

No.CDA / (Admin) /Flood Relief(02)-2025/ 26 /

Islamabad, May 02, 2025.

Subject:- CONTINGENCY PLAN AND FLASH FLOOD RELIEF – 2025

It is informed to all; contingency plan and Flood Relief activities for the year 2025 have been prepared and defined the responsibility to provide emergency flood relief / Rescue services to the citizens / residents of Islamabad.

2. The telephone **Helpline Nos. 16, 1122 & 051-9252842-3** for Fire & Rescue services, and the Sanitation Telephone **Helpline No. 1334** and **051-9213908** will remain functional round the clock during the Monsoon Season-2025 and flash flood calls be forwarded to concerned Directorates/ Formations without any delay as responsibilities requested through this letter.

Composition of the Flood Relief Cell comprises as following:-

3. The relief cell will work during monsoon season w.e.f. 1st July 2025 to 30th September 2025 under the administrative control of the Directorate of Emergency & Disaster Management (E&DM) being head of centralized command and control along with allied Dte (s) and relevant responsibilities stated below with the request to all other concerned directorates for their maximum coordination and support.

- Mr. Zafar Iqbal, Director, E&DM, will be the focal person of the all formation (0333-5123536).
- Mr. Muhammad Akram, Head of the USAR wing, will assist to the focal person and shall act as head of USAR wing / Flood Cell, (0334-4091169).
- Mr. Tariq Masood AD USAR will be the Operational Incharge of Rescue Team/Flood relief Cell (0331-5881117 & 0300-5103677) assisted by Mr. Tashfeen Zaman Afridi AD Fire E&DM.
- USAR team, Canine Unit, and deployed designated work force is attached with emergency and rescue activities 2025. The other Directorates will also perform their preparation mitigation assignment under the supervision of E&DM Directorate.

4. AD Fire & Rescue Ops (E&DM) shall keep liaison on executive level with the ICT Administration, Police, Sui Northern Gas, IESCO officials, Pak-Navy for seeking their assistance during the flood/rescue calls if required. Further detailed assignments for immediate action are as under.

5. The telephone **Helpline No. 16, 1122** for Fire & Rescue Services, and the Sanitation Telephone **Helpline No. 1334** and **051-9213908** will remain functional round the clock during the Monsoon Season-2025 and flash flood calls be forwarded to concerned Directorates/ Formations without any delay as

responsibilities requested through this letter. Adequate publicity to be arranged in print & electronic media as well.

- Action By:**
- i. Director (Public Relations), CDA
 - ii. Deputy Director/Commander. (E&DM)
 - iii. Deputy Director (Sanitation)

6. All concerned Directorates of the authority are requested to nominate one officer as focal person and provide the detail including name, telephone No etc. to the focal person for flash flood relief Cell Focal Person, Director E&DM Directorate positively, and same should be circulated to all concerned.

Action by:

- i. All Concerned Directorates

7. The De-Watering Pumps (large and small size) may be re-checked and kept operational in tidy condition and place at E&DM Directorate under the supervision of operational Incharge.

Action by:

- i. Director E&DM, MCI
- ii. Director Sanitation, CDA
- iii. Deputy Director/Commander. USAR (E&DM)
- iv. Incharge Rescue Cell

8. The USAR Flood Cell will also maintain close liaison with District Administration, ICT as per their own flash flood Plan. The District Administration is requested to coordinate with the Incharge of the Rescue Flood cell vice versa.

- Action by:**
- i. Deputy Commissioner, ICT.
 - ii. Director Public Relations
 - iii. Operational Incharge Flood Relief Cell,
 - v. All Concerned Directorates of MCI /CDA

9. Director Public Relations is requested to publish a warning through media (electronic & print) to the citizens of Islamabad who are having basements in their houses for disconnection of their illegal water, sewerage drainage lines to avoid / stop, flow of water in the basements. Director BCS, is also requested to issue Notices to the owners of high rise buildings /plazas/malls to manage the drainage of water from their buildings basement at their own.

- Action by:**
- i. Director Public Relations
 - ii. Director BCS,

10. All enquiry offices should be made functional in all aspects, round the clock, to cope with the emergency situation along with relevant staff. Director (E&M) is requested to nominate three electricians immediately for their duties round the clock. All the inquiry offices at various risk areas should be kept at high alert in each shift throughout the season.

- Action by:**
- i. Director (E&M)

11. The telephone **Helpline No. 16, 1122 & 051-9252842-3** for Fire & Rescue services, and the Sanitation Telephone **Helpline No. 1334** and **051-9213908** will remain functional round the clock during the Monsoon Season-2025 and flash flood calls be forwarded to concerned Directorates/ Formations without any delay.

Action By: i. Director E&DM
ii. Dy. DG/Director (Sanitation)
iii. Incharge Control Room. (E&DM)

12. Directorate of Sanitation is requested to establish flood relief cell of young and energetic **Cleaners (at least 15 cleaner in each shift)** along with **Mats**, under the supervision of DD/Chief Sanitary Inspector/ Sanitary Inspectors.

Action by: i. Dy.DG / Director (Sanitation)

13. **The Directorate of MPO is requested to provide:-**

- a) POL for de-watering pumps and vehicles as per requirement of the Directorate.
- b) 02 Nos of Vehicles (Shehzore) for transportation of De-watering pumps and staff stationed at Sanitation Directorate for prompt response.
- c) 03 Mechanics in each shift for immediate repair/maintenance of de-watering pumps and vehicles during flood relief operations.
- d) Immediate provision / deployment of Shovel, front end loader, dumpers etc. along with operators for clearance of blockage in Nullahs etc or where ever required due to flood emergency cell and **cleanliness** of Nullah.

Action by:

- i. Director, MPO

14. Director Enforcement and Deputy Director Planning (Katchi Abadi), are requested to survey the area and ensure that no katcha houses is built/reconstructed beyond the previous high flood level. In this connection residents of Katchi Abadies living below the previous highest flood level mark, along the nullahs belt of the Katchi Abadi should be shifted to safe location at least 12 feet back from the nullah side.

Action by: i. Director Urban (Planning)
ii. Director Rural (Planning)
iii. Director Enforcement
iv. Director BCS CDA
v. D.D (Katchi Abadi Cell)

15. Fallen trees in the nullahs/ streets, roads and removal of wild growth form the banks of nullahs are also one of the main hindrance in smooth flow of flash flood water. All types of vegetation should be removed from the nullahs

immediately. The Director (Environment) is requested to check all sites through his teams for taking appropriate action. The Environment wing is also requested to keep close liaison with E&DM and Sanitation Directorates.

Action by: i. Director (Environment)

16. Capital Hospital and Dispensaries of DHS will remain functional / operational to meet any Emergency for provision of First Aid. Directorate of Health services is requested to be on alert throughout the flash flood session.

**Action by: i. Executive Director Capital Hospital
ii. Director, Health Services
iii. Director, CARES – 1122**

17. The concerned Directorates are requested to clear the rain water, open drains, grating, pipe drains and road drainage from all type of blockages to ensure smooth flow of rain water. It should be ensured that water supply, sewerage main holes are covered and grating provided on drainage points. The road alignments must be clean and clear to ensure non blockage / water concentration on the roads. Vulnerable points should also be identified for quick response.

**Action by: i. Director Market & Roads (Maint)
ii. Director MPO, CDA/MCI
iii. Director (Maintenance)
iv. Director (Water Supply)
v. Chief Complaint Officer**

18. The concerned Directorates are requested to communicate the information of flood (critical level of water with increasing or decreasing trend of flood) of Simly Dam and Rawal Dam on daily basis. Consistent Liaison should be kept with ICT Administration, Pakistan Meteorological Department and Incharge, Flood Relief Cell.

**Action by: i. Director (Bulk Water Supply)
ii. Director (Public Relation)
iii. Incharge, Flood Relief Cell**

19. The concerned Directorates are requested to ensure that all flushing unit with operational staff, are available with enquiry offices round the clock for quick and prompt response. In this regard, sewerage lines should also be checked and cleared on priority basis. Jet-Suk Sewer suction machines be kept handy to supplement in de-watering efforts. The Services Wing is also requested to attach Shehzore, pickups with operators/ drivers for transportation of de-watering pumps and staff.

Action by:

- i. Director (Sanitation)
- ii. Director (Services)
- iii. Director (Maintenance)
- iv. D.D (City Sewerage)

20. During monsoon period all the graveyards in the jurisdiction of MCI/CDA should be checked properly. If any grave is sunk the same should be repaired on immediate basis to avoid any damage to the neighbouring graves.

Action by:

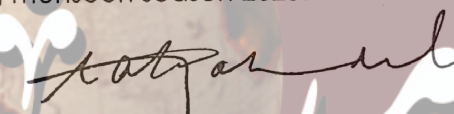
- i. Director (MA), MCI

21. Environment Wing is requested to detail mobile dedicated teams for early removal of fallen trees from the roads/nullas during and after rains. Moreover, the Manpower about 30-40 persons should be kept at alert in F-9 Park for any untoward.

Action by:

- i. Director (Environment)

22. Early and prompt response from all the stakeholders is requested as stated above for Flash Flood Operation during monsoon season 2025.



(TALAT MAHMOOD), PAS
MEMBER ADMINISTRATION
Capital Development Authority

Distribution:-

1. Executive Director, Capital Hospital
2. Director General (Civic Management), CDA
3. Director General (Services), CDA
4. Director General (Environment), CDA
5. Director General (Works), CDA
6. Director General (Water Management), CDA
7. Director General (E&M), CDA
8. Deputy Commissioner, ICT, Islamabad.
9. Dy. D.G Planning, CDA
10. Dy. D.G (Environment-I), CDA
11. Dy. D.G (Environment-II), CDA
12. Director Emergency & Disaster Management, CDA
13. Director (Sanitation), CDA
14. Director (Municipal Administration), MCI
15. Director (MPO), CDA
16. Director (Maintenance), CDA
17. Director (E&M), (Maintenance), CDA
18. Director (Markets & Roads), (Maintenance), CDA
19. Director Environment (East), CDA
20. Director Environment (West), CDA
21. Director Environment (Regional), CDA



22. Director Public Relation, CDA
23. Director Enforcement, CDA
24. Director Roads (North), CDA
25. Director Roads (South), CDA
26. Director (Bulk Water Supply), CDA
27. Director (BCS), CDA.
28. Director (Health Services), MCI
29. Director CARES – 1122, Capital Hospital, CDA
30. Addl. Dir. (Administration & Operation), E&DM, CDA
31. Dy. Director (Sanitation), CDA
32. Dy. Director (E&DM) /Commander (USAR), CDA
33. D.D (City Sewerage), CDA
34. Dy. Director Katchi Abadi Cell, MCI/CDA
35. Staff Officer to Member Environment , CDA
36. Chief Complaint Officer, CDA
37. Office Copy

Copy to:-

- i. Chairman, CDA
- ii. Chairman NDMA
- iii. Chief Commissioner, ICT.
- iv. Inspector General of Police, ICT.
- v. Member (Estate Management), CDA
- vi. FA / Member, CDA.
- vii. Member (P&D), CDA.
- viii. Member (Engineering), CDA
- ix. Member Operations, National Disaster Management Authority (NDMA), Islamabad.
- x. Joint Secretary (CDA), MOI, Islamabad.
- xi. D.G, Emergency Relief Cell, Cabinet Division, Islamabad.
- xii. D.G, Pakistan Meteorological Department, H-8/2, Islamabad.
- xiii. D.G (Administration), CDA.
- xiv. Chief Officer, MCI.
- xv. PS to Secretary MOI, Islamabad
- xvi. Secretary, CDA Board.
- xvii. Director Security, CDA
- xviii. AD Security / Transport, MCI

(TALAT MAHMOOD), PAS
MEMBER ADMINISTRATION
Capital Development Authority