



**COIR BOARD**

**MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES**

**GOVERNMENT OF INDIA**

**(DRAFT)**

# **DISASTER MANAGEMENT PLAN**

---

**COIR HOUSE**

**M.G.ROAD , KOCHI-682016, KERALA**



**(An ISO 9001-2015 Certified Organisation)**

**[www.coirboard.gov.in](http://www.coirboard.gov.in)**

## INDEX

<b>Main Points</b>	<b>Page No.</b>
1. Vision and Mission	3
2. Citizens'/Clients' Charter	4
3. Make in India	5
4. Preface	6
5. Introduction	7
6. Overview of the department.	7
7. Constitution of the Board:	8
8. Purpose of the Plan:	9
9. The Scope:	10
10. Geographical mapping of coir Board Offices	11
11. Geographical mapping of classification of various types of Coir units under CUY and job roles in various sectors in Coir Industry	12
12. Geographical mapping of the SFURTI coir clusters and various employment opportunities in coir sector	13
13. Organisational set up of Coir Board	14
14. Authorities, Codes, Policies	15
15. Institutional arrangements for Disaster Management	16
16. Coir Board UTILITY Disaster Management Cell(CDMC)	17
17. Responsibilities of CDMC personnel	18
18. Plan Management	26
19. HRVA	26
20. Prevention & Mitigation	26
21. Prevention and mitigation Measures	26
22. Mainstreaming DM Plan in developmental projects	28
23. Preparedness measures	30
24. Response	33
25. Reconstruction and Recovery Measures	35
26. Financial Resources for Implementation of CDMP	36
27. Monitoring, Evaluating, Updating and Maintaining the CDMP	37
28. Cyclone tracking/warning Web Sites	44
29. Important Websites	48
30. Details of Board Members	49
31. Establishments of Coir Board	54
32. Abbreviations	63

# **COIR BOARD**

(Ministry of MSME, Govt. of India)

## **VISION**

- To modernize coir industry through innovation, technological upgradation.
- To ensure optimum utilization of raw material and enhancement of socio-economic conditions of workers engaged in the industry.

Make India disaster resilient, achieve substantial disaster risk reduction, and significantly decrease the loss of life, livelihoods, and assets-economic, physical, social, cultural, and environmental- by maximising the ability to cope with disasters at all levels of administration as well as among communities.

## **MISSION**

- To proliferate and develop coir industry in all States and Union Territories of the country.
- To introduce modernization in coir sector through appropriate schemes and cluster programmes.
- To undertake research and development programmes aimed at product development and diversification.
- To develop a mechanism for collection and utilization of coconut husks for coir industry.
- To achieve technological upgradation and quality improvement with value addition in the coir sector.
- To commercialise the R&D achievements for the benefit of trade and industry.
- To introduce welfare measures aimed at elimination of drudgery and enhancement of wages of coir workers.

# Citizens'/ Clients' Charter

*We rededicate ourselves  
to the development and  
modernization of the coir industry  
throughout the country wherever potential exists  
and  
towards the welfare of all engaged in it,  
particularly the workers*



FROM AUTOMOBILES TO AGRO PRODUCTS  
FROM HARDWARE TO SOFTWARE  
FROM SATELLITES TO SUBMARINES  
FROM TELEVISIONS TO TELECOM  
FROM PHARMACEUTICALS TO BIOTECH  
FROM PAPER TO POWER PLANTS  
FROM ROADS TO BRIDGES  
FROM HOUSES TO SMART CITIES  
FROM FRIENDSHIP TO PARTNERSHIP  
FROM PROFIT TO PROGRESS  
WHATEVER YOU WANT TO MAKE

**MAKE IN INDIA**

## PREFACE



I am extremely happy to note that the National Disaster Management Plan in tune with the comprehensive Disaster Management Act 2005 formulated by the Government of India and National Policy on Disaster Management in 2009 presents an opportunity for effective implementation and coordination of disaster risk management programmes and activities in various fields and industries. I hope that its successful implementation will require a comprehensive institutional and legal framework, political commitment and adequate resources as well as the commitment of all the officers and staff of an organisation including stakeholders and workers associated with the industry.

The policy has been developed to guide disaster risk management mainstreaming in the industrial sector by providing policy strategies that would achieve the long term goal of reducing disaster losses in lives and in the social, economic and environmental assets of communities and the Nation as envisioned under the leadership of the Honourable Prime Minister of India for growth and development strategy.

The formulation of this policy evolved through a rigorous and elaborate participatory consultation process among various ends of coir industry through lengths and breadth of the Nation.

The document enjoins all the coir workers, stakeholders, staff committed for the development of coir industry, in accordance with the responsibilities commensurate with their roles in the coir sector to reduce disaster risk nationally and to respond when a disaster strikes along the routes of the industrial belts and their active and honest involvement is highly required as per assessment of the situation to prune down the gravity of impacts.

It is my sincere hope that the commitment that all the officers, staff, workers and stakeholders showed in developing this policy in tandem with the Secretariate of Ministry of MSME will continue during its implementation, and I am sure that this document is very ambitious to tide over the short, medium and long term measures at different scales of calamities, like geological, climatic and man made etc.

I wish the coir sector to become vibrant and often helps to minimise the economic losses and reduce injuries that may come across to the affected coir family.

My best wishes.

C.P.RADHAKRISHNAN EX-M.P  
CHAIRMAN, COIR BOARD

1<sup>st</sup> June, 2017

**DISASTER MANAGEMENT PLAN OF COIR BOARD  
MINISTRY OF M.S.M.E,  
GOVERNMENT OF INDIA**

(Reference: Section23(7)& Section 39 of the Disaster Management Act,2005)

**I. Introduction:**

Government of India set up Coir Board, under an Act of Parliament viz., Coir Industry Act, 1953 (45 of 1953) for the overall development of coir industry in India, including promotion of domestic as well as export markets of coir and coir products.

**1.1 Overview of the department.**

The main functions of the Board, as laid down under Section 10 of the Coir Industry Act, 1953 are given below:

1. It shall be the duty of the Board to promote by such measures, as it thinks fit, the development, under the control of the Central Government, of the Coir Industry.
2. Without prejudice to the generality of the provisions of Sub Section (1), the measures referred to therein may relate to:
  - (a) Promoting exports of coir yarn and coir products and carrying on propaganda for that purpose;
  - (b) Regulating, under the supervision of the Central Government, the production of husks, coir yarn and coir products by registering coir spindles and looms for manufacturing coir products as also manufacturers of coir products, licensing exporters of coir, coir yarn and coir products and taking such other appropriate steps as may be prescribed;
  - (c) Undertaking, assisting or encouraging scientific, technological and economic research and maintaining and assisting in the maintenance of one or more research institutes;

- (d) Collecting statistics from manufacturers of, and dealers in, coir products and from such other persons as may be prescribed, on any matter relating to coir industry, the publication of statistics so collected or portions thereof or extracts there from;
- (e) Fixing grade standards and arranging, when necessary, for inspection of fibre, coir yarn and coir products;
- (f) Improving the marketing of coconut husk, coir fibre, coir yarn and coir products in India and elsewhere and preventing unfair competition;
- (g) Setting up or assisting in the setting up of factories for the producers of coir products with the aid of power;
- (h) Promoting cooperative organizations among producers of husks, coir fibre and coir yarn and manufacturers of coir products;
- (i) Ensuring remunerative returns to producers of husks, coir fibre and coir yarn and manufacturers of coir products;
- (j) Licensing of retting places and warehouses and otherwise regulating the stocking and sales of coir fibre, coir yarn and coir products both for the internal market and for exports;
- (k) Advising on all matters relating to the development of the coir industry;
- (l) Such other matters as may be prescribed.

### **Constitution of the Board:**

Govt. of India had set up Coir Board under an Act of Parliament viz. Coir Industry Act, 1953 (45 of 1953) for the development of coir industry and for promotion of domestic as well as export market of coir and coir products

Section (4) of the Coir Industry Act, 1953 empowers Central Govt. to constitute Coir Board. The Sub Rule 4 of the Coir Industry Rules 1954 provides the number of persons to be appointed as members from

each of the categories specified in sub section (3) of Section 4 of the Act as follows:

- (a) Growers of coconut and producers of husks and coir yarn - 3
- (b) Persons engaged in the production of husks, coir and coir yarn and in the manufacture of coir products - 3
- (c) Manufacturers of coir products – 3
- (d) Dealers in coir, coir yarn and coir products including both exporters and internal traders- 3
- (e) Parliament - 2 members to be elected by the Lok Sabha and one to be elected by the Rajya Sabha – 3
- (f) The Govts. of principal coconut growing states- 5
- (g) Such other persons or class of persons who in the opinion of Central Govt. ought to be represented on the Board - 19.

The Govt. of India vide Gazette Notification No. SO 2677 (E) dated 30.09.2015 reconstituted the Board with 18 members (from category (e), (f), (g) only) for a period of 3 years.

## **1.2 Purpose of the Plan:**

The purpose of the disaster risk management Plan is to suitably equip the Board for management of the same effectively, and to avoid developments which are subject to high risk of disaster.

The Disaster Management Plan is to be seen as an information guide to the relevant role players. It shall advise the role players how to lead in case of a disaster to prevent or at least mitigate negative effects on the Organisation/management of the same.

The Plan will be to establish procedures which will assure maximum and efficient utilization of all resources in and around the Coir Industry, minimize the loss of life and/or injury.

Coir Board will synchronise the Coir Workers Group Personal Accident Insurance Scheme under plan scheme- Welfare Measures- in tune with the NDMP to overcome the vulnerability in disasters that may come across to the coir workers, and include this DMP as one of part of syllabus for all the training programmes being conducted by the NCT&DC, Coir Board, Kalavoor, Alapuzha, Kerala.

### **1.3 The Scope:**

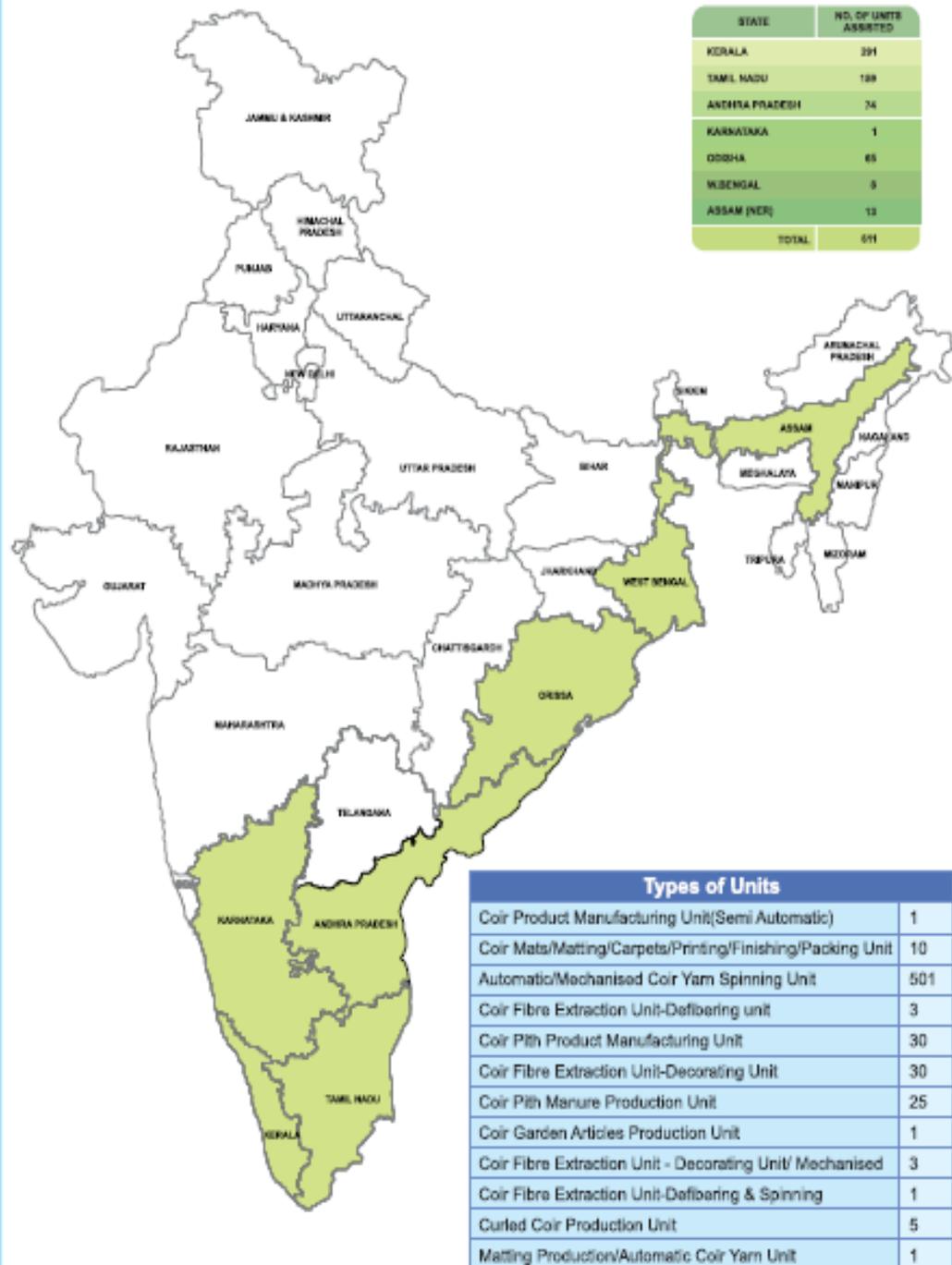
The term “disaster management” encompasses the complete realm of disaster-related activities. Traditionally, people tend to think of disaster management only in terms of the post-disaster actions taken by relief and reconstruction officials. Yet ,disaster management covers a much broader scope, and many modern disaster managers may find themselves far more involved in pre-disaster activities than in post-disaster response. This is because many persons who work in the development field, or who plan routine economic, urban, regional or agricultural development projects, have disaster management responsibilities. For example, housing specialists planning a low-income housing project in a disaster-prone area have the opportunity (and an obligation ) to mitigate the impact of a future disaster if the houses incorporate disaster-resistant construction technologies. In the same manner, agricultural development projects must be planned in such a way that they help stem environmental degradation, and thus lower the farmers vulnerability to losses from droughts, floods, cyclones, or other natural hazards. In fact, in dealing with natural hazards, the vast majority of disaster management activities are related to development projects; only a small portion are related to emergency response.

Of course, disaster management also encompasses the field of emergency assistance and long-term maintenance for refugees and displaced persons. The refugee field of disaster management is highly specialised and requires not only many development skills, but also a broader awareness of political, legal and humanitarian issues.

Like other sector, coir industry is also considered to be more vulnerable to natural hazards like man-made,climatic, geological etc., which necessitated Disaster Risk Management(DRM) programmes and other DRM strategies like insurance coverage for the coir workers and coir industrial establishments with the intervention of Government of India.



### Geographical mapping of classification of various types of Coir units under CUY and job roles in various sectors in Coir Industry





## GEOGRAPHICAL MAPPING OF THE SFURTI COIR CLUSTERS AND VARIOUS EMPLOYMENT OPPORTUNITIES IN COIR SECTOR





## **1.4 Authorities, Codes, Policies**

In the event of forecasting/declaration of a disaster by the state/district administration, the disaster management plan will be activated. The occurrence of disaster may be reported by the concerned monitoring authority to the State Government/Regional Offices/District Administration/sub-offices by the fastest means. The State Government/Coir Board will activate emergency response. Instructions will be flown in the following form:

- 1) Exact quantum of resources (in terms of manpower, equipments and essential items from key departments/stakeholders) that is required.
- 2) The type of assistance to be provided
- 3) The time limit within which assistance is needed
- 4) Details of other Task/Response Forces through which coordination should take place

The control rooms at the Head office level as well as Regional/Sub-office control rooms shall be activated with full strength. Coir Board shall subsequently widely publish in the print & electronic media for sensitizing the coir workers/general public/ consumers / stakeholders/ regarding the impending disaster, probable consequences, preventive Action Plan by Coir Board & alternate arrangements etc. This Plan will be in effect and all the directives, rules and Standard Operating Procedures (SOPs) it refers to, shall be followed.

Once the situation is totally controlled and normalcy is restored, the State Government/Coir Board will declare End of Emergency Response and issue instructions to withdraw the staff deployed on emergency duties.

The Plan also describes the various Mitigation, Preparedness and Training activities that may be performed during normal times for prompt/effective response at the time of disaster.

## **1.5 Institutional arrangements for Disaster Management** within the Ministry or Department

### **1.5.1 Pre-Disaster Preparedness**

For effective preparedness to face the disasters and to avoid last minute arrangements in panic conditions, the following aspects may be covered as an organizational practice:

- Well-documented emergency plans.
- Data on availability of resources and buffer stocks of restoration materials.
- Identification of key personnel: with their skills and experience on the disaster management.
- Allocation of budget for emergencies.
- “Delegation of Power” at various levels for disaster conditions.
- Mutual assistance agreements signed by all power utilities for sharing men and material resources on demand.
- Risk assessment and up-gradation of Disaster Management Plan to be carried at least once in every year.
- Maintaining the information about the suppliers of the equipments /store items.
- Storage of essential equipments.
- Entrust the duties to the stores-in-charge for storage and control.
- Well equipped state of the art fire fighting system with smoke detection and safety equipments.
- Availability of emergency plan and training to every employee.
- Introduction of low cost coir composite homes at affordable cost at vulnerable areas.
- Increase awareness among all about usage of coir composite boards to reduce the risk to alert for a green environment.

Accordingly, Coir Board will constitute a Disaster Management Cell (CDMC) with following provisions;

### **1.5.2 Coir Board UTILITY Disaster Management Cell (CDMC)**

The CDMC shall consist of the Chairman, Coir Board and such other members, as may be prescribed by the District Authority, Board or Ministry of MSME and unless the rules otherwise provide, the following, namely:-

1. Chairman, Coir Board,
2. Secretary, Coir Board,
3. Director(Marketing),Coir Board.
4. Director(RDTE),
5. Senior Accounts Officer,
6. Joint Director(Planning),
7. Weaving Master, Hindustan Coir,
8. All Branch Heads, Heads Sub-Offices, Regional Officers and Managers of Coir Board Showrooms.

### **1.5.3 Powers of the Chairman of CDMC**

1.5.3.1 The Chairman of the CDMC, in addition to presiding over the meetings of the CDMC, shall exercise and discharge special powers related to emergency procurements etc. and functions to be taken up by the CDMC, on emergencies.

1.5.3.2 The Chairman of the CDMC may, by general or special order, delegate such powers and functions, specified above to Secretary, Coir Board to ensure smooth and effective operations with appropriate conditions and limitations, if any, deemed fit.

1.5.3.3 Following are the guidelines of operations:

### **1.5.4 Meetings**

In the event of a disaster being declared by the district authority, a meeting of the CDMC shall be convened. In addition, the CDMC shall meet as and when necessary and at such time and place as the Chairman may find fit. However, it is advisable that

the CDMC meet at least once in an year (post-monsoon) even if there have been no disasters in that year.

### **1.5.5 Responsibilities of CDMC personnel**

The following table lists the functions and responsibilities of each of the members of the CDMC during, and in preparing for, a “State of Disaster”

(Note: A partial list of teams that must be formed by the officials listed below to allow them to fulfill their responsibilities is given under).

### **1.5.6 Composition, Responsibilities and list of Functions of Coir Board Disaster Management Cell (CDMC) – at Head Office**

<b>Sl.No</b>	<b>Designation</b>	<b>Designation for SDMC</b>	<b>Functions</b>
1)	Chairman/Chairperson		<p>1) Declare a “State of Disaster” within Coir Board and ensure immediate activation of this Plan.</p> <p>2) Coordinate with State Govt./Ministry of MSME and present detailed reports and updates to state Govt./Ministry of MSME.</p> <p>3) Request District ,State or Central Resources as necessary from appropriate authorities.</p> <p>4) Declare “Closure of State of Disaster” within Coir Board and ensure completion of activities</p>

			related to closure, including certification and audit ,closure of financial documents, implementation of any feedback reports from state/Central Government, issues of compensation etc.
2)	Secretary	Member	<p>1)Establish a team for certification /audit of work undertaken, after the disaster is declared closed.</p> <p>2)Implementation procedures specifically for DM (Disaster Management) including but not limited to</p> <p>a)Authorization of emergency powers</p> <p>b)Rules related to leaves and overtime</p> <p>c)Procedures for transport and communication (including alternatives to telephones/mobile phones, cranes, boats, trucks)</p> <p>d)Procedures for purchase or leasing of equipment ,etc</p> <p>e)Procedures for</p>

			<p>purchase, leasing, maintenance and inventory of equipment and vehicles only to be used in disasters.</p> <p>f) Procedures for capacity building and training specifically for disaster management[Note: Sample procedures for “emergency management” activities as provided in Chapter 10 may be followed for Disaster Management. Further procedures may be developed as required].</p>
3)	Director(Marketing)	Member	<p>1)Activate and Monitor Coir Sector Disaster Management Control Centre. This centre can be hosted from the Coir Board HO and handle inputs/requests must be collated, analysed and priorities assigned for all requests.</p> <p>2) Coordinate with Coir Board on all issues.</p>
4)	Joint Director(planning)	Member	<p>1)Convene the CDMC meetings at the request of the Chairperson and update the meetings after consultation with Chairperson.</p> <p>1) Collect status updates on a regular basis from</p>

			<p>other members and report to the Chairperson and CDMC.</p> <p>2) Implement the protocols (or SOP) for communicating that a disaster has been declared to all Coir Board employees in affected districts [for example: formulating the text SMS/Email messages, list out conveyed in a phone call etc.]</p> <p>3) Supervise the communication of any information necessary as decided by the CDMC to all stakeholders including priority (hospitals, blood banks, police media.)</p>
5)	Director(RDTE)	Member	<p>1) Ensure security of installations and equipment, and safety of workers.</p> <p>2) Ensure officers and men accountable under the DM Act,</p>

			<p>2005.</p> <p>3) Ensure officers and men are not succumbing to undue political pressure, corruption and are not taking undue advantage of citizenry.</p>
6)	Senior Account Officer	Member	<p>1) Implement budgets designed specifically for DM(for example related to expenditure in purchase/lease of equipment and that incurred for transport).</p> <p>2) Implement procedures for quick and easy transfer of funds to personnel as specified by the Secretary/Chairman</p> <p>[Note: Both the above tasks must be completed prior to any disasters, and continuously revised. As an example, procedures are provided in the</p>

			<p>Chapter 10].</p> <p>3) Review compensation and similar claims.</p> <p>4) Ensure proper closure of accounts.</p>
7)	Weaving Master, Hindustan Coir	Member	<p>1) Activate and monitor a Coir Board Control Centre for citizens only at the Circle level.</p> <p>2) Coordinate constantly (before, during and after) with early warning agencies and special groups (like weather department or civil defense groups) and advise the Chairperson, CDMC accordingly.</p> <p>3) Make contingency plans for CDMC during a disaster (for example, in case the standard meeting location is unavailable).</p> <p>4) Any other activity that the Chairman, Coir Board assigns.</p>

8)	All branch Heads, Heads of Sub Offices, Managers of Showrooms	Member	<p>1) Provide the CDMC with inputs and domain Expertise and help to update the CDMP as described in Chapter 9.</p> <p>2) Any other activity that the Secretary / Chairman assigns.</p>
----	--	--------	--

### 1.5.7 Responsibilities of Disaster Management & Control Centre personnel

Functions and Responsibilities of the Control Center personnel

Designation	Function
1) SSO	<p>1) In-charge of control centre</p> <p>2) Identify and draft personnel to work in the control centre</p> <p>3) Train personnel in handling disaster specific responsibilities.</p> <p>4) Coordinate with other departments for operational needs and operate the control centre in absence of other officers.</p>
2) System Administrator	<p>1) Maintain all IT and communication infrastructure at control centre.</p> <p>2) Assist all other officers.</p>
3) Joint Director(Res)	<p>1) Coordinate with all circles (including equipment Suppliers and contractors</p> <p>2) Assist other officers in all operational aspects.</p>
4) R.O	<p>1) Assist other officers in all financial aspects like</p>

	facilitating financial resources. 2)Execute any plans as notified by the Secretary/SAO
5) Joint Director(Tech)	1) Assist the other officers on Disaster 2) Coordinate with the district/state administration on all Management for operational issues on behalf of the Secretary /Chairman.

### 1.5.8 State/Regional Level Disaster Management Cells (DMCs)

At each level of the Coir Board operational hierarchy, a DMC may be formed along the lines of the CDMC. These will allow Coir Board to handle emergencies that are not massive in scale and thus do not require direct intervention from the CDMC. The composition of a DMC at State Level is provided below for illustrative purposes:

<b>Designation</b>	<b>Appointed Officer</b>	<b>Functions</b>
1) Regional Officer	Designated	Nodal Officer Of Regional Level-DMC and reporting to Chairman, CDMC
2) Senior Manager	Designated	Convenor, and handling all communication infrastructure.
3) Manager Gr.II	Nominated	Identifying and drafting personnel
4) Manager Gr.III	Nominated	Train personnel as required by the RO
5) ASM	Nominated	Facilitate all transactions as required by the RO
6) Salesman	Nominated	Responsibilities as required by the RO
7) HCS	Nominated	Responsibilities as required by the RO

The DMCs will report to CDMC periodically.

## **1.6 Plan Management(Development, Approval, Implementation, Review and Revision.)**

The Disaster Management Plan would be regularly reviewed and updated to reflect learning from past disasters, current policies, assets and procedures. Details on how to review and update the Plan are provided in Chapter 9.

## **Chapter 2:HRVA (Hazard, vulnerability, Capacity and Risk Management)**

### **2.1 Disaster Categories referring to coir sector**

The term ‘disaster’ may be categorized as below from the point of vulnerability scale to the industrial infrastructure under Coir Sector.

Category 1 Water and Climate disasters	Category 2 Geological disasters	Category 3 Man-made disasters
Cyclones & Storms	Earthquakes	Fire
Flood	Tsunami	Terrorist Attack

## **3. Prevention & Mitigation**

### **3.1 Prevention Measures**

Identifying and securing all the sites that might cause disaster-level loss of life and property. Vulnerabilities can be assessed based on the probability of attack and the extent of damage caused at a particular location.

### **3.2 Basic Mitigation Measures**

The impact of certain natural disasters and man-made disasters can be reduced by a series of mitigation measures. The following are some of the activities that may be considered for mitigation.

### **3.3 Information and Communication Activities**

#### **3.4 Acquisition of required communication equipments**

Coir Board will acquire devices that may be used during a disaster to aid in the communication between personnel responding to a disaster. Beyond the current, commercial mobile network, used during routine emergencies, provision for wireless communication devices, not reliant on commercial mobile networks, should be made (for. E.g. Walkie-talkies, Terrestrial Trunked Radio -TETRA).

#### **3.5 Communication from CDMC to Coir Board personnel**

As per the responsibilities assigned in Chapter 1, the standard messages for communication of disasters must be defined. These messages must convey the severity of the disaster and the expected response from the personnel. In addition, messages for declaring the closure of the emergency must also be defined.

An example of a standard text message is: *“The Chairman, Coir Board declares a state of Disaster in <dist.> district as of <time>”*

#### **3.6 Communication from all Coir Board personnel**

A reporting mechanism via messages must be defined that will convey (1) the safety and (2) the availability of any and all personnel to their immediate supervisor. This will allow for the CDMC to make a quick assessment of man- power available within a short time of a disaster. As per Chapter 1, the Secretary/Chairman will establish and maintain a special disaster management & control centre where all personnel (regardless of rank) should be able to report problems and be offered directions and advice. The information to be reported must follow a standard well-defined format in order to be specific and accurate to allow prompt response.

#### **3.7 Reduction in Risks Associated with Disasters**

All Coir Board field personnel should follow the steps outlined in the procedures explained in Chapter 10 to mitigate effects of potential disasters.

### **3.7.1 Protocol of Load shedding:**

Load shedding schedule during fire and cyclone in coir industries concentrated areas will be implemented, subject to the exigencies.

### **3.7.2 Duties & Responsibilities of the Emergency Teams:**

It is the responsibility of emergency team to keep in readiness of sufficient manpower, vehicle for smooth operation during disaster. Also they have to keep close contact with the field unit as well as with the officials for better monitoring of the works.

### **3.8 Mitigation measures for Natural as well as Man-made Disasters**

Routine maintenance and security activities go a long way in mitigating the effects of incidents that lead to a disaster. The effect of natural disasters such as floods can be mitigated by ensuring that critical facilities are located away from flood prone regions as well as at higher elevations.

### **4. Mainstreaming DM Plan in developmental projects**

On receiving a notification of declaration of disaster from State Govt./COIR BOARD, or if the early warning systems indicate that there is a potential for a disaster, the Chairperson (CDMC) must be immediately informed. If the Chairperson is not available, the Secretary must be immediately informed. Please refer to Chapter 10 for procedures related to administrative duties, operational and financial powers.

1. The Chairman (CDMC) should convey to Head of Emergency Operations, the intent to declare a “State of Disaster” in Coir Board, via phone call/SMS/in writing. The Chairman (CDMC) also conveys to Secretary and other Senior Officers the intent to declare a “State of Disaster”, via phone call/SMS/in writing.
2. Secretary immediately follows the requisite communication protocol (as per guidelines stated in Chapter 3, Section “Basic Mitigation Measures”)
  - a. Send a bulk SMS/Wireless message to all employees, including members of the CDMC

- b. Send associated content (if any) to all media and priority stakeholders
3. CDMC Meeting: A meeting of the CDMC must be immediately called for by the Chairperson, CDMC to supervise response and relief efforts.
4. Disaster Management & Control Centre (under Secretary must be immediately operational. [**Note:** A part of the existing Coir Board Call Centre(Toll free service) may be used for the same; however, the Disaster management & control centre must be dedicated to handling communication only from Coir Board personnel and not the general public.]
5. The safety and availability of personnel is conveyed by said personnel to the Disaster management & control centre via a reporting mechanism (Please see Chapter 3, Section “Basic Mitigation Measures” for details).
6. Prepare First Assessment Report for CDMC that includes
  - a. Lists of personnel available in various areas and list of mobilizing points
  - b. Any early damage reports that are available
  - c. Any action taken (for e.g. turning off power in any area in advance)
7. Tasks are assigned to individuals (if necessary). Every Section Officer (and higher) can take action as laid out in Chapter 10.
8. Prepare Second Assessment Report for CDMC that includes
  - a. A current detailed damage estimate
  - b. Equipment/man-power requirements for complex problems/areas
  - c. List of high priorities (including regions that will need attention)
  - d. Requirements for assistance from non-Coir Board agencies

9. Reporting of information on a continuous basis to Disaster management & control centre including interim reports.
10. Final Progress Report prepared for CDMC by Disaster management & control centre.
11. Any Other Documentation:

Please see Chapter 10 [Administrative Procedure to be adopted at the time of emergencies] for details on all documentation to be maintained.

### **Contact information of CDMC members**

Contact information of all CDMC members is available in Annexure 1

## **Chapter 5 Preparedness Measures**

Coir Board to undertake a number of preparedness measures to ensure that response and recovery during a disaster is effective and prompt.

### **5.1 Stakeholders**

The stakeholders in Coir Board disaster preparedness are:

1. Coir Board, its establishments and employees
2. Exporters Association (FICEA), SFURTI clusters, CUY/ASPIRE units, Chambers of Commerce, etc.
3. Civil administration (Dist. Admin., Police, Fire Dept., Municipal bodies, RAF, Indian Red Cross Society, etc.)
4. High priority customers (Hospitals, Waterworks, Telecommunication, Railways, Emergency Relief Centers etc.)
5. All Exporters, Consignors, Coir co-operative societies, coir workers etc.
6. Coir Manufacturers Association in all States, Coir Entrepreneurs, Trade Associations, Coir Machinery Manufacturers, NGOs etc.

### **5.2 Establishment of Disaster Response Teams**

As part of the preparedness measures, Coir Board should form the following teams:

### **5.2.1 Early Warning team:**

Under the guidance of the Secretary/Chairman as described in Chapter 1, this team will monitor incidents associated with weather, earthquakes or other incidents that might lead to a disaster. The team will provide inputs to the member of the CDMC in carrying out early warning responsibilities.

### **5.2.2 Control Centre Team:**

Under the Secretary/Chairman described in Chapter 1, this team will manage the Disaster Management & Control Centre in time of disaster and assist in the coordination of Response.

### **5.2.3 Corporate Affairs and Communication Team:**

Under the Secretary/Chairman described in Chapter 1, this team will coordinate with all other response teams for the collection of necessary updates. They will be sole point of communication for the Media and manage communication and messages to all stakeholders. This team will also prepare a list of priority stakeholders for each disaster and communicate the same to the Command and Control Centre team.

### **5.2.4 Vigilance Team:**

Under the Chief Vigilance Officer described in Chapter 1, this team will assist in carrying out the responsibilities of CVO including but not limited to ensuring security of installations and equipment and safety of workers.

### **5.2.5 Damage and Loss Assessment Team:**

Under the Senior Accounts Officer described in Chapter 1, this team will perform certification of the loss/ damages occurred during the disaster and audit the works undertaken during a disaster.

## **5.3 Establishment of Disaster Response Assets**

Under the Secretary/Chairman described in Chapter 1, Coir Board shall maintain or have access to assets to be used during a disaster. These assets include, but are not limited to, computation, communication and transport equipment, equipment needed for the coordination/ maintenance/ replacement of assets destroyed in an emergency equipment such as generators that may be required to provide temporary services to customers and other equipment as deemed necessary by Secretary/Chairman. The

storage of these assets shall be in locations where they are easily accessible as well as least likely to be damaged in a disaster situation. A list of the equipment and the location of the same shall be maintained by the concerned officers and be available to Heads of Sub-Offices.

Coir Board, under the Director(Marketing) shall maintain a list of equipment vendors and resource personnel (experts) that may be called upon during a disaster to assist in response activities.

#### **5.4 Establishment Procedures for Checking and Certification of Assets**

To ensure that the assets acquired for disaster management are maintained in an acceptable manner, the following procedures shall be established:

- a) Procedures for checking and certification of logistics, equipment and stores necessary for disaster management shall be established.
- b) Procedures for operational check-up of Warning Systems and the inspection of facilities and critical infrastructure shall be established.

#### **5.5 Establishment of Coordination and Communication Protocols**

During a disaster, Coir Board as a support function will receive requests from many stakeholders as well as avail the services of other agencies. The protocols for communication and coordination for the following should be established and documented:

- a) Between District Authorities and civil security agencies such as Police Dept., Fire Dept. and Coir Board.
- b) Between other civil agencies, such as Municipal bodies, Hospitals etc. and Coir Board.
- c) Between Coir Board and other agencies such as Govt. of India, State Government, Public Sector Undertaking (PSUs), Other State Governments, National Disaster Response Force (NDRF), Rapid Action Force (RAF), Army, Navy and Air Force, Central Para Military Forces etc.
- d) Between Coir Board personnel and the Disaster Management & Control Centre

Protocols shall also be established for communication with customers regarding early warning, potential and actual outages, schedule for restoration of services, warning notices and instructions etc.

## **Chapter 6 –Response**

### **6.1 Response Planning**

Response planning constitutes the following activities:

#### **6.1.1 Warning and Alert**

##### **a) Early Warning Systems:**

As described in Chapter 5, an Early Warning team, reporting to an officer must coordinate with the appropriate authorities to monitor and communicate potential disaster situations.

##### **b) Warning dissemination:**

As described in Chapter 3, Section “Basic Mitigation Measures”, subsection (1), the CDMC [through the concerned Officers will ensure that any warnings and communication are appropriately communicated to all employees, stakeholders and media.

#### **6.1.2 CDMC Meeting**

A meeting of the CDMC must be immediately called for by the Chairperson, CDMC.

<b>Location</b>	<b>Address</b>	<b>Phone Number</b>
Standard	Coir Board Head Office, Coir House, Kochi-682016	0484-2351900
Alternative	To be decided	

#### **6.1.3 Resource Mobilization Checklist**

Details are presented in the following section “Procedure for Action during a Disaster”.

### 6.1.4 Demobilization and Winding Up:

#### 1. Documentation:

Documentation of actions taken, expenditures incurred, special services offered etc. should be maintained and completed within a stipulated time from close of disaster. Please see Chapter 10, Section “Administrative Procedure to be adopted at the time of emergencies” for details on documentation to be maintained.

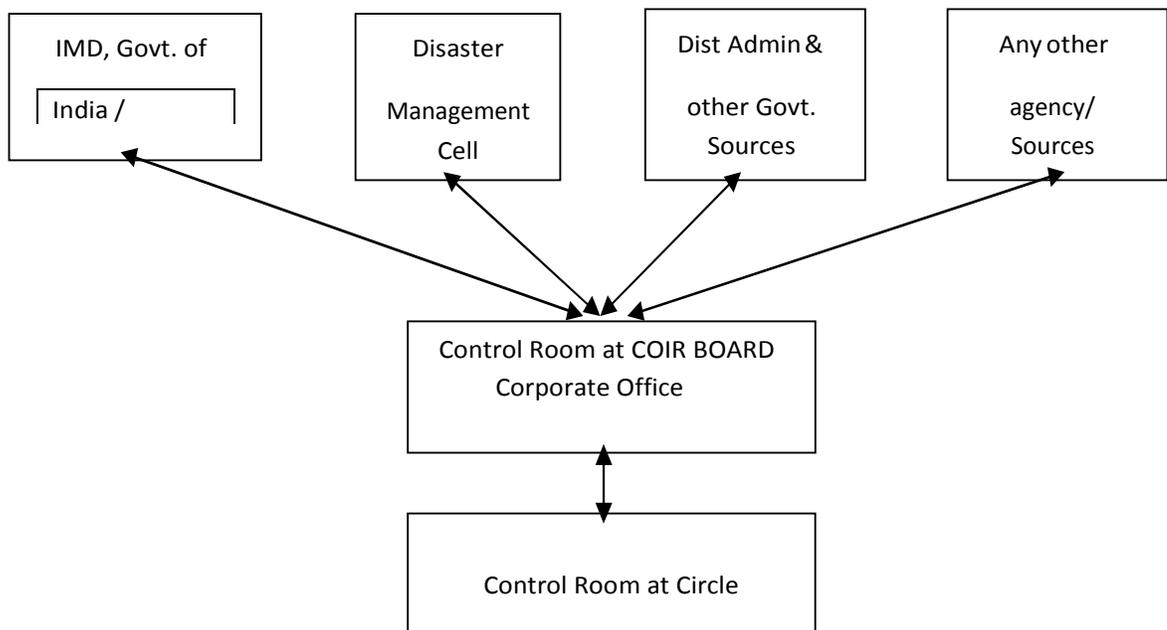
### 6.1.5 Success stories and Lessons for future:

The CDMC will review activities of personnel during the disaster to document success stories or shortcomings that may be rectified in the future. Key lessons learned can be used to update the DMP if required.

## 6.2 Procedure for Action during a Disaster

### 6.2.1 Flow of Information

Source of occurrence of disaster information are collected from IMD/TV/concerned State Governments/ Govt. of India/Collectors. Flow of information shall be basically as below -



## **Chapter 7 - Reconstruction and Recovery Measures**

Coir Board shall strive to recover to normal service to its consumers as soon as possible. The Recovery Plan activities will include the following:

1. Develop a priority schedule (location and time-frame) for recovery of normal services to affected areas
2. Conduct a detailed damage and loss assessment
3. Restoration of infrastructure
4. Reconstruction/repair of infrastructure/ damaged assets

### **7.1 Approach clearance & Damage assessment**

As an emergent response to disaster, need of clearing approach roads to the critical areas, locations & installations attains first priority which shall be done with the available resources to facilitate expedient restoration.

Action should be initiated immediately for assessments of physical damages caused, so that resource management can be done effectively for early restoration. The estimation of damage will be done in two stages, in first stage the Eye Estimation is to be done by visiting different places and reporting the extent of damages.

Based upon damage report received, Control Room at the Head Office shall consolidate the estimation of total damage and provide to other Centers.

### **7.2 Deployment of In-house team**

In house team along with enlisted technical team will be deployed to the affected areas during Disaster in planned manner for efficient utilization of resources.

### **7.3 Debris clearance**

Debris clearance will be made through machineries like Dozers, JCBs, cranes which may be hired on rent basis for smooth transportation of man and materials, tools, etc. Assistance of State Police /CRPF/RAF/Army may be taken for smooth completion of work

#### **7.4 Monitoring & control**

The entire process of restoration work will be monitored from the Circle/District level to Corporate level for smooth operation. Particularly District nodal officer i.e. RO will supervise the entire process and the same will be conveyed to the Nodal officer at Corporate level. During this process materials from stores will be utilized properly along with manpower engaged as the case may be for restoration.

#### **7.5 MIS**

MIS to cover information on damage and restoration on daily basis shall be provided by each control room to Head Office Control Room in respect of each team/ Feeder/ District.

#### **7.6 Declaration of complete restoration**

After full fledged completion of restoration work the concerned officers will submit the declaration regarding completion of restoration to the nodal officers with intimation to nodal officer at corporate level for onward submission to Government.

### **Chapter 8: Financial Resources for Implementation of CDMP**

Coir Board shall make financial allocations in preparing and executing the disaster management plan. The Senior Accounts Officer, Coir Board shall plan for the following:

1. Funds for Prevention and Mitigation Activities
2. Funds for Preparedness and Training Activities
3. Funds for Response Activities (including pre-authorization to draw money from escrow in the event of an immediate emergency)
4. Funds for Disaster Risk Insurance

For the purpose of expediting services to its customers, Coir Board will delegate special financial powers during an emergency/ disaster to its personnel. For a detailed list of financial authority and allotment procedures in an emergency, refer to the procedure provided in Chapter 10.

## **8.1 Financial Arrangement Central Budget**

Coir Board will submit to the Central Government for approval of a budget in the prescribed form for the next financial year, showing the estimated receipts and expenditure, and the sums which would be required from the Central Government during that financial year. Central Govt. may approve assistance from the SDRF (State Disaster Response Fund), Prime Minister/Chief Minister Calamity Relief Fund or in form of Grant in aid provisions in the Budget to carry out specific projects/schemes related to disaster management/ mitigation/capacity building.

## **8.2 Loan**

Coir Board may borrow money from the FIs/Banks/open market with the previous approval of Central Government to carry out disaster management functions as described in DM Act 2005, in line with relevant rules.

## **Chapter 9 : Monitoring, Evaluating, Updating and Maintaining the CDMP**

The CDMP should be evaluated, updated and maintained periodically.

### **9.1 Authority for Maintaining and Reviewing the CDMP**

A suitable external consultant who is an expert in disaster management, who is part of the CDMC may be appointed and is responsible for the maintenance of the CDMP and bringing it up for review. He is vested with powers of incorporating necessary changes to the CDMP and getting those approved by the CDMC.

### **9.2 Proper Monitoring and Evaluation of CDMP**

The authority assigned to maintain and review the CDMP, should also carry the evaluation and monitoring of the same. The concerned official should have sound knowledge of the DM Act, 2005. The official should ensure that the strategies formulated out during a disaster are on par with the guidelines provided in the Act.

The CDMP plan should be evaluated by the CDMC before its adoption.

### **9.3 Pre-disaster Evaluation**

- 9.3.1** Ensuring that the formulated CDMP is as per Disaster Management Act, 2005 and aligned with the DDMP. This is to ensure that the CDMP follows the guidelines laid down by the Government of India.
- 9.3.2** Applying the existing CDMP to the disasters that occurred in the Coir Board operating region and evaluate the outcomes. The strategies formulated as per CDMP should give better results. If the results of the analysis are not as expected, then the CDMC should make necessary modifications to the CDMP and re-evaluate the same.
- 9.3.3** Applying the existing CDMP to expected disaster scenarios, evaluate the outcomes and modify the CDMP if the results are not satisfactory.

### **9.4 Post-disaster Evaluation**

Post any disaster, the CDMC will review activities of personnel during the disaster and identify if the CDMP should be modified accordingly.

### **9.5 Schedule for Updating the CDMP**

The CDMC should decide on the frequency of review and revision of the CDMP. A review of the CDMP should necessarily be conducted post any declared disaster. In the absence of any disaster, it is advisable to review the CDMP at least once a year.

### **9.6 Communication of CDMP to Stakeholders**

Any time the CDMC updates and approves the CDMP, it should be circulated to all stakeholders.

## **Chapter 10: Standard Operating Procedures (SOPs) and Checklists for Emergency and Disaster Management**

SOPs and checklists should be prepared for various personnel for effective response to emergencies and disasters. These SOPs and checklists must be maintained and updated to reflect any changes in procedures, technology and equipment.

The following are some SOPs currently being followed/to be followed in Coir Board for Emergency Management.

### **10.1 Administrative Procedure to be adopted at the time of Emergencies**

1. All leaves sanctioned to the officers and workmen shall stand suspended once emergency is declared. The officers and workmen on leave shall report back to their respective controlling officers immediately.
2. All officers responsible for operations shall be on duty for 24 hours and shall ensure their sub-ordinate officers/officials to be on duty round the clock, required for the emergency.

### **10.2 Material procurement and services in Emergencies**

1. Special delegation of powers to the officers for purchase of materials, obtaining services of man power and execution of works are given as per CDMP, to Administrative Procedures for Emergency Operation.
- 2 The Heads of Sub-Offices shall take into account the materials in stock in various stores and make necessary arrangement to exercise mobilization of materials in their jurisdiction. Only after review of stock of materials at stores and mobilization of materials, balance materials required shall be procured by the respective officers. However, the officers who are empowered to procure materials shall certify that no materials are available at stores for emergency work and hence, procured while issuing the purchase orders.
3. Material procurements are to be made as per GFR2017 from the same suppliers by placing repeat orders.
4. Procurement may be made through Kendriya Bhandar, NSIC/KVIC, from Open market /CAPEX model, as per GFR 2017and DFPR.

5. If procurement of materials could not be taken up in the above two categories, then it may be from the suppliers/ manufacturers who have recently supplied the same to other Government agencies Distribution Utility at the latest rates, following due procedures.
6. Once the Coir Board declares closure of emergency, the field officers have to furnish necessary certificate regarding purchase of material and non-availability of the same in the stores, work executed etc., and the Senior Accounts Officer who is responsible for passing of bills, closure of accounts and making payment shall ensure to complete the same within 15 days from the date of closure of emergency.
7. The expenditure incurred shall be booked under appropriate heads of account.
8. After 15 days from the date of closure of emergency, field officer shall furnish the certificate for the works carried out during the emergency period. If any officer fails to do so or deviates from set procedure, the action shall be initiated against the delinquent after giving show cause notice to explain the reasons and following due procedure.
9. The Branch Heads shall seek declaration of emergency by Secretary/Chairman through telephonic talk/SMS followed by a written requisition duly indicating the area for which the emergency to be declared.

After declaration of emergency by Secretary/Chairman, the emergency restoration work shall be carried out and expenditure booked against the newly created heads of account with caption "Emergency restoration of coir distribution/supply-calamity".

Sample 1 - incurred towards Capital

Expenditure nature.

1. After restoration of coir supply/distribution, the Branch Heads shall seek for closure of emergency by Secretary/Chairman through telephonic talk/SMS followed by a written requisition.
2. The Branch Heads shall send a report within 3 days duly indicating the quantum of damages and the estimated amount after closure of emergency declared.

3. A token budget per Circle/Division will be allocated by the Secretary in consultation with Chairman for utilization in carrying out raw material supply/ restoration work during the period of emergency.
4. The Branch Officers are authorized to re-appropriate the special budget grant per division allotted within its jurisdiction during emergency period in case of expenditure incurred during the restoration work goes beyond the earlier allocation in any division.
5. The Secretary is authorized to re-appropriate the special budget grant per Circle if the expenditure incurred in particular circle goes beyond the total special allocation made to each division in that circle.

All payment of account of restoration work shall be made Division(s)/Party directly from this Bank Account.

All payments shall be made by issue of cheque/bank transfer. No funds shall be diverted from this account for any other purposes.

The cheques shall be issued to Supplier/Contractor only after due approval of the estimate of the work, measurement of work and scrutiny of vouchers etc. as approved by the Competent Authority.

However, the fund shall be transferred to different Divisions as per the actual requirement duly approved by the Competent Authority.

A separate subsidiary Cash Book shall be maintained for all the receipts and expenditures and transaction made for this purpose at Division level.

All records/vouchers towards expenditure on these head shall be kept separately at the Division level.

A work Case Record shall be opened which will have objective statement which shall contain the pre-disaster status, damages, salvaged material to be re-used, fresh/new material required, specific problem if any requiring shifting of line alignment material used, labour incidental expenditures etc.

A few photographs if possible of the damages & restoration may be kept in Case Record.

The rectification work shall be completed within stipulated time of restoration as given by the Central Govt./Competent Authority. Payment towards mobilization advances shall be made against bank guarantee and final payment against the supply of materials shall be made after proper inspection & verification.

A separate Stock Register for this purpose only shall be maintained in Central Store Division.

All receipt of materials purchased for this purposes, diversion of materials from other ongoing schemes shall be recorded properly. All issue of materials to different Divisions for utilization on this account and return for the borrowed/diverted materials shall be duly accounted for.

Internal audit team of the Utilities comprising of Senior Officer of the Finance Branch and technical Branch will take up audit work relating to the Disaster restoration work.

The audit team constituted for the purpose will go through Stock Register maintained at Central Store as well as each individual site store maintained.

In addition to the Stock Register, the audit team shall also verify the approved estimate, JMC, invoice, bills, vouchers register, cash book, general ledger, subsidiary ledger etc. They shall also conduct site inspection.

The audit shall be carried out for all the transactions.

Besides the registers, documents, books of accounts on this score shall be kept in safe custody for further inspection and possible audit by different agencies.

All the restoration work shall be completed at the earliest.

Books of accounts shall be closed within one month from the date of completion of restoration work.

A monthly financial and physical statement of expenditure shall be submitted to HO within first week of succeeding month.

The utilization certificate shall be submitted in the prescribed form as per the GFR.

### **10.3 Responsibility Matrix for emergency response functions**

D-24 hours: Alert from Secretary/Chairman must go to all Coir Board personnel. Testing and availability of emergency equipment must begin.

D-12h: All communication equipment must be tested at this time.

D-4h: All personnel must be at their designated positions, and all required response equipment must be assigned to the teams.

D+ zero: Turn off power of the “Line” based on reported failure complaints and local knowledge (usually by Branch Officer or higher).

D+2h: Based on the seriousness of the event, continue execution of response effort, including isolating vulnerable points, detecting problems and mobilizing relief efforts.

### **10.4 Ways to disseminate Cyclone Warnings**

The different telecommunication channels used for warning dissemination are as follows;

- |   |  |
|---|--|
| <input type="checkbox"/> Landline/Telex/Telephone | <input type="checkbox"/> Websites                          |
| <input type="checkbox"/> VHF/HFRT (Internal)      | <input type="checkbox"/> Radio/TV network                  |
| <input type="checkbox"/> Police Wireless          | <input type="checkbox"/> Interactive voice response system |
| <input type="checkbox"/> AFTN (Aviation)          | <input type="checkbox"/> (IVRS)                            |
| <input type="checkbox"/> Internet (e-mail)        | <input type="checkbox"/> Mobile Phones                     |

(including SMS) These should be used to get updated and planning of actions.

## **10.5 Cyclone tracking/warning Web Sites**

For Cyclone tracking/warning IMD's Web Site is official for the State government which is; India Meteorological Department - <http://www.imd.gov.in/section/nhac/dynamic/cyclone.htm>

However, there are few other renowned global Web Sites which can be helpful for Cyclone tracking. The Web Sites are as shown below;

- 1) National Hurricane Centre <http://www.nhc.noaa.gov/>
- 2) Central Pacific Hurricane Centre  
<http://www.prh.noaa.gov/hnl/cphc/>
- 3) Japan Meteorological department  
<http://www.jma.go.jp/jma/indexe.html>
- 4) Bureau of Meteorology (Australia)<http://www.bom.gov.au/>
- 5) Cooperative Institute for <http://cimss.ssec.wisc.edu/tropic2/>  
Meteorological Satellite Studies
- 6) Fleet Numerical Meteorology and  
<http://www.usno.navy.mil/FNMOC/tropical-applications>  
Oceanography Center from (FNMOC) US Navy Portal –

## **10.6 Coir Board Disaster Management Plan; Maintenance/Updation**

### **10.6.1 Introduction**

Maintenance/ Review of DMP has to be a dynamic process of updating the plan on a periodic basis. The back-bone of maintaining/ review the plan is in carrying out mock drills and updating the plan based on the lesson learnt as an outcome of the mock exercise which consists of identifying the gaps and putting in place a system to fill the same.

- The CDMP Preparedness and Response Plan should be reviewed and updated regularly, based on inputs as under:

10.6.1.1 Drills and Rehearsals.

10.6.1.2 Recommendations from all Depts. in their Annual DM Report.

10.6.1.3 Lessons learnt from Cyclone in other states and countries.

10.6.1.4 Directions from Ministry of Home Affairs, National Disaster Management Authority, Government of India, etc.

### **10.6.2 Coir Board Disaster Management Plan; Testing**

**10.6.3** While updating the plan the following aspects need to be considered by the CDMC every year:

1. Critical analysis of the outcome of exercises & mock drills as part of plan testing.
2. Incorporation of lessons learnt in the updated plan as an outcome of mock exercises through identification of gaps and measures to fill them.

The plan must be thoroughly tested and evaluated on a regular basis, at least twice a year. The plan testing should preferably be organized in the months of June and October every year.

After plan testing and incorporation of lesson learnt, the CDMC should send a copy of the revised and updated plan to the Ministry of MSME.

Mock Drills shall be conducted as per the defined frequency given below;

	<b>Sub Offices / Regional offices</b>	<b>Head Office</b>
<b>Table Top</b>	Half Yearly	Half Yearly
<b>Field</b>	Yearly	Yearly

## **10.7 Preparedness and Response for Monsoon**

### **10.7.1 Safety**

Safety is important for both public and the department.

General procedures for safety within the department:

1. All the technical/field staff shall use relevant safety gadgets while working on distribution network and also creating proper safety zone before starting repair/maintenance work.
2. On safety aspects, all the Branch/Section officers /Heads of Sub-Offices/SR Managers will inspect the hazardous locations and same may be rectified before starting of monsoon.
3. All the Office vehicles shall be well equipped with manpower, materials and safety accessories rendering services on hired basis shall be equipped with Medical Kit for providing First Aid treatment for the fatalities and tool kit for attending vehicle minor breakdown.
4. Essential safety material to be used is responsibility of Director(RDTE):

### **10.7.2 Restoration**

1. Branch Officers will ensure that the update of interruption information shall reach the affected people via different mode of communications duly updating the information by field technical officers.
2. Director(RDTE) will monitor all resource mobilization like man power, materials, vehicles, etc, among the sections/branch offices in their jurisdiction.
3. Regional Officers/SR Managers will be the Nodal officers of the concerned Centre to facilitate the work of pooling man power, materials, vehicles, etc, among the branches/divisions in their jurisdiction.

### **10.7.3 Functioning during monsoon**

1. Each Section working as a call centre/service station shall have full-fledged sufficient manpower with additional vehicles to tackle any situations.

## Annexure 1: Emergency Contact Information

### 1) Contact Information of CDMC Members

Designation	Phone(O)	Phone (Mobile)	Email
Chairman	0484-2372979		<a href="mailto:chairmancoirboard@gmail.com">chairmancoirboard@gmail.com</a>
Secretary	0484-2372676		<a href="mailto:secretary@coirboard.org">secretary@coirboard.org</a>
Director(Mktg.)	0484-2354588/ 2351900		<a href="mailto:director_mkg@coirboard.org">director_mkg@coirboard.org</a> ,
Director(RDT&E)	0477-2258304/ 2258094		<a href="mailto:ccri.coirboard@gmail.com">ccri.coirboard@gmail.com</a> <a href="mailto:ccri.kalavoor@gmail.com">ccri.kalavoor@gmail.com</a>
Joint Director (Plg.)	0484-2373327/ 2351900		<a href="mailto:jdp@coirboard.org">jdp@coirboard.org</a>
Joint Director (Tech.)	080-28394875		<a href="mailto:coirtechnology@gmail.com">coirtechnology@gmail.com</a>
Senior Accounts Officer	0484-2381232/ 2351900		<a href="mailto:info@coirboard.org">info@coirboard.org</a>
SSO(Mech.)	0477-2258094		<a href="mailto:ccri.coirboard@gmail.com">ccri.coirboard@gmail.com</a> <a href="mailto:ccri.kalavoor@gmail.com">ccri.kalavoor@gmail.com</a>
SSO(PD)	0477-2258094		<a href="mailto:ccri.coirboard@gmail.com">ccri.coirboard@gmail.com</a> <a href="mailto:ccri.kalavoor@gmail.com">ccri.kalavoor@gmail.com</a>
SSO(Micro)	0477-2258094		<a href="mailto:ccri.coirboard@gmail.com">ccri.coirboard@gmail.com</a> <a href="mailto:ccri.kalavoor@gmail.com">ccri.kalavoor@gmail.com</a>
Deputy Director	0484-2351900		<a href="mailto:info@coirboard.org">info@coirboard.org</a>
Development Officer	0484-2351900		<a href="mailto:info@coirboard.org">info@coirboard.org</a>
Administrative Officer	0484-2351900		<a href="mailto:info@coirboard.org">info@coirboard.org</a>

## 2. Important Websites

Sr. No.	Department	Website
1	MHA	<a href="http://www.mha.nic.in">www.mha.nic.in</a>
2	NDMA	<a href="http://www.ndma.gov.in">www.ndma.gov.in</a>
3	ACCU WEATHER	<a href="http://www.accuweather.com">www.accuweather.com</a>
5	NIDM	<a href="http://www.nidm.net">www.nidm.net</a>
5	IMD	<a href="http://www.imd.gov.in">www.imd.gov.in</a> <a href="http://www.imdtvm.gov.in">www.imdtvm.gov.in</a>
6	NWS	<a href="http://www.en.wikipedia.org">www.en.wikipedia.org</a>
7	COIR BOARD	<a href="http://www.coirboard.gov.in">www.coirboard.gov.in</a> <a href="http://www.coirboard.nic.in">www.coirboard.nic.in</a>

**Details of Board Members with Phone, Fax and e-mail etc.**

<b>Sl. No.</b>	<b>Name &amp; Address</b>	<b>Phone No. &amp; fax</b>	<b>e-mail</b>
1	<p>Shri. Anantkumar Hegde Member of Parliament Lok Sabha No. 17, KHB Colony, Sirsi Uttarakannada-581402, Karnataka.</p> <p>Shri. Anantkumar Hegde Member of Parliament Lok Sabha 13, Feroz Shah Road New Delhi – 110 001.</p>	<p>Mob.91 8762180337</p> <p>08384-234337(res) 235248 Fax.08384-223353</p> <p>Tel.Fax: 01123782001</p>	<p><a href="mailto:akh@kadambamail.com">akh@kadambamail.com</a> <a href="mailto:mpcanara@gmail.com">mpcanara@gmail.com</a></p> <p><a href="mailto:anantkumarhegde@gmail.com">anantkumarhegde@gmail.com</a></p>
2	<p>Shri. K.C. Venugopal Member of Parliament Lok Sabha Rajeevam, Pazhaveedu P.O. Alappuzha, Kerala – 688 009.</p> <p>Shri. K.C. Venugopal Member of Parliament Lok Sabha 34- Lodhi Estate New Delhi – 110 001.</p>	<p>9013180106/ 9447016661</p> <p>Ph. 0477-2266220</p> <p>Fax. 011-23705902</p> <p>Ph. 011- 23723700</p>	<p><a href="mailto:kcvenugopal.org@gmail.com">kcvenugopal.org@gmail.com</a></p>
3	<p>Shri. James Varghese IAS Principal Secretary Department of Fisheries and Port (Addl. charge Cashew &amp; Coir) Room No. 369 Govt. of Kerala, Secretariat Thiruvananthapuram -695 001.</p>	<p>0471- 2518008</p> <p>Mob: 9447156204</p> <p>Fax. 0471-2333164</p>	<p><a href="mailto:prlsecy.port@kerala.gov.in">prlsecy.port@kerala.gov.in</a></p>

4	<p>Shri.Ambuj Sharma IAS Addl. Chief Secretary/ Industries Commissioner and Director of Industries and Commerce Commissionerate of Industries &amp; Commerce SIDCO Corporate Office Building 2<sup>nd</sup>&amp;3<sup>rd</sup> Floor, Thiru- Vi-Ka Industrial Estate Guindy, Chennai- 600 032.</p>	<p>044-22505011/ 044- 22501007/  22502018/22501073  Fax:044-22505023 044-22505013  Mob. 09868227711</p>	<p><a href="mailto:indcomchn@gmail.com">indcomchn@gmail.com</a></p>
5	<p>Shri. Commissioner for Industrial Development and Director of Industries and Commerce Govt. of Karnataka 49, 2<sup>nd</sup> floor, South Block, Khanija Bhavan Race Course Road, Bangaluru – 560 001.</p>	<p>080-22386796 Fax.080-22389909  Mob.07760990001 09848449875</p>	<p><a href="mailto:commissioner@karnatakaindustry.gov.in">commissioner@ karnatakaindustry.gov.in</a></p> <p>Contact: Subramanina, PS Bhaskar</p>
6	<p>Shri. Commissioner of Industries Commisionerate of Industries Govt. of Telangana Chirag Ali Lane, Abids Hyderabad – 500 001.</p>	<p>040-23441676  Fax.040-23441656</p>	<p><a href="mailto:coi.inds@telangana.gov.in">coi.inds@telangana.gov.in</a></p>

7	Shri. Secretary Member, Coir Board Micro Small and Medium Enterprises Department Govt. of Odisha Odisha State Secretariat Sachivalaya Marg Bhubaneswar – 751 001.	0674-2391384 2392550  Fax. 0674-2394051  09437476611	<a href="mailto:secy-msme.od@nic.in">secy-msme.od@nic.in</a>
8	Shri. C.K. Padmanabhan Member, Coir Board Padmapriya P.O. Azheekode Kannur – 670 009. Kerala.	0497-2771545  9447188888	<a href="mailto:bjpckp@gmail.com">bjpckp@gmail.com</a>  <a href="mailto:ckpadmanabhang@gmail.com">ckpadmanabhang@gmail.com</a>
9	Shri. Penmesta Venkata Subramanya Varma Member, Coir Board D. No. 1-176, Panchayat Office Road Kakaraparru, Peravali Mandal West Godavari – 534 331, Andhra Pradesh.	09553462227 09440342834  08819-231305 (Res.)	<a href="mailto:varmapvs58@gmail.com">varmapvs58@gmail.com</a>
10	Shri.B.S. Panchakshari Member, Coir Board Benachigere Hodalpur (P), Nittur (S.O.) Gubbi Taluk, Tumkur District – 572 223. Karnataka.	09964010222	<a href="mailto:bspbenachigere123@gmail.com">bspbenachigere123@gmail.com</a>
11	Shri. Hanumantha Gowdaa Member, Coir Board No. 92, Sri Balaji Nivas Flat No.401, 4 <sup>th</sup> Floor	09341285466  080-26695728 (Res) 080-23154220/231 (O)	<a href="mailto:hanumanthagowdaa@gmail.com">hanumanthagowdaa@gmail.com</a>

	3 <sup>rd</sup> Main, Poorna Pragna Layout, Uttarahally Bangalore - 560 061.		
12	Shri. Baidhar Mallick Member, Coir Board Quarter No. 15/5, Unit - 3 Kharvel Nagar Bhubaneswar - 751 001. Odisha.	Mob: 09439361922 08658230377 (Res)	<a href="mailto:baidharmallickexmla@gmail.com">baidharmallickexmla@gmail.com</a>
13	Shri. S.D. Mandharachalam (Mohan) Member, Coir Board 1/282 K, Samathottam, Senjeri Sulur Taluk Coimbatore - 641 669.	09443367105 Fax.0422-4221000	<a href="mailto:sdm@ammangroups.in">sdm@ammangroups.in</a>
14	Dr. K.P. Muthukoya Member, Coir Board Firdouse, Opp. Post Office Kavaratti Union Territory of Lakshadweep - 682 555.	9447521222 04896-262141 (Res) 04896-262313 (O)	<a href="mailto:drmuthukoyakp@gmail.com">drmuthukoyakp@gmail.com</a>
15	Shri. Ganpat Sadanand Naik Member, Coir Board H.No.77, Laxmi Dham, Dudhagala Sanvordem Goa - 403 706.	08605165599 09422454041 0832-2605599 (Res)	<a href="mailto:ganpatnaik44@gmail.com">ganpatnaik44@gmail.com</a>
16	Smt. Dakshaben Rami Member, Coir Board E-103, Krishna Flat Ambaji, District Banaskantha (Uttar), Gujarat - 385 110.	09724562331	<a href="mailto:daksharami@gmail.com">daksharami@gmail.com</a>

17	Shri. D.P.S. Negi Economic Advisor (Nominee of AS&FA) Room No. 124-C Ministry of Micro, Small and Medium Enterprises Govt. of India, Udyog Bhavan, New Delhi – 11.	011-23062630  011-23063433	Mob: 09910355006
18	Shri.B.H. Anil Kumar, IAS Joint Secretary (in- charge-of Coir Division) Ministry of Micro, Small and Medium Enterprises Government of India, Udyog Bhawan, New Delhi – 110 011.	011-23061543  Mob:08527605799	<a href="mailto:Js.ari@nic.in">Js.ari@nic.in</a>
19	Dr. Vinay P. Sahasrabuddhe Member of Parliament Rajya Sabha 17, Feroz Shah Road New Delhi – 110 001.  Dr.Vinay P. Sahasrabuddhe Member of Parliament Rajya Sabha Resident 103 Surabhi CHS, Green Road Louis Wadi, Thane West Maharashtra – 400 604	022-25835659  Mob: 9013181516 9969884545  011-23782318	<a href="mailto:vinays57@gmail.com">vinays57@gmail.com</a>  <a href="mailto:sunil.nihalp@gmail.com">sunil.nihalp@gmail.com</a>  contact person: Sunil, PS

## **ESTABLISHMENTS OF COIR BOARD**

### **1. Head Office**

Coir House,  
M.G. Road,  
Kochi -682016, Kerala  
Telephone:0484-  
2351900,  
Fax-0484-2370034, 2354397, 2355931  
E-Mail: [info@coirboard.org](mailto:info@coirboard.org)  
Toll free : 1800 425 9091

### **2. Central Coir Research Institute (CCRI)**

Kalavoor P.O., Alleppey  
Dist., Alleppey - 688 522,  
Kerala  
Telephone: 0477-2258094, 0477-2258480,  
0477-2258933.  
Fax: 0477-2258415  
E-mail:ccrikalavoor@yahoo.co.in

### **3. Central Institute of Coir Technology(CICT)**

Peenya Industrial Area, Peenya,  
Bangalore 560 058, Karnataka  
Tel Fax: 080-28394875  
E-mail:coirtechnology@gmail.com

### **4. National Coir Training & Design Centre (NCT&DC)**

Kalavoor P.O.,  
Alleppey - 688 522, Kerala  
Telephone: 0477-  
2258067 Fax:0477-  
2249103  
E-mail:adnctdc@gmail.com

### **5. Hindustan Coir**

Kalavoor P.O,  
Alleppey - 688 522, Kerala  
Telephone: 0477-2258339.  
Fax: 0477- 2258267  
E-mail:hindcoir@gmail.com

**6. Regional Extension Centre**

Coir Board, Pillaiyarpatti-613403 Via  
Vallam Thanjavur,  
Tamil Nadu, India.  
Telephone:04362264655  
E-mail:cbrectnjcoirboard@gmail.com

**7. Coir Board Regional Office,**

Swaraj Nagar, A C Gardens,  
Doulesaram Road,  
Rajahmundry-533 101,  
Andhra Pradesh.  
Telephone:0883-2420196  
Fax:2420196-0883  
E-mail:coirboardrorjy@yahoo.co.in

**8. Coir Board Regional Office,**

Peenya Industrial Area, Peenya,  
Bangalore 560 058  
Karnataka  
Telephone: 080 28375023  
Fax:080-28375024  
E-mail:cbrobangalore@gmail.com

**9. Coir Board Regional Office,**

Coir Board Complex,  
Kalavoor-P.O, Alleppey - 688 522,  
Kerala  
Telephone/Fax : 0477-2245325  
E-mail:coirmarkscheme@yahoo.com

**10. Coir Board Regional Office,**

Jagamara (Udyogpuri),  
P.O. Khandagiri,  
Bhubaneswar-751 030, Orissa  
Telephone : 0674 – 2350078  
E-mail:robbsrcoirboard@gmail.com

**11. Coir Board Regional Office,**

No.30, Mariyammal Layout,  
Palladam Road,  
Pollachi-642 002, Coimbatore  
Dist., Tamil Nadu  
Telephone: 04259-222450

Fax:04259-227665  
E-mail:coirpollachi@gmail.com

**12. Coir Board Regional Office,**

New Secretariat Building,  
C-Block, Ground Floor 1  
Kiran Sankar Roy Road,  
Kolkotta -700 001  
Telephone:-033-22625735  
E-mail:cbsrokol@gmail.com

**13. Coir Board Sub Regional Office**

Madhava Apartment,  
Thezhukkil Peedika,  
Mele Chovva,  
Kannur 670 002, Kerala  
Telephone:0497-2726360  
E-mail:coirkannur@yahoo.co.in

**14. Coir Board Sub Regional Office,**

2-1/65,Satyan Sivam Sundharam,  
Karakkudi Road,  
Singampunari P.O,  
Tirupathur Taluk, Sivagangai Dist,  
Pin 630 502, Tamil Nadu  
Telephone:-04577-241354  
E-mail:creccoir@gmail.com

**15. Coir Board Sub Regional Office**

Assam Small Industries  
Development Corporation Ltd.,  
Bamuni Maidan  
Guwahati-781021, Assam.  
Telephone:0361-2556828  
E-mail:cbsroghty@gmail.com

**16. Coir Board Sub Regional Office,**

1st Floor, Udyog Parisar,  
Sagariga Building, Middle Point,  
Near DIC,  
Port Blair – 744101  
Telephone: 03192-230265  
E-mail:coirportblair@gmail.com

**17. Coir Board Sub Regional Office,**  
Office of the Directorate of Industries,  
U.T. of Lakshadweep,  
Kavaratti – 682555  
Telephone: 04896-262026  
E-mail:srokavaratti@gmail.com

**18. Coir Board Sub Regional Office,**  
Room No.207, 1st Floor, A- Block,  
Dist Administrative Complex,  
Sindhudurgnagari Navnagar, Oras,  
Sindhudurg, Maharashtra – 416812  
Telephone:02362-228092  
E-mail:cbdcSindhudurg@yahoo.in

**19. Coir Board Sub Regional Office,**  
Door No.XII - 234,  
Near Municipal Town  
Hall, Attingal,  
Thiruvananthapuram-695 101,  
Kerala Ph:-0470-2628624  
E-mail:cbrotvm@gmail.com

**20. Coir Board Sub Regional Office**  
NI-MSME Campus, Rahamat Nagar  
Road, Yousufguda,  
Hyderabad-500 045,  
Telangana.

**Showroom & Sales Depot**

**1. Coir Board SR & SD,**  
4th Line, 6-4-86 ,  
First Cross Arundelpet,  
Guntur 522 002, Andhra Pradesh.  
Telephone: 0863-2234586.  
E-mail:coirbhavangtr@gmail.com

**2. Coir Board SR & SD,**  
Shop No.4,5,8&9,  
Udyog Bhavan,  
Siripuram, Beside APCO,  
Visakhapatnam-530 003  
Telephone: 0891-2525186  
E-mail:coirshowvsp@yahoo.com

- 3. Coir Board SR & SD,**  
5-8-328/1, Chapel Road ,  
Hyderabad-500 001,  
Andhra Pradesh  
Telephone: 040-23202276  
E-mail:coirbhawanhyd@gmail.com
  
- 4. Coir Board SR & SD,**  
2 G Dihang Arcade,  
Bhangahar, Opp.Pallavi  
Motors, G.S. Road,  
Guwahati-781005, Assam  
Telephone: 0361-2464142  
E-mail:coirboardsrsd@gmail.com
  
- 5. Coir Board SR & SD,**  
Indira Bye Pass, Near AMDO Golai  
P. O. Tadong Gangtok,  
Sikkim 737102,  
Telephone: 03592-280690  
E-mail:coirboardgangtok@gmail.com
  
- 6. Coir Board SR&SD, House No.153**  
Shib Nagar, College Road,  
Ward No.19, Agarthala College P.O.,  
Agarthala- 799 004, Tripura.  
Telephone No.0381-2518017  
E-mail:cbsr\_agartala@rediffmail.com
  
- 7. Coir Board SR & SD,** Biscomaun  
Bhavan West Lawn,  
Patna- 800 001,  
Bihar.  
Telephone: 0612-2219550.  
E-mail:coirboardsrpat@gmail.com
  
- 8. Coir Board SR & SD,**  
"Pran Vijay" Near Times of India,  
Opp. Bata Showroom,  
Ashram Road,  
Navarangapuram  
Ahmedabad- 380 009,  
Gujarat  
Telephone: 079-26580226  
E-mail:cbsr\_ahmd@yahoo.com

- 9. Coir Board SR & SD,**  
SCO - 84, Sector 38 - C  
Chandigarh-160 036  
Telephone: 0172-2699736  
E-mail:coirbhavan@gmail.com
- 10. Coir Board SR & SD,**  
210/11, Tarna Road  
Mandi - 175 001, Himachal Pradesh  
Telephone: 0190-5224055  
E-mail:cbsrmandi@gmail.com
- 11. Coir Board SR & SD,**  
Opp. Kalgidhar Gurudwara  
Rehari Chungi  
Jammu Tawi-180 001,  
Jammu & Kashmir  
Telephone: 0191 -2583827  
E-mail:coirbhavan\_jmu@rediffmail.com
- 12. Coir Board SR & SD,**  
Central Institute of Coir Technology  
Campus, No.3A, Peenya Industrial Area  
Bangalore -560 058, Karnataka.  
Telephone: 080-28375023  
E-mail:coirboardbangalore@gmail.com
- 13. Coir Board SR&SD,**  
M.G.Road, Kochi - 682016,  
Ernakulam, Kerala  
Telephone: 0484-2354277  
E-mail:cbekmsr@gmail.com
- 14. Coir Board SR & SD,**  
T .C. 25/360-2  
Ramakrishna Building,  
Aristo Jn., East Thampanoor,  
Thiruvananthapuram-695001,  
Kerala  
Telephone: 0471-2325315  
E-mail:coirbhavantvm123@gmail.com

- 15. Coir Board SR & SD,**  
West Pallithamam Building  
28/876/14  
Karunakaran Nambiar Road,  
Thrissur 686020, Kerala  
Telephone: 0487-2331463  
E-mail:coirboardtcr@gmail.com
- 16. Coir Board SR & SD,**  
N.S.Tower, 14/280-1&2,  
Near stadium Stand,  
Palakkad-678013, Kerala  
Phone:-0491 2544377  
E-mail:coirboardpkd@yahoo.com
- 17. Coir Board SR & SD,**  
Plot No.610, Scheme No.44,  
Khatiwala Tank, Vikash Rekha Complex  
Indore-452 014.  
Madhya Pradesh  
Phone:-0731-2462106  
E-mail:coir.board@rediffmail.com
- 18. Coir Board SR & SD,**  
Unit No.G-180,  
Fantassia Business Park,  
Vashi ,  
Navi Mumbai-400703  
Phone:-022- 27814666  
E-mail:cbsrnavimumbai@rediffmail.com
- 19. Coir Board SR & SD,**  
No.A/15, Ruchika Market,  
Baramunda Unit – 19,  
Bhubaneswar – 751 003, Orissa  
Telephone-0674 2355344  
E-mail:cbsrbbsr@gmail.com
- 20. Coir Board SR & SD,**  
Raveendra Bhavan,  
Opp. AIR, M.I. Road ,  
Jaipur-302 001,Rajasthan

Telephone: 0141-2365427

E-mail:cbsrjp@gmail.com

**21. Coir Board SR & SD,**

Opp. Vanavil Co-optex  
Teynampet, 530,Mount Road,  
Anna Salai ,Chennai-600018,  
Tamil Nadu.

Telephone: 044-24349123

E-mail:coirbhavanchennai@gmail.com

**22. Coir Board SR & SD,**

182, West Masi Street ,  
Near TM Court,  
Madurai-625 001, Tamil Nadu

Telephone: 0452-2340505

E-mail:cbsr\_madurai@yahoo.co.in

**23. Coir Board SR & SD,**

35, Sheo Charan Lal Road  
Allahabad-211001,  
Uttar Pradesh

Telephone: 0532-2564810

E-mail:cbsrald@gmail.com

**24. Coir Board SR & SD,**

Pandit Bhavan, 6-Balmiki Marg,  
(Behind Novelty Cinema),  
Lalbagh, Lucknow 226 001,  
Uttar Pradesh

Telephone: 0522-2282448

E-mail:cbsrlucknow@gmail.com

**25. Coir Board SR & SD,**

No.111A/403, 80 Feet Road,  
Ashok Nagar,  
Kanpur – 208012,  
Uttar Pradesh,

Telephone-0512 2540173

E-mail:coirboardsrk@gmail.com

**26. Coir Board SR & SD,**

61 Gandhi Road,  
Near Jain Dharmasala, P.O.  
Mazra, Dehradun- 248001,  
Uttarakhand

Telephone: 0135-2521245  
E-mail:coirboarddoon1961@gmail.com

**27. Coir Board SR & SD,**

22, Dr. U.N. Brahamchari Street,  
Park Street P.O.,  
Kolkata-700 016, West Bengal  
Telephone: 033-22905287  
E-mail:coirboardkol@gmail.com

**28. Coir Board SR & SD,**

Rajiv Gandhi Handicrafts Bhavan,  
Ist Floor,  
Baba Khadag Singh Marg,  
Connaught Place,  
New Delhi-110 001  
Tele Phone: 011-23341388  
E-mail:coirboard.srcp@gmail.com

**29. Coir Board SR & SD,**

'GF 3/90, Manasarovar Building,  
Nehru Place, New Delhi -110 019.  
Tele Phone: 011-26431544  
E-mail: cbsrnpdel15@rediffmail.com

**Sub Depot**

**1. Coir Board Sub Depot,**

Dileep Bhavan,  
House No.XII-234, Near  
Municipal Town Hall,  
Attingal.P.O,  
Thiruvananthapuram - 695 101,  
Kerala.  
Ph:-0470-2628624  
E-Mail:cbsdattingal@gmail.com

## **Abbreviations**

DMP	-	Disaster Management Plan
NDMA	-	National Disaster Management Authority
SoP	-	Standard Operating Procedure
DM	-	Disaster Management
DDMP	-	District Disaster Management Plan
HRVA	-	Hazard, Vulnerability, Capacity and Risk Management
CDMC	-	Coir Board Disaster Management Cell
DRM	-	Disaster Risk Management
CDMP	-	Coir Board Disaster Management Plan