

Series: C.1

# **BLOCK DISASTER MANAGEMENT TRAINING MANUAL**



**GoI-UNDP Disaster Risk Management Programme**

# **Block Disaster Management Training Manual**

**DISASTER RISK MANAGEMENT**

**(Training Guide)**

**GoI-UNDP Disaster Risk Management Programme**

# CONTENTS

	<i>Page</i>
<b>Chapter - I</b>	4
Introduction	
Background	
<b>Chapter - II</b>	7
▪ What is Disaster?	
▪ Types of Disaster	
▪ History of Disaster in India	
▪ Participatory Rural Appraisal [PRA]	
▪ Things to be indentified in the mapping process	
<b>Chapter - III</b>	13
Disaster Risk Management Programme	
<b>Chapter - IV</b>	16
Training Modules for all the Levels	
A. Orientation of Block Disaster Management Committees	
B. Training of School Teachers	
C. Training of PRIs	
D. Training of Trainers for Disaster Management Teams	
<b>Chapter - V</b>	21
Block Control Room	
<b>Chapter - VI</b>	23
Conclusion	
Evaluation of the Manual	
<b>Chapter - VII</b>	24
Do's and Don'ts	

*This training manual is basically a guide for the trainer at the Block level. It mainly focuses on four different trainings that are to be carried out at this level. The four trainings are:*

- 1) Training of the Block Disaster Management Committee [BDMC]*
- 2) Training of the Gram Panchayat Disaster Management Committee [GPDMC]*
- 3) Training of Village Volunteers*
- 4) Training of the Disaster Management Team members*

*We have tried our utmost to fulfill all the needs of a trainer.*

*Thanks to OSDMA, CRS, LWS, CARE, OXFAM, CONCERN, EFFICOR, CYSD who have taken special interest and have given their valuable suggestion and inputs while preparing this manual.*

## **CHAPTER I**

### **Introduction:**

#### **Background:**

The Indian sub-continent is highly prone to natural disasters; floods, droughts, cyclones and earthquakes are a recurrent phenomenon in India. Susceptibility to disasters is compounded by frequent occurrences of manmade disasters such as fire, epidemics etc. The changing topography due to environmental degradation has also increased the vulnerability of the country.

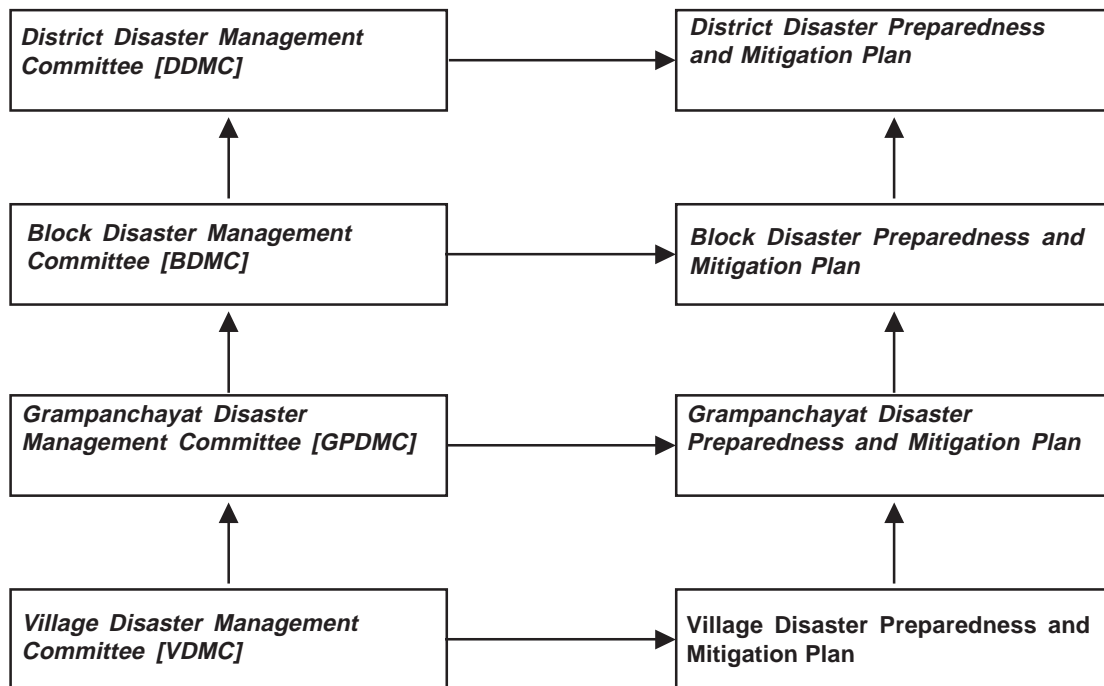
The Indian coastline, spread over by 8041 kilometres is exposed to tropical cyclones arising in the Bay of Bengal and Arabian Sea. The population on the bank of Bay of Bengal, are horribly haunt by regular natural disasters like flood and cyclone round the year, leading to immeasurable loss of lives and properties. Even today, the people of the coastal areas are thunder stricken by remembering the terrible disaster they experienced during the recent past. Even now, the suffering and hardship, which broke down the backbone of socio-economic fabric of the affected people during the super-cyclone, has remained as a scar mark in their mind as well as others who were affected partially by this devastating natural calamity. All their aspirations for family welfare, personal comforts and community security in the future have created a question mark in their mind. They are in a state of panic stricken for the coming days. Insecurity, unwanted and apprehensiveness has captured the mind of people inhabiting in the coastal districts. Besides, natural calamities and man-made devastations have for shaken the mental tranquillity and financial stability of the people. If we analyse the socio-economic impact on these people, we find a state of frustration in personal life, selfish individualistic attitude, a materialistic, cultural atmosphere, increase of criminal habits and migration to urban pockets have taken place as a side effect of these natural calamity

A major segment of Indian populations live in rural areas. The abject poverty, agriculturally and industrially underdeveloped region encompass the rural masses that face the various calamities all through the year. The negligible purchasing power of the people fails to fetch the basic needs of livelihood unlike the urban masses. In spite of providing all the facilities like road, bridge, school etc. the real development will be a distant dream unless and until the people themselves shoulder the management responsibility. Each and every disaster like flood, cyclone, drought, sunstroke etc. mostly affect the rural mass and they become the ultimate loser. So it's very essential

to form various disaster management teams at all levels to coordinate during different hazards starting from village to state level and discusses the management and mitigation strategies and processes in details. Last but not the least, a training curriculum mentioning, in detail, about the post training responsibilities of each working committee or disaster management teams at the time of disaster should be prepared.

The success of the village level training depends mostly on the Panchayat level trainees involving the Sarpanch, Government officials at the Gram Panchayat level, Ward member, Youth clubs and Mahila Samiti members who play an active role in preparing the Gram Panchayat Disaster Preparedness and Mitigation Plan. After completion of the training, the block trainee will collect all the details information of the block through Gram panchayat and village level committee. They will analyses the data and discuss with the block in consultation management committee regarding the planning and programming of the disaster mitigation strategies.

The members of block level committee include Chairman Panchayat Samiti, Block Development Officer, Sarpanch of different Panchayats, and local voluntary organizations. The Block Disaster Management Committee will be responsible for preparing the Block Disaster Preparedness and Mitigation Plan.



Keeping in view these objectives, the curriculum for a training programme has been thought of, which would be important in Block, Gram Panchayat and Village level to equip the people to face and overcome natural disasters easily.

This training programme has been contemplated keeping in view of disaster management measures by other organizations so that people can be conscious and cautious before, during and after the calamity. The major thrust of this programme is to prepare the people to face the disaster boldly and effectively.

The trainers who take this curriculum as their guideline should think and consider that realistic approach, creative idea, working experience and appropriate place for which the programme is meant must be the prime objective. This is the best method to equip people with full of confidence and hope.

We hope and firmly believe that the training programme would impart tangible awareness among the people to combat natural calamities in block level as well as in the organizations, institutions and individual level.

## CHAPTER-II

### **What is Disaster?**

Disaster is an impulsive event causing wide spread devastation to life and property. The damage caused by disaster is immeasurable and varies with varieties with the geographical location, climate and the type of the earth surface. This influences the mental, socio-economic, political and cultural state of the affected area. Generally, disaster has the following effects in the concerned area.

1. It completely disturbs the normal day to day life
2. It negatively influences the emergency systems.
3. Normal life process deteriorates
4. Fundamental needs like food, shelter, health etc are affected.

### **Types of disaster**

Generally, disasters are of two types

1. Natural.
2. Man made

Basing on the estimation of devastation, these are further been classified

- a. Major natural disaster
- b. Minor natural disaster

Like wise

1. Major man-made disaster
2. Minor man-made disaster

<b>Major natural disasters</b> <ul style="list-style-type: none"><li>• Flood</li><li>• Cyclone</li><li>• Drought</li><li>• Earthquake</li><li>• Sunstroke</li></ul>	<b>Minor natural disasters:</b> <ul style="list-style-type: none"><li>• Cold wave</li><li>• Snow fall</li><li>• Thunder storm</li></ul>
<b>Major man-made disaster:</b> <ul style="list-style-type: none"><li>• Setting of fires</li><li>• Epidemic</li><li>• Deforestation</li><li>• Pollution due to prawn cultivation</li><li>• Chemical pollution.</li></ul>	<b>Minor man-made disaster:</b> <ul style="list-style-type: none"><li>• Road and train accidents</li><li>• Accidents due to festivals</li><li>• Food poisoning or use of poisoned food</li><li>• Death due to excessive drink</li><li>• Industrial disaster/ crisis</li><li>• Rehabilitation</li><li>• Acid rain</li><li>• Riots</li><li>• Environmental pollution</li><li>• War</li></ul>

### **History of Disasters in India:**

The unique geo-climate conditions of the Indian sub-continent make this region among the most vulnerable to natural disasters in the world. Disasters occur with amazing and frequency and while the community at large has adapted itself to these regular occurrences, the economic and social costs continue to mount year after year.

The Indian sub-continent is highly vulnerable to Drought, Floods, Cyclones and Earthquakes, though Landslides, avalanche and Bush fire too. Frequently occur in the Himalayan region of northern India. Of the 35 States\Union Territories in the country, 22 are disaster prone.

Among all the disasters that occur in the country, River Floods are the most frequent and often the most devastating. The cause for flood is chiefly the peculiarities of rainfall in the country, out of the total annual rainfall in the country, 75% is concentrated over short monsoon season of three to four months. As a result there is a heavy discharge from the rivers during this period causing widespread floods. As much as 40 million hectare of land in the country has been identified as flood prone an average of 18.6 million hectare of land is flooded annually. Floods are caused mainly in the Ganga- Brahmaputra –Meghna basin that carries 40% of the nation's total river flow.

Earthquakes are considered to be one of the most dangerous and destructive natural hazards. The impact of this phenomenon is sudden with little or no warning, making it just impossible to predict or make preparations against damages and collapses of buildings and other man-made structures. About 50-60% of total area of the country is vulnerable to seismic activity of varying intensities.

Drought is a perennial feature in some states of India. 16% of the country's total area is drought prone and approximately 50 million people are annually affected by droughts. In fact drought is a significant environmental problem too as it is caused by less than average rainfall over a long period of time. In India about 68% of total sown area of the country is drought prone. Most of the drought prone areas identified by Govt. of India lie in the arid, semi arid and sub-humid areas of the country.

India has a very long cost line of 8041 km, which is exposed to tropical cyclone arising in the bay of the Bengal and Arabian Sea. The Indian Ocean is one of the six major cyclones –prone regions of the world. In India cyclones occur usually between April and May, and also between October and December. The eastern cost line is more prone on to cyclones as about 80% of the total cyclones generated in the region hit there.

**Some of the major events of natural disasters in recent past:**

<b>Major Disasters in India:</b>		<b>Events and impact</b>
<b>Disasters</b>	<b>Year</b>	
<b>FLOOD</b>	Sept.1982 1993 May-Oct 1994 Aug-00 Jul-02 Jul-01 Jul-02	Severe flood in Orissa- breakdown of Dalei Ghai Punjab flood- 359 lives lost Floods in Kerala Flood in West Bengal Flood in Andhra Pradesh Orissa Flood Flood in Assam, Bihar and West Bengal
<b>CYCLONE</b>	May-90 Dec. 1993 Dec. 1996 Jun-98 Oct-99	Andhra Pradesh 962 lives lost Tamilnadu 61 lives lost Andhra Pradesh 971 lives lost Gujarat - 3500 lives lost Super cyclone Orissa 10000 [ appr.] lives lost
<b>EARTHQUAKE</b>	Oct.1991 Sep-93 Mar-95 May-97 Jan-01	Utter Kashi, 2000 lives lost Latur 9475 lives lost Chamoli 100 lives lost Jabalpur 39 lives lost Gujarat earthquake- more than 20000 lives lost
<b>HEAT WAVE</b>	May-June 1995 May - June 1998 May - June 1999	Utterpredesh - 566 lives lost Orissa- 2000 lives lost Orissa- 20 lives lost
<b>CLOUD BRUST</b>	Aug-02	Uttaranchal

**NB:** Trainer will prepare the state specific disaster scenario for the training.

### **Participatory Rural Appraisal [PRA]**

*This is a tool used to carry about the Village Disaster Management Plans at the Village Level. This tool would also help the Gram Panchayat Disaster Management Committee in preparing the Multi Hazard Grampanchayat Disaster Preparedness and Mitigation Plans.*

#### **ORIGIN OF PRA**

PRA was developed in 1970s and 1980s in response to the perceived problems of outsiders missing or miscommunication with local people in context of developmental work

#### **DEFINITION OF PRA**

PRA can be defined as an approach and method for learning about rural life and condition for with and by rural people.

#### **POINTS TO BE NOTED:**

- ❖ This tool enables local people to make their own appraisal, analysis and plans
- ❖ It uses group animation and exercise to facilitate information sharing, analysis and sharing among stakeholders.
- ❖ With the help of the PRA tools the GPDMC will prepare the maps and the plan.

#### **THINGS TO BE IDENTIFIED IN THE MAPPING PROCESS**

The BDMC to identify the on the basis of the experiences of the earlier cyclone, flood, earthquake, the different hazards it faced, for e.g winds, heavy rains, mudslide and so on. It is to identify the most vulnerable areas as regards destruction of life, property, infrastructure and economic activities. These are marked in a separate map.

##### **1 – Social and resource mapping:**

- Safe shelters (Pacca Houses, Community Centers)
- Drinking water sources

- Water Bodies
- Agricultural land
- Forest land
- Dispensary and Primary Health Care Units
- Road
- Power Installations
- Telephone Office
- Post Office and other structures
- School and College buildings
- Godowns (both Government and Private)
- Dealers of Dry food, kerosene etc
- Tent house (Generators, tarpaulins, utensils required in case of community cooking)
- Anganwadi Centers
- Fire Station
- Police Station
- Boats
- VHF/HAM Stations
- Industries and factories

## **2 - Risk and vulnerability mapping:**

In this map the Gram Panchayat Disaster Management Committee are to identify the following things by asking two Questions – ***What is at Risk:*** and ***Who are at Risk*** based on different hazards

- Areas that get inundated with water with different water level
- Weak embankments
- Livelihood assets such as boats, nets, stores of dry fish
- Standing crops, horticulture trees and plantation
- Water Sources
- Drinking Water Facilities
- Post Office and other structures
- School and College buildings
- Cluster of household that are to be affected by fire

- Identification of cut off areas / difficult areas etc.

**3- Safe or opportunity mapping:**

- Road, alternative route, boats, communication centers,
- Safe Shelter
- Elevated up lands, High Land (mounds)
- Alternate route for safe evacuation
- Safe Primary Health Centers, Fire stations, Police stations
- Safe place for evacuees
- Godown, food stock availability, fodder availability etc.
- Site for storing foodstuff
- Identification of Disaster Management Teams
- Temporary camp sites

After the completion of this session, the trainees will be able to get some brief idea about the following topics.

- Aims and objectives of this session.
- The trainees will aware of the rules of the training.
- A sociable training atmosphere will be created.

## CHAPTER III

### **DISASTER RISK MANAGEMENT PROGRAMME**

#### **Summary of the Programme:**

United Nations Development Programme [UNDP] has been supporting various initiatives of the central and the state governments to strengthen the disaster management capacities for nearly a decade. UNDP proposes to accelerate the capacity building in disaster reduction and recovery activities at the national level and in some of the most vulnerable regions in the country through Community based approaches.

The Ministry of Home Affairs in the National government is the new nodal ministry for Disaster Management has launched National Disaster Risk management Programme with support from UNDP and other Aid agencies. UNDP is implementing the programme along with the state nodal agency like OSDMA, GSDMA and identified department.

The over all goal of the programme is ***“Sustainable Reduction in Natural Disaster Risk in some of the most hazard prone districts in selected states of India”***.

***The programme essentially aims at*** the strengthening community, local self-governments and district administrations’ response, preparedness and mitigation measures in some of the most vulnerable districts along with states’ and national response.

Under the programme twelve most vulnerable states and 38 cities, prone to earthquake and having more than half a million population.

***Panchayati Raj and Urban Planning Institutions*** at all levels would be directly involved in the planning process to ensure sustainability of the programme at the Grampanchayat level. A wide representation of women is envisaged in this project during the planning process. Self-help groups of women in the programme areas would be directly involved in the disaster risk management programme.

- ◆ The programme components would include the following:
  - Development of disaster risk management and response plans at Village/ Ward, Gram Panchayat, Block/Urban Local Body levels.

- ❑ Constitutions of DMTs and Committees at all levels\_with adequate representation of women in all committees and team. (Village/ Ward, Gram Panchayat, Block/Urban local body, District and State.)
- ❑ Capacity building of DMTs at all levels. Special training for women in first aid, shelter management, water and sanitation, rescue and evacuation, etc.
- ❑ Capacity building in cyclone and earthquake resistant features for houses in disaster-prone districts, training in retrofitting, and construction of technology demonstration units.
- ❑ Integration of disaster management plans with development plans of local self-governments.

### **Implementation Process**

The disaster management plan would start from the village/ward level and would be consolidated through similar planning at the Panchayat, Block, District and Urban Local Bodies levels in the selected districts. A cadre of village volunteers would be created to carry out the village based natural disaster risk management programmes in the select programme districts. These Village Volunteers will be drawn from the community with the help of civil society organizations such as NCC, NSS, NYKS, Scouts and Guides and Civil Defence etc. The plans would focus on the disaster risk prevention and early recovery through community-based preparedness and response plans, skill development for construction of hazard-resistant housing and enhanced access to information as per the need of the community.

The Vulnerable districts will be covered under the massive village based disaster preparedness programme including development of village contingency plan, Gram Panchayat, Block and district disaster management plans and formation of **Disaster Management Committees** and **Disaster Management Teams** in the year of 2002 – 2007

The following activities will be carried on in partnership with state nodal agencies and civil society response groups.

#### **Awareness Campaign Strategy:**

The state nodal agency with the help of civil society response groups would take up a massive awareness campaign through out the selected districts for preparedness through rallies, mass meeting, different competitions like essay, debate, drawing etc. among school students, posters, leaflets. Similarly wall paintings will be done in each village explaining Do's and Don'ts of various disasters, showing the safe shelters and safe routes for evacuation etc.

### **Formation of Disaster Management Team/Committees:**

Disaster Management Teams (DMT) would be formed at different levels to carry out the activities during emergency for sustainable recovery from disaster such as State, District, Municipality, Block, Gram Panchayat, Community and Ward. DMT at village/ward level would comprise of a group of 10-12 people in task-based groups such as Early Warning (EW), Search and Rescue Operation (SRO), First Aid & Water & Sanitation (FAWA), Shelter Management (SM), Trauma Counseling (TC) and Damage Assessment (DA) groups. Similarly, DMT at Gram Panchayat, Municipal and Block level may be formed with the involvement of people' representatives, members from local administrative system like local police, Medical Officer, Junior Engineer from Rural Water Supply and Sanitation, Veterinary Assistance Surgeon / Inspectors, Revenue Inspector, Block Development Officers (BDO) etc. BDO would be the convener of the team at the Block level.

### **Training/ Capacity Building:**

Training would be a continuous process on disaster risk management programme. The trained cadre of the Block will facilitate the process of Disaster Preparedness and Response Plan development at different levels.

Selected village volunteers will be provided with three modular training programmes to develop the village disaster management plans. One or two volunteers will be selected by the PRIs/ CBOs/NGOs from their own locality, based on their past experiences on relief and rehabilitation activities for facilitating the process at village and GP levels. More emphasis will be given to women volunteers in development of village disaster management activities. Specialized training will be organized at different levels for the disaster management team members for enhancement of skills to effectively carry out their responsibilities such as warning dissemination, search and rescue operation, shelter management, fist aid, trauma counseling and damage assessment etc. The DMT members will be provided a specific type of apron or jacket for easy identification after the training. Adequate training will be provided to the women DMTs to carry out activities during emergency situation.

## CHAPTER IV

### **Training Modules for all the Levels :**

This chapter includes all the trainings that are to be carried out at the Block level. The trainings are:

- 1) Orientation of Block Disaster Management Committee
- 2) Training of Teachers on Disaster Management
- 3) Training of PRIs
- 4) Training of Trainers of Disaster Management Team members

### **A. Orientation of Block Disaster Management Committees**

#### **a) Members of the Block Disaster Management Committee:**

- Chairperson Panchayat Samiti,
- Vice Chairperson of the Panchayat Samiti,
- MLA (s) their representatives,
- Block Development Officer (convenor)
- Tahasildar / Add. Tahasildar,
- Key Line Dept. Officials at the block level,
- Asst. Engineer of the block,
- Two Sarpanches/ PS members each (one women from each category) to be nominated by the committee,
- Coordinating agency of the NGO cell,
- One local NGO engaged in Disaster Management in the block who will be nominated by the committee,

#### **b) Objective of training:**

To get brief idea about the types of disaster and its management, the following points will encompass the core objectives.

- (a) Definition of disaster, its types and causes
- (b) What is disaster preparedness, response and mitigation
- (c) Brief idea about the Disaster Risk Management Programme
- (d) Roles and responsibilities of the BDMC
- (e) Roles and responsibilities of the BDMTs
- (f) Disaster preparedness and mitigation Plans
- (g) Disaster preparedness for emergency period (Relief work, damage and need assessment)
- (h) Alternative disaster resistant housing technology
- (i) Protection of the environment to reduce vulnerability

**c) Guidelines for trainers:**

- 1- Every day, welcome the trainees and listen to their problems patiently. If possible, try to solve their problem instantly.
- 2- Before the commencement of each session in the training programme, deliver a brief idea about the objective of the session.
- 3- The trainers should have the clear idea and knowledge about the subject i.e the aims and objectives of the training
- 4- During the group discussion, the trainees should give their opinion and suggestions.
- 5- Using of posters, training materials and different instruments as much as possible.
- 6- The trainers should do group analysis and programs as much as possible
- 7- During the training period, the atmosphere should be cordial and the trainees should be encouraged to participate in the programme.
- 8- All the trainees should participate in this training programme.
- 9- The trainer will enquire about the problems of the trainees.
- 10- Adopt different training methods to minimize the tiredness and irritation of the trainees.
- 11- Use realistic examples.
- 12- The trainers should have the capacity of description and analysis.
- 13- The trainers should listen to the trainees patiently.
- 14- Before the commencement of training programme, all the equipments/ instruments / training materials should be ready.
- 15- Local language should be used strictly in the training.
- 16- The trainer will keep a genuine note of areas of improvement, which the trainees lack.
- 17- The trainers should know the level of understanding of the trainees.

**d) Training Material**

Banner, black board, chalk, Duster, Marker pen, Drawing paper, Village/Grampanchayat and Block Disaster Preparedness and Mitigation plan format, Training curriculum and the Trainer Manual.

All the trainees should seat in u-shape or in a circular shape to have greater participation and to have an eye-to-eye contact with each other.

**e) Methodology**

To determine any kind of method in imparting training, the pre consideration of educational qualification language and perspective of the trainees is essential in order to make the training attractive, acceptable and understandable. Following methods of training could be adopted:

- Lecture method
- Game
- Group discussion

- Pictorial presentation
- Interaction
- Case study analysis

The trainer should be able to manage the sessions, which would help the trainees in greater understanding of disaster preparedness. As much as possible the sessions should be interactive so that there is a friendly atmosphere and the trainees should feel free to ask their doubts freely.

**f) Place:** Block Office Conference Hall or any meeting hall

**g) Time Duration:** 2 days

**h) Course Curriculum:**

**Day 1:**

- Introduction by District level officer in charge of the block/ District Project Officer UNDP
- Role of Government, NGO, PRIs, in Disaster Management
- Frame work for Block, Grampanchayat and Village Disaster Preparedness and Mitigation Plans
- What is disaster, type of disaster, history of disasters
- Discussion on Community Based Disaster Preparedness – Concept and Practices
- Role of Block Disaster Management Committee normal , pre, during and post disaster

**Day 2:**

- Importance of Early warning in disaster preparedness and early recovery
- Areas to be covered under the Block Disaster Preparedness and Mitigation plan – Outline
- Ensuring preparedness of Government and Civil Society through Mock Drills based on Disaster Preparedness and Mitigation Plans
- Video play on the procedure of community based approach and best practices

### **Roles and Responsibilities of Block Disaster Management Committee [BDMC]:**

The main roles and responsibilities of the BPDMC are as follows:

#### ***Normal times:***

- Prepare the Block Disaster Preparedness and Mitigation Plan
- Help the Nodal officer of the Panchayat and the Sarpanch in preparing the Gram Panchayat Disaster Management Plan
- Monitoring the training activities of the task force members at the Grampanchayat level
- Updating the Block Disaster Management Plans
- Integrating normal development work of the Block with vulnerability reduction.
- Awareness campaign for different types of hazards like flood, cyclone, earthquake, sunstroke, fire etc.

- Carrying out mock drill twice a year preferably during the month of **May** and **September**

**Pre Disaster Situation: [48 hours before disaster] for Cyclone and Flood**

- The Block Development Officer to immediately have a meeting with all the BDMC members and update the block disaster preparedness and mitigation plan and clearly specifying the roles and responsibility of each group.
- Ensure that all the resources needed immediately as per the plan are readily available.
- Ensuring function of control room and alert all line dept . and DMTs for disaster.
- Early warning dissemination in the villages especially the vulnerable groups like the fishing community, villages vulnerable to that particular hazard.
- Stock piling of food grains for human and bovine population, medicines like (ORS, Halogen tablets, bleaching powder) etc.
- All the resources available to be kept ready like (polythene, tarpaulins, boat, generator, Diesel/petrol/kerosene, Transportation and communication aids available and other necessary equipments listed in the BDMC.
- Human resources like the boatman, specially trained taskforce, swimmers, and civil defence personnel.
- Supporting GPDMC members for rescue and evacuation, stock piling and carry out their activities effectively.
- Telephone and address of the local as well as the district and state level functionaries to be kept ready.

**During Disaster:**

- Supporting GP for their activities.
- Supporting for rescue and evacuation.
- Monitoring of the relief distribution.
- Coordination among various Disaster Management Teams [DMTs] at the block level
- Coordination between block and various line departments and DMTs.
- Coordination between the district administration and the grampanchayats
- Coordination between the NGOs and the CBOs working in that area
- Arrangement for relief distribution.
- Weather tracking if possible and sharing of information to GPs.
- Sending information to district.

**Post Disaster:**

- Monitoring of the relief distribution
- Coordination among various Disaster Management Teams [DMTs]
- Coordination between block and various line departments and DMTs.
- Coordination between the district administration and the grampanchayats
- Coordination between the NGOs and the CBOs working in that area
- Damage Assessment
- Weather tracking and sharing
- Coordinating with the government and NGOs with the reconstruction and rehabilitation work carried out in the villages of that panchayat.
- Awareness campaign through DMTs for entitlements, damage assessment etc.

## **B. Training of School Teachers:**

### **1. Trainees:**

100 teachers from each block to be trained on Disaster Management by the BDMC and Block level master trainers.

### **2. Venue:**

Any school building convenient to all, Block office meeting hall or any convenient place for training.

### **3. Duration of Training:** One Day

### **4. Trainers:** Block Development Officer, Lead NGO involved in Disaster Management

### **5. Training Content:**

Day 1:

- Introductory session
- Expectation from the training programme
- Aims and objective of the Disaster Risk Management Programme
- What is Disaster, Types of Disaster and History of Disaster
- Steps to carry out disaster preparedness and mitigation plans at all levels
- Role of teachers in Disaster Preparedness at the village, GP and the block level
- Trained students on disaster preparedness and response
- Group work on how to incorporate Disaster Management in the course curriculum
- Processes in Mock Drill (which can be included in the P.E.T/ S.U.P.W) in the schools

## **C. Training of PRIs:**

### **1. Trainees:**

All Sarpanch and Samiti Sabhya from each block to be trained on Disaster Management by the BDMC and Block level master trainers.

### **2. Venue:**

Any school building convenient to all, Block office meeting hall or any convenient place for training.

### **3. Duration of Training:** One Day

### **4. Trainers:**

Block Development Officer, Lead NGO involved in Disaster Management Committee members and Block level master trainers.

### **5. Training Content:**

Day 1:

- Introductory session
- Expectation from the training programme
- Aims and objective of the Disaster Risk Management Programme
- What is disaster, types of disaster and history of disaster?
- Steps to carry out village and Grampanchayat disaster preparedness and response plans

- Role of PRIs in disaster preparedness and mitigation at the village, GP and the block level
- Group work on how to incorporate Disaster Management in the course curriculum
- Processes in Mock Drill at village, GP and block levels

**D. Training of Trainers for Disaster Management Teams:**

- 1. Trainees:** All DMT members
- 2. Venue:** At Block level.
- 3. Trainers:** Local Resource persons and Block level Master trainers, such as Medical officers for First Aid, Police and ex-service men for rescue and evacuation, Jr. Engineer for Water and Sanitation etc.
- 4. Topics:** Health and first aid, rescue and evacuation, water and sanitation, Operation of early warning equipments, trauma counseling and Damage assessment, etc [Based on the Training Module]
- 5. Duration:** 4 days for each discipline

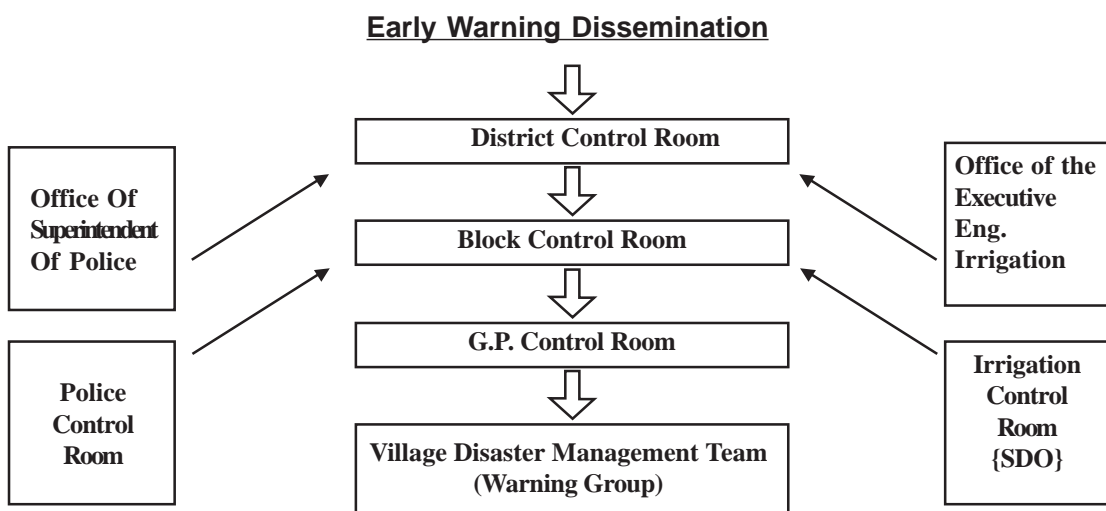
BDMC is responsible to organize the DMT training programmes.

**CHAPTER-V**

**Block control room:**

The diagram below shows the flow of early warning information from the district Control room to the block control room and then to the grampanchayat and then to the community. Information on the hazard is also available Police Control Room and the Irrigation Department in case of flood and cyclone.

The formats below show the operational timings from April to December, which we refer to as the time for different types of hazards. The activities of the persons in charge of the Control room should be clearly mentioned day wise.



**Operational Timing:**

<b>Operational Timing: APRIL to DECEMBER Every Year</b>		
<b>Normal</b>	<b>Warning</b>	<b>Post</b>

**Personnel Deployment in Control Room:**

<b>Days</b>	<b>7AM TO 10AM (Day</b>	<b>5PM TO 10 PM</b>	<b>10 PM TO 7AM</b>
	<b>Office) 1PM TO 5PM (Morning Office)</b>		
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

**Records and Equipments of Block Control Room (BCR):**

<b>Name of the Record</b>	<b>Equipments</b>

**Activities of Block Control Room.**

Normal Time:  
 Activities After Receiving Warning.  
 Activities Post disaster.

**Check List for Control Room:**

<b>Activities</b>	<b>Page no. for Reference</b>	<b>Yes/no</b>
<ul style="list-style-type: none"> <li>• Assessing of duty.</li> <li>• Maintain inventory of resources.</li> <li>• Provide information who need it.</li> <li>• Service division and assign duties.</li> <li>• Receive information on a routine basis and record.</li> <li>• Receive preparedness report from various relevant dept.</li> <li>• Basing on the reports feedback to the district authority and others.</li> <li>• Vulnerable area map displayed.</li> <li>• Imp. Phone numbers.</li> </ul>		

## CHAPTER-VI

### Conclusion:

#### **EVALUATION OF THE MANUAL**

- (A) After the training programme, the trainees will provide their opinion about the following matter:
1. The necessity and outcome of the training.
  2. How to make the different trainings more simple and more effective.
- (B) Besides these, how far the trainees have learned the topics given in the "description of the manual" could be discussed. For example, what percentage of the trainees understands the definition, causes and types of disaster? It could be provided in terms of percentage i.e. (a) more than 80% understands (b) 60 % to 80 % understands (c) less than 60 % understands and etc.

## **CHAPTER: VII**

### **Do's and Don'ts:**

#### **EARTHQUAKES DO NOT KILL ANYONE, IT IS THE WEAK STRUCTURES / BUILDINGS**

- Seismic zonation
- Land use management to reduce development on geological areas known to amplify ground vibrations e.g. alluvial soils, reclaimed land.
- Engineering of structures to withstand vibration forces.
- Seismic building codes, enforcement of compliance and encouragement of higher standards of construction.
- High standards of design for important buildings.
- Strengthening of existing buildings –retrofitting.
- Earthquake insurance.
- Securing dangerous appliances and sources of naked flames.

#### **Do' s Don't s**

- Keep away from buildings, especially old, tall or detached buildings, electricity wires slopes and walls, which are liable to collapse.
- Stop the vehicle away from buildings, walls slopes, electricity wires and cables.
- If your home is badly damaged you will have to leave it. Collect water containers, food and ordinary and special medicines (for persons with heart complaints, diabetes, etc.)
- Do not rush to the doors or exits: never use the lifts: keep well away from windows, mirrors, chimneys and furniture.
- Avoid places where there are loose electric wires and do not touch any metal object in contact.
- Do not re-enter badly damaged buildings and do not go near damaged structures.

**FORESTS ARE THE LUNGS OF THE GLOBE.  
PREVENT FOREST FIRE.**

- Do not throw smouldering bidi, cigarette butt or left the burning wood sticks.
- Do not enter forest during fire.
- Do not use slash & burn methods.
- If there is a fire in the forest, try to put it out by digging or circle around it or by water, if not possible call fire brigade.
- Try to remove the dry litter (senescent twigs and leaves) during summer season.
- During fire, listen regularly to the radio for advance information and obey the instructions cum advice.
- Move farm animals and movable goods to the safest places.
- Prepare a fire evacuation plan.
- Teach all members of your family and other about the causes & harms of forest fire and how to prevent it.

**Flood:**

**Do's:**

- Listen regularly to the radio for advance information and advice. Follow the instructions provided by the warning, if required shift to safe place with baby food, dry food, water and medicine
- Have radio with you always to update the emergency news
- Tie your valuable items or articles and kept in a safe and high place or buried in your backward
- Shift the livestock and cattle to safe place or high land; keep some feeds and water for them also.
- Insured household articles, livestock and crop
- Support the taskforce members for shifting
- Disinfect the drinking water, before drink

**Don'ts:**

- Don't move from the safe place
- Keep the shelter clean and maintain sanitation
- Always use dry food, don't use cooked food

## Heat Wave

### HEAT WAVES CAN KILL

#### AVOIDING HEAT STRESS: TIPS FOR SAFETY

- Avoid going out in the hot sun, especially between 12.00 noon to 3.00 pm
- Drink 2 to 3 litres of water per day or sufficient water, as often as possible, even if no thirsty
- Wear lightweight, light-colored, loose, porous natural fibre clothes
- Avoid strenuous activities, avoid work outside during 12 noon to 3.00pm
- While travelling, carry water with you
- Avoid alcoholic, caffeinated or carbonated [soft] drinks, which dehydrate the body
- Avoid high-protein foods which increase metabolic heat
- If you work outside, keep hat and clothing damp
- Don't leave children or pets in parked vehicles
- If you suffer chronic illness or feel ill, see a doctor
- Use ORS, home made indigenous drinks like lassi, torani [rice water], lemon sarbat [lemon water], butter milk etc. which help to dehydrate the body and protect us from sun-stroke
- Keep animals in the shade with plenty of water
- Keep your home cool with curtains, shutters or awnings on the sunny sides and open windows at night
- If you don't have air conditioning, use fans, damp clothing and have frequent cool showers
- Spend as much time as possible in the air conditioned building
- Avoid direct sunlight, wear a hat, use umbrella, sunscreen as sunburn limits your ability to cope with heat

#### **TIPS FOR TREATMENT A PERSON AFFECTED BY SUNSTROKE:**

- Lay the person in a cool place, wipe him/her with a wet cloth/wash the body frequently. Pour normal water on the head to bring down the body temperature. Use an ice pack on the head, if possible.
- Give the person sufficient ORS to drink.
- Prepare lassi (yoghurt with water, sugar and salt) / lemon water / bel sarbat (wood apple juice) etc and let the person drink as often as possible. Torani [rice water] is very helpful

**Cyclone:**

**Do's for individuals:**

- Listen regularly to the radio for advance information and advice. A cyclone may change direction, speed or intensity within a few hours, so stay tuned to the radio for updated information
- If the storm-force winds or severe gales are forecast for your area
- Store or secure loose boards, corrugated iron, rubbish tins or anything else that could become dangerous.
- Tape up large window to prevent from shattering
- Move to the nearest shelter or vacate the area if this is ordered by the appropriate government agency.

**DROUGHT MITIGATION**

1. Arrangement for reasonable buffer stock of food grain and fodder
2. Ensure supply of good drinking water in rural areas for human and livestock in drought-affected areas.
3. Assess fodder requirements in drought-affected districts and locate areas where shortages are likely to occur and arrange supplies from outside.
4. Fodder cultivation to be encouraged wherever feasible.
5. Rejuvenation of traditional rainwater systems viz., River, Nadis, Tankas, Khadins, etc.
6. Rainwater harvesting for both the drinking and cropping
7. Management of human livestock population to reduce pressure on fragile arid ecosystem
8. Timely availability of credit, postponement of Revenue collection and repayment of short-term agriculture loans.
9. Appropriate land-use planning (inter-cropping system), discouraging water intensive crops, encouraging sprinkler and drip irrigation systems.
10. Creation of local Task Force in each district to initiate relief measures immediately after the drought take place.
11. Implementation of crop and livestock insurance schemes.
12. Provisions for cattle camp in drought affected areas.
13. Early warning and drought monitoring should be carried out on the basis of long, medium and short term forecast.

**Annexure: I****Gram Panchayat Disaster Preparedness and Mitigation Plan****Name of the GP****Block**

Date of preparation of Plan: .....

Resolution by the Members:

**1.1. GP Profile****1.2. GP Disaster Management Committee**

Sl. No	Name	Designation	Address	Phone Number	
				Office	Res.

**1.3 Demography Details:**

Sl. No	Name of the Villages	Total No. Of HH	Population			Category				
			Adult	Children (< 5 Yrs.)	Total	SC	ST	OBC	GEN	

**1.4 Household Details:**

Sl. No	Name of the Villages	No. of APL HH				No. of BPL HH			
		ST	SC	OBC	GEN	ST	SC	OBC	GEN

**1.5 Population**

Sl.No	Name of the Village	SC		ST		OBC		GEN		TOTAL	
		M	F	M	F	M	F	M	F	M	F

**B. Topographical Details:****2.1 Total Geographical Area in Hect:**

Geographical area: (In Hect.)

Sl.No	Name of the Village	Agricultural Land (ha)			Grazing land	Forest Land (ha)	Others	Total area

**2.2 Land Holding Pattern: (No. of HH)**

Sl. No.	Name of the villages	Big Farmers	Marginal Farmers	Small Farmers	Agricultural Labourers	Landless	Total

**2.4 Cropping Pattern:**

Name of the Villages	Type of Crops	Area Cultivated (in Hect.)	Area under Crop insurance (in Hect.)

**2.5 Livelihood Details**

Sl. No.	Name of the Villages	Total HH	Agriculture	Agricultural labour	Other Labour	Fishing	Petty Business	Service holder	Others (specify)
									6.2

**2.6 Drinking Water Sources**

Sl. No.	Name of the Village	TubeWell	Well	PHD Stand Post	River	Canal

**2.7 Irrigation Facilities and Sources:**

Sl. No.	Name of the Villages	Ponds	Dug Wells	LI Points	Drift /Shallow TW	River	Creeks	Canal

**2.8 Non- Irrigation Rain fed Land: (in Hect.)**

Type of Land	Land in Hect.
High Land	
Medium Land	
Low Land	

**2.9 Infrastructure [Nos. AND/ OR distance inKms.]**

Sl.	Name	PDS Outlets	Post Offices	Police Station/ Outpost	Puccabuildings	CHC	PHC	Dispensary	Cyclone Shelters	UP	ME	High	College	Livestock centers	Cottage Indus.	Industries	Godown/storing	Temple (pucca)

**2.10 Communication Facilities**

SI No	Name of the Villages	Telecommunication (Y/N)	No. of Boats	No. of bus	No. of trekker	No. Of tractors	No. of jeeps	No. of two wheelers

**2.11 Financial Institutions**

SI No	Name of Institution	Address	Telephone

**2.3 Availability of Mounds/ Mountain/ Kuda:**

SI. No	Name of the Village	Type of High Land	Distance from the Village	Remarks

**2.12 Resource Inventory**

Resource Type	<u>Details</u>	Nos	Contacts/Owner's name with telephone no.
Transportation/ communication	Tractor Trekker Trolley, rickshaw, Four wheelers Boat Telephone Any other		
Containers	Tankers Overhead tankers Jerry cane Big vessels		
Cleaning/ cutting equipments	Kodi Kudala Sabala Rope, Saw.		
Other resources	Gen set Pump set Petromax Tent house Gas light Solar light Bio gas Mike set		
Shelter temporary	Tents Tarpaulins/polythene Bamboo		

**2.13 Identified Safe shelter Places**

Sl No	Type of shelter	Rooms & Plinth Area	Capacity & Name of the Villages covered	Facilities available	Ownership /contact details

**2.14 Godown/storing facilities:**

Sl. No.	Type of godown	Location	Capacity	Owner/authority	Address	Telephone

**2.15 Industries:**

Sl. No.	Name of Industry	Type of Industry	Manpower	Machinery/equipment	Investment	Output

**2.16 NGOs Profile:**

Sl. No.	Name of the NGO/CBOs	Contact Person	Tele. No	Area of operation	Specialization	Manpower	Resource available

**2.17 Volunteers Profile:**

Sl. No.	Name of the Village	Name of the NGO /CBO	Name of the Volunteer	No of Volunteers Trained				
				Rescue	First Aid	Ham Radio	Relief & Coordination	Damage Assessment

**2.18 Private Professionals:**

Expertise	Name	Specialty	Address	Phone nos.	Service facilities available
Doctor					
Health practitioner					
Ex-service man					
Mechanical/civil engineer					
VAS					
Volunteers trained in Rescue operation					
Volunteers trained in operating special equipments					
Volunteers trained in first aid					
Skilled Mechanics					
Drivers (Road and Water ways)					

**2.19 Alternative and Safe Route (in Kms.)**

SI.No.	Name of the Main Route	Alternate Route	Remarks

**C. VULNERABILITY ANALYSIS****3.1 History of Disasters:**

Sl. No.	Disaster Type	Year Of occurrence	Type of Losses						
			Human	Crop	Animal	Liveli - hood	House damage	Infrastructu re	

**3.2 Seasonality of Hazard:**

Type of Hazards	Jan-Mar				April-June				July-Sep				Oct-Dec			
	H	C	A	I	H	C	A	I	H	C	A	I	H	C	A	I

H: Human, C: Crop, A: Animals, I: Infrastructure

**3.3 Inhabitants:**

SI.No.	Name of the Village	Type of Houses	No. of HH	Remarks
1		Katcha		
2		Pucca		
3		Asbestors/ Tin roofed Houses		
		Total Houses		

**3.4 Distance of the Village from the Risk Points (in Kms.)**

SI.No	Danger and Risk Points	Name of the Village	Distance from the village	Remarks
1	Sea			
2.	River			
3.	Weak Embankments			

**D. RISK ANALYSIS:****4.1 Risk and Vulnerable Groups**

SI.No.	Name of the village	Name of the Member along with the HH No.
1	Pregnant women/ lactating mothers	
2		
3	Children below 5	
4	Uncared aged/ destitute	
5	Single Women headed household	

6	Fishermen	
7	Disabled	Deaf/Dumb
		Lame
		Blind
		Mentally Challenged
		Physically Handicap
8	Sick and ailing	
9	Inhabitants of thatched houses	
10	Houses living near sea/ river	
11	Any other	

**4.2 Risk Prone Infrastructure and Assets:**

Sl. No	Type of assets/ infrastructure	Village1	Village2	Village3	Village4	Total
1.	Infrastructure	Thatched houses				
		LI Point				
		TW/Well				
		Pump sets				
		Embankments				
		Telecommunication				
		Roads				
		others				
2.	Livelihood Assets	Boats				
		Nets				
		Looms,				
		Potter's wheel				
		Prawn Gheries				
		Agricultural implements				
		Animals farms				
		Blacksmith's instruments				
		Others				
3.	Water Sources	Tube wells,				
		Wells				
		PHD stand posts,				
		Rivers				
		Ponds				
		Tank,				
4.	Livestock	Canals				
		Cattle				
		Poultry				
		Goats/sheep/pigs				
5.	Others	Others				
		Trees				
		Orchards				
		Food grains/ seeds				

**E. Mitigation Strategy****5.1 Short Term:**

Sl. No.	Name of the Village	Required Intervention	Agency Responsible	Funds Required	Time Frame

**5.2 Long Term:**

Sl. No.	Name of the Village	Required Intervention	Agency Responsible	Funds Required	Time Frame

**F. Gram Panchayat Response Plan****6.1 Flood/ Cyclone**

<b>Activities</b>	<b>Preparedness Normal time</b>	<b>Pre (after warning)</b>	<b>During</b>	<b>Post</b>
Early Warning and Dissemination				
Rescue & Evacuation				
Shelter Management				
Health and First Aid				
Water, Sanitation and Carcass Disposal				
Relief Management				
Damage assessment and Counseling				
Patrolling/ Vigilance Coordination/ rehab/ linkages				

**6.2 Earthquake**

<b>Activities</b>	<b>Preparedness Normal Time</b>	<b>Pre (after warning)</b>	<b>During</b>	<b>Post</b>
Rescue				
Shelter Management				

Health and First Aid				
Water, Sanitation and Carcass Disposal				
Relief Management				
Damage assessment and Counseling				
Patrolling/ Vigilance Coordination/ rehab/ linkages				

**6.3 Fire**

Activities	<i>Preparedness Normal Time</i>	<i>Pre (after warning)</i>	<i>During</i>	<i>Post</i>
Rescue & Evacuation				
Shelter Management				
Health and First Aid				
Water, Sanitation and Carcass Disposal				
Relief Management				
Damage assessment and Counseling				
Patrolling/ Vigilance Coordination/ rehab/ linkages				

**6.4 Drought:**

Activities	<i>Preparedness Normal Time</i>	<i>Pre (after warning)</i>	<i>During</i>	<i>Post</i>
Early Warning and Dissemination				
Rescue				
Shelter Management				
Health and First Aid				
Water, Sanitation and Carcass Disposal				
Relief Management				
Damage assessment and Counseling				
Patrolling/ Vigilance Coordination/ rehab/ linkages				

**6.5 Chemical / Industrial Accident:**

Activities	Preparedness Normal Time	Pre (after warning)	During	Post
Early Warning and Dissemination				
Rescue & Evacuation				
Shelter Management				
Health and First Aid				
Water, Sanitation and Carcass Disposal				
Relief Management				
Damage assessment and Counseling				
Patrolling/ Vigilance Coordination/ rehab/ linkages				

**Check list for GP level Disaster Management Committee****6.6 Sarpanch/Panchayat Secretary/Samiti Sabhya**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	* * *	* * *	* * *
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.7 Sector MO/ANM**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	* * *	* * *	* * *
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.8 ICDS Supervisor/AWW**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	*	*	*
	*	*	*
	*	*	*
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.9 AGRI- VAW**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	*	*	*
	*	*	*
	*	*	*
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.10 Extension Officer/VLW:**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	*	*	*
	*	*	*
	*	*	*
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.11 CBO/ NGO**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	*	*	*
	*	*	*
	*	*	*
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.12 Senior Citizen**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	*	*	*
	*	*	*
	*	*	*
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.13 Revenue Inspector**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	*	*	*
	*	*	*
	*	*	*
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.14 Sub-Inspector, Out-post of Police station**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	*	*	*
	*	*	*
	*	*	*
Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

**6.15 Center School Head Master**

Type of crisis	Pre [after receiving warning/information]	During	Post
Flood/cyclone	*	*	*
	*	*	*
	*	*	*

Earthquake			
Fire			
Drought			
Chemical and Industrial accident			
Any other			

G. Standard Operating Procedure for the GP Control Room

#### **H. DEVELOPMENT INITIATIVES/ LINKAGES**

##### **8.1 Training**

<b>Needs</b>	<b>Resources available</b>	<b>Requirement</b>
First Aid Sanitation Rescue Conservation of ecosystem		

##### **8.2 Village Contingency Fund**

<b>Time</b>	<b>Process</b>	<b>Responsible person</b>

##### **8.3 Mock Drill Plans**

<b>Time</b>	<b>Process (utilization, maintenance, record keeping, etc)</b>	<b>Responsible person</b>

##### **8.4 Inter G.P Linkages:**

<b>Need areas</b>	<b>Process</b>	<b>Contact person</b>

##### **8.5 Gram Panchayat Update:**

<b>Time</b>	<b>Process</b>	<b>Responsible person</b>

##### **Annexure I.I:**

*Important Name and Phone Numbers useful in disaster management:*

<b>Name of Personnel</b>	<b>Designation &amp; Department</b>	<b>Address</b>	<b>Office Phone No.</b>	<b>Residence Phone No.</b>	<b>Fax No.</b>	<b>Contact Person</b>

##### **Annexure I.II:**

*Offices in the Gram Panchayat:*

<b>Name of the Office</b>	<b>Address</b>	<b>Contact person</b>	<b>Telephone</b>		<b>Alternative Communication</b>
			<b>Office</b>	<b>Res.</b>	

**Annexure I.III**

Capability Assessment of the G.P level offices:

Name of the Department	Number of Staff sanctioned	In- Position with Designation	Vacancy

**Annexure I.IV**

Name of the Bus Owner	Name of the Village	Address and Phone No.

**Annexure I.V**

Name of the Truck Owner	Name of the Village	Address and Phone No.

**Annexure VI**

Name of the Trekker Owner	Name of the Village	Address and Phone No.

**Annexure I.VII**

Name of the Tractor Owner	Name of the Village	Address and Phone No.

**Annexure I. VIII**

Name of the Boat Owner	Name of the Village	Address and Phone No.

**Annexure I. IX**

Name of the Jeeps Owner	Name of the Village	Address and Phone No.

**Annexure I.X:**

Maps

1. Location Map with Village Boundary
2. Social/Resource Map
3. Hazards Specific Map
4. Risk & vulnerable Map
5. Opportunity/Safe Map
6. Seasonality Hazard calendar

Approved by Gram Sabha dated:

**OFFICE OF THE PANCHAYAT SAMITI**

**NAME OF THE BLOCK;  
TELEPHONE NUMBER  
E-MAIL- ID**

**Forward**

The Block Disaster Preparedness and Response Plan, includes the facts and figures that have been collected from various and informal sources with a view to meeting the challenges during any Natural Disaster.

Collection and classification of data are to be updated twice in May and November every year. The plan has been prepared with the following viewpoints.

1. Contingency Plan in a continuous process
2. All are not equal in a crisis situation
3. During relief measures social auditing ensures transparency
4. Involvement of women and PRIs is a must in the entire process.

All are cordially invited for their kind suggestion to be incorporated in the plan.

**Block Development Officer  
Panchayat Samiti,**

**Chairman  
Panchayat Samiti,**

**Chapter I**

Date of Preparation of the Plan:

## 1.1 Overview of the Block

*Location*

\* Area and administrative division

## 1.2 Block Disaster Management Committee:

Sl. No	Designation	Address	Phone Number

## 1.3 Demographic Details:

Sl. No	Name of the GP	Total Number of HH	Population			Category			
			Adult	Children <5 yrs	Total	SC	ST	OBC	GEN

## 1.4 Household Details:

Sl. No	Name of the G.P	No. of APL HH				No. of BPL HH			
		ST	SC	OBC	GEN	ST	SC	OBC	GEN

## 1.5 Population:

Sl. No	Name of the GP	SC		ST		OBC		GEN		TOTAL	
		M	F	M	F	M	F	M	F	M	F

## 1.6

Sl. No	Type of Workers							
	Main Workers		Marginal Workers		Non Workers		Total Workers	
	M	F	M	F	M	F	M	F

## 1.7 Literacy Rate in Percentage:

Category							
SC		ST		OBC		GEN	
M	F	M	F	M	F	M	F

**B. Topographical Details:**

## 2.1 Climate and Rainfall

Sl. No	Month	Average Rainfall (in mm)	Actual Rainfall (in mm)

## 2.2 Rain Recording Stations:

**2.3 Month wise Highest and Lowest Temperature recorded in the Block**

Sl. No	Month	Maximum Temperature (in Centigrade)	Minimum Temperature (in Centigrade)

**2.4 Geographical Area (in Hect.):**

Sl. No	Name of the GP	Agricultural Land (ha)			Grazing land	Forest Land (ha)	Others	Total area
		High	Medium	Low				

**2.5 Land Holding Pattern: (No. of HH)**

Sl.	Name of the GP	Big Farmers	Marginal farmers	Small Farmers	Agricultural laborers	Landless	Total

**2.6 Crop Pattern:**

Sl.No	Name of the GP	Type of Crops	Area Cultivated (in Hect.)	Area under Crop insurance (in Hect.)

**2.7 Livelihood Details:**

Name of the GP	Total house holds	Agriculture	Agricultural labour	Other Labour	Fishing		Petty Business	Service holder	Others (specify)
					Sweet water	Saline			

**2.8 Drinking Water Sources**

Name of the GP	Tube well		Well	PHD Stand
	Functional	Defunct		

**2.9 River & Creeks:**

Sl. No	Name of the river/creek	Name of the Place	Danger Level

**2.10 List of Embankments:**

Sl. No	Name of the Embankments	Type of Embankments	Length of Embankments

**2.11 River Carrying Capacity;**

Name of the River	Gauge Station	Zero Level (in Mts.)	Danger Level (in Mts.)

**2.12 Availability of Irrigation Facility:**

Sl.No	Name of the Project	Ayacut in Hect.

**2.13 Minor Irrigation Projects:**

Sl. No	Particulars	Numbers

**2.14 Irrigation Facilities and Sources:**

Name of the GP	Ponds	Dug Wells	LI points	Drift /Shallow TW	River	Creeks	Canal

**2.15 Infrastructure (Nos. AND/OR distance in Kms.)**

Name of the GP	PDS Outlets	Post Offices	Police Station/ Outpost	Pucca buildings	CHC	PHC	Dispensary	Cyclone Shelters	Educational Institutions				Livestock centers	Cottage Industries	Industries	Godown
									P	M	Hig h	Col leg e				

**2.16 Industries:**

Name of the GP	Name of the Industries	Type of industry	Manpower employed	Infrastructure available	Investment	Production	Insured or not

**2.17 Financial Institutions:**

Sl. No	Name of the Institution	Address	Telephone Number

**2.18 Communication Facilities:**

Sl.No	Name of the GP	Telecommunication (Y/N)	No. Of Boats	No. Of Bus	No. Of Trekker	No. Of Tractor	No. Of Jee ps	No. Of Two Wheelers

**2.19 Power station and electric installation**

**2.20 Transport and communication network**

VHF station/ Telecommunication links/IMD system/ other  
 Road network  
 Waterways  
 Railways  
 Internet facilities  
 HAM amateur radio stations

**C. Chapter III**

**3.1 Resource Inventory/ Capacity Analysis:**

<b><u>Resource Type</u></b>	<b><u>Details</u></b>	<b><u>Number</u></b>	<b><u>Contacts/ Owner's name with Telephone No.</u></b>
<b><i>Transportation and Communication</i></b>	Tractor		
	Trekker		
	Trolley, Rickshaw		
	Four wheeler		
	Boats		
	Telephone		
	Any other		
<b><i>Containers</i></b>	Tankers		
	Overhead tanks		
	Jerry canes		
	Big vessels		
<b><i>Cleaning and Cutting Equipments</i></b>	Kodi		
	Kudala		
	Sabala		
	Rope		
	Saw		
<b><i>Other Resources</i></b>	Gen set		
	Pump set		
	Petromax		
	Tent house		
	Gas light		
	Solar Light		
	Biogas		
<b><i>Temporary Shelter</i></b>	Tents		
	Tarpaulins/ Polythenes		
	Bamboo		

**3.2 Emergency Contingency Plan** \_\_\_\_\_ **Block**

2	3	4	5	6	7	8	9	10	11	12	13
Name of the G.P.	No. of population as per 2001 Census	Present Population ( Col. 3+ 20%)	Amount of food Materials (in KG) per Day						Medicines per Week		
			Chuda (@ 200 gms./Head)	Gur (@ 50 gms /Head)	Rice (@ 250 gms / Head)	Dal (@ 25 gms/ Head)	Salt (10 gms/ Head)	K.Oil (50ml /head)	ORS in Packet/ Head	Halogen Tabs. ( 7 tabs /Head)	Bleaching Powder in KG (50 Gms /Head)

**3.3 Infrastructure (Nos. AND/OR distance in Kms.)**

Name of the GP	PDS Outlets	Post Offices	Police Station/ Outpost	Pucca buildings	CHC	PHC	Dispensary	Cyclone Shelters	Educational Institutions	Livestock centers	Cottage Industries	Industries	Godown

**3.4 Industries:**

Name of the GP	Name of the Industries	Type of industry	Manpower employed	Infrastructure available	Investment	Production	Insured or not

**3.5 Financial Institutions:**

Sl. No	Name of the Institution	Address	Telephone Number

**3.6 Storage facilities with capacity**

SI.No	Type of storage structure	Location	Capacity	Contact Person	(Address and Phone no.)	Remarks

**3.7 Public Distribution System**

Name of the GP	No. of PDS retailer counters	Name of the retailer	Contact person and address	Telephone Office/ Res.	Location	Area Coverage/ No. of Cards	Remarks

**3.8 PHC/ PHC New**

PHC/ PHC New	Name of the G.P (Location)	Staff Available
PHC		

**3.9 Police Stations**

Police Station	Name of the G.P (Location)	Staff Available

**3.10 Sub Post Offices:-**

Name of the G.P	Location	No. of Staff Available

**3.11 Identification of Cyclone/flood shelters (single/Double storied) with capacity:**

Sl.No <sub>2</sub>	Type of shelter	Capacity (Room and Plinth Area)	Location	Contact Person (Address and Phone no.)	Facilities Available	Remarks (Single or Double)

**3.12 Earth moving and Road cleaning equipments:**

Type of Equipment	Contact person and address	Telephone Office/ Res.	Remarks

**3.13 Industries:**

Name of the GP	Name of the Industries	Type of industry	Manpower employed	Infrastructure available	Investment	Production	Insured or not

**3.14 Traders:**

Type of Traders	Contact person and address	Telephone Office/ Res.	Remarks
House building materials			
Groceries			
Medicine shop			
Tents and Tarpaulins			
Hardware shops			
Rice mill			
Fuel wood			
Electrical Equipments			
Restaurants			
Farm inputs			

**3.15 Transportation (Road and water)**

Type of Vehicles	Contact person and address	Telephone Office/ Res.	Remarks
Tractors			
Bus			
Truck/ Mini truck			
Trekker			
Country boats			
Motor boats			

**3.16 Alternative energy sources (Bio gas and Solar Energy Cells)**

Type of sources	Contact person and Address	Phone No.	Remarks
Bio Gas			
Generator			
Pump sets			
Solar Energy Cell			

**3.17 Private Professionals:**

Expertise	Name	Specialty	Address	Phone nos.	Service facilities available
Doctor					
Health practitioner					
Ex-service man					
Mechanical/civil engineer					
VAS					
Volunteers trained in Rescue operation					
Volunteers trained in operating special equipments					
Volunteers trained in first aid					
Skilled Mechanics					
Drivers (Road and Water ways)					

**3.18 List of NGOs**

Name of NGOs and CBOs	Area of Operation	Sector	No. of Volunteers	Other Resources	Contact Address

**3.19 Volunteers Profile:**

Sl.	Name of the Village	Name of the NGO /CBO	Name of the Volunteers	No. Of Volunteers Trained					Damage Assessment
				Rescue	First	Ham	Relief and Coordination		

**Chapter IV**

**Risk / Hazard Analysis**

**4.1 History Of Disaster**

Type of Hazard	Year of Occurrence	Area affected	Impact on Life	Livelihood	Live stock	Remark

**4.2 Seasonality of Hazard**

Type of Hazards	Jan-Mar				April-June				July-Sep				Oct-Dec			
	H	C	A	I	H	C	A	I	H	C	A	I	H	C	A	I

H: Human, C: Crop, A: Animals, I: Infrastructure

**CHAPTER - V**

**Risk Assessment**

Type of Hazards	Time of Occurrence	Potential Impact	Vulnerable areas
Cyclone			
Flood			
Drought			
Earthquake			
Sunstroke			
Fire			
Chemical Accidents			
Boat capsize			
Epidemic			
Accident			
Lightening			

**CHAPTER - VI**

**6. Vulnerability Analysis**

**6.1 Infrastructure Vulnerability against Hazards**

Vulnerability	Vulnerability against each hazard							
	Cyclone		Flood		Chemical industry		Fire	
	Population	Area name	Population	Area name	Population	Area name	Population	Area name
Road network								
Water ways								
Water supply								
Sewage								
Hospital								
Food stocks & supplies								
Communication (System)								
Embankments								
Bridges								

## CHAPTER – VII

**7. MITIGATION PLAN****7.1 Sector wise Vulnerability Reduction Measures (considering G.P plans):**

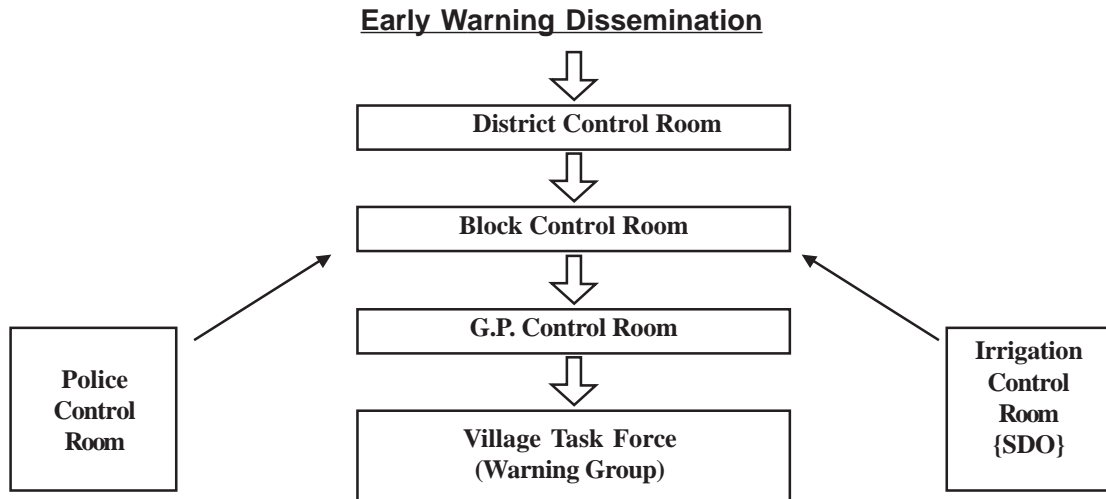
Type of Sector	Sub sector	Mitigation measures	Responsible Dept.	Time Frame
Infrastructure Development	IEC activities			
	Road			
	Embankment			
	Bridges			
	Safe Shelters			
	Communication			
	Drinking water and sanitation			
	Power			
Health/ Animal Husbandry	Technology dissemination			
	IEC activities			
	Vaccination			
	Training			
Livelihood Sector				
	Awareness			
	Agriculture			
	Fishing			
	Fishery			
	Allied activities			
Insurance	Horticulture			
	IEC activities			
	Infrastructure			
	Livelihood			
	Life			

**CHAPTER VIII**

**8.1 Crises Response Structure of the Block.**

**A. Early Warning Dissemination and Response Plan**

Department	Response System			
	Preparedness	Pre (after Warning)	During Disaster	Post Disaster
Block/ Panchayat Samiti				
Police				
Revenue				
Irrigation				
NGO				



**Operational Timing:**

Operational Timing: JUNE to DECEMBER Every Year		
Normal	Warning	Post

**Personnel Deployment in Control Room:**

Days	7AM TO 10AM (Day Office) 1PM TO 5PM (Morning Office)	5PM TO 10 PM	10 PM TO 7AM
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

**Records and Equipments of Block Control Room (BCR)**

Name of the Record	Equipments

**Activities of Block Control Room.**

Normal Time:

Activities After Receiving Warning.

Activities Post disaster.

**Check List for Control Room:**

Activities	Page no. for Reference	Yes/no
1) Assessing of duty. 2) Maintain inventory of resources. 3) Provide information who need it. 4) Service division and assign duties. 5) Receive information on a routine basis and record. 6) Receive preparedness report from various relevant dept. 7) Basing on the reports feedback to the district authority and others. 8) Vulnerable area map displayed. 9) Imp. Phone numbers.		

**Evacuation, Search and Rescue:**

Department	Evacuation, Search and Rescue Response Structure Response System			
	Preparedness	Pre (after Warning)	During Disaster	Post Disaster
<b>Block/ Panchayat Samiti</b>				
<b>MVI</b>				
<b>Police</b>				
<b>Revenue/ RI</b>				
<b>Medical</b>				
<b>Saline and Embankment/ PWD/ RD</b>				
<b>NGO/ Volunteer</b>				

**Medical and First Aid:**

Departments	Medical Aid - Response System			
	Preparedness	Pre (after warning)	During	Post
MO/ ICDS				
VAS				
Block				
NGO				

**D. Carcass/Dead bodies' disposal**

Departments	Preparedness	Pre (after warning)	During	Post
Health/ VAS				
Gram Panchayat and NGO				

**Shelter Management:**

Sl. No	Departments	Shelter Management - Response System			
		Preparedness	Pre (after Warning)	During	Post
1.	Block				
2.	Police				
3.	Electricity				
4.	NGO/ Volunteers				
5.	RWS&S				
6.	Medical				

**Relief:**

SI.No.	Departments	Relief Operation - Response			
		Preparedness	Pre (after Warning)	During	Post
1.	Block				
2.	VAS				
3.	RWS&S				
4.	NGO/ Volunteer				
5.	CDPO				

**Health and Sanitation**

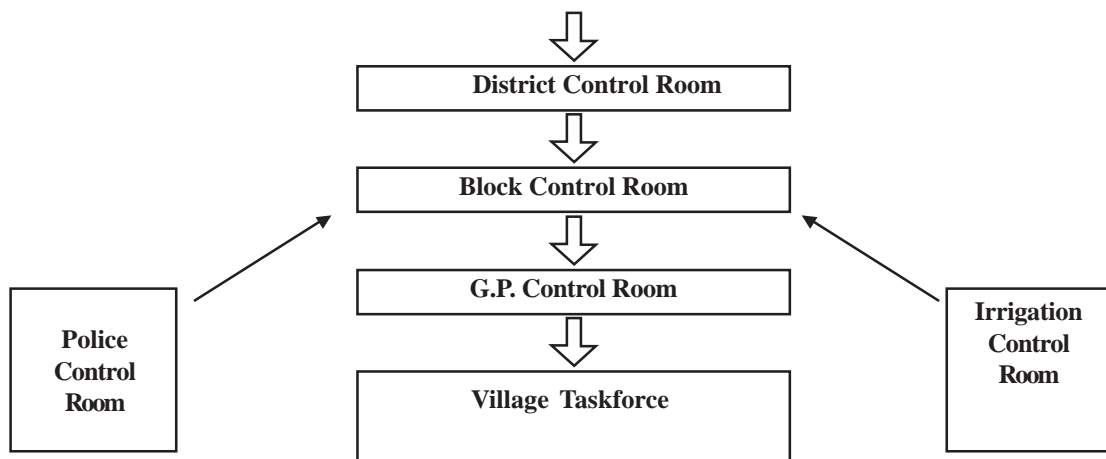
SI. No.	Departments	Health and Sanitation Response System			
		Preparedness	Pre (after Warning)	During	Post
1.	MO/CDPO/BEE				
2.	JE RWS&S				
3.	RD/NGO/VOLUNTEERS				

**CHAPTER IX****8.1 Crises Response Structure of the Block****A. Early Warning Dissemination and Response Plan**

Department	Response System			
	Preparedness	Pre (after Warning)	During Disaster	Post Disaster
Block				
Police				
Revenue				
Health				

Irrigation				
RD & R&B				
RWS&S				
AH Dep.				
Electric				
Agril.				
NGOs				

**Early Warning Dissemination**

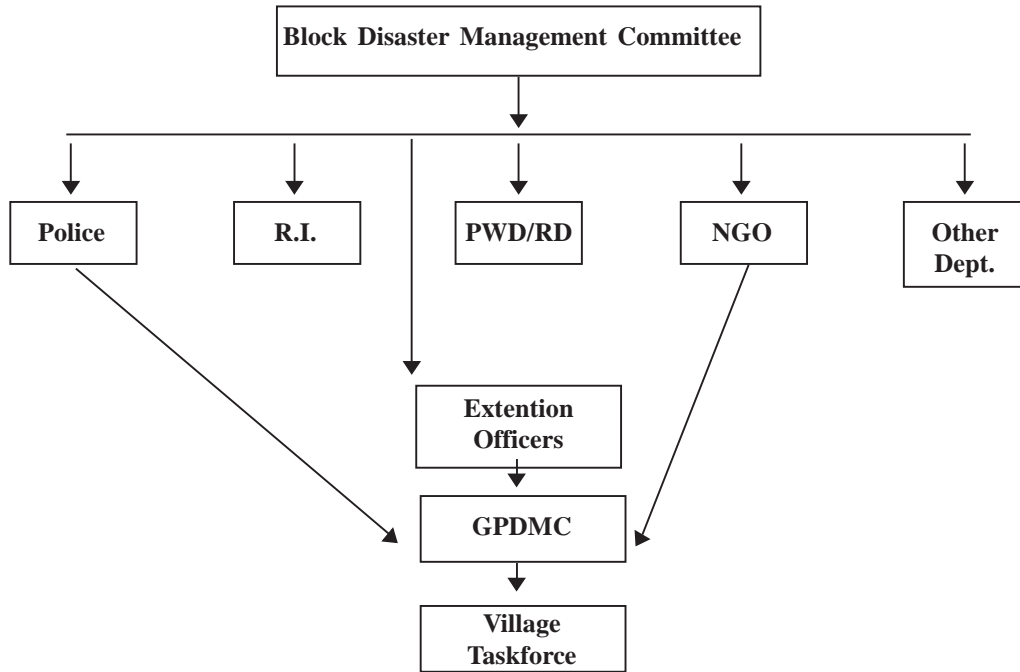


	Departments					
	BDO	Revenue	Police	Irrigation	Post office	NGO/Volunteers
Preparedness						
Pre (after warning)						
During						
Post						

**Control Room Operation**

Operational Timing			Personnel Deployment			Name of the record	Equipments
Normal	Warning	Post	Designation	Department	Time		

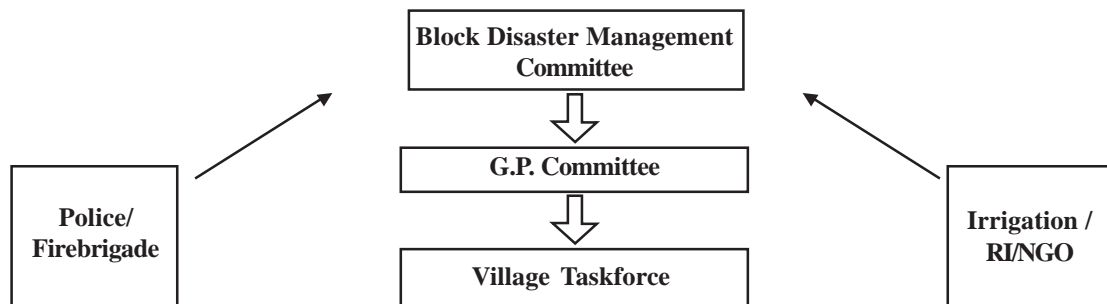
**Evacuation Response**



**Evacuation:**

	Departments					
	Police	RI	PWD/RD	Block	NGO/Volunteers	Other Dept.
Preparedness						
Pre (after warning)						
During						
Post						

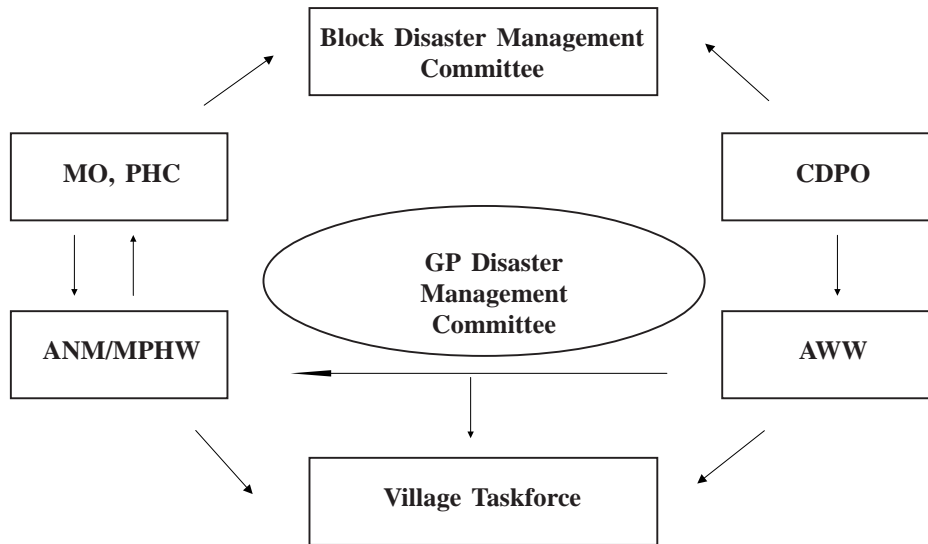
**Search and Rescue Operation**



**Search and Rescue Operation:**

	Departments					
	Police	Fire Brigade	Block	RI	Others	NGO/Volunteers
Preparedness						
Pre (after warning)						
During						
Post						

**First aid & Health Services**



**First aid & Health Services:**

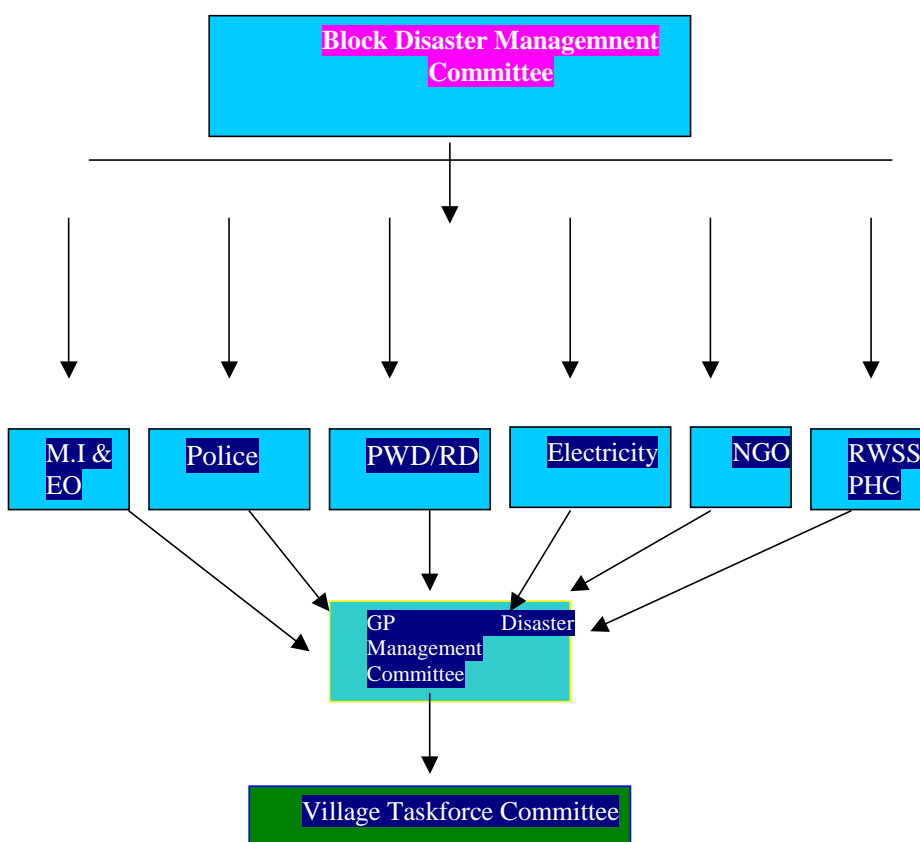
	Departments			
	MO	ICDS	Block	NGO/Volunteers
Preparedness				
Pre (after warning)				
During				
Post				

**Carcass/dead bodies' disposal**

	Departments					
	Block	Health	VAS	Police	RI	NGO/Volunteers
Preparedness						
Pre (after warning)						
During						
Post						

**Shelter Management**

**Shelter Management**



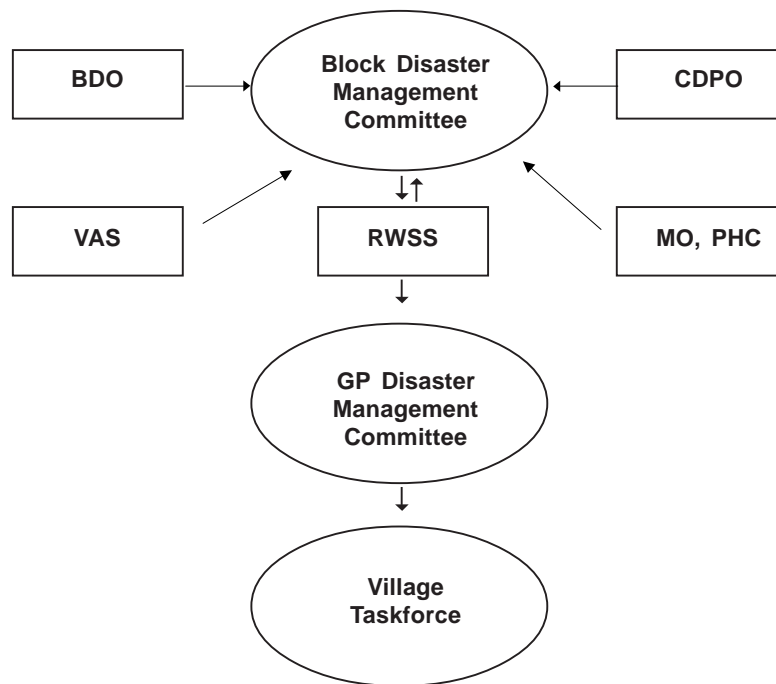
**Shelter Management:**

	Departments					
	MI & EO	Police	PWD/RD	Electricity	NGO/Volunteers	RWSS/PHC
Preparedness						
Pre (after warning)						
During						
Post						

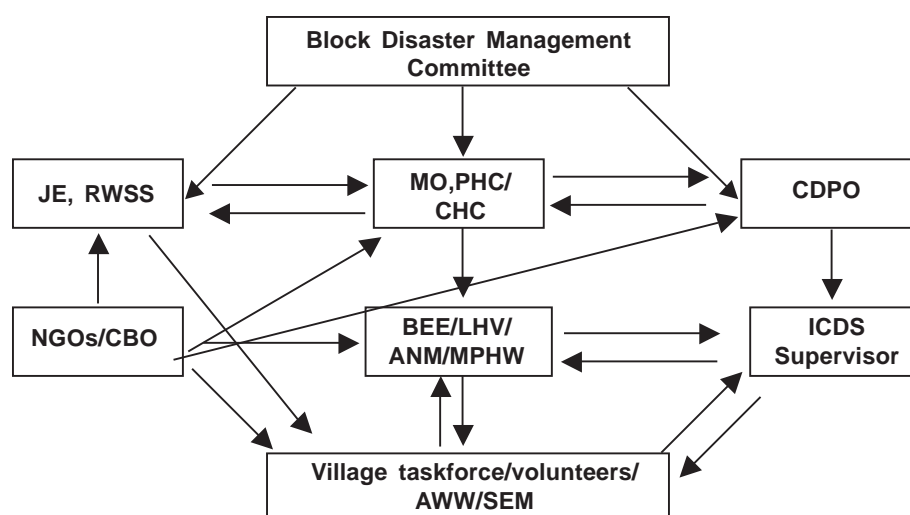
**Relief:**

	Departments					
	BDO	VAS	RWSS	MO	CDPO	NGO/Volunteers
Preparedness						
Pre (after warning)						
During						
Post						

**Relief operation**



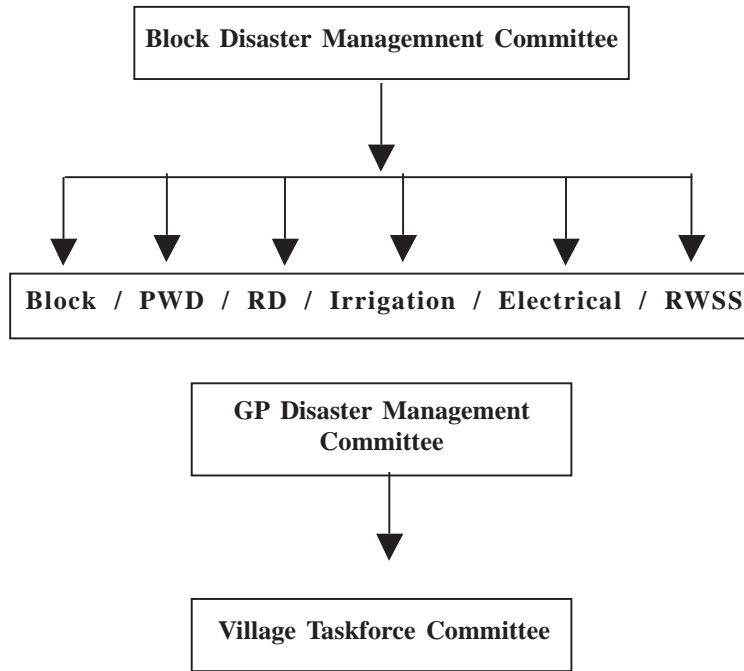
**Water and Sanitation Response**



**Water and Sanitation:**

	Departments					
	MO	BEE/ANM/MPHW	CDPO	Supervisor	RWSS-JE	Volunteers
Preparedness						
Pre (after warning)						
During						
Post						

**Infrastructure Restoration**

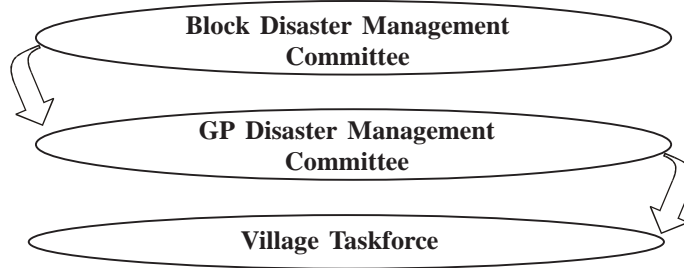


	Departments					
	RD	R&B	Irrigation	Electrical	RWS&S	Block
Preparedness						
Pre (after warning)						
During						
Post						

**Cattle camps**

	Departments		
	VAS	BDO	NGO/Volunteer
Preparedness			
Pre (after warning)			
During			
Post			

**Coordination and Linkage with G.P and village**



Block	
Preparedness	
Pre (after warning)	
During	
Post	

**Check List for Control Room**

Activities	Page no. for reference	Yes/ No
1) Assignment of Duty 2) Maintain inventory of resources 3) Provide information who need it 4) Service division and assign duties 5) Receive information on a routine basis and record 6) Receive preparedness report from various relevant dept. 7) Basing on the reports feedback to the district authority and others 8) Vulnerable area map displayed 9) Imp. Phone numbers		

**VII. CHECKLIST FOR VARIOUS DEPARTMENTS**

a) BDO

Activities	Page no. for reference	Yes/No
1) Vulnerable and risk assessment map 2) Cut off areas with safe route map 3) Storing facilities 4) List of dealers for food 5) List of volunteers 6) Control room set up 7) Boat and transportation for rescue 8) Transportation for food supply 9) Pre-positioning of staff 10) Site operation centers/staff 11) Evacuation and rescue of people 12) Coordination and linkage 13) Damage assessment 14) Address and telephone list 15) Alternative communication system 16) Pulling resources from out side if required 17) Having network with neighboring blocks		

b) **Panchayat Samiti Chairperson**

Activities	Page no. for reference	Yes/no
1) Ensuring the function of BDMC 2) Approval of DM Plan in the Panchayat Samiti 3) Awareness generation 4)		

c) **MO, CHC**

Activities	Page no. for reference	Yes/No
1) Stock position of live saving drugs, ORS, IV fluids and other equipment 2) Distribution of ORS, Halogen to field areas 3) List of contact address of field staff 4) List of volunteers 5) List of DDC/ AWW 6) List of epidemic/risk prone areas 7) List of site operation areas 8) Mobile health unit 9) List of Dist./ health control rooms 10) List of private and local doctor 11) Awareness through propagation of healthy practices during the disaster time 12) Trained the village taskforces on use of medicine and first aid 13) Daily disease report collection and analysis 14) Preventive measures 15) Taking help of others/dist		

d) **JE Irrigation/SDO**

Activities	Page No. for reference
1) Stock piling of repair materials like sand, bags, bamboo at vulnerable points[Place name]etc. 2) Provision of guarding of weak points 3) List of volunteers 4) Taking help of community for maintenance of the embankments 5) Taking proper measures for protecting the weak points 6) Co-ordinating with others	

**e) JAO**

Activities	Yes/No
1) List of different areas to be affected by different hazards	
2) Crop pattern with land holding	
3) List of irrigation points with status	
4) Alternative crop	
5) Trained for food preservation and protection	
6) Assessment of damage	
7) Provision of seeds and others	
8) Helping in raising of community nursery for seedling/sapling	
9) Crop insurance	
10) Generate seed bank/grain bank at village level	
11) Coordinating with others	

**f) VAS**

Activities	Yes/No
1) Animal population with categories	
2) Possible problems related to different hazards	
3) Dealer of feeds/fodder	
4) List of cow sheds	
5) Site camps with volunteers	
6) Programme for mass vaccination	
7) Trained the taskforce to use of medicine	
8) coordinating with others	

**f) SDO/JE (RD/PWD)**

Activities	Yes/No
1) Identification o weak points	
2) Repair the weak points before hazards season	
3) Stockpiling of building materials	
4) List of dealers for building materials	
5) Promotion/training of people on retrofitting/ resistance building	
6) Arrangement of equipment for road clearance	
7) Plan for vulnerable reduction	
8) Coordinating with others	

**DEVELOPMENT INITIATIVES/ LINKAGES**

**Short Term Plan:**

Sl. No.	Name of the G.P	Name of the Village	Required Intervention	Agency Responsible	Fund Required	Time Frame

**Long Term Plan:**

Sl. No.	Name of the G.P	Name of the Village	Required Intervention	Agency Responsible	Fund Required	Time Frame

**Mock Drills Plans:**

Time	Process (Utilization, Maintenance and Record Keeping)	Responsible Person

**Inter Block Linkages:**

Need Areas	Process	Contact Person

**Block Plan update:**

Time	Process	Responsible Person

**Important Name and Telephone Numbers:**

Name of the Personnel	Designation and Department	Address	Phone No.		Fax	Contact Person
			Office	Residence		

**Annexure:**

**Maps**

- Social Map
- Resource Map
- Vulnerability Map
- Places showing the weak Embankments/ River System
- Road Map
- Alternate Route