

STANDARD OPERATING PROCEDURE

Department of Transport
Uttarakhand



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1. Context

Vehicles are essentially required after the disaster to carry out rescue operations of injured people and take them to the safe places, to transport the rescue team and to make life-saving relief materials available to the disaster affected population. Transport Department is an important department in terms of disaster management considering the availability of these vehicles. Transport Commissioner issues the instructions regarding the maintenance and management, so that vehicles can be easily available during the disaster. Along with this, guidelines are issued to the department from time to time by Disaster Management Department / Disaster Management Authority. The standard operating procedure of the Transport Department has been prepared by arranging these guidelines in systematic order. This standard operating procedure is also an important because through this the department will be able to extend its services to the affected people in various stages of disaster.

2. Objectives

Following are the objectives of standard operating procedures of the Transport Department:

- To develop clarity of the respective works and responsibilities among the officers and the staff from state to the district, within the department.
- Coordination with other departments related to disaster management at the state and district level.
- To make easy & quick availability of vehicles, as and when required

3. Preparedness activities

The following activities will be undertaken as the preparedness activities by the department:

3.1 Determination of institutional role and responsibilities

- Nodal officer will be deployed after forming disaster management teams from the state to the district level, by April month under the direction of Secretary (Department of Disaster Management) and the Commissioner (Transportation Department) so that coordination with other departments

can be established. Chief Transport Commissioner and ARTO administration will be the Nodal Officers at state and district level respectively.

- Under the direction of the State Disaster Nodal Officer, all the RTO / ARTO Administration / Departmental Nodal officers will create a WhatsApp group so that any kind of information related to the disaster can easily be delivered to all the people within a short period of time.
- RTO / ARTO Administration of sensitive districts will establish contact with RTO/ARTO Administration of nearby districts/division by April month so that if required then more vehicles can be arranging in case of any disaster. Determination of rental rates of vehicles to be acquired during the disaster will be ensured by the department by the end of April month with the help of State authorities. To make effective response to the disaster, ARTO Administration /ARTO enforcement will coordinate with District Supply Officer and Police Department.
- ARTO Administration will prepare a list of all the departmental officials, employees' names, addresses including contact numbers, update them and hand over to the District Disaster Management Authority by the month of April.

3.2 Risk Assessment

The most sensitive blocks/areas / routes will be identified by March-April under the most sensitive districts in the state. For this purpose, Chief transport commissioners at the state level and ARTO enforcement will be responsible at the district level.

The list of all roads, motor able and pedestrian routes of RTO / AROTO divisions and districts will be obtained from the District Disaster Management Authority.

3.3 Resource Mapping

- The ARTO Administration will update the list of available or rental vehicles of all the government departments till March.
- All Divisions/RTO (District) / ARTO Administration will prepare the list of all registered Big/Small vehicles and their owners along with their contact

number and the same will be compiled at the State headquarter till February/ March.

- ARTO Administration, at the district level, will make a list of all the major and useful vehicles like JCB, truck, ambulance etc, including name and contact number of their owners and make the list available to district disaster management authority and the district police in the control room.
- Keeping in view the past disaster experiences and its nature, RTO/ARTO Administration will try to inform the department for the acquisition of vehicles, before the monsoon, on the basis of early warning information so that effective action can be taken during the response.
- The RTO / ARTO will prepare and update the list of all the human and physical resources available at the district level and upload it on the SDRN / IDRN website through District Disaster Management Authority / Information Department by April.

3.4 Capacity building and organizing mock drills

- RTO will nominate the concerned officers of Transport Department and ensure the active participation in the mock drill held at the state and district level from time to time Commercial vehicles drivers will be trained on disaster response and First-Aid.

4. Guidelines for Information flow and Actions

The information flow will be from top to bottom within the department with respect to disaster. The State Emergency Operations Center will send the information to the Transportation Commissioner / Disaster Nodal Officer-Transport Department at the State level, from where the information will be circulated to the RTO offices situated at various districts. RTO will be directed by the divisional commissioner at the division level and will be directed at the district level by the SRTD District Collector / District Administration / District Emergency Operations Center.

5. Direction and Coordination

The activity of the department during the disaster will be different in two different situations-

5.1 Response in Case of Early Warning

The Meteorological Department provides early warning of disaster 48-72 hours before to the state emergency operation center. The State Emergency Operations Center will circulate the warning and further direct the state headquarters of the Transport Department to examine the preparedness. State headquarter of the department will broadcast the warning to Divisions/District level RTO office,RTO,ARTO Administration and ARTO enforcement and will issue guidelines for their preparedness accordingly.

5.2 Response in case of No Early Warning

In the absence of any early-warning of disaster, ARTO-Administration /ARTO-Enforcement of disaster affected areas will work on the instructions of District Magistrate / District Emergency Operation Center. At the same time, the State Headquarter of the Department will also be informed about disaster conditions and the work done by the department. Disaster-affected area/ ARTO

6. Activities to be undertaken during disaster

- On receiving notification about the occurrence of the disaster, the members of the constituted team established under IRS at each level will get active and approach to the staging area by contacting the emergency operation center of state and district level.
- RTO / ARTO Administration will set up a control room in the divisional / sub-divisional offices and ensure its round the clock operation during the disaster.
- RTO/ARTO-enforcement will ensure the order of the acquisition of vehicles from the district magistrate.
- The ARTO will constitute the team for the acquisition of enforcement vehicles based on the acquisition orders received from the District Magistrate.

- RTO/ARTO- Enforcement will be responsible for the arrangements of vehicles to transport the relief and rescue teams at disaster site, to carry the injured person, transport the food grains at the disaster site etc. during disaster.
- During the disaster, ARTO-enforcement, will also provide the route map/route information to the acquired vehicles to reach to the disaster site.
- For timely and effective response, RTO/ARTO Administration will ensure the arrangement of fuel for the vehicles with the support of the District Administration and District Supply Officer.
- RTO / ARTO Administration will prioritize the use of government vehicles during the disaster.

7. Activities to be undertaken after disaster

Various accounts and administrative related functions to be undertaken after the disaster are listed below.

7.1 Administrative Work

- ARTO-Enforcement will ensure the vehicles for safe return of rescue and relief teams and again release the occupied vehicles.
- ARTO-Enforcement will prepare and send the list of acquired vehicles to the district administration.
- As per the direction of District Administration, ARTO-Enforcement will check the estimated man days and expenditures of fuel occurred according to the logbook with the support of District Supply Officer.

7.2 Accounting work

- ARTO Administration will ensure the payment of acquired vehicles with the help of the district administration in the prescribed rates.
- With coordination of District Administration / In charge (Natural Disaster), RTO will be responsible for paying compensation to the vehicle owners for any loss occurred during its acquisition.

8. Suggestion

- Rent of acquired vehicles should be fixed separately.
- Insurance or corpus fund should be provisioned for compensation of damaged vehicles during the acquisition period.

9. Checklist

This form will be submitted to the District Administration / District Disaster Management Authority, by the District Transport Officer / Departmental Disaster Nodal Officer.

Action Taken	Yes/No	Comment
Communication has been arranged with the following entities/agents through the department- A. State Emergency Operations Center B. District Emergency Operations Center C. Head of State Department D. All departmental district offices E. District Officer / District Disaster Management Authority		
Nodal Officer has been selected at the District level		
WhatsApp group has been formed between all divisions/officers of all departments at the district level		
Vehicles of all the sensitive districts have been marked with respect to disaster		
Coordination has been constituted with District Nodal Officer and other necessary departments		
The list of all government departments' vehicles is ready		
The list of all JCB trucks, ambulances has been prepared and submitted to the District Disaster Management Authority		
The updated list of all the departmental officers/staff has been made available to		

the District Disaster Management Authority		
Training has been provided to departmental staff from time to time		
Departmental Disaster Team has been constituted		
The team has been formed for the acquisition of vehicles		
Acquisition order process from District Magistrate / District Administration has been completed		
Drivers have been made aware about the information of First Aid Box and First Aid.		
The control room at a sub-departmental level has been established		
The Nodal Officer has identified the routes of the most sensitive areas		
List of all the kaccha, pucca, motorable and pedestrian routes have been received from Disaster Management Authority		