

SUGGESTED GUIDELINES FOR CONDUCT OF MOCK EXERCISE BY STATES /UT

General

1. The aim of a Mock Exercise (ME) is to inculcate a culture of preparedness amongst the community, to evaluate the resources available with various depts. of the state, to coordinate the activities of various agencies and use the feedback to identify the gaps and improve upon them.
2. The objectives of the ME are to review the Disaster Management Plan of the State /UT/Dist, to evaluate the Emergency Response Plan and Standard Operating Procedures (SOP) and in doing so enhance coordination amongst various stakeholders.

Conduct of ME

3. The under mentioned steps need to be taken for smooth conduct of a Mock Exercise (ME) both at the State / UT and district level:-
 - a) **Coordinating Conference:** This conference should be held at the state/ Dist, HQ well prior to the conduct of the ME. The aim is to delineate the objectives of the ME, identify various personnel/ departments taking part in the ME and iron out all administrative issues.
 - b) **Table Top Ex (TTEx):** This is a precursor to the ME. During TTEx, all stakeholders present their Disaster Management Plans and their respective roles. Thereafter, based on the disaster being practised (Flood, Earthquake, Landslide, etc) various scenarios are given out to the participants. The moderator of the TTEx then takes in the response from the audience on a series of such situations. Subsequent to it, a detailed discussion takes place with participation from the state officials and other observes. Details of coordination and safety aspects are also discussed.
 - c) **Mock Exercise (ME):** This is the main issues of the entire event. The aim is to bring together each and every participant to apply on ground the theoretical knowledge they have gained. Prior to the trigger of the ME being given, observers and participant are given the assessment formats. The EOC is activated while the Staging Area, Incident Command Posts and various Task Forces are placed in full readiness. Once the ME requirements are executed and a clearance from safety angle is given, a detailed Debriefing is carried out. During this session, the good practices and shortcomings are highlighted for future improvements. Subsequently, an After Action Report is prepared and distributed to all concerned stakeholders for remedial measures.

4. State / UT must ensure that the ME planned by them are conducted during FY 2016-17.

Financial Aspects

5. As decided, NDMA will credit in advance Rs 1 lakh per district to the States / UT based on the number of districts that wish to conduct a ME. As a broad guideline, the amount of Rs 1 lakh may be utilized as under :-

Activities for Conduct of ME		
a)	Pre-conference expenditure involving Printing, Communication, Signage, Inaugural expenses etc	Not exceeding Rs.30,000/-
b)	Conference venue arrangements	Not exceeding Rs. 20,000/-
c)	Conference kit and hospitality	Not exceeding Rs. 10,000/-
d)	Local transport	Not exceeding Rs. 10,000/-
e)	Photography / Videography	Not exceeding Rs. 10,000/-
f)	Misc expenditure	Not exceeding Rs. 20,000/-
	Total	Rs.1,00,000/-

6. The above allocations are indicative. Variation of expenditure amongst various sub heads given above may be modified to suit local exigencies with the approval of Chairperson, DDMA provided the sum total does not exceed Rs 1 lakh.

7. Expenditure Statement and Utilization Certificate (UC): The Expenditure Statement and UC duly signed by the authorized signatory (Internal Auditor or Accounts Officer of the organization) and counter signed by the State Relief Commissioner/ Secretary Revenue must be sent to NDMA within 30 days of completion of ME by the state. The format of Expenditure Statement and UC are at Annexure I & II.

8. Refer Para 4. In the event a State/UT is unable to conduct the ME during FY 2016-17 for whatever reason, it will surrender the fund advanced by NDMA within 30 days of close of FY i.e. 01 May 2017.

Feedback

9. The States will forward a copy of the After Action Report alongwith presentations, media reports etc to Ops Div NDMA within 30 days of completion of the ME.

Conclusion

10. Regular conduct of ME by districts will ensure that they are geared up to tackle any disaster that they may face. The community having been made aware of the Dos and Dents would be better prepared to safeguard themselves during the disaster. The state / dist authorities will be able to identify the gaps in resources and procedures and can work towards improving them.

NATIONAL DISASTER MANAGEMENT AUTHORITY

Annexure-I

Format for Submission of Statement of Actual Expenditure

A. Details of Organisation & Sanction Letter

1	Name of Institution	
2	Address	
3	NDMA's Sanction Letter No & date	
4	Amount of Sanction	
5	Purpose of financial support	

B. Details of Expenditure Incurred (head wise):-

Sl No.	Items of expenditure (in the same order as Given in Sanction)	Sanctioned Expenditure (in Rs.)	Actual Expenditure (In Rs.)	Variation (excess/ shortfall)	Reasons/ justification for variation
1	Pre-conference, Printing, Communication, Signage and Inaugural Expenses, Manpower				
2	Conference Venue Arrangements				
3	Travel and Lodging - Boarding expenses of Indian Delegates				
4	Conference Kit and hospitality (tea/snacks and lunch)				
5	Local Transport and Study Tour				
6	Valedictory and post conference expenses				
7	Others not covered under above categories				
	TOTAL				

Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly fulfilled and that I have exercised the necessary checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Certificate of verification to be accorded
by Internal Auditor/Accounts Officer
of the organisation with full signature and date

Signature (with rubber stamp)

Date : _____

Signature (with rubber stamp)
(Head of Institution)

Date _____

