings of the Sub-Division Authority, exercise and discharge such powers and functions of the Sub-Division Authority as the Sub-Division Authority may delegate to him.
- (2) The Chairperson of the Sub-Division Authority shall in the case of an emergency, have the power to exercise all or any of the powers of the Sub-Division Authority but the exercise of such powers shall be subject to ex-post facto ratification of the Sub-Division Authority.

- (3) The Sub-Division Authority or the Chairperson of the Sub-Division Authority may, by general or special order, in writing, delegate such of its or his powers and functions, under sub-section (1) or (2), as the case may be, to the Chief Executive Officer of the Sub-Division Authority, subject to such conditions and limitations, if any, as it or he deems fit.

29. Powers and Functions Of Sub-Division Authority

- (1) The Sub-Division Authority shall act as the Sub-Division planning, coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the Sub-Division in accordance with the guidelines laid down by the State Authority and the District Authority.
- (2) The Sub-Division Authority may:
 - (i) Prepare a disaster management plan including Sub-Division response plan for the Sub-Division;
 - (ii) Coordinate and monitor the implementation of the National Policy, State Policy, National Plan, State Plan, District Plan and Sub-Division Plan;
 - (iii) Ensure that the areas in the Sub-Division vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the Sub-Division level as well as by the local authorities;
 - (iv) Ensure that the guidelines for prevention of disasters, mitigation of its effects, preparedness and response measures as laid down by the National Authority, the State Authority and District Authority are followed by all departments of the Government at the Sub-Division level and the local authorities in the Sub-Division;
 - (v) Give directions to different authorities at the Sub-Division level and local authorities to take such other measures for the prevention or mitigation of disasters as may be necessary;
 - (vi) Lay down guidelines for prevention of disaster management plans by the department of the Government at the Sub-Division level and local authorities in the Sub-Division;
 - (vii) Monitor the implementation of disaster management plans prepared by the Departments of the Government at the Sub-Division level;
 - (viii) Lay down guidelines to be followed by the Departments of the Government at the Sub-Division level for purposes of integration of measures for prevention of

disasters and mitigation in their development plans and projects and provide necessary technical assistance there for ;

- (ix) Monitor the implementation of measures referred to in clause (viii);
- (x) Review the State of capabilities for responding to any disaster or threatening disaster situation in the Sub-Division and give directions to the relevant departments or authorities at the Sub-Division level for their upgradation as may be necessary;
- (xi) Review the preparedness measures and give directions to the concerned departments at the Sub-Division level or other concerned authorities where necessary for bringing the preparedness measures to the levels required for responding effectively to any disaster or threatening disaster situation;
- (xii) Organize and coordinate specialized training programmes for different levels of officers, employees and voluntary rescue workers in the Sub-Division;
- (xiii) Facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organizations;
- (xiv) Set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public;
- (xv) Prepare, review and update Sub-Division level response plan and guidelines;
- (xvi) Coordinate response to any threatening disaster situation or disaster;
- (xvii) Ensure that the Departments of the Government at the Sub-Division level and the local authorities prepare their response plans in accordance with the Sub-Division response plan;
- (xviii) Lay down guidelines for, or give direction to concerned Department of the Government at the district level or any other authorities within the local limits of the district to take measures to respond effectively to any threatening disaster situation or disaster;
- (xix) Advise, assist and coordinate the activities of the Departments of the Government at the Sub-Division level, statutory bodies and other governmental and non-governmental organizations in the Sub-Division engaged in the disaster management;
- (xx) Coordinate with, and give guidelines to, local authorities in the Sub-Division to ensure that measures for the prevention or mitigation of threatening disaster situation or disaster in the Sub-Division are carried out promptly and effectively;
- (xxi) Provide necessary technical assistance or give advise to the local authorities in the Sub-Division for carrying out their functions; Government at the Sub-Division

- level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation;
- (xxii) Examine the construction in any area in the Sub-Division and, if it is of the opinion that the standards for the prevention of disaster or mitigation laid down for such construction is not being or has not been followed, may direct the concerned authority to take such action as may be necessary to secure compliance of such standards;
 - (xxiii) Identify buildings and places which could, in the event of any threatening disaster situation or disaster, be used as relief centers or camps and make arrangements for water supply and sanitation in such buildings or places;
 - (xxiv) Establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice;
 - (xxv) Provide information to the District Authority relating to different aspects of disaster management;
 - (xxvi) Encourage the involvement of non-governmental organizations and voluntary social-welfare institutions working at the grassroots level in the Sub-Division for disaster management;
 - (xxvii) Ensure communication systems are in order and mock drills are carried out at least twice in a year;
 - (xxviii) Perform such other functions as the State Government or State Authority and the District Authority may assign to it or as it deems necessary for disaster management in the Sub-Division.

30. Sub-Division Plan:

- (1) There shall be a plan for disaster management for every Sub-Division of the District.
- (2) The 'Sub-Division Plan' shall be prepared by the Sub-Division Authority, after consultation with the local authorities, line department offices at the Sub-Division level and having regard to the National Plan, the State Plan and District Plan and be approved by the District Authority.
- (3) The Sub-Division Plan shall include:
 - (i) A hazard assessment and vulnerability analysis of the areas in the Sub-Division vulnerable to different forms of disasters;
 - (ii) The measures to be taken, for prevention and mitigation of disaster, by the Departments of the Government at the Sub-Division level and local authorities in the Sub-Division;

- (iii) The capacity-building and preparedness measures required to be taken by the Departments of the Government at the Sub-Division level and the local authorities in the Sub-Division to respond to any threatening disaster situation or disaster;
 - (iv) The Emergency Support Functions and Standard Operating Procedures of all government departments in the Sub-Division, in the event of a disaster, providing for:
 - (a) Allocation of responsibilities to the Departments of the Government at the Sub-Division level and the local authorities in the Sub-Division;
 - (b) Prompt response to disaster and relief thereof;
 - (c) Procurement of essential resources;
 - (d) Establishment of communication links; and
 - (e) The dissemination of information to the public;
 - (v) Such other matters as may be required by the District Authority and State Authority.
- (4) The 'Sub-Division Plan' shall be reviewed and updated annually.
 - (5) The copies of the Sub-Division Plan referred to in sub-sections (2) and (4), shall be made available to the Departments of the Government in the Sub-Division.
 - (6) The Sub-Division Authority shall send a copy of the Sub-Division Plan to the District Authority for onward submission to the State Authority for approval.
 - (7) The Sub-Division Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the Sub-Division as it may deem necessary for the implementation thereof.

31. Village Disaster Management Authority:

- (1) The District Authority shall establish a Village Disaster Management Authority for every Village in the District.
- (2) The Village Authority shall consist of the following members, namely:
 - (i) Village Council Chairman - Chairperson ex-officio
 - (ii) Village Development Board Secy. - Chief Executive Officer
 - (iii) 2 members from communitized communities - Member
 - (iv) 2 members from church, women and students union - Member

32. Powers of Chairperson of Village Authority:

- (1) The Chairperson of the Village Authority, shall in addition to presiding over the meetings of the Village Authority, exercise and discharge such powers and functions of the Village Authority as the Village Authority may delegate to him.
- (2) The Chairperson of the Village Authority shall in the case of an emergency, have the power to exercise all or any of the powers of the Village Authority but the exercise of such powers shall be subject to ex-post facto ratification of the Village Authority.
- (3) The Village Authority or the Chairperson of the Village Authority may, by general or special order, in writing, delegate such of its or his powers and functions, under sub-section (1) or (2), as the case may be, to the Chief Executive Officer of the Village Authority, subject to such conditions and limitations, if any, as it or he deems fit.

33. Village Authority Meetings:

- (1) The Village Authority shall meet as and when necessary but at least once in every three months at such time and place as the Chairperson may think fit.

34. Powers and Functions Of Village Authority

- (1) The Village Authority shall act as the Village planning, coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the Village in accordance with the guidelines laid down by the National Authority, the State Authority, The District Authority and the Sub-Division Authority.
- (2) The Village Authority may:
 - (i) Prepare a disaster management plan including Village response plan for the Village;
 - (ii) Coordinate and monitor the implementation of the National Policy, State Policy, District Policy, Sub-Division Policy, National Plan, State Plan, District Plan and Sub-Division Plan;
 - (iii) Ensure that the areas in the Village vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the Village Authority as well as by the local authorities;
 - (iv) Ensure that the guidelines for prevention of disasters, mitigation of its effects, preparedness and response measures as laid down by the National Authority, the State Authority, District Plan and Sub-Division Plan are followed by the Village Authority and the local authorities in the district;

- (v) Monitor the implementation of disaster management plans prepared by the Village Authority at the Village level;
- (vi) Review the State of capabilities for responding to any disaster or threatening disaster situation in the village and give directions to the relevant local authorities at the village level;
- (vii) Review the preparedness measures and give directions to bring the preparedness measures to the levels required for responding effectively to any disaster or threatening disaster situation;
- (viii) Facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organizations;
- (ix) Set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public;
- (x) Prepare, review and update village level response plan and guidelines;
- (xi) Coordinate response to any threatening disaster situation or disaster;
- (xii) Coordinate with, and give guidelines to, local authorities in the district to ensure that measures for the prevention or mitigation of threatening disaster situation or disaster in the village are carried out promptly and effectively;
- (xiii) Identify buildings and places which could, in the event of any threatening disaster situation or disaster, be used as relief centers or camps and make arrangements for water supply and sanitation in such buildings or places;
- (xiv) Establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice;
- (xv) Provide information to the Sub-Division Authority relating to different aspects of disaster management;
- (xvi) Encourage the involvement of non-governmental organizations, Self help groups and voluntary social-welfare institutions working at the grassroots level in the village for disaster management;
- (xvii) Ensure communication systems are in order and mock drills are carried out at least twice in a year;
- (xviii) Perform such other functions as the State Government or State Authority may assign to it or as it deems necessary for disaster management in the Village.

35. Village Disaster Management Plan:

- (1) There shall be a plan for disaster management for every district of the village in the district.

- (2) The 'Village Plan' shall be prepared by the Village Authority, after consultation with the local authorities and having regard to the National Plan, the State Plan, the District Plan and the Sub-Division Plan and be approved by the State Authority.
- (3) The Village Plan shall include:
 - (i) A hazard assessment and vulnerability analysis of the areas in the village vulnerable to different forms of disasters;
 - (ii) The measures to be taken, for prevention and mitigation of disaster, local authorities in the district;
 - (iii) The capacity-building and preparedness measures required to be taken by the local authorities in the village to respond to any threatening disaster situation or disaster;
 - (iv) The Emergency Support Functions and Standard Operating Procedures of all local authorities, in the event of a disaster, providing for:
 - (a) Allocation of responsibilities to the the local authorities in the village;
 - (b) Prompt response to disaster and relief thereof;
 - (c) Procurement of essential resources;
 - (d) Establishment of communication links; and
 - (e) The dissemination of information to the public;
 - (v) Such other matters as may be required by the State Authority.
- (4) The 'Village Plan' shall be reviewed and updated annually.
- (5) The Village Authority shall send a copy of the Village Plan to the Sub-Division Authority for onward submission to the State Authority for approval.
- (6) The Village Authority shall, review from time to time, the implementation of the Plan and issue such instructions to the local authorities for the implementation thereof.

36. Quarterly Report:

- (1) The Village Authority shall prepare its quarterly report and forward it to the Sub-Division Authority and the Sub-Division Authority quarterly report to the District Authority for onward submission to the State Authority/ State Government.
- (2) The quarterly report shall contain a full account of the activities of the Sub-Division Authority and Village Authority during the previous year and the District Authority shall forward copy of the quarterly report to the State Government, which will cause it to be laid before the State Legislature.

- (3) The annual report shall include:
- (i) A statement of the aims and objectives and vision of the Sub-Division Authority and Village Authority
 - (ii) The role and function of the Sub-Division Authority and Village Authority ;
 - (iii) Annual targets and achievements ,in physical and financial terms ,during the year to which the annual report pertains ;
 - (iv) The activities of the Sub-Division Authority and Village Authority during the previous financial year ; and
 - (v) Any other information as the Sub-Division Authority and Village Authority deems fit.

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NAGALAND STATE DISASTER MANAGEMENT AUTHORITY

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