

GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:: BISWANATH
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

No.E-83394/545836

Date:

Minutes of The Meeting Of All Thematic Flood Preparedness Meeting Held On 30/03/2026
At 11.00 AM In The Conference Hall, O/O The District Commissioner, Biswanath

A meeting on flood preparedness was held on 30/03/2026 at 11.00 AM in the Conference Hall, O/O the District Commissioner, Biswanath. Sri Lakhinandan Saharia, ACS, District Commissioner chaired the meeting and welcomed all the participants present.

Shri Ashim Borgohain, ACS, Addl. District Commissioner & CEO, DDMA, Biswanath explained the objective of the meeting. At the outset, the Chairman, DDMA, Biswanath highlighted the urgency of comprehensive flood preparedness in view of the approaching monsoon season. He emphasized early planning, inter-departmental coordination, community participation, and accountability at all levels and an innovative flood response.

The DPO, DDMA, Biswanath has presented a brief Presentation on various aspects of Flood Preparedness Scorecard and SDRF Norms etc. The following decisions were made after detailed discussion:

RELIEF CAMP MANAGEMENT

- All Circle Officers were directed to **identify, verify, and finalize relief camp locations** in flood-prone areas.
- The **PHED, Education and Health department** shall ensure provision of:
 - Safe drinking water, sanitation, and hygiene (WASH)
 - Adequate food supply and community kitchen arrangements
 - Basic medical facilities and emergency care
- **Child-friendly spaces and breastfeeding corners** must be established in each relief camp by the **Women & Child Development Department**.
- Camp-wise **duty rosters for officials of Education, Women & Child Development, Health, PHED, FPD&CA** shall be prepared and shared.
- A system of **feedback/complaint boxes** shall be installed in all camps for grievance redressal by **Education department**.
- **Block Development Officers** shall assist Circle Officers in setting up **model relief camps**.

CONTINUITY OF ESSENTIAL SERVICES

- All departments were instructed to ensure **uninterrupted essential services** during flood situations.
- **Health Department** shall ensure continuation of:
 - Routine health services including RMNCH+A
 - Emergency and outreach services in flood-affected areas
- **Education Department shall:**
 - Identify alternate facilities for schools
 - Plan for remote/alternative learning mechanisms
- **Women & Child Development Department** shall ensure:
 - Continuity of ICDS services in flood affected areas
 - Ensure Distribution of Take-Home Rations (THR) during flood.

- **Public Health Engineering Department** shall ensure:
 - Continuous supply of safe drinking water
 - Maintenance of sanitation facilities

CAPACITY BUILDING & INSTITUTIONAL STRENGTHENING

- **All departments** shall conduct **intra-departmental meetings** down to field level. The DDMA staff will be detailed to attend all the meetings and depart training on SDRF norms and Damage and loss assessment procedures, SOPs etc.

MONITORING, REPORTING & GOVERNANCE

- **All departments** shall Submit **Flood Action Plan** as per prescribed format by **30th April 2026**
- The Action plan should consist with:
 - Vulnerable infrastructure and populations
 - Resources available for damage assessment (including IT equipment)
 - Review and monitoring mechanisms shall be established at district and circle levels.
 - Action Taken Reports (ATRs).
 - Nodal officer details.
 - Share updated contact details of control rooms with duty rosters

LOGISTICS & SUPPLY CHAIN PREPAREDNESS

- **FPD&CA, Health and Veterinary Departments** shall ensure adequate stock of:
 - Essential commodities including Food items and Cattle feed.
 - Medicines and medical supplies
 - Emergency Medical equipment
- **Alternate storage facilities** shall be identified in flood-prone areas by **FPD&CA Department**
- **Undisrupted Ration Distribution plans** shall be prepared and submit along with the Flood Action Plan for prolonged flood situations **FPD&CA Department**.
- Coordination with suppliers, traders, and Chamber of Commerce shall be ensured by **FPD&CA Department**

DEPARTMENT-WISE DECISIONS & RESPONSIBILITIES FOR FLOOD MANAGEMENT:

1. Food, Public Distribution & Consumer Affairs (FPD&CA)

- Assess and maintain adequate stock of food grains and essential commodities including animal fodder.
- Conduct meetings with traders, wholesalers, cooperatives, and retailers.
- Identify alternate storage facilities in vulnerable areas.
- Prepare a contingency distribution plan for flood-affected populations.

2. Health & Family Welfare

- Ensure stockpiling of essential and life-saving medicines.
- Map critical medical equipment and ensure functionality.
- Deploy **Mobile Medical Units** and **Boat Clinics** in remote areas.
- Organize health camps in flood-prone and affected areas.
- Prepare relief camp-wise **24×7 medical duty rosters**.
- Conduct vector control measures including fogging.

3. Education Department

- Identify alternative school buildings for flood-affected institutions.

- Prepare plan for continuity of education, including remote learning.
 - Support relief camp management activities.
 - Ensure arrangements for child-friendly spaces and community kitchens in camps.
- 4. Women & Child Development**
- Identify alternate Anganwadi Centres (AWCs) in affected areas.
 - Ensure uninterrupted ICDS services and THR distribution.
 - Provide data on vulnerable beneficiaries (pregnant women, children, persons with disabilities).
 - Establish breastfeeding corners and child-friendly spaces in camps.
 - Form and deploy **all-women task forces** in relief camps.
- 5. Public Health Engineering (PHE)**
- Ensure safe drinking water supply in flood-affected areas and relief camps.
 - Stock essential WASH materials (bleaching powder, halogen tablets, etc.).
 - Install temporary toilets and high-raised hand pumps.
 - Deploy teams for camp-level water and sanitation management.
- 6. Panchayat & Rural Development**
- Assist Circle Officers in setting up and managing relief camps.
 - **Dissemination of early warning** to the community level through field level
 - Conduct **Gram Sabhas** for awareness and grievance redressal.
 - Engage community organizations, SHGs, and volunteers during Relief operation, early warning.
 - Necessary steps should be taken for **warning** to avoid swimming in river.
- 7. Animal Husbandry & Veterinary**
- Deploy mobile veterinary teams in flood-prone areas.
 - Ensure availability of veterinary medicines and vaccines.
 - Identify highland areas for livestock shelter.
 - Arrange for adequate fodder supply.
- 8. District Information & Public Relations Office (DIPRO)**
- **Disseminate early warning** messages and flood safety advisories.
 - Ensure timely communication through multiple media channels.
 - **Monitor and counter** misinformation on social media platforms.
9. Others.
- DPO DDMA, was directed to issue an Order directing All Field Officers placed in the Revenue Circles to remain in the Circle Head Quarter during the flood season.

District Commissioner
& Chairman, DDMA
Biswanath.