



GRAM PANCHAYAT DISASTER MANAGEMENT TRAINING MANUAL



GoI-UNDP Disaster Risk Management Programme

Gram Panchayat Disaster Management Training Manual

(Training Guide)

DISASTER RISK MANAGEMENT

GoI-UNDP Disaster Risk Management Programme

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

- 1) Training of the Gram Panchayat Disaster Management Committee [GPDMC]*
- 2) Training of Village Volunteers*
- 3) Training of the Task Force 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 :

India is horribly haunted by regular natural disasters like flood and cyclone round the year, leading to immeasurable loss of lives and properties. Earthquake is also a major threat to northern Himalayan region and deccan plateau in southern and central India. Even today, the people of the coastal areas are thunder stricken by remembering the terrible disaster they experienced during the super cyclone of 1999. Even now, the suffering and hardship, which broke down the backbone of socio-economic fabric of the affected people during the recent disasters, has remained as a scar mark in their mind as well as others who were affected partially by these devastating natural calamities. 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 disaster prone districts of the country. Besides, natural calamities and man-made devastations have for shaken the mental tranquillity and financial stability of the people. If we analyze 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.

Economically, many people turn to have nots and pauper, causing vicious circle of poverty to set in. Moreover, persons who were completely dependant upon agriculture or animal husbandry as their principal occupation shift to other occupation which drag them into more economic hardship and utilization of human resources in proper field does not find a place in the changed atmospheres which create social imbalance. The entire socio-cultural life, political outlook and economical situation change to create a different attitude causing unexpected environmental imbalance in the affected area.

To mitigate and face natural disaster, many voluntary agencies, philanthropic organizations, government and foreign agencies have come forward to create model infrastructural development as a precautionary measures to combat the calamity in future. Apart from constructing cyclone/flood shelters and summer shelters, many welfare measures for socio-economic upliftment of the affected people have been undertaken by various organizations. All these plans and programmes are exclusively meant to save people in the affected areas. This is essentially needed to face the unforeseen disaster. It would be quite impossible to save the life and property of the people if proper basic infrastructures are not created after the calamity. Moreover, it is most essential to generate

awareness in the various communities by strengthening their will power to face the situation courageously and constructively. Unless the people are conscious and bold enough to face the situation, this basic infrastructures development or measures or disaster management cannot be fruitful during the calamity.

Till date, the people of disaster-affected zone are not fully physically and mentally prepared to face the situation. Neither the government, nor any outside agencies like national voluntary organizations and international agencies can make any headway without the peoples' cooperation in this calamitous situation. All these preparations have to be created in the community level. Preparedness at the community level is much more imperative and effective than that of the individual level during actual calamity period. To remain fully prepared, traditional know how, which people normally utilize during the period of disaster, along with the modern technology / technique, should be adequately armed to the masses. As a result, during the calamity, they can boldly face the situation and overcome the shock of the disaster by minimizing the loss of lives and properties.

Besides all these preparations, it is essential to integrate different infrastructural base work and various measures to combat disaster by different governmental and non-governmental agencies.

Keeping in view these objectives, the curriculum for a training programme has been thought of, which would be important in 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 Gram Panchayat 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 2 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

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

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 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:

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

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 GPDMC to identify the on the basis of the experiences of the earlier cyclone, flood, earthquake, other different hazards it faced, for e.g winds, heavy rains, mudslide and so on. Based on the impact of past disaster, the hazards have to priorities for preparedness plan. It is also useful to identify the most vulnerable areas as regards destruction of life, property, infrastructure and economic activities. These are marked in a separate map.

1 - RESOURCE MAPPING:

- Safe shelters (Pacca Houses, Community Centers)
- Drinking water sources
- Water Bodies
- Agricultural land
- Forest land
- Grazing land
- Dispensary and Primary Health Care Units
- Road
- Power Installations
- Telephone
- 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
- Pump sets & other installations
- Looms and such properties
- 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*** as per the hazards.

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

3- SAFE OR OPPURTUNITY MAPPING

- Road
- Safe Shelter
- Elevated up lands, High Land (mounds)
- Alternate route for safe evacuation
- Safe Primary Health Centers, Fire stations, Police stations
- Godown
- Identification of motivated task force volunteers, boat man,

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's 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, first 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 GP Level Trainings

This chapter includes all the trainings that are to be carried out at the Gram Panchayat level.

The trainings are:

- 1) Training of Gram Panchayat Disaster Management Committee [GPDMC]
- 2) Training of Village Volunteers
- 3) Training of Disaster Management Team members

Given below are the details as to how to carry about the trainings. It would be a guide for the trainer.

Gram Panchayat Level Training Camp:

For the successful implementation of the village level training programme, the co-operation and knowledge of the trainees of Gram Panchayat level are indispensable. In this level, the role of Sarpanch, Head-member of the Youth Club and the members of Women Organization (mahila samiti) are very important who constitutes the **Gram Panchayat level Disaster Management Committees**. When the degree of disaster augments and is impossible to mitigate it at the village level, then there arises the necessity of GP level disaster management committees.

After being trained, these trainees will collect all necessary information and facts in Village Level Committee. There will be a village level meeting in the presence of Panchayat Level Committee in every month. They will have conversation with Disaster Management Committee about the preparedness in managing the disaster. This committee will further discuss with Block level committee about necessary information, training and finance. This will produce each activity and annual report-before the block level committee.

A. TRAINING MODULE FOR TRAINING GRAMPANCHAYAT DISASTER MANAGEMENT COMMITTEE [GPDMC]

Members of the Grampanchayat Disaster Management Committee [GPDMC] :

Total members: 15 – 20 members

1. Sarpanch – Chairperson
2. Nayab Sarpanch
3. Extension officer of the Block attached to the GP – Member Convenor
4. GP Secretary
5. 4 elected Ward members,
6. Head master of the Centre school
7. Head master of the High School located in the Grampanchayat
8. One taskforce member from each village under the GP
9. Representative of the NGO/CBO carrying out VDMP in the GP
10. One senior citizen nominated by the committee

Apart from the above - suggested members the ANM, ICDS Supervisor, PHC- Doctor, Revenue Inspector, Live stock Inspector and other line departments gram panchayat level officers can be a part of the Grampanchayat Disaster Management Committee [GPDMC]

1 - Objectives of the Training:

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

- (a) Definition of disaster and its types and causes.
- (b) What is disaster preparedness
- (c) Brief idea about the Disaster Risk Management Programme
- (d) Roles and responsibilities of the GPDMC
- (e) Roles and responsibilities of the GPDMTs
- (f) Preparedness of disaster management Plans
- (g) Disaster preparedness for emergency period (Relief work, damage and need assessment)
- (h) Alternative housing technology
- (i) Protection of the environment

2 - Guidelines For The 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 program.
- 8- All the trainees should participate in this training program.
- 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 program, all the instruments should be ready.
- 15- In the training process, local language should be used strictly.
- 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.

3- Training Material Required:

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

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

4- Session Management:

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.

5- 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

6- Place: Grampanchayat Office

7- Time Duration: 2 days

8- Course Curriculum:

Day 1:

- Introduction by Block Development Officer or the Nodal Officer for DRM at the Block level/ Sarpanch
- Expectation of the participants from the training programme
- Aims and Objectives of the Disaster Risk Management Programme
- What is Disaster, Types of Disaster, History of Disaster
- Disaster preparedness and Mitigation and its Stages (HH/Village/GP /Block)
- Roles and responsibilities of GPDMC – Normal, Pre, During and post disasters
- What is Community Based Disaster Preparedness
- Stages of preparing a GPDMP, PRA Tools (Mapping - Social, Resource, Vulnerability and Opportunity), Group formation and defining their roles and responsibilities.

Day 2:

- Refreshing 1st days discussion
- Processes involved in carrying out a Mock Drill
- Preparing rough Skeleton of the Gram Panchayat plan and carrying out inventory of resources
- Sharing of the data and the draft preparation of the mitigation plan
- Wrap up session
- Vote of Thanks

Roles and Responsibilities of Grampanchayat Disaster Management Committee [GPDMC]:

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

Normal times:

- Prepare the Gram Panchayat Disaster Preparedness and Response Plan
- Help the village volunteers and the ward members in preparing the Village Disaster Management Plan
- Monitoring the training activities of the task force members at the village level
- Updating the Gram Panchayat Disaster Management Plans
- Integrating normal development work of the grampanchayat 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 Flood and Cyclone:

- The Sarpanch to immediately have a meeting with all the GPDMC members and update the GPDMP and clearly specifying the roles and responsibility of each group.
- Ensure that all the resources needed immediately as per the plan are readily available
- 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 GPDMC
- Human resources like the boat man, specially trained taskforce, civil defence personals
- Telephone and address of the local officials to be kept ready

During Disaster:

- Rescue and evacuation
- Monitoring of the relief distribution
- Coordination among various task force groups in the villages
- Coordination between block and various line departments.
- Coordination between the NGOs and the CBOs working in that area
- Weather tracking if possible and sharing

Post Disaster:

- Monitoring of the relief distribution
- Coordination among various task force groups in the villages
- Coordination between block and various line departments
- 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.

B. TRAINING OF VILLAGE VOLUNTEERS

The volunteers can be trained either at the GP Level or clustering 2-3 Gram Panchayats i.e at the zonal level Two volunteers will be selected from each village preferably one male and one female to carry out Village Disaster Preparedness and Mitigation Plans (VDPMP) at the village level. The village volunteers may be members of the local NGO/CBO, SHG Group, PRI members (Ward members), youth clubs or any active motivated person of the village.

Name of the Training: Training of Trainers for preparing the VDPMP, Training for volunteers.

Venue: Grampanchayat Office/ School or any place that is easily access able to all

Number of Days: 3 days

Trainees: Two volunteers from each Village (one male and one female)

Training content:

Day 1:

Overview of the Disaster Risk Management Programme

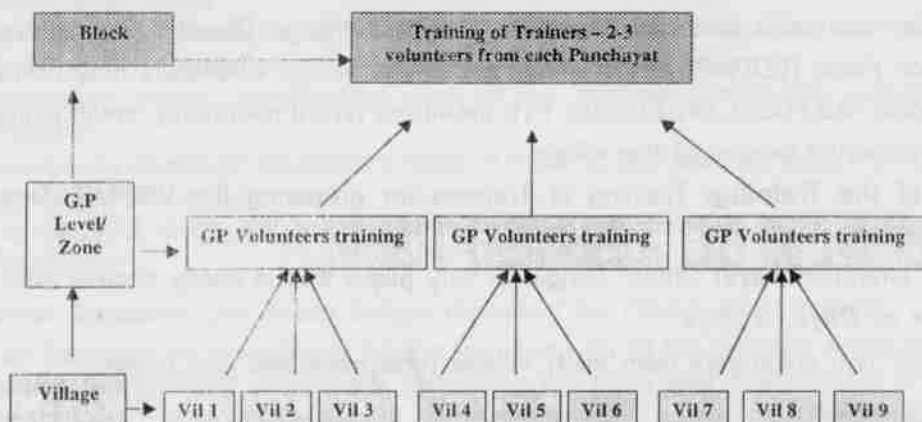
- What is Community Based Disaster Preparedness
- Types of Disasters
- What is at risk and who is at risk
- History of Disasters in that Panchayat – last 20 years
- Role of volunteers in disaster preparedness (Role of PRIs/ NGOs/ Government functionaries too can be discussed)
- Participatory Rural Appraisal tools and techniques to be discussed
- Details discussion on Social, Resource, Vulnerability and Risk , and Opportunity or Safe mapping
- Steps for Village Disaster Preparedness and Mitigation Plan preparation.

Day 2:

- Refreshing Day 1 discussion
- Role of Village disaster Management Committee [VDMC]
- Role of Village Disaster Management Team (DMT) members (pre, during and post disasters)
- Steps to carry out Mock drill and how to generate community contingency fund
- Detail discussion of the Village Disaster Preparedness and Mitigation Plan

Day 3:

Formation of the village disaster preparedness and mitigation plan in the village (practical)



C. Training of the Disaster Management Team (DMT) Members:

The Village task force members form the Village Disaster Management Team [VDMT]. There are a total of nine groups namely Early warning, Shelter Management, Evacuation and Rescue, Health and First Aid, Water sanitation and Carcass Disposal, Relief and Co-ordination, Damage Assessment, Counseling Group and Patrolling group who are a part of the Task force members at the village level. The members of these groups

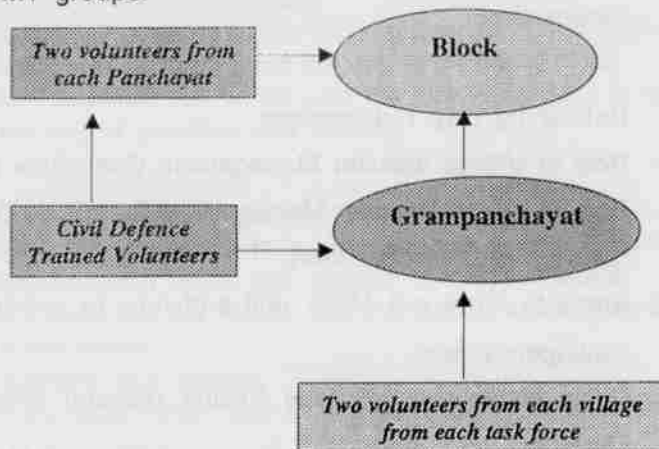
Steps:

Step 1 [Block Level] – Training of Trainers

At the block level Training of Trainers would be held who would train the task force members of the village level. Two to three volunteers from each Panchayat (at least one women volunteer) would be trained by civil defence personals.

Step 2 [Gram Panchayat] – Training of the Task Force members

The master trainers at the Gram Panchayat level will train two volunteers from each of the 9 DMT groups.



CHAPTER - V

D. CONTROL ROOM OPERATIONS

Control room plays a vital role in the disaster management activities. In fact, it is the hub of all activities at the time of disaster. The major functioning of control room is gathering and collecting authentic and complete information, processing of the information and feeding the same to all the involved agencies and individuals regarding various aspects of a disaster management. The knowledge of control room operation to various stakeholders enables them in playing their role in any disaster situation on any kind of unforeseen incident.

Trainees

All the members who are in charge of control room should be trained.

The trainees are

Committee Members

- Sarpanch
- Nayab Sarpanch
- Ward member
- Member of the committee (2)
- Voluntary organizations
- Two youths from each village (phase wise)
- School Teachers

No. of Days: 1 day

Training Equipments

- Poster
- Black/ White board
- Marker pen

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
- Group discussion
- Pictorial presentation

Subject matter of Training

- To sensitize the trainees about the need for control room.
- To make them aware about the control room operation.
- To familiarize trainees about the functioning of control room at the time of disaster.
- Emphasis should be given on normal time activities and integrating developmental activities for vulnerability reduction

The operational procedures of control room could be divided into two:

- Normal time activities.
- Activities at the time of the disaster.

Normal Time Activities of a Control Room

- To identify vulnerable places through mapping procedure.
- To operationalize the communicational equipments like the telephone, computer preferably with Internet facility.
- To constitute task force to look into the details of Disaster Management.
- To give warning signal as per the need of the hour.

Control Room at the Time of a Disaster

The responsibility of a control room is more especially in the post-disaster phase. It changes itself into action centre from information centre. Following are the major activities of a control room in a case of emergency:

- Keeps regular contact with meteorological department, block, tahasil and the local police station.
- To make arrangement to disseminate information to all concerned agencies and vulnerable places.

Control room is the organizational structure in which coordination is done among various agencies and prompt action is taken where coordination is lacking. Control room mainly acts as information centre. To mitigate a disaster there needs a permanent coordination between all the agencies. Control room enables them to reach at vulnerable places and people coordinating all the activities.

Objectives

- To collect information regarding the forthcoming disaster.
- To supply disaster information to different organisations.
- To estimate loss of human and other resources.
- To keep contact with the relief organisations.
- To familiarize the Govt. officers of the affected areas.
- To coordinate the block and if necessary with the district.
- To conduct the awareness and preparedness campaign and to make the people prepared for emergency.

Control Room Function at Gram Panchayat level

Block officials should inform the Gram Panchayat control room as soon as they get the warning. Then the control room will take care of the relief operation as well as the evacuation.

After getting the warning from block level and gram Panchayat level control room, the village taskforce, who are in charge of the village control room, will take immediate action. They will coordinate all the activities like dissemination, evacuation, damage assessment in the post disaster phase and relief operations etc.

Equipments Needed in a Control Room - GP level

- Panchayat House
- Telephone with STD facility
- Wireless
- Microphone
- One regular staff
- Radio/ TV set
- Siren.

The peaceful nature sometimes unfolds its cruel hand and it gets manifested into a major disaster carrying vast loss to human society. More particularly food, clothing, shelter. The bare minimum necessity of life faces widespread casualty. The situation worsens due to faulty system of building construction without keeping an eye on disaster. Hence, the impact is felt more acutely. Therefore, to minimize the debilitating effect of any disaster, disaster preventive houses are to be constructed which need proper maintenance so as to make it function at the time of any emergency kind of situation. To be aware regarding this, there should be a formal training programme.

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.

Do's and Don'ts

- Training should be carried out only in places that is agreeable by all (preferably Government buildings and not individual household)
- Trainer should possess all relevant knowledge regarding the concept.
- Training programme should be lively and there should be more explanation.
- Trainer should be a good listener.
- Trainer should be emotionally stable.
- Training programme should be informative and more practical instead of theoretical.
- Trainer should be self-motivated.
- There should be a lot of interaction and question answer section.

Annexure I**FORMAT FOR PREPARING THE GRAM PANCHAYAT DISASTER MANAGEMENT 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 Households	Population			Category				
			Adult	Children (< 5 Yrs.)	Total	SC	ST	OBC	GEN	

1.4 Household Details:

Sl. No.	Name of the Village	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:**

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

2.2 Land Holding Pattern: (No. of HH)

Sl. No.	Name of the Villages	Big Farmers	Marginal farmers	Small Farmers	Agricultural laborers	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 house holds	Agriculture	Agricultural labour	Other Labour	Fishing	Petty Business	Service holder	Others (specify)

2.6 Drinking Water Sources

Sl. No.	Name of the Village	Tube Well	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 in Kms.]

Sl. No.	Name of the Villages	PDS Outlets	Post Offices	Police Station/ Outpost	Pucca buildings	CHC	PHC	Dispensary	Cyclone Shelters	Educational Institutions				Livestock centers	Cottage Indus.	Industries	Godown/storing	Temple (pucca)
										U P	M E	High	College					

2.10 Communication Facilities

Sl 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

Sl No	Name of Institution	Address	Telephone

2.3 Availability of Earthen Mounds/ Mountain:

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

2.12 Resource Inventory

Resource Type	Details	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		
Shelter temporary	Tents Tarpaulins/polythene Bamboo		

b) 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
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2.15 Industries:

Sl. No.	Name of Industry	Type of Industry	Manpower	Machinery/equipment	Investment	Output
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2.16 NGOs Profile:

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

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)					

2.18 Alternative and Safe Route (in Kms.)

Sl.No.	Name of the Main Route	Alternate Route	Remarks
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C. VULNERABILITY ANALYSIS

3.1 History of Disasters:

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

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:

Sl.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.)

Sl.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**

Sl.No.	Name of the village	Name of the Member along with the HH No.
	Pregnant women/ lactating mothers	
2		
3		
4	Children below 5	
5	Uncared aged/ destitute	
6	Single Women headed household	
7	Fishermen	
8	Disabled	Deaf/Dumb
		Lame
		Blind
		Mentally Challenged
	Physically Handicap	
	Sick and ailing	
10	Inhabitants of thatched houses	
11	Houses living near sea/ river	
12	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				
2.	Livelihood Assets	others				
		Boats				
		Nets				
		Looms,				
		Potter's wheel				
		Prawn Gheries				
		Agricultural implements				
		Animals farms				
3.	Water Sources	Blacksmith's instruments				
		Others				
		Tube wells,				
		Wells				
		PHD stand posts,				
		Rivers				
		Ponds				
4.	Livestock	Tank,				
		Canals				
		Cattle				
		Poultry				
5.	Others	Goats/sheep/pigs				
		Others				
		Trees				
		Orchards				
		Food grains/ seeds				
		Others				

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**

<i>Activities</i>	<i>Preparedness</i>	<i>Pre (after warning)</i>	<i>During</i>	<i>Post</i>
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

<i>Activities</i>	<i>Preparedness</i>	<i>Pre (after warning)</i>	<i>During</i>	<i>Post</i>
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

<i>Activities</i>	<i>Preparedness</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	Preparedness	Pre (after warning)	During	Post
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	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

Needs	Resources available	Requirement
First Aid Sanitation Rescue Conservation of ecosystem		

8.3 Mock Drill Plans

Time	Process (utilization, maintenance, record keeping, etc)	Responsible person

8.4 Inter G.P Linkages:

Need areas	Process	Contact person

8.5 Gram Panchayat Update:

Time	Process	Responsible person

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

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

Annexure II:**Offices in the Gram Panchayat:**

Name of the Office	Address	Contact person	Telephone		Alternative Communication
			Office	Res.	

Annexure III.**Capability Assessment of the G.P level offices:**

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

Annexure IV

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

Annexure 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 VII

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

Annexure VIII

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

Annexure IX

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

Annexure 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:

Annexure II**FORMAT FOR PREPARING THE VILLAGE DISASTER MANAGEMENT PLAN**

Village/Hamlet: Revenue Village

GP Block

Date of preparation of Community Contingency Plan:

Resolution by the villagers :

Village Profile:

A. Location / Accessibility / Geographical Details: -**1.1 Demographic Details:-**

Sl. No	Head of the HH	Total Number of Family members					
		Male	Female	Ad ults	Old > 60 yrs	Children < 5 yrs	Total

1.2 Household Details

SC		ST		OBC		GEN		TOTAL		Total Households
APL	BPL	APL	BPL	APL	BPL	APL	BPL	APL	BPL	

1.3 Population

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)**

Agricultural Land (ha)			Grazing land	Forest Land (ha)	Others	Total area
High	Medium	Low				

2.2 Land Holding Pattern (No. of HH)

Big Farmers	Marginal farmers	Small Farmers	Agricultural laborers	Landless	Total

2.3 Availability of Mountain / mounds/ Kuda:

Sl. No.	Type of High land	Distance from Hamlet/village	Remarks

2.4 Cropping Pattern

Name of the Villages	Type of Crops	Area Cultivated	Area under Crop insurance

2.5 Drinking Water Sources

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

2.6 Irrigation Facilities and Source:

Source of Irrigation	Irrigated High Land	Irrigated Medium land	Irrigated Low Land	Total irrigated land
Canal Irrigation				
Lift Irrigation				
Pond				
Tube Wells				
Others				

2.7 Non Irrigated/ Rain Fed Land (Hect.):-

Types of land	Land in Hect.
1.High Land	
2.Medium land	
3.Low land	

2.8 Livelihood details

Type of Occupation	Number of Persons engaged	No. of Households engaged
Cultivation		
Agricultural labour		
Non Agricultural Labour		
Fishing		
Betel Vine		
Petty Business		
Service		
Others (specify)		

2.9 Inventory Of Resource:

Sl. No.	Type of Infrastructure	Yes / No (√ or X)	Distance	Types	Tel. No.
1.	GP Head quarter				
2.	Block Head quarter				
3.	Schools				
4.	Community center				
5.	Temple				
6.	Electrification				
7.	Telephone connectivity				
8.	PDS Outlet				
9.	Grocery Shop				
10.	Post Office				
11.	Police Station/ Outpost				
12.	Health Facilities	Health sub center			
		PHC			
		ANM			
		AWW			
		Private Practitioner			
13.	TV/ Radio/ VHF				
14.	Road Connectivity				
15.	Livestock centers/LI				
16.	Any Other				

2.10 Other Resources:

Resource Type	Details	Nos.	Owner's name	Contact Telephone No.	Remarks
Transportation and Communication	Bullock cart Tractor Trekker Trolley, rickshaw. Four wheelers Boat Important telephone numbers Any other				
Containers	Tankers Overhead tankers Jerry cane Big vessels				
Other resources	Generator set Pump set lantern Petromax Gas light Solar light				
Temporary Shelter	Tents Tarpaulins Bamboo Polythene				

2.11 Identified Safe shelter Places

Sl No.	Type of shelter/School Cum Cyclone Shelter	Single/multi Storied and Rooms	Capacity	Contact person and Phone no.	Remarks

2.12 Village Organizations

Sl No.	Type of Organization (Financial/SHG/CBO/NGO)	No. of Members	Field of Specialization	Contact Address	Telephone No.	Remarks

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)					

2.13 Godown/storing facilities:

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

2.14 Industries:

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

2.15 Financial Institutions

Sl No	Name of Institution	Address	Telephone

2.14 Alternative/ safe routes (In Kms.)

Sl No.	Name of the main route	Alternate route	Remark

C. VULNERABILITY ANALYSIS**3.1 History of Disasters (last 20 years)**

No	Type of Hazard	Year of occurrence	Type of Losses				
			Human	Livestock	Crop	Houses	Infrastructure

3.2 Seasonality of Hazard

Sl No.	Type of Hazard	Months			
		Jan- March	Apr- June	July- Sept	Oct- Dec

3.3 Inhabitants

Sl. No.	Type of house	No. of HHs	Remarks
1-	Kutchha		
2-	Pucca		
3-	Asbestos/tin roofed houses		
	Total Houses		

3.4 Distance of the Village From danger Risk Points (In Kms.):

Sl. No.	Danger/risk Points	Distance from the village	Remarks
	Sea		
	River		
	Weak embankments		

3.5 Distance of the Village from the Cyclone/Safe shelters (In Kms.):-

Sl.No.	Safe/Cyclone Shelter	Contact Person and Ph. Nos.	Distance from the Village

D. RISK ANALYSIS**4.1 Risk Groups**

Sl No	Risk Groups	Names along with HH Nos.
1-	Pregnant women/ lactating mothers	
2-	Children below 5 years	
3-	Uncared aged/ destitute	
4-	Single Women headed households	
5-	Fishermen	
6-	Disabled	Types

Sl. No.	Risk Groups	Names along with HH Nos.
		Deaf/ Dumb
		Lame
		Blind
		Mentally Challenged
7-		Sick and Ailing
8-		Widow
9-		Inhabitants of thatched houses
10-		Households living near sea/river
11-		Any other

4.2 Risk Prone Infrastructure and Assets

Sl No	Type of assets/ infrastructure	Nos.	Remarks
1-	Thatched houses, roads		
2-	Boats		
3-	Nets		
4-	Blacksmith's shed		
5-	Potter's wheel		
6-	Looms		
7-	Prawn Gheries		
8-	LI Points		
9-	Drinking water sources	Tube wells	
		Wells	
		PHD stand posts	
		Community tank/ ponds	
		Ponds	
		Canals/water channels	
		River	
10-	Livestock	Cattle	
		Poultry birds	
		Goats/sheep	
		Any other	
		Animal farms	
11-	Valuable documents (individual and community)		
12-	Crop / trees/ orchards/ forest		
13-	Food grains, seeds		
14-	Agricultural implements		
15-	Any other		

E. MITIGATION STRATEGY

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. VILLAGE RESPONSE PLAN

Village Disaster Management Committee (VDMC):

Sl No.	Name of members	Designation	Sex	Age	Contact Address and Phone No.

6. 1. Early Warning & Dissemination:

Sl No.	Name of members	Sex	Age

Time Line	Responsibilities	Name of the Member	Support Required
Normal			
Before [48 hours]			
During			
Post			

6.2. Rescue & Evacuation:

Sl No.	Name of members	Sex	Age

Time Line	Responsibilities	Name of the Member	Support Required
Normal			
Before [48 hours]			
During			
Post			

6.3. Shelter Management:

Sl No.	Name of members	Sex	Age

Time Line	Responsibilities	Name of the Member	Support Required
Normal			
Before [48 hours]			
During			
Post			

6.4: Health & First Aid

Sl No.	Name of members	Sex	Age

Time Line	Responsibilities	Name of the Member	Support-Required
Normal			
Before [48 hours]			
During			
Post			

6.5: Water, Sanitation & Carcass Disposal:

Sl No.	Name of members	Sex	Age

Time Line	Responsibilities	Name of the Member	Support Required
Normal			
Before [48 hours]			
During			
Post			

6.6. Relief Management:

Sl No.	Name of members	Sex	Age

Time	Responsibilities	Name of the Member	Support Required
Normal			
Before [48 hours]			
During			
Post			

6.7 Damage Assessment and Counseling:

Sl No.	Name of members	Sex	Age

Time	Responsibilities	Name of the Member	Support Required
Normal			
Before [48 hours]			
During			
Post			

6.8. Patrolling/ Vigilance & Coordination/ rehab/ linkages:

Sl No.	Name of members	Sex	Age

Time	Responsibilities	Name of the Member	Support Required
Normal			
Before [48 hours]			
During Post			

G. DEVELOPMENT INITIATIVES/ LINKAGES**7.1 Training**

Needs	Resources available	Requirement
First Aid Sanitation Rescue Conservation of ecosystem		

7.2 Village Contingency Fund

Time	Process	Responsible person

7.3 Mock Drill Plans

Time	Process (utilization, maintenance, record keeping, etc)	Responsible person

7.4 Inter Village Linkages:

Need areas	Process	Contact person

7.5 CCP Update:

Time	Process	Responsible person

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

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

**Annexure II:
Offices in the Village:**

Name of the Office	Address	Contact person	Telephone		Alternative Communication
			Office	Res.	

Annexure III

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

Annexure IV

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

Annexure V

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

Annexure VI

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

Annexure VII

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

Annexure VIII

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

**Annexure: IX
Maps**

- 1- Social/Resource Map
- 2- Hazards Specific Map
- 3- Risk & vulnerable Map
4. Opportunity/Safe Map
 - Seasonality Hazard calendar

Approved by Village meeting / Pali Sabha dated: