

IMPLEMENTATION HANDBOOK

GoI / UNDP

Disaster Risk Management [DRM] Programme

Disaster Risk Management Programme [2002-2007]:

Government of India [GoI] and United Nations Development Programme [UNDP] have signed an agreement on August 2002 for implementation of **Disaster Risk Management** Programme to reduce the vulnerability of the communities to natural disasters, in identified multi – hazard disaster prone areas.

Goal

“Sustainable Reduction in Natural Disaster Risk” in some of the most hazard prone districts in selected states of India”.



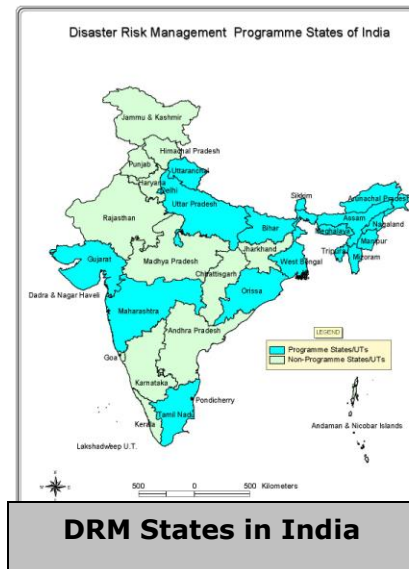
The Four main objectives of this programme are:

1. National capacity building support to the Ministry of Home Affairs
2. Environment building, education, awareness programme and strengthening the capacity at all levels in natural disaster risk management and sustainable recovery
3. Multi-hazard preparedness, response and mitigation plans for the programme at state, district, block and village/ward levels in select programme states and districts
4. Networking knowledge on effective approaches, methods and tools for natural disaster risk management, developing and promoting policy frameworks

Programme Phases:

The programme has been divided into two phases over a period of six years. Phase I [2002-2004] would provide support to carry out the activities in 28 select districts in the states of **Bihar, Gujarat and Orissa** with financial allocation of US\$ 2,000,000. In phase II [2003-2007], the Programme would cover 97 districts in the states of **Assam, Meghalaya, Sikkim, West**

Bengal, Uttaranchal, Uttar Pradesh, Delhi, Maharashtra and Tamilnadu and include a few more districts of project states of Phase I. From GOI-UNDP Country Cooperation Framework (CCF)-II [2003-2007], it is proposed to seek contribution of 5 million USD for 45 districts in nine States along with support for national level initiatives and special initiatives for the NE region. Ministry of Home Affairs is the executing agency and UNDP is the implementing agency. The remaining districts will be covered by other donor agencies and Developmental Aid Agencies



Special Focus: 38 Earthquake prone cities having more than half a million population and 5 North Eastern States (Manipur, Mizoram, Arunachal Pradesh, Nagaland and Tripura).

Objective wise activities for the Programme:

Objectives	Activities
<p>National capacity building</p>	<ul style="list-style-type: none"> • Support to MHA for legal, administrative, financial, institutional and techno-legal provisioning for Disaster Management • Support to strengthen the national level institutions for Disaster Management such as National Disaster Management Information Center, National Fire Services Center, National Civil Defence College and National Disaster Management Agency • Constitution of national core groups for different hazards
<p>Educational, Awareness and Environment building</p>	<ul style="list-style-type: none"> • Development of hazard specific awareness strategy for state and district level for different target groups – rural and urban communities, students, officials, non-officials (this includes everyone) • Awareness generation at all levels-

	<p>national, state, district, block, grampanchayat as well as village</p> <ul style="list-style-type: none"> • Manual for students- primary, high school and college • Development of curriculum for educational institutions – both general and technical • Development of manuals for different disaster risk management related activities - control room operation, standard operating procedure, mitigation strategy, checklist different players for dealing with the emergency situations, roles and responsibilities of different disaster management committees, volunteers role's in helping the community in disaster preparedness plan preparation and emergency situations • Technical manuals for retrofitting, disaster resistant housing technology, training manuals for Disaster Management Teams – including first aid, counseling, mock drill and do's and don'ts for each hazard • Training and capacity building of stakeholders - Disaster Management Committees, training of core trainers, master trainers, Disaster Management Teams members etc. • Training of teachers on Disaster Management
<p>Multi-hazard preparedness and mitigation plan</p>	<ul style="list-style-type: none"> • Development of state specific disaster management frame work • Risk and vulnerability analysis of the hazards • Development of state disaster preparedness and mitigation plan – constitution and training of Disaster Management Team at state level • Development of District Disaster

	<p>Preparedness and Mitigation plan - compilation of all block Disaster Preparedness and Management plans, constitution of Disaster Management Committees and Disaster Management Teams at district level</p> <ul style="list-style-type: none"> • Development of Block Disaster Preparedness and Mitigation Plan – compilation of all Gram Panchayat plans, constitution of Block Disaster Management Committee and Disaster Management Teams at block level and their training • Development of Gram Panchayat Disaster Preparedness and Mitigation Plan – constitution of Gram Panchayat Disaster Management Committee and Disaster Management Teams at Gram Panchayat level and their raining • Development of Village / Ward Disaster Preparedness and Mitigation Plan – constitution of Village Disaster Management Committee and Disaster Management Teams at village level and their training • Mock drills at all levels – twice a year- May and September for Cyclone and Flood • Training of Masons on retrofitting and disaster resistant housing technology • Development of Urban area Disaster Preparedness and mitigation plan the towns and cities and form the taskforce group and training the task force members • Training of Engineers on disaster resistant housing technology • Construction of retrofitted model technology demonstration units
<p>Knowledge Networking</p>	<ul style="list-style-type: none"> • Web-based knowledge networking – national resource inventory, approaches

	<p>and methodologies for disaster preparedness and mitigation</p> <ul style="list-style-type: none"> • National and state database for emergency response • Sharing of best practices • Research and documentation on disaster management • Strengthening of institutions to carry out regular research on Disaster Management • Strengthening the State and District Disaster Management Institutions to provide regular support to the district administration. • Capacity building of Administrative Training Institutes and State training institutions for adopting uniform standards in Disaster Management activities
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Institutional arrangement in the programme:

At National Level

Ministry of Home Affairs is the Nodal Agency for Disaster Risk Management Programme [Sudden disasters], and is the executor of the programme.

United Nations Development Programme [UNDP] is implementing the programme along with State Nodal Agency in the selected states.

Project Management Board [PMB]: Project Management Board has been constituted under the chairmanship of Secretary, Ministry of Home Affairs, and Government of India. Project Management Board is responsible to provide necessary support and guidance to the implementation of DRM Programme.

Project Steering Committee [PSC]: The PSC has been constituted under the chairmanship of Joint Secretary [DM], Ministry of Home Affairs, Government of India for review and monitoring of the Disaster Risk Management Programme.

At State Level

State Nodal Agency: Each State government is to identify one agency or Department as the nodal agency for the implementation of Disaster Risk Management Programme for example Orissa State Disaster Mitigation Authority for Orissa [OSDMA], Gujarat State Disaster Management Authority [GSDMA] for Gujarat and Relief and Rehabilitation Department for Bihar. United Nations Development Programme will provide one technical human resource [State Project Officer] to support the state nodal agency for implementation of the programme.

State Steering Committee [SSC]: State Steering Committee will be constituted under the chairmanship of Chief Secretary of the concerned state. State Nodal Agency, Relief Department and other related departments of the state government, leading Non-Governmental Organizations, Red Cross would be the members of the State Steering Committee. The State Steering Committee will provide necessary support and guidance for the implementation of the programme. The SSC will help in establishing departmental linkages for disaster preparedness and mitigation programme. Various government departments and members from civil society can be the members of the SSC. For example the members of the SSC in Orissa are the Development Commissioner, Agriculture Production Commissioner, Commissioner cum secretary to Government W & C.D Department, Commissioner cum secretary to Government, Revenue Department, Commissioner cum secretary to Government Panchayati Raj Department, Special Relief commissioner, Representatives from UNDP and Ministry of Home Affairs, IRCS Orissa State branch, CARE, CASA, CYSD and LWS.

The members of the state steering committee will review the programme in the state *every quarter*. They will also be responsible for preparation of the State Disaster Preparedness and Response plan and update the plan every six months. This plan has to be approved by the SSC. Apart from the preparation of the plan, the SSC will be responsible in providing training to the master trainers and also the members of the State Disaster Management Teams.

State Master Trainers: The state administration will select five officials from each state who will be trained at the National level in National Institute for Disaster Management [NIDM]. These trainers will act as master trainers at various for DM activities.

Members of the State DMT: The State disaster management teams will be responsible for activities that need to be carried out in pre, during and post disaster situation. The members suggested below are teams for the formation of State DMT.

Information Management Team

Sl.No	Department	Name and Designation
1	Indian Meteorological Department	
2	Special Relief Commissioner	
3	Revenue Control Room	
4	All India Radio	
5	Doordarshan	
6	Home Department Control Room	
7	Information and Public Relation Department	
8	Department of Telecommunication.	
9	Commerce & Transport Department (for all the ports & air ports)	
10	Water Resource Department Control Room	

Rescue & Evacuation Team

Sl.No	Department	Name and Designation
1	Home Deptt	
2	State Disaster Mitigation Authority/ Nodal Department for DM	
3	DG Police	
4	Fire Services	
5	Rajya Sainik Board	
6	Chief Inspector Factory & Boilers	
7	Nehru Yuvak Kendra Shangathan	
8	National Social Service	
9	National Cadet Corps	
10	Any Naval base/ Air force training institute	
11	Housing & Urban Development Department	
12	Forest & environment Department	
13	Commerce & Transport Department	
14	Works Department	

Emergency Health Management Team

Sl.No	Department	Name and Designation
1	Health Deptt	
2	Women and Child Development Department	
3	Red Cross	
4	St John's Ambulance	
5	Indian Medical Association	
6	Director Medical Education & Training	
7	NGOs related to health	

Relief (food/feed/fodder/civil supplies) Management Team

Sl.No	Department	Name and Designation
1	Civil Supplies Department	
2	Fisheries and Animal Resource Department	
3	Forest & Environment Department	
4	Wild Life Warden	
5	Food Corporation of India	
6	Milk Federation or any federation related to food and fodder	
7	Panchayati Raj Department	
8	Railway	
9	Commerce & Transport Department	
10	Commercial Tax Department	

Transportation Management Team

Sl.No	Department	Name and Designation
1	Commerce & Transport Department	
2	DG Police	
3	Home Department Boat Engineer (SRC office)	

Infrastructure Management Team

Sl.No	Department	Name and Designation
1	Rural Development Department	
2	Water Resource Department	
3	Works Department	
4	Electricity Deptt./GRIDCO	
5	Rep Power Supply Company (Private)	
6	Commerce & Transport Department	
7	Special Secretary Rail Coordination DGMR	
8	Forest & Environment Department	
9	Panchayati Raj Department	
10	Rural Water Supply & Sanitation	
11	PHED	

Animal Resource Management Team

Sl.No	Department	Name and Designation
1	Fisheries & Animal Resource Deptt.	
2	Wild Life Warden	

Training of Panchayati Raj Members (PRI): All elected representatives at the state level will be trained on disaster management, Disaster Risk Management Programme and the PRIs role in Disaster Risk Management Programme. State Nodal Agency and the State Steering Committee will be responsible for organizing the training at state level.

Teachers Training: Five teachers from the each district to be selected by the District Magistrate who in turn would be the master trainers for the teachers at the block level. These teachers can then play a major role in generating awareness on various hazards among the children. The teachers could also play a major role in motivating the community and helping the community in preparing the disaster management plans. The five teachers selected will be trained in State Institute for Education and Training [SIET].

Mock drills: Mock drills will be conducted twice a year in the months of May and September or the hazard season(s) in that particular state based on the

Disaster Preparedness Plan. The State Steering Committee is responsible to carry out the mock drill at state level.

At District Level

Nodal Agency and Nodal Officer: The Emergency/ Relief section at the district level will be the focal point at the district level. The District Collector & Magistrate or the district administration has to designate one or two officers as nodal officers at the district level to carry out the Disaster Risk Management activities in the district, for example Project Officer/ Director/ District Development Officer or District Rural Development Agency and District Emergency / Relief Officer.

UNDP will provide one technical human resource [**District Project Officer**] in selected states to support the district administration for smooth implementation of the programme in consultation with the state government. These DPOs will support the district administration in implementation of the Disaster Risk Management Programme at the district. DPO will be responsible for development of work plan for the district, technical support for preparation of disaster preparedness and mitigation plan for the district and the levels below, training of master trainers along with the resource persons and State Project Officer, facilitate the training of Disaster Management Committees and training of Disaster Management Teams at all levels.

District Disaster Management Committee [DDMC]: All officers of the line departments, NGOs, Red Cross and NCC/NSS in all programme districts will be members of this committee under the chairmanship of the President of the Zilla Parishad or the District Collector. The District Disaster Management Committee will approve the work plan of the district for Disaster Risk Management Programme and help in implementation of the programme. District Disaster Preparedness and Mitigation Plan will be prepared under the guidance of the District Disaster Management Committee and will be approved by the District Disaster Management Committee [DDMC]. District Disaster Management Committee is also responsible for updating the plan every six months and also training of District Disaster Management Team.

District Master Trainers: The District Collector will select five officers from different sectors either from district or from block level as District Master Trainers in disaster management. The District Master Trainers and District

Project Officers will be trained in programmes organized by State Nodal Agency at the Administrative Training Institutes/ State Instituted for Rural Development at the state level. The District Master Trainers are responsible for carrying out training of all Block Disaster Management Committee members, Disaster Management volunteers and other stakeholders involved in Disaster Management activities.

DMT [Disaster Management Team] training: District Master Trainers will organize the sectors wise training for the members of district management team on disaster management and special skills for emergency response to provide necessary support and training to the Disaster Management Teams at block and other levels.

At the district level civil defense/ police / Home Guard / any other related organization to train five persons from each block. These master trainers would then train the members of the rescue and evacuation team at the village level.

In a similar manner First Aid volunteers at the village level can be trained by the master trainers who have been trained at the district level by Red Cross, St. John’s Ambulance or local Medical Officers.

District Disaster Management Teams

Information Management Team

<i>Sl.No</i>	<i>Department</i>	<i>Name and Designation</i>
1	District Information and Public Relation Officer	
2	Officer from District Disaster Management Information Center	
3	Officer from Police control Room	
4	District Telecomm Officer	

Rescue & Evacuation Team

<i>Sl.No</i>	<i>Department</i>	<i>Name and Designation</i>
1	Superintendent of Police	
2	District Fire Officer	
3	Inspector Factory & Boilers	

4	NCC Battalion Commander	
5	Coordinator NSS	
6	Coordinator NYKS	
7	Secretary, Zilla Sainik Board	
8	Convener NGO coordination Cell	
9	Executive Engineer	
10	Road and Building	
11	Road and Transport Officer	
12	Rural Works	
13	Executive Officer Municipality/NAC	
14	DFO (territorial)	
15	DFO (wild life)	
16	Nodal Officer for DRM programme	
17	Local industries	

Emergency Health Management

Sl.No	Department	Name and Designation
1	Chief District Medical Officer	
2	District Social Welfare Officer	
3	Red Cross	
4	District Emergency Officer	
5	Representative Private Hospitals	
6	Medical Colleges	
7	Convener, NGO coordination Cell	

Relief (food, feed, fodder & civil supply) Management Team

Sl. No	Department	Name and Designation
1	Civil Supplies Officer	
2	Chief District Veterinary Officer	
3	DFOs (wild life, territorial)	
4	Road and Transport Officer	
5	District Emergency Officer	
6	District Social Welfare Officer	
7	Assistant Director Fishery	
8	Additional District Magistrate	
9	Additional Superintendent of Police	
10	Commercial Tax Officer	

Transportation Management Team

Sl.No	Department	Name and Designation
1	Road and Transport Officer	

2	Additional Superintendent of Police	
3	Office bearer of Truck & Bus Association	

Infrastructure Management Team

Sl.No	Department	Name and Designation
1	Executive Engineer Irrigation	
2	Executive Engineer Road & Building	
3	Executive Engineer Rural Works	
4	Executive Engineer Electricity Distribution Companies	
5	Executive Engineer RWS&S	
6	Additional Project Director, DRDA (tech)	

Animal Resource management Team

Sl.No	Department	Name and Designation
1	Chief District Veterinary Officer	
2	Assistant Director Fisheries	
3	DFO (territorial & wild life)	
4	Coordinator NGO cell	

Training of Panchayati Raj Members (PRI): All elected representatives at the district level will be trained on disaster management, Disaster Risk Management Programme and the PRIs role in Disaster Risk Management Programme. District Disaster Management Committee is responsible for organizing the training at district level.

Teachers Training: There will be training for selected teachers preferably 5 from each block to train the students on common safety measures for different hazards. These teachers will further be responsible to carry out mock drills in the schools and also in the villages (mentioned as the responsibility of the volunteers in a paragraph above!). New course curriculum on disaster preparedness will be introduced for greater awareness on Disaster Management. The training programme will be for both primary and high school teachers. DIET (expand) / Block Disaster Management Committee will be is responsible for this training.

Mock drills: Mock drills will be conducted twice a year in the months of May and September or the hazard season(s) based on the Disaster Preparedness

Plan. The District Disaster Management Committee is responsible to carry out the mock drill at the district level.

At Block Level

Nodal Officer: The Block Development Officer will be the Nodal officer at the block level. He may otherwise designate one or two officers as nodal officers at the block level to carry out the Disaster Risk Management activities, for example Social Education Organizer, Assistant Engineer of the block, Gram Panchayat Officer etc.

Block Disaster Management Committee [BDMC]:

The BDMC will be formed in all the blocks consisting of line department officials, few [two or three] elected representatives (men and women), representatives from local NGOs/ CBOs, School teacher, senior citizen, NCC and NSS teachers etc. The Chairperson of the Panchayat Samiti will be the Chairperson of the BDMC and the Block Development Officer will be the convener of the committee. The BDMC will implement the Disaster Risk Management programme in the block and provide necessary support for approval of Block Disaster Preparedness and Mitigation plan by the Panchayat Samiti. Block Disaster Management Committee will be responsible for the training of the Disaster Management Teams at block, Grampanchayat and village level. After completion of all Grampanchayat Disaster preparedness and Mitigation Plans, Block Disaster Management Plan will be prepared. The District Project Officer can provide technical support for the preparation of the block plan. A draft plan can be prepared at the block level taking into consideration all the secondary data available and this can be modified once all the GP disaster management plans have been completed. This Block disaster preparedness and mitigation plan has to be approved by the block disaster management committee. The BDMC will also be responsible in updating the Block plan every six months.

Block Master Trainers: The District Collector and District Project Officer/ District Nodal officer will select five persons from each block as Block Master Trainers. The master trainers will be either block government officials or representatives of NGOs. They will be trained by the District Project Officer, District Nodal Officer and the District master trainers who have been trained at the state level and District Disaster Management Teams on development

of Disaster Management Plan at block and down below and on Disaster Management activities. The master trainers are responsible for training of all Gram Panchayat Disaster Management Committee members, Disaster Management volunteers and members of various Disaster Management Teams

Training of Panchayati Raj Members (PRI): All Sarpanches and Samiti Sabhya will be trained on disaster management, Disaster Risk Management Programme and the PRIs role in Disaster Risk Management Programme. Block Disaster Management Committee is responsible for organizing the training at block level.

Teachers Training: All the teachers will be trained on disaster management and their role as teachers can be specified in the training. The teachers are to be trained circle wise if the size of the teachers is too large at the block level.

Volunteers for development of Village Disaster Management Plan: Gram Panchayat Disaster Management Committee/ Sarpanch / Gram Panchayat Extension Officer will select 10 to 15 volunteers [The volunteers may be active members of CBOs, Youth clubs, Mahila Samitis, PRI etc.] from each Gram Panchayat, who will be trained by the Block Master Trainers on development of Village Disaster Management Plan at village level. The main focus of the training will be on identifying the vulnerability, risk and resources at the village level and other techniques for mobilizing community for development of Village Disaster Management Plan. Volunteers will be responsible for development of the plan and organizing mock drills at village level.

Training of Block Disaster Management Team [BDMT]: Block Disaster Management Team will be responsible for carrying out different activities in pre, during and post disaster phases. The BDMT members will be trained by the District Disaster Management Teams on training of lower levels and on effective management of emergency situations.

Information Management Team

Sl.No	Department	Name and Designation
1	Block Development Officer	
2	Tahasildar	
3	OIC/IIC Police	
4	Local telecomm Officer	
5	NGO coordinator	

Rescue & Evacuation Team

Sl.No	Department	Name and Designation
1	Tahasildar,	
2	Block Development Officer	
3	OIC/IIC Police	
4	OIC Fire Station	
5	Volunteers-NCC	
6	NSS	
7	NYKS	
8	Representative local industries	
9	NGO representative	
10	DO/JE	
11	Road and Building	
12	Rural Works Department	
13	Motor Vehicle Inspector	
14	Executive officer local municipality/NAC	
15	Local Forest Ranger.	

Emergency Health Management Team

Sl.No	Department	Name and Designation
1	Incharge local CHC/PHC	
2	CDPO	
3	Rep NGO	
4	Social Education Organizer	
5	Rep local pvt Hospital	
6	Rep blood bank.	

Relief (food, feed, fodder & civil supplies) Management Team

Sl.No	Department	Name and Designation
1	Veterinary Surgeon	
2	Social Extension Organizer	
3	CDPO	

4	Motor Vehicle Inspector	
5	Fisheries Extension Officer	
6	ACTO,	
7	Marketing Inspector	
8	Local Ranger	
9	Local OIC/IIC Police	

Transportation Management Team

Sl.No	Department	Name and Designation
1	Block Development Officer / Addl. BDO	
2	Tahasildar /Addl. Tahasildar	
3	Motor Vehicle Inspector	
4	OIC/IIC Police	
5	Representative of local bus & truck Association	

Infrastructure Management Team

Sl.No	Department	Name and Designation
1	SDO/JE RW	
2	R&B	
3	RWSS	
4	Irrigation	
5	Asst Engineer Block	
6	local telecomm officer	
7	DO/JE local electricity distribution company	
8	executive officer local NAC/ULB	

Animal Resource Management Team

Sl.No	Department	Name and Designation
1	Veterinary Surgeon	
2	Fishery Extension Officer	
3	Local Ranger	
4	Government Representative	

Mock drills: Two mock drills have to be conducted based on the Disaster Preparedness and Mitigation Plan every year in the month of May and September. Block Disaster Management Committee is responsible to carry out the mock drills at Block level.

At Gram Panchayat Level**Gram Panchayat Disaster Management Committee [GPDMC]:**

GPDMC will be constituted by all Gram Panchayat Extension Officers, Sarpanch, Gram Panchayat Secretary, ICDS Supervisor, Village Agriculture Worker, Village Level Worker, other Gram Panchayat level officials, representatives of CBOs/ NGOs and elected representatives of the Gram Panchayat. Sarpanch and Extension Officers will be responsible for smooth functioning of Grampanchayat Disaster Management Committee, preparation of Gram Panchayat Disaster Management Plan and formation and training of Gram Panchayat Disaster Management Teams. The Gram Sabha will approve the Gram Panchayat Disaster Preparedness and Mitigation Plan. After completion of all Village Disaster Management Plan, the Gram Panchayat Plan will be modified according to the actual data.

Gram Panchayat Disaster Management Team (GP DMT) training:

Grampanchayat Disaster Management Team is part of the Gram Panchayat Disaster Management Committee and special training will be organized for the Gram Panchayat Disaster Management Team members to carry out their activities effectively. Local resource persons will be used for this type of training such as local medical officers for first aid and counseling and RWS&S and their technicians for water and sanitation sector.

Early Warning Team

Sl.No	Department	Name and Designation
1	Sarpanch	
2	Extension Officer for GP	
3	Secretary/executive Officer	
4	NGO representatives	
5	One member from each village early warning team	

Rescue and Evacuation

Sl.No	Department	Name and Designation
1	Sarpanch	
2	GP Secretary/executive Officer	
3	Extension Officer for GP	
4	ASI Police Out Post	
5	Volunteers from NGO/CBO /youth clubs	

6	One member from each village as a permanent rescue & Evacuation team of GP	
7	One member from each village rescue & Evacuation task force (for constant liaison)	

First Aid Team

Sl.No	Department	Name and Designation
1	Sarpanch,	
2	GP Secretary/executive Officer	
3	Extension Officer for GP	
4	Local PHC medical officer	
5	ANM,	
6	ICDS, supervisor	
7	One member from each village First aid Team	

Shelter Management Team

Sl.No	Department	Name and Designation
1	Sarpanch,	
2	GP Secretary/executive Officer	
3	Extension Officer for GP	
4	Head Master of the Centre School	
5	One member from each village shelter management Team,	

Relief Management Team

Sl.No	Department	Name and Designation
1	Sarpanch,	
2	GP Secretary/executive Officer	
3	Extension Officer for GP	
4	One member from each village relief management Team.	

Damage Assessment Team

Sl.No	Department	Name and Designation
1	Sarpanch	
2	GP Secretary/executive Officer	
3	Extension Officer for GP	

4	Revenue Inspector	
5	One member from each village Damage Assessment Team	

Water & Sanitation Team

Sl.No	Department	Name and Designation
1	Sarpanch	
2	GP Secretary/executive Officer	
3	Extension Officer for GP	
4	local JE RWSS	
5	One member from each village water & sanitation Team.	

Carcass Disposal Team

Sl.No	Department	Name and Designation
1	Sarpanch	
2	GP Secretary/executive Officer	
3	Extension Officer for GP	
4	Life stock Inspector	
5	ASI Police out post	
6	local doctor	
7	forest Guard	
8	one member from each village Carcass Disposal Team	

Trauma Counseling Team

Sl.No	Department	Name and Designation
1	Sarpanch	
2	GP Secretary/executive Officer	
3	Extension Officer for GP	
4	local volunteers trained in trauma counseling	
5	Local doctor	
6	One representative from each village trauma counseling Team.	

Patrolling Team

Sl.No	Department	Name and Designation
1	Sarpanch	

2	GP Secretary/executive Officer	
3	Extension Officer for GP	
4	ASI police Out Post	
5	one member from each village Patrolling Team	

Mock drills: Mock drills will be conducted before the hazard season in all the Gram Panchayat based on the Disaster Preparedness Plan. One of the members of the Block Disaster Management Committee will monitor the mock drills and help the Gram Panchayat Disaster management Committee in modifying the Gram Panchayat Disaster Preparedness Plan.

Note: *In case of states, where there are the grampanchayats and then wards, then the grampanchayat can be taken up as a cluster and a plan to be prepared based of the Village level activity as mentioned below.*

At Village Level

Village Disaster Management Committee [VDMC]:

Trained volunteers and PRI members will fix the day and time for village sensitization meeting and form the Village Disaster Management Committee. Villagers will select the members of VDMC as per their requirement. Anganwadi Worker, Male and Female Health Workers, Ward Members, School Teachers, member of youth clubs, women groups, ex-service men, any health practitioner, swimmers, gram rakhis, opinion leaders etc. could be the member of the VDMCs. VDMC will be responsible for development of the Village Disaster Management Plan, formation of Village Disaster Management Teams and to conduct mock drills. The VDMC too will be involved in formation of a Community Contingency Fund which will be used by the villagers in pre, during and post disaster. The contingency fund will be in a name of the VDMC and in each month from each household a fixed amount of money say Rs.5/- or Rs.10/- as decided by the villagers will be collected and deposited in the bank.



Meeting of the VDMC

Specialized training to the DMTs: Members of each Disaster Management Team will be trained on different activities to carry out their roles effectively.



First Aid disaster management Team

Specific training on first aid, warning dissemination, rescue and evacuation, damage assessment, counseling, shelter management, carcass disposal, water and sanitation, operation of early warning equipments etc would be organized.

Mock Drill: Based on the Disaster Management Plan the villagers will carry out a mock drill before any hazard seasons, preferably in the months of May and September. GPDMC members will monitor the village mock drill.

Reporting: The District Emergency/Relief Officer with support from District Project/ Nodal Officers will facilitate the preparation and submission of fortnightly report to State nodal agency and UNDP as per the prescribed format. The District Collector/ Project Director D.R.D.A will be the nodal person for all financial matter and reviewing the progress of the programme in all the blocks. The programme is to be reviewed once a month at the state and district level. At the block level the Block Development Officer to review the programme every fortnight.

Teachers training:

Central Board for Secondary Education [CBSE] has introduced Disaster Management as part of the course curriculum in standard VIII in all the schools of the state. The State Nodal Agency along with the Department of Education of the state will be responsible for introducing Disaster Management in their school curriculum. UNDP will provide support to the Nodal Agency in developing the course curriculum.

Other Activities to be taken up under the programme to reduce vulnerability:

- Construction of disaster resistant and cost effective demonstration units and retrofitting of non - engineered buildings.
- Training of masons and engineers for wider dissemination and adaptation of technology
- Advocacy for standard building codes and byelaws
- Emergency rescue kits to be provided to the vulnerable districts.
- Strengthening of the State and District Disaster Management Information Centers
- Resource Inventory database
- Urban earthquake vulnerability preparedness programme
- Strengthening National training Institutes
- Vulnerability and Risk Indexing

Sustainability of the Programme:

- All disaster Preparedness and Mitigation Plans to be approved by Palli sabha, Gram Sabha, Panchayat Samiti and Zilla Parishad.
- Disaster Preparedness and Mitigation Plans to be an integral part of all developmental planning process.
- DMCs and DMTs to conduct mock drills regularly to enhance preparedness. Well equipped and functional disaster management information system.
- Adequate human resources capacity building
- Manuals and guidelines will be available for all emergency operations
- Availability of trained masons in appropriate disaster resistant housing technology.

Outcome of the programme:

- Administrative and Institutional framework at national and state level
- Enhance capacity of all the stakeholders
- Aware and informed community
- Comprehensive disaster risk management and mitigation plans in 125 districts and 12



Mock Drill carried out by the village volunteers

programme states based on vulnerability and risk assessment of women and children towards natural disasters

- Enhanced capacity of DMTs in First Aid, Shelter Management, water and Sanitation and Rescue and Evacuation.
- Well equipped disaster Risk Management Information Centers at state and district levels
- Manuals, training modules and awareness strategies developed
- Trained skilled mason, and engineers for hazard resistant housing
- Construction of Technology demonstration unit for housing
- Knowledge network for enhanced involvement of stakeholders
- National and State database on natural disaster risk management
- Last but not the least, Vulnerability and Risk Reduction Reports.

Terms of References of Key Players

State Project Officer

- Develop work plans for the state and district level programme components in consultation with Nodal Agency
- Undertake institutional mapping for partnerships in implementation of various components of the programme
- Organize state and district level consultations to develop state framework for natural disaster risk management
- Organize training and orientation programmes to sensitize all stakeholders in disaster risk management programmes
- Support the State Nodal Agency and state government in development of awareness campaign strategy and its implementation in select districts and at the state level
- Facilitate the constitution of disaster management committees at all levels and their training in preparedness and response tasks
- Support State Nodal Agency in capacity building programmes of state and district level functionaries in vulnerability mapping, risk analysis and development of disaster management and response plans
- Support ATIs (expand)/ training institutes/ resource centers in development of training modules, training and programme manuals for different levels based on the risk assessment of the state
- Help the State Nodal Agency in development of manuals for DRM Programme

- Provide technical support in preparation of State Disaster Management Plan
- Provide technical support to the districts in preparation of the multi-hazard disaster risk management plans at different levels such as districts, blocks, gram panchayats and villages with help of District Project Officers and district functionaries
- Support state government in networking with Civil Society Response groups at the State level and developing joint response plans
- Facilitate mock drills at all levels to fine-tune the multi-hazard disaster management plans and role clarity among the agencies involved
- Support State Nodal Agency in initiating vulnerability reduction indices and preparation of annual vulnerability and risk reduction reports
- Support State Nodal Agency and state government in strengthening state disaster management information centers
- Technical support for mainstreaming of disaster reduction efforts in development programmes in the state
- Helping in mock drills at state level

Nodal Officer at the District Level:

- The District Collector will be in over all charge of the DRM programme at the district level.
- He/She will be responsible to prepare the District Disaster Preparedness and response plan
- He/She in coordination with all the line departments and NGOs will carry out the Mock Drill twice a year
- With Support from District Collector the Project Director DRDA and District Emergency Officer will be in over all charge of the implementation of the programme.
- The Project Director DRDA on a monthly basis will monitor the progress of the DRM programme in each block along with the District Emergency Officer.
- The DRDA will have a separate account for the DRM programme provided by the State Nodal Agency to the district.
- Depending on the progress of the of the DRM programme in the blocks PD, DRDA would release the amount to the respective programme blocks.

- The PD, DRDA, District Emergency Officer along with District Project Officer (UNDP) will help in providing training to the government officials and Civil Society members both at the District and the block level.

District Project Officer:

- Assist District/ Taluka Administration by developing formats for developing inventory of human and material resources required for efficient emergency response.
- Help facilitate preparation of multi-hazard mitigation and preparedness plans for district by supporting/backstopping administration efforts.
- Organize meetings at District / Taluka level for sensitization regarding DRM programme
- Organize training programme for district and taluka preparedness measures, plan development, resource mapping, risk and vulnerable assessment etc.
- Help district administration to organize formation of Disaster Management Committees at block level, GP and Village level.
- Help in development / preparation of formats for District., Block, GP and Village Disaster Management Plan
- Develop linkages with ongoing initiatives of Government and other agencies of the District/ Taluka to improve coordination in the area of disaster management.
- Collecting data for district database
- Helping in mock drill at different levels

Block Development Officer/ Nodal officer for DRM Programme:

- The Block Development Officer/ Nodal officer for DRM Programme will be in overall charge of the implementation of the DRM programme
- He/ She will be responsible to prepare the Block Disaster Preparedness and Response plan
- Under the direct supervision of the Block development Officer of the block or Nodal officer for DRM programme the Nodal officers of the Panchayat with the help of the NGO/ CBOs would help in preparing the Village Disaster Preparedness and Response Plan and Gram Panchayat Disaster Preparedness and Response Plan

- The Block Development Officer/ Nodal Officer for DRM will release money after reviewing the programme on a monthly basis.
- The Block Development Officer/Nodal officer for DRM will be responsible to carry out the mock drills twice a year i.e. May and September.

Village volunteers:

- The village volunteers will be over all charge of preparing the village disaster preparedness plan.
- They will be involved in carrying out the training of the task force volunteers at the village level.
- The mock drills are to be carried out by the village volunteers with support from the VDMC and GPDMC.

Role of PRIs in Disaster Management:

Village:

- Some elected representatives can be a part of the Village Disaster Management Committee (VDMC)
- All the elected representatives (ward members) to help in preparing the Village Disaster Preparedness and response plan
- The PRI members can guide the village task force members to carry out the mock drill at regular intervals
- They should take a lead role in formation of Community Contingency fund.
- Approval of the Disaster preparedness plan by the Palli sabha
- Approval of the plan in Gram Sabha
- Allot development programmes from the existing funds as needed by the villagers
- Encourage community participation.

Gram Panchayat:

- The Sarpanch, Nayab Sarpanch, ward members can be a part of the GPDMC. These members will guide and help the village level volunteers to form the village disaster management plan
- Along with the members of the GPDMC the members will help in preparing the Gram Panchayat Disaster management and Response Plan.

- The members should help the GPRMC in updating the plan at regular intervals (at least twice a year) and getting it approved in the gram sabha.
- During normal times mock drill can be carried out twice a year with the help of the PRI members

Block:

- The Chairperson Panchayat Samiti to be the chairperson of the Block Disaster Management Committee
- MLAs, Ministers, Chairperson, Vice chairperson and other samiti members can help in preparing the Block Disaster Preparedness plan
- The PRI members should see to it that the plan prepared is linked up with the development programme taken up by the government
- In case of any emergency early warning the members should mobilize village taskforce and other volunteers
- They should help the administration in carrying out mock drill

District:

- The Elected representatives /legislators should help the District Disaster management Committee in preparing the District Disaster preparedness and Response plan
- They should help in all the training activities that are to be carried out at the district and the blocks
- The PRI members should see to it that the plan prepared is linked up with the development programme taken up by the government
- Mock drills and updating of the data should be made in regular intervals.

State:

- The elected representatives to provide support for the formation of the state disaster preparedness and response plan
- They would take a lead role in sensitizing various stakeholders involved in the DRM programme.

Conclusion:

The Disaster Risk Management Project aims at preparing the community, and the government for a safer tomorrow.

It is said that with conscious irony that the three 'R's – rescue, relief and rehabilitation – do not begin with disasters but often end in them. Can we defeat this depressing truism?