



GOVERNMENT OF ASSAM
DISTRICT DISASTER MANAGEMENT AUTHORITY
OFFICE OF THE DISTRICT COMMISSIONER:::JORHAT
NO. DM-13/14/2026-DDMA-JRT


In view of the ensuing flood situation and for smooth dissemination Flood Early Warning a Standard Operating Procedure / Role of stake holders for Flood Early Warning Dissemination is prepared as below:

SI No	Name of Department	Role / Responsibilities
1	District Emergency Operation Centre, Jorhat	<ol style="list-style-type: none"> 1. Disseminate the early warning to the concerned department, Offices through email, WhatsApp and during emergency inform over mobile. 2. Report to the ADC, DDMA, Circle Officer/DPO/Field Officers, DM. 3. Keep updated on the situation and liaison with SEOC/ASDMA.
2	All Revenue Circle Officers	<ol style="list-style-type: none"> 1. On Receipt of Early warning, immediately alert Gaon Pradhan, LRA staff, CLTFC for readiness and prompt response. 2. Alert all Relief camp in charge for readiness. 3. Keep requisition forms, registers etc and other Official resources ready for quick action. 4. Check IT equipment for reporting purpose. 5. Keep updated on the situation.
3	Police	<ol style="list-style-type: none"> 1. On Receipt of Early warning, immediately alert all P.S/OP for readiness and prompt response. 2. Keep vigil at Flood vulnerable locations 3. Keep updated on the situation.

4	APRO	<ol style="list-style-type: none"> 1. On Receipt of Early warning, immediately alert all Stations for readiness and prompt response. 2. Keep ready communication sets and manpower. 3. Ensure back up facility is available. 4. Keep updated on the situation.
5	FPD & CA	<ol style="list-style-type: none"> 1. On Receipt of Early warning, immediately alert all teams for readiness and ensure availability of essential items. 2. Coordinate with FCI, all local suppliers for prompt relief operations. 3. Ensure sufficient stock of POL, LPG. 4. Arrange all documents, etc for quick GR distribution. 5. Maintain close coordination with Nazarat/ DDMA for vehicles etc. 6. Liaison with Revenue Circle Officers and LRA staff for smooth GR transportation.
6	All Heads of Department /Offices	<ol style="list-style-type: none"> 1. On Receipt of Early warning, the concerned Head of the Office shall immediately disseminate to all subordinates and Field Officials for keeping alert and immediate response. 2. Gear up all resources and manpower. 3. Disseminate warning to respective beneficiaries/community/NGOs/ Community Organizations. 4. Keep vigil at vulnerable locations. 5. Keep updated on the situation and plan accordingly.
7	NDRF/ SDRF/F&ESS	<ol style="list-style-type: none"> 1. On receipt of early warning gear up all the resources and manpower. 2. Keep updated on the situation and keep continuous liaisoning with DDMA/DEOC.

8	Civil Defence/ NGOs	<ol style="list-style-type: none"> 1. On receipt of early warning, immediately gear up all resources and manpower. 2. Disseminate the warning and aware general public at vulnerable locations. 3. Keep updated on the situation.
9	Education Department/ Women and Child Development department/ Health	<ol style="list-style-type: none"> 1. On receipt of warning, immediately alert all Officials and staff. Alert and aware students, field staff and SMC, community etc for safety. 2. Be prepared to start Relief camps at notified schools. 3. Alert all Officials involved for operating the Relief Camps. 4. Keep updated on the situation.
10	DIPRO	<ol style="list-style-type: none"> 1. On receipt of early warning, disseminate to all media Officials for wider dissemination and public alert and awareness. 2. Keep updated on the situation and maintain liaisoning with DDMA/DEOC 3. Keep track of fake news/ or rumors to prevent panic among the community.

All concerned departments and stakeholders are directed to follow the SOP for smooth dissemination of early warning and smooth relief and response activities during flood 2026.


 District Commissioner &
 Chairman, DDMA, Jorhat

Memo NO. DM-13/14/2026-DDMA-
JRT

Copy to,

1. The Chief Executive Officer, ASDMA, Dispur, for favour of kind information.
2. The Sr. Superintendent of Police, Jorhat, for kind information.
3. The Co-District Commissioner, Teok/Titabor/Mariani for kind information.

4. All the Rev. Circle Officers, Jorhat District, for information and necessary action.
5. All the Heads of Department, for information and necessary action.
6. All concerned Officials, Organizations and stake holders, for information and necessary action.
7. The DEOC, Jorhat, for necessary action.

(E sign)
District Commissioner &
Chairman, DDMA, Jorhat