MINUTES OF THE DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA) MEETING HELD ON 16TH MARCH, 2020 AT 12:00 NOON IN THE CONFERENCE HALL OF OFFICE OF THE DEPUTY COMMISSIONER, SOUTH SALMARA MANKACHAR REGARDING PREPAREDNESS AND CONTAINMENT PLAN OF N COVID-19 IN SOUTH SALMARA MANKACHAR DISTRICT:

Members present as per Annexure-A:

The meeting was presided over by Shri Inamul Hussain, ACS, In-charge, Deputy Commissioner, South Salmara Mankachar, Hatsingimari.

At the outset the i/c Deputy Commissioner, South Salmara Mankachar welcomed all the members/invitees and thereafter discussion was initiated as per agenda.

Initially, the i/c Gazarakandi BPHC explained about Corona Virus through PPT and also explained about the status of facilities available in the District to prevent the outbreak. He stated that the district is having shortage of Personnel Protection equipments and the Joint Director of Health Services, Dhubri has been requested to provide the same urgently.

After threadbare discussion, the following decisions have been taken on the basis of the Agenda items:

1. The house reviewed the District preparedness and directed for strict vigil of the situations.

2. DDMA meeting need to be conducted regularly for monitoring of the overall preparedness and response plan of the District for nCoronavirus.

3. Co-ordination with Central agencies for establishment of ‘Quarantine facilities” in the area of the agency within the District. SDM& HO (HQ), South Salmara Mankachar will co-ordinate the matter with all concerned.

4. Screening to be arranged along the international Border both roadways and waterways within the boundary of the District. The i/c Gazarakandi, BPHC as head of Rapid Response Team will ensure Screening along International Boundary. Joint director of Health Services, Dhubri & i/c South Salmara Mankachar will provide sufficient Personnel Protection equipments etc. for the same. The S.P, South Salmara Mankachar and Commandant, 06th BN BSF, Tura, Meghalaya will assist in this regard.

5. Ambulance Services of 108 and 102 may be utilized in case of any emergency requirement. Member of the 108 and 102 ambulance services need to be trained to deal with n COVID19. The i/c Gazarakandi, BPHC, South Salmara Mankachar will ensure the matter.

6. All the BDOs are directed to organize awareness meeting on Preventive measure relating to Corona Virus. They will involve all PRI representatives during awareness Programmes and upload Photos in Whatsapp group.

7. Social Welfare Department will ensure participation of all AWW’s and Supervisors and also SHGs for creating awareness in the village level in association with Health Department staff. Health education may be incorporated in all the AW Centers of the District. DSWO, South Salmara Mankachar may direct all the CDPO’s and Block Co-ordinator of POSHAN Abhiyan to co-ordinate with Health Department and respective Rev. Circle Officer.
8. Mass gathering may be avoided in the District and all school, college and Educational Institutions in the district will remain closed till 29th March, 2020. Instruction in this regard have already been issued vide order No. DC-1/PA/2017/159 dated 15th March, 2020.

However, ongoing Board/ Council/ University Examinations will continue as per schedule. DEEO & IS Dhubri& i/c South Salmara Mankachar must ensure the same in all School both Govt. and Private.

9. IWT & P & RD of the district must maintain close watch of the passengers coming from ferry/ launch and to ensure screening them with the help of Medical Department. BDO’s will assist in this regard.

10. FCS & CA must maintain close watch of the availability of the essential items, fuel and food grains etc. in the market and report on daily basis. Ensure cleanliness in the market areas to avoid any epidemic disaster. ADS, FCS & CA, South Salmara Mankachar will ensure cleanliness of various Market Places in association with Chambers of Commerce and the BDOs. He will ensure that Meat, Fish etc. are sold in the Market under Clean Hygienic Condition. No open sales of Fish, Meat etc be allowed.

11. Fishery department must ensure the cleanliness of the fish sold in market of the District and report compliance on daily basis.

12. SDIPRO will ensure daily reporting of the action taken by the District Administration and Health Department and also ensure awareness through FLS and local media.

13. Management of Quarantine facilities will be monitored by the DDMA, South Salmara Mankachar. i/c Gazarakandi, BPHC South Salmara Mankachar must report on that matter on daily basis to DDMA through email – ddmamkr@gmail.com

Further, i/c Gazarakandi, BPHC) must submit compiled report copy of the surveillance etc. to DDMA on daily basis through email – ddmamkr@gmail.com

14. DDMA will co-ordinate the preparedness and response matter with ASDMA, NDRF and NHM time to time.

15. SP, South Salmara Mankachar will ensure law & order of the District and co-ordinate the matter with District Administration.

16. DTO, South Salmara Mankachar will ensure services of buses etc. during the transportation of emergency situation and also ensure the cleaning of the Bus Stand in collaboration with association. He will brief the Drivers / Handymen etc. regarding prevention measures and personnel Hygiene.

DTO will ensure with the help of association if any passengers coming from outside the state and having any symptoms will inform the medical team immediately.

17. SDM&HO i/c BPHC are requested to keep all arrangements ready for already identified Quarantine facilities in their Hospitals.

18. The Supdt. SDCH Civil Hospital must keep ready Isolation wards with all amenities.
19. The Police Administration and other paramilitary forces will provide necessary security arrangements in all the identified Quarantine facilities of South Salmara Mankachar District. The i/c Gazarakandi, BPHC, South Salmara Mankachar will share the list with SP, South Salmara Mankachar.

20. The BEEO, South Salmara/ Mankachar will carry out extensive awareness at School level through their School focal point teachers and will ensure that School Advisory guidelines are followed strictly.

21. One District level Rapid Response Team has already been notified by District Administration. The team will work as per norms.

22. The orientation of AWW to be conducted by DSWO and all CDPOS within 18.03.2020; IEC materials will be supplied by Health Deptt.

23. Orientation of all ASHA, ASHA Supervisors, MPW and ANM to be conducted by respective BPHC i/c within 18.03.2020.

24. SDM & HO (HQ), South Salmara Mankachar will depute MPWs for visiting all Govt. establishments, Market places and site of public gatherings and to conduct awareness meetings on COVID-19. IEC materials for the same will be supplied by SDM & HO (HQ), South Salmara Mankachar.

25. Extensive IEC activities would be taken up by SDM & HO (HQ), South Salmara Mankachar. Leaflets would be distributed to all Govt. line deptt. Banner, Hoardings, Information Standee will be displayed/installed in all prominent places of the District.

26. Every Deptt. will notify one Officer as Nodal Officer for COVID-19 containment activity. His/her name with Mobile no. and email id to be shared with DDMA, South Salmara Mankachar through email and DDMA Watsapp group.

27. Dr. SU Khandker, i/c SDM & HO (HQ), Gazarakandi will be Nodal Officer for COVID-19, Cell no. 8761955530. For any report submission or any COVID related correspondence to be made with District Surveillance Unit, email id: ddmamkr@gmail.com , Phone no. 03662-286328/ 9954853411.

28. One dedicated Watsapp group will be created by DDMA, South Salmara Mankachar for COVID-19 South Salmara Mankachar involving concerned Govt. line Deptt. Officials & Nodal Officers and District Administration.

The house directed all Head of Offices and concerned invitee members to keep strict vigil of the situation and take immediate action as per resolution of the meeting and report compliance.

The meeting ended with Vote of Thanks from the Chair.

\[\text{i/c Deputy Commissioner} \]
\[\text{South Salmara Mankachar} \]
\[\text{Hatsingimari} \]
Memo. HRR/DDMA/14/2020/23(A)  
Copy for favour of kind information:

1. The Addl. Chief Secretary to the Govt. of Assam, Revenue & DM Department, Dispur, Guwahati – 6.
2. The Chief Executive Officer, Assam State Disaster Management Authority, Ancillary Block, Dispur, Guwahati – 6.
3. The Commissioner & Secretary to the Govt. of Assam, Health & Family Welfare Department, Dispur, Guwahati – 6.
4. The Commissioner & Secretary to the Govt. of Assam, Home & Political Department, Dispur, Guwahati – 6.

Copy for favour of kind information & immediate necessary action:

5. All Members Present.
6. All HOD’s of Departments (State Govt.) & all C.O’s, Dist. South Salmara Mankachar.

The DIO, NIC, South Salmara Mankachar. He is requested to upload the minutes in the District Website for wide dissemination of the same and for future reference.

i/c Deputy Commissioner  
South Salmara Mankachar  
Hatsingimari