



Sphere India
National Coalition of Humanitarian Agencies in India

Report of District Level Nodal Officer Consultation meeting- District Disaster Management Plan Revision



Sphere India–Kerala State
Disaster Management Authority
partnership for Kerala flood
2018 recovery

December 2019



Report of District Level Nodal Officer Consultation meeting- District Disaster Management Plan Revision

The project team had conducted District level Nodal Officer consultation in the fourteen districts. The meeting was attended by District Collector/ Deputy Collector (Disaster management), Additional district magistrate and nodal officers from various line departments, The purpose of the meeting was to brief the objectives and expected results of revision of District Disaster Management Plan; that includes Review of existing DDMP by each nodal department, training needs of each Nodal Department in the light of 2018 and 2019 floods and Incident Response System- Rollout plan of each Department

Table 01 Following are the detail of Nodal officer consultation meeting held in the fourteen districts.

Sl. No	Name of District	Nodal officer consultation meeting date	No of Nodal Department attended
1	Trivandrum	10 October 2019	23
2	Kollam	17 October 2019	45
		23 October 2019	48
3	Alapuzha	26 August 2019	54
4	Pathanamthitta	31 October	27
5	Kottayam	17 October 2019	50
6	Idukki	18 October 2019	42
7	Ernakulam	28 October 2019	34
8	Thrissur	09 October 2019	48
9	Palakkad	11 October 2019	35
10	Malappuram	11 October 2019	52
11	Kozhikode	06 November 2019	40
12	Wayanad	23 October 2019	40
13	Kannur	13 November 2019	51
14	Kasargod	01 November 2019	36

Thiruvananthapuram

Proceeding

District level nodal officer consultation meeting was organised at District Emergency Operation centre on 10th of October 2019. 23 nodal departments attend the meeting The meeting was presided over by Anu. S. Nair Chief Executive Officer, District Disaster Management Authority & Deputy Collector (Disaster Management). He addressed the gathering by stating the importance of a comprehensive DM plan and the peculiarities of Thiruvananthapuram with respect to the various natural and human made hazards and how to tackle them with consistent planning and organised efforts. District Hazard Analyst, gave detail description of the process, timeline and template for DDMP revision.

Key decisions Taken

- 1) The virtual cadre officials of each department will work in close liaison with the Nodal officer of the respective department in collecting and organising data as deemed required from this office. The template for the collection and submission of the data will be sent from this office.
- 2) The nodal officers are asked to submit a report on the human resource capacities, organisational set up within the respective departments and training needs with respect to disaster management.
- 3) The existing District Disaster management plan is to be reviewed by the different departments and inputs submitted to this office within 14 days.
- 4) The nodal officers must submit the details of the resource inventories for updating the India Disaster response network by 22nd October 2019, the format for which will be mailed out from this office.
- 5) The departments of Agriculture, Animal Husbandry, Mining and Geology, Minor Irrigation, Health and Family Welfare, Kerala Water Authority, Land and Revenue and Soil conservation are to submit their departmental Disaster Management Plans at the earliest so that the inputs from the same may be incorporated in the revised DDMP. The developments regarding the same may be intimated to this office within 14 days.

Detail report and supporting document can access via following link [Click Here](#)

Kollam

Proceedings

First district level nodal officer consultation meeting was organised at District Emergency Operation centre on 17 October 2019. 23 nodal departments attend the meeting. Additional District Magistrate Shri P R Gopalakrishnan welcomed representatives from the respective Departments and spoke about the importance of Disaster Management Plan and the participatory approach towards developing it. Dr. Sreeja MU, Hazard Analyst and Mr. Praveen S, DPC facilitated the meeting. Mr. Praveen explained the role of Nodal officers in developing the Plan, review document and ways to review the DDMP, etc. Dr. Sreeja spoke about the existing DDMP, IRS as well.

Key decisions taken

- 1) The review document of the existing DDMP 2015 was well discussed and the nodal officers are requested to read the plan and review it before the next consultancy meeting.
- 2) The orange book of KSDMA prepared in the year of 2019 was



Figure 1 Dr Sreeja addressing participants

discussed upon with regard to Incident Response System IRS.

- 3) The existing IRS of DDMA- Kollam was also explained to the Nodal officers for future reference.
- 4) The next Consultancy meeting is scheduled on 23rd October at 2.30 pm in the Collectorate Conference hall with an objective to discuss on the reviews of each Nodal officers. A common format was discussed and will be shared.

Second District level nodal consultation meeting was held on 23 October at collectorate conference hall. 48 nodal officers representing various line departments attended the meeting and each one of them had shared their suggestions and recommendations.

Key Decisions taken

- 1) The officers yet to send the comments on review will be shared with the via the Google form by 30th of October. 2.
- 2) The training need assessment in each department was discussed and taken in written form from the nodal officers.

Detail report and supporting document can access via following link [Click Here](#)

Pathanamthitta



Figure 2 Participants in Nodal Officer consultation

Proceedings

District level nodal officer consultation meeting was organised at collectorate conference hall on 31st of October 2019. The meeting was presided over by Mr. PB Nooh IAS , Hon. District Collector. Smt. Beena Rani, Deputy Collector (Disaster Mnagement) and nodal officers from 40 departments attended the meeting. District Collector point

out the significance of DDMP with his experience with 2018 flood and explained the need of departmental disaster management plan for quick response, which will help the district administration to lead a better intervention in pre and post disaster management activities. District Hazard Analyst, gave detail description of the process, timeline and template for DDMP revision.

Key Decisions taken

- 1) To provide additional training for nodal officers for the preparation of department disaster management plan it was decided to conduct a one day workshop for nodal officers
- 2) Decided to circulate a template for the departmental data collection the closing date for report submission will be 10th November
- 3) Decided to form district level advisory committee for DDMP revision.
- 4) Dam safety department to be added in nodal department list
- 5) The last date for department plan completion will be on 20th November.

Detail report and supporting document can access via following link [Click Here](#)

Alapuzha

Proceedings

District level nodal officer consultation meeting was organised at collectorate conference hall on 26th August 2019. 54 nodal departments attended the meeting. The meeting was presided over by Dr. Adeela Abdulla ,District Collector, Alappuzha. Mrs. Swarnamma PS ,Deputy Collector, DM explained the important of DDMP in disaster management planning and seeks the support of all



Figure 3 Mr. Premji addressing participants at meetings

nodal departments to accomplish the up gradation and revision of DDMP. Mr. Premji ,Senior Superintendent gave detail description about the the role of nodal officer. Then Mrs.Chinthu Chandran Hazard Analyst gave detail presentation of the process, timeline and template for DDMP revision. Process. After the presentation about the

programme, the floor was opened for a discussion.

Key Decisions taken

- 1) Service of the interns will not be available to collect data from departments, hence the nodal officers should take initiatives to collect the district level data to submit before November 6th, 2019.
- 2) Plan for the Hooch tragedy should be included in the DM plan
- 3) IDRN model data updation required , and it has to be discussed with the KSDMA.
- 4) Nodal departments can forward their review to ddmpalappuzha@gmail.com

Detail report and supporting document can access via following link [Click Here](#)

Kottayam

Proceedings

District level nodal officer consultation meeting was organised at collectorate conference hall on 17 October 2019. 50 nodal departments attend the meeting. Mr.Vineeth T.K Additional District Magistrate preside over the session and spoke about the importance of Disaster Management Plan and the participatory approach towards developing it. Ponmani K Sasidharan, Sphere India coordinator Dr. Andrew B Spencer , Hazard Analyst Dr.Ashok, UNDP programme officer facilitated different sessions. Ms Ponmani explained the role of Nodal officers in developing the Plan, review document and ways to review the DDMP, etc. Dr Spencer spoke about the



Figure 4 Mr. Vineeth addressing participants at meeting

department plans , IRS as well. After the presentation about the programme, the floor was opened for a discussion.

Key Decision taken

1) Training on Department DM plan will be held in the first week of November

Detail report and supporting document can access via following link [Click Here](#)

Idukki

Proceedings

District level nodal officer consultation meeting was organised at collecterate conference hall on 18 October 2019. Mr. Noor, UNDP delivered the welcome speech and detailed the objectives of the meeting. The session was inaugurated by Mr. Antony Scaria, Additional District Mgistrate, in his inaugural speech he emphasised the role of nodal department in plan preparation. Mr. Sijo Thomas, coordinator, Sphere India,gave detail description about the the role of nodal officer.Then Mr. Ajin. R.S, Hazard Analyst gave detail presentation of the process, timeline and template for DDMP revision. Process. After the presentation about the programme, the floor was opened for a discussion.



Figure 5 Mr. Noor addressing participants at meeting

Key Decisions taken

- 1) The nodal officers are asked to submit a report on the human resource capacities, organisational set up within the respective departments and training needs with respect to disaster management.
- 2) The existing District Disaster management plan is to be reviewed by the different departments and inputs submitted to this office within 7 days.
- 3) To emphasise on landslides and related preventions
- 4) To identify the training and other capacity building requirements of nodal departments.
- 5) To emphasise on the Dam safety

Detail report and supporting document can access via following link [Click Here](#)

Ernakulam

District level nodal officer consultation meeting was organised at spark hall, district collecterate on 28 October 2019. The Meeting began with the introduction Speech by Mrs. Sandhya Devi, Deputy Collector, Disaster Management, she also remind the time line and ask review from each department. Mrs. Charusree C S Coordinator, Sphere India explains the new template of DDMP process, Mrs. Anjaly Parameswaran Hazard Analyst, KSDMA explains the details of IDRN updation and she also explains the questionnaire for department level data collection. There after collect the documents including suggestions and contact details from the nodal departments. Thirty four departments participated in the meeting



Figure 6 Ms. Charusree delivering session

Key decisions taken

- 1) The nodal officers are asked to submit a report on the human resource capacities, organisational set up within the respective departments and training needs with respect to disaster management.
- 2) The existing District Disaster management plan is to be reviewed by the different departments and inputs submitted to this office within 14 days.

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Thrissur

Proceedings

District level nodal officer consultation meeting was organised at district collecterate conference hall on 09 October 2019. The meeting primarily involves members of the DDMA and nodal officers from various line departments. The meeting discuss major suggestion derived from 'DDMP desktop review' and forward it for further detailed data updating. During the forthcoming stakeholder consultation workshop, all newly added updates should be provided for further perusal like capacity and resource data base. And each department has to develop Emergency Response and Recovery actions and DRR and Mitigation actions.



Figure 7 Ms. Noushaba Nas addressing participants at meeting

The Opening Remark to the consultation meeting was given by Dr. Rejil. M.C, Deputy collector, Disaster Mngement, he welcomed the participants and presented a brief about district disaster management plan and importance of DDMP revision.He explained how DDMP is valid and important for a district to work in emergencies, and role of nodal departments in preparing DDMP. Ms. Noushaba Nas project coordinator, Sphere India presented a brief overview of the document

titled ‘Harmonised DDMP process’. The presentation focused on DDMP process and she indicated that DDMP should be made with an inclusive and participatory approach by using the learning’s of various stakeholders. A bottom-top approach is needed to be taken within the district i.e from the Block level to the District. Ms. Athulya Thomas, Hazard Analyst, KSDMA explained the institutional mechanism of DM sector, hierarchy of NDMA, SDMA and DDMA, emphasised the components of DDMA like District advisory committee, District Emergency Operation Centre, and DDMP.Then given questionnaire for all the participants to prepare Emergency response plan and DRR mitigation Plan, asked their suggestions and recommendation to include in the DDMP, The meeting ended with a fruitful discussion.

Key Decisions taken

- Decided to give a Google form to review the existing DDMP of 2015, In which questions include the general overview of DDMP-2015 [Click Here](#)
- The questionnaire given to prepare Disaster Mitigation Plan and Emergency Response Plan , will give as word file to get the response from Nodal Departments.
- What are the processes of Nodal departments to follow will send by email as well as Whatsapp group in Malayalam Language.
- Existing DDMP of 2015 and PowerPoint Presentation will send by whatsapp group
- All the prepared documents are to be received before 20th October , and questions and quarries will be cleared from Control room

Detail report and supporting document can access via following link [Click Here](#)

Palakkad

Proceedings

District level nodal officer consultation meeting was organised at district collecterate conference hall on 11 October 2019. The opening remark was given by MR. Vijayan , Additional district Magistrate & Chief Executive Officer DDMA and DEOC. Mr. Krinakumar T, JS DM section co-chaired the meeting.



Figure 8 Soumya John delivering session at meeting

Mr. Mujeeb Rahman, DPO UNDP explained the roles and responsibilities of Nodal Officers in the process of DDMP revision. Mrs. Asha Kiron, Hazard Analyst- SDMA dealt with the topic DDMP and DDMP revision. It consist of existing DDMP, Desktop review of DDMP, and details related with revision of existing DDMP. Soumya John, coordinator, Sphere India, took about Annual Work plan of DDMA. The meeting ended with a fruitful discussion

Key decisions taken

- 1) The nodal officers are asked to submit a report on the human resource capacities, organisational set up within the respective departments and training needs with respect to disaster management.
- 2) The existing District Disaster management plan is to be reviewed by the different departments
- 3) All Nodal officers should submit their departmental details related with DDMP within 11th November 2019.
- 4) A template for Departmental DMP will be provided to line departments which should be prepared and submitted on or before 11th November 2019.
- 5) Advisory committee will be formed from the line departments to support DDMA in DDMP revision process

Detail report and supporting document can access via following link [Click Here](#)

Malapuram

In order to ensure the comprehensiveness, inclusiveness and participatory vision while preparing the District Disaster Management Plan, the nodal officers meeting was conducted at three levels. 1st level from the nominated officers from the line departments, 2nd level for all village officers and 3rd level including the panchayat officials. The first level consultation meeting for the nodal officers from the selected line departments was held at the Collectorate conference hall, Malappuram on 11th October 2019. The occasion was graced with a noticeable participation of about



Figure 9 Jafar Malik, District collector addressing participants at DDMP nodal officer consultation meeting

52 nodal departments. Mr.Jafar Malik IAS, District Collector, Malappuram in his keynote address highlighted the importance of having a proactive, comprehensive and inclusive Disaster Management plan for the district. He also discussed the importance of technology and grass root awareness programmes in the process of Disaster Risk Reduction in the District. The DDMP revision was explained in the meeting by Sphere India District Coordinator Mr. Hamid Hussain V.

The presentation covered the topics of Introduction to Disasters and their management, DDMP introduction, its processes the timeline and the revision of existing DDMP of the district and also covered roles and responsibility of the Nodal Departments in revision of the DDMP. The presentation also discussed the training needs for various departments. The presentation session pay the way for the discussion session which was chaired by Sri. P.N Purushothaman, Deputy Collector DM. inputs and suggestions were welcomed. Smt. Amrutha K, Hazard Analyst, DDMA extended the vote of thanks for the function.

Key decisions taken

- 3) The nodal officers are asked to submit a report on the human resource capacities, organisational set up within the respective departments and training needs with respect to disaster management.
- 4) The existing District Disaster management plan is to be reviewed by the different departments and inputs submitted to this office within 14 days.
- 5) Decided to form a WhatsApp group involving for the proper coordination among nodal departments.

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Kozhikode

Proceedings

District level nodal officer consultation meeting was organised at collecterate conference hall on 06th November2019. 40 nodal departments attended the meeting. The meeting was presided over by Sambashiva Rao ,District Collector, Ms. Shamin Sebastin ,Deputy Collector, DM explained the importants of DDMP in disaster managemnt planning and seeks the support of all nodal departments to accomblish the up gradation and revision of DDMP. Ms. Neenu. P.V gave detail description about the the role of nodal officer.Then Mrs. Aswathy Hazard Analyst gave detail presentation of the process, timeline and template for DDMP revision. Process. After the



Figure 10 Sambashiva Rao , District Collector addressing participants at consultation meeting

presentation about the programme, the floor was opened for a discussion.

Key decisions taken

- 1) The nodal officers are asked to submit a report on the human resource capacities, organisational set up within the respective departments and

training needs with respect to disaster management.

- 2) The existing District Disaster management plan is to be reviewed by the different departments and inputs submitted to this office within 14 days.
- 3) To form DDMP advisory committee
- 4) To prepare separate plan for line departments

Wayanad

Proceedings

District level nodal officer consultation meeting was organised at district collectorate conference hall on 23 October 2019. The meeting primarily involves members of the DDMA and nodal officers from various line departments.



Figure 11 Mr. Thankachan addressing participants at the meeting

The Opening Remark to the consultation meeting was given by Mr. Thankachan Antony, Additional District Magistrate. He explained the objectives of the meeting . 30 Nodal officers

from various line departments participated in the meeting. Mr. Amith Ramanan, coordinator, Sphere India, gave detail description about the the role of nodal officer. further he explained the process, timeline and template for DDMP revision. Process. After the presentation about the programme, the floor was opened for a discussion.

The meeting emphasised the need of a common module and specific approach for all DM initiatives in the district like School safety program, Community based disaster preparedness program, Training for Emergency response team at GP/Village/district level, awareness programs, training for departments etc,

Key Decisions taken

- The department SOP is decided to updated on or before November 2019
- The DDMA will conduct training for the preparation of GP/Village level DM plan
- The complete village level resource data will be collected and updated by District administration
- The ward level ERT formation will be done by the District Panchayath
- The detailed mapping of resource and capacity of rivers and streams will be done by the DDMA
- The nodal officers are asked to submit a report on the human resource capacities, organisational set up within the respective departments and training needs with respect to disaster management.
- The existing District Disaster management plan is to be reviewed by the different departments and inputs submitted to this office within 7 days.

Detail report and supporting document can access via following link [Click Here](#)

Kannur

Proceedings

District level nodal officer consultation meeting was organised at collecterate conference hall on



Figure 12 Ms. Abija Jagadeesh delivering session

06th November 2019. 51 nodal departments participated in the meeting. C. Radhakrishnan, Junioe superiendednt , Disaster management welcomed the participants. Mr.TV Subhash IAS , District collector preside over the session and spoke about the importance of Disaster Management Plan . Miss. Abhija Jagadeesh NP Sphere coordinator gave detail description of the process, timeline and template

for DDMP revision

Key decisions taken

- The nodal officers are asked to submit a report on the human resource capacities, organisational set up within the respective departments and training needs with respect to disaster management.
- The existing District Disaster management plan is to be reviewed by the different departments and inputs submitted to this office within seven days.
- Advisory committee will be formed as soon as possible
- Whatsapp group has been created to share important decisions of DDMA to each department.

Detail report and supporting document can access via following link [Click Here](#)

Kasargod

Proceedings

District level nodal officer consultation meeting was organised at mini conference hall, collecterate on 01 November 2019. Mr.VishnuVijayan, DPO, Sphere India welcomed the gathering .The key note address was given by the district collector Dr. Sajith Babu IAS. The presentation on DDMP desk top review, template process,



Figure 13 Dr. Sajith Babu addressing participants at meeting

timeline and the role of Nodal Officers in the plan process was done by Mr. Vishnu Vijayan, The nodal officers shared their suggestions regarding the updation of existing DDMP in a participatory approach and the major points and topic to be included in the plan in relation with Disaster risk reduction, mitigation, capacity building, rescue, relief and rehabilitation activities.

Key decisions taken

- 1) The DDMP should fill the communication and decision making gaps of nodal departments
- 2) Training modules must be given to the nodal departments in a participatory approach.
- 3) Resource mapping and planning needed to be included in the DDMP.
- 4) The discussion ended by deciding to produce the departmental DM plan within 2 weeks and on the same day stakeholder workshop is scheduled.

Detail report and supporting document can access via following link [Click Here](#)

Print Media Coverage

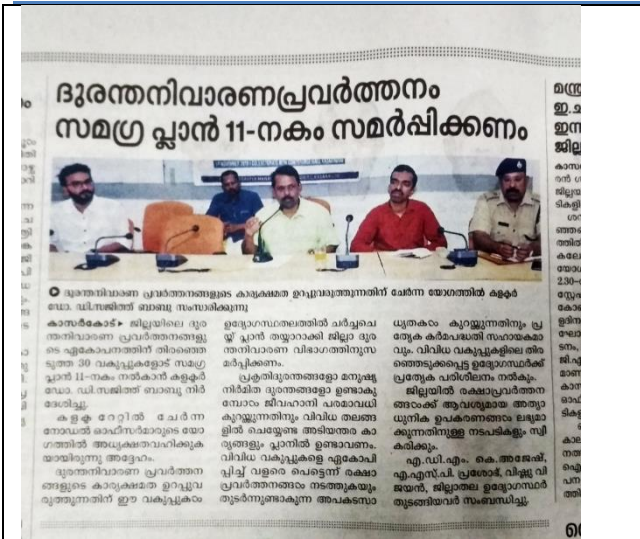


Figure 14 Print media coverage in Kasargod District



Figure 15 Print media coverage in Kottayam district



Figure 16 Media coverage in Pathanamthitta

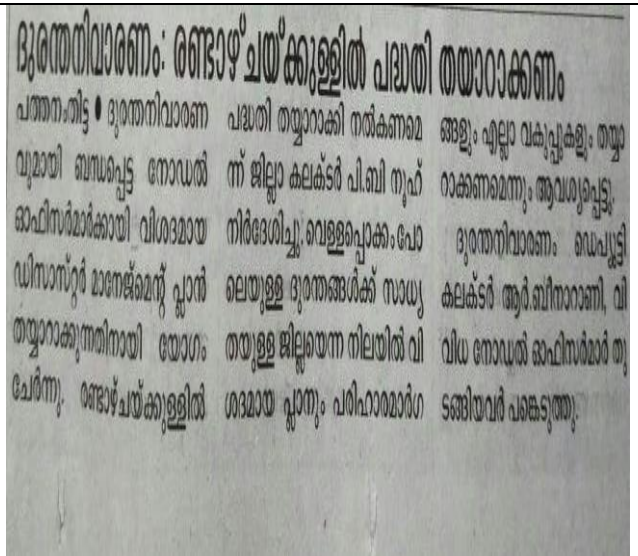


Figure 17 Media coverage in Pathanamthitta



Figure 18 Media coverage in Kottayam



Figure 19 Media coverage in Thrissur

District wise Details of Nodal departments and nodal officers [Click Here](#)
 Report Prepared by
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